

25 Nov 72

GRADUATION 1972

Distribution: List C plus 100

Introduction

1. Graduation Parade is to commence at 0845 hours 12 Dec 72.
2. The following timetable details the major activities and administrative procedures leading up to the Graduation ceremonies and the subsequent departure from the College of the graduates and the remainder of CSC.

Timetable

3. The timetable below covers the period Friday 1 Dec 72 to Thursday 14 Dec 72. It is to be strictly adhered to. There are to be no changes to the programme unless authorised by CO CSC.

Messing

4. The Deputy PNC is to notify the CSC Mess Supervisor by 1300 hours daily, the meal state for the evening meal for the period 2 Dec - 13 Dec 72.

Graduation Ball

5. Decorations for Graduation Ball may not be placed in Class Rooms 2, 2a and 3 until after 1200 hours Tuesday 12 Dec 72. This area is to be used as the wet weather station for Graduation Parade.

Graduates Accommodation

6. Graduates may leave the College area after 1330 hours Wednesday 13 Dec 72. However they are strongly encouraged to spend the night 13/14 Dec 72 either in a vacant room in the CSC area, or in Canberra.

Co-ordination

7. To assist in the implementation of the timetable a co-ordinating conference is to be held daily at 1730 hours in HQ CSC commencing 4 Dec 72. Personnel to attend are:-

2IC CSC
Adj't CSC
RSM
'Q' NCO
Ord Room Sgt
RQMS
TMC

Serial (a)	Date (b)	Timings (c)	Class/Coys (d)	Location (e)	Activity (f)	Dress (g)	Remarks (h)
1	Friday 1 Dec 72	On return from Pd T ₁ -g	All	Area	Tasks as directed by exercise director	Field Dress	Clean stores, vehicles and weapons. Remain in 1YLI org until notified otherwise by exercise director
2		Afternoon (1800-1900 (approximate times only)	All	N/A	Examination results published	Civilian Clothing	Attendance compulsory for CSC. Members of staff may be invited.
3			All	CSC Mess	Buffet		
4		Completion of Buffet - 2400	All	N/A	Local Leave	Civilian Clothing	Under no circumstances is local leave to commence before this time.
5		Completion of Buffet-2100	All	CSC Club	CSC Club open for trading	Civilian Clothing	Further times for CSC Club trading to be notified by 2IC CSC.
6		Completion of Buffet-2200	1st Class	Quarter Bar	QB open for trading	Civilian Clothing	Subsequent Quarter Bar trading hours are to be as usual unless special requests are made to the Adjutant 24 hours in advance.

(b)	(c)	(d)	(e)	(f)	(g)	(h)
Saturday 2 Dec 72	0800 - completion 0800-1000	All N/A	Area HQ CSC	Tasks as directed by exercise director Commanding Officer's Conference	Field Dress Dress of the day	As for serial 1. Commencement of local leave to be notified by CO CSC. Members to attend - normal CO's O gp pers plus Maj D.N. Candow.
Sunday 3 Dec 72	As published in CSC RO's. 1000-2400	All All	Chapel N/A	Normal Church Services Local Leave	Civilian Clothing	
Monday 4 Dec 72	0730 0800-0815 0830-1000 0830-1000 1015 1030-1200 1030-1200 1100 1315-1345 1345-1430 1445-1700 1700-1730 1900-2400	N/A All SOV/GAL KAP/KOP N/A SOV/GAL KAP/KOK N/A All All All 1st Class All	Model Room 1 Parade Ground Class Room 2 Model Room 2 Duntroon House Class Room 2 Model Room 2 Squash Court Coy Areas Parade Ground Parade Ground Gymnasium N/A	DMA's Board of Studies Morning Admin Parade Road Safety Lecture Road Safety Lecture Comdt's Conference Road Safety Lecture Road Safety Lecture Opening ceremonies Coy Comds brief to cadets on Graduation week programme CO CSC's Inspection Corps Drill-Banner Parade Procedure "Pip-pinning" rehearsal Local Leave	N/A Summer Dress Summer Dress Summer Dress N/A Summer Dress Summer Dress As ordered Summer Dress White Ceremonial Drill Order Summer Dress Civilian Clothing	Conference to decide Queen's Medal and Peter Mitchell award winners. Detail set out in RMC Staff Instruction, issued separately. Cadets to take clothing to tailors for alteration on dismissal. Detail given in Annex A PMC to ensure necessary cadets from 2nd, 3rd and 4th Classes also present.
Tuesday 5 Dec 72	0800-1000 0945 1030-1115	All N/A All	Parade Ground Duntroon Gardens Class Room 2	Corps Drill-Banner Parade Rehearsal Officer and Academic Staff Photo Comd's Parade. Presentation of sporting prizes	Drill Order Service Dress Summer with Sam Browne & gloves for offrs Summer Dress and shoes	Subject to confirmation from S03 Co-ord. Detail shown at Annex E

