

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

**Miscellaneous units**

**Item number: 17/1/15**

**Item: 1 Australian Civil Affairs Unit**

**Narrative**

**Annexes**

**[1-31 Jul 1968]**



## COVERING LETTER

Reference No. 15

To: OIC, Military History Section, AHQ.

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

2. Please return receipt below.

(Signature)

Appointment CO 1 Aust/CA Unit  
(OC Unit or senior staff officer)

## PART 2

**AF C 2119 (Adapted)**  
Revised Jun, 1965

**SECRET**

ORIGINAL  
~~DUPLICATE~~

**Strike out where**  
**not applicable**

# COMMANDERS DIARY

**OF**

**Unit or Formation** First Australian Civil Affairs Unit

**From** 1 Jul 68

**To** 31 Jul 68

## 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

	to	
	to	
	to	
	to	
	to	
	to	
	to	
	to	
I	to	
	to	
	to	
I	to	
	to	
	to	

† NIL  
† RETAINED  
† Despatched to

on.....

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



## 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, starting at B.

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

### ENTS

s as well as map references), establishment, equipment orders given. e day's fighting, including company movements. mander with regard to equipment, tactics, organization

ential importance.

officers, men and equipment.

ment captured.

mployed in the time not accounted for. The type of

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

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

(continued on back cover)



# 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.

## COMPILATION

6. Both original and duplicate copies are to consist of:

- Cover (AF C 2119) (Adapted).
- Index as printed on cover.
- Narrative (AF C 2118) (Adapted).
- 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 annexes for an annex NIL will be entered on the cover. If additional annexes are convenient for a particular headquarters, stating at B.

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

## INDEX

as well as map references), establishment, equipment

orders given.

the day's fighting, including company movements.

number with regard to equipment, tactics, organization

critical importance.

officers, men and equipment.

ment captured.

employed in the time not accounted for. The type of

and to have such as much information as possible as to men issued and received, routine reports, etc. All and the time of receipt or despatch is to be given.

to annexes, but need not give a précis of any of them.

(continued on next page)



COMMANDERS DIARY NARRATIVE

MONTH AND YEAR JUL 68

REFERENCE MAP

UNIT/FORMATION 1 AUST CA IT

COMMANDING OFFICER Lt Col K.W. LATCHFORD

Place and grid reference	Date	Time	Event or information	Annex letter and enclosure number
Vung Tau Special Zone	12 Jul 68		Change of appointment Civil Affairs - Liaison Officer Vung Tau Special Zone Maj HA EVANS vice Maj L MACKAY	
Phuoc Tuy Province			Visit by DGMS to unit - briefing of MEDCAP activities and employment of RAAMC personnel in support of GVN Health Service.	
	15 Jul 68		CO detached to 1 ALSG for duty as President GCM. Maj A WEAVER Admin Comd.	
	21 Jul 68		CO returned to unit and assumed command vice Maj A WEAVER.	
	22 Jul 68		Commencement of Agricultural Service Project - Demonstration Farming Plot AP SUOI NGHE. Two rotary cultivators motorised repaired and put into service by unit and HQ 1 ATF LAD.	
	23 Jul 68		Liaison visit to LONG DIEN District. Discussion with new District Chief Maj THUONG concerning house rebuilding and other scheduled CA Projects. CA team (3 Offrs and 4 ORs) plus MEDCAP Team on OP ELWOOD - Cordon and Search LA VAN and VIN THANH villages by 1 BAR.	
	24 Jul 68		Discussions with Education Chief concerning equipment and books for BARIA High School Library.	
	25 Jul 68		Liaison visit to DUC THANH District. Discussion with District Chief, Capt AN concerning new market at AP SUOI NGHE, new market site DUC THANH and other CA Projects.	







AUSTRALIAN MILITARY FORCES

1 AUST CA UNIT  
1 ATF  
AFPO 4  
NUI DAT  
3 Aug 68

R723:1:1

Distribution below.

CIVIL AFFAIRS - 1 AUSTRALIAN CIVIL AFFAIRS UNIT  
MONTHLY REPORT - JULY 1968  
PHUOC TUY PROVINCE AND VUNG TAU SPECIAL ZONE

1. The monthly report for July 1968 is submitted covering the following:
  - a. Construction - Annex A
  - b. Medical - Annex B
  - c. Education - Annex C
  - d. Commodity Distr - Annex D
  - c. Miscellaneous - Annex E

Assessment of Future Projects

2. Detailed planning continues on a range of projects in the Civic Action Plan 1968/69. It is planned to commence work on the Windmill/Water Supply projects shortly with the receipt of the stores consignments for six installations from Australia.

