

Series: AWM95
Australian Army commanders' diaries

Royal Australian Infantry

Item number: 7/7/61

**Item: 7 Battalion Royal Australian
Regiment**

Annexes

1-31 October 1970

ANNEX H TO
TRAR COMMANDERS DIARY
OCTOBER 1970

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COMMANDERS DIARY

R875-1-4

7 Battalion
Royal Australian Regiment
Ap An Phu

/ Oct 70

Distribution: See below

CMF VISIT - OFFICER GROUP 20/70
1 OCT 70 - 13 OCT 70

1. The following CMF Officers will arrive at Luscombe Field at approximately 1700 hrs 1 Oct 70:

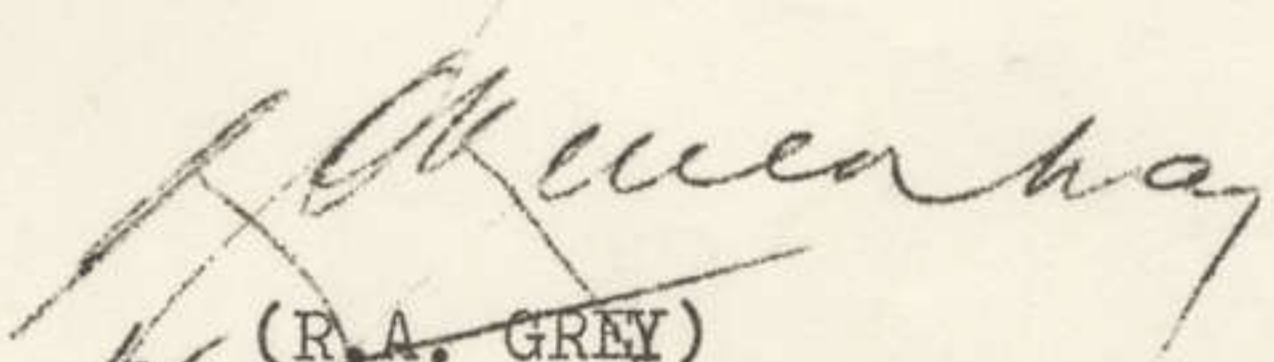
Lt Col A.B. Gaffeny, RA Inf, NQ Area Trg Gp, N Comd
Capt R.D. Thompson, RA Inf, 7 TF, N Comd
Capt J.L. Benton, RA Inf, SIR, E Comd

2. A brief is to be prepared by the Asst Adjt.

3. 2IC Admin Coy is to co-ordinate, reception, accomodation and outline timetable arrangements.

4. Admin Coy is to include these officers on its roll.

5. An outline timetable of events is attached as Annex A. This may be subject to change at short notice.


(R.A. GREY)
Lt Col
CO

Annex: A. Outline Timetable

Distribution:

HQ 1 ATF

Internal:

List B
Admin CP
Lt Col Gaffeny
Capt Thompson
Capt Benton
Capt Hicks
Movements, Bn HQ
Postal
Float
File

ANNEX A TO
 7 RAR R875-1-4
 DATED / Oct 70

OUTLINE TIMETABLE

Date/Time (a)	Activity (b)	Remarks (c)
011700 Oct 70	Arrive Luscombe Field. Met by unit transport. Move to Admin Coy accommodation.	Duty driver to meet. aircraft
020815 Oct 70	a. Brief at 1 ATF Conference Room b. Familiarisation Nui Dat area c. Preparation for move to field	Unit transport required at Bn HQ 020800 H to go to 1 ATF Conference Room.
3 - 9 Oct 70	Move to Horseshoe - visit 7 RAR sub-units.	Transport arrangements to be notified.
10 - 12 Oct 70	Return to Nui Dat - visits where possible to: 1 Fd Sqn (Mines Room) 1 SAS Sqn A Sqn 1 Armd Regt ARU CA Unit TFMA 161 (Indep) Recce Flt morning or late afternoon recce flights. Local Admin and preparation for move to 1 ALSG	2IC Admin Coy to arrange and coordinate.
13 Oct 70	Depart Luscombe Field 0945 hrs (Wallaby 2) for Vung Tau - 1 ALSG.	Unit transport to depart Bn HQ 0900 hrs.

COMO DIARY

R722-1-8

7th Battalion
Royal Australian Regiment
Ap An Phu

2 Oct 70

Distribution: List B (Sub-unit 2)

MARCH IN OF REINFORCEMENTS ON 5 OCT 70

Reference: A. 7 RAR R810-5-9 dated 18 Mar 70.

