

**Series: AWM95**  
Australian Army commanders' diaries  
[Vietnam]

Ordnance units

**Item number: 13/1/9**

**Item: 1 Ordnance Field Park**

Narrative

Annexes

[1-30 Sep 1970]

COVERING LETTER

Reference No. 9 - 70

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**SECRET**

ORIGINAL  
~~DUPLICATE~~

Strike out where  
not applicable

To: OIC, Military History Section, AHQ.

# COMMANDERS DIARY

1. I enclose Commanders Diary (AF C 2118) (Adapted) as indicated at Part 2.

2. Please return receipt below.

(Signature)

(A. R. BURKHILL)

Appointment

(OC Unit or senior staff officer)

Unit or Formation FIRST ORDNANCE FIELD PARK

From 1 SEP 70 To 30 SEP 70

INDEX

Narrative (AF C 2118)

ANNEXES

- \* A Duty officer's log
- \* B Messages connected with log
- C Operation orders and instructions issued
- D Operation orders and instructions received
- \* E Sitreps issued
- F Orders of battle and location reports issued
- G Intelligence reports and summaries issued; appreciations made
- H Administrative orders and instructions issued
- I Administrative orders and instructions received
- J Administrative reports and bulletins; ammunition returns; field strength returns
- \* K Standing orders issued
- L Commander's policy and demi-official letters
- M Action reports (if required)
- N Other papers, eg, maps and diagrams, air photos, reports from sub units
- O Periodical summaries of operations
- Z Top Secret Supplementary Diary

Enclosure Numbers

NIL to .....

NIL to .....

NIL to .....

NIL to .....

NIL to .....

NIL to .....

NIL to .....

1 to 3

NIL to .....

NIL to .....

NIL to .....

NIL to .....

NIL to .....

† NIL  
† RETAINED  
† Despatched to

\* Only to be included during operations.  
† Cross out whichever is not applicable.

ON.....

PART 3

COMMANDERS DIARIES  
INSTRUCTIONS

AIM

1. The aim of a Commanders Diary is to provide data on which to base future improvements in Army training, equipment, organization and administration, and to furnish historians with a record of the activities of units and formations in operational and non-operational periods in peace and in war.

GENERAL

2. Entries are to be made daily on AF C 2118 (Adapted) each entry being initialled by the officer detailed to keep it.

3. Commanders Diaries will conform with the rules for drafting orders given in "Staff Duties (Australia)", Chapter 2, Section 12.

RESPONSIBILITY

During Non-operational Periods

4. A Commanders Diary is to be compiled by commanders of all formations.

During Operational Periods (1)

- 5. A Commanders Diary is to be compiled in duplicate by:
  - a. Commanders of all formations.
  - b. Each branch of the staff at formation headquarters commanded by a brigadier or above.
  - c. Heads of services not below the rank of lieutenant colonel.
  - d. Personal staffs and officers holding special appointments.
  - e. Unit commanders.
  - f. Commanders of a detachment of a unit when so ordered.

COMPILATION

- 6. Both original and duplicate copies are to consist of:
  - a. Cover (AF C 2119) (Adapted).
  - b. Index as printed on cover.
  - c. Narrative (AF C 2118) (Adapted).
  - d. Annexes as shown in the Index.
- 7. All details of the unit or formation (if a detachment is concerned, the name of the parent unit), period covered and enclosure numbers of the annexes are to be shown on the cover. If there has been a change of command since the last report, the date of assumption by the new commanding officer is to be included.
- 8. The annexes are to be assembled in the groups shown on the cover. If there are no enclosures for an annex NIL will be entered on the cover. If additional annexes are convenient for a particular headquarters, these should be grouped as annexes starting at B.

for operations form Annex "Z", "TOP SECRET" the document. It is to be prepared and disposed of as

CONTENTS

names as well as map references), establishment, equipment and orders given. the day's fighting, including company movements. Commander with regard to equipment, tactics, organization

potential importance. as to officers, men and equipment. equipment captured. as employed in the time not accounted for. The type of

ess and to save work as much information as possible is to documents issued and received, routine returns, etc. All ed and the time of receipt or despatch is to be given.

the annexes, but need not give a precis of any of them.

(continued on back cover)

This form is to be enclosed with the annexes in AF-C2119 (Adapted).

AUSTRALIAN MILITARY FORCES

AF - C2118 (Adapted)  
Revised Apr. 1969

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFP

MONTH and YEAR SEPTEMBER 1970

REFERENCE MAP \_\_\_\_\_

COMMANDING OFFICER Capt A.R. BURKHILL

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
	TFMA NUI DAT	1 SEP70		OC inspected OR's lines 0730-0830 hrs. Normal Park activity. Eight OR's prepared the new lines for occupation during the day. Work party continued preparation 1700 - 1745 hrs.	aw
	TFMA NUI DAT	2 SEP70		Normal Park activity. OR's moved into new lines during the day. OO Stores Pl went to 2 AOD with Self Service resupply run.	aw
	TFMA NUI DAT	3 SEP70		Normal Park activity. OR's worked on drainage and paths in the new area 1700-1745 hrs.	aw
	TFMA NUI DAT	4 SEP70		Normal Park activity. Work party on lines 1700 - 1745 hrs.	aw
	TFMA NUI DAT	5 SEP70		Normal Park activity.	aw
	TFMA NUI DAT	6 SEP70		Ten personnel remained on duty, remainder stood down.	aw

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AUSTRALIAN MILITARY FORCES

AF - C2118 (Adapted)  
Revised Apr. 1969

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFF

MONTH and YEAR SEPTEMBER 1970

REFERENCE MAP

COMMANDING OFFICER Capt A.R. BURKHILL

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
	TFMA NUI DAT	7 SEP70		Normal Park activity. WO MURRAY IC CONTROL Office and a clerk commenced a project at 1 Fd Sqn Wksps Stores Cell.	a
	TFMA NUI DAT	8 SEP70		OC inspected OR's lines 0730 - 0830 hrs. Normal Park activity. OR's worked on lines 1700 - 1745 hrs.	a
	TFMA NUI DAT	9 SEP70		Normal Park activity. OR's worked on lines 1700 - 1745 hrs.	a
	TFMA NUI DAT	10 SEP70		Normal Park activity. Payday. OC went to 2 AOD on a liaison visit. OR's worked on lines 1700 - 1745 hrs.	a
	TFMA NUI DAT	11 SEP70		Normal Park activity.	a
	TFMA NUI DAT	12 SEP70		Normal Park activity.	a
	TFMA NUI DAT	13 SEP70		Ten personnel remained on duty, remainder stood down. Three went to VUNG TAU with the Beach Party. Bath Det and Operator returned from FSB KYLIE GR YS 462806.	a

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AUSTRALIAN MILITARY FORCES

AF - C2118 (Adapted)  
Revised Apr. 1969

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFP

MONTH and YEAR SEPTEMBER 1970

REFERENCE MAP

COMMANDING OFFICER Capt A.R. BURKHILL

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
	TFMA NUI DAT	14 SEP70		Normal Park activity.	aw
	TFMA NUI DAT	15 SEP70		OC inspected OR's lines 0730 - 0830 hrs. Normal Park activity.	aw
	TFMA NUI DAT	16 SEP70		Normal Park activity.	aw
	TFMA NUI DAT	17 SEP70		Normal Park activity.	aw
	TFMA NUI DAT	18 SEP70		Normal Park activity. OC went to 2 AOD on a liaison visit.	aw
	TFMA NUI DAT	19 SEP70		Normal Park activity.	aw
	TFMA NUI DAT	20 SEP70		Eight personnel remained on duty, remainder stood down. Six personnel went to 2 AOD for Corps Week celebrations.	aw
	TFMA NUI DAT	21 SEP70		Normal Park activity. Bath detachment and an operator was sent to 8 RAR to help clean equipment and vehicles prior to 8 RAR's return to Australia.	aw

This form is to be enclosed with the annexes in AF-C2119 (Adapted).

AUSTRALIAN MILITARY FORCES

AF-C2118 (Adapted)  
Revised Apr. 1969

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFP

MONTH and YEAR SEPTEMBER 1970 REFERENCE MAP \_\_\_\_\_ COMMANDING OFFICER Capt A.R.BURKHILL

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
	TFMA NUI DAT	22 SEP70		OC inspected OR's lines 0730 - 0830 hrs. Normal Park activity.	aw
	TFMA NUI DAT	23 SEP70		Normal Park activity. Bath detachment and operator moved to FSB GARTH GR YS 456903.	aw
	TFMA NUI DAT	24 SEP70		Normal Park activity. Payday.	aw
	TFMA NUI DAT	25 SEP70		Normal Park activity. OC went to 2 AOD with Self Service resupply run.	aw
	TFMA NUI DAT	26 SEP70		Normal Park activity.	aw
	TFMA NUI DAT	27 SEP70		Ten personnel on duty in the morning, remainder stood down. A barbecue was held at the OFP to celebrate Corps Week. Ordnance members from other units in 1 ATF attended.	aw
	TFMA NUI DAT	28 SEP70		Normal Park activity.	aw

This form is to be enclosed with the annexes in AF-C2119 (Adapted).

