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AUSTRALIAN ARMY

RECORDS MANAGEMENT
MANUAL
1985

RECORDS MANAGEMENT MANUAL

1985

Department of Defence
(Army Office)
CANBERRA ACT
17 December 1985

Issued by my command.



(P.C. GRATION)
Lieutenant General
Chief of the General Staff

AMENDMENT CERTIFICATE

- | Amendment List | | Amended By
(Printed Name and Initials) | Date of
Amending |
|----------------|------|---|---------------------|
| Number | Date | | |
| | | | |

FOREWORD

1. This manual establishes the policy for Records Management at all levels within the Army.
2. The contents of this manual are to be adhered to by Army units with their own registry system. Units and Army Office Branches supported by other registry systems, eg Defence Central Registry, are to adhere to the instructions in this manual except where they are in conflict with the instructions issued by the servicing registry.
3. This manual supercedes the Registry Classification of Correspondence Catalogue (RCCC) 1973 and Records Management - Formations and Units - (AAB 80.2) 1965.

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PREFACEGeneral

1. The purpose of the Records Management Manual is to detail the responsibilities of all personnel at all levels in the area of records management.

2. The value of records and the necessity of preserving them is recognised by the Government. Efficient records management is a requirement under Archival and Freedom of Information (FOI) legislation. Correct records management initiated at unit level facilitates that management at higher levels.

GLOSSARY OF RECORDS MANAGEMENT TERMS

ACCESS	Access is the making of records available for examination to someone other than an officer of the creating department.
ACTION RECORD	The action record is usually the front page of the file cover. It is ruled in columns and is used to facilitate direction of movement and future action in regard to a particular document or complete file.
ACTION OFFICER or SECTION	Action officer or Section is the officer or section responsible for dealing with the subject matter of the correspondence, file, form, etc.
ACTION TAGS	Action tags are paper or board tags, suitably printed, attached to files or folios to highlight necessary action, eg 'Urgent', 'Ministerial', 'Action Incomplete'.
ARCHIVES	Those public records which, having been assessed as of continuing value for reference and research purposes, are appropriately classified and arranged in the custody of the Archives Office.
ATTACHMENT	Attachment is the securing of a paper to a file according to a pre-determined procedure.
CLASSIFYING	Classifying is the process of allotting individual documents, according to the information content or action required, to the correct file.
CLEARANCE	Clearance is a messenger service to deliver and collect mail and files to and from action officers or sections at set times during hours of official business.
CORRESPONDENCE	Correspondence is any communication in written form, eg messages, memorandum, letters, records of conversation. Publications and manuals are generally not regarded as correspondence.
CURRENT RECORDS	Current records are those records which are still being used for the specific purpose for which they were created.
DISPOSAL	Disposal is the removal of records from departmental custody either through authorised destruction or by transfer to the custody of the Archives Office.
FILE	A File is a group of papers fastened in some significant sequence usually in relation to a specific transaction, object or topic. Such a group is usually enclosed in a file cover and contains both correspondence and other kinds of documents which are attached.
FOLIO	A folio is a document, generally one of a number kept together as a file. The folio number is the consecutive number given to each complete document to assist reference and identification.
FOLLOW-ON CORRESPONDENCE	Follow-on correspondence is correspondence which contain replies or further action to the original paper or papers which created the file.
INITIAL CORRESPONDENCE	Initial correspondence is correspondence on a new topic for which no file is currently held.
INDEX	An Index is a list, book, card or electronic system suitably arranged to facilitate reference to files.
PERSONAL CORRESPONDENCE	Personal correspondence is correspondence dealing with only one particular person who is a member of the unit. If two or more members of the unit are mentioned the correspondence is classified as subjective correspondence.
PUT AWAY (P/A)	Put away is the act of placing a file in a storage area in the Registry when action, including examination, has been completed, or suspended for the time being.

REGISTER	To register is the act of recording correspondence and the system in which it is recorded to facilitate, later retrieval.
REGISTRY	Registry is the general term used to describe the section of a department or office which has the responsibility for the registration, treatment and custody of all correspondence and supporting documents which are used for the current business of the department or office concerned.
RE SUBMIT (R/S)	Resubmit is a system whereby files may be P/A temporarily, until a date indicated by the action officer, pending further action.
SUBJECTIVE CORRESPONDENCE	Subjective correspondence is all correspondence that is not personal correspondence.
TRANSIT SYSTEM	Transit system is the system used to control movement of files between two points without passing through registry.

CHAPTER 1
MAIL HANDLING PROCEDURES

Aim

101. The aim of this chapter of the Records Management Manual is to detail the procedures for handling mail.

Introduction

102. It is essential that mail is collected at the proper times, delivered promptly to registry, and processed immediately. Speed, safety, security, convenience and economy must all be considered when dispatching correspondence, as well as the relevant postal requirements and regulations.

Mail Inward

103. Receiving and Processing. The following guide lines apply to correspondence received in a unit:

- a. Unless marked 'Personal', envelopes addressed to the unit, a section of the unit or to an appointment within the unit are to be opened in the presence of at least two members appointed by the CO/OC and processed by registry staff.
- b. Official mail marked 'Personal' or 'to be opened by (appointment) only' is to be forwarded to the addressee and is not to be opened by registry staff.
- c. Action officers who receive 'registerable' correspondence which has not been recorded in the registry are to return the correspondence quickly to the registry to enable registration and filing action to be carried out.
- d. Registered Mail. The CO/OC of the unit is to appoint a responsible member of the registry staff to receive registered articles on behalf of the unit. Registered articles are to be recorded in a Postal Orderly's Registered Mail Book (AO92) and a signature obtained for the article from the person accepting delivery of the article. The pertinent file number is to be endorsed against the entry in the AO92 when the contents are to be processed by registry and the name of the originating post office and registered number endorsed adjacent to the date time stamp on the correspondence.
- e. Certified Mail. Certified mail is to be handled in the same manner as registered mail.
- f. Taxed Articles. Taxed articles are articles which have had insufficient postage paid by the originator. Payment for officially addressed 'taxed' articles should be made from the unit petty cash account. Unofficial privately addressed taxed articles are to be paid for by the addressee.
- g. Unclaimed Mail. Official correspondence that has been marked as 'UNKNOWN', 'UNCLAIMED' or 'RETURN TO SENDER' is to be opened and the envelope attached to the contents and referred to the originating officer, with the relevant file.
- h. Remittances. Negotiable instruments, eg cheques, money orders, and cash are to be recorded in a Values Received Register (FA 78) and handled in accordance with FINSERVMAN 7-1.
- i. Personal Mail. A long-standing agreement exists with Australia Post under which Army accepts responsibility for the handling and distribution of mail, once it is delivered to an authorised Army representative by the civilian postal authorities. It is incumbent upon units, therefore, to ensure that every care is taken with personal mail while it is in the custody of a unit, and that it is delivered to the recipient as quickly as possible. The duties of a postal orderly are listed in MLW Part 2, Volume 2, Pamphlet 5.

104. Date Time Stamping. All 'registerable' inwards mail is to be 'date time stamped' on the reverse at the bottom left-hand corner of the addressed page.

Mail Outward

105. Envelopes. Official mail for dispatch through Departmental Channels should be enclosed in:

- a. departmental envelopes; or
- b. white crested envelopes, which are to be endorsed 'Certified Official' and initialled by the originator or responsible officer: when this is undesirable the envelope should be delivered by hand to the registry staff by a responsible officer who can confirm their official content.

106. Stamp Advances. Accounting procedures and instructions for the handling of postage stamps, telegrams, franking machines, and post office boxes are described in FINSERVMAN 7-1 and are to be observed.

107. Economies. Registry staff must be constantly on the alert to effect economies and, if possible, speedier methods when dispatching mail. Postage Stamps, etc, are Public Moneys and as such cannot be utilised for the transmission of personal mail or mail from the Units Non-public Money Accounts (messes, regimental funds, etc). Correspondence is to be dispatched ordinary surface mail in most circumstances, however, if action officers advise registry staff that correspondence is urgent then a higher priority can be used. As far as practicable mail for dispatch through postal services should comply with the current 'Post Office preferred' sizes.

108. Unauthorized Use of Official Stationery. The use of official stationery for private purposes is prohibited. Registry staff will refer to higher authority instances where misuse of Departmental stationery is observed.

Return Identification

109. All envelopes containing correspondence for dispatch are to be endorsed with the unit stamp either on the front, under the OHMS pre printing, or on the reverse.

Provision of Postal Services for Personal Mail

110. Outwards personal mail is not to be dispatched through Departmental channels. Mail addressed to the Army Health Benefits Society is regarded as official mail.

111. Units which do not have a RACT Unit Postal Orderly on establishment or are not serviced by a local Army Postal Unit, MILPO or Australian Post Office have a moral obligation to provide postal services for personal mail for their personnel.

112. CO/OC of units described above are to appoint a member of the unit to be responsible for the provision of these services. In most instances this should be a member of the registry staff as their duties inter-relate. The duties of a postal orderly are listed in MLW Part 2, Volume 4, Pamphlet 5.

Information Display

113. A table showing official courier and post office pick up and delivery timings, current postage rates and post office preferred sizes is to be displayed in an accessible position in the registry area.

Handling and Dispatch of Protected Documents

114. The policy relating to the handling and dispatch of protected documents is detailed in the Army Security Manual Volume 1.

Registration of Correspondence

115. Classified Documents. The procedures for the registration of correspondence classified CONFIDENTIAL or higher are described in the Army Security Manual Volume 1.

116. Other Documents. All correspondence classified as RESTRICTED or below produced or received by a unit is to be recorded in a Register of Official Correspondence (CR100). Instructions for the maintenance of registers are at Annex A.

Distribution of Correspondence

117. Local policy determines the correspondence referral procedure within units. Correspondence signed by, or on behalf of CDFS, CGS, DCGS, or formation or higher commanders is to be directed to the CO/OC. Registry staff, shall provide a regular clearance system within the unit, and times of this clearance system should be notified in Unit Routine Orders

Work Priority

118. All inwards correspondence must be dealt with in order of priority. Messages are to be processed first in precedence order (Flash, Immediate, Priority and Routine), then in order of their time/date group of initiation within that precedence. Letters and other forms of correspondence are then dealt with in order of their date of origin, unless preferential instructions, eg precedence, for action by (date), require otherwise. All outwards correspondence should be dispatched on the date of signing.

Annex: A. Instructions for the Production and Maintenance of Register of Official Correspondence

INSTRUCTIONS FOR THE PRODUCTION AND MAINTENANCE
OF REGISTER OF OFFICIAL CORRESPONDENCE - CR100

Purpose

1. The purpose of the registers is to be a permanent record of correspondence classified as RESTRICTED and below dispatched or received by a unit. Separate registers for inwards and outwards messages may be maintained by a unit where staffing arrangements or the volume of message traffic indicate that this is preferable.
2. Commanding officers are to ensure that a specified individual is made responsible for the maintenance of the respective registers.
3. All entries are to be made in blue or black ink and deletions or amendments, eg change of file numbers, are to be made in red ink, as follows:
 - a. Inwards Correspondence Register. The Inwards Correspondence Register is to be completed as follows:
 - (1) Register Number. The 'register number' column is to be left blank.
 - (2) Date Received. The 'date received' column is to show the date received. There is generally one date to a page, however, units which have a high volume of inwards correspondence may utilize two or more pages for a particular date.
 - (3) From Whom. The 'from whom' column shows the identification of the unit initiating the correspondence.
 - (4) Reference Number. The 'reference number' column shows the details by which the initiating unit identifies the correspondence, eg their file number, their message number, etc.
 - (5) Dated. The 'dated' column is to show the originators date.
 - (6) Subject. Brief details of the subject matter of the correspondence is shown in the 'subject' column. It is not always sufficient to use the heading of correspondence, reference may need to be made to the text and care should be taken to ensure the details entered in the register do not breach any classification or privacy handling instruction.
 - (7) Disposal Action/Filed Under. The file number of the file on which the receiving unit is placing the correspondence and the appointment of the officer to whom the correspondence was first referred is given in the 'disposal action' column.
 - b. Outwards Correspondence Register. The Outwards correspondence Register is to be completed as follows:
 - (1) Action Addressees. The 'action addressee' column shows units to which the correspondence is being dispatched for action (1).
 - (2) Info Addressees. The 'info addressee' column is to show units to which the correspondence is being dispatched for information only (1).

Note

1. When multiple addresses are shown on correspondence only the first addressee need be shown with a number indicating the number of other addressees, eg HQ Trg Comd + (17).

- (3) Reference Number. The file number of the file on which ~~the unit copy of~~ the correspondence is retained is shown in the 'reference number' column.
 - (4) Dated. The 'dated' column is to show the date on which the correspondence is signed; this should be the date on which the correspondence is dispatched.
 - (5) Subject. Brief details of the subject matter of the correspondence are to be shown in the 'subject' column. It is not always sufficient to use the heading of the correspondence, reference may need to be made to the text. Care should be taken to ensure that details entered in the register do not breach any classification or privacy handling instruction.
 - (6) Remarks. Any remarks which may be useful to registry may ~~be~~ entered in the 'remarks' column, eg Method of Dispatch.
4. Units which have a need to include further information in the registers may use a portion of any column for this purpose.
5. Under the guide-lines set by Australian Archives General Disposal Schedule, No 10 correspondence registers are to be retained permanently.
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CHAPTER 2

ACTION OFFICER RESPONSIBILITIES

Aim

201. The aim of this chapter of the Records Management Manual is to acquaint action officers of their responsibilities in recording, transmitting and controlling correspondence, papers and files at unit level.

202. Proper attention by action officers to the accepted principles of file and document handling will contribute greatly to the elimination of delays and errors.

Action Officer Co-operation

203. The following outlines the ways in which action officers can co-operate with registry staff in improving document and file handling within the unit. Action officers are to:

- a. accurately identify and communicate their new file requirements;
- b. maintain an alert and intelligent scrutiny of file subject titles and contents to ensure that policy files are maintained separately and not confused with routine or case files on the same subject;
- c. ensure that the registry is advised of the transfer of files to other action officers;
- d. ensure that unregistered papers are promptly forwarded to registry for registration and filing action;
- e. ensure that files are not held in offices for unnecessarily long periods after current action has been completed, or when action cannot be completed for an extended period;
- f. ensure that registry staff are not requested to locate files that are already in their possession; and
- g. ensure that papers are not removed from files or transferred to other files.

204. Obtaining a File. Requests for files or information should be made direct to the registry clerk. The number of the file should be stated whenever possible. If not, the registry clerk must be given sufficient information to clearly identify the topic. If it is marked to another individual or section, the registry clerk will advise the marking, or upon request obtain and deliver the file.

205. Request for New File. Only registry staff are authorised to physically create new files. Action officers may request that a new file be raised at any time by completing the form Request for New File (AR 18) and attaching the original papers, or if they cannot be released a photo copy of the basic paper with a notation that action is being taken on the original.

206. File Titles. When requesting files and suggesting titles action officers are to select only those titles listed in Chapter 8 of this manual.

207. Security Classification. The policies regarding selection of the correct classification and the reclassification of files is detailed in the Army Security Manual Volume 1. Action officers must take particular care that file headings do not compromise the file classification. Attention is also drawn to the provisions of JSP(AS)102, Service Writing, Chapter 2, paragraph 221.

Clearance and Movement of Files

208. Folio Numbering. Action officers who attach folios to files in their possession are to allocate folio numbers to those folios in accordance with the procedures of Chapter 4.

209. Action Records (File Cover Markings). Apart from keeping the folios in an orderly state, the cover provides, through the medium of the printed columns on the front a place for action officers to record their requirements concerning the movement of files. Registry does the first mark-out when a new paper is attached to a file or when an action officer asks to have the file sent to him. It is for the action officer to decide when action on the paper is completed or when the file should go to another officer and to endorse the file cover accordingly. Attention should be given to the following points:

- a. The importance of correct endorsements on file covers is stressed. Ticks and lines are not acceptable entries and all endorsements are to be made in ink or biro. It is not sufficient to mark a folio within a file to another action officer. The markings may be obscured by other papers and not be seen by the appropriate individuals in the staffing process.
- b. When action is completed, on folios indicated on the file cover, action officers are to initial Column 4 of the file cover and endorse the next line with the subsequent action requirements, eg resubmit system, put-away. When specific comments have been directed to action officers on particular folios these folios are also to be initialled by the action officer after drawing a line through their name. An example of file cover marking is at Annex A to Chapter 4. Never let a file leave you without a marking otherwise the file will be returned; this often delays further action.
- c. Working papers or reference materials are not to be attached to the inside of file covers. A branch/directorate Working File (AR 111) is to be used for working papers.
- d. When a file is marked to more than one person, registry will normally direct it to the one whose name appears first on the file cover. An action officer should indicate order of priority of the persons to see the file next.

210. Transfer by Hand. When transferring a file directly to another action officer, action officers are to complete a File Transfer Advice (AR 9) and forward it to registry. AR 9 for this purpose are attached to all files inside the front cover.

211. The Resubmit System. Provision is made in registry to hold and re issue on a given date any file on which action must be suspended for a time. When marking a file for R/S action officers are to indicate on the next line on the cover R/S, followed by name and branch and the date that the file is required for further action. Do not sign the file off. If a follow on paper is received prior to that date, the paper will be attached to the file and forwarded to the action officer. Action officers are then to decide if the R/S action is still necessary.

212. Rearrangement of Files. Any rearrangement or reconstruction of files because of bulkiness or any other reason is to be carried out by registry staff. If a file exceeds 3 cm in thickness, or contains more than 200 folios, it should be sent to registry for division, reclassification or creation of a new part. The wilful mutilation of official files for private purposes including, in particular, the removal of stamps, crests, samples, etc, is an offence.

213. Alteration of Numbers. Action officers are not to alter the number on files or folios within a file. If it appears that a paper has been incorrectly filed or folio numbered, it is to be referred to the registry for appropriate action.

214. Removal of Papers. All official papers, correspondence, etc, are the property of the Government and are not to be removed from unit files. If it is necessary, for the proper conduct of the business of a unit, that a paper (agreement, lease, plans, testimonial, sketch, etc) be retained after action has been taken, it is permissible to extract the paper from the file after consultation with registry staff. A removal of Correspondence Advice (AR 83) specifying the paper extracted and where it is now filed, is to be attached to the file, so that at any time it may be obtained for reference if required. This endorsement is to be signed by the officer authorising the removal.

215. Removal of Files. From time to time it is necessary for action officers in the course of their duties to take files outside the unit either

during office hours or for use outside office hours. To facilitate the tracing of files, a list of files taken outside the unit area should be left with the registry. In all cases care is to be exercised to ensure the physical security of the file, that the file is not left at the location visited nor is any portion of the file removed. Instructions regarding the security of classified documents are detailed in Army Security Manual Volume 1.

216. Destruction of Files. Official records of any kind are not to be destroyed without proper authority. Instructions regarding the disposal of records are included in Chapter 5.

217. Loose Paper. Without early knowledge and effective control of papers which concern registry files, the registry cannot provide an efficient service or keep complete records. Send all relevant loose papers to registry, with instructions for filing or other action. Many 'loose paper' problems are created when personally addressed memoranda are delivered unopened to the officer concerned. This practice is to be discouraged.

218. Disclosure of Information. Instructions regarding the access to, and communication of, information on official files, both subjective and personnel, are detailed in Chapter 4.

219. Attachment of Correspondence to Files. All papers created by action officers are attached to the file by the originating officer and folio numbered. Incoming correspondence is attached to files by registry. However, if the file is marked out the paper is sent to the action officer with a Correspondence Attachment Request form (AR 29). It is the responsibility of the action officer to obtain the file from the holding officer, attach the paper to the file, complete and sign Section 'B', and return the form to the registry.

220. Multiple Copies of Papers. When several copies of a paper are received, only one is attached to the action file and folio numbered. The remainder if not required for attachment to other files or covered by a standard distribution list, are fastened temporarily inside the cover of the action file and sent with it to the appropriate action officer for retention or distribution. Spare copies not used by the time the file is returned for P/A will normally be destroyed. When the copies are classified above 'RESTRICTED' the file copy is to be noted with the disposal action taken with the spares and the note initialled. When it is necessary for copies of papers from one file to be placed on another care is to be taken that:

- a. classified papers are re-stamped in red in accordance with security requirements;
- b. the file number on the copy is deleted and the number of the file on which it is to be placed is inserted preceded by the words 'COPY FOR' and the paper folio numbered when attached to the file;
- c. the words 'COPY ON' and the file number of the file on which the copy was placed are inserted below the file number on the original paper; and
- d. a notation is made on the copy/copies showing in which file the action has been, or is being, taken.

221. Hoarding of Files. The retention of files for lengthy periods can be a major cause of delay to Departmental business as they are not readily available when required for use by another action officer, or for attachment of new papers. There is also greater likelihood of action on files being delayed or overlooked, and, at times, a request being made by the action officer to locate a file which is already held by him. Action officers should not retain files when action is complete or when further action is not contemplated within two weeks, or when information files have provided the answer to a query. Files must be either marked to P/A when all action is completed or R/S where a reply or further action is not contemplated quickly.

Outgoing Correspondence

222. Procedure. All outgoing correspondence is sent through registry with the appropriate file. Registry examines the file, up-dates the progressive index and current location marking and is thus in a position to provide better service. When preparing outgoing correspondence:

- a. keep letters to one subject, (if this is not possible provide registry with enough copies to satisfy all filing requirements);
- b. always quote the file number and check that it is the right file;
- c. check for typing mistakes;
- d. check for signature, date, correct address, envelope where necessary and sufficient copies if there are multiple addressees;
- e. attach file copy to file and give folio number;
- f. check attachments, fix firmly to letter(s) and place in envelope(s) but do not seal;
- g. clear current marking on the file cover;
- h. on the next line indicate further action to be taken, eg dispatch, P/A, R/S, etc; and
- i. forward the file and dispatch to registry in time to meet the dispatch timetable.

223. Dating. Outgoing correspondence will be dated just before signature.

Precedents

224. Any decision or ruling which may be regarded as having created a precedent is recorded as such in registry so that the relevant papers can be located readily if wanted for future reference or for guidance in considering a similar case. Action officers can help by drawing attention to such decisions or rulings when returning files to registry.

Your File Record

225. A personal record of files currently worked upon and recently P/A can be most valuable. Start a list of your current files. You may find it useful to transfer the list, as it grows, to a note book.

CHAPTER 3

GUIDE-LINES FOR COMMANDING OFFICERS

Aim

301. The aim of this chapter of the Records Management Manual is to list the responsibilities of unit CO/OC in respect of Records Management within the Unit.

Responsibilities

302. The general responsibilities of CO/OC are as in Table 1:

TABLE 1

Area (a)	Subject Matter (b)	Instruction/Publication (c)
Archives	Disposal of Documents	Archives General Disposal Schedule No10 Aust Archives Guide to Records Disposal Procedures (Both incl as part of this Manual).
Census	Annual File Census	Chapter 4.
Finance	Postage Stamps, Franking Machines, Remittances Accounting Checks	FINSERVMAN 7-1.
Freedom of Infor- mation	Access to Documents	FOI Act 1982 D1G ADMIN 27-1 (Army Admin 33-1) POLMAN 2 (Issued only to AO).
Postal Services	Provision of Service for Personal Mail. Postal Orderly's Authority to Collect Mail.	MLW Part 2 Volume 4, Pamphlet 5.
Security	Classified Documents Appointment of: 1. Top Secret Control Officer. 2. Supervising Officer for Classified documents Register. 3. Muster and Checking Officer. 4. Spot Checking Officer. 5. Hand-over of CO or Custodian	Army Security Manual Volume 1.

303. Additional responsibilities are:

- a. Action Officer Responsibilities. The attention of all action officers is to be directed to the contents of Chapter 2 at frequent intervals in Unit Routine Orders.
- b. Distribution of Correspondence. Details of registry clearance and delivery timings within the unit should be promulgated on a regular basis in Unit Routine Orders.
- c. Registered or Certified Mail. The CO/OC is to appoint a

responsible member(s) of the registry staff to receive registered or certified mail.

- d. Directing for Action. The CO/OC is to issue and regularly review instructions to registry detailing responsibilities and procedures for directing incoming correspondence to action officers.
 - e. Opening of Mail. The CO/OC is to appoint at least two members of the unit to be responsible for the opening and security of mail.
 - f. Correspondence Registers. The CO/OC is to appoint a member of the registry staff to be responsible for the maintenance of Correspondence Registers.
 - g. Emergency Field Destruction of Documents and Records. When a unit is on active service the CO/OC is to issue a plan for emergency field destruction of documents and records, in unit Standing Operating Procedures.
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CHAPTER 4

INSTRUCTIONS FOR UNIT REGISTRY STAFF

Aim

401. The aim of this chapter of the Records Management Manual is to tell unit registry staff of the procedures to be followed in the operation of unit registries and their responsibilities for records management from the time of creation of the record until its eventual disposal.

Role

402. Unit Registries are responsible for the following services:

- a. receipt, opening, sorting and stamping of incoming correspondence;
- b. classifying, registering and filing correspondence;
- c. creating new files;
- d. identifying files;
- e. maintaining files;
- f. distribution and clearance of files and papers;
- g. examination and dispatch of outward correspondence;
- h. provision of re submit (R/S) and put away (P/A) services;
- i. examination and storage of files for future reference;
- j. provision of 'safe hand' receipt, distribution and dispatch services; and
- k. preparation of files for disposal action in accordance with the Government Archives Policy and Chapter 5.

Purpose of a File

403. The purpose of a file is to collect and present the history of one particular aspect of a subject under one cover, in sequential order and in a manner which simplifies current administrative reference, later reference, and preserves the correspondence from loss or damage. Bulky files lead to poor records management, consequently files are to be closed when the particular aspect for which they were raised has been completed. The use of wide scope headings to reduce the physical numbers of files held, is to be avoided.

Classifying and Examining

404. Classifying Papers. All documents received in reply to outgoing correspondence and bearing a file number, are easily identified as follow-on papers and are directed to the files indicated. When no file number is in evidence a decision must be made between follow-on and initial correspondence. First check the register for an appropriate existing file. If after exhaustive inquiry the correspondence appears to be unrelated to any former documentation a new file must be opened.

405. Direction for Action. When papers have been allocated to a file they are then ready to send to the appropriate action officer. Registry must keep an up to date list of functions and duties and of the action officer performing them. In units the decision on directing for action may be done by an officer outside registry. In all cases CO/OC'S must give detailed directions to the member responsible for directing for action.

406. Post Examination of Files. On return to registry an examination of the file is to be carried out by Registry staff, to ensure that all action on the file is complete and that all entries on the file cover and folios reflect such completeness. When there is any doubt the file is to be returned to the actioning officer. Action tags should be used to identify the offending folios.

File Raising and File Registration

407. Creation of New Files. The registry is responsible for the physical creation of new files. Files should not be created in anticipation of correspondence; correspondence, therefore, must exist on a subject prior to the creation of a file. Action officers may request the creation of new files by completing a Request for New File (Form AR 18) and attaching it to the original papers, but are not to create files on their own accord. Registry staff will create files when:

- a. new subjects come to hand;
- b. the subject matter has changed from the original and the file is no longer adequate; and
- c. a file has built up to such proportions that it is no longer convenient for handling (usually 200 folios or approx 3 cm thick); in this case a new part of the same file subject should be raised: a File Closed Notice (ARI) is to be placed on the old part and a File Division Notice (AR 78) on the new part: a suitable notation is to be made on the File Location Record (AR 40).

408. File Numbering and Titling. The title and number are the main guides to an officer who is handling the file as to its contents and purpose. A clearly understandable title makes it much easier for action officers to decide which files are needed, and for registry staff to decide which papers are appropriate for attachment. File titles should:

- a. be so specific as to differentiate a file from others,
- b. include some reference to the action which will start by the file,
- c. incorporate reference to topic, and
- d. foresee a possible course of events.

Each file title and number is divided into three sections; primary, secondary and tertiary. Primary and secondary titles and numbers are listed in Chapter 8 Annex A. Tertiary titles are chosen by registry and the number is taken from the Subject Index card.

409. File Covers. To assist the identification of files the following system of colour coding of files is to be used:

- a. TOP SECRET - Red - AR 162,
- b. SECRET - Pink - AR 161,
- c. CONFIDENTIAL - Green - AR 160,
- d. RESTRICTED - Blue - AR 159,
- e. UNCLASSIFIED - Buff - AR 158, and
- f. PERSONAL - - AR 163.

A file is to be sent to registry with a written request for replacement of a cover when:

- a. the cover has become too damaged for efficient handling,
- b. the action record columns on the front cover have all been filled, or
- c. the security grading of the file has been changed.

410. Registration. Only a small percentage of the headings in the Classification of Correspondence Catalogue, Chapter 8, Annex A, will be used. Consequently index cards are used to register files that have been created. When a new file is created details must be entered on the appropriate Index Record Card. Separate sets of cards are to be kept for files classified CONFIDENTIAL and above. See paragraphs 444 and 814.

411. Making up the File. To make up a file:

- a. using the Catalogue in Chapter 8, Annex A, and Subject Index Record Cards decide on the number and title of the file and register it on the current card;
- b. record the registered number and title on a new file cover;
- c. attach the documents;
- d. folio number the documents;
- e. check that each document has the correct file number; and
- f. write the name of the action officer in the action record on the front cover, or pass to the member responsible for direction for action.

Indexing

412. Subjective and Stores and Equipment. Only a small percentage of the headings in the Classification of Correspondence Catalogue, Chapter 8, Annex A, will be used. Consequently Subject Index Record cards are needed to register files created. These cards are to be used as follows:

- a. The cards are to be maintained in numerical order, in accordance with the catalogue numbering. The 'general' card (tabbed) must be endorsed with the primary number on the tab, eg 98/1/-. The other cards are to be used for secondary breakdowns other than the 'general'.
- b. Before a file is commenced, previous and new system records must be thoroughly checked to ascertain whether any other information on the subject is in existence. An old file or paper must be coupled with the new paper and brought into the new system. A suitable notation should be made on the location record of the old file.
- c. Each Subject Index Record card is to be endorsed with a brief summary of the correspondence commencing a file, or when it is necessary to record cross reference notations or precedent decisions. Communications pertaining to earlier papers should not be indexed, unless it is found that the original entry needs expanding to cover the later correspondence, or when the topic can be interpreted in a different way or where difficulty is experienced in identifying the paper.

413. Precedent Index. When a precedent or change in policy occurs, a notation must be made on the Subject Index Record card to highlight the decision. Action officers should inform the registry staff of such a decision so that it may be indexed for future identification, particularly when the precedent or change in policy appears on a 'personal' file.

414. Personal Index. Index Record - Military cards (Form AR 126) are used to index files on military personnel, and a similar type of card (AR 125), with different headings for civil and civilian files. The cards are held in alphabetical order in a single sequence. Tabbed cards should be used to easily identify the start of a new alphabetical letter in the index. A new card is to be used when a person changes from civilian to military status or vice versa.

415. Correspondence commencing a personal file is to be indexed and 'follow-on' papers are not to be recorded, unless it is found that an additional entry is required to simplify the identification of the file. Cross-reference notations are to be made on the card, as required. When a member is posted to another unit, his personal file(s) will be forwarded to his new unit and the file location records noted accordingly. The receiving unit will cross-reference the file(s) with any relevant existing file(s). Any cross-reference notations on the file cover(s) should be amended to conform with the numbering of the new unit and a note placed on the file to show the designation of the earlier unit and the date.

416. Firms, etc, Index. Plain Cards, ruled as required, are to be used for this index and maintained on a name basis, divided into A-Z cards. If it is found that a firm requires a number of entries, a separate card may be commenced and an appropriate notation made on the relevant A-Z card.

Attachment of Documents

417. Responsibilities. Registry staff are responsible for attaching all incoming correspondence to files. Action officers should ensure that any paper attached to a file by them has been processed by registry officers. If a paper does not bear a stamp with the file number endorsed, the registry clerk must be informed. As required, the registry staff should visit offices to examine files and/or attach any relevant correspondence. Action officers should co-operate by making available all files held by them. Generally no file is to be taken from an office without the permission of the occupant; the occupant must be advised if it is found necessary to remove the file during the occupants absence.

418. Correspondence Attachment Request. Where it is impractical to attach correspondence directly to a file, the Correspondence Attachment Request Form (AR 29) should be completed and sent to the action officer concerned. See paragraph 219 for details of AR 29.

419. Folio Stamping. All inwards correspondence for filing is to be folio stamped on the top right-hand corner of the first page as follows:

- a. Initial Correspondence is stamped with a 'square stamp'.
- b. Follow-on Correspondence is stamped with a 'round stamp'.

The selected file number is then placed in the space provided by the stamp. Examples of folio stamps are at Annex A.

420. Folio Numbering. The numbering of papers placed on a file establishes the completeness of a file and provides a means of identifying folios when files are marked for action. Folios are placed on a file in order of receipt and the person attaching folios to a file is responsible for the notation of the folio number and any subsequent entries on the file cover.

421. Correspondence and its attachments, or other supporting documents, of more than one page need only be folio numbered on the top or addressed page. For example, a two page letter with two attachments of six pages each would be folio numbered as follows:

- a. Appendix 1 (top-page) Folio 3B;
- b. Annex A (top-page) Folio 3A; and
- c. Letter (top-page) Folio 3.

422. If correspondence includes an enclosure, the enclosure is folio numbered as described above only if it is retained on the file.

423. Check-list for Attachment. Check before attaching correspondence to a file to see that:

- a. the first page has been stamped and the file number endorsed;
- b. it really belongs to the file selected;
- c. the file number on the document agrees with the registered number on the file;
- d. all pages of a multiple page document are present;
- e. any attachments listed are still attached, or are satisfactorily accounted for; and
- f. the document is not a certificate, deed or other legal document which must not be damaged by stapling or perforating. Such documents should be placed in an envelope with the contents clearly noted on the outside.

424. Action Tags. Action tags if required are attached to the top of folios or files so they can be clearly seen. These tags are used to direct the attention of action officers to correspondence which has to be dealt with as a matter of urgency. Action Tags are to remain on the folio or file until action is complete.

425. Removal of Folios. As a general rule folios are not to be removed from files. When it becomes necessary for registry to remove a folio for any reason, eg incorrectly filed or for the purpose of starting a new file, the folios must be replaced with a Removal of Correspondence Advice (AR 83) indicating the file on which the folio is now placed.

File Movement and Location Record

426. Marking of File Covers (Action Records). Apart from keeping the papers in an orderly state the cover provides, through the medium of the printed columns on the front, a folio action control and a place to record the required movements of the file.

427. The importance of correct endorsements on file covers is stressed. Ticks, ditto marks or lines are not acceptable entries and all endorsements are to be made in ink or biro. It is not sufficient to endorse a folio on a file to another officer or section as the marking may be obscured and not seen by the appropriate individuals in the staffing process. The file cover is to be endorsed with the desired action by the action officer. An example of file cover markings is at Annex B.

428. When all the spaces on a file cover have been used but the size of the file does not warrant the raising of a new file then a new cover can be provided for the file. In this case the old file front cover is to be placed on the new file prior to the initial correspondence.

429. File Transfer Advice. A supply of File Transfer Advice Forms (AR 9) is to be attached to the inside cover of all files. These forms are to be completed by action officers when transferring files by hand to other action officers and forwarded to the registry. On receipt of a AR 9 registry staff are to record the information on the appropriate File Location Card (AR 40).

430. Resubmission of Files. Registry staff are to maintain a Resubmission System (R/S) to enable them to control the movement of files required by action officers on a certain date. Registry staff are to refer to their R/S system at the beginning of each day, forward any files recorded to the respective action officer and rule out or initial the entry in the R/S system. Registry staff are to ensure that action officers who have requested files for R/S on a public holiday or week-end are advised that an R/S date of the previous working day has been substituted.

431. If a follow-on paper is received prior to the R/S date then the paper is to be placed on to the file and forwarded to the action officer. If a file requested for R/S is not available for return to the requesting officer every effort should be made to obtain the file; failing this a File Resubmit Advice (AR 17) is to be forwarded to the requesting officer.

432. File Location Cards. File Location Cards (AR 40) are to be used for recording the location of files. Markings should be made in soft pencil and as the files are P/A and filed, the card should be accordingly endorsed eg P/A 7 Aug 84.

433. Mislaid Files. Passing files through the registry reduces the risk of files becoming mislaid. Experience has shown that mislaid files result from lack of attention to correct procedures for notifying file movements and, in particular, by action officers not using File Transfer Advice slips. When a file cannot be located the following procedures are to be followed:

a. For unclassified, Restricted and In-confidence Files:

- (1) the relevant File Location Card is to be checked by registry to ascertain the current location marking;
- (2) the action officer to whom the file was last marked is to make a thorough search for the missing file in his area of occupancy (the possibility of the file having been passed to another action officer is not to be overlooked);
- (3) if not located, the registry staff are to be requested to institute a search for the file;

- (4) if the file cannot be located following the above procedures, the OIC Registry is to arrange for other action officers to search for the file in their area of responsibility; and
- (5) if the file is not located a temporary file will be raised by the registry;

b. For files Classified Confidential and above:

- (1) When a mislaid file is reported to the registry the OIC is to immediately check the markings throughout the registry. If not in the registry, the OIC is to ensure that an adequate search has been conducted by the officer to whom the file is currently marked and by the last person who signed for the file. A written statement is to be obtained from them indicating that the file cannot be located and what action has been taken to locate it.
- (2) After a statement has been obtained the matter is to be referred to the Security Officer for investigation.

434. Temporary Files. When a file cannot be located, a temporary file should be raised to ensure that subsequent correspondence is accounted for and the subject actioned if appropriate. The temporary file is to have the same number and title as the original and is to be clearly marked 'TEMPORARY FILE'. The File Location Card in the registry is to be noted that a temporary file exists. When the original file is located, the OIC registry will obtain the temporary file from the action officer, attach papers to the original file, promptly return it to the action officer and ensure that the File Location Cards are corrected. As required, the Security Officer is to be informed of the reappearance of a classified file under investigation.

435. Put Away of Files. Registry staff are not to endorse file covers for P/A action. It is the responsibility of action officers to endorse files for P/A and they are to ensure that all action on the file is complete prior to endorsing the file cover for P/A action.

Disposal of Files

436. File Closure. When it becomes necessary to close a file for any reason a File Closed Notice (AR 1) is to be attached to the file. If a new file or part of a file is being raised on the same subject, both files are to be cross-referenced with the details of the new and old file particulars respectively.

