

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

**Miscellaneous units**

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

**Item: 1 Australian Civil Affairs Unit**

**Narrative**

**Annexes**

**[1-30 Sep 1968]**



COVERING LETTER

Reference No. 17

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) *K. J. Gardiner* Lt Col

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

24 OCT 1968

**SECRET**

ORIGINAL  
~~DUPLICATE~~

Strike out where  
not applicable

**COMMANDERS DIARY**

OF

Unit or Formation FIRST AUSTRALIAN CIVIL AFFAIRS UNIT

From 1 Sep 68 To 30 Sep 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 .....
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† 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, the

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

### ENTS

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

tential importance.  
officers, men and equipment.  
ment captured.  
employed 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.

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

(continued on back cover)

AWN 95  
[17/11 Sep 68]



**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.



COMMANDERS DIARY NARRATIVE

MONTH AND YEAR Sep 68

REFERENCE MAP

UNIT/FORMATION 1 Aust CA Unit  
K.W. HATCHFORD  
COMMANDING OFFICER Lt Col

| Place and grid reference  | Date      | Time | Event or information   | Annex letter and enclosure number |
|---------------------------|-----------|------|--|-----------------------------------|
| PHUOC TUY<br><br>Province | 2 Sep 68  |      | Unit Team and party 1 RAR commenced construction of Volley ball court, NGUYEN BINH KIEM Primary School, PHUOC LE Village. Completed 4 Sep 68.                              |                                   |
|                           | 4 Sep 68  |      | Construction of trial Windmill Installation NUI DAT completed. Systems primed and working satisfactory as closed circuit demonstration.                                    |                                   |
|                           | 5 Sep 68  |      | Visit by HE The Australian Ambassador to PHUOC LE Village and Province Hospital. Anti-Malaria dusting in HOA LONG by MED Team and 1 ATF Hygiene Section.                   |                                   |
|                           | 6 Sep 68  |      | Visit to unit by CME senior officers. Inspection of CA Projects AP SUOI HOUE, PHUOC LE, LONG HUONG and LONG DIEN Villages.   |                                   |
|                           | 7 Sep 68  |      | Construction Volley ball court NAM TINH LY Elemantory School completed.  |                                   |
|                           | 9 Sep 68  |      | Construction Badminton court NU TINH LY Girls School commenced with 3 RAR work party. Draft review of AFV Civic Action Plan 1968/69 to budget of \$ 125.000 commenced.     |                                   |
|                           | 12 Sep 68 |      | CO on liaison and briefing visit to HQ AFV and Australian Embassy SAIGON.  |                                   |
|                           | 15 Sep 68 |      | Beach outing conducted for 7 wives and 54 children from 609 RF Coy HOA LONG at VUNG TAU.   |                                   |
|                           | 17 Sep 68 |      | Liaison visit by new GS02 CA/PSYOPS HQ AFV. Inspection of CA Projects in Province. Construction of Volley ball/Badminton courts at NAM LONG DIEN and NU LONG DIEN schools. |                                   |
|                           | 18 Sep 68 |      | Progress Conference of RD Programme held at Province HQ PHUOC LE.  |                                   |
|                           | 20 Sep 68 |      | Discussion with officers 1 ALSG on Scholarships Scheme proposed by 1 ALSG.   |                                   |



COMMANDING OFFICER

1 B P Coy—275/65—55m



AUSTRALIAN MILITARY FORCES

1 AUST CA UNIT  
1 ATF  
AFPO 4

R723:1:1

Oct 68

Distribution Below.

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

1. The monthly report for September 68 is subltted covering the following:

- a. Construction - Annex A
- b. Medical - Annex B
- c. Educational - Annex C
- d. Commodity Distribution - Annex D
- e. Miscellaneous - Annex E

Assessment of Future Projects

2. Additional stores required for the Village Water Supply projects have not arrived ex Australia. Construction of the installation at LA VAN Hamlet is to commence on 7 Oct 68 using available stores. Completion time is estimated at 3-4 weeks.

3. An agreed draft revised Civic Action Plan 1968-69 has been submitted to HQ AFV for consideration and approval by COMAFV.

Estimate of Reaction of Recipients

4. Construction of volleyball/badminton courts at seven provincial primary schools and repairs to playground equipment supplied earlier this year has created favourable reaction from staff and students concerned. The security situation has shown improvement in some areas but DAT DO and LONG DIEN Districts continue to be targets for harassing actions by VC elements and consequently Military Civic Action efforts have been restricted in these areas.