General

1. Fifty-two soldiers are to march into 7 RAR at 1100 hrs on 5 Oct 70. They are allocated to sub units as follows:

- a. A Coy - 8
- b. B Coy - 13
- c. C Coy - 10
- d. D Coy - 11
- e. Sp Coy - 10

2. Reinforcements ex 8 RAR are to be taken on strength wef 0600 hrs 6 Oct 70. Reinforcements ex 1 ARU are to be attached from 0600 hrs 6 Oct 70 to 0600 hrs 7 Oct 70 and are to be taken on strength wef 0600 hrs 7 Oct 70.

3. All reinforcements with the exception of those allocated to A Coy will join their sub-units in the field pm 6 Oct 70. Reinforcements allocated to A Coy will join their sub-unit on first resupply.

Documentation

4. Documentation is to be in accordance with Reference A. Sub units are to ensure that Annex D to Reference A "Administrative Check List" is completed before forwarding to Bn HQ.

Detailed Syllabus

5. See Annex A.

Transport

6. 2IC Admin Coy is to arrange tpt as follows:

a. 5 Oct 70.

1100 hrs TCV Bn HQ to D Coy - 11 Pax

1445 hrs TCV D Coy to Bn HQ - 11 Pax

1530 hrs TCV Bn HQ to D Coy - 11 Pax

b. 6 Oct 70.

0800 hrs TCV D Coy to RAP - 11 Pax

1215 hrs TCV range 1 (Mor store) D Coy 11 Pax

1500 hrs 3 TCV's Bn HQ ~~to~~ D Coy to move 31 Pax to Horseshoe and
13 Pax to Bridgid.

Co-ordination/Responsibility

7. a. 5 Oct 70 - 2Lt Pauza

b. 6 Oct 70 - WO2 Neville

(R.A. GREY)
Lt Col
CO

DETAILED SYLLABUS

Serial	Date	Time	Group	Event	Loc	Remarks
1.	5 Oct 70	1100 hrs - 1315 hrs	All	Arrive Bn HQ Allocated sub units Lunch	Bn HQ	
2.	5 Oct 70	1500 hrs - 1530 hrs	Ex 1 ARU	Unit history and address by CO/RSM	Briefing Room	
3.	5 Oct 70	1330 hrs - 1430 hrs	Ex 8 RAR	M/I Admin	Coys	
4.	5 Oct 70	1430 hrs - 1530	Ex 1 ARU	M/I Admin	Coys	
5.	5 Oct 70	1530 hrs - 1600 hrs	Ex 8 RAR	Unit history and address by CO/RSM	Briefing Room	
6.	5 Oct 70	Night	All	Coy Admin	Coys	See Annex C to Reference A.

Cont.

Serial	Date	Time	Group	Event	Loc	Remarks
7.	6 Oct 70	0815 hrs - 1000 hrs	All	Pde to RAP 0815 hrs Med check Dental check Admin check	RAP RAP Dental center Everymens hut	
8.	6 Oct 70	1000 hrs - 1030 hrs	All	Bn SOPs	Bn Briefing Room	RD W02
9.	6 Oct 70	1030 hrs - 1230 hrs	All	Wpn Zeroing	Range 1	W02 Keech Cadre
10.	6 Oct 70	1330 hrs - 1500 hrs	All	Coy Admin	Coys	
11.	6 Oct 70	1500 hrs	All except A Coy pers	Redeploy	-----	B Coy move to Bridgid 13 pax C, D Coy to Horseshoe 31 pax

AUSTRALIAN MILITARY FORCES

R487-1-4

7th Battalion
Royal Australian Regiment
Ap An Phu

12 Oct 70

Distribution: List D

7 RAR ADMIN INSTR 3/70 - R AND R LEAVE

- References:
- A. HQ 1 ATF Admin Instr No 9 Dated 26 Jan 69.
 - B. 7 RAR Admin Instr 3/70 Dated 23 Feb 70.
 - C. 7 RAR R487-1-4 Dated 10 Jul 70.
 - D. HQ AFV R487-18-13 Dated 30 Sep 70.

Introduction

1. All members of 7 RAR are entitled to a six day period of R and R leave out of country, if they are serving a normal twelve months tour. R and R is not to be taken during the first three months nor the last month of a tour.

Aim

2. The aim of this instruction is to clearly define R and R policy within 7 RAR and update the previous Admin Instr 3/70 Dated 23 Feb 70.

R and R Centres

3. R and R may be taken in one of the following centres:
- a. Australia.
 - b. Hong Kong.
 - c. Taipei.
 - d. Bangkok.

Seats

4. Seats are allocated to 7 RAR by 1 ATF on the basis of Unit Quarterly bids.

Allocation of Seats

5. a. On arrival in the theatre, all members are to complete the proforma at Annex A. These individual bids form the basis of sub unit bids.

b. Approximate Company Allocations. Coys should plan on the following APPROXIMATE allocation per month.

/(1) Rifle Coys - 20

2.

- (1) Rifle Coys - 20.
- (2) Sp Coy - 25.
- (3) Admin Coy - 20.
- (4) Bn HQ - 5.