Estimate of Reaction of Recipients

3. Continues to be favourable. The TET rehousing programme which has so far provided 165 houses, continues to be a matter of interest to householders in LONG DIEN. An additional 9 houses have been requested and accepted to complete the project.
4. The quick reaction assistance given to 15 new refugee families settled at AP SUOI NGHE by this unit and other units of 1 ATF drew favourable reaction from recipients and other villagers.

Projects closed in July 1968

5.	<u>Project No</u>	<u>Date Closed</u>	<u>Final Cost \$VN</u>
	121	26 Jul 68	588,000
	150-160	10 Jul 68	101,299
	103	12 Jul 68	1,147,600

*K. W. Latchford*

(K.W. LATCHFORD)  
Lt Col  
CO 1 Aust CA Unit

Distribution

HQ AFV (8)  
HQ 1 ATF  
HQ 1 ALSG  
Senior Province Advisor Phuoc Tuy Province  
Senior Advisor Vung Tau Special Zone  
Commanders Diary (4)  
File  
Spare (10)



1 AUST CA UNIT

ANNEX A TO  
1 AUST CA UNIT  
SOP FOR PROJECT ADMIN

MONTHLY REPORT - CONSTRUCTION

(To be at Unit HQ by the third day at each month)

MONTH.....JULY 68.....LOCATION.....PHUOC TUY PROVINCE.....

1. PROJECTS UNDER CONSTRUCTION

PROJECT NO	LOCATION/DESCRIPTION	STAGE OF COMPLETION	LOCAL LABOUR EMPLOYED	PROBLEMS ENCOUNTERED
122	BARIA High School Science Block	95%	Local Contract	Original project completed 25 Jul. An additional 9 houses have been requested and accepted.
182	LONG DIEN - BARIA/Home Building 139 Houses LONG DIEN 26 Houses BARIA	99%	Local PF Carpenters	
83	DOC THANH Market	2%	Local Contract	
V109	VUNG TAU Water Treatment Plant Dependant Quarters.	75%	Local Contract	



2. RECONNAISSANCE FOR FUTURE PROJECTS

Page 2 of Annex A

PROJECT NO	LOCATION	TYPE/DESCRIPTION	COMMENTS
104	SUOI NGHE	Water Supply	Awaiting assistance from 17 Const Sqn on drilling deep bore hole.
147	THU LUU	Repairs to School "	} Awaiting quotations.
149	LONG THANH	" "	
164-174	NAM TINH LY	School Sporting Facilities (Volley Ball and Badminton Courts)	} Awaiting quotations.
	NU TINH LY		
	PHUOC LE		
	LONG HUONG		
	NAM LONG DIEN		
	NAM PHUOC THANH		
	NU PHUOC THANH		
	NAM PHUOC HAI		
	NU PHUOC HAI		
	NGUYEN BINH KHIEM		
123-127	XUYEN MOC	Windmill/Water supply to village	} Checking of installation kits received ex Am Jo. Detailed recce of sites for windmill construction being conducted.
	LA VAN		
	VINH THANH		
	AN NIUT		
	PHUOC HAI		



MONTHLY REPORT-MEDICAL

CA MACV Dir 40-9

MEDICAL CIVIC ACTION REPORT (MACV Directive 40-9)		Reports Control Symbol MACMD - 11	
FOR THE MONTH OF JULY 1968		Date AUG 68	
TO HQ AFV		FROM 1 ATF	
1. TREATMENTS 6000 (Not Cases)			
MEDICAL	RESULTING FROM HOSTILE ACTION	MALE	TOTAL
		FEMALE	
		UNDER 13 YEARS	
		13 YEARS AND OLDER	
NOT RESULTING FROM HOSTILE ACTION		6000 PHUOC TUY 154 VUNG TAU	
DENTAL		212 PHUOC TUY 455 VUNG TAU	
IMMUNIZATIONS	PLAGUE	Nil	SMALLPOX Nil
	CHOLERA	Nil	OTHER Nil
2. <u>TRAINING</u>			
NUMBER OF VIETNAMESE HEALTH WORKERS TRAINED		4	
TYPE OF TRAINING RECEIVED (Specify)		1. Proventative Medicini 2. Management of various ailments which patients come to seek medical aid	
PERSONAL HYGIENE/SANITATION		CLASSES HELD	ATTENDANCE