Projects Closed in September 1968

| 5. | <u>Project No</u> | <u>Date Closed</u> | <u>Final Cost \$VN</u> |
|----|-------------------|--------------------|------------------------|
|    | 195               | 6 Sep 68           | 65,000                 |

*[Signature]*  
(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  
Commander 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 of each month)

MONTH....SEPTEMBER.....LOCATION.PHUOC.TUY.PROVINCE.AND.VUNG.TAU.SPECIAL.ZONE

1. PROJECTS UNDER CONSTRUCTION

| PROJECT NO | LOCATION/DESCRIPTION                    | STAGE OF COMPLETION | LOCAL LABOUR EMPLOYED | PROBLEMS ENCOUNTERED |
|------------|---|---------------------|-----------------------|----------------------|
| 83         | DUC THANH Market                        | 30%                 | Local Contract        |                      |
| 164        | NAM TINH LY/Sporting facilities         |                     |                       |                      |
|            | Badminton/Volley Ball Courts            | Complete            | CA Unit Labour        |                      |
| 165        | NU TINH LY                              | "                   | "                     |                      |
| 166        | PHUOC LE                                | "                   | "                     |                      |
| 167        | LONG HUONG 1                            | "                   | "                     |                      |
| 168        | NAM LONG DIEN                           | "                   | "                     |                      |
| 169        | NU LONG DIEN                            | "                   | "                     |                      |
| 174        | NGUYEN BINH KHIEM                       | "                   | "                     |                      |
| 194        | Furniture BARIA HIGH SCHOOL/<br>Library | 90%                 | Local Contract        |                      |
| V109       | Water Treatment Plant                   | 90%                 |                       |                      |
| V156       | HOI THANH TIN LANH School               | 1%                  |                       |                      |
| V161       | Const of Footbridge THUY GIANG          | 20%                 |                       |                      |



2. RECONNAISSANCE FOR FUTURE PROJECTS

| PROJECT NO | LOCATION   | TYPE/DESCRIPTION   | COMMENTS   |
|------------|--|--|--|
| 104        | SUOI NGHE  | Water Supply   | Awaiting assistance in digging deep bore hole.                                 |
| 124        | LA VAN   | Water Supply   | Project expected to commence early October.                                    |
| 147        | THU LOU  | Repairs to School  | Contractor unable to start, expected to do so in early Oct.                    |
| 170-173    | NAM PHUOC THANH<br>NU PHUOC THANH<br>NAM PHUOC HAI<br>NU PHUOC HAI | Sporting Facilities<br>(Volley ball and Badminton<br>Courts) | To be completed when Engr Detachment is free from Water<br>Supply commitments. |
| 123        | XUYEN MOC  | Windmill/Water Supply  | Awaiting Stores ex Australia.  |
| 125-127    | VINH THANH<br>AN NHUT<br>PHUOC HAI                                 | Windmill/Water Supply<br>" "<br>" "                          | " " "<br>" " "<br>" " "  |



ANNEX B TO  
1 AUST CA UNIT  
R723:1:1 OF  
Oct 68

MEDICAL CIVIC ACTION REPORT  
(MACV Directive 40-9)

FOR THE MONTH OF SEPTEMBER 1968

1. TREATMENTS

|                                   |                           |                |          |          |
|-----------------------------------|---------------------------|----------------|----------|----------|
| RESULTING FROM HOSTILE ACTION     | MALE                      | 2              | TOTAL    |          |
|                                   | FEMALE                    | Nil            |          |          |
|                                   | UNDER 13 YEARS            | Nil            | 2        |          |
|                                   | 13 YEARS AND OLDER        | Nil            |          |          |
| NOT RESULTING FROM HOSTILE ACTION |                           | 5190 PHUOC TUY | 118      | VUNG TAU |
| DENTAL                            | 480 VUNG TAU SPECIAL ZONE |                |          |          |
| IMMUNIZATIONS                     | PLAGUE                    | Nil            | SMALLPOX | Nil      |
|                                   | CHOLERA                   | Nil            | OTHER    | Nil      |

2. TRAINING

|   |  |   |                |
|---|--|---|----------------|
| NUMBER OF VIETNAMESE HEALTH WORKERS TRAINED |  | 10  |                |
| TYPE OF TRAINING RECEIVED (Specify)         |  | Preventive Medicine<br>Management of minor ailments for<br>which patients seek medical aid. |                |
| PERSONAL HYGIENE/SANATION CLASSES HELD      |  | 2   | ATTENDANCE 170 |

REMARKS

- A. A detailed health survey of SUOI NGHE, LA VAN and LONG TUAN in conjunction with health education is being carried out as per MACV Directive on 'Medical Civic Action Programme' 40-9 of Jun 67.
- B. Administrative details as to the support which this detachment can give to the GVN Public Health Authorities on the prevention of plague have been worked out between the Province Medicine Chief and MO 1 Aust CA Unit.
- C. Incidence of Malaria and respiratory tract infections remain high as noted in previous month.
- D. Training programme for GVN Health Workers as arranged by Province Medicine Chief and MO 1 Aust CA Unit/Seabees, is still operating satisfactorily.
- E. This detachment is unable to start the forecast consultative service, at LONG DIEN District MID for at least another two months, as that MID is at present under repairs, and the Province Medicine Chief suggested postponement of activity to MID is completed.
- F. This Detachment has taken part in MEDCAPS in conjunction with RNVAF Cordon and Search Operations, at BINH BA and NGAI GIAO.