AUSTRALIAN MILITARY FORCES

AF-C2118 (Adapted)  
Revised Apr. 1969

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION **1 OFP**

MONTH and YEAR **SEPTEMBER 1970**

REFERENCE MAP

COMMANDING OFFICER **Capt A.R. BURKHILL**

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
	TFMA NUI DAT	29 SEP70		OC inspected OR's lines 0730 - 0830 hrs. OO Stores Pl departed on R and R. Normal Park activity.	2
	TFMA NUI DAT	30 SEP70		Normal Park activity.	2



# RESTRICTED

1 OFF  
NUI DAT  
9 Oct 70

R723-1-1

ANNEX O TO  
COMMANDERS DIARY  
DATED 1 OCT 70

ADOS  
HQ AFV  
SAIGON

## MONTHLY REPORT - SEPTEMBER 1970

1. Although there was a slight drop this month in the percentage of vouchers satisfied there was quite an increase in the percentage of item headings. This satisfaction rate should now be maintained with the current scaling, for some time.

### Finalization of Accounts

2. During September the OFF held a board of survey on all accounting records finalized prior to June 1967. These records covered:

- a. Transactions on the OFF stock scaling which covered the "X" and "Y" series of vouchers.
- b. All "Q" account transactions.
- c. All "A" records less those considered to have any historical value.

3. The board was conducted on the 15 Sep 70 with the records being destroyed on the 25 Sep 70.

### Warehousing

4. Due to the return to Australia of 8 RAR in November and of the return of some serviceable stores to 1 OFF (AFV Q16714 of 10 Sep 70 refers) one storehouse (storehouse 2) in MT and Tech stores section and one storehouse (storehouse 4) in General stores section have been emptied of stores in preparation for the receipt of the 8 RAR returned stores.

5. To achieve this additional space a relocation project was conducted within the OFF. The suspected and probable redeployment of the OFF was also taken into consideration with the result that all stores held on racking were either crated or located in bin packs. This should enable the park to redeploy within a tighter time frame than was previously possible.

### Bath Section

6. At the beginning of September 1 OFF deployed the bath equipment, with an operator, in 8 RAR B echelon area. The main purpose was to assist that battalion in its cleansing operations of equipment and containers to the standard required for their return to Australia. It was discovered that by attaching a restricting device, such as a nozzle, to the hose outlet of the bath unit, a considerable pressure could be built up without any damage being caused to the equipment. This coupled with the fact that the equipment has the capacity to produce hot water, made it ideal for cleaning such things as vehicles and shipping containers. The equipment is to remain in 8 RAR's location until all cleaning has been completed.

### 1 Field Squadron Workshops Stores Cell

7. The OFF has been assisting 1 Fd Sqn Wksps Stores Cell in its relocation, stocktaking, outscaling and reorganization programme throughout September. A list of items of "dead" stock was produced and this forwarded to 2 AOD for perusal and acceptance of those items held in that units scaling. 2 AOD also indicated the items which 1 Fd Sqn Wksps Stores Cell was to issue directly to 2 BOD, Moorebank.

/8

# RESTRICTED

RESTRICTED

8. All items for 2 AOD have now been selected and packed and are to be returned to 2 AOD early in October. Those items for 2 BOD are still in the process of being selected and after being cleaned at 2 AOD, T&P centre, the use of which is greatly appreciated, are to be packed and consigned by the stores cell.

9. The OFF is at present supplying the following personnel to assist 1 Fd Sqn Wksps Stores Cell in this project:

- a. 1 Warrant Officer Clerk Tech
- b. 1 Corporal Clerk Tech
- c. 2 Privates Storeman Tech (Ord)

Liasion Visits 2 AOD

10. The importance of liasion between two Ordnance units giving such intimate and direct support to each other as 1 OFF and 2 AOD are doing, cannot be too greatly emphasized. One of the biggest factors is to understand each others problems, capacity and capabilities. Also their situation, with regard to geography and location, and the environment in which each is forced to operate. 1 OFF has aimed at achieving the greatest possible liasion with 2 AOD at all times by:

- a. Personal visits to 2 AOD (approximately once per week)
- b. Telephone calls
- c. Correspondence.

The benefits derived from the liasion have been many and varied.

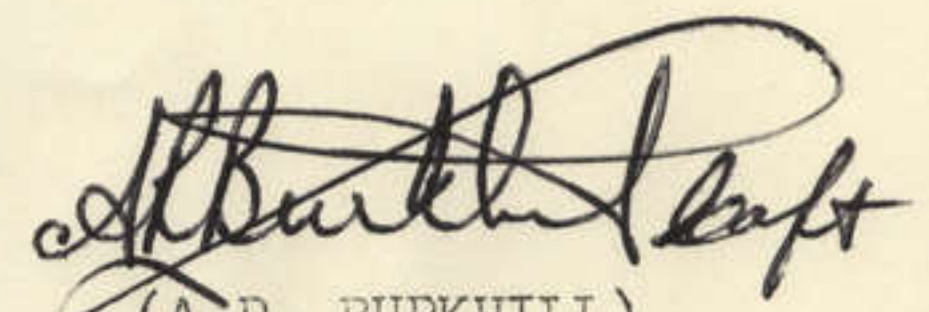
11. Unfortunately this liasion has not been a two way transaction with very few 2 AOD officers and senior NCO's visiting 1 OFF in the last twelve months. This has led to problems, particularly on the planning and provision aspects of resupply. It is considered that if 2 AOD personnel understand the functions, holding capacities, responsibilities and obligations of 1 OFF a lot of embarrassing situations would not occur.

Change of Command

12. During October 1970 the command of 1 OFF is due to change. The new OC 38148 Capt G.W. SMITH is due to arrive in country on 22 Oct 70 and the present OC 38147 Capt A.R. BURKHILL is due to leave country on the 29 Oct 70. The proposed itinerary for the week 22 Oct 70 to 29 Oct 70 has been forwarded to HQ AFV under a separate cover.

13. The handover/takeover stocktake is to commence on the 12 Oct 70 with 16899 Capt J.N. BRANDON acting as Capt SMITH's representative. A copy of the stocktake instruction has also been forwarded to HQ AFV under separate cover. The stocktake itself is to consist of a count of the following stores:

- a. All AHQ controlled and theatre controlled stores
- b. One hundred items selected at random from NT and Tech stores section.
- c. One hundred items selected at random from General stores section
- d. A count of all stores held by the 1 OFF "Q" account ("Q" account No N 2594)

  
(A.R. BURKHILL)  
Capt  
OC 1 OFF

Enclosures:

1 OFF - RAAOC Monthly Technical Data.

Copy for

OO 1 ATF  
OC 2 AOD  
SOSCO 2 AOD  
SSO 2 AOD

RESTRICTED

RAAOC MONTHLY TECHNICAL DATA

UNIT.....1.OFP.....

MONTH.....**SEPTEMBER 1970**.....

ADMINISTRATION

1. Strength

- a. Establishment
- b. Marched Out
- c. Marched In
- d. Nett, posted

OFFR	NCO	OR	TOTAL
2	19	23	44
	2	2	4
	1	2	3
2	19	23	44

2. Manhours

- a. Posted availability
- Less 1. detached
- 2. Hospital/sick
- 3. non unit duties
- 4. R&R/R&C
- b. Nett availability
- Less Non-tech unit duties
- c. Nett tech availability.

		9288
872		
40		
1224		
272		
	Sub-total :	2408
	:	6880
	:	773
	:	6107

STOCKAGE

3. Holdings

- a. Item headings at outset
- Plus 1. Inscaled
- 2. Outscaled
- b. Item headings at end of month

:	2870
:	12
:	3
:	2879

4. Voucher activity

- a. AF G982E (STOCK)
- b. AF G982E-1 (JOB)
- c. AF G1033 (RETURN)
- d. AF G 1049 (TRANSFERS)

:	1031
:	
:	
:	46

5. RECEIPTS (Items)

- a. AF G982E
- b. AF G 982E-1
- c. AB 108 (returned repairable)
- d. Others (Specify) (AF G 1033)