(b)	(c)	(d)	(e)	(f)	(g)	(h)
	1115-1200	1st Class	Stores	Return of F12 items to Bn Store, Clothing Store and CSC Q NCO.	Summer Dress	a. All items to be personally returned. First class to have paybooks in their possession for kit stoppages where necessary. b. BQMS to report all F12's clear to 2IC CSC by 1700 hrs
	1115-1200	2nd,3rd,4th Class	CSC area	Area preparation	Working clothes	Preparation of Ball was to commence. PMC to co-ordinate working parties.
	1330-1530	All	Parade Ground	Corps Drill-Banner Parade Rehearsal	Drill Order	
	1400	N/A	DM's Office	Co-ordinating Committee meeting	N/A	
	1530-1700	1st Class	Stores	Return of F12 items	Summer Dress	Finalization of action detailed in serial 26.
	1530-1800	2nd,3rd & 4th Class	CSC area	Area preparation	Working clothes	Ball preparation to continue.
	1900-2400	All	N/A	a. Local Leave b. Selection of book prizes by prizewinners	Civilian clothing	Winners of book prizes are to select books from Daltons Book Store which will be open from 1900 hours. S02 Co-ord to arrange.
Wednesday 6 Dec 72	0800-1000	All	Parade Ground	Corps Drill - Banner Parade Rehearsal	Drill Order	
	0900-1130	N/A	Comdt's office	Comdt's Board of Studies	N/A	
	1030-1200	2nd,3rd, & 4th class	CSC area	Area preparation	Working Clothes	Ball preparation to continue.
	1130	First Class	Model Room 1	Comdt's address	Summer Dress	CSC officers to attend.
	1300-1500	All	Parade Ground	Final rehearsal Banner Parade	Drill Order	
	1500-1700	1st,2nd & 3rd Class	Class Room 2	Police Lecture/ Demonstration	Summer Dress	To be confirmed.
	1500-1700	4th Class	CSC area	Area preparation	Working Clothes	PMC to co-ord work required.
	1700-1800	2nd,3rd & 4th Class	CSC area	Area preparation	Working Clothes	PMC to co-ord work required.
	1700-1800	1st Class	Quarter Bar	Sergeants' Mess Visit	Civilian clothing	Light snacks to be provided by CSC Mess.
	1900-2400	All		Local Leave	Civilian Clothing	
Thursday 7 Dec 72	0800-1000	All	Parade Ground	Banner Parade	Summer Dress Ceremonial Black Webbing	
	0945-1215	1st Class	Model Room 2	Talk by Security Organization	Summer Dress	
	1030-1200	3rd & 4th Class	CSC area	Area preparation	Working Clothes	Preparation of Ball areas to continue as well as preparation for Graduation Dinner.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
46	.	1030-1100	2nd Class	Model Room 2	Condt's address	Summer Dress	Class to continue with area preparation at the conclusion of the address.
47		1100-1700	As required	Condt's office	Condt's interviews	Summer Dress and tie	Cadets will be notified individually of a requirement to attend.
48		1330-1530	All	Parade Ground	Corps - Drill rehearsal Graduation Parade.	Drill Order	Detail given in Annex G.
49		1530-1700	All	CSC Area	Area preparation	Working Clothes	Final preparation for Graduation dinner.
50		1800-2030	All	CSC Mess	Graduation Dinner	Mess Dress	Drinks after in CSC Club.
51		2030-2400	All	N/A	Local leave	Civilian clothing	
52	Friday 8 Dec 72	0600-0700	All	CSC Mess & Gymnasium	Working parties post Graduation Dinner	Working clothes	PMC to co-ordinate.
53		0800-1000	All	Parade Ground	Corps Drill - rehearsal Graduation Parade	Drill Order Blues Cap	
54		0900-1700	As required	Condt's office	Condt's interview	Summer Dress and Tie	Cadets will be notified individually of a requirement to attend.
55		1015	Cadets for deferred academic examinations	Upper Terrace	Adjutant's Parade	Summer Dress	Roll Call. Text books to be collected afterwards if necessary.
56		1015	2nd & 3rd Class	Clothing Store	Draw badges of rank for 1973.	Summer Dress	BOMS 1973 to co-ord. Provision to be made for those involved in serial above.
57		1030-1200	2nd, 3rd & 4th Class	Coy areas	Kit inspection - field equipment	Summer Dress	Coy Comds to co-ord. L & Ds to be completed on the spot.
58		1100-1145	1st Class (CE & PD)	Chapel	Briefing Graduation Church Service	Summer Dress	Following briefing rehearsal for Grad Church Service. Annex B details those required.
59		1330-1530	All	Parade Ground	Corps drill - rehearsal Graduation Parade	Drill Order	
60		1545-1615	1st Class (RC)	Chapel	Briefing Graduation Mass	Summer Dress	Following briefing, rehearsal for Grad Mass. Annex C details those required.
61		1600-1700	As required	As directed	Drill, Topo and Sigs Supps	As directed	Testing and prior instruction to be co-ord by individual instructors.
62		1600-1730	2nd, 3rd & 4th Class	CSC area	Area preparation	Working Clothes	
63		1700	N/A	Officers' Mess	Farewell to departing members	Dress of the day	
64		1900-2400	All	N/A	Local Leave	Civilian clothing	Last night for opening CSC Club.
65	Saturday 9 Dec 72	0800-1100	All	Parade Ground	Corps Drill rehearsal Graduation Parade	Drill Order Blues Cap	Presentation of prizes and diplomas to be rehearsed. HQ Coy to practice setting up chairs.
66		1100-1200	All	Coy areas	a. Coy admin b. Prep for coy parties c. Cleaning of trophies for presentation		