6. On receipt of the battalion allocation from 1 ATF, Bn HQ will distribute seats to coys in accordance with sub-unit bids.

Nominations to fill Seats

7. Sub units are to advise Bn HQ of soldiers to fill seats in accordance with the following principles:

a. Sub units are to be capable of proceeding on operations at all times. The following should be noted:

- (1) No Coy Comd is to be absent at the same time as the Coy 2IC.
- (2) No Pl Comd is to be absent at the same time as the Pl Sgt.
- (3) The number of NCOs absent at any time is to be limited.
- (4) The number of specialists absent at any time is to be limited.

b. Soldiers with compassionate circumstances are not to be given priority for R and R to Australia. A system exists for RTA (after investigation) at Public Expense. However, each case is to be treated on its merits.

c. Offrs, WOs, senior NCOs and ORs will normally be allocated seats with equal priority.

d. Bn HQ is to be advised if a seat cannot be filled so that it can be re-allocated.

e. Sub units failing to fill a seat will not necessarily be granted additional seats at a later date.

f. Companies may bid for additional seats to all four centres but there is no guarantee of extra vacancies being available.

Soldiers Taken on Strength in Theatre

8. Soldiers in this category who have not previously been granted R and R leave and are to RTA with 7 RAR, should be sent on leave in the first available vacancies because of their earlier completion of tour.

Preference Lists

9. Sub units are to prepare preference lists by months of all members eligible for R and R stating both first and second preferences (See Annex B).
/ These are

These are to be held on file in the companies for easy preparation of nominal rolls.

Nominal Rolls

10. After the seat allocations for each month have been distributed each sub unit is to prepare nominal rolls in accordance with annexes F and G. These rolls are then submitted to Bn HQ where they are to be compiled into a Battalion Nominal Roll in date order and sent to 1 ATF.

Documentation

11. Before personnel depart 7 RAR they are to be fully briefed in accordance with Annex H. It is the responsibility of the Bn HQ movts clerk to ensure that all personnel are in possession of:-

a. International Health Certificate, up to date in all detail and containing an FFI certificate (Annex D) for those proceeding to Australia.

b. AAF A129 (Identity Card).

c. F Wf5 (Paybook).

d. Leave Pass (Australia only).

e. Passport and Visa (Taipei only) (see para 39).

f. R and R check list (see Annex C).

g. Tie for those proceeding to Australia.

12. During processing at Tan Son Nhut each member will be issued with the following:

a. Customs Declaration.

b. Emergency Data Sheet.

c. Permissive Travel Orders.

d. Boarding Pass.

Medical Examination

13. Soldiers returning to Australia must be examined by the RMO within seven days prior to departure. The RMO is to conduct medical examinations as follows:-

a. 0930 hrs Tuesdays: Horseshoe.

b. 1100 hrs Tuesdays: NDP Brigid.

c. 1330 hrs Tuesdays: NDP Isa.

d. 1000 hrs Wednesdays: Nui Dat.

14. Examinations conducted at the above times are to include all soldiers proceeding on R and R up to and including the following Wednesday (i.e. 7 or 8 days).

15. Where operational commitments preclude soldiers meeting this timetable the sub unit is to arrange a convenient time with the RMO.

IHCs

16. The RMO is to check weekly that IHCs are in order for soldiers proceeding on R and R in the following five weeks. Attached to the front of each IHC is to be "Facts on Venereal Disease" (Annex E).

Sickness on R and R

17. If a soldier is injured or falls sick while on R and R in Australia he is to report to his AMO and advise the Personnel Depot of the Command where he is taking his R and R. Details of AMOs can be obtained from the Personnel Depot prior to departure to leave destination.

18. Soldiers who are injured or fall ill while on R and R at other centres are to report to the R and R centre in the city of disembarkation.

Pay

19. It is MACV policy that soldiers are not to be paid in a currency other than MPC except on the day of departure ex Saigon for R and R.

20. Soldiers proceeding to all destinations EXCEPT Australia must have a MINIMUM of \$A 225 credit in their paybook. Without this NO leave will be granted. Sub units are to institute a check and reminder system.

21. On return from R and R all soldiers are to have their money exchanged for MPC at Tan Son Nhut. Coins will not be accepted for exchange.

22. Soldiers proceeding to Australia on R and R are to draw pay on arrival at Mascot airport.

Dress

23. All members are to wear summer dress (polyester) with hat KFF or cap as applicable and shoes when travelling outside Vietnam. Dress during transit to leave destination and return is summer dress, sleeves rolled up, no tie. On arrival in Australia sleeves must be rolled down and tie is on. If soldiers wear uniform in Australia at any other time during leave they are required to conform with the dress regulation of the Command in which leave is taken.