:	1025
:	
:	
:	89

6. Issues (Items)

- a. AF G982E
- b. AF G1033
- c. AF G982E-1
- d. AAF F402
- e. AAF F141

:	1907
:	-
:	-
:	-
:	-

RESTRICTED

		Due In	Due Out
7.	Dues In/Out (All sources)		
	o. At outset	1401	1368
	b. At end of month	1407	873
8.	Demand Satisfaction (Item headings)		I.H. VCHR
	a. Demands Received		: 1661 4298
	b. Satisfied from stock		: 1157 2842
	c. Satisfied from other sources:	I.H. VCHR	
		310 486	Sub-Total : 1467 3328
	d. % satisfaction within the month		: 88.32 77.48
	e. Non scaled, passed		: 689 1456
9.	Service demands (where applicable - items)		
	a. Demanded this month		: -
	b. Total to date this year		: -
	c. Outstanding at end of month		: -
10.	Stock maintenance		
	a. Tech Inspections - items		: 2
	b. Non-Tech inspections - items		: - 7
	c. Items requiring remedial attention		: -
11.	Accounting		
	a. Spotchecks - items		: 49
	b. Discrepancies		: 1
	c. Adjustments completed		: 1
		<u>FORWARD SCALINGS</u>	
12.	Performance		
	a. Item headings forward		: -
	b. Demanded		: -
	c. Satisfied: (1) from scaling		: -
	(2) from parent stock		: -
	d. Outstanding at end of month		: -
	e. % satisfied within month		: -
		<u>OFF OPERATIONS</u>	
13.	Bulk Break (items)		
	a. Requested	Indents Received	738
	b. Received and issued	Indents to 2 AOD	: 257
		Indents from 2 AOD	: 228
		Issues to units	708
	c. Remarks: (critical shortages etc.)		
	..... Smocks SM, Boots G.P. 6/6, Insignia Crown NCO Green.....		
14.	Self Service		
	a. Receipts (items)		: 178
	b. Issues (Transactions)		: 207
	c. Remarks: (critical shortages etc.)		
	..... All Australian Envelopes, AFW 3121.....		
15.	Bath Equipment		
	a. Deployments		: 4
	b. Hours operated		: 65
	c. Persons showered		: 3070

...../3

RESTRICTED

RESTRICTED

16. Temporary Loans

a. Outstanding at outset	:	7
b. Raised	:	6
c. Cleared	:	3
Outstanding at end of month	:	10

17. GENERAL

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9 OCT 1970 ..... DATE

*A. R. Burkhill*  
.....  
OC/IC (A. R. BURKHILL)  
CAPT  
OC 1 OFP

RESTRICTED

ANNEX I TO  
COMMANDERS DIARY  
DATED 1 OCT 70  
(ENCLOSURE 3)

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

MAJOR L.E. KILNER

OFFICER COMMANDING

TASK FORCE MAINTENANCE AREA

18 SEP 70

NUMBERS 264 - 265

Number	Subject
264	DUTIES
265	ROLL BOOKS
	<u>NOTICES</u>
1.	TFMA SPORTS FIXTURES
2.	R & R - OCT, NOV AND DEC

264. DUTIES

1. The following members are to mount duty on the date shown against their name (Orderly Officer 1700hrs daily, Sunday 1200hrs; Orderly NCO 1630hrs daily, Duty Driver 1600hrs daily, Sunday 1200hrs):

<u>Date</u>	<u>Orderly Officer</u>	<u>Orderly NCO</u>	<u>Duty Driver</u>
21 Sep 70	WO2 Murray	Sgt Bowtell	Pte Best
22 Sep 70	Capt Myler	Ssgt Catley	Pte Virgo
23 Sep 70	Sgt Netherclift	Ssgt Middis	Pte Oliver
24 Sep 70	Lt Walter	Sgt Kennedy	Pte Rendall
25 Sep 70	WO2 Watts	Ssgt Winlaw	Pte Nowell
26 Sep 70	Lt Scott	Sgt Zimmerman	Pte Tolsher
27 Sep 70	WO2 Alcott	Sgt Duce	Pte Drummond

2. The following members are to report to the TFMA Orderly NCO for TFMA picquet at 1900hrs on the dates shown:

<u>21 Sep 70</u>	<u>22 Sep 70</u>	<u>23 Sep 70</u>	<u>24 Sep 70</u>
Cpl Moss	Cpl Prince	Cpl Moss	Cpl Crane
Pte Paull*	Pte Casey*	Pte Treasure*	Lcpl Sanderson*
Pte Wright G.A.	Pte Read	Pte Passmore	Lcpl Windred
Pte Balston	Pte Metcalfe	Pte Baird	Pte Parker
Pte Best	Pte Virgo	Pte Oliver	Pte Rendall
Pte Donaldson	Pte Sullivan	Pte Furno	Pte Johnson
Pte Mellor	Lcpl Fatone	Cfn Collum	Pte Symons

<u>25 Sep 70</u>	<u>26 Sep 70</u>	<u>27 Sep 70</u>
Cpl Moss	Cpl Zaffino	Cpl Moss
Pte Davis*	Pte Boyle*	Pte Corbett*
Pte Faulkner	Pte Dunkley	Pte Jarrott
Pte Nowell	Pte Halls	Pte Johns
Pte Connor	Pte Tolsher	Pte Drummond
Pte Ettles	Pte Payne	Lcpl Blackmore
Pte Evorall	Cfn Tisdale	Pte Conway

Notes: 1. The member marked (\*) is nominated Fire Truck Driver.  
 2. The duty driver is to be allotted to the first shift each night.

3. The following members are rostered for CP telephone picquet duties and will report to the Orderly Officer at 1800hrs daily:

<u>Date</u>	<u>1800-2200</u>	<u>2200-0200</u>	<u>0200-0600</u>	<u>0600-0800</u>
21 Sep 70	Pte Curtis	Pte Byrne	Cpl Middleton	Pte Blakey
22 Sep 70	Cpl Williams	Cpl Watts	Pte Poole	Pte Pullen
23 Sep 70	Cpl Owens	Pte Ponting	Pte Carmody	Pte Geddes
24 Sep 70	Lcpl Manna	Cpl Webster	Pte Will	Pte Curtis
25 Sep 70	Cpl Watts	Pte Geddes	Cpl Mirrieles	Pte Horgan
26 Sep 70	Pte Frisby	Pte Adams	Pte Byrne	Pte Loader
27 Sep 70	Pte Ponting	Pte Neeley	Cpl Wanstall	Pte Poole

<u>Date</u>	<u>1200-1315</u>
21 Sep 70	Pte Horgan
22 Sep 70	Cpl Padovan
23 Sep 70	Pte Adams
24 Sep 70	Pte Mander
25 Sep 70	Pte Waide
26 Sep 70	Cpl Williams
27 Sep 70	Pte Carmody

Duty switchboard operator Sunday 27 Sep 70 - Pte Blakey.

Bed Check

4. Orderly NCO accompanied by the picquet commander, is to carry out a bed check at 2230hrs nightly.

Canteen Cleaning

5. TFMA picquet 21 - 27 Sep 70.

Cleaning of Hughes Drive

6. To be carried out by TFMA garbage dump truck at 0800hrs daily.

7. Date	Projectionist	Canteen Duty NCO
21 Sep 70	Pte Graham	Cpl Rossiter
22 Sep 70	Cpl Daly	Cpl Moss
23 Sep 70	Pte Carson	Cpl Powell
24 Sep 70	Pte Hall	Cpl Irwin
25 Sep 70	Pte Graham	Cpl Connelly
26 Sep 70	Cpl Daly	Cpl Hawkins
27 Sep 70	Pte Carson	Cpl Crane

Note: The duty projectionist is to ensure that the equipment and film have been checked and set up for showing prior to 1930hrs (1915hrs Sunday)

8. Pte Carson to take projector to Pearson Centre for service 0900hrs 27 Sep 70.

Mess Duties

9. Officers Mess Steward	21 - 27 Sep 70	Pte Johnson
Officers/Sergeants Kitchen	21 - 27 Sep 70	Pte Thorpe, Pte Sinclair
Sergeants Steward	21 - 27 Sep 70	Pte Crowe
ORs Mess	21 - 27 Sep 70	Pte Buik, Pte Kerlin, Pte Mietto

Note: Kitchen duties are to mount at 0630hrs daily (0730hrs Sunday)

CSMs Work Party

10. 21 Sep 70	Pte Swiderski	Pte Payne	Pte Paillas
22 Sep 70	Pte Blakey	Cfn Reberger	1x2AF CU
23 Sep 70	Pte Connor	Pte Wench	Pte Mellor
24 Sep 70	Pte Rutter	Pte Furno	Pte Conway
25 Sep 70	Pte Byrne	Pte Danby	Cfn Atwell
26 Sep 70	Pte Read	Pte Poole	1x26 Coy
27 Sep 70	Pte Boutell	Pte Golding	1x2AF CU

Note: The above members are to report to the CSM at 0745hrs daily.

Anti Malarial Parade

11. 21 - 27 Sep 70 - Cpl Ryan.

Beach Party NCO

12. 27 Sep 70 - Sgt Galvin.

Duty Storeman Ammunition Point

13. 21 - 27 Sep 70 - Pte Connor.

Duty Operator JP4

14. 21 - 27 Sep 70 - Cpl Corbett, Pte Nelson.



Duty Operator Det 8 Pet Pl RAASC

15.    21 Sep 70            Cpl Hawkins  
        22 Sep 70            Pte Swiderski  
        23 Sep 70            Pte Murphy  
        24 Sep 70            Lcpl Blackmore  
        25 Sep 70            Pte Boutell  
        26 Sep 70            Pte Furno  
        27 Sep 70            Pte Ettles

Batman Duties

16.    21 - 27 Sep 70    Pte Tansey, Pte Humphries, Pte Chapman.