(b)	(c)	(d)	(e)	(f)	(g)	(h)
	1100	Working Party	H CSC	Preparation of Prizes	Summer Dress	BQMS 1973 to organize working party of 10 cadets to report to 'Q' NCO CSC
	1100	As required	As directed	DMA, CO CSC, Coy Cond interviews	Summer Dress and ties	Cadets will be notified individually of a requirement to attend
	1300-1530	All	Parade Ground	Corps Drill - rehearsal Graduation	Drill Order Blues Caps	
	1830	N/A	Sergeants' Mess	Mess Ball	N/A	
	2030-0100	SOV/ALA	CSC Club	Company Party	Civilian Clothing	
	2030-0100	KAP/KOK	CSC Mess	Company Party	Civilian Clothing	
Sunday 10 Dec 72	0900	All	Parade Ground	Church Parade	White Ceremonial	
	0930	All less RC's.	Chapel	Graduation Church Service	White Ceremonial	
	1100	RCs	Chapel	Graduation Mass	White Ceremonial	
	End of Church to 0130	All	N/A	Local leave	Civilian Clothing	Duty personnel not to proceed on leave.
	End of Church to 1500	1st Class		Father & Son Barbeque	Civilian Clothing	First Class to co-ordinate. Location to be finalised. Suggested location Infantry Wing.
	1800-1830	NZ Graduates	NZ High Commission	Dinner	Civilian Clothing	NZ graduates and families to dine with NZ High Commissioner.
	1930	Voluntary	RMC Theatre	CSC Film night	Civilian Clothing	Details given at Annex D.
	1930	N/A	Officers' Mess	Dinner for UNSW Representatives	Lounge Suit	To be confirmed, Maj Kelly to co-ordinate.
Monday 11 Dec 72	0800-1100	All	Parade Ground	Final rehearsal of Graduation Parade and Prize giving ceremony	Drill Order Blues Cap	Parade timings less one hour. Academic staff are requested to attend SO2 Co-ord to arrange detail.
	1115-1200	All	Class Room 2	Cond's Parade - Presentation of Sporting Trophies, Military & Academic Prizes	Summer Dress and shoes	Detail given at Annex F.
	1200-1215	All	Class Room 2	Briefing on Graduation Day ceremonies	Summer Dress	Adjt/2IC CSC
	1330-1500	All	CSC Area	Area preparation	Working Clothes	
	1515	Working Party	HQ CSC	Preparation of Graduation Diplomas	Working Clothes	BQMS 1973 to arrange a working party of 10 cadets to report to Q NCO CSC.
	1530-1700	All	Coy areas	a. Coy Cond inspection of parade clothing and equipment. b. Area Clean up	Working Clothes	a. (1) Coy Conds inspection 1530. (2) Work parties for grad preparations are not to recommence until Coy Conds inspections complete. b. Second Class to supervise.