3. Remarks:

- The recently introduced record system has provided detailed patient treatment statistics as well as information of the range and incidence of illness in areas handled by the detachment.
- A detailed health survey of Province is planned in conjunction with US Advisors and GVN Authorities.
- 8 Fd Amb is providing a medical consultant service to HOA LONG Village.
- A limited outbreak of plague in the province was handled adequately by the GVN Health Service.
- An increase in the incidence of Malaria and Respiratory Tract Infections was noted for the month.
- An increased number of GVN Health Workers have operated with the Aust/Secbee medical team during the period.



MONTHLY REPORT EDUCATION

1. ENGLISH CLASSES

A. School students.

Classes - 4 Students - 190 Class meetings - 28

b. Adult

Classes - 2 Students - 14 Class Meetings - 28

c. 36 English Classes were conducted at VUNG TAU.

2. PERSONNEL

a. Education Officer (Lt) has been employed as English Language instructor to Vietnamese school teachers and also the Youth and Sports Advisor. PHUOC TUY for the month.

b. Education NCO (Sgt) has been teaching English to High School students daily and Vietnamese Public Service members two afternoons per week. He is currently attending a Librarian Course at USAID SAIGON preparatory to supervising the CHAU VAN TIEP Library, BARIA.

3. SPECIAL TASKS

a. Liaison with the Director, Technical School and Labour Chief to stimulate adult skilled labour training.

b. Monitoring progress on Educational construction activities in the Province.

c. The Youth and Sports Advisor has been engaged on a detailed survey of the DOAN KET Sports Stadium, BARIA damaged during the TET Offensive. Repair requirements include the stand, perimeter fence and swimming pool. Part of this work will be offered to the NZ Force Vietnam as a CA Project for their programme.



MONTHLY REPORT-COMMODITY DISTRIBUTION

1. Clothing	2 Cases		HOA LONG
	2 Cases		SUOI NGHE
Material	1 Case		HOA LONG
Stretchers and Mattresses	16		SUOI NGHE
Childrens Toys	1 Case		HOA LONG
Foodstuffs	12 Cases		SUOI NGHE
	1 Case		VUNG TAU
Soap	1 Case		HOA LONG
Kitchen Utensils	4 Cases		SUOI NGHE
Educational Requisites:			
	Ball Point Pens	864	BARIA
	Slates	96	BARIA
	Masonite	48 sheets	BARIA
	Books	1 Case	VUNG TAU



MONTHLY REPORT - MISCELLANEOUS

1. PHUOC TUY PROVINCE

a. Cordon and Search Operations: A CA Team from this Unit (2 Liaison Officers, 1 Medical Officer, 4 Medical Assistants and 2 Interpreters) accompanied Task Force elements during Operation ELWOOD at NGAI GIAO on 23 Jul 68.

b. Liaison Activities

(1) Village information surveys for PHUOC HAI, BINH GIA, BINH BA, and NGAI GIAO villages were prepared during July 68.

(2) Briefings were given to 1 Aust Reinforcement Unit personnel on the 1 Aust CA Unit PHUOC TUY Province and relations with the local population by Liaison Officers of this Unit.

(3) Liaison was conducted with units requiring background information on particular areas of the province regarding GVN organization and the local population.

(4) Local purchase of charcoal and bamboo by units of 1 Aust Task Force was arranged at SUOI NGHE.

(5) Commodity distributions were made to families in the hamlets of AP SUOI NGHE and AP DONG (village of HOA LONG) and to new refugee families which moved into SUOI NGHE on the 25 Jul 68.

(6) Work parties from a number of Task Force Units were organised to help in the reconstruction of the new refugee families' houses at SUOI NGHE.

(7) A meeting was held with the Land Service Chief, regards the allocation of the additional land which has been cleared and surveyed at SUOI NGHE.

(8) Liaison was conducted with the CORDS Agricultural Advisor and American Agricultural Research Workers from SAIGON in the establishment of an American Agricultural Research/Demonstration Area near SUOI NGHE.