437. Archival Action. In accordance with Government directions concerning the preservation of records, no official records are to be destroyed except in accordance with the prescribed procedures and with the concurrence of the Government Archival Authority. Policies regarding the disposal of Government records are detailed in Chapter 5. Registry staff are to assist in the preparation of files for disposal action by systematically removing files which are 'administratively expired' or on which there has been no regular reference from the regular filing system and storing them in a separate area until disposal action can be carried out.

File Census

438. A complete file census is to be undertaken in each unit/formation annually. In large registeries the census can be conducted on a continuing basis to spread the work load over the whole year. A report of the census, including any suggestion(s) for the improvement of file handling, is to be sent to the CO/OC.

Request for Information (FOI Act)

439. Any member of the unit may receive an inquiry about documents or information held by the Department of Defence which either is, or should be, made as an FOI request. Official information is not restricted to documents or letters. It includes matters and events which a member may know about as a consequence of his/her service and includes unclassified matters. It does not include information previously made public. Members should be able to recognise FOI requests and should be able to advise intending applicants how to submit a

request under the Act. The conditions to be met by applicants in submitting FOI requests are explained in the FOI Manual (POLMAN 2).

440. An oral request is not a legal FOI request. An applicant making an oral request should be assisted to make a formal FOI request. An applicant who wishes to make an FOI request but is unable to complete, or does not want to complete, the application form should be advised to write to a prescribed address as notified in POLMAN 2.

441. Any registry which receives an FOI request or a suspected FOI request should write the place and date of receipt on the request and forward it immediately to the Regional FOI co-ordinator for registration.

Float File

442. Outgoing correspondence from a unit has a copy attached inside a manila folder called a 'float file.' This file is passed by hand to officers nominated by the CO/OC to keep them informed of correspondence sent by the unit. Classified or privacy marked correspondence must be handled accordingly. After distribution 'float files' are compiled into months of issue and retained or disposed of as per Chapter 5.

Summary of Correspondence Received

443. At the discretion of the CO/OC a Daily Summary of Correspondence Received is to be prepared by registry for distribution to sub units or branches to alert them to correspondence received and to which officer it has been directed.

Classified Correspondence

444. Classified correspondence is received and held by an officer appointed by the CO/OC. The papers must be associated with any earlier material, or alternatively a suitable notation should be made on the file or index, or if necessary a classified file should be opened.

445. When a classified file is to be commenced, after it has been determined that there is no existing classified or unclassified material on the topic, the primary and secondary numbers are to be obtained from the classification of correspondence Catalogue, Chapter 8, Annex A, and the tertiary from the unclassified Subject Index Card. A Subject Index Card is to be maintained in accordance with the Army Security Manual, Volume 1 to record classified correspondence. A suitable cross reference notation is to be made on the unclassified Subject Index Card coinciding with the allotted tertiary number. If an entry is not considered advisable the letter "s" is to be endorsed in the appropriate column. An unclassified file is to be absorbed by a classified file on the same topic. Any unclassified paper(s) received after the commencement of a classified file on the same topic, are to be placed on the latter file.

- Annexes:
- A. Example Folio Stamps
 - B. File Cover (Action Records) Markings
 - C. Records Management Forms

EXAMPLE FOLIO STAMPS

Initial Correspondence

1. Initial correspondence is folio stamped with a 'square stamp' which looks like:

Folio.....		

Follow-on Correspondence

2. Follow-on correspondence is folio stamped with a 'round stamp' which looks like:

Folio.....		

FILE COVER (ACTION RECORD) MARKINGS

The following schedule shows the acceptable file cover markings:

TABLE 1

Folio	Referred to	Date Referred	Actioned by (Initials)
1	CO	17/ 4/84	GT
File	P/A	17/ 4/84	GT
2	CO	3/ 5/84	GT
2	QM	3/ 5/84	PD
2	R/S QM	22/ 5/84	JM
2	QM	22/ 5/84	PD
File	P/A	24/ 5/84	PD

Notes

1. Line 1 A referral of Folio 1 to CO by Registry. (Initialled by CO to certify action complete.)
2. Line 2 Authorisation by Action Officer to P/A File.
3. Line 3 A referral action of Folio 2 to CO who has directed the file to QM for action.
4. Line 4 Referral action of Folio 2 to QM (initialled by QM).
5. Line 5 Request for R/S of file to QM at a later date. (Initialled by Registry after noting the R/S request.)
6. Line 6 File R/S to QM on requested date. (Initialled by QM.)
7. Line 7 File returned to Registry for P/A action. (Initialled by QM.)

RECORDS MANAGEMENT FORMS

Branch/Directorate Working File	AR 111
Correspondence Attachment Request	AR 29
Downgrading of Classified Documents	XC 21
File Closed Notice	AR 1
File Cover Top Secret	AR 162
File Cover Secret	AR 161
File Cover Confidential	AR 160
File Cover In Confidence	AR 164
File Cover Restricted	AR 159
File Cover Unclassified	AR 158
File Cover Personal	AR 163
File Division Notice	AR 78
File Location Card	AR 40
File Resubmit Advice	AR 17
File Transfer Advice	AR 9
Index Record Nominal (Civilian)	AR 125
Index Record Nominal (Service)	AR 126
Photographers Shot List 35 mm	OP 37
Photographers Shot List 2 1/4" x 2 1/4"	OP 38
Photographers Shot List 4" x 5"	OP 39
Photographers Shot List Initial Details	OP 40
Register of Official Correspondence	AR 66
Removal of Correspondence Advice	CR100
Request for New File	AR 18
Subject Index Record	Reserved

CHAPTER 5

DISPOSAL PROCEDURES FOR INACTIVE RECORDS

General

501. Since proclamation on 5 Jun 84, the disposal of official Army records has been governed by the provisions of the Archives Act 1983.

502. Official Army records include original letters, minutes, files, written or printed documents, maps, sketches, photographs, plans, models, sound recordings, coded storage devices, magnetic tapes or discs, microfilms, films, video recordings, models, paintings or material of a similar nature which have been produced or received in the transaction of official business.

503. Official Army records are not to be disposed of, destroyed or transferred to any other person or authority without the prior approval of the Australian Archives or as required by any other relevant law. Once official Army records have been in existence for 25 years or more they may not be added to or altered in anyway without the prior approval of the Australian Archives or as required by any other relevant law. Criminal penalties are provided for breach of these provisions.

504. For the purposes of this instruction official Army records are divided into three categories:

- a. records less than 25 yrs old,
- b. records over 25 yrs old, and
- c. records over 30 years old.

Records less than 25 years old

505. Official Army records which are required to be readily available for the official purposes of the Army are to be retained.

506. Official Army records which are no longer required to be readily available for the official purposes of the Army are to be either:

- a. transferred to the Australian Archives in accordance with procedures set out in Annex A, or
- b. if they fall within an approved class of record they may be destroyed or transferred to another person or authority in accordance with procedures in Annex B, or
- c. retained as an exempt record in accordance with procedures set out in Annex C.

Records over 25 years Old

507. Official Army records in this category unless they are exempt records in accordance with procedures set out in Annex C, are to be transferred to the Australian Archives as soon as practicable in accordance with the procedures set out in Annex A. If they are no longer required for official purposes they may be destroyed or otherwise disposed of if they fall within an approved class of record for that purpose outlined in Annex B.

Records over 30 years Old

508. Records retained by the Army which are not exempt records are to be made available for public inspection upon request by the Australian Archives in accordance with the procedures set out in Annex D. All records over 30 years old are automatically declassified by reason of their age.

<u>Annexes:</u>	A. Transfer of Records to Australian Archives	Reserved
	B. Destruction of Records	Reserved
	C. Exemption of Records	Reserved
	D. Handling of Requests for Public Access	Reserved

MANAGEMENT OF PHOTOGRAPHIC RECORDSGeneral

601. Records of the Army include correspondence files, other written or printed documents, maps, sketches, drawings, plans, cinema films, audio visuals, photographs and other material of a similar kind which have been produced or received in the transaction of official business.

Ground Photographs

602. A standard filing system is to apply to all ground photographs taken for official purposes. Its main feature is the preparation of orderly files of negatives and contact sheets.

603. File Number. The file number is in the following format:

- a. unit/year/assignment number/frame numbers eg 7RAR/85/6/1-36.

604. Assignment Number. Each assignment will be allotted a number from a job register. Each exposed frame will be numbered preferably according to the printed frame number although often this will not be possible.

605. Assignment numbers will revert to one at the beginning of each year.

606. Outline Procedure. The outline of procedures to be followed is:

- a. negatives are processed and cut into strips,
- b. contact sheets are printed,
- c. the task is entered into a job register,
- d. the photographers shot list is made up, and
- e. files are made up.

607. Processing. After processing 35 mm and 120 rolls of film are cut into lengths indicated by the samples in Annex A; sheet film (4 by 5) uses four to a sheet. With all film types, contact prints are made onto 10 by 8 paper, keeping in mind that these contacts will be used on the front of negative files, and in contact picture library books which are of A4 size. For these reasons, pictures should be upright - not side on or upside down. To make picture identification obvious, frames on the contact sheets need to be numbered clearly - as per the samples in Annex A. Blank frames must not be numbered.

608. Job Register. To avoid films being given duplicate assignment numbers and for a numerical index, a job register must be kept. Details of the layout are given in Annex B.

609. Shot List. The shot list is not intended to be a full caption; but is designed to give sufficient information to identify the photograph and to write a caption for any picture which may be used at anytime. Even though only one picture from a series may be used initially, it is important to record sufficient information on the shot list so that captions can be written for any future releases.

610. There are three photographers' shot list forms:

- a. 35 mm - OP 37,
- b. 2 1/2" x 2 1/2" - OP 38, and
- c. 4" x 5" - OP 39.

These forms are designed for Defence Public Relations (DPR) use also. Units are not to send the duplicate (yellow copy) to DPR.

611. Negative Filing. The negatives, shotlist and copies of captions, where available, are to be filed in a manilla folder which will show on the outside the file number, job title, date, and photographers name. Files should be stored in two or four drawer steel cabinets.

612. Contact Sheets. Contact sheets are to be placed in clear plastic A4 page protectors back to back with the original of the shot list and filed in two or four ring binders. This method forms an album which can be quickly scanned to find a suitable photograph when required.

613. Colour Code. The filing of colour negatives and transparencies should be treated in the same way as black and white. Contacts should be made using bromide, resin - coated paper (for negatives) or on Kodaprove paper (for transparencies). File covers, contact sheets, and shot lists should carry a red dot for colour negatives or a blue dot for colour transparencies. Quick stick self adhesive stickers are recommended.

614. Polaroid Photos. Polaroid prints not placed directly into use should be filed as contact sheets.

615. Subject Index. Where the volume of photographs is large, units should consider establishing a subject index to quickly locate photographs on a desired subject.

616. Photographer Shot List - Initial Details - Form OP 40. This form may be used by the photographer to record details of photographs as they are taken. For group shots a form is completed for each person and numbered left to right. The completed forms are stapled together for security. Completed forms are to be filed in the negative file after completion of the final shot list (paragraph 609).

617. Working Prints. The file number is to be written on the back of all prints selected for publication to enable easy identification of the original.

Aerial Photographs

618. Titling. All aerial photography is to be titled in accordance with AIR STD/101/2G details of which are given in Air Photo Reading (All Arms) 1973 paragraphs 214-215.

619. Mission Numbers. Units taking aerial photographs are to keep a record book with details of sortie/mission numbers.

620. Disposal. All negatives are to be forwarded to the Central Photographic Establishment RAAF accompanied by a form A36 Photographic Report.

Inactive Records

621. Photographic Records not required for use should be archived using the same procedures as in Chapter 5.

SAMPLE CONTACT SHEETS

RMC/89/133

1-36

POPH S HALL

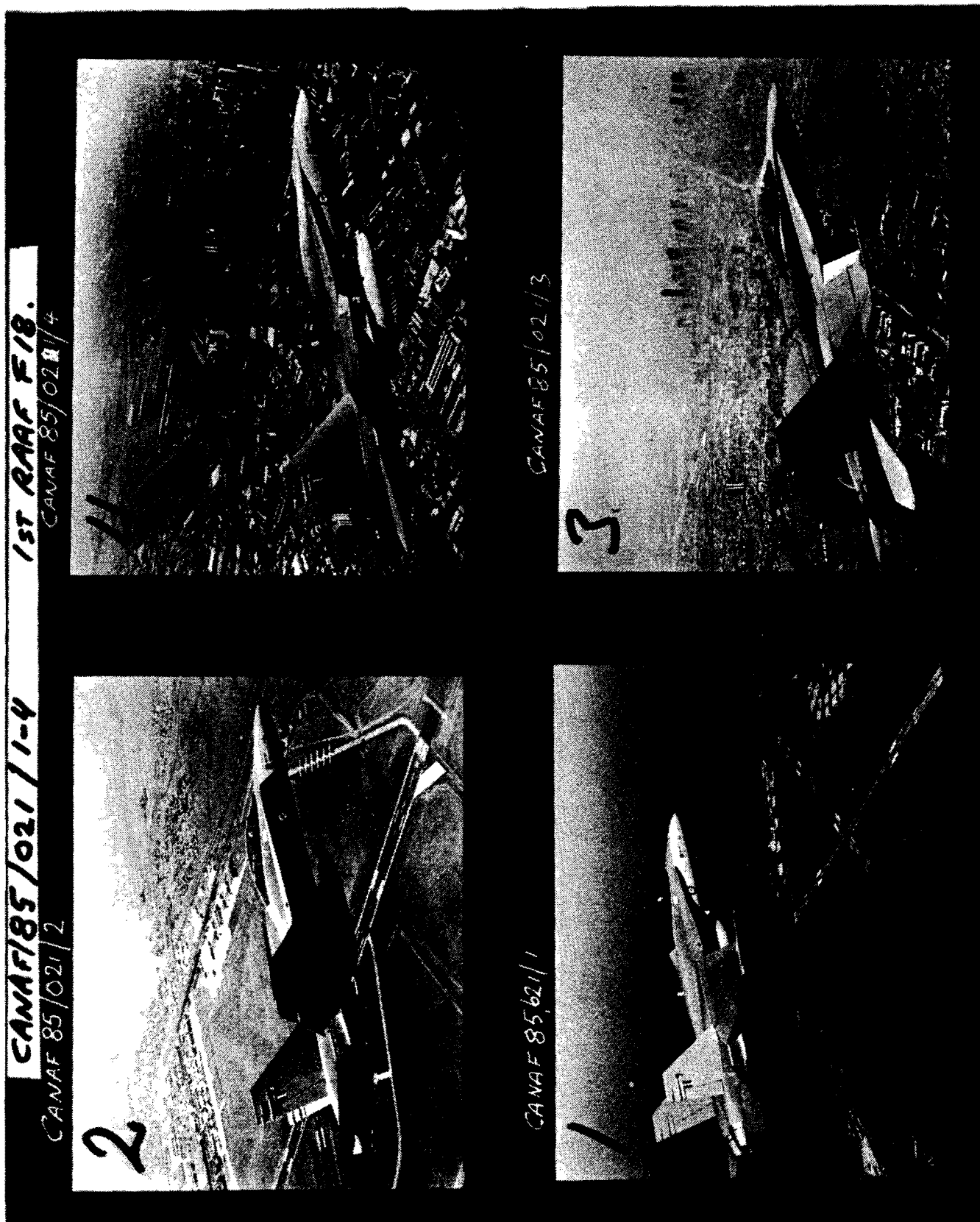
17
APR
95

RMC PARACHUTERS

31	25	14	16	7	1
32	26	15	17	8	2
33	27	16	18	9	3
34	28	17	19	10	4
35	29	18	20	11	5
36	30	19	21	12	6



I4KY02.LP



I4KY02.LP

LAYOUT OF JOB REGISTER

File Number	Date		Location taken	Subject
	taken	filed		
(a)	(b)	(c)	(d)	(e)

Notes

1. The file number includes the assignment number which need not be registered separately.
2. A separate assignment number is used for each role of film.

RECORDS MANAGEMENT ON OPERATIONSGeneral

701. In an operational area there are many dangers which could result in the damage or destruction of valuable Army records. Efficient operations also require that records no longer needed for the battle do not interfere with current operations. This chapter gives procedures to safeguard records and assist in improving efficiency.

Principles

702. The following principles should be applied to the management of all types of records:

- a. Only those records needed for the immediate conduct of operations should be kept in the battle zone.
- b. At regular intervals and at the end of each battle, records no longer necessary will be removed from the battle zone.
- c. Copies of records should be dispatched by different methods and at staggered times.

Unit Registries

703. Unit registries should as a rule be located with the Left out of Battle (LOB) group or in base areas. Only essential files and personnel should be located in forward areas.

Operations Board

704. During active operations, the operations board or equivalent should be reviewed daily and all documents more than 24 hours old passed to the operations clerk. Documents on which action has been completed should be sent to the LOB area for filing.

Diaries and Notebooks

705. Diaries and Notebooks are to be handled as follows:

- a. An officer appointed by the CO/OC is to collect all diaries and notebooks before operations.
- b. On collection diaries and notebooks are to be sent through the censor to the area records office for storing. They will be clearly marked as follows:

NOTEBOOK

or

of Regt. Number, Name, Unit

PRIVATE DIARY

Date

- c. Diaries and notebooks are not to be sent through the post.
- d. Diaries and notebooks may be recovered by their owners on application to CARO on discharge or cessation of active duty.

Marked Maps, Classified Documents and Staff Officer Notebooks.

706. Marked maps, classified documents and staff officers notebooks are not to be retained in a battle zone unless they are necessary for immediate operations.

Mail

707. Official Mail. Postal articles will be regarded as official only when addressed as follows:

- a. to an officer appointment not an officer by name,
- b. the envelope is endorsed 'OHMS', and
- c. it is certified official by an officer.

708. Personal Mail. The following conditions apply to personal correspondence:

- a. It is an offence to use codes, ciphers or symbols of any form or design, or attempt to disguise information by innuendo or pre-arranged systems whereby hidden meanings are given to apparently harmless words. All correspondence is to be written in clear.
- b. No endeavour shall be made whether by advertisement or otherwise to enter into personal contact with strangers, nor shall letters from strangers be answered.
- c. It is an offence to correspond with 'pen pals'.
- d. During operations the unit designation on all inwards mail is to be excised by the LOB group before being dispatched to the forward area.
- e. It is an offence to make use of the civil postal service, or to transmit correspondence by hand of an officer, soldier or civilian, or any means other than by a recognised military messenger service.
- f. No military matters are to be mentioned or implied in correspondence.

Emergency Field Destruction of Documents and Records

709. The archives act prohibits damage, destruction, transfer of custody or ownership of Army records except in accordance with the Act. Nonetheless, there are occasions when it is necessary to destroy documents which are in danger of falling into enemy hands.

710. A plan detailing which categories of files, documents and records are to be destroyed, the precise action to be taken and who is responsible, is to be issued in unit Standing Operating Procedures.

More detailed information relating to classified documents is given in the Army Security Manual 1979 Volume 1, Chapter 9, Annex G. This can also be used as a guide for unclassified records.

Disposal of Records on Disbandment or Reorganisation of Units

711. It may be necessary for the conduct of operations to disband or rapidly reorganise and redeploy formations and units. During these changes records are exposed to increased risk of damage, misplacement or destruction. Headquarters authorizing changes are to include instructions, and appoint officers responsible for the disposal of inactive records, as detailed in Chapter 5, in implementing instructions.

CLASSIFICATION OF CORRESPONDENCE CATALOGUEIntroduction

801. The catalogue has been planned to provide for the past, present and anticipated registry classification of Army correspondence. Any topic can be expanded to provide for an emergency and provision has been made for any relocations or change in the functional activities of the whole or part of a formation or unit. It also simplifies archival planning and historical research.

802. It will be appreciated that the headings have been planned to provide consistency in the registry subjective classification of command, district formation and unit correspondence and that a formation or unit will only use a small number of them. It will also be apparent that the primary number on correspondence between units and formations will nearly always be the same, and in many cases the secondary number will be similar.

803. Primary headings must not be reduced, combined, extended or altered in any way without approval of Army Office. Each primary will have a 'General' as the first secondary and the relevant subject index card should be restricted to a minimum number of entries. Secondary headings, on which there is no limitation, should be introduced whenever it is considered that several files on the topic will be opened. Primary headings and selected secondary headings are at Annex A.

Numbering - Subjective

804. The allocation of file numbers to subjective correspondence will be on a three number system of correspondence registration basis.

805. The primary number is selected from the catalogue. The secondary heading provides the second number and the tertiary number is obtained from the Subject Index Card Records on a one subject one file basis, eg 52/4/6.

806. Publications, books, journals, periodicals, etc, accompanied by correspondence necessitating registry processing are to be recorded under the pertinent catalogue heading. If they cannot be classified under a particular heading, a recording is to be made under group 76. Civil and military training publications, etc are to be classified under 924 or 925.

Numbering - Personal

807. The file number will consist of the member's regimental number, or Australian Government Service, (AGS) Number for civilian staff. The file title will commence with the members surname. The files and index will be maintained in alphabetical order. A cross-reference is to be made in the index wherever it is necessary to record a reference to an individual mentioned in subjective correspondence, or a record of another person.

808. A general file will be maintained for each individual, but may be extended, for convenience, to additional file(s) to cover specific personal aspects eg removals or accommodation. A file will be opened for each compensation case and particulars of the injury, etc, and date are to be entered on the index card and included in the file title. Any papers or reports considered relevant to an earlier case will be placed on that file. A notation is to be made on the top inside left of the front cover of each file, of the file number and the nature and the date of any other compensation claims made by the individual.

809. Additional files are to be given a secondary number in order of creation

Numbering - Stores and Equipment

810. The primary numbering of stores and equipment items from 1 000 onwards is based on the ABCSC system of identification. See Annex B.

811. The structure is based on groups of generic equipment, which are in turn divided into classes. It is planned so that the numbers of groups and classes can be expanded at any time. Provision has been made to permit any future insertion of new classes or groups. Each class covers a relatively homogeneous area of commodities, in respect that the items included therein are such that they are usually requisitioned or issued together.

812. The items within the ABCSC group classes have been replanned and those enumerated in the secondary headings specifically relate to the functional activities of the Army. For brevity and to avoid repetition of similar titles, generic names have occasionally been used in place of more detailed designations. A suggested index of teriaries is included for use when correspondence on equipments is expected to be numerous. See Annex C.

813. Numbering - Firms and Traders. The procedures in paragraph 416 are to be followed.

Classified Files

814. The numbers and titles of all files regardless of security classification are to follow this catalogue. However, classified files, indexes and location cards are to be handled as directed in the Army Security Manual, Volume 1. See paragraphs 410 and 444.

Directive Symbols

815. The symbols to be used and relevant action to be taken are as follows:

- a. Ø - Restricted to over all policy or subjective matters. A cross-reference is to be made to any other pertinent heading.
- b. X - A cross-reference should be made in the Personal Index of the name(s) of the individual(s) mentioned.
- c. \$ - Secondary number to be allocated according to the year that the correspondence is originated.
- d. A-Z - (Key) - Secondary number to be allocated according to the Key in alphabetical order
- e. GP - Indicates the particular stores group.
- f. Item - Refer to the individual article included in this grouping.
- g. Topic- Refer to the theme of the subject under consideration.
- h. Type - This subject heading is too general, refer to the alternative of the subject.
- i. Watch- There is a similar subjective heading, be consistant in their uses.

816. The File headings in capitals are to be used. Headings in lower case are cross-references. Look for a suitable heading in the file number shown in brackets following.

Annexes:

- A. Catalogue Headings
- B. Stores and Equipment Groupings
- C. Index Tertiaries for Stores and Equipment

CATALOGUE HEADINGS

- | | | | |
|------|--|---------------------------------------|----------------|
| 1 | ACCIDENTS, DEATHS AND CASUALTIES | 1. GENERAL Ø | |
| | | 2. ADVICE TO NOK Ø | |
| | | 3. AIRCRAFT | |
| | | 4. DIVING | |
| | | 5. PARACHUTE | |
| | | 6. PERSONNEL Ø | |
| | | 7. RAIL | |
| | | 8. SHIP/WATER-CRAFT | |
| | | 9. STORES AND EQUIPMENT | |
| | | 10. SUICIDE Ø | |
| | | 11. VEHICLES | |
| 2 | ACCOMMODATION GENERAL | 1. GENERAL | |
| | | 2. AUSTRALIAN ARMY ACCOMMODATION PLAN | |
| | | 3. COMMUNITY FACILITIES Ø | |
| | | 4. LOCATION Ø | |
| | | 5. LIVING IN | |
| | | 6. MANAGEMENT Ø | |
| | | 7. OWNERSHIP AND CONTROL Ø | |
| | | 8. PRIORITIES Ø | |
| | | 9. REQUIREMENTS | |
| | | 10. RENTAL Ø | |
| | | 11. SCALES AND STANDARDS | |
| 3 | ACCOMMODATION BARRACKS | 1 GENERAL | A-Z (Location) |
| 4 | ACCOMMODATION CAMPS AND INSTALLATIONS | 1 GENERAL | " |
| 5 | ACCOMMODATION COMMUNITY CENTRES AND CHAPELS | 1 GENERAL | " |
| 6 | ACCOMMODATION DEPOTS - AMMUNITION | 1 GENERAL | " |
| 7 | ACCOMMODATION DEPOTS - ORDNANCE | 1 GENERAL | " |
| 8 | ACCOMMODATION DEPOTS - TRAINING | 1 GENERAL | " |
| 9-10 | Reserved | | |
| 11 | ACCOMMODATION COMMONWEALTH STATE HOUSING AGREEMENT | 1 GENERAL | " |

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
12	ACCOMMODATION HOSTELS	1 GENERAL	"
13	ACCOMMODATION HUTTED/TENTED	1 GENERAL	"
14	ACCOMMODATION MARRIED QUARTERS	1 GENERAL	"
15	ACCOMMODATION OFFICE	1 GENERAL	"
16	ACCOMMODATION SCHOOLS	1 GENERAL	"
17	ACCOMMODATION TEMPORARY	1 GENERAL	"
18	ACCOMMODATION TRAINING AREAS	1 GENERAL	"
19-20	Reserved		
21	ACCOMMODATION WORKSHOP	1 GENERAL	"
22	ACCOUNTING	1 GENERAL Ø	
23	ACCOUNTING AUTOMATIC	1 GENERAL	
		- Data Processing (255)	
24	ACCOUNTING PROCEDURES	1 GENERAL	
25	ACCOUNTING STOCKTAKES	1 GENERAL	
			Unit A-Z (Unit Title)
26	ACCOUNTING STORES/SUPPLIES		
		1 GENERAL	4 RACT
		2 INSTRUCTIONS	5 RAE
		3 RAAOC	6 OVERSEAS PROCUREMENT DEMANDS
			7 WRITE OFFS Ø
			8 RAEME
			9 RA SIGS
27	ACCOUNTING STORES IN TRANSIT	1 GENERAL	
		2 DISCREPANCY REPORTS	\$
28	ACCOUNTING STORES IN TRANSIT - AIR	1 GENERAL	
		2 DISCREPANCY REPORTS	"
29-30	Reserved		
31	ACCOUNTING STORES IN TRANSIT - RAIL	1 GENERAL	"
		2 DISCREPANCY REPORTS	"
32	ACCOUNTING STORES IN TRANSIT - ROAD	1 GENERAL	"
		2 DISCREPANCY REPORTS	"
33	ACCOUNTING STORES IN TRANSIT - WATER	1 GENERAL	"
		2 DISCREPANCY REPORTS	"
34	ACCOUNTS	1 GENERAL	4 TRUST
		- Banking - Closing (108) - Opening (108)	
		2 STORES	
		3 STORES CLOSING AND OPENING	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
35	ACCOUNTS - COMMONWEALTH DEPARTMENTS, AUTHORITIES, ETC	1 GENERAL	A-Z (Name)
36	ACCOUNTS - OVERSEAS	1 GENERAL	
37	ACCOUNTS - PRIVATE TRADERS	1 GENERAL	
38	ACCOUNTS - STATE DEPARTMENTS, AUTHORITIES, ETC	1 GENERAL	
39-40 Reserved			
41	ACOUSTICS	1 GENERAL Ø	
	Acquisitions		(Type)
	- Programme		(726)
	Active Service		(644)
42	ACTS AND REGULATIONS/ ORDINANCES	1 GENERAL	A-Z (Name)
	Acts of Grace		(Topic)
43	ADDRESSES AND TELEPHONE NUMBERS		
	1 GENERAL	8 FIRMS	
	2 ARMY UNITS	- Forms of address (805)	
	3 ASSOCIATIONS AND SOCIETIES	9 INDIVIDUALS	
	4 AUST REPS ABROAD	- Lectures (517)	
	5 AUTHORITIES OR COMMISSIONS	10 OVERSEAS REPS IN AUSTRALIA	
	6 DEPARTMENTS - COMMONWEALTH	11 PARLIAMENTARIANS AND STAFFS	
	7 DEPARTMENTS - STATE	- Telegraphic Code Addresses (178)	
	Addressing of Correspondence		(227)
44	ADMINISTRAT-ION-IVE		To be used only when topic is not covered by other headings
	1 GENERAL	4 RESPONSIBILITIES Ø	
	2 ARRANGEMENTS	5 COMMAND	
	3 EFFICIENCY	6 REDRESS OF WRONGS	
	- Instructions	(443)	
	Advances		(371)
45	ADVERTIS-EMENTS-ING	1 GENERAL	
	Advices to NOK		(1)
46	ADVISERS		
	1 GENERAL	3 MILITARY	
	2 BUSINESS	- Service Attaches	(91)(Watch 776)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
	Aerodromes		(51)
	Affidavits and Affirmations		(521)
	Affiliations		(54)
	Agreements		(Type)
47	AIDES-DE-CAMP	1 GENERAL 2 GOVERNOR-GENERAL 3 STATE GOVERNORS	(GP 69)
	Aids (Training)		(GP 69)
48	AIR CONDITIONING	1 GENERAL - Equipment	(GP 41)
	Air Co-operation		(957)
	Aircraft		(GP 15 or Topic)
	- Accidents		(1)
	- Charter		(146)
	- Clearances		(155)
	Air Dropping		(957)
	- Equipment		(1670)
49-50	Reserved		
51	AIRFIELDS	1 GENERAL	A-Z (Location)
	Air Lift		(957)
	- Equipment		(1670)
	- Joint Air Lift Committee		(166)
	Air Observation		(957)
	Airports		(51)
52	AIR RAIDS	1 GENERAL 2 PRECAUTIONS 3 SHELTERS 4 ALLIED 5 ENEMY	
	Air Reconnaissance		(957)
53	AIR SERVICE AND ROUTES	1 GENERAL 2 AERIAL AMBULANCE - Aviation	3 RAAF (103)
	Air Space		(103)
	Air Strips		(51)
	Air Support and Supplies		(957)
	- Equipment		(1670)
	Alarms and Signal Systems Equipment		(GP 63 or Type)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
	Alcohol		(GP 89 or Topic)
	Aliens		(Topic)
54	ALLIANCES	1 GENERAL	
		2 UNITS Ø	A-Z (Unit Title)
	Allocations		(Type)
	Allotments		(Type)
55	ALLOWANCES	1 GENERAL	
		2 ALLOWANCES IN THE NATURE OF PAY	
		3 BOUNTIES AND GRATUITIES	
		4 ENTERTAINMENT	
		5 KIT	
		6 LIVING	
	Almanacs		(1710 or Type)
	Ambassadors		(274)
	Ambulances		(2310)
56	AMENITIES	1 GENERAL	
		2 TEA BREAKS	
		3 FUNDS	
		- Equipment (991 or Item)	
		4 ORGANISATION	
		5 RECREATION AND SPORT	
		6 WORKING CONDITIONS	
57	AMENITIES - ACCOMMODATION	1 GENERAL	A-Z (Unit title/ Location) (Watch 2)
58	AMENITIES - CINEMAS AND FILMS	1 GENERAL	"
59-60	Reserved		
61	AMENITIES - CONCERTS AND CONCERT PARTIES	1 GENERAL	"
62	AMENITIES - HAMPERS, PARCELS, ETC	1 GENERAL	"
	Ammunition		(GP 13)
	- Depots		(6)
	- Amnest-ies-y		(935)
	- Anaesthetics		(541)
	- Equipment		(GP 65 or 68)
	- Anchorages		(702)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
63	ANIMALS, BIRDS, ETC		
	1 GENERAL - Infestation and Disinfestation (283)	10	PIGEONS
	2 BIRDS	11	REPTILES
	3 CATS	12	RODENTS
	4 DOGS		- Stores Items (GP 88)
	5 FISH	13	TRAINING Ø
	6 HORSES		
64	ANZAC	1 GENERAL	
		- Commemorations	(284)
65	APPEALS	1 GENERAL Legacy	(518)
		2 CHARITIES	
		- Civil Staff	(677)
		3 LOAN	
66	APPOINTMENT CHANGES	1 GENERAL	Covers changes in positional status
		2 ARA	
		3 RESERVE FORCES	
	Appointments - Civil		(688)
	" - Philanthropic Reps		(693 or 763)
67	APPOINTMENTS AND PROMOTIONS - MILITARY		
	1 GENERAL		
	- Attaches (91)		
	- Colonels Commandant (73)		
	2-25 DESIGNATIONS & TYPES		
	26 COMMAND		
	27 CONFIRMATION		
	28 FORMS OF COMMISSION		
	- Hon Colonels (73)		
	- Officers of Cadets (122)		
	29 PROBATION		
	30 PROCEDURES		
	31 PROVISIONAL		
	32 TEMPORARY		

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
68	APPOINTMENTS, PROMOTIONS AND RESIGNATIONS - ARA		
	1 GENERAL	6	FROM COMMISSIONED RANK
	2 TO COMMISSIONED RANK	7	SENIORITY
	3 WITHIN COMMISSIONED RANK		
	4 TO NON COMMISSIONED RANK		
	5 WITHIN NON COMMISSIONED RANK		
69-70	Reserved		
71	APPOINTMENT, PROMOTIONS AND RESIGNATIONS - ACTIVE RESERVE		
		1	GENERAL
		2	TO COMMISSIONED RANK
		3	WITHIN COMMISSIONED RANK
		4	TO NON COMMISSIONED RANK
		5	WITHIN NON COMMISSIONED RANK
		6	FROM COMMISSIONED RANK
		7	SENIORITY
72	APPOINTMENTS AND RESIGNATIONS - INACTIVE RESERVE		
		1	GENERAL
73	APPOINTMENTS, PROMOTIONS AND RESIGNATIONS - HONORARY RANK		
		1	GENERAL
74	APPOINTMENTS, PROMOTION AND RESIGNATIONS - NATIONAL SERVICE		
		1	GENERAL
		2	TO COMMISSIONED RANK
		3	WITHIN COMMISSIONED RANK
		4	TO NON COMMISSIONED RANK
		5	WITHIN NON COMMISSIONED RANK
		6	SENIORITY
75	Reserved		
	Apprehension		(272)
	Apprentices		(Topic)
76	APPRENTICESHIPS	1	GENERAL
77	APTITUDE	1	GENERAL
		2	TESTS
78	ARBITRATION	1	GENERAL
		2	APPLICATIONS TO VARY
		3	AWARDS

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
		4 DETERMINATIONS	
		5 INDUSTRIAL DISPUTES, STRIKES, STOP-WORK MEETINGS, ETC	
79-80	Reserved		
	Archives-al		(756)
81	AREAS		
	1 GENERAL	- Electoral	(301)
	2 DISTRICTS	3 TERRITORIAL WATERS	
82	AREAS - DEFENCE	1 GENERAL	A-Z (Location)
83	AREAS - OPERATIONAL	1 GENERAL	"
84	AREAS - PROHIBITED OR RESTRICTED	1 GENERAL	"
85	AREAS - TRAINING	1 GENERAL	"
	Armament		(Type)
	Armistice		(935)
86	ARMOURIES	1 GENERAL Ø	A-Z (Unit/location)
	Arms - Small		(1005)
	Arms Standing Orders		(615)
	Army Council Instructions UK		(443)
	Army Health		(538)
	Army Health Benefit Funds & Societies		(422)
	Army Journal		(7630)
	Army Newspaper		(7630)
	Army Finance Programme		(384)
	Arrest		(272)
	Art		(252)
	Articles in use		(991)
	Assets, Register of		(735)
	Assistance to Civil Organisations, etc		(304)
87	ASSISTANCE - ECONOMICAL AND MILITARY	1 GENERAL	A-Z (Country)
88	ASSOCIATIONS AND INSTITUTES		
	1 GENERAL	5 SERVICE AND EX-SERVICE - GENERAL	
	2 CULTURAL		
	3 MEDICAL AND DENTAL	6 SERVICE AND EX-SERVICE - RSL	
	- Medical and Hospital Benefit (422)	7 SERVICE AND EX-SERVICE - UNITED SERVICE INSTITUTES	
	-	- Service and ex-service - USI Prizes (195)	
	- Rifle (158)	8 SPORTING	
	4 SCIENTIFIC AND TECHNICAL	9 TRADE OR PROFESSIONAL UNIONS, ETC	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
	Assurance		(444)
	Asylum		(765)
	Atomic - Bombs		(1105)
	- Energy		(307 and 603)
	- Warfare		(955)
	Atrocities		(248 and 251)
89-90	Reserved		
91	ATTACHES		
	1 GENERAL Ø		
	2 TO AND FROM COUNTRY		A-Z (Country)
	Attachments.		(855)
92	ATTENDANCE		
	1 GENERAL	5 RECORDING	
	2 HOURS OF DUTY	6 ROLL CALLS	
	3 ON CALL/EMERGENCY	7 ROSTERS	
	4 OVERTIME (Watch 657)		
	Attestations		(521 or Type)
	Attractive Items		(991)
93	AUCTIONS	1 GENERAL Ø	
		2 DEPARTMENT OF ADMINISTRATIVE SERVICES Ø	
		- Disposals	(Type)
94	AUDIT	1 GENERAL Ø	
		- Observations	(96 and 97)
95	AUDIT ARMY	1 GENERAL Ø	
96	AUDIT - ARMY-QUERIES	1 GENERAL	A-Z (Unit Title)
97	AUDIT - ARMY REPORTS	1 GENERAL	A-Z (Unit Title)
98	AUDIT - COMMONWEALTH		
		1 GENERAL	
		2 QUERIES	
		3 REPORTS	
	Ausdil Scheme		(864)
	Australian Army Staff		(776)
	Australian Change in War Material		(137 and 990)
99-100	Reserved		