(b)	(c)	(d)	(e)	(f)	(g)	(h)
	1700	All	CSC Mess	Early meal	Civilian Clothing	
	1830-2230	1st Class	CSC Club	Cocktail Party	Lounge Suit	First Class and guests
	When ordered-2400	2nd,3rd & 4th Class	N/A	Local leave	Civilian Clothes	2IC CSC is to announce commencement of local leave once he is satisfied with grad ball preparation.
Tuesday 12 Dec 72	0645	All	Parade Ground	Sizing of Corps	Recreation Dress	RSM to co-ord.
	0715	All	CSC Mess	Breakfast	Recreation Dress	
	0730-0815	All	Coy areas	Room inspection	Recreation Dress	Coy Conds to inspect.
	0845-1115	All	Parade Ground	a. Graduation Parade b. Presentation of Diplomas & Prizes	White Ceremonial	Detail of the Presentation procedure given in HQ RMC instruction.
	1115-1230	1st Class	Duntroon Gardens	Morning Tea	White Ceremonial	
	1115-1230	2nd,3rd, & 4th Class	CSC Mess area	Morning tea - three guests only per cadet	White Ceremonial	Cadet blocks open for inspection by parents and guests from 1115 to 1300 hrs only.
	1300	All	CSC Mess	Buffet lunch	Summer Dress	FMC 1973 to provide accurate meal state.
	1400-1600	1st Class	a. Bn Store b. Clo Store	Return temporary issues	Summer Dress	a. Bn Store items to return:- (1) Rifle and bayonet - Coy Drill Sgts to arrange inspection in Coy areas. (2) Sword and equpt (3) White Web equpt b. White jackets to be returned to the Clo Store as follows:- (1) Sov - 1400-1415 (2) Kap - 1415-1430 (3) Ala - 1430-1445 (4) Kok - 1445-1500 c. BQMS 1973 to report all items returned to Adjt by 1600 hrs.
	1400-1430	Sov Coy 2nd,3rd & 4th Class	Bn Store	Return Rifles	Field Dress	
	1430-1500	Kap Coy 2nd,3rd & 4th Class	Bn Store	Return rifles	Field Dress	
	1500-1530	Ala Coy 2nd,3rd & 4th Class	Bn Store	Return rifles	Field Dress	
	1530-1600	Kok Coy 2nd,3rd & 4th Class	Bn Store	Return rifles	Field Dress	Drill Sgts to call roll in coy areas and inspect wpsn before coy groups move to Bn Store.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
102		1400-1700	2nd, 3rd & 4th Class	CSC area	Final Ball preparation	Field Dress	PMC to co-ord working parties. Cadets to report to required areas directly from Bn Store.
103		1930	N/A	Offrs' Mess	Offrs' Mess Graduation Dinner	N/A	
104		2145-0330	All	Gymnasium/ Class Room 2	Graduation Ball	Summer Mess Kit	HQ CSC unregistered minute dated 15 Nov 72 refers. Graduates should assist their mothers and escorts by placing holes in the epoulet of their mess kit before the "pinning on of pips" ceremony.
105		2030	N/A	Sgts' Mess	Sgts' Mess Hawaiiin Night	N/A	
106	Wednesday 13 Dec 72	0600	1st, 2nd & 3rd Class	CSC Mess	Buffet Breakfast	Casual Clothes	
107		0700-1000	1st, 2nd & 3rd Class	Prof. CSC Mess	Post ball clean up	Working Clothes	BSM to conduct parade;- parade states to be given to Adj. PMC to organize clean up.
108		As available	Graduates	Coy areas	Return bedding	Service Dress	<p>a. CQMS 1973 to collect following from each graduate:-</p> <ol style="list-style-type: none"> (1) Blankets - 4 (2) Sheets - 2 (3) Pillows - 1 (4) Pillowslip - 1 (5) Rugs bedside - 1 (6) Tumblers, 7 oz - 1 (7) Bedspread - 1 (8) Wastepaper basket - 1 (9) Lamps table - 1 <p>b. All items to be returned to Q NCO CSC by 1700 hrs.</p> <p>c. CQMS to conduct block damage inspection of graduates rooms. Returns to Q NCO CSC by 1700 hrs.</p>
109		0945	Graduates	HQ CSC	Leave pay	Summer Service Dress	Lt Vincent to be paying officer. Pay to be collected from Cash Office at 0815 hrs.
110		1000	Graduates	HQ CSC	Adjutant's Parade (Rooms to be vacated) a. Hand in clearance certificates. b. Receive pers docs (incl Mob 3 & A 96)	Summer Service Dress	<p>a. Senior graduate to handover. Q NCO to inform graduates of Kit stoppages - all to have paybooks in their possession.</p> <p>b. All clearance forms to be handed in before going to Offrs Mess. Room keys are also to be handed in at this time.</p>
111		1000-1200	1st, 2nd & 3rd Class	Coy areas	a. Change to 1973 rooms. b. Continue CSC clean up c. Securing trophies.	Working Clothes	<p>a. CQMS to supervise distribution of room keys to 1973 occupants.</p> <p>b. BQMS to arrange for 2 1/2 ton trucks to assist with room changes. Tpt requests to be passed through Adj.</p> <p>c. PMC to arrange working party of 4 cadets to report to the Q NCO at the Trophy Room at 1100 hrs.</p>
112		1055-1200	Graduates	Dunroon House	Drinks	Summer Service Dress	Report to Adj. at front entrance to Mess as a body and enter through main doors to sign Visitors Book.
113		1 200-1330	Graduates	Sgts' Mess	Drinks and Buffet lunch	Summer Service Dress	Sign Visitors Book.