24. Prior to departure, the RDWO2 is to inspect the uniform soldiers will be wearing to their leave destination.

25. On arrival at R and R centres, other than Australia, soldiers are required to change into civilian clothing.

26. Sub units are to ensure that all soldiers have their hair cut in accordance with military instructions prior to reporting to the RDWO2 for the dress inspection.

/ Movement

Movement

27. Movement to Saigon is to be arranged by Bn HQ. Final details will be given to each soldier on reporting to Bn HQ (see para 43).
28. Full details of return movement are given on the outbound journey.

Baggage Allowance

29. The allowance on R and R flights is 66 lbs.

Customs

30. In conformity with a MACV directive personnel proceeding on R and R to Australia may take only sufficient smoking needs to cover the outbound journey. Any cigarettes in excess of this are impounded at Tan Son Nhut and any remaining on arrival in Australia are confiscated.
31. No items of military equipment or field clothing is to be taken on R and R leave. All baggage is subject to inspection prior to departure from Camp Alpha and any prohibited items will be confiscated.
32. The only customs concession available to soldiers proceeding on R and R is the free admission of:
- a. One 26 oz bottle of spiritous beverages.
 - b. Up to \$100 in gifts.
33. Customs regulations prohibit the carriage of the following into Australia
- a. Narcotics.
 - b. Marihuana.
 - c. Explosives.
 - d. Ammunition.
 - e. Fireworks.
 - f. All types of weapons including spring blade knives, daggers, sword sticks and knuckle dusters.
 - g. Essences of wines or essences of spiritous liquors.
 - h. Blasphemous or indecent works or articles.

Quarantine

34. Members proceeding to Australia are to ensure that all personal effects, particularly footwear, are free from mud, soil particles and dried vegetable matter. No sweets of any description are permitted. The following items are specifically prohibited.
- a. Foodstuffs manufactured from animal products.
 - b. Meat (canned or otherwise).

- c. Cheese.
- d. Poultry.
- e. Eggs.
- f. Milk.
- g. Untanned hides or skins (whole or in pieces).
- h. Straw and similar packing materials (paper, wood, wool, and synthetics excluded).
- i. Rawhide drums.
- j. Feathers.
- k. Trophies of any part of animals or animal products.
- l. Animals and birds, dead or alive.

Postal Regulations

35. All members proceeding on R and R to Australia are to be advised that it is a breach of postal regulations to carry letters or packages for other personnel for postage in Australia.

ARL with R and R

36. Whilst serving a normal tour of duty in SVN a member may apply to take five days ARL with his R and R leave at an authorised R and R centre (excluding Australia) provided that he has:

- a. Not previously taken R and R leave.
- b. Brought his wife to the nominated centre.

37. Application for such leave is to be forwarded through 7 RAR to HQ 1 ATF and is to include:

- a. An application for leave AAF A88.
- b. A signed undertaking that no expense will be incurred to the Commonwealth.
- c. A statement certifying that the soldier is holding a return ticket or that he has lodged the cost of return ticket with Det AFV Cash Office Nui Dat or a travel agent.
- d. As application for or statement that the soldier holds a current passport and if applicable a visa.

38. Application for ARL with R and R cannot be accepted until the allocation of R and R vacancies is made. This is necessary because the soldier must apply for the actual dates he requires in order to allow the necessary arrangements to be made for his return travel. As allocations for each quarter are sometimes not received until three weeks before the quarter commences, members should be

advised not to consider ARL with R and R in the first three weeks of each quarter in order to avoid difficulty in confirming their leave dates with their wife.

Passports and Visas

39. Members proceeding on R and R to Taipei are required to be in possession of a current passport and entry visa.

40. Application forms, Certificate of Birth from Army Records, two photographs 2" by 2½" and \$VN 300 must be lodged with the Bn HQ movts clerk one month prior to the date of departure.

Recording of R and R

41. When a member proceeds on R and R leave he is to be recorded in the company or unit roll book as being on leave. The centre at which he takes his R and R leave is to be recorded in the remarks column of the roll book.

42. When a member is transferred from one sub unit or unit to another within theatre, his Mob 3 is to be endorsed to show whether or not he has been granted R and R leave or whether or not a booking has been made for him. Details of dates and the R and R centre involved are to be shown. A member who has been allotted a vacancy but not taken R and R before transfer is to travel on the vacancy allotted to his original unit.

Reporting Time for R and R Check

43. All soldiers will report to the Bn HQ movts clerk between 1000 hrs and 1100 hrs on the day before departure so as a check can be made of all the necessary documentation in accordance with para 11 of this instruction.

Check List (Annex C)

44. No soldier will be cleared for R and R until the check list has been completely actioned.

45. On completion of the check list the soldier will be briefed by the movts clerk in accordance with Annex H of this instruction.