MONTHLY EDUCATION REPORT

1. ENGLISH CLASSES

a. School Students.

Classes - 3 Students - 90 Class Meetings - 18

b. Adult.

Classes - 2 Students - 12 Class Meetings - 20

c. 32 English Classes were conducted at VUNG TAU.

d. High School Entrance Examinations have curtailed School Children Class meetings.

2. SPECIAL TASKS

a. Childrens clothing, toys and baby foods were distributed at LONG THANH.

b. Toys and clothing were given to VN Officials for distribution through School officials on Childrens Day.

c. Materials and equipment for sewing and cooking classes at NU TINH LY were distributed.

d. CHAU VAN TIEP High School, PHUOC LE remains closed due to drafting of male teachers for Military Service. English classes are continuing for GVN Civil Service employees on a regular basis.



MONTHLY REPORT -- COMMODITY DISTRIBUTION

|    |                  |                |  |
|----|------------------|----------------|--|
| 1. | Clothing         | 3 Boxes        | VAN KIEP Trg Centre  |
|    |                  | 2 Boxes        | HOA LONG Compound (Children's Beach Party)   |
|    | Material         | 2 Lengths      | NU TINH LY School  |
|    | Food             | 45 Boxes       | HOA LONG Compound  |
|    |                  | 30 Boxes       | Old Peoples Home BARIA   |
|    |                  | 40 Boxes       | SUOI NGHE Compound   |
|    |                  | 30 Boxes       | SUOI NGHE Compound   |
|    |                  | 150 Boxes      | RF Coy Compounds Poute 15<br>(ONG TRINH, LONG CAT, CHU HAI,<br>PHUOC LOC, KIM HAI, LONG HUONG) |
|    |                  | 1 Box          | HOA LONG Compound (Childrens Beach Party)  |
|    |                  | 20 Boxes       | LONG DIEN Compound   |
|    |                  | 30 Boxes       | DAT DO Compound  |
|    | Toys             | 3 Boxes        | VAN KIEP Trg Centre  |
|    |                  | 1 Box          | HOA LONG Compound (Childrens Beach Party)  |
| 2. | <u>VUNG TAU</u>  |                |  |
|    | Food             | 24 Boxs        | Social Welfare   |
|    |                  | 3 Boxs         | Nam Binh   |
|    |                  | 6 Boxs         | THANG NHI Refugees   |
|    | Baby Food        | 4 Boxs         | Social Welfare   |
|    |                  | 1 Boxs         | Refugees   |
|    | Clothing (Sets)  | 41             | Refugees   |
|    | Kitchen Utensils | to 41 refugees |  |



MONTHLY REPORT - MISCELLANEOUS

1. PHUOC TUY PROVINCE

a. Cordon and Search Operations: CA Medical Team from this unit conducted MEDCAPS in conjunction with RF/PF elements in cordon and search of BINH BA Hamlet and NGAI GIAO Hamlet. Medical Officer and 5 medical orderlies were involved.

b. Liaison

(1) Briefings were given to 1 Aust Reinforcement Unit personnel and visiting CMF Officers on activities of 1 Aust CA Unit, PHUOC TUY Province, and relations with the population.

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

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

(4) Commodity distributions were made to dependants of RF/PF Compounds at HOA LONG, SUOI NGHE and LONG DIEN.

(5) A Beach Party for children of RF soldiers stationed at HOA LONG was conducted at VUNG TAU during the month.

(6) A briefing on Revolutionary Development Cadres was produced as part of the village surveys.

(7) Personnel of the Agriculture Section were engaged in the expansion of the Agricultural Research/Demonstration Area near SUOI NGHE in conjunction with CORDS Agricultural Advisors. There is now 4 acres under cultivation.

(8) Work has continued in an advisory capacity with the Animal Husbandary Service and CORDS Agricultural Advisor in the promotion and conduct of a broiler industry in the province. Main problem at the moment being shortage of suitable day old chickens.

2. VUNG TAU SPECIAL ZONE

a. 5 Coy RAASC assisted with transport of donated timber from PA & E. This timber is being used to construct demonstration chicken breeding coops and school desks.

b. Transport was also provided to the US Civil Affairs Team for movement of gravel to the Back Beach High School site and of sand to the Junior Military Academy.

c. A new Public Works Chief has been appointed to VUNG TAU. He expressed keen interest on allied Civil Affairs projects in the Sector and was therefore briefed on the organization and function of 1 Aust CA Unit and informed of the current and proposed projects in the Sector.