Cooks Duty Roster

21 - 27 Sep 70.

17.

Offr's/Sgt Mess	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Cpl Sleep	0545 1700	0800 1830	0545 1700	0800 1830	0545 1700	R	0800 1830
Pte Sheridan	1100 2000	0530 1400	1100 2000	0530 1400	0530 1400	R	0630 1830
Pte Askin	0530 1400	1100 2000	0530 1400	1100 2000	1100 2000	0530 2000	R
<u>OR's Mess</u>							
Pte Dunbar	1100 1930	0530 1400	1100 1930	0530 1400	0530 1400	R	0630 1830
Pte McClure	1100 1930	0530 1400	1100 1930	0530 1400	0530 1400	R	0630 1830
Pte Baldock	0530 1700	0800 1930	0530 1700	0800 1930	0800 1930	0530 1930	0800 1700
Pte Slattery	0530 1400	1100 1930	0530 1400	1100 1930	1100 1930	0530 1930	R

Note:    Sgt Lynch to attend two breakfast and evening meals.

17.    Under no circumstances will this duty roster be changed without prior approval of the Admin Offr or CSM TFMA.

18.    TFMA Duties 28 Sep - 4 Oct 70 are to be nominated from Appendix 2,3 and 4 of Annex A Chapter 5 TFMA SOPs.

a.    Days for Appendix 3 and 4 are as follows:

19,20,21,22,23,24 and 25.

b.    Lists are to be submitted to HQ TFMA Orderly Room by 1200hrs Thursday.

265. ROLL BOOKS

1. With effect 20 Sep 70, all Sub-units roll books (except 10FP) are to be handed to the TFMA Orderly Room by 0930hrs daily. Sub-units are to ensure that the entries are correct as they are not to be subsequently altered at a later date.

*D.M.C. Gerrard*  
(D.M.C./GERRARD)  
Lt  
Admin Offr

NOTICES

1. TFMA SPORTS FIXTURES

1.	<u>DATE</u>	<u>Ball</u>	<u>Basket Ball</u>	<u>Volley Ball</u>
	21 Sep 70		TFMA v 4Fd	1 Div Int v TFMA
	28 Sep 70		TFMA - By	2RAR v TFMA
	5 Oct 70		TFMA v 104 Sig	TFMA v 1Psy Ops
	12 Oct 70		TFMA v SAS	TFMA v 1SAS
	19 Oct 70		TFMA v 1Fd	-

2. R & R

1. The following personnel will be proceeding on R & R as follows:

October

3	Pte Casey	Hong Kong	17	Pte Payne	Aust
5	Cpl Moon	Aust	17	Cpl Collins	Hong Kong
5	Cpl Powell	Hong Kong	18	Lcpl Bassett	Aust
5	Pte Collins	Hong Kong	19	Cpl Daly	Aust
5	Pte Gatherer	Aust	20	Pte Boyle	Hong Kong
5	Pte Bailey	Hong Kong	26	Cpl Major	BangKok
5	Pte Johns	Hong Kong	28	Capt Watson	Aust
9	Cfn McKenzie	Aust	28	Cpl Mundy	Aust
9	Pte Gleeson	Hong Kong	29	Cpl Watts	Hong Kong
13	Sgt Webster	Aust	29	Pte Passmore	Hong Kong
14	Sgt Lynch	Aust	30	Pte McClure	Aust
16	Pte Faulkner	Aust	31	Pte Bonney	Aust
16	Pte Harding	Aust	31	Pte Allen	Aust

November

1	Pte Joannides	Aust	19	Pte Nowell	Hong Kong
4	WO2 Alcott	Aust	20	Pte Bruce	Hong Kong
4	Pte Buik	Hong Kong	21	Lcpl Bear	Aust
7	Sgt Loxton	Aust	22	Pte Curtis	Aust
8	Cpl Webster	Hong Kong	22	Pte O'Connell	Hong Kong
10	Cpl Gray	Hong Kong	23	Pte Power	Aust
10	Pte Wench	Hong Kong	28	2lt Schroeder	Aust
16	Cpl Moss	Aust	30	Sgt Christen	Aust
18	Sgt Kennedy	Aust	30	Pte Duna	Hong Kong

December

2	Capt	White	Hong Kong	12	Pte Watson	Hong Kong
4	Pte	Frisby	Aust	14	Pte Thorpe	Aust
4	Lcpl	Flowers	Hong Kong	16	Pte Waters	Hong Kong
5	Pte	Middleton	Aust	181	Cpl Jones	Aust
7	Pte	Yates	Aust	19	Sgt Moore	Aust
7	Pte	Virgo	Hong Kong	19	Pte Sutton	Hong Kong
7	Pte	Eardley	Hong Kong	19	Pte Rutter	Taipei
8	Pte	Baklarz	Hong Kong	21	Pte Geddes	Aust
12	Ssgt	Cavenagh	Aust	23	Cpl McGoldrick	Aust
12	Pte	Johnson	Aust	26	Pte Buchanan	Aust
12	Pte	Dellow	Aust	27	Sgt Charlton	Aust
12	Pte	Horgan	Hong Kong	28	Pte Halton	Hong Kong

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

MAJOR L. E. KILNER

OFFICER COMMANDING

TASK FORCE MAINTENANCE AREA

11 SEP 70

*PETE  
ETC*  
ANNEX I TO  
COMMANDERS DIARY  
DATED 1 OCT 70  
(ENCLOSURE 2)

NUMBERS 255 - 263

<u>Number</u>	<u>Subject</u>
255	DUTIES
256	AUST FORCES RADIO VIETNAM (AFR) - REQUEST PROGRAMME
257	SAFETY-REMOVAL OF AMMUNITION FROM VEHICLES FOR REPAIR
258	RECOVERY OF BRASS AND COPPER-BASE ALLOY SCRAP
259	CARRIAGE OF WEAPONS 1 ALSG AREA
260	QUAL: AIR DESPATCH BREVET -
261	DRIVING BY OFFICERS AND SENIOR NCOs
262	USE OF LIGHTED OBJECTS AND SMOKE GRENADES IN LATRINES
263	DISCIPLINE - RTA PERSONNEL
	<u>NOTICES</u>
1.	TRAP SHOOTING
2.	VOLLEYBALL
3.	TENNIS
4.	SUBVERSIVE ORGANISATIONS - PEN FRIENDS
5.	DAPSONE
6.	1 ATF CANTEEN COMMITTEE

255. DUTIES

1. The following members are to mount duty on the date shown against their name (Orderly Officer 1700 hrs daily, Sunday 1200 hrs; Orderly NCO 1630 hrs daily, Duty Driver 1600 hrs daily, Sunday 1200 hrs):

<u>Date</u>	<u>Orderly Officer</u>	<u>Orderly NCO</u>	<u>Duty Driver</u>
14 Sep 70	WO2 Ward	Ssgt Hinton	Pte Hams
15 Sep 70	WO2 Adams	Sgt Tuttle	Pte Scholz
16 Sep 70	Capt White	Sgt Renwick	Pte Best
17 Sep 70	Lt Gerrard	Sgt Cook	Pte De La Rue
18 Sep 70	WO2 Heather	Sgt Zimmerman	Pte Kerlin
19 Sep 70	2Lt Schroeder	Sgt Chambers	Pte Watson
20 Sep 70	WO2 Watts	Sgt Larking	Pte Harding

2. The following members are to report to the TFMA Orderly NCO for TFMA picquet at 1900 hrs on the dates shown:

<u>14 Sep 70</u>	<u>15 Sep 70</u>	<u>16 Sep 70</u>	<u>17 Sep 70</u>
Cpl France	Cpl Ryan	Cpl Rossiter	Cpl Rogers
Pte Bonney *	Pte Duma *	Pte Humphries *	Pte Pelich *
Pte Collins	Pte Donaldson	Pte Voss	Pte Bruce
Pte Hams	Pte Baklarz	Pte Power	Pte McEwan
Cfn Atwell	Pte Berg	Pte Best	Pte De La Rue
Pte Thorpe	Pte Scholz	Pte Andrews	Cfn Cubitt
Pte Swiderski	Pte Paillas	Pte Balzan	Pte Russell

<u>18 Sep 70</u>	<u>19 Sep 70</u>	<u>20 Sep 70</u>
Cpl Parslow	Cpl McSS	Cpl Corbett
Pte Gatherer *	Pte Humphries *	Pte C Neill *
Pte Waters	Pte Kotynia	Pte Best
Pte Brennan	Pte Sporle	Pte Spinks
Pte Kerlin	Pte Watson	Pte Harding
Lcpl Bear	Pte Tilke	Lcpl Ison
Pte Murphy	Pte Van Der Wel	Cfn Marks

Notes: 1. The member marked (\*) is nominated Fire Truck Driver.  
2. The duty driver is to be allotted to the first shift each night.