(R.A. GREY)

Lt Col

CO

- Annexes:
- A. Application for R and R Centre.
 - B. R and R Preference List.
 - C. R and R Check List.
 - D. Medical Examination Prior to returning to Australia.
 - E. Facts on Venereal Disease.

8.

F. Nominal Roll - Australia.

G. Nominal Roll - Other Centres.

H. Detailed Brief to be given to all Personnel Prior to
Departure from 7 RAR Lines.

I. Facilities Available at Camp Alpha.

APPLICATION FOR R AND R

1. I,wish to take
(No) (Rank) (Name)
my R and R Leave at:

- a. Australia.
- b. Bangkok.
- c. Hong Kong.
- d. Taipei.

NOTE: Delete all centres except the one requested.

2. I would prefer to take my R and R leave in the month of.....
to alter my decision unless acceptable reasons for such a change are
submitted.

.....
(Date)

Applicant.....
(Signature)

.....
(Date)

Witness.....
(Signature)

ANNEX B TO 7 RAR
ADMIN INSTR 3/70
DATED 14 OCT 70

R AND R PREFERENCE LIST
COY FOR THE MONTH OF

Serial	Number	Rank	Name	Married Single	First Preference (If Aust insert State)	Second Preference	Preferred Time	Remarks

R AND R CHECK LIST

(Number) (Rank) (Name)

Destination..... Date of Departure.....

- | | <u>CHECK</u> | <u>Initials of Checking Authority</u> |
|--|--------------|---------------------------------------|
| 1. IHC checked for readability and entry of date, batch number, country of origin and type of vaccine. | |(RAP) |
| 2. Med check completed, FFI certificate attached to IHC (for Australia only) | |(RAP) |
| 3. ID Card checked | |(COY) |
| 4. Paybook with member | |(COY) |
| 5. Leave pass issued (Australia only) | |(COY) |
| 6. Paludrine and dapsone tablets issued | |(COY) |
| 7. Currency exchange completed | |(UPR) |
| 8. If staying at Camp Alpha overnight is member in possession of signed WF 226 (adapted) | |(UPR) |
| 9. Passport (Taipei only for R&R but all centres if ARL with R and R) | |BnHQ |
| 10. Visa (Taipei only) | |BnHQ |

I certify all above action completed

Date.....

.....
(Unit R and R Rep)

I certify all entries completed at time of emplanement

Date.....

.....
(Det 11 MC Gp Nui Dat)

ANNEX D TO 7 RAR
ADMIN INSTR 3/70
DATED 12 OCT 70

MEDICAL EXAMINATION PRIOR TO RETURNING
TO AUSTRALIA

I have medically examined

.....
(Number) (Rank) (Name and Initials)

.....
7 RAR
(UNIT)

and certify him free from infestious disease to return to
Australia within seven days from this date
(Date)

.....
Capt
Medical Officer

ANNEX E TO 7 RAR
ADMIN INSTR 3/70
DATED 12 OCT 70

FACTS ON VENEREAL DISEASE

1. A number of soldiers in SVN get VD.
2. Half of them get it whilst on R and R outside SVN.
3. Prostitutes and enthusiastic amateurs almost have VD.
4. Preventative measures are available from the RAP.
5. VD is not easily cured. Go to your own Australian Medical Officer for treatment, which is given In Confidence.
6. Some cases take weeks to cure and patients under treatment cannot enter Australia. Having your RTA date deferred can be embarrassing to you and your family.

ANNEX G TO 7 RAR
ADMIN INSTR 3/70
DATED 1 OCT 70

NOMINAL ROLL - OTHER CENTRES

FROM:

TO: Bn HQ 7 RAR

MONTH OF:

DESTINATION

Date	Army No	Rank	Initials & Surname
(a)	(b)	(c)	(d)