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
101	AUSTRALIAN MILITARY FORCES	1 GENERAL Ø	
		- Reserves	(784)
	Australian Red Cross		(763)
	Australian Standards		(GP 76)
102	AUSTRALIAN REGULAR ARMY	1 GENERAL Ø	
	Authorising and Certifying Officers		(368)
	Automatic Data Processing		(255)
		- Equipment	(5895 and 7440)
	Automatic Pilot Mechanism and Airborne Gyro Components		(6615)
103	AVIATION	1 GENERAL	
		2 AIR SPACE	
		3 AIR TRAFFIC CONTROL	
		- Air Services and Routes	(53)
		4 FLYING SAFETY	
	Awards		(Type)
	Babies		(148)
	Baby Health Centres		(605)
104	BADGES AND INSIGNIA	1 GENERAL	
		- Collectors Requests	(445)
		- Equipment	(8455)
		2 UNITS - GENERAL	
		- Wearing	(287)
	Baggage		(8460)
	" - Entitlement		(55)
	Bailey Bridging		(5420)
	Bakeries		(438)
		- Equipment	(GP 73)
	Ballistics		(990)
	Ballots		(Type)
	Band Boys		(Topic)
105	BANDS	1 GENERAL	
		- Equipment	(GP 77)
		- Music	(595)
		- Music Book and Sheet	(7660)
		2 UNITS	
106	BANDS - DISPLAYS AND REQUESTS- CIVILIAN PURPOSES	1 GENERAL	\$

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
108	BANDS - DISPLAYS AND REQUESTS- DEFENCE PURPOSES	1 GENERAL	\$
108	BANK-S-ING		
	1 GENERAL	5 LETTERS OF CREDIT	
	2 CHEQUES	- National Savings	(656)
	3 CLOSING OF ACCOUNTS	6 OPENING OF ACCOUNTS	
	4 INTERNATIONAL		
109-110	Reserved		
111	BARRACKS	1 GENERAL Ø	(Watch 3)
	Batons		(8455 and 7720)
	Batteries		(Items)
	Batteries - Coastal		(405)
	Battles		(569)
	Beacons		(GP 58 or Type)
	Beautification (Property)		(725)
	Berth-s-age		(702)
	Betting		(402)
	Bigamy		(535)
	Bills of Lading		(813)
	Bills - Parliamentary		(648)
	Binning		(7125)
	Birds		(63)
	Births		(148)
	Bivouacs		(126)
	Black Marketing		(861)
	Blood		(542)
112	BOARDS	1 GENERAL	
		2 SELECTION Ø	
		3 STORES AND TENDER	
		- Examinations	(347)
		- Honour	(571)
		- Medical	(543)
		- Notice	(9905)
	Bombs and Tests		(1325)
		- Nuclear	(1105)
113	BONDS	1 GENERAL	
		- Good Behaviour	(244)
		- Loans	(368)
		- Training	(Type)
	Bonus		(Type)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
114	BOOKBINDING	1 GENERAL	
		- Equipment	(3610)
	Books	- Catalogued	(7530)
		- Miscellaneous	(GP 76 or Type)
		- Official Year	(7610)
		- War	(7610)
	Borers		(63 or Item)
	Bores		(959 or Item)
	Boundaries		(Topic)
		- Areas	(81 - 85)
		- District	(81)
115	BOUNT-Y-IES	1 GENERAL	
	Branding		(990)
	Brawling		(792)
	Breakwaters		(702)
116	BRIEFINGS	1 GENERAL Ø	
		2 COMMANDING OFFICER	
		3 FOR OVERSEAS Ø	
		4 EX OVERSEAS Ø	
		5 VISITS/TOURS	
	Breweries		(438)
	Bribes		(Topic)
	Brides		(535)
	Bridges		(793 or 5420)
	British Commonwealth		(54)
	British Defence Liaison Staff		(523)
	British Defence Research and Supply Staff		(523)
	British Commonwealth Games		(204)
	Broadcasting		(Topic)
		- Equipment	(5800)
	Brushes, Paints, Sealers and Adhesives		(GP 80)
	Budget-ing		(372)
	Budget Parliamentary		(648)
	Buildings		(726 and 737)
	Bulletins		(7630 or Topic)
	Bullion		(9660 or Topic)
	Burials		(401)
		- Equipment	(9930)
	Business Advisers		(46)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
	Butcheries		(437)
	Cabinets (Filing, etc)		(6110)
	Cables		(178 or Topic)
		- Coaxial Equipment	(6145)
		- Laying Equipment	(3895)
117	CADETSHIPS	1 GENERAL Ø	
		- Civil (678)	
		2 DISCIPLINE Ø	
		3 TRAINING Ø	
118	CADETS - OFFICER		
	1 GENERAL Ø	5 EXAMINATIONS	
	2 ALLOCATIONS AND POSTINGS	- Examinations/Medical (553)	
	3 GRADUATIONS AND CEREMONIES	6 INTAKES/SELECTION	
	4 ENTRY CONDITIONS	7 TRAINING	
	- Establishments and Strengths (338)		
119-120	Reserved		
121	CADETS - RMC		
	1 GENERAL Ø	5 EXAMINATIONS	
	2 ALLOCATIONS AND POSTINGS	- Examinations/Medical (553)	
	3 GRADUATIONS AND CEREMONIES	6 INTAKES/SELECTIONS	
	4 ENTRY CONDITIONS	7 TRAINING	
	- Establishments and Strengths (338)		
122	CADETS - ARMY		
	1 GENERAL Ø	5 GRADUATIONS CEREMONIES, PARADES Ø	
	2 APPOINTMENTS, PROMOTIONS AND TRANSFERS Ø	6 DRESS AND EMBELLISHMENTS Ø	
	3 ESTABLISHMENTS, ORGANISATION AND STRENGTHS Ø		
	4 TRAINING Ø		
123	CADETS - UNITS ARMY	1 GENERAL	A-Z (Location)
	Cafes/Cafeterias		(134)
	Call signs		(176 and 178)
	Cameras		(6710 and 6720)
124	CAMOUFLAGE	1 GENERAL	
		- Equipment	(1080 and 8510)
	Campaigns		(569)
		- Road Safety	(804)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
	Campaign Stars		(426)
		- Conditions of Awards	(426)
125	CAMPS		
	1 GENERAL	- Overall Equipment	(991)
	2 AREAS AND SITING	- POW	(714 and 717)
	- Equipment (Item)	- School Units	(122 and 123)
	- Internment (451-453)	- Works	(981 and 985)
126	CAMPS - BIVOUACS	1 GENERAL Ø	\$
127	CAMPS - ARMY RESERVE	1 GENERAL Ø	\$
		2 CONTINUOUS TRAINING Ø	
		3 LEAVE TO ATTEND - OTHER THAN C'WTH PUBLIC SERVANTS	
		- Leave to attend - C'wth Public Servants	(683)
128	CAMPS - ARA	1 GENERAL	\$
129-130	Reserved		
131	CAMPS - CORPS AND SERVICE	1 GENERAL	\$
132	CAMPS - OFFICER CADET	1 GENERAL	\$
133	CAMPS - STAFF CADETS (RMC)	1 GENERAL	\$
	Canneries		(438)
	Cannibalisation		(990)
134	CANTEENS		
	1 GENERAL Ø	4 ARMY - GENERAL Ø	
	- Board (112)	5 ARMY - STATEMENTS AND REPORTS Ø	
	2 DISTRIBUTION OF PROFIT Ø	6 ARMY - COMPLAINTS	
	- Regulations (42)		
	3 SHOPS		
135	CANTEENS - UNIT	1 GENERAL	A-Z (Unit Title)
	Canvassing/hawking		(061)
	Capital Equipment Programme		(305)
	Capital Issues Control		(368)
	Capitalisation		(368)
	Capitulation		(935)
	Cards		(7530)
	Cargo		(814 and 815)
	Cars		(2310)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
136	CARTOGRAPHY	1 GENERAL	
		2 DIGITAL	
		3 STANDARDS AND SPECIFICATIONS	(368)
	Cash Offices		
	Casualties		(1)
137	CATALOGUING		
	1 GENERAL	4 EQUIPMENT SCHEDULE	
	2 AUST CHANGES IN WAR MATERIAL	5 MAINTENANCE SCALES (EQPT)	
	3 BLOCK SCALES	6 OVERSEAS	
138	CATALOGUING - ABCSC/DEFENCE SYSTEM		
	1 GENERAL	4 MACHINE PROCESSING	
	2 IDENTIFICATION OF ITEMS AND STOCK NO	5 NOMENCLATURE, TERMINOLOGY AND DEFINITIONS	
	3 INSTRUCTIONS AND ORDERS	6 PROGRAMME	
139-140	Reserved		
141	CATALOGUING - ADMINISTRATIONS, AUTHORITIES AND DEPARTMENTS	1 GENERAL	
		2 AGREEMENTS	
		3 PROCEDURES	
142	CATALOGUING - OTHER ENTERPRISES	1 GENERAL	
	Cease Fire		(935)
143	CEMETERIES AND GRAVES	1 GENERAL	
		2 IN AUSTRALIA	
		- Headstones/Tombstones	(9930)
		3 OVERSEAS	
		4 WREATHS	
144	CENSORSHIP	1 GENERAL	
		2 CORRESPONDENCE	
		- Equipment	(7520)
		3 FILMS/VIDEO	
		4 PRESS	
		5 RADIO	
		6 TELEPHONE/TELEGRAPH	
		7 TELEVISION	
145	CENSUS	1 GENERAL	
		2 POPULATION	
		- Files	(756)
		- Stores	(990)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADINGS</u>	<u>INSTRUCTIONS</u>
	Ceremoni-es-als		(284)
		- Parliamentary	(648)
	Certificates		(Type)
		- Stationery	(7690)
	Certifying Officers		(368)
	Change Authorities		(990)
	Chapels		(5 and 771)
	Chaplains (Courses)		(897, 914 and 915)
	Character Checks		(808)
	Charities		(65)
146	CHARTER-ING		
	1 GENERAL	- United Nations	(939)
	2 ADMINISTRATIVE	4 VEHICLES	
	3 AIRCRAFT	5 WATERCRAFT	
147	CHART-ING-S	1 GENERAL Ø	
		2 AERONAUTICAL	
		- Equipment	(7530, 7640 or Type)
		3 HYDROGRAPHIC	
		4 MANNING Ø	
	Chemical Warfare		(955)
	Cheques		(108)
	Chevrons		(104)
	Chief Officers		(Topic)
148	CHILDREN		
	1 GENERAL	- Family Allowance	(854)
	2 ADOPTION	- Nurseries	(605)
	3 BIRTH CERTIFICATES	- Schooling	(295 and 941)
	Churches		(771)
	Cinema		(58)
	Ciphers		(174,176,178 or Topic)
		- Equipment	(5810)
		- Royal	(104)
149-150	Reserved		
151	CIRCULARS		
	1 GENERAL	5 PUBLIC SERVICE BOARD	Watch (443 and 275)
	2 CIVIL STAFF	6 COMMONWEALTH FIRE BOARD	
	3 DISTRIBUTION		
	4 FINANCE		

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
152	CITIZENSHIP	1 GENERAL	
153	CIVIL DEFENCE	1 GENERAL	
		- Air Raids	(52)
		2 APPOINTMENTS	
		- Evacuation	(342)
		3 ORGANISATION	
		- Training	(864)
	Civil Emergencies		(304)
	Civil Offences		(244)
	Claims		(34 and 38)
	Classified Material		(758 and 808)
	Cleaning Equipment and Supplies		(GP 79)
154	CLEANING SERVICES	1 GENERAL	
155	CLEARANCES	1 GENERAL	
		2 AIRCRAFT	
		3 OPERATIONAL	
		4 SHIPS	
		5 UNIT - MARCHOUT Ø	
156	CLIMAT-E-IC	1 GENERAL Ø	
		2 DATA	
		3 REPORTS	
		- Stores	(Item)
		4 STUDIES	
	Cloakrooms		(2)
	Clocks		(6645)
	Clothing		(GP 84)
157	CLUBS	1 GENERAL	(Watch 88)
		2 AERO CIVILIAN	
		3 AERO MILITARY	
		4 COMMUNITY SERVICES	
		5 RSSAILA	
		6 SERVICEMEN'S	
158	CLUBS - RIFLE - MINIATURE/SMALL BORE/PISTOL		
	1 GENERAL Ø	4 GRANTS Ø	
	- Ammunition (1305)	- Rifles	(1005)
	2 AUST COUNCIL OF STATE RIFLE ASSOCIATIONS		A-Z (Title)
	3 COMPETITIONS		
	Coats of Arms		(104)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Code Addresses		(178)
	Code and Cypher		(174, 176 and 178)
	Codewords and Nicknames		(856)
	Coffins		(9930)
	Collectors Items		(9915)
	Colleges Civil		(941)
159-160 Reserved			
161	COLLEGES, SCHOOLS, TRAINING CENTRES AND UNITS - SERVICE	1 GENERAL Ø	A-Z (Name)
	Colombo Plan		(864 and 866)
	Colour Patches		(104)
	Colours		(395)
	" Laying-up, Presentation, etc		(284)
162	COMBAT DEVELOPMENT	1 GENERAL 2 CDC STUDY DIRECTIVES 3 OVERSEAS	
	Command		(44,611 and 613)
	Command (Appt)		(67)
	Commendations		(426)
	Commissioner for Affidavts, etc		(244)
	Commissions		(Topic)
	Commissions, forms of		(67)
163	COMMITTEES/SUBCOMMITTEES ADMINISTRATIVE	1 GENERAL	A-Z (Name)
164	COMMITTEES/SUBCOMMITTEES - CABINET PARLIAMENTARY	1 GENERAL	A-Z (Name)
165	COMMITTEES/SUBCOMMITTEES - LOGISTIC	1 GENERAL	A-Z (Name)
166	COMMITTEES/SUBCOMMITTEES - OPERATIONAL	1 GENERAL	A-Z (Name)
167	COMMITTEES/SUBCOMMITTEES - INTER SERVICE	1 GENERAL	A-Z (Name)
168	COMMITTEES/SUBCOMMITTEES - INTERDEPARTMENTAL	1 GENERAL	A-Z (Name)
169-170 Reserved			
171	COMMITTEES/SUBCOMMITTEES/ WORKING PARTIES ABCA AGREEMENT		
	1 GENERAL	11 NON-MATERIAL	
	2 ARMAMENT	12 QUARTERMASTER	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	3 ARTILLERY/ARTILLERY SURVEY	13 RESEARCH	
	4 CBR	14 STANDARDISATION AGREEMENTS	
	5 CONCEPTS	15 TECHNICAL PROCEDURES	
	6 ELECTRONICS	16 US ARMY MATERIAL COMMAND TECHNICAL COMMITTEE AND SUBCOMMITTEES	
	7 ENGINEER	17 WSO - WASHINGTON STANDARDISATION OFFICERS	
	8 MATERIAL		
	9 MEDICAL/DENTAL		
	10 MOBILITY		
172	COMMITTEES - OVERSEAS	1 GENERAL	A-Z (Name)
173	COMMITTEES - TECHNICAL	1 GENERAL	A-Z (Name)
		2 THE TECHNICAL CO-OPERATION PROGRAM	
174	COMMUNICATIONS		
	1 GENERAL		
	2 ACP'S		ACP No to be used as tertiary
	3 CODES AND CYPHERS 0	- Safe Hand	(811)
	- Commodity Codes 2	- Security	(808)
	- Correspondence (227)		
	- Equipment		(GP 58 or Type)
	- Mail and Postal		(531)
175	COMMUNICATIONS - RADAR	1 GENERAL	
176	COMMUNICATIONS - RADIO		
	1 GENERAL	7 INTERFERENCE/JAMMING	
	2 AMATEUR OPERATIONS-OR	- Publicity	(742)
	3 CALL SIGNS	8 TIME SIGNALS	
	4 CODES AND CYPHERS		
	5 FREQUENCIES		
	6 GROUND-AIR (GCA)		
177	COMMUNICATIONS - TELEVISION	1 GENERAL	
178	" - TELEGRAPH		
	1 GENERAL	6 CONCESSIONS	
	2 CALL SIGNS	7 SIGNALS, CABLES, ETC	
	3 CHANNELS	8 TELEPRINTER, TELETYPES	
	4 CODE ADDRESSES		
	5 CODES AND CYPHERS		

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
179-180 Reserved			
181	COMMUNICATIONS - TELEPHONE		
	1 GENERAL	5 MINISTERIAL	
	2 CONCESSIONS	6 RESIDENCE	
	3 DIRECTORIES	7 TIE LINES	
	4 INTER OFFICE	8 TRUNK LINES AND CALLS	
		9 UNITS	
182	COMMUNISM	1 GENERAL Ø	Watch (445)
183	COMMUNITY SERVICES	1 GENERAL Ø	
		2 EMPLOYMENT OF SOCIAL WORKERS	
		3 INVESTIGATIONS	
		4 SELECTION OF PERSONNEL	
		5 STATISTICS	
		6 WELFARE PROGRAMS	
184	COMPENSATION	1 GENERAL Ø	
		2 APPEALS Ø	
		- Helpers	(788)
		- Rewards	(788)
185	COMPENSATION - DEPENDENTS, NOK OR RELATIVES		
		1 GENERAL Ø	
186	COMPENSATION - FURNITURE	1 GENERAL Ø	
187	COMPENSATION - PERSONAL EFFECTS	1 GENERAL Ø	
188	COMPENSATION - PRIVATE TRANSPORT	1 GENERAL Ø	
189	COMPENSATION - PROPERTY	1 GENERAL Ø	A-Z (Location)
190 Reserved			
191	COMPENSATION - REPARATIONS	1 GENERAL Ø	
192	COMPENSATION - ON DUTY	1 GENERAL Ø	
193	COMPENSATION - SPORTING ACTIVITY	1 GENERAL Ø	
194	COMPENSATION - STORES AND EQUIPMENT	1 GENERAL Ø	
195	COMPETITIONS, SPORTS AND TROPHIES		
		1 GENERAL	
		2 COMMONWEALTH	
		3 OLYMPIC	
		2 SKILL AT ARMS	A-Z (Name)
196	COMPETITIONS, SPORTS AND TROPHIES		
	- DISTRICT AND INTER DISTRICT	1 GENERAL	\$

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
197	COMPETITIONS, SPORTS AND TROPHIES		
	- COMMAND AND INTER COMD	1 GENERAL	\$
198	COMPETITIONS, SPORTS AND TROPHIES		
	- CORPS AND INTER CORPS	1 GENERAL	\$
199-200 Reserved			
201	COMPETITIONS, SPORTS AND TROPHIES		
	- INTER SERVICE	1 GENERAL	\$
202	COMPETITIONS, SPORTS AND TROPHIES		
	- INTER DEPT	1 GENERAL	\$
203	COMPETITIONS, SPORTS AND TROPHIES		
	- UNIT AND INTER UNIT	1 GENERAL	\$
204	COMPETITIONS, SPORTS AND TROPHIES		
	- OVERSEAS	1 GENERAL	\$
	Composition of the Forces		(623 and 640)
	Compulsory Training		(596)
	Concert Parties		(61)
	Concessions		(Type)
	Conciliation		(78)
	Conditions of Service - Civilians		(676)
205	CONDITIONS OF SERVICE - MILITARY		
		1 GENERAL Ø	A-Z (Designation & Types)
206	CONFERENCES - ARMY	1 GENERAL	
207	CONFERENCES - CABINET AND PARLIAMENTARY	1 GENERAL	\$
208	CONFERENCES - DEPT OF DEFENCE	1 GENERAL	\$
209-210 Reserved			
211	CONFERENCES - INTER- DEPARTMENTAL	1 GENERAL	\$
212	CONFERENCES - INTER-SERVICE	1 GENERAL	\$
213	CONFERENCECNEC - OUTSIDE AUTHORITIES	1 GENERAL	\$
214	CONFERENCES - OVERSEAS	1 GENERAL	A-Z Commence Secondaries on a geographic basis
215	CONFISCATION	1 GENERAL	
	Conscience Money		(368)
216	CONSCIENTIOUS	1 GENERAL	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		2 OBJECTIONS 0	Individual cases on personal files
217	CONSCRIPTION	1 GENERAL Ø	
		- National Service	(596)
	Construction, Building and Excavating items		(GPS 38 and 56)
	Consul-ar-ates		(274)
	Containerisation		(990)
218	CONSULTANTS	1 GENERAL	
		- Items	(GP 81)
		2 ADMINISTRATIVE	
		3 EDP	
		4 MANAGEMENT	
		5 MEDICAL/DENTAL	
		6 SCIENTIFIC	
		7 TECHNICAL	
219-220	Reserved		
221	CONTRABAND	1 GENERAL 0	(Watch 254)
222	CONTRACT-S AND TENDERS	1 GENERAL Ø	A-Z (Title if not Topic)
		- Boards	(112)
		- Delegations	(368)
		- Stores and Equipment	(990 and 998)
	Contract Acceptance and Purchase Orders		(990 and 998)
	Contract Demands		(990 and 998)
	Convalescent Depots		(433)
223	CONVENTIONS	1 GENERAL	
		2 GENEVA	
	Conversion (Stores)		(990)
224	CONVOY-S	1 GENERAL	
		- Sea	(757)
225	COOKING	1 GENERAL	
		- Equipment	(GP 73)
	Cooling chambers		(4110)
	Cool rooms		(4110)
226	COPYRIGHT	1 GENERAL	
		- Patents	(654)
	Corps Days		(284)
227	CORRESPONDENCE		
	1 GENERAL	6 CONDOLENCE	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	2 ACKNOWLEDGEMENTS	7 CONGRATULATORY	
	3 ADDRESSING, PREPARATION	- Delivery	(531)
	4 APPRECIATION	8 GREETING	
	5 AUTHORITY TO SIGN	9 LIAISON LETTERS - GENERAL	
		- Ministerial	(585)
228	CORR-ODE-OSION	1 GENERAL	
		- Preventative	(Item)
229-240	Reserved		
241	COSTING	1 GENERAL	
	Cost of Living Adjustments		(657 and 661)
242	COUNCIL-S	1 GENERAL	A-Z (Name)
		- Executive Council	(357)
		- State Rifle Assns	(158)
243	COURIER SERVICES	1 GENERAL	
		2 RESPONSIBILITIES	
		3 TIMETABLES	
	Courses	- Civil	(866 and 869)
		- Military	(871,908,928 and 931)
244	COURTS - CIVIL		
	1 GENERAL	4 JUDICARY	
	2 CIVIL OFFENCES	5 JURY SERVICE	
	3 COMMISSIONER FOR AFFIDAVITS, ETC	6 JUSTICE OF THE PEACE	
	- Evidence (521)	7 MAGISTRATES	
245	COURTS - MARTIAL		
	1 GENERAL	5 OVERSEAS	
	2 APPEALS	6 PROCEDURES	
	3 COUNSEL	7 REVIEWS	
	4 DELEGATIONS		
246	COURTS - TRIBUNALS	1 GENERAL	
247	COURTS - OF INQUIRY		
	1 GENERAL Ø	4 LOSS OF STORES Ø	
	2 ACCIDENTS DEATHS AND INJURY Ø	5 PROCEDURES	
		6 THEFTS Ø	
	3 DEFALCATIONS Ø		
	Covers - File/Precis		(7530)
	Craft Small		(GP19)
	Creches		(605)
	Credentials		(274)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Credits		(368)
	Cremation		(401)
		- Equipment	(9930)
	Crests		(104)
248	CRIMES	1 GENERAL Ø	
		- Civil Offences	(244)
249-250 Reserved			
251	CRIMES - WAR	1 GENERAL	
		2 TRIALS	
	Crown Land		(725)
	Grade Materials - non metallic		(GP 94)
252	CULTUR-AL-E	1 GENERAL	
		- Associations	(88)
		2 PORTRAITS/PAINTINGS	
	Curfew		(536)
	Currency		(368)
	Customs Duty		(363)
253	CUSTOMS AND HABITS	1 GENERAL	
254	CUSTOMS AND EXCISE		
	1 GENERAL	3 DUTY/CONCESSIONS	(Watch 363)
	2 CLEARANCE	4 SMUGGLING	
	Cyphers		(174,176,178 or Topic)
		- Equipment	(5810)
		- Royal	(104)
	Damages - Property		(728)
	" - Roads and Bridges		(797)
	" - Stores		(990 and 993)
	" - Trees		(936)
	Danger Money		(55)
255	DATA PROCESSING - ELECTRONIC		
	1 GENERAL	6 PROCESSING ASPECTS	
	2 ANALYSIS	- Records Computerised	(754)
	3 COST EFFECTIVENESS	7 RECORDS	
	Consultants (218)	8 REPORTING	
	4 DATA COLLECTION AND PREPARATION	9 SOFTWARE	
	5 DATA COMMUNICATIONS SYSTEM	10 SERVICES - PERIOD CONTRACTS	
		11 SYSTEMS	
	- Equipment (GP 58 and 74)	12 SYSTEM CHANGES	
	Data Summary Sheets		(613)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Daylight Saving		(858)
	Deaths		(1)
	Debit Notes		(34 and 38)
256	DEBT-S	1 GENERAL	
		2 CIVIL STAFF Ø	
		3 SERVICE PERSONNEL Ø	
	Decentralized Items		(990)
	Declarations		(Type)
	Decorations		(426)
		- Equipment	(8455)
257	DE FACTO	1 GENERAL	
		2 DEPENDENTS	
	Defalcations		(368)
	Defence Forces Retirements Benefits		(42 and 672)
258	DEFENCE AID AND CO-OPERATION	1 GENERAL	
		2 DEFENCE AID PROJECTS	
259-260 Reserved			
261	DEFENCE PLANNING/POLICY	1 GENERAL	(Watch 587)
		2 ADMINISTRATIVE	4 MOBILISATION
		3 LOGISTIC	5 OPERATIONAL
			6 PERSONNEL
	Defence Finance Programme		(388)
	Deficienc-ies-y		(Topic)
	Definitions		(856)
	Degree and Diplomas		(295)
262	DELEGATION OF POWERS		
	1 GENERAL		
	- Correspondence-Signing (227)	- Ministerial	(584)
	2 CGS		
	- Discipline (281)		
	- Deputations (269)	- Procurements	(990)
	- Finance (368)	3 PSB Ø	
	Demand-ing-s		(990)
263	DEMOBILISATION	1 GENERAL Ø	A-Z (Topic)
		- Planning	(261)
264	DEMOLITION	1 GENERAL	
		- Equipment	(1375)
	Demonstrations		(284)
		- Civil Disturbances	(304)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Demurrage		(398)
265	DENTAL		
	1 GENERAL	5 REPORTS	
	2 AREA OFFICERS	6 RESEARCH	
	3 CERTIFICATES	7 SURVEY	
	- Equipment (GP65)	8 TREATMENT	
	4 EXAMINATIONS AND X-RAYS		
266	DEPORTATION	1 GENERAL	
267	DEPOTS		(Watch 6 and 7)
	1 GENERAL Ø		A-Z (Unit/Title)
	- Wks Projects (977, 981 and 983)		
	- Convalescent (433)		
	- Medical (547)		
268	DEPOTS-TRAINING	1 GENERAL	A-Z (Location) (Watch 7)
269	DEPUTATIONS	1 GENERAL	A-Z (Topic)
270	Reserved		
271	DESERTION	1 GENERAL	
	Design (Service Equipment etc)		(990)
	Destruction of Equipment		(990)
	Detachments		(Type)
272	DETENTION AND/OR ARREST		
	1 GENERAL	3 BY CIVIL AUTHORITIES	
	- Buildings etc, (725)	- Civil Offences (244)	
	2 IN BARRACKS, CAMPS COMPOUNDS, ETC	4 ORDERS AND WARRANTS	
	Determinations		(78)
	Development (Service Equipment)		(990)
	Diagrams		(7640 or Item)
	Diaries-Attendance		(92)
	Diaries War		(755)
	Dictionaries		(7610)
273	DIET-S	1 GENERAL	
		2 MALNUTRITION	
		3 NUTRITION	
	Diplomas		(295)
274	DIPLOMATIC	1 GENERAL	
		- Attaches (91)	
		2 EMBASSIES	
		3 CONSULATES	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		4 LEGATIONS	
275	DIRECTIVES	1 GENERAL	(Watch 151, 443 and 613
		2 TO COMMANDS	
		3 TO COMMANDERS	
		4 TO REPRESENTIVES	
	Director-ies-y		(7610 or Type)
		- Australian Government (7610)	
276	DISARMAMENT	1 GENERAL	
		- Treaties	(935)
277	DISCHARGE-S		
	1 GENERAL	7 COMPASSIONATE	12 IN ABSENTIA
	2 ABROAD	8 DISCIPLINARY	13 INEFFICIENT, UNDESIRABLE OR UNSUITABLE
	3 AGE	9 DISHONOURABLE	
	4 AT OWN REQUEST	10 ENLISTMENT OTHER SERVICES	14 IRREGULAR ENLISTMENT
	5 CERTIFICATES		15 MEDICAL
	6 CIVIL OFFENCE	11 ILLEGAL ABSENTEE	
278	DISCIPLINE		
	1 GENERAL	6 FORCES ACTING TOGETHER	
	2 ARA	7 NATIONAL SERVICE	
	3 AUST PERSONNEL ATTACHED TO OTHER FORCES	8 PERSONNEL OF OTHER FORCES ATTACHED TO AUSTRALIAN ARMY	
	- Cadets (117)	9 TROOPS AWAITING TRIAL AND/OR UNDERGOING DETENTION	
	- Civil Staff (676)		
	4 ARMY RESERVE	10 TROOPS IN TRANSIT	
	5 COMMAND FOR THE PURPOSE OF	11 WOMEN'S SERVICES	
	Discounts		(368)
279-280	Reserved		
281	DISCS	1 GENERAL	
		- Equipment	(8455)
		2 IDENTITY	
		- Passes	(652)
282	DISCRIMINATION	1 GENERAL	
		2 ABORIGINES	
		3 EMPLOYMENT	
		4 MIGRANTS	
		5 WOMEN	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Discussion Groups		(295)
	Diseases		(548)
	Disembarkation		(303)
283	DISINFESTATION/INFESTATION	1 GENERAL	
		- Equipment	(3740)
284	DISPLAYS	1 GENERAL	5 EXHIBITIONS AND SHOWS
		- Freedom of City (397)	6 FAMILY DAYS
		2 COMMERATIONS	7 FESTIVALS & FETES
		3 DEMONSTRATIONS	8 REGATTAS
		4 DRILL, MARCHES AND PARADES	9 TATTOOS
285	DIVING	1 GENERAL	
		- Accidents	(1)
		- Equipment	(4220)
		2 SWIMMING	
		- Training	(922)
	Divorce		(535)
	Dock-s-ings-yards		(702)
		- Floating	(1945 and 1950)
286	DOCUMENTS		
	1 GENERAL	- Medical	(551)
	2 ACCOUNTABLE	- Reproduction	(778)
	- Classification, Grading and Security (808)	- Shipping	(820)
	- Classified (758)		
	- Legal (521)		
	Dogs		(63)
	Donations		(391 and 393)
	Drainage		(436 or Topic)
	Drawings		(7650 or Item)
	Dredge-s		(1955)
	Dredging		(977, 981 and 983)
287	DRESS		
	1 GENERAL	6 MESS	
	2 BANDS	- Standing Orders	(617)
	3 BATTLE	7 SUMMER	
	4 BARRACKS	8 TROPICAL	
	- Cadets (School Units 122)	9 WALKING OUT	
	5 CEREMONIAL AND SOCIAL FUNCTIONS	10 WEARING OF DECORATIONS	
		11 WORKING/PROTECTIVE	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	- Civil Staff (676)	12 WINTER	
	- Committee (165)		
	- Embellishments (Gp84)		
	Drill Halls		(268)
	Drills and Parades		(284)
288	DRIVING		
	1 GENERAL	3 LICENCES	
	2 COMPLAINTS	4 TESTS	
	Drugs		(942)
289-290	Reserved		
291	DRUNKENNESS	1 GENERAL	
	Dry-Cleaning		(515)
		- Equipment	(3510)
	Drying Equipment		(GP 44)
	Dues		(Topic)
292	DUMPS	1 GENERAL	
		2 AMMUNITION	
		3 GARBAGE	
		4 LOGISTIC	
	Dunnage		(821)
	Duplicating		(778)
		- Equipment	(3610)
293	DUST	1 GENERAL	
		- Proofing stores	(990)
	Duty rosters		(92)
	Duty statement		(623 or Topic)
	Dye-ing		(515)
	Earth Moving and Excavating Equipment		(GP 38)
	Easements		(725)
	Ecclesiastical		(771)
		- Equipment	(9925)
294	ECONOMY	1 GENERAL Ø	
		- Energy	(307)
		- Expenditure	(381)
		- Manpower	(533)
		2 PAPER	
		- Stores	(ITEM)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
295	EDUCATION		
	1 GENERAL	10 FREE PLACES AND SCHOLARSHIPS	
	2 CERTIFICATES		- ARMY
	- Courses (Type)	11 FREE PLACES AND SCHOLARSHIPS	- PSB
	3 DEGREES AND DIPLOMAS	12 FREE PLACES AND SCHOLARSHIPS - UNIVERSITIES, ETC	
		- Lectures (517)	
	4 DEPENDENTS AND CHILDREN OF CIVIL STAFF	13 NATIONAL SERVICE TRAINEES	
		- Publications (296 and 297)	
	5 DEPENDENTS AND CHILDREN OF SERVICE PERSONNEL	14 QUALIFICATIONS AND STANDARDS	
		- Repatriation Benefits (773)	
	6 DEPENDENTS AND CHILDREN OF EX SERVICEMEN	15 SERVING PERSONNEL	
		- Stores and Equipment (991)	
	7 DISCUSSION GROUP	- Universities, Colleges and Schools (941)	
	8 FACILITIES	16 VOCATIONAL TRAINING/GUIDANCE	
	9 FREE PLACES AND SCHOLARSHIPS - GENERAL		
296	EDUCATION - PUBLICATIONS, HANDBOOKS, ETC	1 GENERAL	
297	EDUCATION - PUBLICATIONS - OVERSEAS	1 GENERAL	
298	EDUCATION - REPORTS	1 GENERAL	
	Effects Personal	(674)	
	Efficiency	(44)	
		- Grant (368)	
299-300	Reserved		
301	ELECT-ION-S-ORAL		
	1 GENERAL	5 ROLLS	
	2 FEDERAL	6 STATE	
	3 MUNICIPAL	7 UNION AND ASSOCIATION	
	4 OVERSEAS	8 REFERENDUM	
	Electrical Equipment	(GP 59)	
	Electricity	(525)	
	Electric Wire, Power and Distribution Equipment	(GP 61)	
302	ELECTRONIC-S	1 GENERAL	
		- Equipment (981, GP 59 and 66)	
		- Security (808)	
		- Warfare (957)	
	Electronic Data Processing	(255)	
303	EMBARKATION AND DISEMBARKATION	1 GENERAL	
	Embassies	(274)	
	Emblems	(104)	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
304	EMERGENCIES - CIVIL		
	1 GENERAL	6 INDUSTRIAL	
	2 ASSISTANCE TO CIVIL ORGANIZATION, ETC/0 (Watch 305)	- On call Emergency Staffing (92)	
	- Assistance to 'seas Countries (87)	7 NATIONAL	
	3 DISASTER PLANNING	8 RIOTS/CIVIL DISTURBANCES	
	4 FIRES	9 SEARCHES/RESCUES	
	5 FLOODS	- Strikes (438)	
	Emigration		(578)
305	EMPLOYMENT		
	1 GENERAL	9 OUTSIDE	
	2 AFTER DISCHARGE/ RETIREMENT	10 PART TIME	
	3 APPLICATIONS	- Prisoners of War (712 and 718)	
	4 CASUAL	11 RETURNS	
	5 CIVILIAN IN SERVICE POSITIONS	12 SERVICE PERSONNEL IN CIVILIAN POSITIONS (Watch 304)	
	6 RESERVE ON FTD OR IN ARA POSITIONS	13 SERVICE PERSONNEL ON CIVIL PROJECTS-GENERAL	
	- Conditions of Civilians (676)	14 TEMPORARY	
	7 EXEMPT	- Terminable Tasks 4	
	8 HANDICAPPED		
	- Internees (455-456)		
306	EMPLOYMENT - DESIGNATIONS	1 GENERAL	A-Z (Designation)
307	ENERGY RESOURCES		
	1 GENERAL	6 OIL AND GAS	
	2 COAL	7 SOLAR	
	3 CONSERVATION	8 WIND	
	4 ECONOMY	9 WATER	
	5 NUCLEAR		
308	ENLISTMENT	1 GENERAL Ø	
		2 RE-ENGAGEMENTS Ø s. For two or more names X	
309-310 Reserved			
311	ENLISTMENT - APPLICATION	1 GENERAL Ø	
		2 PROCEDURES	
312	ENLISTMENT - ATTESTATION	1 GENERAL Ø	
313	ENLISTMENT - ARA		
	1 GENERAL	4 FROM RAN	
	2 FROM RESERVE	5 FROM RAAF	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	3 FROM NATIONAL SERVICE	6 FROM FOREIGN SERVICES	
314	ENLISTMENT - RESERVES	1 GENERAL	
		2 OTHER SERVICES	
315	ENLISTMENT - CONDITIONS AND STANDARDS	1 GENERAL Ø	
316	ENLISTMENT - EMPLOYMENT DESIGNATIONS	1 GENERAL	A-Z (Designation Name)
317	ENLISTMENT - INDIVIDUAL TYPES	1 GENERAL	A-Z (Type)
318	ENLISTMENT - OVERSEAS	1 GENERAL	
		2 IN AUSTRALIAN FORCES	
		3 IN OTHER FORCES	
319-320 Reserved			
321	ENLISTMENT - PARTICULAR TASKS	1 GENERAL	
322	ENLISTMENT - PUBLIC SERVANTS	1 GENERAL	
323	ENLISTMENT - STATISTICS	1 GENERAL	
324	ENLISTMENT - WOMEN'S SERVICES	1 GENERAL	
	Ensigns		(8345)
	Entertainment		(56 and 62)
325	ENTOMOLOG-ICAL-Y	1 GENERAL	
326	ENVIRONMENT	1 GENERAL	
		2 CONSERVATION	
			Impact Statements (725 and 966)
	Equipment Tables		(995)
	Equipping of Unit or Force		(994)
	Escape (Training)		(922)
	Escorts		(417)
	Espionage		(445)
327	ESTABLISHMENTS AND STRENGTHS	1 GENERAL Ø	
		2 CONSERVATION	
328	ESTABLISHMENTS AND STRENGTHS - AUSTRALIAN ARMY	1 GENERAL Ø	
329-330 Reserved			
331	ESTABLISHMENTS AND - ARA STRENGTHS	1 GENERAL Ø	A-Z (Unit)
		- Reserves on FTD or in ARA Positions	(305)
332	ESTABLISHMENTS AND - RESERVES STRENGTHS	1 GENERAL	A-Z (Unit) (Watch 784)
		- Reserve on FTD or in ARA Positions	(305)
333	ESTABLISHMENTS AND - CIVIL STAFF STRENGTHS	1 GENERAL Ø	A-Z (Location/Unit)
		2 TYPING Ø	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
334	ESTABLISHMENTS AND - WOMEN'S STRENGTHS SERVICE	1 GENERAL Ø	
335	ESTABLISHMENT AND STRENGTHS - CORPS AND SERVICES	1 GENERAL 2 AMENITIES 3 ARMOUR 4 ARMY AIR 5 ARTILLERY - Cadets School Units (122 and 123) 6 CATERING 7 CHAPLAINS 8 DENTAL 9 EDUCATION 10 EME 11 ENGINEERS 12 INFANTRY 13 INSPECTION 14 INTELLIGENCE 15 LABOUR	16 LEGAL 17 MEDICAL 18 ORDNANCE 19 PAY 20 POSTAL 21 PROVOST 22 PSYCHOLOGY 23 RAANC 24 SIGNALS 25 STAFF 26 SURVEY 27 TRANSPORT 28 WRAAC Not to be used when other secondaries Applicable
336	ESTABLISHMENTS AND - FORCE COMPONENTS STRENGTHS	1 GENERAL 2 BATTALION Ø 3 BATTERY 0/ 4 BRIGADE Ø 5 COMMUNICATION ZONE Ø 6 COMPANY Ø	7 DETACHMENT Ø 8 DIVISION Ø 9 FORMATION Ø 10 LOGISTIC SUPPORT FORCE Ø 11 PLATOON Ø 12 REGIMENT Ø
337	ESTABLISHMENTS AND - RETURNS STRENGTHS	1 GENERAL	A-Z (Unit titles)
338	ESTABLISHMENTS AND - UNITS STRENGTHS	1 GENERAL	" "
339-340 Reserved			
341	ESTABLISHMENTS AND - OVERSEAS STRENGTHS	1 GENERAL	A-Z (Country)
	Estimates (Finance)		(374 and 378)
	Estimates (Debates)		(648)
342	EVACUATION	1 GENERAL 2 AERO-MEDICAL 3 CONTINGENCY PLANNING	(Watch 304)
343	EVASION, ESCAPE AND RESCUE	1 GENERAL - Intelligence - Operational Planning	(445) (612)
	Evictions		(725)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
344	EXAMINATIONS	1 GENERAL Ø 2 AIRMEN - Cadets-Military (118, 121 and 122) - Dental (265) - Medical (553)	
345	EXAMINATIONS - AUSTRALIAN STAFF COLLEGE	1 GENERAL	
346	EXAMINATIONS - COMMAND AND STAFF COLLEGE	1 GENERAL 2 JUNIOR 3 SENIOR	
347	EXAMINATIONS - BOARDS	1 GENERAL	
348	EXAMINATIONS - CIVILIAN	1 GENERAL	
349-350 Reserved			
351	EXAMINATIONS - MILITARY	1 GENERAL Ø	
352	EXAMINATIONS - ARA		
	1 GENERAL	5 PROMOTION TO CAPTAIN	
	2 EXEMPTIONS	6 PROMOTION TO MAJOR	
	3 PLANNING	7 PROMOTION TO WARRANT AND NCO	
	4 PROMOTION TO LIEUTENANT	8 FIRST COMMISSION APPOINTMENTS	
353	EXAMINATIONS - RESERVES		
	1 GENERAL	5 PROMOTION TO CAPTAIN	
	2 EXEMPTIONS	6 PROMOTION TO MAJOR	
	3 PLANNING	7 PROMOTION TO WARRANT AND NCO	
	4 PROMOTION TO LIEUTENANT	8 FIRST COMMISSION APPOINTMENTS	
354	EXAMINATIONS - WOMEN'S SERVICE		
	1 GENERAL		
	2 PROMOTION TO AND WITHIN COMMISSIONED RANK		
	3 PROMOTION TO WARRANT AND NCO		
	4 FIRST COMMISSION APPOINTMENTS		
	Exchange of Information		(441)
355	EXCHANGE OF PERSONNEL - CIVIL	1 GENERAL 2 OVERSEAS 3 INTER-DEPARTMENTAL	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
356	EXCHANGE OF PERSONNEL - MILITARY		
	1 GENERAL	6 OVERSEAS-MALAYSIA	
	2 INTER SERVICE	7 OVERSEAS-NEW ZEALAND	
	3 OVERSEAS-GENERAL	8 OVERSEAS-UK	
	4 OVERSEAS-CANADA	9 OVERSEAS-USA	
	5 OVERSEAS-INDIA	10 WITH CIVIL ORGANIZATIONS	
	Excise		(854)
357	EXECUTIVE COUNCIL	1 GENERAL §	
		2 MINUTES	
	Exercise		(909)
	Exhibitions		(284)
358	EXPEDITIONARY FORCES	1 GENERAL §	
		- Raising and Disbandments	(623)
359-360 Reserved			
361	EXPLORATIONS AND EXPEDITIONS	1 GENERAL	
		2 ARCHAEOLOGICAL/HISTORICAL	
		3 MINERAL/OIL	
		4 SPACE	
		5 WRECKS (SHIPS)	
362	EXPLOSIONS	1 GENERAL	
		- Accidents, Deaths and Casualties	(1)
	Explosives		(1375 or Topic)
363	EXPORTS AND IMPORTS	1 GENERAL	
		2 AUTHORITY TO SIGN	
		- Customs and Excise	(254)
		3 EXAMINATIONS AND INSPECTION	
		4 LICENCES	
		5 PRIVILEGES(FREE ENTRY)	
		6 STRATEGIC MATERIALS	(Watch 87, 411, 412 and 996)
		7 TARIFFS	
		8 WARLIKE STORES	
364	FACTORIES	1 GENERAL	A-Z (Type) (Watch 438)
	Fainting		(554)
	Fares		(931, 934 and 867)
	Farewells		(284)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Farm-s-ing		(438)
	Fatigue		(554)
365	FAUNA AND FLORA	1 GENERAL	
		2 CONSERVATION	
		3 FLOWERS	
		4 STUDIES	
		5 WEEDS	
	Federal Guide (Govt Directory)		(7610)
366	FEES	1 GENERAL	
	Festivals/Fetes		(284)
	Fiancees		(964)
367	FILM/TV PRODUCTIONS	1 GENERAL	(Watch 177, 742 and 743)
	Films		(Topic)
368	FINANCE		
	1 GENERAL	13 LOANS/BONDS	
	- Allocations (374-378)	- On Cost (241)	
	- Appropriations(374-378)	14 LOSSES/ DISCREPANCIES	
	- Audit (94-98)	15 PAYMASTERS	
	2 AUTHORISING AND CERTIFYING OFFICERS	- Payment for Stores (990)	
	- Banking (108)	16 PAY OFFICE	
	3 CAPITATION	17 PETTY CASH	
	4 CASH/DISCREPANCIES	- Pricing (990)	
	- Costing (241)	18 REBATES-REFUNDS	
	5 CREDITS	19 REMITTANCES	
	6 CURRENCY AND EXCHANGE	20 REVENUE	
	7 DELEGATIONS	21 ROYALTIES	
	8 DISCOUNTS	22 STATEMENTS/ REPORTS	
	9 FRAUD	23 TOKENS	
	10 GRANTS-GENERAL	24 TRUST FUNDS- GENERAL	
	- Rifle Clubs (158)	25 WARRANT AUTHORITY	
	11 INTEREST	26 WRITE OFFS Ø	
	12 INTERNAL CHECK		
369-370 Reserved			