3. The following members are rostered for CP telephone picquet duties and will report to the Orderly Officer at 1800 hrs daily:

<u>Date</u>	<u>1800-2200</u>	<u>2200-0200</u>	<u>0200-0600</u>	<u>0600-0800</u>
14 Sep 70	Pte Horgan	Pte Will	Cpl Williams	Cpl Webster
15 Sep 70	Pte Neeley	Cpl Owens	Cpl Watts	Pte Carmody
16 Sep 70	Pte Wanstal	Pte Loader	Pte Curtis	Cpl Mirrieles
17 Sep 70	Pte Adams	Pte Middelton	Pte Ponting	Pte Waide
18 Sep 70	Cpl Padovan	Lcpl Manna	Pte Blakney	Pte Neeley
19 Sep 70	Pte Pullen	Pte Geddes	Pte Mander	Pte Wanstal
20 Sep 70	Cpl Webster	Cpl Williams	Pte Horgan	Pte Will

<u>Date</u>	<u>1200-1315</u>
14 Sep 70	Lcpl Manna
15 Sep 70	Pte Frisby
16 Sep 70	Pte Geddes
17 Sep 70	Pte Pullen
18 Sep 70	Cpl Owens
19 Sep 70	Pte Poole
20 Sep 70	Cpl Mirrieles

Duty switchboard operator Sunday 20 Sep 70 Pte Frisby.

...../3

Bed Check

4. Orderly NCO accompanied by the picquet commander, is to carry out a bed check at 2230 hrs nightly.

Canteen Cleaning

5. TFMA Picquet 14 - 20 Sep 70.

Cleaning of Hughes Drive.

6. To be carried out by TFMA garbage dump truck at 0800 hrs daily.

7.	<u>Date</u>	<u>Projectionist</u>	<u>Canteen Duty NCO</u>
	14 Sep 70	Pte Hall	Cpl Mitchell
	15 Sep 70	Cpl Daly	Cpl Ryan
	16 Sep 70	Pte Carson	Cpl McGoldrick
	17 Sep 70	Pte Hall	Cpl Gray
	18 Sep 70	Cpl Daly	Cpl Jordan
	19 Sep 70	Pte Carson	Cpl Dhu
	20 Sep 70	Pte Hall	Cpl Mundy

Note: The duty projectionist is to ensure that the equipment and film have been checked and set up for showing prior to 1930 hrs (1915 hrs Sunday)

8. Pte Hall to take projector to Pearson Centre for service 0900 hrs 20 Sep 70.

Mess Duties

- 9. Officers Mess Steward - 14 - 20 Sep 70 Pte Johnson
- Officers'/Sergeants Kitchen - 14 - 20 Sep 70 Pte Allen, Pte Treasure
- Sergeants Steward - 14 - 20 Sep 70 Pte Crowe
- OR's Mess - 14 - 20 Sep 70 Pte Parker, Pte Buchanan, Pte Casey

CSMs Work Party

10.	14 Sep 70	Pte Andrews	Pte Graham (OFF)	1x 26 Coy
	15 Sep 70	Pte Voss	Pte Graham (OFF)	Pte Swiderski
	16 Sep 70	Pte Waters	Pte Graham (OFF)	1x 2AFCU
	17 Sep 70	Pte Ponting	Cfn Ponting	Pte Graham (OFF)
	18 Sep 70	Pte Sullivan	Pte Graham (OFF)	Pte Bowtell
	19 Sep 70	Pte Neeley	Cfn Tisdale	Pte Graham (OFF)
	20 Sep 70	Pte Loader	Pte Graham (OFF)	1x 26 Coy

Note: The above members are to report to the CSM at 0745 hrs daily.

Anti Malarial Parade

11. 14 - 20 Sep 70 Cpl Jones

Beach Party NCO

12. 20 Sep 70 Sgt Morrison

Duty Storeman Ammunition Point

13. 14 - 20 Sep 70 Pte Kotynia

Duty Operator JP4

14. 14 - 20 Sep 70 Lcpl Blackmore, Pte Furno

Duty Operator Det 8 Pet Pl RAASC

15. 14 Sep 70 Cpl Hawkins  
 15 Sep 70 Cpl Corbett  
 16 Sep 70 Pte Swiderski  
 17 Sep 70 Cpl Hawkins  
 18 Sep 70 Cpl Corbett  
 19 Sep 70 Pte BcU cell  
 20 Sep 70 Pte Murphy

Batman Duties

16. 14 - 20 Sep 70 Pte Joannides, OPte Baird, Pte Chapman.

Cooks Duty Roster 14 - 20 Sep 70.

17.

Offr's/Sgt Mess	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Cpl Sleep	0545 1700	0800 1830	0545 1700	0800 1830	0800 1830	R	0800 1830
Pte Sheridan	0530 1400	1100 2000	0530 1400	1100 2000	1100 2000	0530 2000	R
Pte Askin	1100 2000	0530 1400	1100 2000	0530 1400	0530 1400	R	0630 1830
<u>OR's Mess</u>							
Pte Dunbar	0530 1400	1100 1930	0530 1400	1100 1930	1100 1930	0530 2000	R
Pte McClure	0530 1400	1100 1930	0530 1400	1100 1930	1100 1930	0530 2000	R
Pte Baldock	1100 2000	0530 1400	1100 2000	0530 1400	0530 1400	R	0630 1830
Pte Slattery	1100 2000	0530 1400	1100 2000	0530 1400	0530 1400	R	0630 1830

Note: Sgt Lynch to Attend two breakfast & two evening meals

17. Under no circumstances will this duty roster be changed, with out prior approval of the Admin Officer or CSM TFMA.

18. TFMA Duties 21 - 27 Sep 70 are to be nominated from Appendix 2, 3 and 4 of Annex A Chapter 5 TFMA SOPs.

a. Days for appendix 3 and 4 as follows:

12,13,14,15,16,17 and 18

b. Lists are to be submitted to HQ TFMA Orderly Room by 1200 hrs Thursday.

256. AUST FORCES RADIO VIETNAM (AFR) - REQUEST PROGRAMME

1. Requests for the programme may be lodged with the Empire switch from Mon to Fri for playing on Sat and Sun. All requests are to include name of member and who the request is for.

2. Members are not to pheno AFR direct as this results in jamming the switchboard.

3. The use of false names will result in suspension of this priviledge, a booking register will be maintained.

...../5

257. SAFETY-REMOVAL OF AMMUNITION FROM VEHICLES FOR REPAIR

1. Several instances have occurred where vehicles have been sent for RAEME repairs with ammunition, detonators etc inside. In some cases these were discovered before or during welding operations.

2. This practice is highly dangerous and must cease immediately. Sub-unit are to check all vehicles being sent for RAEME repair to ensure that there are no explosives or ammunition on board.

258. RECOVERY OF BRASS AND COPPER - BASE ALLOY SCRAP

1. Large quantities of brass and other copper - base alloy scrap from US furnished material have been recently discovered in the possession of private individuals. This violates a 1955 agreement between the US Govt and the Govt of Vietnam which stipulates that all such material will be returned to the US Govt.

2. All scrap brass is to be returned to 26 Coy Q Store.

259. CARRIAGE OF WEAPONS 1 ALSG AREA

1. TFMA personnel are to carry weapons when on duty in the 1 ALSG area of responsibility. The degree of weapon readiness is to be 'UNLOADED'

2. Change of condition of weapons to UNLOADED is to be effected at the check point at grid reference YS369538 and is to apply whilst the weapon is carried anywhere on the VUNG TAU peninsula south of the checkpoint.

260. QUAL: AIR DESPATCH BREVET

1. The following RAASC personnel of Det 176 AD Coy RAASC are now qualified to wear the AD Brevet.

a. 61995 Pte M. Halton

b. 217943 Pte D.J. Payne

2. The qualification was gained on operational sorties in support of 1 ATF operations in Phouc Tuy Province.

261. DRIVING BY OFFICERS AND SENIOR NCOs

1. The following members of 10FP are authorized to drive vehicles within the 1 ATF Base when it is necessary for them to do so in performing their duties and where a driver is not readily available:

a. 54001 Sgt J.F. Barker

b. 13967 Sgt B.P. Catley

262. USE OF LIGHTED OBJECTS AND SMOKE GRENADES IN LATRINES

1. It is an authorised practice for hygiene dutymen to treat latrine holes with sump oil and certain other liquids which may be inflammable.

2. On several recent occasions individuals have tried to disperse insects in latrines by throwing smoke grenades and other burning objects into latrine holes.

3. No member of TFMA is to place any lighted object or smoke grenade into a latrine hole.

.../c



263

DISCIPLINE - RTA PERSONNEL

1. The practice of farewelling RTA personnel by having early morning drinks at Luscombe Field is to cease.
2. RAAF Regulations empower the crew to prevent passengers, who appear to have been drinking alcoholic beverages, from boarding the aircraft.
3. RTA personnel have recently arrived at Luscombe without head dress, handkerchiefs, ribbons and, on one occasion, socks. Units are to ensure that the dress of RTA personnel is inspected on the morning of departure.
4. With effect from 17 Sep 70, RTA personnel will be inspected for dress, haircuts, sideburns etc by the CSM at 0645 hrs on day of departure outside TFMA Orderly Room. Documentation will be given to members at the same time.