Signed

Date

DETAILED BRIEF TO BE GIVEN TO
ALL PERSONNEL PRIOR TO DEPARTURE FROM
FROM 7 RAR LINES

1. All members are to be briefed prior to departure from 7 RAR lines for the R and R processing point at AFV Movements Camp Alpha with emphasis on the following points:-
 - a. Dress for All Australian personnel proceeding to and from all R and R centres is polyester uniform. Members will not be emplaned if dress, haircuts etc are below the required standard.
 - b. AFV personnel proceeding to R and R centres, other than Australia, must convert MPC to US dollars prior to departure. Maximum conversion of MPC to US dollars permitted is \$500.00 and will be effected at the cash office serving the area where members are normally located, or, if required to stay overnight at Camp Alpha, at the AFV Cash Office cashier located at Camp Alpha.
 - c. All personnel are required to be in possession of a minimum of \$US 250.00 when proceeding to R and R centres other than Australia.
 - d. Members requiring to convert MPC into US dollars, in excess of \$US 250.00 are required to be in possession of a properly completed adapted form F-WF 226 to enable the currency change to be effected. This does not restrict members from drawing pay in US dollars for use outside Vietnam but only limits the conversion of MPC into US dollars. Payment of Paybook credits must be authorized by the member CO/OC on the adapted WF 226.
 - e. All members on return to Vietnam are to convert US dollars into MPC at the AFV Cash Office cashier at Camp Alpha. It is an Offence to be in possession of US dollars while in Vietnam.
 - f. Not more than 500 piastres may be taken out of Vietnam.
 - g. Personnel must possess a legible immunization record and all immunizations must be current. For R and R to Australia a Free from infection certificate is also required.
 - h. Cigarettes. One carton of 200 cigarettes or equivalent in tobacco is permitted to all R and R centres EXCEPT AUSTRALIA where the maximum allowed is one packet of 20 cigarettes or equivalent in tobacco will be confiscated by Aust custom or arrival Sydney.
 - i. Foodstuffs. No foodstuffs of any kind are permitted to be taken to Australia. This includes chewing gum, sweets, candy, potato chips etc.
 - j. Liquor. One sealed bottle of alcohol is the maximum to all centres. The seal must be intact and hand carried in the aircraft, not packed with baggage.
 - k. Army equipment or war souvenirs. No Australian or foreign equipment or souvenirs such as poncho liners, VC flags, US Army / clothing

2.

clothing atc are permitted to be taken from Vietnam on R and R.

l. Inflammables/Explosives. No Ammunition or explosives are permitted and in addition brasso, butane or lighter fluid cannot be taken on R and R to any centres.

m. Pornographic photographs, books, etc are not permitted nor are photographs of war dead. PLAYBOY, STAG, ETC are considered obscene by Aust customs.

n. Any medical drugs or tablets, other than paludrine and dapsons, must be authorised in writing by the members RAP etc staff.

o. Handbaggage will be limited to camera and accessories for SYDNEY and HONG KONG flights, ALL other baggage will be stored in the hold of the aircraft.

p. Baggage. Baggage is limited to 66 lbs per person.

2. Personnel arriving at Camp Alpha possessing any of the prohibited articles or in Contravention of this detailed brief will have such items etc confiscated without any return or redress. These items cannot be held by the Liaison NCO.

FACILITIES AVAILABLE AT CAMP ALPHA

1. SAFE CUSTODY OF MONEY

There is a facility available whereby personnel who wishes to deposit any surplus money for safe keeping may do so, details are available through CAMP ALPHA orderly room or Liaison NCO.

2. STORAGE OF EXCESS BAGGAGE CLOTHING AND EQUIPMENT

This facility provides storage for excess baggage clothing etc. The prices listed are in MPC and will be applicable to all storage:-

a. Clothing, shoes & boots.

- | | |
|--|---------|
| 1. First day - 24 hrs or less | US\$.10 |
| 2. Additional prior - 24 hrs or part thereof | .05 |

b. Baggage items.

- | | |
|---|-----|
| 1. First day - 24 hrs or less | .20 |
| 2. Additional prior - 24 hrs or part thereof. | .10 |

c. Valuable items.

- | | |
|--|-----|
| 1. First day - 24 hrs or less | .30 |
| 2. Additional prior - 24 hrs or part thereof | .15 |

3. LAUNDRY & BOOT CLEANING

Personnel may leave greens & boots for laundrying & cleaning on day of arrival & collect same on return from R and R. The following charges apply.

a. Laundry.

- | | |
|-----------------|-----|
| 1 Set of greens | .35 |
| 1 Set of U Wear | .15 |

b. Boot cleaning & storage.

- | | |
|---------------|-----|
| 1 Pr Gp boots | .45 |
|---------------|-----|

4. HAIRDRESSER

The price for haircutting is .40

5. ACCOMODATION.

Dormitory accomodation is available at no charge. All personnel arriving back from R and R and those proceeding to HONG KONG & TAIPEI are required to avail themselves of this facility. No accomodation is available / in

in SAIGON.

6. MESSING.

A normal field ration mess is in operation at Camp Alpha. The times of operation are as follows:-

BREAKFAST	:	0600 - 0730
LUNCH	:	1130 - 1300
DINNER	:	1700 - 1830

A normal change is made for messing this being standard American procedure. The cost for a full meal is:-

BREAKFAST	:	US\$.25
LUNCH	:	.50
DINNER	:	.65

7. CONCESSIONAIRE.

A limited range of oriental gifts similar to those sold by an own concessionaire are available.

R722/1/8

7th Battalion
Royal Australian Regiment
Ap An Phu

14 Oct 70

Distribution: List B(Sub-unit 2)

MARCH IN OF REINFORCEMENTS ON 14 OCT 70

References: A. 7 RAR R810/5/9 dated 18 Mar 70.