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
371	FINANCE - ADVANCES		
	1 GENERAL	4 FRANKER/STAMP	
	2 GOVERNMENT DEPT'S	5 TRAVELLING	
	3 PRIVATE TRADERS	6 TREASURER	
372	FINANCE - BUDGET-ING	1 GENERAL	\$
		- Parliament	(648)
373	FINANCE - CLAIMS	1 GENERAL	\$ (Individual Traders Claim on Firms file)
		2 CONTRACT	
374	FINANCE - ESTIMATES	1 GENERAL Ø	
		- Parliamentary Debates	(648)
375	Reserved		
376	FINANCE - ESTIMATES	- DRAFT	1 GENERAL \$
377	FINANCE - ESTIMATES	- FORWARD	1 GENERAL \$
378	FINANCE - ESTIMATES	- FINAL	1 GENERAL \$
379-380	Reserved		
381	FINANCE - EXPENDITURE		
	1 GENERAL	6 REVIEW	
	2 AUTHORITY	7 STATEMENTS	
	3 AUTHORIZATION PROGRAMME		
	4 CONTROL		
	5 ECONOMY IN		
382	FINANCE - LEDGER		
	1 GENERAL	4 OTHER ADMINISTRATIONS	
	2 APPROPRIATION	5 SUNDRY DEBTORS	
	3 GENERAL LEDGER		
383	FINANCE - PROGRAMME	1 GENERAL Ø	
384	FINANCE - PROGRAMME - ARMY	1 GENERAL Ø	
385	FINANCE - PROGRAMME CAPITAL - EQPT	1 GENERAL	\$
386	FINANCE - PROGRAMME - CAPITAL - EQPT - ROLLING PROGRAMME Ø	1 GENERAL	\$
387	FINANCE - PROGRAMME CAPITAL - EQPT - MAJOR EQPT SUBMISSIONS	1 GENERAL	\$
388	FINANCE - PROGRAMME - DEFENCE	1 GENERAL Ø	\$
	Fine arts		(252)
	Fines		(Type)
389-390	Reserved		

ANNEX A

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
391	FINGER PRINT-ING-S	1 GENERAL	
		- Equipment	(Item)
392	FIRE-S	1 GENERAL	
		- Army Assistance	(304)
		2 HAZARDS	
393	FIRE-S REPORTS	1 GENERAL	\$
		- Inspection Reports	(394)
394	FIRE - SERVICES		
	1 GENERAL		A-Z (Locality)
	- Equipment (Item)		
	Fire Control (Weapons)		(1000)
	Fire Power		(1000)
	Fire Support		(1000)
	Firewood		(9110)
	Fireworks		(1370)
	First Aid Posts		(555)
	Fish		(63 or Item)
395	FLAGS AND ENSIGNS	1 GENERAL	
		2 COMPETITIONS	
		- Consecration	(284)
		3 DESIGN	
		- Equipment	(8345)
		4 FLYING	
		- Laying up and Presentation	(284)
	Flame Throwers		(1040 and 2350)
	Fleas/Flies		(63)
	Floods		(304)
	Floor boards		(5510)
	Flora/Flowers		(365)
	Footpaths		(793 and 798)
396	FOREIGN AFFAIRS	1 GENERAL Ø	A-Z (country)
	Forms of Address		(805)
	Forms/Books		(GP 75, 76 or Type)
	Forms of Commission		(67)
	Franking		(531)
	Machines	- Franking	(7490)
	Fraud		(368)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
397	FREEDOM OF CITY	1 GENERAL	
	Free Places		(295)
398	FREIGHT		
	1 GENERAL		(Watch 814 and 928)
	- Accounts (34 and 38)	4 RAIL	
	2 AIR	5 ROAD	
	3 CHARGES	6 WATER	
	Frequencies-Radio		(176)
	Fuel		(GP 91 or Topic)
		- Drums	(8110)
		- Firewood	(9110)
		- Gasoline	(9130)
		- Lubricants and Grease	(9150)
		- Oil	(9150)
		- Storage Tanks	(5430)
	Fuelling		(990)
	Fumigation		(454)
	Funds		(368, 388, 422 and 671)
399-400	Reserved		
401	FUNERALS	1 GENERAL	
		2 CONTRACTS	
		- Photographs	(695)
	Furlough	- Civil	(683)
		- Military	(516)
	Furnace Steam Plants, Drying Equipment and Nuclear Reactors		(GPS, 34, 44, 65 and 66)
	Furnishings-iture	- Amenities	(7100)
		- Compensation	(185)
		- Equipment	(GPS 71 and 72)
		- Hostels	(7105)
		- Insurance	(444)
		- Married quarters	(7105)
		- Mess	(7100)
		- Office	(7110)
		- Residences	(7105)
		- Safes	(7110)
		- Scales of	(2)
		- Storage/Removal	(772)

ANNEX A

8A-40

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
402	GAMBLING Games	1 GENERAL	(195 and 204)
		- Equipment	(GP 78)
403	GARAGES AND SERVICE STATIONS	1 GENERAL Ø	
	Garbage	2 GARAGING	(436)
404	GARDEN-S-ING	1 GENERAL	
		- Equipment	(GP 37)
405	GARRISONS	1 GENERAL	
	Gas		(307)
		- Warfare	(955)
	Gauges Railway		(702)
406	GAZETTEERS	1 GENERAL	
		2 AUSTRALIA	
		3 OVERSEAS	
		- Publication	(7640)
		4 STATE	
407	GAZETTES	1 GENERAL	
		2 AUSTRALIAN GOVERNMENT	
		3 OVERSEAS	
		4 STATE	
	General Average		(444)
	General Service Badges		(104)
	General Staff Operation Requirement		(838)
	Geneva Conventions		(223)
	Geograph-ical-y		(408)
408	GEOLOG-ICAL-Y	1 GENERAL	
		2 ENGINEERING	
		- Gazetteers	(7640)
		3 GEOGRAPH-ICAL-Y	
		- Maps	(534)
		4 REPORTS	
		5 STUDIES	
		6 TOPOGRAPH-ICAL-Y	
	Germ Warfare		(955)
409-410	Reserved		
411	GIFTS	1 GENERAL	(Watch 87, 363 and 996)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
412	GIFTS - FROM ARMY	1 GENERAL	
413	GIFTS - TO ARMY	1 GENERAL	
	Gift Shops		(134 and 135)
	Gliding		(610)
	Glossary		(856)
	Gold		(9660)
414	GOVERNMENT	1 GENERAL §	A-Z (Country)
	Governor-s-General		(803)
	Gradation Lists		(526)
	Grants		(368)
		- Rifle Clubs	(158)
415	GRATUIT-IES-Y	1 GENERAL	
		2 WAR	
	Graves		(143)
416	GRAZING	1 GENERAL	
		2 RIGHTS	
	Group Certificates		(854)
	Grouping (Trade)		(863)
417	GUARDS	1 GENERAL	
		2 ESCORTS	
		- Honour	(284)
		- Patrols	(655)
		3 SENTRY	
	Guided Missiles (Projectiles)		(GP 13 AND 14)
	Guided Missiles (Launchers)		(GP 14)
	Guidons		(395)
	Gymkhanas		(284)
	Habits		(253)
418	HAIRDRESSING	1 GENERAL	
		- Equipment	(GP 35)
	Hampers		(62)
	Handbooks		(GP 76 or Type)
	Handling (Stores)		(990)
	Hansard		(647)
	Harbours		(702)
	Hards, Landing craft		(702)
419-420 Reserved			

ANNEX A

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
421	HARVEST-ING	1 GENERAL	
		- Equipment	(GP 37)
	Hawking		(861)
422	HEALTH BENEFIT FUNDS AND SOCIETIES	1 GENERAL	
		2 ARMY FUND	
		3 HOSPITAL AND MEDICAL FUNDS	
423	HEAT-ING	1 GENERAL	
		- Air Conditioning	(48)
		- Equipment	(Item)
	Helicopters		(GP 15)
		- Accidents, Deaths, Casualties	(1)
	Heraldry		(104)
	High Commissioners		(274)
	Hirings		(732, 733, 688 and 996)
	Histories		(755)
	Histories Buildings, Property		(625)
	Histories Medical		(556)
424	HOBBIES	1 GENERAL	
425	HOLIDAYS	1 GENERAL	
		- Leave	(516 and 683)
	Honours Boards		(571)
426	HONOURS AND AWARDS		
	1 GENERAL	9 FOREIGN	
	2 ALLIED	10 MEDALS	
	3 AUSTRALIAN	11 MENTIONED IN DESPATCHES	
	4 BATTLE	12 MINIATURES	
	5 QUEENS BIRTHDAY AND NEW YEAR	- Presentations	(284)
	6 CAMPAIGN STARS	13 SYMBOLS	
	7 COMMENDATIONS	- Wearing	(287)
	8 COLLECTOR'S REQUESTS (Watch 9915)		
	- Equipment (GP 84)		
	Horses		(63)
	Hospital Benefit Funds, etc		(422)
427	HOSPITALIZATION	1 GENERAL	
		2 REPORTS	
		3 RETURNS	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
428	HOSPITALS	1 GENERAL Ø	
		2 MORTUARIES	
		- Ships	(822/1910)
429-430 Reserved:			
431	HOSPITALS - CAMP/SICK QUARTERS	1 GENERAL Ø	
432	HOSPITALS - CIVIL	1 GENERAL	A-Z (Locations)
433	HOSPITALS - CONVALESCENT DEPOTS	1 GENERAL Ø	A-Z (Locations)
434	HOSPITALS - MILITARY AND SERVICE	1 GENERAL Ø	A-Z (Locations)
435	HOSPITALS - REPATRIATION Hostels	1 GENERAL Ø	A-Z (Locations) (12)
		- Furniture	(7105)
	Hours of Duty		(92)
	Hovercraft		(GP 23)
	Humidity		(156)
	Hydrograph-ical-y		(147 and 851)
436	HYGIENE & SANITATION		
	1 GENERAL	5 PERSONAL	
	2 FUMIGATION	6 POLLUTION	
	3 GARBAGE	- Works	(997, 981 and 983)
	4 LATRINES		
437	IDENTIFICATION	1 GENERAL	
	Immigration		(578)
	Impersonation		(244 and 248)
	Import Licences.		(363)
	Imports		(363)
	Impress-ment		(997)
	Incomplete Items		(990)
	Indent-ing-s.		(990 and 991)
	Indentures		(521)
	Indoctrination		(445 and 922)
438	INDUSTR-IAL-IES-Y		(Watch 364)
	1 GENERAL	4 FOODSTUFFS	
	2 AIRCRAFT	5 INSPECTION	
	- Awards and Determinations (78)	6 PRIMARY MOTOR VEHICLE	
	3 ENGINEERING	7 PROTECTED/PROTECTION	
	- Factories (364)	8 SECONDARY	
		9 STEVEDORING	
		10 STOPPAGES/DISPUTES	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Industrial Mobilization Courses		(864)
	Industrial Safety		(804)
	Infants		(148)
	Infestation		(283)
439-440	Reserved		
441	INFORMATION - EXCHANGE AND PROVISION	1 GENERAL - ABCA Agreement	A-Z (Subject) (778 or Item)
	Injuries		(1)
	Inoculations		(567)
	Inquest		(247)
	Insanity		(548)
	Insects		(63)
	Insignia		((104 GP 84)
	Inspections		((990 or Type)
442	INSTALLATIONS	1 GENERAL Ø 2 LOGISTIC 3 SIGNAL	(Watch 2 to 21 and 966 to 987)
	Institutes		(96)
		- Treasury	(173)
443	INSTRUCTIONS		((Watch 613)
	1 GENERAL		
	2 ADMINISTRATIVE	4 PERSONAL	
	3 LOGISTIC	5 OPERATIONAL	
		6 TECHNICAL Ø	
444	INSURANCE		
	1 GENERAL	5 KNOCK for KNOCK	
	2 ASSURANCE	6 PROPERTY	
	3 FURNITURE	7 STORES	
	4 GENERAL AVERAGE	8 THIRD PARTY	
	Integration		(Topic)
445	INTELLIGENCE		
	1 GENERAL	10 REPORTS	
	2 COAST WATCHING	11 REVIEWS	
	- Aptitude /IQ (85)	12 SABOTAGE	
	3 COMBAT	13 SCIENTIFIC/TECHNICAL	
	4 COUNTER INSURGENCY	14 SIGHTINGS	
	5 ESPIONAGE	15 SURVEILLANCE	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	6 INTERROGATIONS	16 TARGETTING	
	7 KEY POINTS		
	8 POLITICAL		
	9 REPORTING OFFICERS		
	Interest		(368)
	Internal Check		(368)
446	INTERNEE-S	1 GENERAL Ø	
		2 RECORDS	
447	INTERNEE-S - ALLIES	1 GENERAL Ø	
448	INTERNEE-S - ENEMY	1 GENERAL Ø	
449-450	Reserved		
451	INTERNEE-S - CAMPS	1 GENERAL	(Watch Accn and Wks)
452	INTERNEE-S - CAMPS - ALLIED	1 GENERAL	
453	INTERNEE-S - CAMPS - ENEMY	1 GENERAL	
454	INTERNEE-S - EMPLOYMENT	1 GENERAL	
455	INTERNEE-S - EMPLOYMENT - ALLIES	1 GENERAL	
456	INTERNEE-S - EMPLOYMENT - ENEMY	1 GENERAL	
457	INTERNEE-S - MAIL AND POSTAL	1 GENERAL	
458	INTERNEE-S - MAIL AND POSTAL - ALLIES	1 GENERAL	
459-500	Reserved		
501	INTERNEE-S - MAIL AND POSTAL - ENEMY	1 GENERAL	
502	INTERNEE-S - PERSONAL EFFECTS AND KITS	1 GENERAL	
503	INTERNEE-S - PERSONAL EFFECTS AND KITS - ALLIES	1 GENERAL	
504	INTERNEE-S - PERSONAL EFFECTS AND KITS - ENEMY	1 GENERAL	
	Interviews		(Topic)
		- Civil Personnel	(676)
505	INVENT-ION-S-ORS	1 GENERAL	
		2 SUBMISSIONS	(x)
506	INVESTIGATIONS	1 GENERAL	
		- Equipment	(990 and 993)
		- Injury	(1)
		- Financial	(368)
		2 SCIENTIFIC	
		3 TECHNICAL	
507	INVITATIONS	1 GENERAL	
	Investitures		(284)
	Ionospheric		(577)
	Irrigation		(959)

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
508	ISLANDS	1 GENERAL Ø	
		2 SOVREIGNTY VISITS	
	Issue		(990)
	Issue orders		(990)
	Itineraries		(943 and 947)
	Jamborees		(284)
	Jetties		(702)
	Job Analysis/Evaluation		(641 and 642)
	Journals		(GP 76)
	Jubilees		(284)
	Judiciary/Justices		(244)
	Jungle Warfare		(958)
	Jurors and Jury Service		(244)
	Justices of The Peace		(244)
	Keys		(5340)
	Kindergartens		(605)
509-510	Reserved		
511	KITCHENS	1 GENERAL	
		- Equipment	(GPS 45 and 73 or Type)
		- Refuse	(436)
512	KITS	1 GENERAL	
		- Clothing and Equipment	(GPS 84 and 85)
		- Deceased Personnel	(674)
		- Internees	(502 and 504)
		2 LABELLING	
		3 LAY OUT	
		- Personal Effects	(674)
		- POW	(713 and 716)
		- Tool	(GP 51)
	Knives		(Item)
		- Combat	(7340)
	Knock for Knock		(444)
	Labelling		(990)
	Labels		(Topic or Item)
513	LABORATORIES	1 GENERAL	(Watch 6640)
		- Equipment	(GP 66 or Type)
	Labour		(305)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Land		(725)
		- Settlement	(773)
	Landing Strips		(51)
514	LANGUAGES	1 GENERAL §	
		- Training	(922)
	Lathes		(GPS 32, 34 and 49)
	Latrines		(436)
		- Equipment	(4510/5450)
	Launches		(1940)
515	LAUND-ERING-RIES	1 GENERAL	
		2 DRY-CLEANING	
		3 DYEING	
		- Equipment	(3510)
	Law-s		(42, 521 and 536)
	Leases		(732 and 733)
	Leave-Civil		(683)
	Leave-Civil - Other than APS to attend camps		(127)
516	LEAVE - MILITARY		
	1 GENERAL	11 PUBLIC HOLIDAYS	
	2 AWOL	12 RECREATION	
	3 COMPASSIONATE	13 REMOTE LOCALITY	
	4 CONVALESCENTS	14 REST DAYS, SPECIAL, ARDUOUS DUTY AND EMERGENCY	
	5 DISEMBARKATION		
	6 EDUCATIONAL	15 SICK	
	7 EMBARKATION	- Special 14	
	8 FURLOUGH	16 SPORTING ACTIVITIES	
	9 OCCUPATIONAL	- Standing Orders (621)	
	- Passes (652)	17 TRAVELLING	
	- Pay in lieu of (661)	18 WEEK-END	
	10 PRO-RATA	19 WITHOUT PAY	
		20 WAR SERVICE	
517	LECTURE-RS-S	1 GENERAL	\$
518	LEGACY	1 GENERAL	
		- Appeals	(65)
519-520	Reserved		

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
521	LEGAL		
	1 GENERAL	11 JURY SERVICE	
	2 AFFIDAVITS Ø	12 OATHS Ø	
	3 AFFIRMATIONS Ø	13 OPINIONS	
	4 AID	14 PROSECUTIONS	
	5 CIVILIAN	15 SUBPOENALS	
	6 DOCUMENTS	- Traffic Laws	(42)
	7 ESTATES	16 WILLS	
	8 EVIDENCE		
	9 INDEMNITY		
	10 INDENTURES		
	Legations		(274)
	Legislation		(42)
522	LEND-LEASE	1 GENERAL	
	Letters of Accreditation		(274)
	Letters of Appreciation, Greeting and Congratulations		(227)
	Letters of Authority		(990 or Topic)
	Letters of Condolence		(227)
	Letters of Credit		(108)
	Levees		(284)
523	LIAISON	1 GENERAL Ø	
		2 BRITISH DEFENCE LIAISON STAFF	
		3 BRITISH DEFENCE RESEARCH AND SUPPLY STAFF	
		- Letters	(227)
		4 NEW ZEALAND JOINT SERVICE LIAISON STAFF	
	Liability for Loss, Damage etc Caused by a member's Negligence or misconduct		(183 and 184)
524	LIBRAR-IES-Y	1 GENERAL	
		2 FILM	
		3 LEGAL	
		4 MEDICAL/DENTAL	
		5 PARLIAMENTARY	
		6 NATIONAL LIBRARY OF AUSTRALIA	
		7 REFERENCE	
		8 TECHNICAL	Tertiaries A-Z (Name)
	Licences		(Type)
	Lighters		(Type)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
525	LIGHTING & POWER	1 GENERAL	
		2 ELECTRICITY	
		3 ELECTRICITY TRANSMISSION LINES	
		- Gas	(307)
	Line Construction Equipment		(3895)
	Liquor		(8965)
526	LIST-S		
	1 GENERAL	5 ILLEGAL ABSENTEE	
	2 ARMY	- Mailing	(531)
	3 CORPS	- Planning (Works)	(967, 969, 978 and 979)
	- Design (972)		
	- Exempt (682)		
	4 GRADATION	6 PSB	
		7 RETIRED	
		8 UNALLOTTED	
		- Unattached	(687)
	Livestock		(63)
	Loans		(Type)
	Local Purchase		(990)
	Location Statements		(623)
	Locomotives		(2210)
527	LOCUM TENENS	1 GENERAL Ø	
		- Allowances	(55)
528	LOGISTIC-S	1 GENERAL Ø	
	Looting		(857)
	Losses		(857 or Type)
	Lotteries		(402)
	Lubricants		(9150)
	Lubricating		(990)
	Luggers		(1920)
	Lumber, Millwork Plywood and Veneer		(GP 55)
	Machine Accounting		(23)
	Machines - Agricultural		(GP 37)
	- Computing		(GP 74)
	- Franking		(7490)
	- Metal working		(GP 34)
	- Office		(GP 74)
	- Punched Card		(GP 74)
	- Special Industry		(GP 36)

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	- Typewriters		(GP 74)
	- Washing		(GPS 35 and 36)
	- Welding		(GP 34)
	- Woodworking		(GP 32)
	Magazines		(Type)
	Magistrates		(244)
529-530	Reserved		
531	MAIL AND POSTAL		
	1 GENERAL	8 FRANK-ED-ING	
	- Addressing (227)	- Franker Advances	(371)
	2 AIR/AIR EXPRESS	- Internees	(457, 458 and 461)
	3 CARRIAGE AND DISTRIBUTION	9 LISTS AND GUIDES	
	4 CERTIFIED	10 LOCKED AND PRIVATE BAGS/ BOXES	
	- Classified (808)	11 PERSONAL	
	5 CONCESSIONS	- POW	(713 and 716)
	6 DIPLOMATIC	- Rates and Charges	
	- Couriers Services (241)	12 REGISTERED	
	7 FACILITIES	- Safe Hand	(811)
		13 SPECIAL DELIVERY	
		- Stamp Advances	(371)
	Maintenance (stores)		(990)
	Major Equipment Submissions		(387)
	Malaria		(548)
	Malnutrition		(273)
	Management		(44 or Topic)
532	MANOEUVRES	1 GENERAL	
		- Areas	(94)
533	MANPOWER	1 GENERAL Ø	
		2 COSTS	
		3 LEVELS	
		4 UTILIZATION	
	Manuals		(GP 76 or Topic)
	Manuals Military Law		(42)
	Manufacture		(990)
	Manuscript		(227 and 286)
	Mapping		(851)
	Map Reading		(922)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
534	MAPS		
	1 GENERAL		
	2 DISTRIBUTION		
	3 INDEX(S)		
	4 STOCKING POLICY		
	Marine Equipment		(GP 20)
	Marking (stores)		(990)
535	MARRIAGES	1 GENERAL	
		2 BIGAMOUS	
		3 CERTIFICATES	
		- Defacto	(257)
		4 DIVORCE	
536	MARTIAL LAW	1 GENERAL	
537	MASCOTS	1 GENERAL	(Watch 63)
	Master Planning		(978)
	Materials Handling Equipment		(GP39)
	Medals		(426)
538	MEDICAL		
	1 GENERAL	6 NURSING	
	2 AERO MEDICAL EVACUATION	- Nutrition	(273)
	3 ARMY HEALTH	7 POST MORTEMS/AUTOPSIES	
	- Benefits Funds (422)	8 PUBLICATIONS	
	- Classifications (545)	- Psychology	(738)
	- Depots (547)	- RAP's	(555)
	4 DRUG ADDICTION	9 RESEARCH AND DEVELOPMENT	
	- Equipment (ITEM)	- Resuscitation 7	
	5 FIRST AID	- Stores (Item or GP 65)	
	- Inoculations (567)	10 SURVEYS	
	- Instructions (613 and 616)		
	- Malnutrition (273)		
	- Notification to NOK (1)		
539-540 Reserved			
541	MEDICAL - ANAESTHETICS	1 GENERAL	
		- Equipment	(6810)
542	MEDICAL - BLOOD	1 GENERAL	
		2 BANKS	
		3 TESTS AND TYPING	
		4 TRANSFUSIONS	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
543	MEDICAL - BOARDS	1 GENERAL	
		2 CADETS	
544	MEDICAL - CERTIFICATES	1 GENERAL	
545	MEDICAL - CLASSIFICATIONS AND STANDARDS	1 GENERAL	
546	MEDICAL - DIAGNOSIS AND TREATMENT		
	1 GENERAL	5 DEPENDENTS	
	2 ARA	- Equipment	(Item)
	3 CADETS	6 NS TRAINEES	
	4 CIVIL STAFF	7 OTHER AUSTRALIAN SERVICES	
		8 PERSONNEL OF OTHER COUNTRIES	
		9 RESERVE	
		10 WOMEN'S SERVICES	
547	MEDICAL - DEPOTS	1 GENERAL	A-Z (Location)
548	MEDICAL - DISEASES		
	1 GENERAL	7 MALARIA	
	2 AGRANULOCYTOSIS	8 MENINGITIS	
	3 CHOLERA	9 NOTIFIABLE Ø	
	4 DYSENTRY	10 PANCYTOPENIA	
	5 HEART	11 VENEREAL	
	6 HOOKWORM		
549-550 Reserved			
551	MEDICAL - DOCUMENTS	1 GENERAL	
552	MEDICAL - EPIDEMICS	1 GENERAL	
553	MEDICAL - EXAMINATIONS	1 GENERAL	
554	MEDICAL - FAINTING AND FATIGUE	1 GENERAL	
555	MEDICAL - FIRST AID POSTS, MEDICAL CENTRES AND RAP'S	1 GENERAL	
556	MEDICAL - HISTORIES	1 GENERAL	
557	MEDICAL - MEDICINE		
	1 GENERAL	10 NUCLEAR	
	2 AVIATION	11 OPHTHALMOLOGY	
	3 BIOLOGICAL	- Optometry	(565)
	4 CHEMICAL	12 PATHOLOGY	
	5 CHIROPODY	13 PREVENTIVE	
	6 DERMATOLOGY	14 PSYCHIATRY	
	7 EAR NOSE AND THROAT	15 RADIOGRAPHY	
	8 HYPNOTHERAPY	16 SEROLOGY	
	9 INDUSTRIAL	17 SURVIVAL	
		18 TROPICAL	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
558	MEDICAL - PHARMACY	1 GENERAL	
559-560	Reserved		
561	MEDICAL - PRESCRIPTIONS	1 GENERAL	
562	MEDICAL - RECORDS, REPORTS AND RETURNS	1 GENERAL	
563	MEDICAL - VETERINARY	1 GENERAL	
564	MEDICAL - SERVICES FOR SPECIAL TASKS	1 GENERAL	
565	MEDICAL - SURGERY		
	1 GENERAL	5 ORTHOPAEDICS	
	2 EAR, NOSE AND THROAT	6 PHYSIOTHERAPY	
	3 EYES	7 PLASTIC	
	4 GYNAECOLOGY	8 RADIOLOGY	
566	MEDICAL - THERAPY	1 GENERAL	
567	MEDICAL - VACCINATIONS AND INOCULATIONS	1 GENERAL	
568	MEDICAL - X RAYS	1 GENERAL	
		- Equipment	(GP 65)
569-570	Reserved		
571	MEMORIALS		
	1 GENERAL	5 PLAQUES	
	- Cemeterial (GP 99)	6 ROLLS OF HONOUR	
	2 ESTABLISHMENT	7 SCROLLS	
	3 HONOUR BOARDS	8 STATUES/STATUETTES	
	4 MAINTENANCE		
	Mention in Dispatches		(426)
572	MESS-ES	1 GENERAL Ø	
		- Dress	(287)
		- Equipment	(991)
		2 RULES	
573	MESS-ES - OFFICER	1 GENERAL	
		- Dress	(287)
		2 RULES	
574	MESS-ES - WARRANT OFFICERS AND SERGEANTS	1 GENERAL	
		- Dress	(287)
		2 RULES	
575	MESS-ES - OTHER RANKS	1 GENERAL	
		- Dress	(278)
		2 RULES	

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
576	MESSING	1 GENERAL	
		2 CO-ORDINATION	
	Metals		(GP 96)
	Metal finishing		(990)
577	METEOROLOG-ICAL-Y	1 GENERAL	(Watch 156)
		2 COMMUNICATIONS	
		3 DATA AND RESEARCH	
		4 FACILITIES	
		5 ORGANISATIONS	
	Micro film-ing		(778)
	Migrants		(Topic)
578	MIGRATION	1 GENERAL	
579-580	Reserved		
581	MILITARISATION	1 GENERAL	
	Military Advisers		(46)
	Military Attaches		(91)
	Military Characteristics		(990)
	Military Observers		(Topic)
	Military Police		(698)
	Military Skill		(306)
582	MINES-ING-CIVIL		(Watch 307 and 746)
	1 GENERAL	4 LEASES	
	- Equipment (Item)	5 METALS	
	2 COAL	6 URANIUM	
	3 GOLD		
583	MINE-S-FIELDS-EXPLOSIVE		
	1 GENERAL	3 LAYING	
	2 CLEARANCE AND DESTRUCTION	- Land	(1345)
	- Equipment (Item)	- Water	(1350 and 1351)
		- Warfare	(953)
	Minerals		(GP 96)
584	MINISTER-IAL		
	1 GENERAL	4 ITINERARIES AND VISITS	
	2 DELEGATIONS	5 STAFF	
	3 HANDBOOK		

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
585	MINISTERIAL - CORRESPONDENCE AND REPRESENTATIONS	1 GENERAL Ø 2 PROCEDURES	Two or more names (x)
	Missionaries		(771)
586	MISSIONS	1 GENERAL - Aust Military (776) 2 IN AUSTRALIA 3 OVERSEAS - Religious	(771)
	Mites		(63)
587	MOBILISATION	1 GENERAL - Planning	(696)
	Models		(6910)
	Modification (Stores)		(990)
	Monuments		(571)
	Moomba		(284)
	Moorings		(702)
588	MORALE	1 GENERAL	
589-590	Reserved		
591	MORATORIUM	1 GENERAL	
	Mortuaries		(428)
	Mosquitos		(63)
592	MOTTO-ES	1 GENERAL	
593	MOVEMENTS AND TRANSPORTATION		
	1 GENERAL	7 PLANS	
	2 ADMINISTRATION	- Planning (operational)	(612)
	3 AIR (FREIGHT)	8 RAIL	
	4 AIR (PASSENGER)	9 ROAD (FREIGHT)	
	5 CO-ORDINATION	10 ROAD (PASSENGER)	
	6 DANGEROUS ITEMS	- Standing Orders	(615)
		- Stores and Equipment	(928 and 929)
		11 WATER	
	Municipal Authorities		(242)
	Munitions		(990)
594	MUSEUM-S	1 GENERAL 2 AUSTRALIAN - Stores and Equipment 3 UNIT 4 WAR	(991)