(9) Two rotary tillers belonging to the Refugee Service at SUOI NGHE were reconditioned and assembled.

c. Activities of Units of 1 Australian Task Force

(1) Construction teams plus local protection parties from 1 Aust Task Force Units continue to assist in the TET Refugee rehousing programme in LONG DIEN.

(2) Units provided work parties for blocks of responsibility for resettlement of 15 new families at SUOI NGHE.

2. VUNG TAU Special Zone

a. Maj HD EVANS assumed duty as CAO, VUNG TAU vice Maj F. MACKAY on 12 Jul 68.

b. Site preparation has been completed at AN PHONG Orphanage and the new High School location by elements of 17 Constr Sqn.

c. The site for the PAU SEN Dispensary has been disputed by the adjoining Buddhist Pagoda officials. The GVN authorities have been asked to provide an alternative site of Government Land before the project is processed.

d. HQ COY 1 ALSG has assisted LE LOI Hospital in maintenance work tasks.



CONFIDENTIAL

AUSTRALIAN MILITARY FORCES

R569+1-3

1 Aust CA Unit  
NUI DAT  
AFPO 4

20 Jul 68

COMBAT OPERATIONS AFTER ACTION REPORT

CIVIL AFFAIRS

NAME OF OPERATION

1. Op ELWOOD.

DATE OF OPERATION

2. 23 Jul 68.

LOCATION

3. Hamlets LA VAN and VINH THANH of NGAI GIAO village YS 4677.

CONTROL HEADQUARTERS

4. HQ 1 RAR.

REPORTING OFFICER

5. Capt M.J. PRICE, LO 1 Aust CA Unit.

TASK ORGANISATION

6. Team 1 Aust CA Unit comprising LO's (2) Driver/Sig (2), Interpreters (2) (1 Vietnamese, 1 Australian National), 2IC (Observer), MEDCAP TEAM (6).

SUPPORTING FORCES

7. NIL.

INTELLIGENCE

8. Annex A to 1 RAR Op O 9/68 of 18 Jul 68.

MISSION

9. Advise HQ 1 RAR on Civil Affairs Matters before and during the cordon and search of NGAI GIAO.

CONCEPT OF OPERATIONS

10. a. Effect liaison between HQ 1 RAR, District and Hamlet officials.  
b. Provide CA facilities including VIS service at screening/dispersal area.  
c. Provide MEDCAP and DENTCAP teams within dispersal area.

EXECUTION

11. 16 Jul 68

1330 hrs LO attended Planning Conference at HQ 1 RAR.

22 Jul 68

1330 hrs co-ordinating conference with HQ 1 RAR.



22 Jul 68

1530 hrs stores truck loaded.

12. 23 Jul 68

- a. 0450 hrs 1 Aust CA Unit vehicles RV at convoy departure point (checkpoint 2) 1 RAR area.
- b. 0500 hrs Convoy departed NUI DAT.
- c. 0550 hrs Convoy arrived NGAI GIAO.
- d. 0645 hrs Engineer party commenced erection screening area.
- e. 0700 hrs CA work party commenced erection tentage dispersal area.
- f. 0800 hrs Voice Aircraft overflow area advising villagers of requirements.
- g. 0840 hrs Dispersal area completed shade tentage erected, latrines dug and screened, MEDCAP and DENTCAP tents erected.
- h. 1000 hrs Water trailer positioned in gateway of dispersal area.
- i. 1300 hrs Villagers released from dispersal area. Dismantling of tentage, work force provided by 1 RAR.
- j. 1400 hrs Depart NGAI GIAO in convoy.
- k. 1440 hrs Arrived NUI DAT.
- l. 1530 hrs Stores unloaded from 1 RAR vehicle.

#### RESULTS

13. a. Control of the villagers in the waiting area presented no problems. The fact that the villagers brought sufficient water for immediate use together with the weather conditions prevailing led to a minimal use of water provided.
- b. MEDCAP and DENTCAP (See Annex A).
  - (1) 1 Aust CA Unit treated 150 patients.
  - (2) 1 RAR MO attended 20 patients.
  - (3) 1 RAR DENTIST treated 40 patients.