General

1. Twelve soldiers are to march into 7 RAR at 1100 hrs on 14 Oct 70.
The allocation to sub units is :

- a. A Coy - 3
- b. B Coy - 1 ?
- c. C Coy - 3
- d. D Coy - 2
- e. Sp Coy - 3

2. Reinforcements are to be taken on strength wef 0600 hrs
15 Oct 70.

3. All reinforcements will join their sub-units in the field
pm 15 Oct 70. Reinforcements allocated to A Coy will join their sub-
unit on first resupply.

Documentation

4. Documentation is to be in accordance with Reference A. Sub-
units are to ensure that Annex D to Reference A "Administrative Check
List" is completed before forwarding to Bn HQ.

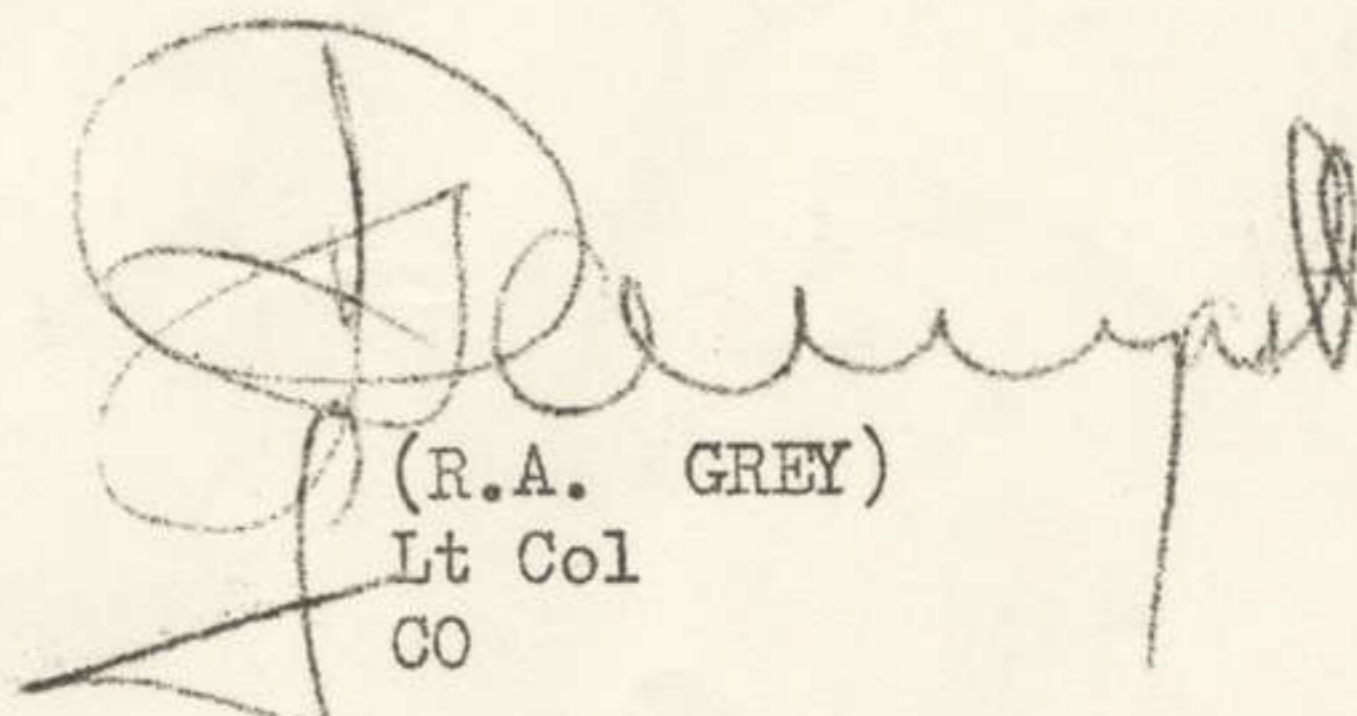
Detailed Syllabus

5. See Annex A.

2.

Co-ordination/Responsibility

- 6. a. 14 Oct 70 - 2Lt Pauza
- b. 15 Oct 70 - RD W02


(R.A. GREY)
Lt Col
CO

DETAILED SYLLABUS

Serial	Date	Time	Event	Location	Remarks
1	14 Oct 70	1100hrs	Arrive Bn HQ - Allocated Sub-units Lunch	Briefing Room	
2	14 Oct 70	1315hrs to 1630hrs	CO's and RSM's Address Med - Admin Check Detailed times to be issued	Briefing Room RAP Bn HQ	Followed by Coy Admin at 1630 hours
3	15 Oct 70	0815hrs to 0900hrs	Bn SOP's	Briefing Room	RD W02 (M/Ins to wear basic webbing)
4	15 Oct 70	0900hrs to 1100hrs	Wpn Zeroing	Range 1	RD W02
5	15 Oct 70	1100hrs	Coy Admin and deploy to field under Coy arrangements		