<u>ANNEX A</u>		8A-56	
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
595	MUSIC	1 GENERAL	
		- Book and Sheet	(7660)
	Mutiny		(792)
	Narcotics		(942 and 538)
	National Savings Scheme		(656)
596	NATIONAL SERVICE	1 GENERAL Ø	
		- Appointments and Promotions	(74)
		- Conscientious Objectors	(216)
		- Examinations	(351)
		2 EXEMPTIONS/ DEFERMENTS Ø	Individual cases on Personal Files Two or more names (x)
		3 EXTENSION OF SERVICE	
		4 INTAKES/ALLOCATIONS	
		5 OVERSEAS Ø	
		- Publications	(925)
		6 SELECTIVE	
	Native Labour		(305)
	Naturalisation		(152)
597	NAVIGATION	1 GENERAL	
		2 AIDS	
		3 AIR	
		- Equipment	(6605 or Item)
		4 GROUND	
		5 HAZARDS	
		6 INSTRUCTIONS	
		- Training	(922)
		7 NOTAMS	
		8 NOTICES TO MARINERS	
		9 SEA	
	New Items		(990)
598	NEWSLETTERS	1 GENERAL	
		2 ARMY	
		3 CORPS	
		4 PSB	
	Newspapers		(7630)
		- Cuttings	(708)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		- Publicity	(742)
	Newsprint		(9310)
	New Zealand Joint Services Liaison Staff		(523)
	Next of Kin - Advice to		(1 or Topic)
	Niches		(571)
	Nicknames and Codewords		(174, 176, 611 and 856)
	Noise		(41, Topic or Type)
	Nomenclature		(856)
599-600	Reserved		
601	NORTH ATLANTIC TREATY ORGANISATION	1 GENERAL	
	Notice Boards		(9905)
602	NOTICES		
	1 GENERAL	- Road Signs	(9905)
	2 D	- Symbols	(9905)
	3 PSB	- To Mariners	(597)
603	NUCLEAR		(Watch 307)
	1 GENERAL	- Stores and Equipment	(991 or Type)
	2 ENERGY	3 TESTS	
	- Radiation (747)	- Warfare	(955)
604	NUMBER-ING		
	1 GENERAL	2 MILITARY PERSONNEL	
	- Civil Personnel (676)	- Stores	(990)
	Nuns		(771)
605	NURSER-IES-Y	1 GENERAL	
		2 BABY HEALTH CENTRES	
		3 CRECHES	
		- Equipment	(Item)
		- Gardens, etc	(404)
		4 KINDERGARTENS	
	Nutrition		(273)
	Oaths		(521)
	Observers		(Topic)
	Obsolescence (Stores)		(990)
606	OCCUPATION FORCES	1 GENERAL Ø	
	Office Machines		(GP 74)
607	OFFICE SERVICES	1 GENERAL Ø	
		2 MICRO-FILMING	

<u>ANNEX A</u>		8A-58	
<u>PRIMARY</u> <u>NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY</u> <u>NO</u> <u>SECONDARY</u> <u>HEADING</u>	<u>INSTRUCTIONS</u>
		3 REPRODUCTION	
		4 TEA SERVICE	
		5 TYPING	
		6 WORD PROCESSING	
	Office Requisites		(GP 75)
	Officer Shops		(134 and 135)
	Official Year Book-s		(GP 76)
	Oil		(Item or 307)
608	OIL EXPLORATION	1 GENERAL	(Watch 307)
		2 LEASES	
		3 LICENCES	
	Olympic Games		(195)
	On Call Emergency Staffing		(92)
	On-Cost		(241)
609-610			
611	OPERATION-AL-S	1 GENERAL Ø	
		2 AIR	
		- Areas	(83)
		3 CONTROL AND REPORTING	
		4 GROUND	
		5 INSPECTIONS	
		6 MARITIME	
		- Orders	(613)
		7 READINESS	
		- Reserach	(781)
		8 SEAWARD	
		9 SEARCH AND RESCUE	
		10 TACTICAL	
612	OPERATION-AL-S - PLANNING	1 GENERAL	
		2 ADMINISTRATIVE	
		3 JOINT	
		4 LOGISTIC	
		5 MOVEMENT	
		6 PERSONAL	
		7 TACTIC-AL-S	
	Order of Battle		(623)
613	ORDERS		(Watch 443)
	1 GENERAL	4 FINANCE	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	2 ADMINISTRATIVE-ON	5 LOGISTIC	
	- Cataloguing (156-159)	6 MATERIAL	
		7 PERSONAL	
	- Detention (272)	8 OPERATION	
	- Dept of Finance (151)	9 ORDERS IN COUNCIL 0/	
	3 DIRECTIVES	10 PUBLIC SERVICE BOARD	
	- Routine Orders (614)	- Security of Official Documents and Information (808)	
		- Training (871)	
		- Vehicle Operation and Maintenance (618)	
614	ORDERS AND INSTRUCTIONS - ROUTINE ORDERS		
		1 GENERAL	A-Z (Title)
615	ORDERS AND INSTRUCTIONS - STANDING ORDERS		
		1 GENERAL	A-Z (Title)
		- Parliament	(647)
616	ORDERS AND INSTRUCTIONS - BY CORPS OR SERVICE		
		1 GENERAL	A-Z (Title)
617	ORDERS AND INSTRUCTIONS - DRESS 1 GENERAL		A-Z (Title)
618	ORDERS AND INSTRUCTIONS - EQUIPMENT		
		1 GENERAL	A-Z (Title)
619-620	Reserved		
621	ORDERS AND INSTRUCTIONS - LEAVE 1 GENERAL		A-Z (Title)
622	ORDERS AND INSTRUCTIONS - TECHNICAL		(Watch 443)
		1 GENERAL	A-Z (Title)
	Ordinances		(42)
623	ORGANIZATION-S		
	1 GENERAL	9 ORDER OF BATTLE	
		- Pools	(Topic or Type)
	2 AUDIT Ø	10 PROCEDURE STATEMENTS	
	- Army Cadet Corps (122)		
	- Army Cadet Units (123)	11 RAISING AND DISBANDMENTS 0	
	3 CIVIL PERSONNEL SECTION Ø	12 STATUS OF FORCES	
	4 DUTY STATEMENTS	- Voluntary-eer Organisations	(948)
	5 INTEGRATION		
	6 FORCE STRUCTURE		
	7 JOB ANALYSIS/ EVALUATION		
	8 LOCATION STATEMENTS		

ANNEX A		8A-60		
PRIMARY NO	PRIMARY HEADINGS	SECONDARY NO	SECONDARY HEADING	INSTRUCTIONS
624	ORGANISATION-S - ARMY	1	GENERAL Ø	A-Z (Unit)
625	ORGANISATION-S - ARA	1	GENERAL Ø	A-Z (Unit)
626	ORGANISATION-S - ARMY CADETS	1	GENERAL Ø	A-Z (Unit)
627	ORGANISATION-S - ARMY OFFICE	1	GENERAL Ø	
628	ORGANISATION-S - RESERVE	1	GENERAL Ø	A-Z (Unit) (Watch 784)
629-630 Reserved				
631	ORGANISATION-S - NATIONAL SERVICE	1	GENERAL Ø	A-Z (Unit)
632	ORGANISATION-S - WOMEN'S SERVICES	1	GENERAL Ø	A-Z (Unit)
633	ORGANISATION-S - OTHER DEPARTMENTS AND SERVICES	1	GENERAL 0	A-Z (Dept)
		2	AIR	
		3	DEFENCE	
		4	NAVY	
634	ORGANISATION-S - OVERSEAS	1	GENERAL	A-Z (Country)
635	ORGANISATION-FUNCTIONAL COMMANDS	1	GENERAL	
		2	FIELD FORCE	
		3	LOGISTIC	
		4	TRAINING	
636	ORGANISATION - MILITARY DISTRICTS	1	GENERAL	A-Z (District)
637	ORGANISATION - CORPS AND SERVICES			
	1 GENERAL	11 EME	21 POSTAL	
	2 AMENITIES	12 ENGINEERS	22 PROVOST	
	3 ARMOUR	13 INFANTRY	23 PSYCHOLOGY	
	4 AVIATION	14 INSPECTION	24 NURSING	
	5 ARTILLERY	15 INTELLIGENCE		
	6 CATERING	16 LABOUR	25 SIGNALS	
	7 CHAPLAINS	17 LEGAL	26 STAFF	
	8 DENTAL	18 MEDICAL	27 SURVEY	
	9 EDUCATION	19 ORDNANCE	28 TRANSPORT	
	10 LOGISTICS	20 PAY	29 WRAAC	
			30 TRANSPORTATION	
638	ORGANISATION - FORCE COMPONENTS			
	1 GENERAL	6 DIVISION Ø		
	2 BATTALION Ø	7 FORMATION Ø		
	3 BRIGADE Ø	8 PLATOON Ø		
	4 COMPANY Ø	9 REGIMENT Ø		
	5 DETACHMENT Ø	10 SQUADRON Ø		

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
639	Reserved		
640	ORGANISATION - UNITS	1 GENERAL	A-Z (Unit/Title)
641	ORGANISATION AND METHODS	1 GENERAL	
		2 PROCEDURES	
		3 PROJECTS, REVIEWS AND SURVEYS	
		4 PUBLIC SERVICE BOARD	
		5 WORK STUDIES Ø	
642	ORGANISATION - INVESTIGATIONS	1 GENERAL 0 /	A-Z (Unit/Title)
643	OUTER SPACE	1 GENERAL	
		2 PEACEFUL PURPOSES	
		3 PROGRAMMES	
		4 SATELLITES	
		5 STATIONS	
	Overpayments		(368)
644	OVERSEAS AND/OR ACTIVE SERVICE	1 GENERAL Ø	A-Z (Country)
	Overtime		(92)
	Packaging		(990)
	Pageants		(284)
645	PAINTING	1 GENERAL Ø	
		- Portraits	(252)
		- Stores	(990)
	Paint shops		(987)
	Palletisation		(990)
	Pamphlets		(7610)
	Paper		(Item)
	Paper Economy		(294)
646	PARACHUTING/GLIDING	1 GENERAL	
		- Equipment	(1670)
	Parades		(284)
647	PARKING	1 GENERAL	
		- Garaging	(403)
		2 PRIVILEGED	
648	PARLIAMENT-ARY		
	1 GENERAL	8 ORDERS	
	2 BILLS	9 QUESTIONS Ø	
	3 BRIEFINGS	10 REPORTS AND TABLING	
	4 BUDGET	11 SITTINGS	

ANNEX A

8A-62

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	5 CABINET	12 SUBMISSIONS - POLICY	
	6 CEREMONIES	13 WAR CABINET	
	- Committee (164)	14 HANDBOOKS, ETC	
	7 ESTIMATE DEBATES		
	- Hansard		
649-650 Reserved			
651	PAROLE	1 GENERAL	
652	PASSES	1 GENERAL	
		2 LEAVE	
		3 RESTRICTED, ETC, AREAS	
		- Security	(808)
653	PASSPORTS, VISAS AND PERMITS	1 GENERAL	4 MILITARY
		2 CIVILIAN	5 OFFICIAL
		3 DIPLOMATIC	6 PROCEDURES
654	PATENTS	1 GENERAL	
		- Copyrights	(226)
		2 TRADE MARKS	
655	PATROL-S-LING	1 GENERAL	
		2 BY OTHER SERVICES	
		3 COASTAL SURVEILLANCE	
		4 FISHERIES	
		5 OPERATIONAL	
		- Shipping	(825)
	Patterns		(990)
656	PAY	1 GENERAL Ø	
		2 NATIONAL SAVINGS SCHEME	
657	PAY-CIVIL		
	1 GENERAL	6 INCREMENTS	
	2 ADJUSTMENTS	7 METHODS AND PROCEDURES	
	3 NATIONAL WAGE		
	4 BONUSES	8 OVERSEAS	
		9 OVERTIME	(Watch 92)
	5 EX-OVERSEAS	10 PAY IN LIEU	
	- Incentive (55)		
658	PAY-CIVIL-DESIGNATIONS AND TYPES	1 GENERAL	A-Z (Type)
659-660 Reserved			

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
661	PAY AND ALLOTMENTS - MILITARY	0 /	
	1 GENERAL	8 INCREMENTS	
	2 ACTS OF GRACE AND EX GRATIA	9 METHODS AND PROCEDURES	
	3 ADJUSTMENTS	10 PAYBOOKS	
	4 NATIONAL WAGE	11 PAY IN LIEU	
	5 CAMPS AND PARADES	12 POST OFFICE - GENERAL	
	6 CERTIFICATES - GENERAL	- Records (754)	
	7 FORFEITURE	13 SPECIAL ENGAGEMENTS	
		14 STOPPAGES AND FINES	
		- Work Value Enquiry (164)	
662	PAY AND ALLOTMENTS - DESIGNATIONS AND TYPES	1 GENERAL	A-Z (Type)
663	PAY AND ALLOTMENTS - ARA	1 GENERAL Ø	
		2 OFFICERS Ø	
		3 OTHER RANKS Ø	
664	PAY AND ALLOTMENTS - CADETS	1 GENERAL Ø	
		2 OFFICER Ø	
		3 SCHOOL Ø	
		4 STAFF Ø	
665	PAY AND ALLOTMENTS - NATIONAL SERVICE	1 GENERAL Ø	
666	PAY AND ALLOTMENTS - RESERVES	1 GENERAL Ø	
		2 OFFICERS Ø	
		3 OTHER RANKS Ø	
667	PAY AND ALLOTMENTS - WOMEN'S SERVICES	1 GENERAL Ø	
		2 OFFICERS Ø	
		3 OTHER RANKS Ø	
	Paymasters		(368)
	Pay Offices		(368)
	Payment for Stores		(990)
	Peace		(643 and 935)
	Peace Officers		(698)
668	PEN FRIENDS	1 GENERAL	
	Pendants/Pennants/Pennons		(395)
669-670	Reserved		
671	PENSIONS		
	1 GENERAL	5 MEDICAL DISCHARGE	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	2 ACT OF GRACE AND EX GRATIA	6 PROMOTION AFTER RETIREMENT	
	3 DEPENDENTS & NOK	7 PREVIOUS SERVICE CREDIT	
	4 EFFECT OF MISDEMEANOURS		
672	PENSIONS - DEFENCE FORCES RETIREMENT	1 GENERAL	
673	PENSIONS - SUPERANNUATION	1 GENERAL	
	Period Contracts		(990)
	Periodicals		(GP 76)
	Permanent Military Forces		(102)
	Permits		(Type)
	Permits Entries to Territories		(653)
674	PERSONAL EFFECTS		
	1 GENERAL		
	2 ABSENT PERSONNEL		
	3 DECEASED		
	- Internees		(502 and 504)
	- Luggage		(GP 84)
	- POW		(713 and 716)
	4 REMOVAL AND/OR STORAGE		
	Personal Issues		(GP 84 and 85)
675	PERSONNEL	1 GENERAL Ø	
676	PERSONNEL - CIVIL		
	1 GENERAL	8 NUMBERING	
	2 APPOINTMENTS Ø	- Philanthropic Reps	(694 and 763)
	- Character Checks (808)	- Procedure Statements	(623)
	3 CONDITIONS OF SERVICE/ EMPLOYMENT	9 PROMOTIONS Ø	
	4 DISCIPLINE	10 RECRUITMENTS	
	5 DISMISSALS	11 RESIGNATIONS	
	6 DRESS	12 RETIREMENTS-GENERAL	
	- Duty Statements (623)	13 RETIREMENTS-AGE OR INVADILITY	
	- Employment (305)	14 RETIREMENTS-MARRIAGE	
	- Establishments (333)	15 SECONDMENT	
	- Examinations (348)	- Security (808)	
	- Exchange of Personnel (355)	16 SENIORITY	
	- Hours of Duty (92)	- Seniority List (526)	
		17 STATISTICS	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	7 INTERVIEWS AND SELECTIONS	18 SUSPENSIONS	
	- Leave (683)	19 TRANSFERS Ø	
	- Locum Tenens (527)		
	- Ministerial Staff (683)		
677	PERSONNEL - APPEALS	1 GENERAL Ø	
678	PERSONNEL - CADET-S-SHIPS	1 GENERAL	
		2 DRAUGHTSMAN	
		3 ENGINEER	
		4 PERSONNEL	
679-680 Reserved			
681	PERSONNEL - CASUAL	1 GENERAL Ø	
682	PERSONNEL - EXEMPT	1 GENERAL Ø	
683	PERSONNEL - LEAVE	1 GENERAL Ø	
		- Camps-other than APS (127)	
		2 FURLOUGH	
		3 MILITARY	
		- Pay in Lieu (657)	
		4 RECREATION	
		5 SICK	
		6 SPECIAL	
684	PERSONNEL - MINORS	1 GENERAL Ø	
685	PERSONNEL - OVERSEAS	1 GENERAL Ø	A-Z (Country)
686	PERSONNEL - TEMPORARY	1 GENERAL Ø	
687	PERSONNEL - UNATTACHED	1 GENERAL Ø	
		2 LISTS	
688	PERSONNEL - CIVIL-APPOINTMENTS/CLASSIFICATIONS/PROMOTIONS TRANSFERS AND VACANCIES	1 GENERAL	
		- Ministerial Staff (584)	
		2 OTHER DEPARTMENTS AND ADMINISTRATIONS	
689-690 Reserved			
691	PERSONNEL-CIVIL-UNITS	1 GENERAL	A-Z (Unit Title)
692	PERSONNEL - MILITARY-DESIGNATIONS AND TYPES	1 GENERAL Ø	A-Z (Type)
	Pests		(63)
	Petrol		(GP 91)
	Pets		(63)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Petty Cash		(368)
693	PHILANTHROPIC ORGANISATION		
	1 GENERAL	3 YMCA	
	- Australian Red Cross (763)	4 YWCA	
	2 SALVATION ARMY	5 CAMPAIGNERS FOR CHRIST	
694	PHILATEL-IC-Y	1 GENERAL	
695	PHOTOGRAPH-S-Y		
	1 GENERAL	7 INTERPRETATION	
	2 AERIAL RECONNAISSANCE	8 MOTION PICTURE	
	3 AERIAL SURVEY	9 OFFICIAL	
	- Camera (Item)	- Passes	(652)
	4 CARTOGRAPHIC	- Passports	(653)
	- Films (Item)	- Paybooks	(661)
	5 FUNERALS/GRAVES	10 PRESS	
	6 GROUND	11 REPRODUCTION AND PROCESSING	
		12 VIDEO	
	Photostat-s		(607, 711 and 778)
	Physiotherapy		(565)
	Picquets		(417)
	Piers		(702)
	Pigeons		(63)
	Pilfering		(857)
	Pillag-e-ing		(857)
696	PLANNING ARMY ASPECTS	1 GENERAL	6 MOBILISATION (Watch 261)
		2 ADMINISTRATIVE	7 OPERATIONAL
		3 CONTINGENCY	8 PERSONAL
		4 JOINT	9 TECHNICAL
		5 LOGISTIC	
	Plans		(7650 Item or Topic)
697	PLANTATIONS	1 GENERAL	
	Plaques		(571)
	Plating		(990)
698	POLICE	1 GENERAL	
		2 AUSTRALIAN FEDERAL	
		3 CIVIL	
		4 MILITARY	
699-700	Reserved		
701	POLITICAL - ACTIVITIES	1 GENERAL	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
702	PORTS & HARBOURS		
	1 GENERAL	5 DOCK-ING-S-YARDS	
	2 ANCHORAGES/MOORINGS	- Docks-Floating (1945/1950)	
	3 BERTH-AGE-S	6 HARDS, LANDING CRAFT	
	4 BREAKWATERS	7 WHARF-AGE-S	
703	POSTING - RETENTION, TRANSFER AND RE-ALLOCATION		
	1 GENERAL	4 TRANSFER AND RE-ALLOCATION POLICY	
	- Appointment Changes	(66)	
	2 POSTINGS RETENTION POLICY	5 TRANSFER AND RE-ALLOCATION PROCEDURE	
	- Cadets	(122)	
	3 POSTING AND RETENTION PROCEDURE		
704	POSTING - OFFICERS	1 GENERAL	\$
705	POSTING - ORDERS	1 GENERAL Ø	
706	POSTING - OTHER RANKS	1 GENERAL	\$
	Post-mortems		(538)
	Poultry Equipment		(GP 37)
	Power		(525)
	Precedence-Table		(752)
	Prefabricated Structure and Scaffolding		(GP 54)
707	PREGNANCY	1 GENERAL	
	Prescription		(561)
	Preservation		(Topic)
708	PRESS	1 GENERAL	
	2 ADVERTISING	5 RELEASES	
	3 BRIEFINGS	6 REPRESENTATIVES	
	4 CUTTINGS	7 PRESS/NEWS SERVICES	
	- Publicity	8 UNAUTHORISED DISCLOSURES	
		(743) - War Correspondents (951)	
	Pric-es-ing		(990)
709-710	Reserved		
711	PRINTING	1 GENERAL	(Watch 607 and 778)
		- Duplicating etc	(778)
		2 METHODS	
		- Equipment	(GP 36)
		3 PERIOD CONTRACTS	
		4 POLICY	
		5 STANDARDS	

<u>ANNEX A</u>		8A-68	
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
712	PRISONERS OF WAR	1 GENERAL Ø	
		2 EMPLOYMENT	
		- Geneva Convention	(223)
		3 RECORDS	
713	PRISONERS - ALLIED	1 GENERAL	
		2 EMPLOYMENT	
		3 MAIL	
		4 PERSONAL EFFECTS AND KITS	
714	PRISONERS - ALLIED CAMPS	1 GENERAL	
715	PRISONERS - ALLIED RECORDS	1 GENERAL	
716	PRISONERS - ENEMY	1 GENERAL	
		2 EMPLOYMENT	
		3 MAIL	
		4 PERSONAL EFFECTS AND KITS	
717	PRISONERS - ENEMY CAMPS	1 GENERAL	
718	PRISONERS - ENEMY RECORDS	1 GENERAL	
	Prizes		(195 and 204)
	Procedure Statements		(623)
719-720	Reserved		
721	PROCLAMATIONS	1 GENERAL Ø	
	Procurement Demands		(990)
	Procurement Procedure		(990)
	Production		(990)
	Production of Orders		(990)
	Programm-e-ing		(Topic)
	Prohibited Areas		(84)
	Projector-Guided Missile		(1440)
	Projector - Rocket		(1055)
	Projector - Stores		(991)
	Promotions - Civil		(676)
	Promotions - Military		(67 and 74)
	Proof (Stores)		(990)
722	PROPAGANDA	1 GENERAL Ø	
723	PROPAGANDA-ALLIED	1 GENERAL	
724	PROPAGANDA-ENEMY	1 GENERAL	
725	PROPERTY		
	1 GENERAL	9 HISTOR-ICAL-IES-Y (Watch 755)	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	2 BEAUTIFICATION, CLEARING, ETC	10 HOLDINGS	
	3 BOUNDARIES	- Regimental	(991)
	4 CROWN LAND Ø	- Rifle Ranges	(791)
	5 DETENTION PURPOSES	11 TOWN PLANNING	
	6 DUMPING ON	- Training Depots	(268)
	7 EASEMENTS	12 VALUATIONS	
	8 EVICTIONS AND SQUATTING		
726	PROPERTY - ACQUISITIONS AND PURCHASES		
		1 GENERAL Ø	A-Z (Location)
		2 PROGRAMME	
727	PROPERTY - BOARDS OF SURVEY	1 GENERAL	A-Z (Location)
728	PROPERTY - DAMAGE	1 GENERAL Ø	
		2 BUILDINGS	
		3 FENCES AND GATES	
		4 LAND	
		- Roads and Bridges	(797)
		- Trees	(933)
729-730 Reserved			
731	PROPERTY - DISPOSALS	1 GENERAL Ø	A-Z (Location)
		2 PROGRAMME	
732	PROPERTY - HIRINGS, LEASING AND RENTALS		
		1 GENERAL Ø	A-Z (Location)
		- MQ Rents/Rentals	(11 and 14)
733	PROPERTY - HIRING, LEASING AND RENTALS TO OUTSIDE ORGANISATION	1 GENERAL	A-Z (Location)
734	PROPERTY - OFFERS	1 GENERAL	A-Z (Location)
735	PROPERTY - REGISTER OF ASSETS	1 GENERAL	A-Z (Location)
736	PROPERTY - TITLE	1 GENERAL	A-Z (Location)
737	PROPERTY - TRANSFERS AND EXCHANGES	1 GENERAL	A-Z (Location)
	Prosecutions		(521)
	Prostitution		(942)
	Psychiatry		(557)
738	PSYCHOLOGY	1 GENERAL	
	Public Address Equipment		(GP 58)
	Public Statements		(743)
739-740 Reserved			

ANNEX A

8A-70

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u>	<u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
741	PUBLICATIONS	1	GENERAL Ø	Restricted to overall policy. Topics to be recorded under subject heading concerned or 7530, 7610, 924 and 925
		-	Free Issue (7630)	
		-	Recruiting (762)	
	Publishings			(711)
742	PUBLICITY	1	GENERAL	- Press (743)
		2	CINEMAS AND FILMS	- Propaganda (722 and 724)
		-	Display, etc (284)	4 RADIO
		3	NEWSPAPERS, PUBLICATIONS, ETC	- Recruiting (762)
		-	Posters (7690)	5 SLOGANS
				6 TELEVISION
				7 VIDEO
743	PUBLIC RELATIONS	1	GENERAL	
		2	PUBLIC STATEMENTS Ø	
		3	RELEASES	
		-	Stores	(990 or Item)
	Pumps and Compressors			(GP 43 or Type)
	Punishments			(Type)
	Pyrotechnics			(1370)
744	QUALITY CONTROL	1	GENERAL	5 INSPECTIONS Ø
		2	ADMINISTRATION/ MANAGEMENT	6 PUBLICATIONS
		3	APPROVED FIRMS	7 REPORTS
		4	EXAMINATIONS	8 RESEARCH
				9 STATISTICS
	Quantity			(99)
745	QUARANTINE	1	GENERAL	
		-	Acts and Regulations	(42)
746	QUARR-IES-YING	1	GENERAL	(Watch 582)
		-	Equipment	(GP 38)
	Quarter-ing-s			(3 to 21)
	Radar			(175)
		-	Equipment	(GPS 58, 66 or Type)
747	RADIATION	1	GENERAL	
		2	ELECTROMAGNETIC	
		3	NUCLEAR	
		-	Weapons	(1000)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Radiators			(Item)
	Radio			(Topic or Type)
	Rafts			(1940)
748	RAILWAY-S	1	GENERAL	
		-	Bridge	(793)
		-	Equipment	(GP22)
		2	GAUGES	
		3	SIDINGS	
		-	Works	(997, 981 and 983)
	Rangefinders			(1240)
749-750	Reserved			
751	RANGE-S	1	GENERAL	
		2	ARTILLERY	
		3	BOMBING	
		4	GUIDED MISSILE	
		5	MINIATURE/SMALL BORE-GENERAL	
		-	Clubs	(158)
		-	Rifle	(791)
		-	Tables	(1000 or Item)
		6	TRAINFIRE-GENERAL	
		7	PROOF-GENERAL	
		8	SMALL ARMS	
		9	SOUND/SONAR	
752	RANK & SENIORITY	1	GENERAL	5 TABLE OF PRECEDENCE
		-	Badges (104)	6 TEMPORARY
		-	Civil (676)	7 UPON RETIREMENT
		2	HONORARY	
		3	PROVISIONAL	
		4	SUBSTANTIVE	
753	RATES	1	GENERAL Ø	
		2	LAND Ø	
		3	WATER AND SEWERAGE Ø	
	Rationing			(991 or Topic)
	Ration Packs			(8970)
	Rations			(GP 89)
	Raw Materials			(991)

<u>ANNEX A</u>		8A-72			
<u>PRIMARY</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY</u>	<u>SECONDARY</u>	<u>INSTRUCTIONS</u>	
<u>NO</u>			<u>NO</u>	<u>HEADING</u>	
754	RECORDS	1 GENERAL	7	MINISTERIAL AND EXECUTIVE COUNCIL	
		2 ACCESS	-	Pay and Allowances (6)	
		3 ARCHIVES Ø	8	PERSONAL	
		4 COMPUTERISED	9	POW (712, 716 and 718)	
		5 DISPOSAL	-	Security of (808)	
		- Disposal Classified (758)	-	Stationery (7530)	
		6 FINANCIAL	10	STORAGE AND ACCOMMODATION	
		- Internees (446)	-	Taxation - APAC Records (854)	
		- Medical (562)	11	UNIT Ø	
755	RECORDS-HISTORIES	1 GENERAL			
		2 CAMPAIGNS & OPERATIONS			
		3 CORPS			
		4 INSTALLATIONS		(Watch 725)	
		- Medical		(562)	
		5 OF EQUIPMENT/S			
		6 UNITS			
		7 WAR DIARIES			
756	RECORDS-MANAGEMENT	1 GENERAL			
		2 DISPOSAL SCHEDULES			
		3 ARCHIVES QUERIES			
		4 ARCHIVES PROCEDURES			
		5 ARCHIVAL PROGRAMME			
		6 BOARDS OF SURVEY			
		7 CENSUS			
		8 DILINQUENT OR MISSING FILES			
		9 PROCEDURES			
		10 REVIEWS AND REPORTS			
757	RECORDS-OF-SERVICE	1 GENERAL			
		2 FOR ENLISTMENT PURPOSES			
758	RECORDS AND DOCUMENTS-CLASSIFIED	1 GENERAL			
		2 CARRIAGE AND DISTRIBUTION Ø			
		3 DISPOSAL			
		- Grading		(808)	
		4 REPRODUCTION			
		- Security		(808)	
		- Storage & Accommodation		(754)	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Recovery from Non-effectives			(857)
	Recreation			(56 and 62)
	Recreation - Buildings and Grounds			(725 and 737)
759-760	Reserved			
761	RECRUITING	1	GENERAL	
		-	Bands	(105 and 107)
		-	Centres	(762)
		2	PROCEDURES	
		3	OTHER THAN AMF	
		4	STATISTICS	
762	RECRUITING-CAMPAIGNS AND PUBLICITY	1	GENERAL	
		2	AUSTRALIA	
		3	OVERSEAS	
		-	Posters	(7690)
		4	PROCEDURES	
		5	OTHER THAN AUSTRALIAN ARMY	
		6	CENTRES	
		7	PUBLICATIONS	
	Recruitment- Civil Staff			(676)
763	RED CROSS	1	GENERAL	
	Redress of Wrongs			(44)
	Re-engagements			(308)
	Referendum			(301)
	Refresher Shoot-ing-s			(922)
	Refreshments			(GP 89)
764	REFRIGERATION	1	GENERAL	
		-	Equipment	(GP 41)
765	REFUGEES	1	GENERAL	
	Refuse			(436)
	Regimental Aid Posts			(555)
	Regimental Property			(990)
	Register of Assets			(735)
	Registration (of Equipment)			(990)

ANNEX A

8A-74

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Registr-ies-y			(Topic)
	Regulations			(42)
766	REHABILITATION	1	GENERAL	
767	RE-INFORCEMENTS	1	GENERAL	
768	RELICS	1	GENERAL	
	Relief-Economic and Military			(87)
769-770	Reserved			
771	RELIGION	1	GENERAL	
		2	CHURCHES, ETC	
		3	MISSION AND MISSIONARIES	
		4	CHAPLAINS REPORTS	
	Remittances			(368)
772	REMOVALS AND/OR STORAGE - FURNITURE & PERSONAL PROPERTY	1	GENERAL Ø	
		-	Allowances	(55)
		-	Personal Effects	(674)
		2	WITHIN AUSTRALIA Ø	
		3	OVERSEAS Ø	
	Remuneration			(Type)
	Rent-als-s			(732 and 733)
		-	Married quarters	(11 and 14)
	Repair and Maintenance Programme			(983)
	Repair and Maintenance- Roads			(798 and 983)
	Repair Stores			(991)
	Repair Shop Equipment			(GP 49)
	Reparations			(191)
773	REPATRIATION	1	GENERAL	
		2	EDUCATION BENEFITS	
		3	LAND SETTLEMENT	
		4	MEDICAL/SURG-ERY-ICAL BENEFITS	
774	REPLACEMENTS AND RELIEFS-MILITARY	1	GENERAL	A-Z (Formation or Country)
775	REPORTS	1	GENERAL Ø	A-Z (Title) Restricted to topics NOT covered by other headings.

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
776	REPRESENTATION ABROAD	1	GENERAL Ø	(Watch 586)
		2	CANADA	
		3	MALAYSIA	
		4	NEW ZEALAND	
		5	UNITED KINGDOM	
		6	UNITED STATES OF AMERICA	
777	REPRISALS	1	GENERAL	
778	REPRODUCTION	1	GENERAL	(Watch 607 and 711)
		2	DUPLICATING	
		-	Equipment & Machines	(Item)
		3	MICROFILMING	
		4	PHOTOSTAT	
		-	Printing	(711)
		5	TYPING	
	Reptiles			(63)
	Requirements Stores			(990)
779-780 Reserved				
781	RESEARCH AND DEVELOPMENT	1	GENERAL Ø	5 MATERIAL
		2	ADMINISTRATION/ PLANNING	6 OPERATIONAL
		3	AGREEMENTS/ CONTRACTS	7 SCIENTIFIC
		-	Medical (538)	- Space (643 and 836)
		4	LOGISTIC	8 TECHNICAL
782	RESEARCH AND DEVELOPMENT- PROGRAMS	1	GENERAL Ø	A-Z (Country)
783	RESEARCH AND DEVELOPMENT PROJECTS	1	GENERAL	A-Z (Name/ Number)
	Reserve of Officers			(68 and 74)
	Reserve Stocks			(990)
784	RESERVES-AUSTRALIAN ARMY	1	GENERAL Ø	(Watch 101 and 332)
	Resettlement			(Watch individual topics)
				(766)
785	RESPONSIBILITIES	1	GENERAL	
		2	AIR DEFENCE/ AIRSPACE CONTROL	

<u>ANNEX A</u>		8A-76	
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		3	COMMANDING OFFICERS
		4	FORMATION COMMANDERS
		5	JOINT OPERATIONS
		6	MOVEMENT
		7	RADIO FREQUENCY SPECTRUM MANAGEMENT
	Rest Days		(516)
786	RESIGNATIONS AND RETIREMENT	1	GENERAL Ø (Watch 68 and 74)
		2	AGE
		-	Civil (676)
		3	INVALIDITY
		4	MARRIAGE
	Retrenchment-Civil		(676)
	Retrenchment- Military		(327 and 341)
	Returning Officers		(301)
787	RETURNS	1	GENERAL Ø Restricted to topics NOT covered by other headings. A-Z (Unit Title)
	Revenue		(368)
	Revolvers		(1005)
788	REWARDS	1	GENERAL
		2	HELPERS
	Ribbons		(Type)
	Rifles		(1005)
	Rifle Clubs and Association		(158)
	Rifle Clubs and Ammunition		(1305)
	Rifle Clubs and Rifles		(1005)
789-790 Reserved			
791	RIFLE RANGES	1	GENERAL A-Z (Title Location)
		-	Miniature/Small Bore (751)
		-	Proof (751)
		-	Trainfire (751)
792	RIOTS	1	GENERAL
		-	Emergencies-Civil (304)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u>	<u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		2	MUTINY	
793	ROAD & BRIDGES			
	1 GENERAL		- Raft	(5420)
	- Bailey	(5420)	3 RAILWAY	
	- Capacity	(795)	- Railway Works Projects	(997, 981 and 983)
	- Equipment Bridges	(5420)	- Road Safety	(42 and 804)
	2 FOOT BRIDGES		- Road Making Eqpt	(3805)
			- Signs	(9905)
794	ROADS AND BRIDGES - ACCESS	1	GENERAL	
795	ROADS AND BRIDGES - CLASSIFICATION	1	GENERAL Ø	A-Z (Location)
796	ROADS AND BRIDGES - CONSTRUCTION	1	GENERAL	A-Z (Location) (Watch 981 and
797	ROADS AND BRIDGES - DAMAGE	1	GENERAL	
798	ROADS AND BRIDGES - REPAIRS AND MAINTENENCE	1	GENERAL Ø	(Watch 983)
	Rockets			(1340)
	Rockets Projectors			(1055)
	Rodents			(63)
	Roll-s Electoral			(301)
	Rolls Call-s			(92)
	Rolls of Honour			(571)
	Rolling Stock			(748)
	Rosters Duty			(92)
799-800	Reserved			
801	ROYAL AUSTRALIAN AIR FORCE	1	GENERAL Ø	
802	ROYAL AUSTRALIAN NAVY	1	GENERAL Ø	
	Royalties			(368)
803	ROYALTY AND VICE ROYALTY	1	GENERAL	
		2	GOVERNOR GENERAL	
		3	STATE GOVERNORS	
		-	Visits	(943 and 946)
	- Runaways		(41)	
	- Rust		(228)	
	- Rust Proofing Stores		(990)	

<u>ANNEX A</u>		8A-78	
<u>PRIMARY</u> <u>NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY</u> <u>NO</u> <u>SECONDARY</u> <u>HEADING</u>	<u>INSTRUCTIONS</u>
	- Sabotage	(445 and 244)	
	- Safe Hand	(811)	
	- Safes	(7110)	
804	SAFETY	1 GENERAL	
		2 INDUSTRIAL	
		3 FIRE	
		- Flying	(103)
		4 OCCUPATIONAL	
		5 ROAD	(Watch 42)
		6 SEAMANSHIP	
	Salaries		(656 and 667)
	Sales - Auction		(93)
	Sales - Stores and Equipment		(998)
	Sales Tax		(854)
805	SALUT-ES-ING/ SALUTATIONS	1 GENERAL	
		2 ARTILLERY	
		3 BASES	
		4 FORM OF ADDRESS	
806	SALVAGE	1 GENERAL	
		- Shipping	(827)
	Salvation Army		(693)
	Samples (of stores)		(990)
807	SAND AND SOIL	1 GENERAL	
		2 REMOVAL	
		- Soil Testing Eqpt	(6635)
		- Types	(Item)
	Sanitarium		(428 and 435)
	Sanitation		(436)
	Scales Weighing		(6670)
	Scales of Issue		(990)
	Scholarships		(295)
	Schools-Civil		(941)
	Schools and Training Centres - Military		(161)
	Schools and Training Centres - Military - Courses		(874 and 919)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Scrap		(806 or TYPE)
	Scrolls		(571)
	Scrutineers		(301)
	Searchlights		(6230)
	Seastags		(841)
	Secondment		(676, 703 and 706)
808	SECURITY	1 GENERAL	
		2 BREACHES AND REPORTS	
		3 CHARACTER CHECKS	
		4 CLASSIFICATIONS AND GRADINGS	
		5 CODE WORDS AND NICKNAMES	
		6 COMMUNICATIONS/ ELECTRONICS	
		- Courier Services	(243)
		- D Notices	(602)
		7 INFORMATION	
		8 OFFICIAL DOCUMENTS AND INFORMATION	
		9 PASSES	(Watch 652)
		10 PERSONNEL	
		11 PROPERTY	
		12 STORES AND EQUIPMENT	
		13 VEHICLES	
809-810	Reserved		
811	SECURITY - SAFE HAND	1 GENERAL	
		- Courier Services	(243)
	Segregation		(282)
	Selective Service		(596)
	Senate		(648)
	Seniority		(676 and 752)
	Sentries		(417)
	Servicing (of Equipment)		(990)
	Settlement (Land)		(773)
	Sewerage		(436, 997, 981 and 983)
	Shelters		(Type)