(b)	(c)	(d)	(e)	(f)	(g)	(h)
	1200	1st, 2nd & 3rd Class	CSC Mess	Lunch	Casual Clothes	Coy Comds to conduct room inspections at 1630 hrs.
	1300-1630	1st, 2nd & 3rd Class	Coy areas	Continue change to 1973 rooms	Working Clothes	
	1815	1st, 2nd & 3rd Class	CSC Mess	Dinner	Civilian Clothes	
	1900-2400	1st, 2nd & 3rd Class	N/A	Local Leave	Civilian Clothes	
Thursday 14 Dec 72	0700	All	CSC Mess	Breakfast	Civilian Clothes	All keys to be returned to CQMS, CQMS keys to be secured at HQ CSC by Q NCO Adjutant to issue. Coy Comds to co-ord. Draft parades as required are detailed at Annex H.
	0930	All	Coy areas	Coy comds room inspection, lock rooms	Civilian Clothes	
	1030	As applicable	HQ CSC	Collection of tickets	Civilian Clothes	
	1100	All	Coy areas	a. Leave Pay b. Receive Leave Pass.	Civilian Clothes	
	1200	All	Coy areas	Leave commences	Civilian Clothes	
	1200-1330	N/A	Sgts' Mess	Offrs visit Sergeants' Mess	Dress of the day	
	1700-1830	N/A	Comdt's House	Sgts' Mess cocktails	To be advised	
	1730	N/A	To be advised	CRE Christmas functions	To be advised	

H.J. Coates
(H.J. COATES)
Lt Col
CO CSC

- Notes:
- A. Banner Parade
 - B. Graduation Church Service
 - C. Graduation Mass
 - D. CSC Film Evening
 - E. Presentation of Sporting Prizes and Trophies 5 Dec 72
 - F. Presentation Military, Academic and Sporting Prizes and Trophies Mon 11 Dec 72.
 - G. Graduation Parade 1972.
 - H. Presentation of Graduation certificates, Testamurs and Diplomas.
 - I. Draft Parades.