#### SPECIAL EQUIPMENT TECHNIQUES

14. NTR.

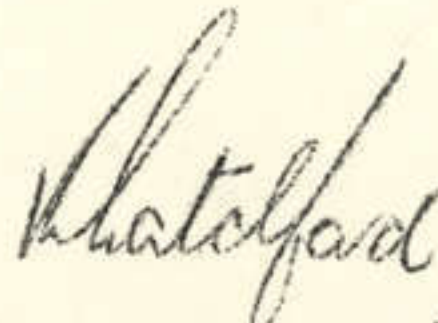
#### COMMANDER ANALYSIS

15. a. The site chosen for the screening centre lent itself to an easy erection of tentage and comfortable conditions.
- b. Work parties were efficient in all tasks allotted.
- c. VMS facilities were not available in the holding area because the VMS officials were absent in BINH GIA.

#### RECOMMENDATIONS

16. It is recommended that tentage be erected in accordance with annex B.





(K.W. LATCHFORD)

Lt Col

CO, 1 Aust CA Unit

Distribution

HQ 1 ATF (6)  
Comd Diary (4)  
LO (2)  
File



MEDCAP REPORT

1. Diseases Treated

- a. Deficiency diseases.
- b. Malaria.
- c. Respiratory Tract Infections.

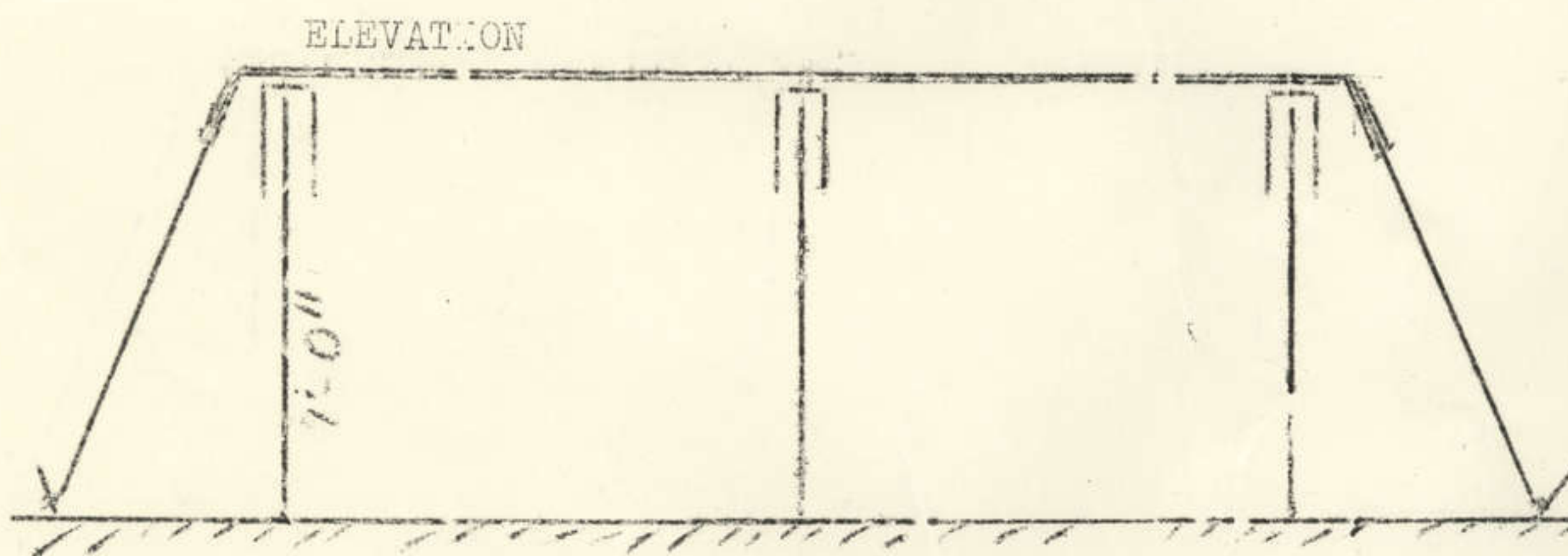
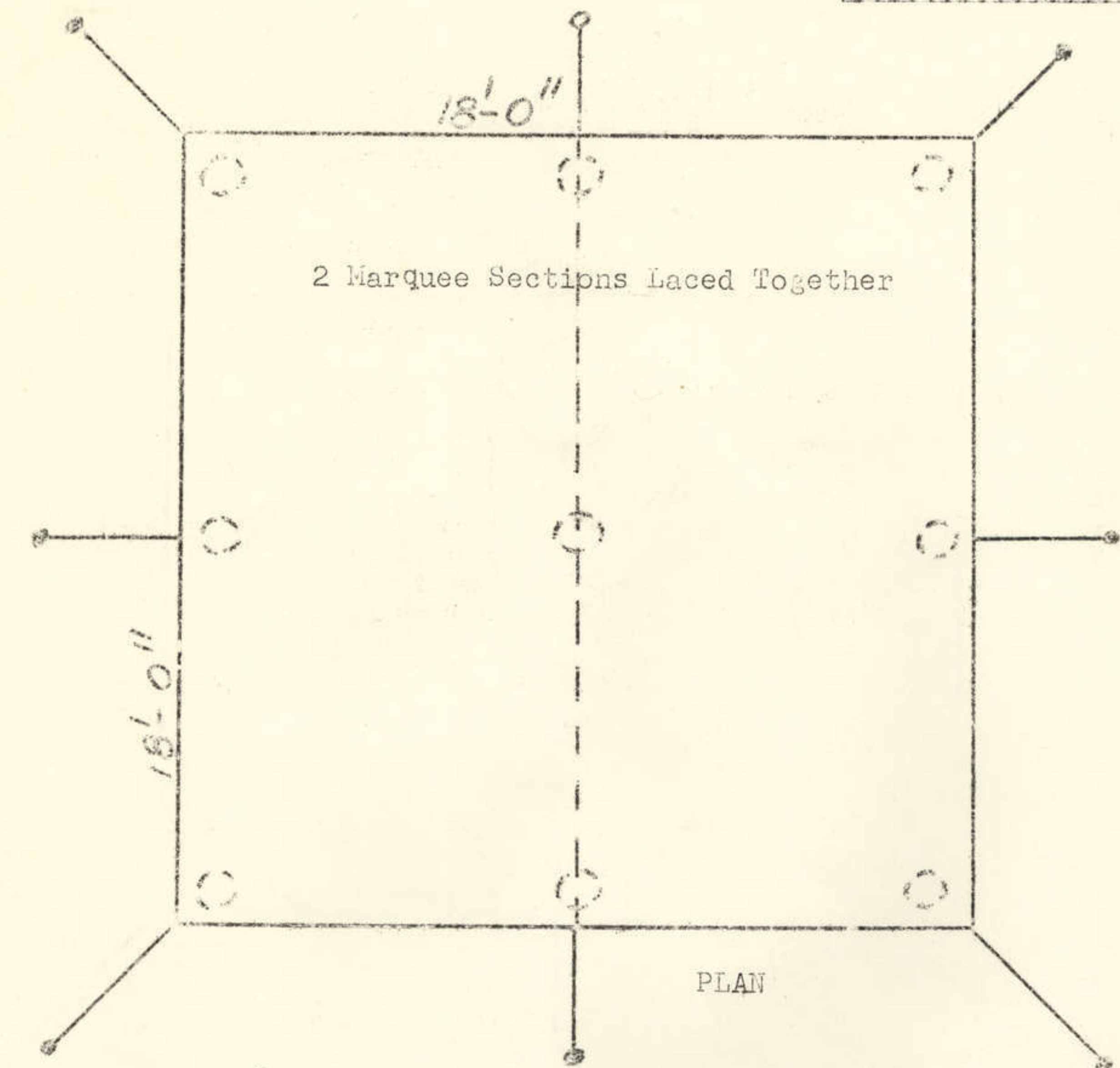
2. Recommendations

- a. MO's involved should operate from a central base.
- b. Any patients visited in their homes should first be seen by an experienced Senior Medical NCO who would report to the MO his observation and establish a system of priority of treatment and drugs and equipment required. In this operation the Bn MO went to the homes and a follow up visit had to be made by the 1 Aust CA Unit MO because the RMO was not issued with the necessary supplies. The result was that not all were seen, although they had been promised a visit.

c. The Bn MO should have been given a list of the patients to be visited and the results of the visit should have been reported to the Bn MO.



ANNEX B TO  
1. AUST CA UNIT  
AFTER ACTION REPORT



Materials Required;

- (a) 2 x (18 x 10) Marquee Sections
- (b) 9 x 8' Steel pickets
- (c) 8 x 2' Steel pickets
- (d) 9 x 105mm Shell Casings
- (e) Picket drivers