ANNEX A

8A-80

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
812	SHIPS AND SHIPPING	1	GENERAL	
		-	Accidents	(1)
		-	Achorage	(702
		-	Armament	(1900)
		-	Berth-s-age	(702)
		-	Charter-ing	(146)
		-	Collisions	(1)
		-	Commando Craft	(1940)
		-	Construction	(GP 19)
		2	CONTAINERIZATION	
		3	CONVOYS Ø	
		-	Damage	(1)
		-	General Averages	(444)
		-	Landing Ship Logistic	(1905)
		-	Maintenance and Repair	(GP 19)
		-	Moorings	(661)
		-	Naval	(1900)
		-	Outfitting	(824)
		-	Small Craft	(GP19)
		-	Visits	(946)
813	SHIPS AND SHIPPING - BILLS OF LADING	1	GENERAL	
814	SHIPS AND SHIPPING - CARGO	1	GENERAL	(Watch 398,928 and 929)
		-	Discrepancy Reports	(33)
815	SHIPS AND SHIPPING - DISCHARGE LOADING STORAGE	1	GENERAL	
816	SHIPS AND SHIPPING - REFUGEE	1	GENERAL	
817	SHIPS AND SHIPPING - CONVOYS	1	GENERAL	
		-	Land	(224)
818	SHIPS AND SHIPPING - CREW-S-ING	1	GENERAL	
819	Reserved			
820	SHIPS AND SHIPPING - DOCUMENTS	1	GENERAL	
		-	Bills of Lading	(813)
821	SHIPS AND SHIPPING - DUNNAGE	1	GENERAL	

		8A-81		ANNEX A
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
822	SHIPS AND SHIPPING - HOSPITAL	1	GENERAL	
		-	Equipment	(1910)
823	SHIPS AND SHIPPING - MOVEMENTS AND TRANSPORT	1	GENERAL	
824	SHIPS AND SHIPPING - OUTFITTING	1	GENERAL	
825	SHIPS AND SHIPPING - PATROL-S-ING	1	GENERAL	
826	SHIPS AND SHIPPING - REPORTS	1	GENERAL	
		2	VOYAGE	
827	SHIPS AND SHIPPING - SALVAGE	1	GENERAL	
828	SHIPS AND SHIPPING - SPACE ALLOCATION	1	GENERAL	
829-830 Reserved				
831	SHIPS AND SHIPPING - STATISTICS	1	GENERAL	
832	SHIPS AND SHIPPING - VOYAGE	1	GENERAL	A-Z (Vessel Name)
		-	Reports	(826)
	Shops - Officer			(134 and 135)
	Shops Textile Repair Mounted			(3530)
	Shops Woodworking Trailer Mounted			(3220)
	Sick Quarters			(431)
	Signal-s-ling			(174 and 181)
	Signs			(9905)
	Skill at Arms			(195 or Topic)
	Skill at Arms Badge			(104)
	Slipways			(702)
	Slogans			(742)
833	SMOKING	1	GENERAL	
	Smuggling			(221, 244 and 254)
	Social Functions			(284)
	Soil			(807)
	Soldier Settlement			(773)
	Sologs			(841)
	Sound or Noise			(41, Topic or Type)

<u>ANNEX A</u>		8A-82		
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
834	SOUTH EAST ASIA TREATY ORGANISATION	1	GENERAL	
		2	STAFFING	
		3	CONFERENCES AND COMMITTEES	
835	SOUVENIRS	1	GENERAL	
836	SPACE EXPLORATION	1	GENERAL	(Watch 643)
		-	Equipment	(GP 18)
	Specifications			(7650 or Type)
	Spectacles			(6540)
	Spirits			(8965)
	Spiritual			(771)
	Sports			(195 and 204)
837	SPRAYING	1	GENERAL	
		2	AERIAL	
		3	GROUND	
		-	Paint	(645)
	Spying			(445)
	Squatters			(725)
838	STAFF REQUIREMENTS/ TARGETS	1	GENERAL	
		2	ARMY MATERIAL CHARACTERISTICS	
		3	ARMY MATERIAL REQUIREMENT	
		4	ARMY STAFF OBJECTIVES	
		5	ARMY STAFF REQUIREMENTS	
		6	ARMY STAFF TARGETS	
	Staggering of Hours			(92)
	Stamps			(Topic or Item)
	Stamp Duty			(854)
	Stanags			(841)
839-840 Reserved				
841	STANDARDISATION	1	GENERAL	
		2	ABCA AGREEMENT Ø	
		3	AIR STANDARDISATION	
		-	Air Standardisation Committee	(173)
		4	ARMY STANDARDS (ABCA AGREEMENT)	
		5	NAVY STANDARDS (ABCA AGREEMENT)	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		6	QSTAGS
		7	SEASTAGS
		8	SOLOGS
		9	STANAGS (NATO)
		10	STANDARD ASSOCIATION OF AUSTRALIA Ø
		-	Stores (990)
	Standards		(Topic)
		-	Army (ABCA Agreement) (841)
		-	Australian Association (841)
		-	Flags (395)
		-	Stores (990)
	Stand By duty		(92)
	Standing Orders		(615)
	Standing Operating Procedures		(615 or Topic)
		-	Pay (661)
842	STATEMENTS	1	GENERAL Ø
		-	Costing Procedure Statements (241)
		-	Financial (Topic)
		-	Foreign Affairs (396)
		2	MINISTERIAL Ø
		-	Public (743)
843	STATEMENTS - EQUIPMENT MAINTENANCE POLICY LETTERS	1	GENERAL Statement No to be used as secondary
844	STATEMENTS - EQUIPMENT MAINTENANCE POLICY	1	GENERAL
845	STATEMENTS - WEAPONS EQPT POLICY	1	GENERAL
		2	INDIVIDUAL STATEMENTS
846	STATISTICS	1	GENERAL Ø
		-	Civil Personnel (767)
		2	FORCES OVERSEAS (AUST)
		-	Recruiting (761)
	Status of Forces		(623)
	Statut-es-ory		(42)
	Stevedoring		(438)

<u>ANNEX A</u>		8A-84	
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Stockpiling		(990)
	Stocktak-es-ing		(25)
847	STORAGE	1 GENERAL	
		- Cool Rooms	(4110)
		2 DANGEROUS ITEMS	
		- Furniture	(772)
		- Personal Effects	(772 and 674)
		- Records	(754)
		- Stores and Equipment	(990)
	Stores and Equipment		(990 and 998 Topic)
848	STOWAWAYS	1 GENERAL	
	Strategic Materials		(78, 363, 991, an 996)
	Strategic Planning		(261)
	Streets		(793 and 798)
	Strengths		(327 and 341)
	Strikes		(304 and 438)
	Subpoenas		(521)
	Subsidies		(368)
	Subsistence		(GP 89)
	Subversive Activity		(445 and 611)
849	SUGGESTIONS	1 GENERAL	\$
	Suicides		(1)
	Sullage		(436)
	Superannuation		(673)
	Surrender		(935)
	Surveillance Equipment		(991)
850	Reserved		
851	SURVEY	1 GENERAL §	(Watch 136)
		2 AUTOMATION	
		3 ARTILLERY	
		4 CONTROL	
		- Dental	(265)
		5 ENGINEERING	
		6 GEODETIC	
		7 HYDROGRAPHIC/ BATHYMETRIC	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	8A-85	<u>ANNEX A</u>
		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		8 INTELLIGENCE DATA	
		9 MAPPING	(Watch 534)
		- Medical	(538)
		10 PHOTOGRAMMETRIC	
		11 PROCEDURES	
		12 RECORDS	
		13 SPECIFICATIONS/ STANDARDS	
		14 TOPOGRAPHIC	
	Swimming/Diving		(285)
		- Accidents	(1)
		- Training	(922)
	Switchboards		(181 or Type)
	Symbols		(426 or Topic)
	Synagogues		(771)
	Tables		(Item)
		- Equipment	(995)
		- Precedence	(752)
		- Range	(1000 or Item)
852	TACTIC-AL-S	1 GENERAL	
	Tankers		(1915)
	Tanks		(2350 or Topic)
		- Fuel and Storage	(5430)
853	TARGETS	1 GENERAL	
		- Decoy	(1080)
		- Drones	(1550)
		- Items	(6920)
		- Staff	(838)
	Tariffs		(363)
	Tatoos		(284)
854	TAXATION	1 GENERAL	
		2 APAC RECORDS	
		3 CLEARANCES	
		4 EXCISE	
		5 EXEMPTIONS AND CONCESSIONS - IN AUSTRALIA	
		6 EXEMPTIONS AND CONCESSIONS - OVERSEAS	

ANNEX A

8A-86

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		7	GROUP CERTIFICATES
		8	SALES
		9	STAMP DUTY
	Tea Breaks		(56)
	Tea Money		(55)
	Technical Co-operation Programme		(173)
	Telecommunications		(174 and 181)
	Telegraph-ic-s		(178)
	Telephone-s		(181)
	Teleprinter		(178)
	Teletypes		(178)
	Television		(177)
		-	Productions
	Temperature		(156, 423, 577) or Topic)
855	TEMPORARY DUTY	1	GENERAL Ø
		2	ADMINISTRATIVE ASPECTS
		3	APPROVALS Ø
		4	POLICY Ø
		5	PROCEDURES Ø
	Tenders		(222)
856	TERMINOLOGY	1	GENERAL Ø
		2	ABBREVIATIONS
		-	Cataloguing ABCSC
		3	DEFINITIONS
		4	DICTIONARY'S
		5	GLOSSARIES
		6	THEASAURI
	Termites		(63)
	Terrain		(408 and 534)
	Tests		(Type)
	Textiles		(8305)
857	THEFTS AND LOSSES	1	GENERAL
	Therapy		(566)
	Tie Lines		(181)
	Timber		(5510)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
858	TIME	1	GENERAL	
		2	BULLETINS	
		3	DAYLIGHT SAVING	
		-	Time Signals	(176)
		4	SERVICES	
859	TITLES	1	GENERAL	
		2	CORPS OR SERVICE	
		-	Embroidered	(104)
		3	GOVT DEPT'S AUTHORITIES COMMISSIONS, ETC	
		4	OVERSEAS	
		5	OVERSEAS REPS IN AUST	
		6	PERSONAL	
		-	Property	(736)
		7	UNITS 0/	
	Tokens			(368)
	Tombstones			(9930)
	Topograph.-ical-y			(534)
	Tours			(943 and 947)
		-	Of Duty	(703 and 706)
	Town Planning			(725)
	Tractors			(GP 24)
860	Reserved			
861	TRADE-ING	1	GENERAL	
		2	ILLICIT	
		3	CANVASSING AND HAWKING	
862	TRADE COMMISSIONERS	1	GENERAL	
		2	IN AUSTRALIA	
		3	OVERSEAS	
863	TRADE GROUP-S-ING AND TEST-S-ING	1	GENERAL	A-Z (Trade Name)
		-	Work Value Equiry	(164)
	Trade Marks			(654)
	Trade Unions			(88)
	Traditions			(253)
	Trainfire Ranges			(751)
864	TRAINING	1	GENERAL	

ANNEX A

8A-88

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
865	TRAINING - AIDS	1	GENERAL	
		2	AUDIO/VISUAL	
		3	CHARTS	
		4	COMPUTERS	
		-	Equipment	(GP 69)
		5	FILMS	
		6	POSTERS	
		7	SLIDES	
		8	TELEVISION	
		9	VIDEO	
866	TRAINING - CIVIL STAFF	1	GENERAL	
		2	CONDUCTED BY ASB	
		3	CONDUCTED BY OTHER	
		4	CONDUCTED BY PRIVATE ENTERPRISES	
		5	CONDUCTED BY UNIVERSITIES AND COLLEGES	
867	TRAINING - CIVIL STAFF- CONDUCTED BY ARMY	1	GENERAL	A-Z (Topic)
868	TRAINING - CIVIL STAFF - OVERSEAS	1	GENERAL	
869	TRAINING - CIVIL STAFF - REPORTS	1	GENERAL Ø	
870	Reserved			
871	TRAINING - MILITARY Ø	1	GENERAL Ø	
		2	ARA induction	
		3	ALL ARMS/SERVICES, JOINT SERVICE AND COMBINED	
		4	ARES	
		5	CADET	
		6	COLLECTIVE	
		7	EDUCATION	
		8	INDIVIDUAL	
		9	INITIAL EMPLOYMENT	
		10	MANAGEMENT	
		11	ORGANISATION OF	
		12	POLICY	
		13	PROMOTION	
		14	RESPONSIBILITIES	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		15	SCHOOLS AND COURSES
		16	SHOOTING AND SMALL ARMS
		17	SKILL IMPROVEMENT
		18	TRADE AND CAREER
		19	TRAINING PUBLICATIONS AND AIDS
		20	TROPHIES, PRIZES AND AWARDS
		21	UNIT AND FORMATION
872	TRAINING - MILITARY CIVIL ATTACHMENT	1	GENERAL \$
873	TRAINING - MILITARY CIVIL SCHOOLING	1	GENERAL
		2	AGREEMENTS AND BONDS
		3	CERTIFICATES
		4	ENROLMENTS
		5	FINANCE CONDITIONS AND ESTIMATES
		-	Leave (516)
		6	PLANNING AND PROGRAMMING OF BIDS
		7	REPORTS AND RESULTS
874	TRAINING - MILITARY - HQ MD CONTROL	1	GENERAL Ø \$
875	TRAINING - MILITARY TRG COMD COURSES	1	GENERAL Ø
		2	LOGISTIC (ASPECTS)
		3	MANAGEMENT
		4	MOVEMENT TO/FROM
		5	ORGANISATION
		6	PROCEDURES
		7	RESPONSIBILITIES
876	TRAINING - MILITARY TRG COMD COURSES - AIR MOV'T TRG AND DEV UNIT	1	GENERAL \$
877	TRAINING - MILITARY TRG COMD COURSES - AIR SUPPORT UNIT	1	GENERAL \$
878	TRAINING - MILITARY TRG COMD COURSES - APPRENTICES	1	GENERAL \$
879	TRAINING - MILITARY TRG COMD COURSES - ARMOURED	1	GENERAL \$

ANNEX A

8A-90

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
880	Reserved			
881	TRAINING - MILITARY TRG COMD COURSES - ARMY AVIATION	1	GENERAL	\$.
882	TRAINING - MILITARY TRG COMD COURSES - ARTILLERY	1	GENERAL	\$
883	TRAINING - MILITARY TRG COMD COURSES - CATERING	1	GENERAL	\$
884	TRAINING - MILITARY TRG COMD COURSES - COMMANDO	1	GENERAL	\$
885	TRAINING - MILITARY TRG COMD COURSES - EDUCATION	1	GENERAL	\$ (Watch 295)
886	TRAINING - MILITARY TRG COMD COURSES - ENGINEERS	1	GENERAL	\$
887	TRAINING - MILITARY TRG COMD COURSES - INFANTRY	1	GENERAL	\$
888	TRAINING - MILITARY TRG COMD COURSES - INTELLIGENCE	1	GENERAL	\$
889	TRAINING - MILITARY TRG COMD COURSES - JUNGLE	1	GENERAL	\$
890	Reserved			
891	TRAINING - MILITARY TRG COMD COURSES - LAND/AIR WARFARE	1	GENERAL	\$
892	TRAINING - MILITARY TRG COMD COURSES - LANGUAGES	1	GENERAL	\$
893	TRAINING - MILITARY TRG COMD COURSES - MIT	1	GENERAL	\$
894	TRAINING - MILITARY TRG COMD COURSES - MUSIC	1	GENERAL	\$
895	TRAINING - MILITARY TRG COMD COURSES - P & RT	1	GENERAL	\$
896	TRAINING - MILITARY TRG COMD COURSES - PROVOST	1	GENERAL	\$
897	TRAINING - MILITARY TRG COMD COURSES - RAA CH D	1	GENERAL	\$
898	TRAINING - MILITARY TRG COMD COURSES - RAAMC	1	GENERAL	\$

		8A-91		ANNEX A
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u>	<u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
899	TRAINING - MILITARY TRG COMD COURSES - RAANC	1	GENERAL	\$
900	Reserved			
901	TRAINING - MILITARY TRG COMD COURSES - RAAOC	1	GENERAL	\$
902	TRAINING - MILITARY TRG COMD COURSES - RAEME	1	GENERAL	\$
903	TRAINING - MILITARY TRG COMD COURSES - SPECIAL FORCES	1	GENERAL	\$
904	TRAINING - MILITARY TRG COMD COURSES - SIGNALS	1	GENERAL	\$
905	TRAINING - MILITARY TRG COMD COURSES - SURVEY	1	GENERAL	\$
906	TRAINING - MILITARY TRG COMD COURSES - TACTICS AND ADMINIST- RATION	1	GENERAL	\$
907	TRAINING - MILITARY TRG COMD COURSES - TRANSPORTATION	1	GENERAL	\$
908	TRAINING - MILITARY TRG COMD COURSES - WRAAC	1	GENERAL	\$
909	TRAINING - MILITARY EXERCISE(S)	1	GENERAL	
		2	ADVENTURE	
		3	CGS	
		4	COMMAND POST	
		5	FIELD FIRING	
		6	LOGISTIC	
		7	MODEL	
		8	SIGNAL	
		9	TELEPHONE BATTLES	
		10	TEWTS	
		11	WAR GAMES	
		12	WITH TROOPS	
910	Reserved			
911	TRAINING - MILITARY - OVERSEAS	1	GENERAL	
		2	AGREEMENTS AND BONDS	
		3	FINANCE CONDITIONS AND ESTIMATES	

<u>ANNEX A</u>		8A-92	
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		- Leave	(516)
		4 PLANNING & PROGRAMMING OF BIDS	
		5 REPORTS	Further Secondaries A-Z (Country)
912	TRAINING - MILITARY OVERSEAS - SCHEDULED COURSES	1 GENERAL	\$
913	TRAINING - MILITARY OVERSEAS - UNSCHEDULED COURSES	1 GENERAL	\$
914	TRAINING - MILITARY ARA Ø	1 GENERAL Ø	
		2 ARMOUR	
		3 ARMY AVIATION	
		4 ARTILLERY	
		5 CATERING	
		- Centres	(161)
		6 CHAPLAINS	
		- Courses	(875 and 908)
		7 DENTAL	
		8 EDUCATION	
		9 EME	
		10 ENGINEERS	
		11 INFANTRY	
		12 INTELLIGENCE	
		13 LEGAL	
		14 MEDICAL	
		15 ORDNANCE	
		16 PAY	
		17 PROVOST	
		18 PSYCHOLOGY	
		19 SIGNALS	
		21 STAFF	Not to be used when other Secondary headings applicable
		22 SURVEY	
		23 TRANSPORTATION	
915	TRAINING - MILITARY RESERVES Ø	1 GENERAL	

		8A-93	ANNEX A
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		2 ARMOUR	
		3 ARMY AVIATION	
		4 ARTILLERY	
		5 CATERING	
		- Centres	(161)
		6 CHAPLAINS	
		- Courses	(875 and 908)
		7 DENTAL	
		8 EDUCATION	
		9 EME	
		10 ENGINEERS	
		11 INFANTRY	
		12 INTELLIGENCE	
		13 LEGAL	
		14 MEDICAL	
		15 ORDNANCE	
		16 PAY	
		17 PROVOST	
		18 PSYCHOLOGY	
		- Schools	(161)
		19 SIGNALS	
		20 STAFF	Not to be used when other Secondary headings applicable
		21 SURVEY	
		22 TRANSPORTATION	
916	TRAINING - MILITARY STAFF COLLEGES	1 GENERAL	
		2 AUSTRALIAN STAFF COLLEGE	
		3 COMMAND AND STAFF COLLEGE	
		4 JOINT SERVICES STAFF COLLEGE	
		5 OTHER SERVICES STAFF COLLEGES	
		6 OVERSEAS	
917	TRAINING - MILITARY - COMMAND	1 GENERAL	
		2 FIELD FORCE	

<u>ANNEX A</u>		8A-94	
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		3	LOGISTIC
		4	TRAINING
918	TRAINING - MILITARY - FORMATION	1	GENERAL \$
919	TRAINING - MILITARY - UNITS	1	GENERAL \$
920	Reserved		
921	TRAINING - MILITARY - COLLEGES	1	GENERAL
		2	ADFA
		3	OCS
		4	OCTU
		5	RMC
		6	WRAAC
922	TRAINING - MILITARY - SPECIFIC TYPE (eg ESCAPE)	1	GENERAL A-Z (Type)
		-	Civil Defence (800)
		-	Vocational (295)
923	TRAINING - OVERSEAS PERSONNEL IN AUSTRALIA	1	GENERAL A-Z (Country)
924	TRAINING - PUBLICATIONS - CIVIL	1	GENERAL
925	TRAINING - PUBLICATIONS - MILITARY	1	GENERAL
		2	ADMINISTRATION
		3	AIDE-MEMOIRE
		4	AIR FORCE
		5	ALL ARMS
		6	ARMOUR
		7	ARTILLERY
		8	AVIATION
		9	CATERING
		10	COMMAND AND CONTROL
		11	DENTAL
		12	EDUCATION
		13	EME
		14	ENEMY
		15	ENGINEERS
		16	INFANTRY
		17	INTELLIGENCE

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		18	JOINT SERVICE
		19	LAND WARFARE
		20	LEGAL
		21	LOGISTIC
		22	MAP/READING
		23	MEDICAL
		24	NAVY
		25	OPERATIONAL
		26	ORDNANCE
		27	ORGANISATIONAL
		28	OVERSEAS
		29	PAY
		30	PROVOST
		31	PSYCHOLOGY
		32	SIGNALS
		33	STAFF DUTIES
		34	SURVEY
		35	TACTICAL TRAINING
		36	TRAINING
		37	TRANSPORTATION
		38	SPECIFIC TYPE (eg Escape)
926	TRANSFERS	1	GENERAL (Watch 703 and 706)
		-	Cadets-School Units (122)
		-	Civil (688)
		2	DEPARTMENTS, DIRECTORATES ETC
927	TRANSPORT-ATION	1	GENERAL
		2	CO-ORDINATION
		3	RECREATION/PRIVILEGE
		-	Water-craft (823)
928	TRANSPORT-ATION - STORES AND EQUIPMENT	1	GENERAL
		2	AIR
		3	RAIL
		4	ROAD
		5	WATER

ANNEX A		8A-96	
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
929	TRANSPORT-ATION - STORES AND EQUIPMENT - DANGEROUS ITEMS	1 GENERAL 2 AMMUNITION 3 EXPLOSIVES - Storage	(847)
930	Reserved		
931	TRAVEL	1 GENERAL 2 AUDIL SCHEME	
932	TRAVEL - BOOKINGS AND WARRANTS	1 GENERAL	
933	TRAVEL - CIVIL	1 GENERAL 2 ABROAD 3 AIR Ø 4 CONCESSIONS 5 DEPENDENTS AND NOK 6 EMERGENCY 7 PRIVATE TRANSPORT 8 RAIL Ø 9 ROAD Ø 10 WATER Ø	
934	TRAVEL - MILITARY	1 GENERAL 2 ABROAD 3 AIR Ø 4 CONCESSIONS 5 DEPENDENTS AND NOK 6 EMERGENCY 7 RESERVED - On Leave 8 PRIVATE TRANSPORT 9 RAIL Ø 10 ROAD Ø 11 WATER Ø	(516)
	Treasurer's Advance		(371)
	Treasury Instructions		(42 and 151)
	Treasury Circulars		(151)
935	TREATIES	1 GENERAL 2 AMNESTI-IES-Y	

		8A-97		ANNEX A
<u>PRIMARY</u> <u>NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY</u> <u>NO</u> <u>SECONDARY</u> <u>HEADING</u>	<u>INSTRUCTIONS</u>
		3	ANZAM	
		4	ANZUS	
		5	DISARMAMENT	
		6	NATO	
936	TREES	1	GENERAL	
		2	DAMAGE	
		3	PLANTING	
		4	REMOVAL	
	Trenches			(938)
	Trespassing			(84 or Topic)
937	TRIALS	1	GENERAL	
		-	Civil	(244)
		-	Equipment	(990 or Item)
		-	War Crimes	(251)
	Tribunals			(246)
	Trooping of the Colours			(284)
	Trophies			(Topic)
	Tropic Treating (Stores)			(990)
	Trust Funds			(368)
	Tubes			(Item)
	Tugs			(1925)
	Tunnels			(938)
	Typing			(607 and 778)
938	TRENCHES/TUNNELS	1	GENERAL	
	UKJSLS			(523)
	Underwater Sound Equipment			(5845)
	Uniforms			(8405 or 8410)
	Unions			(88)
939	UNITED NATIONS	1	GENERAL Ø	
		2	SPECIALISED AGENCIES	
		3	OBSERVERS	
		4	PROGRAMMES	
	Universal Training			(596)
940	Reserved			
941	UNIVERSITIES, COLLEGES AND SCHOOLS - CIVIL	1	GENERAL	A-Z (Name)
	Vaccinations			(567)

ANNEX A

8A-98

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	Valves - Electronic			(5960)
	Vehicle-s			(GPS 23, 24, Item or Topic)
		-	Accidents	(1)
		-	Charter/Hire	(146 and 996)
		-	Establishments	(327 and 341)
		-	Regulations	(42)
	Ventilation			(48)
	Veterinary			(563)
942	VICE	1	GENERAL Ø	
		2	PROSTITUTION	
		3	DRUGS/NARCOTICS	
		4	SMOKING	
	Victualling			(991)
	Visas			(653)
943	VISITS	1	GENERAL Ø	
		2	MINISTERIAL	
		3	PROCEDURES Ø	
		4	REPORTS Ø	
		5	ROYALTY AND VICE ROYALTY	
944	VISITS - IN AUSTRALIA	1	GENERAL	\$
945	VISITS - OVERSEAS	1	GENERAL	\$
946	VISITS - SHIPS AND AIRCRAFT	1	GENERAL	\$
947	VISITS - TO AUSTRALIA	1	GENERAL	\$
	Vocational Guidance Training			(295)
948	VOLUNT-ARY-EER ORGANISATIONS	1	GENERAL Ø	
		2	VOLUNTEER DEFENCE CORPS	
		3	VAD'S	
	Voting			(301)
	Voyage Reports			(826)
949	WAR	1	GENERAL Ø	
	War Books			(7610)
	War Cabinet			(648)
950	Reserved			
951	WAR CORRESPONDENTS	1	GENERAL Ø	

		8A-99		ANNEX A
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
	War Crimes			(251)
	War Criminals			(251)
	War Diaries			(755)
	Warehouses			(725 and 737)
952	WARFARE	1	GENERAL	A-Z (Topic -
		2	AIR	see Manual of Land Warfare)
		3	LAND	
		4	SEA	
953	WARFARE - FUNDAMENTALS	1	GENERAL	A-Z (Topic - see Manual of Land Warfare)
954	WARFARE - LOW INTENSITY OPERATIONS	1	GENERAL	A-Z (Topic - see Manual of Land Warfare)
955	WARFARE - NUCLEAR, BIOLOGICAL AND CHEMICAL OPERATIONS	1	GENERAL	A-Z (Topic - see Manual of Land Warfare)
956	WARFARE - OPERATIONAL STAFF WORK	1	GENERAL	A-Z (Topic - see Manual of Land Warfare)
957	WARFARE - OPERATIONAL TECHNIQUES	1	GENERAL	A-Z (Topic - see Manual of Land Warfare)
958	WARFARE - OPERATIONS UNDER SPECIAL CONDITIONS	1	GENERAL	A-Z (Topic - see Manual of Land Warfare)
	War Gratuities			(415)
	War Histories			(755)
	War Museums			(594)
	War Office General Staff Target			(838, 990 or Item)
	War Office Orders			(613)
	War Production Planning			(261 and 990)
	Warrant Authority			(368)
	Warrant Search/Arrest			(272)
	Warrant Travel			(932)
	Warranty			(990 or Item)
	Wastage			(Topic)
	Waste			(806)
	Waste classified			(758)
959	WATER	1	GENERAL	
		-	Canned	(Item)

<u>ANNEX A</u>		8A-100	
<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		2	CONSERVATION
		-	Rates (753)
		3	QUALITY
		4	SUPPL-IES-Y
		-	Territorial (81)
	Water-craft		(Topic)
	Waterproofing (stores)		(990)
	Weapons		(GP10)
	Weapons Equipment		
	Policy statement		(845)
	Weather		(156 and 577)
	Weeds		(365)
960	Reserved		
961	WEIGH BRIDGES	1	GENERAL
962	WEIGHTS AND MEASURES	1	GENERAL
		2	CALIBRATION
		3	DEFINITIONS
		4	METRICATION
		5	STANDARDS
		6	UNITS
963	WELDING/PLATING/ SOLDERING	1	GENERAL
	Welfare		(56 or 183)
	Welfare Spiritual		(771)
	Whar-fage-ves		(702)
	Wills		(521)
	Winds		(540)
	Wines		(8965 and 9925)
	Wireless		(Item or Topic)
964	WIVES/FIANCEES	1	GENERAL
		-	De Facto (257)
965	WOMEN'S SERVICES	1	GENERAL Ø
	Working Parties/Groups		(Topic)
	Working ABCA Agreement		(171)
966	WORKS	1	GENERAL Ø
		2	ENGINEERING SERVICES Ø
		3	HANDOVERS Ø

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		4	INSPECTIONS Ø
		5	PROCEDURES Ø
		6	REPORTS Ø
		7	RETURNS Ø
		8	REVIEWS Ø
		-	Roads (793 and 798)
		9	STANDARDS Ø
967	WORKS - ARMY AQUISITIONS PLANNING LIST	1	GENERAL \$
968	WORKS - ARMY HOUSING PLANNING LIST	1	GENERAL \$
969	WORKS - ARMY NEW PLANNING LISTS	1	GENERAL \$
970	Reserved		
971	WORKS - DELEGATIONS	1	GENERAL \$
972	WORKS - DRAFT DESIGN LISTS	1	GENERAL \$
973	WORKS - DEFENCE NEW WORKS PROGRAMME	1	GENERAL \$
974	WORKS - ESTIMATES	1	GENERAL \$
975	WORKS - FURNITURE AND FITTINGS	1	GENERAL \$
976	WORKS - LEASE PROGRAMME	1	GENERAL \$
977	WORKS - MINOR NEW WORKS	1	GENERAL \$
978	WORKS - PLANNING LISTS - MASTER	1	GENERAL A-Z (Location)
979	WORKS - PLANNING LISTS - REGIONAL	1	GENERAL A-Z (Region)
980	Reserved		
981	WORKS - PROGRAMME - MEDIUM WORKS	1	GENERAL Ø
982	WORKS - PROGRAMME - MAJOR WORKS	1	GENERAL Ø
983	WORKS - PROGRAMME - REPAIR AND MAINTENANCE	1	GENERAL Ø
984	WORKS PROGRESS REPORTS	1	GENERAL \$
985	WORKS - PROJECTS	1	GENERAL
		2	AMMUNITION DEPOTS Ø
		3	RAILWAYS Ø
		-	Rifle Ranges (791)
		-	Roads and Bridges (793 and 798)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		-	Training Depots	(268)
986	WORKS - ACTUAL	1	GENERAL	A-Z (Location)
987	WORKSHOPS	1	GENERAL	A-Z (Title)
	Work Studies			(641 and 642)
	Work Value Inquiry			(164)
988	WREATHS	1	GENERAL	
	Write Off's (Finance)			(368)
	Write Off's (Stores)			(26)
	X Ray			(Topic or Item)
	Year Book-s			(7610)
	YMCA			(693)
	YWCA			(693)
989	Reserved			
990	STORES AND EQUIPMENT	Ø 1	GENERAL	8 MAINTENANCE
		2	CHARACTERISTICS	9 MARKING
		3	DEVELOPMENT	10 NEW ITEMS
		4	DEFECT REPORTS	11 PROVISIONING
		5	DISTRIBUTION	12 RESPONSIBILITY FOR
		6	INFORMATION EX SUPPLIER	13 ROLE OF
		7	INSPECTION	14 TESTS AND TRIALS
991	STORES AND EQUIPMENT - CORPS AND OVERALL TYPE	1	GENERAL	A-Z (Type)
992	STORES AND EQUIPMENT - RAAOC CATALOGUE SECTIONS	1	GENERAL	A-Z (Section, Prefix)
993	STORES AND EQUIPMENT - BOARDS OF SURVEY	1	GENERAL	\$
994	STORES AND EQUIPMENT - EQUIPPING A UNIT OR FORCE	1	GENERAL	A-Z (Force Name)
995	STORES AND EQUIPMENT - EQUIPMENT TABLE	1	GENERAL	A-Z (Unit)
996	STORES AND EQUIPMENT - HIRING AND LOAN FROM ARMY	1	GENERAL	
997	STORES AND EQUIPMENT - IMPRESSMENT BY ARMY	1	GENERAL	
998	STORES AND EQUIPMENT - SALE OF STORES	1	GENERAL	

<u>PRIMARY</u> <u>NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY</u> <u>NO</u> <u>SECONDARY</u> <u>HEADING</u>	<u>INSTRUCTIONS</u>
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999 Reserved

ALPHABETICAL ORDER AND NUMERICAL REFERENCE GROUPINGS ARE BASED ON THE AMERICAN-BRITISH-CANADIAN SUPPLY CLASSIFICATION SYSTEM. SECONDARY NUMBERS HAVE BEEN PLANNED TO SUIT ARMY REQUIREMENTS AND MAY BE REDUCED OR EXTENDED TO SUIT LOCAL NEEDS

1000	WEAPONS	1	GENERAL	
		2	AFV	
		3	ANTI-AIRCRAFT	
		4	COASTAL	
		5	MORTARS Ø	
		6	ANTI-TANK	
		7	FIRE POWER	
		8	FIRE CONTROL	
		9	AIRCRAFT MOUNTED	
		10	FIRE SUPPORT	
		11	ARTILLERY	
		-	Self Propelled	(2350)
1005	SMALL ARMS (TO 30 MM)	12	BEAM/RADIATION	
		1	GENERAL	
		2	BAYONETS	
		3	CLEANING EQUIPMENT	
		4	MOUNTINGS	
		5	SLINGS	
		6	GRENADE LAUNCHERS	
		7	MACHINE CARBINES AND SUB MACHINE GUNS	
		8	MACHINE GUNS	
		9	PISTOLS AND REVOLVERS	
		10	RIFLES	
		11	RIFLES, RIFLE CLUBS	
1010	GUNS (31 MM TO 74 MM)	12	SHOTGUNS	
		1	GENERAL	
		2	37 MM	
		11	1-3 PDR	
		12	4-6 PDR	
		21	MORTAR 2 INCH	
1015	GUNS (75 MM TO 125 MM)	22	MORTAR 60 MM	
		1	GENERAL	
		2	3-5 INCH	

ANNEX A

8A-104

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		11	75 MM
		21	17-25 PDR
		22	105 MM
		31	MORTAR 3 INCH
		32	MORTAR 4.2 INCH
		33	MORTAR 81 MM
1020	GUNS (OVER 125 MM TO 150 MM)	1	GENERAL
1025	GUNS (OVER 150 MM TO 200 MM)	1	GENERAL
1030	GUNS (OVER 200 MM TO 300 MM)	1	GENERAL
1035	GUNS (OVER 300 MM)	1	GENERAL
1040	CHEMICAL WEAPONS AND EQUIPMENT	1	GENERAL
		2	FLAME THROWERS
		3	SMOKE-TANKS AIRCRAFT
		4	GENERATORS SMOKE MECHANICAL
		5	IRRITANT GAS DISPENSERS
		6	SMOKE DISPENSERS
1045	LAUNCHERS - TORPEDO AND DEPTH CHARGE	1	GENERAL
1055	LAUNCHERS - ROCKET AND PYROTECHNIC	1	GENERAL (Watch 1440)
1070	NETS AND BOOMS ORDNANCE	1	GENERAL
1075	DEGAUSSING AND MINE SWEEPING EQPT	1	GENERAL
1080	CAMOUFLAGE AND DECEPTION EQPT	1	GENERAL
1090	INTERCHANGEABLE ASSEMBLIES	1	GENERAL
1095	WEAPONS MISCELLANEOUS	1	GENERAL
		2	LINE THROWING DEVICE
		3	PISTOLS FLARE
		4	PISTOLS PYROTECHNIC
		5	PISTOLS SIGNAL
		-	Sabres (8465)
		6	SCABBARDS
		-	Scabbards Sword (8465)
		7	MINE DISPENSERS

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u>	<u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
GROUP 11. ATOMIC ORDNANCE				
1100	ATOMIC/NUCLEAR ORDNANCE	1	GENERAL	
GROUP 12. FIRE CONTROL EQUIPMENT				
1100	FIRE CONTROL DIRECTORS	1	GENERAL	2 ANTI-AIRCRAFT
1220	FIRE CONTROL COMPUTING SIGHTS AND DEVICES	1	GENERAL	
1230	FIRE CONTROL SYSTEMS, COMPLETE	1	GENERAL	
		2	AFV FIRE CONTROL	
		3	ANTI-AIRCRAFT	
		4	FIELD ARTILLERY	
1240	OPTICAL SIGHTING AND RANGING EQPT	1	GENERAL	(Watch 5850)
		2	NIGHT VISION	
		3	PERISCOPES	
		4	RANGE AND HEIGHT FINDERS (OPTICAL)	
		5	RANGE FINDERS FIRE CONTROL	
		6	SIGHTS AND SIGHTING SYSTEMS	
		7	TELESCOPES AND CASES	
1250	FIRE CONTROL STABILIZING MECHANISMS	1	GENERAL	2 AFV GUN CONTROL EQPT
1260	FIRE CONTROL DESIGNATING AND INDICATING	1	GENERAL	
1265	FIRE CONTROL TRANSMITTING AND RECEIVING (EXCEPT AIRBORNE)	1	GENERAL	
1270	AIRCRAFT GUNNERY FIRE CONTROL COMPONENTS	1	GENERAL	
1280	AIRCRAFT BOMBING FIRE CONTROL COMPONENTS	1	GENERAL	
1285	FIRE CONTROL RADAR (EXCEPT AIRBORNE)	1	GENERAL	
1287	FIRE CONTROL SONAR	1	GENERAL	
1290	MISCELLANEOUS FIRE CONTROL EQPT	1	GENERAL	
		2	FUZE SETTERS	
		3	RULES, SLIDE ARTY	
		4	LIGHTS, INSTRUMENT	