*D. M. C. Gerrard*  
 (D, M, C. GERRARD)  
 Lt  
 Admin Officer

NOTICES

1. TRAP SHOOTING

1. Trap Shooting facilities are now available to all members.
2. Persons interested should report to WO2 Birch at the trap shooting area between 1 Fd Sqn RAE and the dam, on any Sunday afternoon at 1400 hrs.

2. VOLLEYBALL

1. B Sqn 1 Armd Regt d TFMA 3-0

3. TENNIS

1. a. S5 Tpt Pl d 10FP 3-0.  
 b. Cash Office d 176 AD Coy

4. SUBVERSIVE ORGANISATIONS - PEN FRIENDS

1. Information has been received that an extract from the recent Congress for International Co-operation and Disarmament (CICD) Newsletter reads as follows:

"We are anxious to correspond with Australian Servicemen in Vietnam. If you know the names and addresses of any of these young men, please get in touch with CICD at 95 Elizabeth Street, Melbourne".

2. It is requested that requests from CICD be reported immediately to Admin Offr.

.../7

5. DAPSONE

1. The prohibition of the wearing of shorts and the discarding of shirts was related to the prevalence of Japanese B Encephalitis. With the passing of the danger period, June to August, the prohibition was lifted
2. Statistics show that the incidence of malaria increases in the latter half of the year and it was for this reason that Dapsone was recently prescribed for 1 ATF. Dapsone is not related to Encephalitis.
3. Some individuals have confused the two matters and have stopped taking Dapsone, thereby considerably increasing the chance of catching Malaria.
4. DAPSONE MUST BE TAKEN DAILY.

6. 1 ATF CANTEEN COMMITTEE

1. The 1 ATF Canteen Committee consists of the following personnel:
  - a. President DAAG HQ 1 ATF.
  - b. Secretary Representative for 104 Sig Sqn.
  - c. Members Each unit is represented by one or two members dependant on the size of the unit. TFMA is to provide one representative who will normally be the 2IC or the Admin Offr HQ 26 Tpt Coy RAASC.
  - d. Advisers Group Supervisor 1 Pl 2AFCU.  
1 ATF Gift Shop Manager.  
1 ATF Bulk Store Manager.
2. Duties. The duties of the Committee are:
  - a. To consider, in consultation with ASCO representatives, current and future requirements with a view to further improving service to members.
  - b. To refer to HQ AFV any matter of general interest or application which are beyond the control of the local ASCO organization.
  - c. To allow ASCO to disseminate information of it's activities and difficulties.
3. Meetings The Committee meets at 1030 at the 1 ATF briefing hut on the first Friday of each month.
4. Items for Discussion. The TFMA representative is to present to the Committee complaints, suggestions to improve services, suggested items for stocking and any other matter that may improve ASCO service to the members of the Task Force. To enable the TFMA representative to present items for discussion by the Committee, all members of the TFMA are encouraged to take the following action:-
  - a. Write briefly the details of their complaints/suggestions and submit it direct to the 2IC or,
  - b. Discuss the matter with the 2IC.

5. It is emphasized that the above system appears at this stage to be the only effective means of registering complaints and suggestions and all members should without hesitation or delay bring all matters of this nature to the TFMA representative's attention.

2 1/2

ANNEX I TO  
COMMANDERS DIARY

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

DATED 1 OCT 70

BY

(ENCLOSURE 1)

MAJOR L.E. KILNER

OFFICER COMMANDING

TASK FORCE MAINTENANCE AREA

5 SEP 70

NUMBERS 249-254

Number	Subject
249	DUTIES
250	PREVENTIVE MEASURES AGAINST INSECT-BORNE DISEASES
251	DRIVING BY OFFICERS AND SENIOR NCOs
252	EMPLOYMENT OF SOLDIERS UNDERGOING RE-CLASSIFICATION MED BOARDS
253	SHEETS AND PILLOW SLIPS
254	INNOCULATION PARADE

NOTICES

1. BY ELECTION -- DIVISION OF CHISOLM, VIC
2. CHESS
3. BASKETBALL
4. VOLLEYBALL

249. DUTIES

1. The following members are to mount duty on the date shown against their name (Orderly Officer 1700 hrs daily, Sunday 1200 hrs; Orderly NCO 1630 hrs daily, Duty Driver 1600 hrs daily, Sunday 1200 hrs):

<u>Date</u>	<u>Orderly Officer</u>	<u>Orderly NCO</u>	<u>Duty Driver</u>
7 Sep 70	Lt Scott	Sgt Morrison	Pte Wall
8 Sep 70	WO2 Miles	Sgt Christen	Pte Yates
9 Sep 70	2Lt Asbury	Sgt Loxton	Pte Wise
10 Sep 70	Capt Plowman	Ssgt Stewart	Pte Butler
11 Sep 70	Capt Burkhill	Sgt Moore	Pte Power
12 Sep 70	Capt Watson	Ssgt Stonehouse	Pte Wilken
13 Sep 70	WO2 Miles	Sgt Kratzmann	Pte O'Connell

2. The following members are to report to the TFMA Orderly NCO for TFMA picquet at 1900 hrs on the date shown:

<u>7 Sep 70</u>	<u>8 Sep 70</u>	<u>9 Sep 70</u>	<u>10 Sep 70</u>
Cpl Connelly	Cpl Ryan D.	Cpl Mundy	Cpl Jones
Pte Jarrott *	Pte Tansey *	Pte Buchanan *	Pte O'Connell *
Pte Ronan	Pte Graham	Pte Thurgood	Pte Allen
Pte Wall	Pte Threadgold	Pte Clarke	Pte Seeger
Pte Bowtell	Pte Drummond	Pte Johns	Pte Butler
Pte Ivey	Pte Yates	Pte Wise	Lcpl Blackmore
Pte Evorall	Cfn Attwell	Pte Spencer	Pte Conway

<u>11 Sep 70</u>	<u>12 Sep 70</u>	<u>13 Sep 70</u>
Cpl Irwin	Cpl Powell	Cpl Yates
Pte Hall *	Pte Stiles *	Pte Thorpe *
Pte Garland	Pte Bailey	Pte Britton
Pte Eardley	Pte Buik	Pte Baklarz
Pte Power	Pte Wilken	Pte Berg
Cfn Reberger	Pte Murphy	Pte O'Connell
Pte Mellor	Pte Rutter	Pte Burrowes

Notes: 1. The member marked (\*) is nominated Fire Truck Driver.  
2. The duty driver is to be allotted to the first shift each night.

3. The following members are rostered for CP telephone picquet duties and will report to the Orderly Officer at 1000 hrs daily:

<u>Date</u>	<u>1800-2200</u>	<u>2200-0200</u>	<u>0200-0600</u>	<u>0600-0800</u>
7 Sep 70	Pte Samson	Pte Mander	Cpl Webster	Cpl Owens
8 Sep 70	Pte Loader	Pte Curtis	Cpl Mirrieles	Cpl Williams
9 Sep 70	Pte Carmody	Pte Pullen	Cpl Watson	Pte Poole
10 Sep 70	Cpl Watts	Pte Horgan	Pte Waide	Pte Frizby
11 Sep 70	Cpl Williams	Pte Ponting	Lcpl Manna	Pte Adams
12 Sep 70	Pte Poole	Pte Blakney	Pte Middleton	Pte Curtis
13 Sep 70	Pte Geddes	Pte Wanstal	Pte Frisby	Pte Mander

<u>Date</u>	<u>1200-1315</u>
7 Sep 70	Pte Middleton
8 Sep 70	Pte Ponting
9 Sep 70	Pte Blakney
10 Sep 70	Cpl Webster
11 Sep 70	Pte Samson
12 Sep 70	Pte Loader
13 Sep 70	Cpl Watts

Duty switchboard operator Sunday 13 Sep 70 Cpl Owens.

...../3

Bed Check

4. Orderly NCO accompanied by the picquet commander, is to carry out a bed check at 2230 hrs nightly.

Canteen Cleaning

5. 7 - 13 Sep 70 TFMA Picquet.