ANNEX A

8A-106

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		5	TRIPODS
		6	SOUND RANGING EQPT
		7	COMPASSES
		8	QUADRANTS
		9	LIGHTS< AIMING POST
GROUP 13. AMMUNITION AND EXPLOSIVES			
Conversion Table 25.4 MM - 1 Inch			
	INCHES 2	(1310)	POUNDS 1, 2, 3 AND 6 (1310)
	INCHES 3, 3.7, 4.2	(1315)	POUNDS 17, 20 AND 25 (1315)
	INCHES 5, 5.25, 6, 8, 9.2	(1320)	
1300	AMMUNITION AND EXPLOSIVES	1	GENERAL Ø
		2	MORTAR Ø
		3	DUMPING/DESTRUCTION
		4	BLINDS Ø
		5	TARGET PRACTICE Ø
		6	DISCOVERY/RECOVERY
		7	PUBLICATION, BOOKS AND FORMS
		8	ANTI-TANK Ø
1305	AMMUNITION (TO 30 MM)	1	GENERAL
		2	BANDOLIERS
		3	CLIPS
		4	LINKS
		5	LINK FILLERS
		6	METALLIC BELTS
		7	RIFLE CLUBS
		8	SHOT GUN
		10	22 INCH
		20	1 TO 15 MM
1310	AMMUNITION (OVER 30 MM TO 74 MM)		Includes Shell and Cartridge
		1	GENERAL
		2	37 MM
		10	1 PDR
		11	2 PDR
		20	MORTAR 2 INCH

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		21 MORTAR 60 MM	
1315	AMMUNITION (75 MM TO 125 MM)		Includes shell and Cartridge
		1 GENERAL	
		2 3 INCH	
		3 3.7 INCH	
		10 75 MM	
		21 17 PDR	
		22 20 PDR	
		30 MORTAR 3 INCH	
		31 MORTAR 4.2 INCH	
		40 MORTAR 81 MM	
1320	AMMUNITION (OVER 125 MM)		
		1 GENERAL	
		2 5 INCH	
		10 151-160 MM	
1325	BOMBS	1 GENERAL Ø	
		- Mortar	(1300, 1310 or 1315)
		- Nuclear	(GP 11)
1330	GRENADES	1 GENERAL	
		2 ALDERSHOT	
		3 HAND	
		- Launchers	(GP 10)
		4 PRACTICE	
		5 RIFLE	
		6 TEAR GAS	
		7 SMOKE	
1336	GUIDED MISSILE WARHEADS AND EXPLOSIVE COMPONENTS	1 GENERAL	
		2 FUZES	
1340	ROCKETS AND ROCKET AMMUNITION	1 GENERAL	
		- Line Carrying	(1370)
		2 2 INCH	
		3 2.25 INCH	
		11 66 MM	
		12 76 MM	
		13 84 MM	
		14 106 MM	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
1345	LAND MINES	1	GENERAL	
		2	ANTI-TANK	
		3	ANTI-PERSONNEL	
		4	FIRING DEVICES	
1365	MILITARY CHEMICAL AGENTS	1	GENERAL	
		2	GENERATORS SMOKE	
		3	PHOSGENE	
		4	POTS TEAR GAS	
		5	GAS IRRITANTS	
		-	Smoke Pots 2	
		6	FLAME	
		7	FLOATS, SMOKE	
1370	PYROTECHNICS	1	GENERAL	
		2	CARTRIDGES - GENERAL	
		3	CARTRIDGES - PHOTOFLASH	
		4	CARTRIDGES - SIGNAL	
		5	CARTRIDGES - SIGNAL LIGHT PISTOL	
		6	FIRECRACKERS/FIREWORKS	
		7	FLARES - GENERAL	
		8	FLARES - GROUND	
		9	FLARES - PARACHUTE	
		10	FLARES - TRIPWIRE	
		11	SIGNALS - GENERAL	
		12	SIGNALS - ILLUMIN- ATION AND SMOKE	
		13	SIMULATORS - GENERAL	
		14	SIMULATORS - FLASH ARTILLERY	
		15	SIMULATORS - BOOBY TRAP	
		16	SIMULATORS - TANK GUNFIRE	
		17	SIMULATORS - GRENADE	
		18	SIMULATORS - PROJECTILE	
		19	ROCKETS	
1375	EXPLOSIVES, BULK PROPELLANTS AND EXPLOSIVE DEVICES	1	GENERAL	
		2	BANGALORE TORPEDOES	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		3 BOMBS CLAM	
		4 BOOBY TRAP MECHANISMS	
		- Blasting Caps 9	
		5 CHARGES BEEHIVE	
		6 CHARGES/SLABS DEMOLITION	
		7 CORD DETONATING	
		8 CORDITE	
		- Cordtex 7	
		9 DETONATORS - GENERAL	
		- Detonators - Packs	(8140)
		10 DETONATORS - SUBMARINE	
		11 DYNAMITE/GELIGNITE	
		12 EXPLOSIVE CRATERING CHARGE	
		- Explosive Fox Hole Digger	(12)
		13 FUZES - GENERAL	
		14 FUZES - DETONATING	
		15 FUZES - ELECTRIC	
		16 FUZES - INSTANTANEOUS	
		17 FUZES - SAFETY	
		18 GUNPOWDER	
		19 IGNITERS	
		20 PLASTIC	
		- Snouts Switch Capped	(40)
		21 EXPLODER DYNAMOS	
		22 RDX	
		23 TNT	
		24 TRAINING EXPLOSIVE CHARGE	
		25 ADHESIVE	
		26 FIRING DEVICES	
		27 BLASTING AGENTS/ MATERIALS Ø	
1380	MILITARY BIOLOGICAL AGENTS	1 GENERAL	
		2 ANTI-PLANT	
1385	EXPLOSIVE ORDNANCE TOOLS-SURFACE	1 GENERAL	

ANNEX A

8A-110

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		2	BOMB DISPOSAL TOOLS	
1386	EXPLOSIVE ORDNANCE - TOOLS - UNDERWATER	1	GENERAL	
1390	FUZES & PRIMERS	1	GENERAL	
		2	FUZE BASE/ DETONATING	
		3	FUZE PERCUSSION DA	
		-	Fuze Point Detonating 2	
		4	FUZE PROXIMITY	
		5	FUZE TIME MECHANICAL AND SUPERQUICK	
		-	Fuze VT (Variable Time) 4	
		6	PRIMERS	
1395	MISCELLANEOUS AMMUNITION	1	GENERAL	
		2	CASES, CARTRIDGE	
GROUP 14, GUIDED MISSILES				
1410	GUIDED MISSILE	1	GENERAL	
		2	ANTI-TANK	
		3	ANTI-TANK MALKARA	
1420	GUIDED MISSILE COMPONENTS	1	GENERAL	
		-	War Heads - Explosives	(1336)
1430	GUIDED MISSILE CONTROL SYSTEMS	1	GENERAL	
1440	LAUNCHERS GUIDED MISSILE	1	GENERAL	(Watch 1055)
		2	VEHICLES	
1450	GUIDED MISSILE HANDLING AND SERVICING EQUIPMENT	1	GENERAL	
GROUP 15, AIRCRAFT AND AIRFRAME STRUCTURAL COMPONENTS				
1500	AIRCRAFT	1	GENERAL	
		-	Hovercraft	(2320)
1510	FIXED WING	1	GENERAL	
1520	ROTARY WING	1	GENERAL	
		2	HELICOPTERS	
1530	LIGHTER THAN AIR	1	GENERAL	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		2	BALOONS	
1540	GLIDERS	1	GENERAL	
1550	TARGET DRONES	1	GENERAL	
		2	JINDIVIK	
1560	AIR FRAME STRUCTURE COMPONENTS	1	GENERAL	
		2	TANKS	
GROUP 16 AIRCRAFT COMPONENTS AND ACCESSORIES				
1600	AIRCRAFT COMPONENTS AND ACCESSORIES	1	GENERAL	
		2	LOAD COMPUTERS	
		3	FIRE EXTINGUISHING SYSTEMS	
		4	WINCHES	
1670	PARACHUTES AND AERIAL PICK UP, DELIVERY AND CARGO TIE DOWN EQPT	1	GENERAL	
		2	PARACHUTES CARGO	
		3	PARACHUTES PERSONNEL	
		4	HARNESS	
		5	AIR DROPPING	
		6	AIR LIFT	
		7	AIR SUPPLY	
GROUP 17 AIRCRAFT LAUNCHING, LANDING AND GROUND HANDLING EQUIPMENT				
1700	AIRCRAFT LAUNCHING, LANDING AND GROUND HANDLING EQUIPMENT	1	GENERAL	
1740	AIRFIELD SPECIALIZED TRUCKS AND TRAILERS	1	GENERAL	
GROUP 18. SPACE VEHICLES				
1800	SPACE VEHICLES	1	GENERAL	
		2	SATELLITES	
GROUP 19. SHIPS< SMALLCRAFT, PONTOONS AND FLOATIANG DOCKS				
1900	SHIPS, SMALLCRAFT, PONTOONS AND FLOATING DOCKS	1	GENERAL Ø	
		2	ARMING OF Ø	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
1905	COMAT SHIPS AND LANDING VESSELS	1	GENERAL	
		-	Assault Craft 2	
		2	LANDING CRAFT	
		3	ALC	
		-	Commando Craft	(1940)
		4	LANDING BARGES	
		5	LCM	
		6	LCT	
		7	LSM	
		-	LVTP	(2320)
		-	Raiding Craft 2	
		8	LCVP	
		9	LANDING SHIP LOGISTIC	
1910	TRANSPORT VESSELS - PASSENGER AND TROOP	1	GENERAL	
		2	HOSPITAL SHIPS	
1915	CARGO AND TANKER VESSELS	1	GENERAL	
1930	BARGES AND LIGHTERS	1	GENERAL	
1940	SMALLCRAFT	1	GENERAL	
		2	BOATS	
		3	CANOES	
		4	COLLAPSIBLE Ø	
		5	COMMANDO CRAFT Ø	
		-	Dinghies 2	
		6	INFLATABLE	
		-	Launches 2	
		7	PATROL CRAFT	
		8	RAFTH	
		-	Rubber 6	
		9	SCHOONERS	
		10	SEARCH/RESCUE	
		11	WHALERS	
1945	PONTOONS AND FLOATING DOCKS	1	GENERAL	
1990	MISCELLANEOUS VESSELS	1	GENERAL	

GROUP 20 SHIP AND MARINE EQUIPMENT

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
2000	SHIPS MARINE EQUIPMENT	1	GENERAL	
2040	MARINE HARDWARE AND HULL ITEMS	1	GENERAL	
		2	ANCHORS	
		3	FENDERS	
		4	GRAPNELS	
		5	RAMPS	
2050	BUOYS	1	GENERAL	
GROUP 22. RAILROAD AND RAILWAY EQUIPMENT				
2200	RAILROAD AND RAILWAY EQUIPMENT	1	GENERAL	
GROUP 23. MOTOR VEHICLES, TRAILERS AND CYCLES				
Headings to be restricted to overall products. Particular types, etc, are to be placed on other relevant primary and secondary headings				
2300	MOTOR VEHICLES, TRAILERS & CYCLES	1	GENERAL	
		-	Bakery Ovens & Plants - Trailer Mounted (GP73)	
		-	Dental Clinic Trailer Mounted (6545)	
		-	Drafting, surveying and Mapping - Vehicles (6675)	
		-	Medical Laboratory - Mobile (6545)	
		-	Mobile Kitchens (7360)	
		2	A VEHICLES	
		3	B VEHICLES	
		4	C VEHICLES	
2310	PASSENGER MOTOR VEHICLES	1	GENERAL	
		2	AMBULANCES	
		3	HEARSEs	
		4	LIMOUSINES	
		-	Panel Vans (2320)	
		5	STATION WAGONS	
		20	AUTOMOBILES	
		80	BUSES AND COACHES	
2320	TRUCKS, TRUCK TRACTORS, PRIME MOVERS	1	GENERAL Ø	

ANNEX A

8A-114

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		-	Airfield Specialized Trucks and Trailers (1740)
2			DELIVERY
		-	Dolly/Hand (3920)
3			DUMP
		-	Fire (4210)
4			FUEL SERVICE
5			GARBAGE
6			PANEL VANS
7			RECOVERY
		-	Tipper 3
8			UTILITY
		-	Warehouse (3930)
9			WATER
10			WRECKER
11			MACHINERY
21			AMPHIBIANS/ LANDING VEHICLES
31			ARMoured CARS/ (SCOUT CARS/ARMED RECONNAISSANCE)
41			CARRIERS
50			CARRYALLS (CARGO) GENERAL
51			GENERAL TO 1/4 TON (JEEP)
61			GENERAL 1/4 TON
71			GENERAL 1 TON
81			GENERAL 2 TON
91			GENERAL 3 TON
101			GENERAL 3 1/2 TON
111			GENERAL 5 TON
121			GENERAL 7 TON
131			GENERAL OVER 7 TON
2330	TRAILERS, SEMI TRAILERS	1	GENERAL
		-	Airfield Specialized (1740)
		2	TO 2 TON
		3	OVER 2 TO 5 TON
		4	OVER 5 TO 7 TON
		5	OVER 7 TO 10 TON

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		6	OVER 10 TON
		7	AMMUNITIONS
		-	Boat Moving (3920)
		8	CABLE REEL
		9	CARAVANS
		-	Farm (3760)
		-	Fire (4210)
		10	GUN CARRIAGE
		11	TANK TRANSPORTER
		12	WATER TANK
		13	WRECKING
2340	MOTOR CYCLES, MOTOR SCOOTERS AND BICYCLES	1	GENERAL
2350	TANKS AND SELF- PROPELLED WEAPONS	1	GENERAL
		2	FLAME THROWERS
		3	SELF PROPELLED GUNS
		10	TANKS AMPHIBIAN GENERAL
		20	TANKS BRIDGELAYER GENERAL
		21	TANKS BRIDGELAYER CENTURION
		25	TANKS DOZER GENERAL
		26	TANKS DOZER CENTURION
		30	TANKS LIGHT GENERAL
		40	TANKS MAIN BATTLE GENERAL
		41	TANKS MAIN BATTLE CENTURION
		42	TANKS MAIN BATTLE M60
		52	TANKS MAIN BATTLE LEOPARD
		GROUP 24. TRACTORS	
2400	TRACTORS	1	GENERAL Ø
		-	Forklift (3930)
		-	Platform and Straddle (3930)
		-	Stackers (3930)

ANNEX A

8A-116

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		-	Truck Tractors	(2320)
		-	Walking Type Garden	(3750)
		-	Warehouse	(3930)
2410	TRACTORS, FULL TRACK, LOW SPEED	1	GENERAL	
2420	TRACTORS WHEELED	1	GENERAL	
2430	TRACTORS, TRACKLAYING HIGH SPEED	1	GENERAL	
GROUP 25. VEHICULAR EQUIPMENT COMPONENTS				
2500	VEHICULAR EQUIPMENT COMPONENTS	1	GENERAL	
		2	VEHICLE PLATES	
2540	VEHICULAR FURNITURE AND ACCESSORIES	1	GENERAL Ø	
		2	COVERS	
		3	MUDFLAPS	
		4	WIPERS	
		5	HEATER/DEMISTER	
		6	MIRRORS	
		7	SIGNALLING EQPT	
		8	MODIFICATION SETS	
		9	SAFETY BELTS	
		10	VISORS, SUN	
		11	HOOKS	
		12	CHAINS	
		13	TOW BARS	
		14	SHOCK ABSORBERS	
GROUP 26. TYRES AND TUBES				
2600	TYRES AND TUBES	1	GENERAL	
GROUP 28. ENGINES, TURBINES AND COMPONENTS				
2800	ENGINES, TURBINES AND COMPONENTS	1	GENERAL Ø	
2805	GASOLINE RECIPROCATING ENGINES	1	GENERAL	
		2	OUTBOARD MOTORS	
		3	INDUSTRIAL	
		4	METEOR	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		5	LANDROVER
	GROUP 29. ENGINE ACCESSORIES		
2900	ENGINE ACCESSORIES	1	GENERAL
	GROUP 30. MECHANICAL POWER TRANSMISSION EQUIPMENT		
3000	MECHANICAL POWER TRANSMISSION EQUIPMENT	1	GENERAL
	GROUP 31. BEARINGS		
3100	BEARINGS	1	GENERAL
	GROUP 32. WOODWORKING MACHINERY AND EQUIPMENT		
3200	WOODWORKING MACHINERY AND EQUIPMENT	1	GENERAL
3220	WOODWORKING MACHINES	1	GENERAL
		2	BORING
		3	LATHES
		4	SANDING
		5	SAWS
		6	WOODWORKING SHOPS TRAILER MOUNTED
	GROUP 34. METALWORKING MACHINERY		
3400	METALWORKING MACHINERY	1	GENERAL
3416	LATHES	1	GENERAL
3439	MISCELLANEOUS WELDING SOLDERING, BRAZING SUPPLIES AND ACCESSORIES	1	GENERAL
3470	MACHINE SHOP SETS, KITS AND OUTFITS	1	GENERAL
		2	MOBILE WORKSHOPS
	GROUP 35. SERVICE AND TRADE EQUIPMENT		
3510	LAUNDRY AND DRY CLEANING EQPT	1	GENERAL
		2	DRYERS AND DRYING MACHINES
		3	DRY CLEANING MACHINERY AND EQPT
		4	FOLDERS/FOLDING MACHINES

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		5	IRONERS/PRESSERS	
		6	LAUNDRY WASHERS FIXED	
		7	LAUNDRY WASHERS MOUNTED	
		8	MARKING MACHINES	
		9	WASHING MACHINES	
3520	SHOE REPAIRING EQUIPMENT	1	GENERAL	(Watch 8335)
3530	INDUSTRIAL SEWING MACHINES AND MOBILE TEXTILE REPAIR SHOPS	1	GENERAL	
3540	WRAPPING AND PACKAGING MACHINERY	1	GENERAL	
3550	VENDING AND COIN OPERATED MACHINES	1	GENERAL	
3590	MISCELLANEOUS SERVICE AND TRADE EQUIPMENT	1	GENERAL	
		2	HAIRDRESSING	
GROUP 36. SPECIAL INDUSTRY MACHAINERY				
3605	FOOD PRODUCTS MACHINERY AND EQPT	1	GENERAL	
3610	PRINTING, DUPLICATING AND BOOKBINDING	1	GENERAL	
		2	GUILLOTINES	
		3	MACHINES	
3650	CHEMICAL AND PHARMACEUTICAL PRODUCTS MANUFACTURING MACHINERY	1	GENERAL	
3655	GAS GENERATING EQUIPMENT	1	GENERAL	
		2	ACETYLENE	
		3	CARBON DIOXIDE	
		4	HYDROGEN	
		5	LIQUID OXYGEN	
		6	NITROGEN	
		7	OXYGEN	
3695	MISCELLANEOUS SPECIAL INDUSTRY MACHINERY	1	GENERAL	
		2	SAWS, CHAIN	

GROUP 37. AGRICULTURAL MACHINERY AND EQUIPMENT

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
3700	AGRICULTURAL MACHINERY AND EQPT	1	GENERAL Ø	
3710	SOIL PREPARATION EQUIPMENT	1	GENERAL Ø	
		2	HARROWS	
		3	HOES, ROTARY	
		4	PLOUGHS	
3720	HARVESTING EQUIPMENT	1	GENERAL	
		2	MOWERS, TRACTOR	
3730	DAIRY, POULTRY AND LIVESTOCK EQPT	1	GENERAL	
3740	PEST, DISEASE, AND FROST CONTROL EQPT	1	GENERAL	
		2	BAIT EQPT	
		3	DUSTING	
		4	TRAPS	
3750	GARDENING IMPLEMENTS AND TOOLS	1	GENERAL	
3760	ANIMAL DRAWN VEHICLES AND FARM TRAILERS	1	GENERAL	
3770	SADDLERY, HARNESS, WHIPS AND RELATED ANIMAL FURNISHINGS	1	GENERAL	
GROUP 38. CONSTRUCTION, MINING, EXCAVATING AND HIGHWAY MAINTENANCE EQUIPMENT				
3805	EARTH MOVING AND EXCAVATING EQPT	1	GENERAL	
		2	DIGGING MACHINES	
		3	DITCHERS	
		4	EXCAVATORS	
		5	GRADERS	
		6	LOADERS	
3810	CRANES AND CRANE SHOVELS	1	GENERAL	
3815	CRANE AND CRANE SHOVEL ATTACHMENTS	1	GENERAL	
3820	MINING, ROCK DRILLING, EARTH BORING AND RELATED EQUIPMENT	1	GENERAL	
3825	ROAD CLEARING AND CLEANING EQPT	1	GENERAL	
3830	TRUCK AND TRACTOR ATTACHMENTS	1	GENERAL	
		2	DOZERS	

ANNEX A

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		3	WINCHES
		4	CRANES
		5	LOADERS, SCOOP TYPE
		6	AUGERS
3835	PETROLEUM PRODUCTION AND DISTRIBUTION EQUIPMENT	1	GENERAL
		2	PIPELINE CONSTRUCTION
		-	Piping, Hoses, etc (GP 47)
3895	MISCELLANEOUS CONSTRUCTION EQPT	1	GENERAL
		2	AGGREGATE
		3	ASPHALT/BITUMEN
		4	CABLE
		5	CEMENT/CONCRETE
GROUP 39. MATERIALS HANDLING EQUIPMENT			
3910	CONVEYORS	1	GENERAL
		2	GRAVITY
		3	PORTABLE
3920	MATERIALS HANDLING EQUIPMENT, NON SELF- PROPELLED	1	GENERAL
		2	CARTS
		3	SLEDS
		4	TRUCK HAND
		5	TRUCKS DOLLY
		6	WHEELBARROWS
3930	WAREHOUSE TRUCKS AND TRACTORS, SELF-PROPELLED	1	GENERAL
		2	PLATFORM
		3	FORK LIFT
3940	BLOCKS, TACKLE, RIGGING AND SLINGS	1	GENERAL
3950	WINCHES, HOISTS, CRANES AND DERRICKS	1	GENERAL
3960	ELEVATORS AND ESCALATORS	1	GENERAL
3990	MISCELLANEOUS MATERIALS HANDLING-EQUIPMENT	1	GENERAL
		2	RAMPS

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
GROUP 40. ROPE, CABLE, CHAIN AND FITTINGS			
4000	ROPE, CABLE, CHAIN AND FITTINGS	1	GENERAL
4010	CHAIN AND WIRE ROPE	1	GENERAL
4020	FIBRE ROPE, CORDAGE AND TWINE	1	GENERAL
GROUP 41. REFRIGERATION AND AIR CONDITIONING EQUIPMENT			
4100	REFRIGERATION AND AIR CONDITIONING EQUIPMENT	1	GENERAL
GROUP 42. FIRE FIGHTING, RESCUE AND SAFETY EQUIPMENT			
4210	FIRE FIGHTING EQUIPMENT	1	GENERAL
		2	CARRIAGES AND CARTS
		3	EXTINGUISHERS
		4	TRAILERS
		5	TRUCKS
4220	MARINE LIFESAVING AND DIVING EQPT	1	GENERAL
		2	DIVERS DRESS
		-	Jackets 3
		3	LIFEBELTS/BUOYS
4230	DECONTAMINATING AND IMPREGANTING EQUIPMENT	1	GENERAL
4240	SAFETY AND RESCUE EQUIPMENT	1	GENERAL
GROUP 43. PUMPS AND COMPRESSORS			
4310	COMPRESSORS AND VACUUM PUMPS	1	GENERAL
4320	POWER AND HAND PUMPS	1	GENERAL
		2	CENTRIFUGAL
		3	HYDRAULIC
		4	INFLATING/DEFLATING
		5	RADIAL PISTON
		6	RECIPROCATING
		7	ROTARY
		8	WATER
		9	FUEL

ANNEX A

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
4330	CENTRIFUGALS, SEPRATORS AND PRESSURE AND VACUUM FILTERS	1	GENERAL	
		2	OIL	
		3	FILTER SEPARATORS	
		-	Filters, Water Purification	(GP46)
GROUP 44. FURNACE, STEAM PLANT, AND DRYING EQUIPMENT AND NUCLEAR REACTORS				
4400	FURNACE, STEAM PLANT AND DRYING EQUIPMENT AND NUCLEAR REACTORS	1	GENERAL	
GROUP 45. PLUMBING, HEATING AND SANITATION EQUIPMENT				
4500	PLUMBING, HEATING AND SANITATION EQUIPMENT	1	GENERAL	
GROUP 46. WATER PURIFICATION AND SEWAGE TREATMENT EQUIPMENT				
4600	WATER PURIFICATION AND SEWAGE TREATMENT EQUIPMENT	1	GENERAL	
GROUP 47. PIPE, TUBING, HOSE AND FITTINGS				
4700	PIPE, TUBING, HOSE AND FITTINGS	1	GENERAL	
GROUP 48. VALVES				
4800	VALVES	1	GENERAL	
GROUP 49. MAINTENANCE AND REPAIR SHOP EQUIPMENT				
4900	MAINTENANCE AND REPAIR SHOP EQPT	1	GENERAL	
4910	MOTOR VEHICLES MAINTENANCE AND REPAIR SHOP SPECAILIZED EQPT	1	GENERAL	
4920	AIRCRAFT MAINTENANCE AND REPAIR SHOP SPECIALIZED EQUIPMENT	1	GENERAL	
4925	AMMUNITION MAINTENANCE AND REPAIR SHOP SPECIALIZED EQUIPMENT	1	GENERAL	
4930	LUBRICATION AND FUEL DISPENSING EQUIPMENT	1	GENERAL	
		2	GREASE GUNS	
		3	TANKS	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
4931	FIRE CONTROL MAINTENANCE AND REPAIR SHOP SPECIALIZED EQUIPMENT	1	GENERAL
4933	WEAPONS MAINTENANCE AND REPAIR SHOP SPECIALIZED EQUIPMENT	1	GENERAL
4935	GUIDED MISSILE MAINTENANCE REPAIR AND CHECKOUT SPECIALIZED EQPT	1	GENERAL
		2	TEST SETS
4960	SPACE VEHICLE MAINTENANCE REPAIR AND CHECKOUT SPECIALIZED EQPT	1	GENERAL
GROUP 51. HAND TOOLS			
5100	HAND TOOLS	1	GENERAL Ø
5110	HAND TOOLS - EDGED - NON-POWERED	1	GENERAL
5120	HAND TOOLS - NON-EDGED- NON-POWERED	1	GENERAL
5130	HAND TOOLS - POWER DRIVEN	1	GENERAL
		2	DRILLS
		3	GRINDERS
5133	DRILL BITS, COUNTERBORES AND COUNTERSINKS, HAND AND MACHINE	1	GENERAL
5136	TAPS, DIES AND COLLETS - HAND AND MACHINE	1	GENERAL
5140	TOOL AND HARDWARE BOXES	1	GENERAL
		2	CARRIERS
5180	SETS, KITS AND OUTFITS OF HAND TOOLS	1	GENERAL
GROUP 52. MEASURING TOOLS			
5200	MEASURING TOOLS	1	GENERAL
5220	INSPECTION GAUGES AND PRECISION LAYOUT TOOLS	1	GENERAL
5280	SETS, KITS AND OUTFITS OF MEASURING TOOLS	1	GENERAL
GROUP 53. HARDWARE AND ABRASIVES			
5300	HARDWARE AND ABRASIVE	1	GENERAL
GROUP 54. PREFABRICATED STRUCTURES AND SCAFFOLDING			

ANNEX A

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
5400	PREFABRICATED STRUCTURES AND SCAFFOLDING	1	GENERAL Ø	
		2	TOWERS	
5410	PREFABRICATED AND PORTABLE BUILDINGS	1	GENERAL	
		2	HANGARS	
		3	HOSPITALS	
		4	LAUNDRIES	
		5	MAGAZINES	
		6	SHEDS	
		7	SHELTERS	
		8	WAREHOUSES	
		9	HUTS	
5420	BRIDGES, FIXED AND FLOATING	1	GENERAL	
		2	BAILEY	
		3	FLOATING/AMPHIBIOUS	
		4	DUCKBOARDS	
		5	TREADWAYS	
5430	STORAGE TANKS	1	GENERAL	
		2	ASPHALT	
		-	Dracones 3	
		3	FABRIC	
		4	FUEL	
		5	WATER	
5440	SCAFFOLDING EQUIPMENT AND CONCRETE FORMS	1	GENERAL	
		2	LADDERS	
		3	SCAFFOLDS	
		4	TRESTLES	
GROUP 55. LUMBER, MILLWORK, PLYWOOD AND VENEER				
5500	LUMBER, MILLWORK, PLYWOOD AND VENEER	1	GENERAL	
GROUP 56. CONSTRUCTION AND BUILDING MATERIALS				
5600	CONSTRUCTION AND BUILDING MATERIAL	1	GENERAL Ø	
		2	ASSAULT/LANDING MATS AND TRACKWAYS	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		3	AIRCRAFT MATS AND TRACKWAYS
5610	MINERAL CONSTRUCTION MATERIALS, BULK	1	GENERAL
		2	CEMENT
		3	MORTAR
		4	PLASTER
		5	SAND/BAGS
5620	BUILDING, GLASS, TILE, BRICK AND BLOCK	1	GENERAL
5630	PIPE AND CONDUIT, NON METALLIC	1	GENERAL
5640	WALLBOARD, BUILDING PAPER, AND THERMAL INSULATION MATERIALS	1	GENERAL
5650	ROOFING AND SIDING MATERIALS	1	GENERAL
5660	FENCING, FENCES AND GATES	1	GENERAL
5670	ARCHITECTURAL AND RELATED METAL PRODUCTS	1	GENERAL
GROUP 58. COMMUNICATION EQUIPMENT			
5800	COMMUNICATION EQUIPMENT	1	GENERAL Ø
5805	TELEGRAPH AND TELEPHONE EQPT	1	GENERAL
		2	CHANNELLING
		10	TELEGRAPH
		20	TELEPHONE
		40	TELEPHONE SETS - GENERAL
		41	TELEPHONE SETS - A TO F
		42	TELEPHONE SETS - G TO K
		43	TELEPHONE SETS - L TO R
		44	TELEPHONE SETS - S TO Z
		-	Testing (6625)
5810	CRYPTOLOGIC/ CRYPTOGRAPHIC EQUIPMENT	1	GENERAL
5815	TELETYPE AND FACSIMILE EQUIPMENT	1	GENERAL
		2	FACSIMILE GENERAL
		3	AN/GRC 1 TO 50
		10	TELEPRINTER
		20	TELETYPE

<u>ANNEX A</u>		8A-126	
<u>PRIMARY</u> <u>NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY</u> <u>NO</u> <u>SECONDARY</u> <u>HEADING</u>	<u>INSTRUCTIONS</u>
		30	REPERFORATORS
		40	TELETYPEWRITERS
5820	RADIO AND TELEVISION COMMUNICATION EQUIPMENT, EXCEPT AIRBORNE		(Watch GP 59)
		1	GENERAL
		20	RADIO
		51	TELEVISION
NOTE	RADIO SETS		Regard type wireless Sets, Transmitter Receivers, Station Radio, Radio Stations, Transceivers as Radio Sets
		101	GENERAL
		120	1 TO 500
		121	501 TO 900
		122	5A
		123	A
		124	AN/ARC
		125	AN/ARR
		126	AN/ART
		127	AN/GRC
		128	AN/MRC
		129	AN/PPC
		130	AN/PRC
		131	AN/PRR
		132	AN/PRT
		133	AN/RC
		134	AN/TRC
		135	AN/TSC
		136	AN/VRC
		137	B
		138	C
		139	C/PRC
		140	D
		141	E
		142	F
		143	FER

		8A-127		ANNEX A
<u>PRIMARY</u> <u>NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY</u> <u>NO</u>	<u>SECONDARY</u> <u>HEADING</u>	<u>INSTRUCTIONS</u>
		144	G	
		145	GR	
		146	H	
		147	HC	
		148	IJKL	
		149	M	
		150	MTR	
		151	N	
		152	O	
		153	P	
		154	PR	
		155	PT	
		156	PVR	
		157	Q	
		158	R1 TO 5000	
		159	R5001 TO 9000	
		160	RT	
		161	S	
		162	SL	
		163	SX	
		164	SWB	
		165	TUVW	
		166	XYZ	
		167	HF AMPL TYPE	
		168	RF AMPL TYPE	
		169	VHF AMPL TYPE	
		170	HF RADIO TYPE	
		171	VHF RADIO TYPE	
5821	RADIO AND TELEVISION COMMUNICATION EQUIPMENT AIRBORNE	1	GENERAL	
5825	RADIO NAVIGATION EQUIPMENT EXCEPT AIRBORNE	1	GENERAL	
		2	BEACONS	
		3	DIRECTION FINDING	
5826	RADIO NAVIGATION EQUIPMENT AIRBORNE	1	GENERAL	
5830	INTERCOMMUNICATION AND PUBLIC ADDRESS SYSTEMS, EXCEPT AIRBORNE	1	GENERAL	

ANNEX A

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
5831	INTERCOMMUNICATION AND PUBLIC ADDRESS SYSTEMS, AIRBORNE	1	GENERAL	
5835	SOUND RECORDING AND REPRODUCING EQUIPMENT	1	GENERAL	
5840	RADAR EQPT, EXCEPT AIRBORNE	1	GENERAL	
		2	PLOTTING BOARDS	
		3	POWER SUPPLY	
		4	DETECTORS	
		20	RADAR SETS GENERAL	
		21	RADAR SETS A-C	
		22	RADAR SETS D-F	
		23	RADAR SETS G-J	
		24	RADAR SETS K-M	
		25	RADAR SETS N-P	
		26	RADAR SETS Q-S	
		27	RADAR SETS T-V	
		28	RADAR SETS W-Z	
		29	RADAR SETS 960 (NAVY)	
5841	RADAR EQUIPMENT, AIRBORNE	1	GENERAL	
5845	UNDERWATER SOUND EQUIPMENT	1	GENERAL	
		2	ASDIC	
		3	MINE DETECTING	
		4	SONAR	
5850	VISIBLE AND INVISIBLE LIGHT COMMUNICATIONS EQUIPMENT	1	GENERAL	
		-	Aldis Lamps 2	
		2	LIGHTS SIGNALS	
		3	INFRA RED GENERAL	
		4	INFRA RED DETECTING	
		5	INFRA RED HOMING	
		6	INFRA RED OPTICAL	
		-	Infra Red Viewer 6	
		-	Infra Red Weapon Sights (1240)	
5895	MISCELLANEOUS COMMUNICATION EQUIPMENT	1	GENERAL	
		2	JAMMING	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		3	AUTOMATIC DATA PROCESSING (TACTICAL
		-	Automatic Data Processing Office (7440)
		4	CODED ADDRESS DIGITAL DATA INFO' EQPT (CADDIE)
		5	AIR/GROUND IDENTIFICATION SYSTEMS
		6	AIR TRAFFIC CONTROL SYSTEM
		7	PACK SETS
GROUP 59. ELECTRICAL AND ELECTRONIC EQUIPMENT COMPONENTS			
5900	ELECTRICAL AND ELECTRONIC EQUIPMENT COMPONENTS	1	GENERAL Ø
5905	RESISTORS	1	GENERAL
		2	VARIABLE
5915	FILTERS AND NETWORKS	1	GENERAL
5920	FUSES AND LIGHTNING ARRESTERS	1	GENERAL
5925	CIRCUIT BREAKERS	1	GENERAL
5930	SWITCHES	1	GENERAL
5935	CONNECTORS ELECTRICAL	1	GENERAL
5940	LUGS, TERMINALS AND TERMINAL STRIPS	1	GENERAL
5945	RELAYS, CONTRACTORS AND SOLENOIDS	1	GENERAL
5950	COILS AND TRANSFORMERS	1	GENERAL
5955	PIEZOELECTRIC CRYSTALS	1	GENERAL
5960	ELECTRON TUBES, TRANSISTORS AND RECTIFYING CRYSTALS	1	GENERAL (Watch 4800)
5965	HEADSETS, HANDSETS, MICROPHONES AND SPEAKERS	1	GENERAL
5970	ELECTRICAL INSULATORS AND INSULATING MATERIALS	1	GENERAL
5975	ELECTRICAL HARDWARE AND SUPPLIES	1	GENERAL
5977	ELECTRICAL CONTACT BRUSHES AND ELECTRODES	1	GENERAL
5985	ANTENNAS, WAVE GUIDES AND RELATED EQUIPMENT	1	GENERAL (Watch 5820)
		2	HALYARDS, ANTENNA
		3	MASTS
5990	SYNCHROS AND RESOLVERS	1	GENERAL

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
5995	CABLE, CORD AND WIRE ASSEMBLIES COMMUNICATIONS EQUIPMENT	1	GENERAL	(Watch 6145)
5999	MISCELLANEOUS ELECTRICAL AND ELECTRONIC COMPONENTS	1	GENERAL	
GROUP 61. ELECTRIC WIRE AND POWER AND DISTRIBUTION EQUIPMENT				
6100	ELECTRIC WIRE AND POWER AND DISTRIBUTION EQUIPMENT	1	GENERAL Ø	
6105	MOTORS ELECTRICAL	1	GENERAL	
6110	ELECTRICAL CONTROL EQUIPMENT	1	GENERAL	
		2	PANELS	
		3	VOLTAGE REGULATORS	
6115	GENERATORS AND GENERATOR SETS, ELECTRICAL	1	GENERAL	
		2	KVA GENERAL	
		3	KVA 1-50	
		4	KVA 51-100	
		5	KVA 101-150	
		20	KW GENERAL	
		21	KW 1-1	
		22	KW 11-20	
		30	WATTS GENERAL	
		31	WATTS 1-250	
		32	WATTS 251-500	
		33	WATTS 501-750	
		40	MISCELLANEOUS TYPES	
6120	TRANSFORMERS - DISTRIBUTION AND POWER STATION	1	GENERAL	
6125	CONVERTERS, ELECTRICAL	1	GENERAL	
6130	RECTIFYING EQUIPMENT - ELECTRICAL	1	GENERAL	
		2	UP TO 1000 WATTS	
		3	OVER 1000 WATTS	
6135	BATTERIES PRIMARY	1	GENERAL	
		2	BOXES	
		3	DRY CELL	
		4	NUCLEAR	
6140	BATTERIES, SECONDARY	1	GENERAL	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u>	<u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		2	LEAD/ACID	
		3	SOLAR	
6145	WIRE AND CABLE, ELECTRICAL	1	GENERAL	(Watch 5995)
		2	TELEPHONE	
		3	RADIO FREQUENCY	
6150	MISCELLANEOUS ELECTRIC POWER AND DISTRIBUTION EQUIPMENT	1	GENERAL	
		2	EARTH (ELECTRICAL) PROTECTION UNITS	
GROUP 62. LIGHTING FIXTURES AND LAMPS				
6200	LIGHTING FIXTURES AND LAMPS	1	GENERAL Ø	
6210	INDOOR AND OUTDOOR ELECTRIC LIGHTING FIXTURES	1	GENERAL	
6220	ELECTRIC VEHICULAR LIGHTS AND FIXTURES	1	GENERAL	
6230	ELECTRIC PORTABLE AND HAND LIGHTING EQUIPMENT	1	GENERAL	
		2	FLASHLIGHTS	
		3	FLOODLIGHTS	
		4	LIGHTS, MARKER DISTRESS	
		5	SPOTLIGHTS	
		6	LANTERNS	
		7	REFLECTORS	
		8	SEARCHLIGHTS	
6240	ELECTRIC LAMPS	1	GENERAL	
		2	FLUORESCENT	
		3	FILAMENT	
6250	BALLASTS, LAMPHOLDERS AND STARTERS	1	GENERAL	
6260	NON-ELECTRIC LIGHTING FIXTURES	1	GENERAL	
		2	LANTERNS	
		3	LAMPS	
GROUP 63. ALARM AND SIGNAL SYSTEMS				
6300	ALARM AND SIGNAL SYSTEMS	1	GENERAL	

PRIMARY
NOPRIMARY HEADINGSSECONDARY
NO
SECONDARY
HEADINGINSTRUCTIONS

GROUP 65. MEDICAL, DENTAL AND VETERINARY EQUIPMENT AND SUPPLIES

6500	MEDICAL, DENTAL AND VETERINARY EQUIPMENT AND SUPPLIES	1	GENERAL Ø	
6505	DRUGS, BIOLOGICALS AND OFFICIAL REAGENTS	1	GENERAL	
		2	BLOOD AND BLOOD GROUPING SERUMS AND TABLES	
		3	OINTMENTS	
		4	ELECTROLYTE	
		5	ANAESTHETIC	(Watch GP 68)
6510	SURGICAL DRESSING MATERIALS	1	GENERAL	
		2	SANITARY NAPKINS	
		3	WADDING COTTON	
		4	DRESSINGS	
6515	MEDICAL AND SURGICAL INSTRUMENTS, EQUIPMENT AND SUPPLIES	1	GENERAL	
		2	SYRETTES AND HYPODERMIC NEEDLES	
		3	ENDOSCOPIC INSTRUMENT SETS	
		4	FORCEPS	
6520	DENTAL INSTRUMENTS EQUIPMENT AND SUPPLIES	1	GENERAL	
		2	TEETH	
		3	LIGHT, OPERATIONAL	
		4	CHAIRS	
6525	X-RAY EQUIPMENT AND SUPPLIES MEDICAL, DENTAL AND VETERINARY	1	GENERAL	
		2	CASSETTTE	
		3	RADIOGRAPHIC AND FLUOROSCOPIC	
6530	HOSPITAL FURNITURE, EQUIPMENT, UTENSILS AND SUPPLIES	1	GENERAL	
		2	AUTOCLAVES	
		3	STERILIZERS	
		4	BEDS	
		5	CUPBOARDS	
		6	STRETCHERS	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u>	<u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
6532	HOSPITAL AND SURGICAL CLOTHING AND TEXTILE SPECIAL PURPOSES ITEMS	1	GENERAL	
6540	OPTICIANS' INSTRUMENTS, EQUIPMENT AND SUPPLIES	1	GENERAL	
6545	MEDICAL SETS, KITS AND OUTFITS	1	GENERAL	
		2	DENTAL CLINICS, SEMI-TRAILER MOUNTED	
		3	AUTOPSY KIT	
		4	CASES	
		5	FIRST AID	
		6	MEDICAL LABORATORY MOBILE	
		7	PROPHYLACTIC OUTFITS	

GROUP 66. INSTRUMENTS AND LABORATORY EQUIPMENT

6600	INSTRUMENTS AND LABORATORY EQUIPMENT	1	GENERAL Ø	
6605	NAVIGATIONAL INSTRUMENTS	1	GENERAL	
		2	AIRCRAFT	
		3	AZIMUTH	
		4	COMPASSES	
		5	COMPUTERS	
		6	INDICATORS	
		7	LAND VEHICULAR	
		8	METERS	
		9	TRANSMITTERS	
6610	FLIGHT INSTRUMENTS	1	GENERAL	
		2	ALTIMETERS	
6615	AUTOMATIC PILOT MECHANISM AND AIRBORNE GYRO COMPONENTS	1	GENERAL	
6620	ENGINE INSTRUMENTS	1	GENERAL	
		2	GAUGES, OIL PRESSURE	
6625	ELECTRICAL AND ELECTRONIC PROPERTIES MEASURING AND TESTING INSTRUMENTS	1	GENERAL	
		2	METERS	
		3	COMPUTERS	
		4	DISTANCE MEASURING	
		5	ECHO BOX	

ANNEX A

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u>	<u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		6	GENERATORS	
		7	INFRA-RED	
		8	LOCATORS	
		9	TEST SETS	
6630	CHEMICAL ANALYSIS INSTRUMENTS	1	GENERAL	
		2	APPARATUS SEAL TESTING	
		-	Gas Analyser 2	
		3	METERS	
6635	PHYSICAL PROPERTIES TESTING EQPT	1	GENERAL	
		2	SIEVES	
		3	SOIL TESTING EQUIPMENT	
		4	STORAGE CHAMBER SALT SPRAY	
6640	LABORATORY EQUIPMENT AND SUPPLIES	1	GENERAL	
		2	PETROLEUM LABORATORIES	
6645	TIME MEASURING INSTRUMENTS	1	GENERAL	
6650	OPTICAL INSTRUMENTS	1	GENERAL	
6655	GEOPHYSICAL AND ASTRONOMICAL INSTRUMENTS	1	GENERAL	
6660	METEOROLOGICAL INSTRUMENTS AND APPARATUS	1	GENERAL	
		2	BALLOONS	
		3	BAROMETERS	
		4	GAUGES	
		5	INDICATORS	
		6	THERMOMETERS	
		7	TRANSMITTERS	
		8	VANES	
		9	WEATHER STATIONS	
6665	HAZARD DETECTING INSTRUMENTS AND APPARATUS	1	GENERAL	
		2	GAS DETECTORS/ ALARMS/ INDICATORS	
		3	IDENTIFICATION KITS	
		4	MINE/MUNITIONS DETECTORS	
		5	PAINT	
		6	PAPER	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		7	RADIAC
		8	RADIOACTIVITY
		9	RADIOLOGICAL
		10	WATER TESTING
		11	CHEMICAL AGENT DETECTORS
		12	PERSONNEL DETECTORS
6670	SCALES AND BALANCES	1	GENERAL
6675	DRAFTING, SURVEYING AND MAPPING INSTRUMENTS	1	GENERAL
		-	Air Photo Reading 16
		2	ALIDADES
		3	ALTIMETERS
		4	ARTILLERY SURVEY EQPT
		5	ASTROLABES
		6	BEACONS (SVY)
		7	BOARDS DRAWING
		8	CHAIRS
		9	COLLIMATORS
		10	COMPASSES (Watch 6605)
		11	COMPUTERS
		-	Co-ordinatograph Automatic 26
		12	DIVIDERS
		-	Distance Measuring 41
		13	DRAFTING SETS AND MACHINES
		14	HEIGHT FINDERS
		15	HELIOTROPES
		16	INTERPRETATION KITS/SETS
		17	LETTERING
		18	LEVELS
		19	LIGHTS
		20	MAP EQUIPMENT
		-	Measurers 20
		21	PANTOGRAPHES
		22	PENS
		23	PINS
		24	PHOTOGRAMMETRIC
		25	PLANIMETERS

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		26	PLOTTERS/PLOTTING
		27	POLES
		28	POSITION INDICATING/ PRECISION EQUIPMENT
		29	PROJECTORS
		30	PROTRACTORS
		31	REPAIR KITS
		32	RODS
		33	RULERS
		34	SCALES
		35	STEREOSCOPIES
		36	STOOLS
		37	STRAIGHTEDGER
		38	SURVEYING SETS
		39	SQUARES/TRIANGLES
		40	TABLES
		41	TELLUROMETERS
		42	THEODOLITES
		43	TRANSITS
		44	VEHICLE EQUIPPED
6680	LIQUID AND GAS FLOW, LIQUID LEVEL AND MECHANICAL MOTION MEASURING INSTRUMENTS	1	GENERAL
		2	ANEMOMETERS
		3	COUNTERS
		4	DRIVERS
		5	FLOWMETERS
		6	GAUGES
		7	INDICATORS
		8	METERS
		9	RECORDERS
		10	REGULATORS
		11	SPEEDOMETER
		12	TACHOMETERS
		13	THERMOSTATS
		14	TRANSMITTERS
		15	VALVES

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u>	<u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
6685	PRESSURE, TEMPERATURE AND HUMIDITY MEASURING AND CONTROLLING INSTRUMENTS	1	GENERAL	
		2	ALTIMETERS	
		3	ANEROID	
		4	BAROGRAPHS	
		5	BAROMETERS	
		6	DAMPENERS	
		7	DRIVERS	
		8	GAUGES	
		9	HUMIDISTATS/HUMIDITY	
		10	HYGROGRAPHS/ HYGROMETERS	
		-	Hygroscopes/ Hygrothermographs	10
		11	INDICATORS	
		12	MANOMETERS	
		-	Microbarograph	4
		13	PSYCHROMETER	
		14	PYROMETERS	
		15	RECORDERS	
		16	REGULATORS	
		17	THERMOCOUPLE	
		18	THERMOMETERS	
		19	THERMOSTATS	
		20	TRANSMITTERS	
6695	COMBINATION AND MISCELLANEOUS INSTRUMENTS	1	GENERAL	
		2	CONTOUR PROJECTOR	
GROUP 67. PHOTOGRAPHIC EQUIPMENT				
6700	PHOTOGRAPHIC EQUIPMENT	1	GENERAL	
6710	CAMERAS, MOTION PICTURE	1	GENERAL	
		2	AIRCRAFT	
		3	GUN	
6720	CAMERAS, STILL PICTURE	1	GENERAL	
		2	AIRCRAFT	
		3	MICROFILM	
		4	POLAROID	

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
6730	PHOTOGRAPHIC PROJECTION EQPT	1	GENERAL	
		2	PROJECTORS MP - GENERAL	
		3	PROJECTORS MP - 1 TO 10 MM	
		4	PROJECTORS MP - 11 TO 20 MM	
		5	PROJECTORS MP - 21 TO 40 MM	
		6	PROJECTORS MP - 41 TO 100 MM	
		7	PROJECTORS MP MOBILE	
		8	PROJECTORS SLIDE	
		9	SCREENS	
6740	PHOTOGRAPHIC DEVELOPING AND FINISHING EQUIPMENT	1	GENERAL	
		2	PRINTER	
		3	ENLARGERS	
6750	PHOTOGRAPHIC SUPPLIES	1	GENERAL	
		2	PLATES	
		3	PAPER	
		4	FILM	
6760	PHOTOGRAPHIC EQUIPMENT AND ACCESSORIES	1	GENERAL	
		2	FILTERS	
		3	DENSITOMETER	
		4	FLASH GUNS/UNITS	
6770	FILM PROCESSED	1	GENERAL	
6780	PHOTOGRAPHIC SETS, KITS AND OUTFITS	1	GENERAL	
		2	DARK ROOMS	
		3	PROCESSORS	
GROUP 68. CHEMICALS AND CHEMICAL PRODUCTS				
6800	CHEMICALS AND CHEMICAL PRODUCTS	1	GENERAL	
		2	ANAESTHETICS	(Watch GP 65)
		3	TETRACHLORIDE	
		4	CREOSOTE	
6820	DYES	1	GENERAL	
6830	GASES: COMPRESSED AND LIQUEFIED	1	GENERAL	
		2	ACETYLENE	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		3	CARBON DIOXIDE
		4	CHLORINE
		5	ETHYLCHLORINE
		6	HYDROGEN
		7	NITROGEN
		8	OXYGEN
		9	METHYLCHLORIDE
6840	PEST CONTROL AGENTS AND DISINFECTANTS	1	GENERAL
		2	FORMICIDE
		3	INSECT REPELLANT
6850	MISCELLANEOUS CHEMICAL SPECIALITIES	1	GENERAL
		2	CLEANING FLUID
		3	DECONTAMINATING AGENTS
GROUP 69. TRAINING AIDS AND DEVICES			
6900	TRAINING AIDS AND DEVICES	1	GENERAL Ø
6910	TRAINING AIDS	1	GENERAL
		2	ARMoured VEHICLES
		3	AIRCRAFT
		-	Ammunition (6920)
		4	ENGINES
		5	ELECTRONIC
		6	FLUORESCENT MATERIALS
		7	FILMS
		-	Radar/Radar 5
		8	SHIPS
		9	GENERALISED ELECTRIC MACHINE SET
		10	VEHICLES - GENERAL
		11	TO 15 VEHICLES - RESERVED
		16	CBR
		17	VISUAL
		18	DRIVER TRAINING
		19	MEDICAL AND DENTAL
		20	MODELS, TERRAIN
6920	ARMAMENT TRAINING DEVICES	1	GENERAL

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		2	TARGETS GENERAL
		3	TARGETS AIRCRAFT
		4	TARGETS AUSTFIRE
		5	TARGETS TRAINFIRE
		6	DOVE TRAINERS
		7	FIELD TRAINERS SWINGFIRE
		8	RIFLES
		9	MACHINE GUNS
		10	FUZES
		11	AMMUNITION
		12	GUIDED MISSILES
		13	MORTARS
		14	CAMERA
6930	OPERATIONAL TRAINING DEVICES	1	GENERAL
		2	DECOMPRESSION CHAMBERS
6940	COMMUNICATION TRAINING DEVICES	1	GENERAL
GROUP 71. FURNITURE			
7100	FURNITURE	1	GENERAL Ø
		2	AMENITIES
		3	MESS
7105	HOUSEHOLD FURNITURE	1	GENERAL
		2	HOSTELS
		3	MARRIED QTRS
		4	RESIDENCES
7110	OFFICE FURNITURE	1	GENERAL
		2	BOOKCASE
		3	CHAIRS
		4	SAFES
		5	TABLES
7125	CABINETS, LOCKERS, BINS AND SHELVING	1	GENERAL
7195	MISCELLANEOUS FURNITURE AND FIXTURES	1	GENERAL

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u>	<u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
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GROUP 72. HOUSEHOLD AND COMMERCIAL FURNISHINGS AND APPLIANCES

7200	HOUSEHOLD AND COMMERCIAL FURNISHINGS AND APPLIANCES	1	GENERAL Ø
7210	HOUSEHOLD FURNISHINGS	1	GENERAL
		2	BLANKETS
		3	SHEETS
		4	TOWELS
7220	FLOOR COVERINGS	1	GENERAL
7230	DRAPERIES, AWNINGS AND SHADES	1	GENERAL
7240	HOUSEHOLD AND COMMERCIAL UTILITY CONTAINERS	1	GENERAL
		2	BASKETS/HAMPERS
		3	BUCKETS
7290	MISCELLANEOUS HOUSEHOLD AND COMMERCIAL FURNISHING AND APPLIANCES	1	GENERAL

GROUP 73. FOOD PREPARATION AND SERVING EQUIPMENT

7300	FOOD PREPARATION AND SERVING EQPT	1	GENERAL Ø
7310	FOOD COOKING, BAKING AND WARMING EQUIPMENT	1	GENERAL
		2	COOKERS
		-	Cookers Wiles (7360)
		3	STOVES
		4	TRAILER MOUNTED
		5	URNS
7320	KITCHEN EQPT AND APPLIANCES	1	GENERAL
		2	CABINETS
		3	TRUCKS
		4	DISHWASHERS
7330	KITCHEN HAND TOOLS AND UTENSILS	1	GENERAL
		2	DREDGERS
		3	KETTLES
		4	SCOOPS
7340	CUTLERY AND FLATWARE	1	GENERAL
		2	FORKS
		3	KNIVES

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		4	SPOONS
7350	TABLEWARE	1	GENERAL
		2	CUPS
		3	DISHES
		4	GLASSES
		5	PLATES
		6	TEAPOTS
7360	SETS, KITS AND OUTFITS, FOOD PREPARATION AND SERVING	1	GENERAL
		2	BAKERY PLANT, TRAILER MOUNTED
		3	COOK SETS AND OUTFITS FIELD
		4	COOKERS, WILES
		5	KITCHENS, MOBILE
GROUP 74. OFFICE MACHINES AND DATA PROCESSING EQUIPMENT			
7400	OFFICE MACHINES AND DATA PROCESSING EQUIPMENT	1	GENERAL Ø
7410	PUNCHED CARD SYSTEM MACHINES	1	GENERAL
		2	TABULATING
7420	ACCOUNTING AND CALCULATING MACHINES	1	GENERAL
7430	TYPEWRITERS AND OFFICE TYPE COMPOSING MACHINES	1	GENERAL
7440	AUTOMATIC DATA PROCESSING SYSTEMS INDUSTRIAL, SCIENTIFIC AND OFFICE TYPES	1	GENERAL
		-	ADP Tactical (5895)
		2	COMPUTERS
7450	OFFICE TYPE SOUND RECORDING AND REPRODUCING MACHINES	1	GENERAL
		2	DICTATING
7490	MISCELLANEOUS OFFICE MACHINES	1	GENERAL
GROUP 75. OFFICE SUPPLIES			
7500	OFFICE SUPPLIES AND DEVICES	1	GENERAL Ø
7510	OFFICE SUPPLIES	1	GENERAL
		2	BINDERS
		3	BOOKS

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		4	CALENDARS
		5	CUPS
		6	ERASERS
		7	FINGER PADS
		8	INDEX STRIPS
		9	LETTERING SETS
		10	PENCILS
		11	RULERS
		12	STENCILLING EQPT Ø
		13	TACKS
		14	TAPE
		15	WAX
7520	OFFICE DEVICES AND ACCESSORIES	1	GENERAL
		2	DISPENSERS, TAPE
		3	PENS, BALL POINT
		4	PENS, FOUNTAIN
		5	STAMPS AND STAMP SETS
		6	STAPLING MACHINES
7530	STATIONERY AND RECORD FORMS	1	GENERAL
		2	BOOKS AND FORMS - GENERAL
		3	BOOKS AND FORMS - ACCOUNTABLE Ø
		4	BOOKS AND FORMS - A SERIES
		5	BOOKS AND FORMS - B TO F SERIES
		6	BOOKS AND FORMS - G TO K
		7	BOOKS AND FORMS - L TO P
		8	BOOKS AND FORMS - Q TO S
		9	BOOKS AND FORMS - T TO Z
		40	CARDS - GENERAL
		41	CARDS - ATTENDANCE
		42	CARDS - GREETINGS
		43	CARDS - IDENTITY
		44	CARDS - INVITATION
		45	CARDS - RATION
		46	CARDS - RECORD OF SERVICE
		47	CARDS - RECORD (REGISTRY)

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		48 CARDS - SLIDEX	
		49 CARDS - SUSPENSION FILING	
		50 CARDS - TIME	
		51 CARDS - VISITING	
		70 COVERS	
		71 DIARIES	
		72 ENVELOPES - GENERAL	
		73 ENVELOPES - MAILING	
		74 LABELS	
		75 PAPER - GENERAL	
		76 PAPER - BLOTTING	
		77 PAPER - CARBON	
		78 PAPER - DUPLICATING	
		79 PAPER - HEADED	
		80 PAPER - TELEGRAPH	
		81 PAPER - TELETYPE	
		82 PAPER - GRAPH	
		83 STENCILS	
7540	STANDARD FORMS	1 GENERAL	
GROUP 76. BOOKS, MAPS AND OTHER PUBLICATIONS			
7600	BOOKS, MAPS AND OTHER PUBLICATIONS	1 GENERAL Ø	
7610	BOOKS AND PAMPHLETS	1 GENERAL	To be restricted to items NOT covered by other subjects.
		2 CORPS OR SERVICE	
		3 EX OVERSEAS	
7630	NEWSPAPERS AND PERIODICALS	1 GENERAL	
		2 ARMY NEWSPAPER	
		3 AUST ARMY JOURNAL	
7640	MAPS, ATLASES, CHARTS, AND GLOBES	1 GENERAL	
7650	DRAWINGS AND SPECIFICATIONS	1 GENERAL	
7660	SHEET AND BOOK MUSIC	1 GENERAL	
7670	MICROFILM, PROCESSED	1 GENERAL	
7690	MISCELLANEOUS PRINTED MATTER	1 GENERAL	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		2	CERTIFICATES
		3	POSTERS
		4	POSTERS RECRUITING

GROUP 77. MUSICAL INSTRUMENTS, PHONOGRAPHS AND HOME-TYPE RADIOS

7700	MUSICAL INSTRUMENTS, PHONOGRAPHS AND HOME-TYPE RADIOS	1	GENERAL Ø
7710	MUSICAL INSTRUMENTS	1	GENERAL
7720	MUSICAL INSTRUMENT PARTS AND ACCESSORIES	1	GENERAL
		2	METRONOMES
7730	PHONOGRAPHS, RADIOS AND TELEVISION SETS: HOME TYPE	1	GENERAL
7740	PHONOGRAPH RECORDS	1	GENERAL

GROUP 78. RECREATIONAL AND ATHLETIC EQUIPMENT

7810	ATHLETIC AND SPORTING EQUIPMENT	1	GENERAL
7820	GAMES, TOYS AND WHEELED GOODS	1	GENERAL
7830	RECREATIONAL AND GYMNASTIC EQUIPMENT	1	GENERAL

GROUP 79. CLEANING EQUIPMENT AND SUPPLIES

7900	CLEANING EQUIPMENT AND SUPPLIES	1	GENERAL Ø
7910	FLOOR POLISHERS AND VACUUM CLEANERS	1	GENERAL
7920	BROOMS, BRUSHES, MOPS AND SPONGES	1	GENERAL
7930	CLEANING AND POLISHING COMPOUNDS AND PREPARATIONS	1	GENERAL

GROUP 80. BRUSHES, PAINTS, SEALERS AND ADHESIVES

8010	PAINTS, DOPES, VARNISHES AND RELATED PRODUCTS	1	GENERAL
		2	LINSEED OIL
		3	TURPENTINE
8020	PAINT AND ARTISTS BRUSHES	1	GENERAL
		2	ROLLERS

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
8030	PRESERVATIVE AND SEALING COMPOUNDS	1	GENERAL	
		2	CORROSION/PREVENTIVES	
		3	WATERPROOFING	
		4	FIRE PROOFING	
		5	RADAR ABSORBENT	
		6	RADIATION ABSORBENT	
8040	ADHESIVES	1	GENERAL	
GROUP 81. CONTAINERS, PACKAGING AND PACKING SUPPLIES				
8105	BAGS AND SACKS	1	GENERAL	
		2	FIBRE	
		3	PAPER	
		4	PLASTIC	
		-	Sand	(5610)
8110	DRUMS AND CANS	1	GENERAL	
8115	BOXES, CARTONS AND CRATES	1	GENERAL	
8120	GAS CYLINDERS	1	GENERAL	
8125	BOTTLES AND JARS	1	GENERAL	
8130	REELS AND SPOOLS	1	GENERAL	
8135	PACKAGING AND PACKING BULK MATERIALS	1	GENERAL	
		2	ALUMINIUM	
		3	CELLOPHANE	
		4	PLASTIC	
		5	WOOD	
		6	WIRE	
8140	AMMUNITION BOXES, PACKAGES AND SPECIAL CONTAINERS	1	GENERAL	
GROUP 83. TEXTILES, LEATHERS AND FURS				
8305	TEXTILE FABRICS	1	GENERAL	
		2	CANVAS	
		3	COTTON	
		4	FELT	
		5	LINEN	
		6	SILK	
		7	SYNTHETICS	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		8	WEBBING	
		9	WOOL	
8310	YARN AND THREAD	1	GENERAL	
		2	COTTON	
		3	NYLON	
		4	WOOL	
8315	NOTIONS AND APPAREL FINDINGS	1	GENERAL	
		2	CLIPS/EYES	
		3	SEWING KITS	
		4	THIMBLES	
8320	PADDING AND STUFFING MATERIALS	1	GENERAL	
		2	COTTON	
		3	JUTE	
		4	KAPOK	
8325	FUR MATERIALS	1	GENERAL	
8330	LEATHER	1	GENERAL	
8335	SHOE FINDINGS AND SOLING MATERIALS	1	GENERAL	(Watch 3520)
		2	HEELS	
		3	SOLES	
8340	TENTS AND TARPAULINS	1	GENERAL	
8345	FLAGS AND PENNANTS	1	GENERAL	
		2	FLAG POLES/STAFFS	
		3	MARKERS	
		4	PENNANTS, PENDANTS AND PENNONS	

GROUP 84. CLOTHING AND INDIVIDUAL EQUIPMENT

8400	CLOTHING AND INDIVIDUAL EQUIPMENT	1	GENERAL Ø
		2	KITS
8405	OUTERWEAR, MEN'S	1	GENERAL
		2	COATS
		3	DUNGAREES
		4	HEADWEAR
		5	JACKETS
		6	OVERALLS
		7	OVERCOATS

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<u>PRIMARY</u> <u>NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY</u> <u>NO</u> <u>SECONDARY</u> <u>HEADING</u>	<u>INSTRUCTIONS</u>
		8	SHIRTS
		9	TROUSERS
		10	UNIFORMS-MILITARY- GENERAL
		11	UNIFORMS - MILITARY - SUMMER
		12	UNIFORMS - MILITARY - WINTER
		13	UNIFORMS - NONMILITARY
		14	WORKING DRESS
		15	KILTS
8410	OUTERWEAR, WOMEN'S	1	GENERAL
		2	COATS
		3	HEADWEAR
		4	JACKETS
		5	OVERALLS
		6	OVERCOATS
		7	SHIRTS
		8	SLACKS
		9	UNIFORMS - GENERAL
		10	UNIFORMS - SUMMER
		11	UNIFORMS - WINTER
		12	WORKING DRESS
8415	CLOTHING SPECIAL PURPOSE	1	GENERAL
		2	ASBESTOS
		3	CLIMATIC - GENERAL
		4	CLIMATIC - COLD
		5	CLIMATIC - TROPICAL
		6	CAMOUFLAGE
		7	COMBAT
		8	FIREFIGHTING
		9	ATHLETIC
		10	GAS
		51	APRONS
		52	GLOVES
		53	HEADWEAR
		54	LEGGINGS
		55	OVERALLS
		56	PANTS

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		57	SHIRTS
		58	SMOCKS
		59	SUITS
		60	TROUSERS
8420	UNDERWEAR AND NIGHTWEAR, MEN'S	1	GENERAL
		2	GOWNS
		3	PYJAMAS
8425	UNDERWEAR AND NIGHTWEAR, WOMEN'S	1	GENERAL
		2	GOWNS
		3	PYJAMAS
8430	FOOTWEAR, MEN'S	1	GENERAL
		2	BOOTS
		3	SHOES
8435	FOOTWEAR, WOMEN'S	1	GENERAL
		2	BOOTS
		3	SHOES
8440	HOSIERY, HANDWEAR AND CLOTHING ACCESSORIES, MEN'S	1	GENERAL
		2	GAITERS
		3	NECKTIES
8445	HOSIERY, HANDWEAR AND CLOTHING ACCESSORIES, WOMEN'S	1	GENERAL
		2	GLOVES
		3	HANDBAGS
8450	CHILDREN'S AND INFANTS' APPAREL AND ACCESSORIES	1	GENERAL
8455	BADGES AND INSIGNIA	1	GENERAL
		2	ARMBANDS/ARMLETS
		3	BADGES
		4	INSIGNIA-S
		5	MEDALS AND RIBBONS
		6	TAGS, IDENTIFICATION
8460	LUGGAGE	1	GENERAL
		2	BAGS
		3	TRUNKS
8465	INDIVIDUAL EQUIPMENT	1	GENERAL
		2	FIRST AID

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		3	NETS
		4	SWORDS, SABRES, SCABBARDS
8470	ARMOR, PERSONAL	1	GENERAL
8475	SPECIALIZED FLIGHT CLOTHING AND ACCESSORIES	1	GENERAL
		2	COVERALLS
GROUPS 85. TOILETRIES			
8500	TOILETRIES	1	GENERAL Ø
8510	PERFUMES, TOILET PREPARATIONS AND POWDERS	1	GENERAL
		2	CAMOUFLAGE
8520	TOILET SOAP, SHAVING PREPARATIONS AND DENTIFRICES	1	GENERAL
8530	PERSONAL TOILETRY ARTICLES	1	GENERAL
8540	TOILETRY PAPER PRODUCTS	1	GENERAL
GROUP 87. AGRICULTURAL SUPPLIES			
8700	AGRICULTURAL SUPPLIES	1	GENERAL Ø
8710	FORAGE AND FEED	1	GENERAL
8720	FERTILIZERS	1	GENERAL
8730	SEEDS AND NURSERY STOCK	1	GENERAL
GROUP 88. LIVE ANIMALS - SEE PRIMARY NO 63.			
GROUP 89. SUBSISTENCE			
8900	SUBSISTENCE	1	GENERAL Ø
		2	REFRESHMENTS
8905	MEAT, POULTRY AND FISH	1	GENERAL
		2	MEAT GENERAL
		3	MEAT CANNED
		4	MEAT DEHYDRATED
		5	MEAT FRESH/FROZEN
		10	POULTRY
		20	FISH - GENERAL
		21	FISH CANNED
		22	FISH SMOKED

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		40	KWIKURIT
		41	PRESERVING POWDER
		42	SAUSAGE CASINGS
		43	SAUSAGE MEAL
8910	DAIRY FOODS AND EGGS	1	GENERAL
		2	BUTTER
		3	CHEESE
		4	EGGS/POWDER
		6	ICE CREAM MIX
		7	MILK
8915	FRUIT AND VEGETABLES	1	GENERAL
		2	FRUIT
		10	JUICES
		20	PASTES
		25	PUREES
		30	VEGETABLES - GENERAL
		31	VEGETABLES - CANNED
		32	VEGETABLES - DEHYDRATED
		33	VEGETABLES - DRIED
		34	VEGETABLES - FRESH
		35	VEGETABLES - QUICK FREEZE
8920	BAKERY AND CEREAL PRODUCTS	1	GENERAL
		2	BISCUITS
		3	BREAD
		4	BREAKFAST CEREALS
		5	FRUIT CAKE
		6	RICE
8925	SUGAR CONFECTIONERY AND NUTS	1	GENERAL
8930	JAMS, JELLIES AND PRESERVES	1	GENERAL
8935	SOUPS AND BOUILLONS	1	GENERAL
8940	SPECIAL DIETARY FOODS AND FOOD SPECIALTY PREPARATIONS	1	GENERAL
8945	FOOD OILS AND FATS	1	GENERAL
8950	CONDIMENTS AND RELATED PRODUCTS	1	GENERAL
		2	SAUCE
		20	ESSENCES

ANNEX A

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		30	SPICES	
		40	RISINGS	
		50	EXTRACTS	
8955	COFFEE, COCOA AND TEA	1	GENERAL	
8960	BEVERAGES, NON-ALCOHOLIC	1	GENERAL	
8965	BEVERAGES, ALCOHOLIC	1	GENERAL	
8970	COMPOSITE FOOD PACKAGES (OPERATIONAL RATION PACKS)	1	GENERAL	
		2	COMBAT RATIONS 10 MAN	
		3	COMBAT RATIONS ONE MAN	
		4	EMERGENCY	
		5	FLYING	
		6	SURVIVAL	
		7	24 HOUR RATION PACK	
8975	TOBACCO PRODUCTS	1	GENERAL	
GROUP 91. FUELS, LUBRICANTS, OILS AND WAXES				
9100	FUELS, LUBRICANTS, OILS AND WAXES	1	GENERAL Ø	
9110	FUELS, SOLID	1	GENERAL	
		2	BRIQUETTES	
		3	COAL	
		4	FIREWOOD	
		5	HEXAMINE	
9120	FUEL, GASES	1	GENERAL	
		2	BUTANE	
		3	PROPANE	
9130	LIQUID PROPELLANTS AND FUELS PETROLEUM BASE	1	GENERAL	
		2	GASOLINE	
9135	LIQUID PROPELLANTS, FUELS AND OXIDISERS, CHEMICAL BASE	1	GENERAL	
9140	FUELS OILS	1	GENERAL	
		2	DIESEL	
		3	FURNACE	
		4	KEROSENE	
9150	OILS AND GREASES, CUTTING, LUBRICATING AND HYDRAULIC	1	GENERAL	

<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>	<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
		2	OILS
		3	GREASES
GROUP 93. NON-METALLIC FABRICATED MATERIALS			
9300	NON-METALLIC FABRICATED MATERIALS	1	GENERAL
9310	PAPER AND PAPERBOARD	1	GENERAL
		2	CARDBOARD
		3	NEWSPRINT
GROUP 94. NON-METALLIC CRUDE MATERIALS			
9400	NON-METALLIC CRUDE MATERIALS	1	GENERAL
GROUP 95. METAL BARS, SHEETS AND SHAPES			
9500	METAL BARS, SHEETS AND SHAPES	1	GENERAL
9505	WIRE, NON-ELECTRICAL IRON AND STEEL	1	GENERAL
		-	Barbed (5660)
		2	FENCE
GROUP 96. ORES, MINERALS AND THEIR PRIMARY PRODUCTS			
9600	ORES MINERALS AND THEIR PRIMARY PRODUCTS	1	GENERAL
GROUP 99. MISCELLANEOUS			
9905	SIGNS, ADVERTISING DISPLAYS AND IDENTIFICATION PLATES	1	GENERAL
		2	MINEFIELDS
		3	ROAD/BRIDGE SIGNS
		-	Vehicle Plates (GP25)
9910	JEWELLERY	1	GENERAL
9915	COLLECTORS ITEMS	1	GENERAL (Watch 989)
9920	SMOKERS' ARTICLES AND MATCHES	1	GENERAL
9925	ECCLESIASTICAL EQUIPMENT, FURNISHINGS AND SUPPLIES	1	GENERAL
		2	BIBLES

ANNEX A

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<u>PRIMARY NO</u>	<u>PRIMARY HEADINGS</u>		<u>SECONDARY NO</u> <u>SECONDARY HEADING</u>	<u>INSTRUCTIONS</u>
9930	MEMORIALS, CEMETERIAL AND MORTUARY EQUIPMENT AND SUPPLIES	1	GENERAL	
		2	CASKETS/COFFINS	
		3	HEADSTONES/MONUMENTS	
9999	MISCELLANEOUS ITEMS	1	GENERAL	

STORES AND EQUIPMENT GROUPINGS

DSC Group	Equipment Type	DSC Group	Equipment Type	DSC Group	Equipment Type
1000	Weapons	4500	Plumbing, Heating,	8000	Brushes, Paints,
1100	Nuclear Weapons	4600	Water Purification	8100	Containers,
					Packaging
1200	Fire Control	4700	Pipe Tubing Hose	8200	(not used)
1300	Ammunition	4800	Valves	8300	Textiles, Leathers, Furs, Tents
1400	Guided Missiles Systems	4900	Maintenance Equipment	8400	Clothing, Insignia
1500	Aircraft	5000	(not used)	8500	Toiletries
1600	A/C Components	5100	Hand Tools	8600	(not used)
1700	A/C Handling Equip	5200	Measuring Tools	8700	Agricultural Supplies
1800	Space Vehicles	5300	Hardware and Abrasive	8800	Live Animals
1900	Marine Craft	5400	Prefabricated Structures	8900	Subsistence (Foodstuffs)
2000	Marine Equip	5500	Lumber (Timber) etc	9000	(not used)
2100	(not used)	5600	Construction and Building Materials	9100	Fuels, Lubricants, Oils
2200	Railway Equipment	5700	(not used)	9200	(not used)
2300	Motor Vehicles	5800	Communication Equipment	9300	Non-metallic Fabricated Materials
2400	Tractors	5900	Electrical and Electronic Equipment	9400	Non-Metallic Crude Materials
2500	Vehicular Equip Components	6000	(not used)	9500	Metal Bars, Sheets and shapes

DSC Group	Equipment Type	DSC Group	Equipment Type	DSC Group	Equipment Type
2600	Tyres, Tubes	6100	Electric Wire, etc	9600	Ores, Minerals and Primary Products
2700	(not used)	6200	Lighting Fixtures and Lamps	9700	(not used)
2800	Engines	6300	Alarm and Signal System	9800	(not used)
2900	Engine Accessories	6400	(not used)	9900	Miscellaneous
3000	Mechanical Power Transmission	6500	Medical and Dental Equipment		
3100	Bearings	6600	Instruments and Lab Equipment		
3200	Woodworking Machinery	6700	Photographic Equipment		
3300	(not used)	6800	Chemicals - Chemical Products		
3400	Metalworking Machinery	6900	Training Aids		
3500	Service and Trade Equipment	7000	(not used)		
3600	Special Industry Machinery	7100	Household Furniture		
3700	Agricultural Machinery	7200	Household and Commercial Furnishings and Appliances		
3800	Construction, Mining Equipment	7300	Food Prep. and Serving Equipment		
3900	Material Handling Equipment	7400	Office Machines		
4000	Rope, Cable, Chain, etc	7500	Office Supplies		
4100	Refrigeration, Air- conditioning	7600	Books, Maps and Publications		
4200	Fire-fighting Equipment	7700	Musical Instruments		
4300	Pumps and Compressors	7800	Recreational Equipment		
4400	Furnace, Steam Plant, Drying Equipment	7900	Cleaning Equipment		

INDEX TERTIARIES FOR STORES AND EQUIPMENT

DSC Group	Equipment Type	DSC Group	Equipment Type	DSC Group	Equipment Type
01	<u>General</u>				Includes requests from non-Defence Force bodies, organizations, etc.
02	<u>Disposal</u>				Includes sale by and gifts from the Defence forces.
03	<u>Financial</u>				Includes matters bearing on availability of finance, considerations of costs and financial programming.
04	<u>Information</u>				Includes any communication, non-Defence Force publication, brochure, pamphlet, etc, received or requested by the Department which would afford knowledge or give information on this type of equipment (irrespective of whether such information is general or specific and technical).
05	<u>Operational Aspects</u>				Includes safety aspects.
06	<u>Procurement</u>				Includes sales to Defence forces, production, provision, replacement.
07	<u>Requirements</u>				Includes the determination of the need for a type of equipment to be developed, researched or constructed.
08	<u>Research and Development</u>				
09	<u>Servicing Storage and Maintenance</u>				Includes contractor repairs, use of civil facilities.
010	<u>Technical Aspects/Reports /Trials</u>				Includes tests, trials, modification, investigations, defect reports, performance reports etc.