Cleaning of Hughes Drive

6. To be carried out by TFMA garbage dump truck at 0800 hrs daily.

7. Date	Projectionist	Canteen Duty NCO
7 Sep 70	Cpl Daly	Cpl Parslow
8 Sep 70	Pte Carson	Cpl Corbitt
9 Sep 70	Cpl Daly	Cpl Yates
10 Sep 70	Pte Carson	Cpl Rogers
11 Sep 70	Pte Hall	Cpl France
12 Sep 70	Pte Carson	Cpl Zaffino
13 Sep 70	Pte Hall	Cpl Rodgers

Note: The duty projectionist is to ensure that the equipment and film have been checked and set up for showing prior to 1930 hrs (1915 hrs Sunday):

Mess Duties

8. Officers' Mess Steward - 7 - 13 Sep 70 Pte Johnson  
 Officers'/Sergeants' Kitchen- 7 - 13 Sep 70 Pte Pelish, Pte Routley  
 OR's Mess - 7 - 13 Sep 70 Pte Nowell, Pte Sinclair  
 Pte Balston

CSM Work Party/Hygiene

9. 7 Sep 70	Pte Furno	Pte Graham (OFF)	1 x 26 Coy
8 Sep 70	Pte Adams	Pte Graham (OFF)	1 x 2AFCU
9 Sep 70	Pte Britton	Pte Ivey	Pte Graham (OFF)
10 Sep 70	Pte Donaldson	Pte Hickey	Pte Graham (OFF)
11 Sep 70	Pte Pullen	Cfn Collum	Pte Graham (OFF)
12 Sep 70	Pte Baklarz	1 x 26 Coy	Pte Graham (OFF)
13 Sep 70	Pte Kotynia	1 x 2AFCU	Pte Graham (OFF)

Note: The above members are to report to the CSM at 0800 hrs daily.

Anti Malarial

10. 7 - 13 Sep 70 Cpl Mundy

Beach Party NCO

11. 13 Sep 70 Sgt Kennedy

Duty Storeman Ammunition Point

12. 7 - 13 Sep 70 Pte Clarke

Duty Operator JP4

13. 7 - 13 Cpl Corbett, Pte Swiderski

Duty Operator DetTS Pet Pl RAASC

14. 7 Sep 70	Cpl Blackmore
8 Sep 70	Pte Furno
9 Sep 70	Cpl Hawkins
10 Sep 70	Pte Hickey
11 Sep 70	Pte Furno
12 Sep 70	Pte Hickey
13 Sep 70	Pte Murphy

...../4

Batman Duties

15. 7 - 13 Sep 70 Pte Baird, Pte Balzan, Pte Spinks

Cooks Duty 7 - 13 Sep 70

16.

Offr's/Sgt Mess	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Cpl Sleep	0800 1830	0800 1830	0800 1830	0800 1830	0800 1830	R	0800 1830
Pte Askin	0530 1400	1100 2000	0530 1400	1100 2000	1100 2000	0530 2000	R
Pte Sheridan	1100 2000	0530 1400	1100 2000	0530 1400	0530 1400	R	0630 1830
<u>OR's Mess</u>							
T							
Pte Dundar	1100 1930	0530 1400	1100 1930	0830 1400	0530 1400	R	0630 1830
Pte McClure	1100 1930	0530 1400	1100 1930	0530 1400	0530 1400	R	0630 1830
Pte Baldock	0530 1400	1100 1930	0530 1400	1100 1930	1100 1930	0530 1930	R
Pte Slattery	0530 1400	1100 1930	0530 1400	1100 1930	1100 1930	0530 1930	R

Sgt Lynch to attend two breakfast & two evening meals

17. Under no circumstances will this duty roster be changed, with out prior approval of the Admin Officer or CSM TFMA.

18 TFMA Duties 14 - 20 Sep 70 are to be nominated from Appendix 2, 3 and 4 of Annex A Chapter 5 TFMA SOPs.

- a. Days for appendix 3 and 4 are as follows:  
5,6,7,8,9,10, and 11 (Day 4 has been missed to provide rotation)
- b. Lists are to be submitted to HQ TFMA Orderly Room by 1200 hrs Thursday.

250. PREVENTATIVE MEASURES AGAINST INSECT-BORNE DISEASES

1. The following orders are to take effect from 30 Aug 70.

a. Suppressive Drugs (Anti-Malaria Only)

- (1) Each member is to take one paludrine tablet and one 25 mgm Dapsone tablet each morning and one paludrine tablet each afternoon.
- (2) An officer or senior NCO is to personally ensure that all ranks under their charge swallow the suppressants as set out in sub-para (1) above and is to record the taking of the tablet in a roll book set aside for that purpose.
- (3) In the 14 days immediately preceeding return to Australia, a special course of anti-malarial drugs is required. Details are contained in 1 ATF Routine Order No 22 dated 23 Mar 70. A record of this course is to be included in march-out documentation.

...../b

b. Clothing

(1) Shirts with sleeves rolled down and long trousers are to be worn and feet and ankles covered between 1830 and 0630 hrs daily except when under a mosquito net.

(2) Shorts may be worn, shirts may be removed (if ordered by an NCO or officer) and shirt sleeves may be rolled up from 0630 to 1830 hours daily.

c. Showering

Showering is not permitted between 1830 and 0630 hours except in mosquito-proofed ablutions, which are to be sprayed daily.

d. Mosquito Nets

All ranks are to sleep under a mosquito net except when this is impracticable for operational reasons. Nets are to be kept in good repair and are to be tucked in under the mattress. Nets are to be regularly inspected.

e. Insect Repellent

All ranks are to carry a bottle of insect repellent between 1830 and 0630 hours and are to apply it to exposed skin every 3 hours except when under a mosquito net.

f. Aerosol Sprays

When available insect sprays should be used daily, Particularly in the evening, to kill insects in living quarters.

251. DRIVING BY OFFICERS AND SENIOR NCO's

The following members of 10FP are authorized to drive vehicles within the 1ATF base when it is necessary for them to do so in performing their duties and where a driver is not readily available:

38147	Capt	A.R.Burkhill
335185	Lt	D.C.Walter
54052	Ssgt	V.C.Stonehouse
1200996	Sgt	P.J.Renwick.

252. EMPLOYMENT OF SOLDIERS UNDERGOING RE-CLASSIFICATION MED BOARDS

1. With immediate effect soldiers who have undergone re-classification med board which has recommended a PES other than FE category are to be employed at base areas only until the confirming authorities confirmation (AAF D20) is received.

253. SHEETS AND PILLOW SLIPS

1. Any member who has more than two sheets and one pillow slips is to return them to OFF Q store by Saturday 5 Sep 70.

2. Disciplinary action will be taken against any member/members who are found with more than their entitlement after 5 Sep 70.

.../6.

CD 47  
 10FP 15 SEP 70 - 30 SEP 70



254. INNOCULATION PARADE

1. The following members are to report to Cpl Moon at 8Fd Amb at 1330 hrs 8 Sep 70.

Pte Adams	Pte Halls
Capt Burkhill	Sgt Bowtell
Pte Brennan	Pte Best
Cpl Crane	Pte Daly
Pte McEwen	Pte Mackay
Pte Poole	Pte Payne
Capt Plew	Pte Ponting
Cpl Rogers R.C.	Pte Rutter
Pte Seeger	Ssgt Stewart
Pte Wilkin	Pte Wade
Pte Wench	

*D.M.C. Gerrard*  
 (D.M.C. GERRARD)  
 Lt  
 Admin Officer

NOTICES

1. BY-ELECTION - DIVISION OF CHISOLM VIC

1. The by-election is to be held on Sat 19 Sep 70. All members who are enrolled in the division of Chisolm, or if under 20 years of age, lived in the division of Chisolm immediately before departing Australia, may vote by post.

2. Members wishing to vote are to contact TFMA Orderly Room for further details.

2. CHESS

1. Any member wishing to participate in a Chess competition is requested to contact Capt White.

3. BASKETBALL

TFMA d 106 Fd Wksp

4. VOLLEY BALL

4 Fd Regt d TFMA 3-0

106 Fd Wksp d TFMA 3-0

R38-1-1

HANDING AND TAKING OVER STOCKTAKE

1 OFP ON 12 OCT 70

- Reference: A. Equipment Instructions Part 4 Chapter 12.  
B. AFV SOP's Part 3 Chapter 4.

General

1. A stocktake of all non-expendable category A stores on charge to 1 OFP "Q" stores account No N2594, all controlled stores and two hundred additional items held in the 1 CFP scaling is to be conducted on 12 Oct 70 commencing at 0900 hrs. The stocktaking number 1/70 is to be quoted on all stocktaking documents.

Stocktake Appointments

2. Appointments for the stocktake are as follows:
- Outgoing CO's Representative: 38147 Capt A.R. DEWILL
  - Incoming CO's Representative: 16899 Capt J.N. BRANDON
  - Stocktake Investigating Officer: 335185 Lt D.C. WALTER
  - Sub Account Stocktake Teams - See Annex A.
  - The CQMS, is to be available to advise the stocktaking officer and assist in technical matters.

HQ AFV Representation

3. The CMI may be present for preparation and conduct of the stocktake.

Stocktake Conferences

4. Stocktake conferences are to be held as follows:
- Preliminary conference on 5 Oct 70 at 1000 hrs at 1 OFP. The following are to attend:
    - Unit stocktake officers, and CQMS.
    - I/C Control and Storeholders.
  - Final conference on 10 Oct 70 at 1000hrs at 1 OFP. Attendance is to be as per preliminary conference.
  - All persons attending the conferences are to study the above references and fully understand the contents.

Cut Off Date

5. The cut off date is to be at 0800 hrs on the 12 Oct 70. After this time the following will not be permitted without prior approval of the stock-taking officers:
- Issue and receipt of stores.
  - Movement of stores from one location to another.
  - Raising of issue and receipt vouchers.
  - Posting of vouchers in any unit ledgers.

6. Annex B shows the actions to be completed prior to the cut off date.

Areas of Responsibility

7. Diagrams showing areas of responsibility are to be issued at the preliminary conference on 5 Oct 70.

### Counting Procedure

8. Packages which are sealed in their original containers (Ordnance wrappings), and are Ordnance marked to indicate contents and the quantity should be accepted as being correct.
9. Counting of stores is to be methodical and the following principles adhered to where applicable:
- a. Avoid irregular movement throughout the area or store. Plan your movements, checking the area for items located in the open or attached to buildings.
  - b. Check through buildings in a clockwise or anti-clockwise direction, checking walls, floors, ceilings, lofts etc. Items are to be counted as found and not taken from stocksheets.
  - c. Count, and at the same time, move items to a new location. This can be done by:
    - (1) Beginning with a clear floor and counting from shelf to floor, or vice versa.
    - (2) If this is not acceptable, all items counted should be chalk marked to avoid double counting. Different colours should be used if re-counts are necessary.
  - d. Check registered numbers against the list of registered numbers.
  - e. Check CES components and accessories against CES and record of deficiencies.
  - f. Stores which cannot be identified must be set aside. The QM or other qualified person should determine nomenclature. The item will then be recorded by the stocktaking officer.
10. Stores which are in common use in the unit will be subject to a synchronised count. Detailed instructions will be issued on the method, time and place.

### Recording Stock On Hand and On Issue

11. Stock counted as on hand and checked as on issue at each location must be recorded on working stocksheets. A separate column must be used for each major location, eg Q Store, MT & Tech storehouse 4, Gen Stores storehouse 2, Bulk, and Detail. Separate tally sheets may be used to record sub-totals in a particular location until the full quantity of each item is counted.
12. Stocktaking officers and storeholders representatives must agree on the count before it is recorded.
13. Stocksheets must be signed by both stocktaking officers. All unused spaces in the "Total On Hand and On Issue" columns are to be ruled out. Any alterations to figures in these columns are to be initialled by both Stocktaking officers.

### Adjustment of Sub-Account Ledgers

14. Stocktaking officers are to take the following action:
- a. Enter stock balance on ledger folios from stocksheets.
  - b. Obtain a report on any discrepancies.

### Consolidation

15. The Unit Stocktaking Officers are to consolidate the figures recorded on stocksheets onto the unit working and final stocksheets. They are to decide on:
- a. Any items which will be subject to recount.
  - b. Items which should be adjusted by conversion/Transfer voucher.

Finalisation

Finalisation

16. When they have signed the final stocksheets the Unit Stocktaking Officers are to ensure that stocktake adjusting vouchers are raised, the ledger adjusted and submit stocktaking documentation in accordance with reference A.

17. All stocktake transactions are to be internally checked.

18. Any unserviceable stores found during the stocktake are to be set aside for Board of Survey action if necessary.

Stocktake Headquarters

19. A stocktake control HQ will be located at Control Office 1 OFF.

Ledgers and Records

20. It is imperative that all records are thoroughly checked by internal Audit Section before handover.

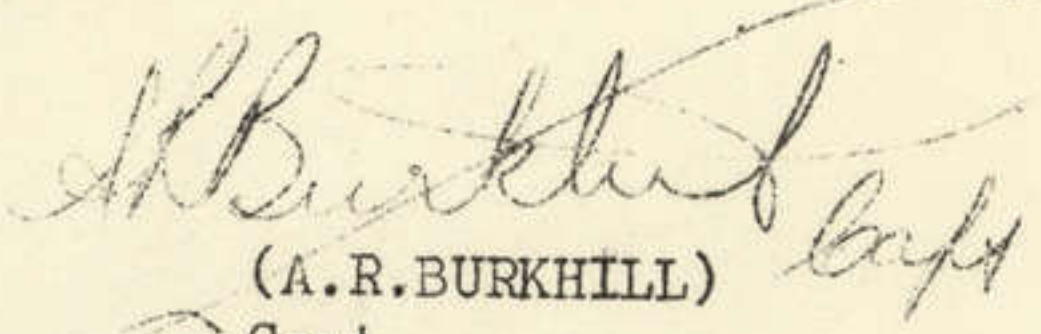
21. CQMS and I/C Control are to ensure that any untidy or damaged ledger folios or log book pages are replaced before handover.

Handover of Keys

22. All keys and key registers are to be checked at the completion of the stocktake. Registers are to be up to date and all the keys are to be clearly labelled.

Conclusion

23. The success of the stocktake will depend on adequate preparation, accurate documentation and an accurate count. Anything less is wasted effort, and unacceptable.

  
(A.R. BURKHILL)  
Capt  
OC 1 OFF

- Annex: A. Stocktake Teams. (To be issued)  
B. Stocktake Check List.

ACTION PRIOR TO CUT-OFF DATE

Serial No	Action	By Whom	Days Before "Cut-Off"
1	Review accounting records to determine outstanding entries etc.	Stocktake Offr/CQMS I/C Control	32
2.	Carry out survey of stores locations to determine: a. Stores locations b. Stores to be examined by Board of Survey. c. Method of layout of stores	Stocktake Offr/CQMS I/C Control Storeholders Internal Audit Section	31
3.	Check that all accountable documents, are held.	Stocktake Offr/CQMS I/C Control	30
4.	Determine tentative date for cessation of issues and returns, and for layout of stores (approx 3-4 days before "cut off" date)	Stocktake Offr/CQMS I/C Control Storeholders	30
5.	Commence internal check of ledger entries.	Internal Audit Sect	29
6.	Check finalisation of outstanding vouchers	Stocktake Offr	28
7.	Commence preparation of stocksheets	CQMS Storeholders	27
8.	Carry out check of stock against ledger and inventories to locate and report possible discrepancies.	CQMS Storeholders	27
9.	Check 1045 register, AAF F1A, etc, for outstanding issues and recover stores if practicable. Prepare summary of items on loan to or from unit.	CQMS Storeholders	4
10.	Check with RAEME Wksp and contractors reference equipment held for repair.	CQMS Storeholders	4
11.	Check that all L&D reports have been finalised	CQMS	4
12.	Prepare and post vouchers to adjust: a. Any transactions requiring adjustment of ledgers prior to stocktake.	CQMS I/C Control	3
13.	Commence layout of stores for counting.	CQMS Storeholders	3
14.	Complete preparation of stock sheets, list of registered numbers and extracts from log books for CES deficiencies and submit to stocktaking officer for examination.	CQMS I/C Control Storeholders	2

- |     |   |   |   |
|-----|---|---|---|
| 15. | Complete internal check of ledger entries, prove balances, remove completed and finalised folios to "dead" folio binder | Internal<br>Audit Sect                        | 2 |
| 16. | Report state of readiness for counting to stocktaking officer.  | CQMS<br>I/C Control<br>Internal<br>Audit Sect | 2 |
| 17. | Complete layout of stores   | CQMS<br>Storeholders                          | 1 |
| 18. | Date and initial Register of Vouchers AAF F7A below the last recorded voucher number                                    | Stocktaking<br>Offr                           | 1 |
| 19. | Prepare list of outstanding vouchers and repair requisitions.   | CQMS<br>I/C Control<br>Storeholders           | 1 |
| 20  | Prepare certified list of stores in laundry.  | CQMS  | 1 |
| 21. | Rule off AAF F12 and bring balance down to stocktake line and check that summary of issues AAF F88 is up to date.       | CQMS  | 1 |
| 22. | Check that all above action is complete and sub, it completion report to stocktaking officer.                           | All concerned                                 | 1 |

DISPOSAL

13. **Original Commander's Diary.** This is to be forwarded monthly, unless otherwise ordered, by the seventh day of the succeeding month direct to AHQ.

14. **Duplicate Commander's Diary.** This must be clearly marked as a duplicate. It is to be sent separately from the original to AHQ one month after the original has been despatched but not before the former has been acknowledged.

15. When overseas, both copies of diaries are to be sent through the Army Records organization in the overseas theatre but at different times.

16. **TOP SECRET Supplementary Diaries.**

a. The documents referred to in Paragraph 9 together with a list of them made out on AF C 2118 (Adapted) must be placed in separate cover (AF C 2119) (Adapted). All details must be filled in and the cover clearly marked in red: "ANNEX Z — OFFICER ONLY". It may be convenient to group the papers by appendices.

b. Supplementary diaries must be forwarded under the normal rules for TOP SECRET correspondence, to AHQ. The inner envelope must be plainly marked:

TOP SECRET  
ANNEX Z to

Commanders Diary of.....(Formation or Unit)

From.....to..... (Dates)

c. The duplicate supplementary diaries must be despatched as shown in Paragraph 14 as soon as receipt of the original has been acknowledged.