CO

R722-1-8

7th Battalion
Royal Australian Regiment
Ap An Phu

22 Oct 70

Distribution: See below

ADMIN COY VACANCIES
RE-ORGANISATION OF CLERKS

1. The following vacancies exist in Admin Coy.
 - a. Drivers - 5 includes a requirement for a qualified spray painter.
 - b. DPRI Assistant - Must be experienced in keeping books. May be promoted to L/Cpl.
 - c. Everymans Assistant - May have some medical restrictions.
 - d. Storeman Infantry - QM Pl.
 - e. Storeman Technical - 2 QM Pl.
 - f. Clerk Admin - 2 QM Pl.
2. Nominations are to be submitted to Bn HQ by 1 Nov 70. Nil returns are required.
3. Attached as Annex A is clerical organisation to be effective on 1 Nov 70.

W R S
(R.A. GREY)
Lt Col
CO

Distribution: List B Less Serial 44
Everymans Rep

ORGANISATION OF CLERICAL STAFF

BN HQ

Chief Clerk	S. Sgt A.E. McGuinness
Records	Sgt M.R. Hemmens
Pay	Sgt J.L. Taylor
R & F	Pte J.G. Dotrington
Movt 1	Cpl J.E. Davies From Sp Coy
Movt 2	Pte K.W. Asbury
Postal	Cpl D.A. Duckworth
Dispatch/Rations	Pte J.C. Humphries From Sp Coy
Duplication (Also to be trained for Postal duties)	Pte J.M. Druhan
Pay Assistant	Pte D.A. Burrows
A Typist	Pte N.R. Gibson From Sp Coy
G Typist	Pte K. Evans

A Coy

Clerk	Cpl P.J. Clarke
Pay Rep	L/Cpl C.J. Clowser

B Coy

Clerk	Cpl D.W. Ingles
Pay Rep	L/Cpl R.A. Lamont

C Coy

Clerk	Cpl K.H. Oldfield
Pay Rep	L/Cpl A.J. Grogan

D Coy

Clerk	L/Cpl M.L. Ferres
Pay Rep	Pte K. Beattie

Sp Coy

Clerk	Cpl W.M. Brown From Admin Coy
Clerk	Pte M.P. Madden From Bn HQ
Pay Rep	Pte L. Ross

Admin Coy

Clerk	L/Cpl G.R. Jones
Pay Rep	Pte P.J. Mansell From A Coy

- Notes
1. All repostings to be effective 1 Nov 70.
 2. Cpl Davies to remain Horseshoe until further notice.

COMD DIARY

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DRAFT

R569-1-12

7th Battalion
Royal Australian Regiment
Ap An Phu

25 Oct 70

Distribution: See below

7 RAR ADMINISTRATIVE INSTRUCTION 1/71
RETURN TO AUSTRALIA
OPERATION ROUND BARREL

General

1. This instruction sets out the A and Q procedures to be carried out before the return of 7 RAR to Australia.
2. A sequence of events from 9 Nov 70 to 8 Mar 71 is included as Annex A. This sequence shows in detail all actions to be carried out by, and administrative returns required from, sub units. It is vital that this timetable be adhered to in all respects. Additional copies of Annex A are issued for display on notice boards.
3. This instructions is a DRAFT and many details are yet to be confirmed by higher headquarters. Nevertheless, the basic requirements, and dates, are fairly clear-cut and are a firm basis on which to commence planning. Complete detail is unlikely to be known before mid-December 1970.

Operational Commitments During February

4. To be advised.

NR Smeethurst Maj
fr (R.A. GREY)
Lt Col
CO

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- Annexes:
- A. 7 RAR RTA Timetable
 - B. Composition of First Advance Party
 - C. Composition of Second Advance Party
 - D. Composition of Rear Parties.
 - E. Members reposted/extended in Theatre
 - F. Main Body - Dress and Equipment for Boarding HMAS SYDNEY
 - G. 7 RAR RTA Checklist
 - H. Application for Pay in Lieu of War Service Leave
 - I. ARL Calculation Table - To be issued
 - J. Table of Rail/Air Cost Differences Sydney to Main Centres - To be issued
 - K. RTA Anti-Malarial Course
 - L. Block Scale Items
 - M. Individual MFO Baggage and Unit Stores
 - N. Customs, Excise and Quarantine Regulations
 - O. Summary of Returns
 - P. Example of Nominal Roll of Personnel RTA - Leave Destinations Australia

Distribution

HQ AFV
HQ E Comd (2)
HQ 1 ATF (2)
HQ 10 TF
HQ Liverpool Area
11 MC Gp
7 RAR Aust Component (2)

Internal

List C, less serials 40, 46

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PART 1 - MOVEMENT PLAN

General

1. The tentative movement plan is:
 - a. D Day. 7 RAR main body departs Vung Tau on HMAS SYDNEY.
 - b. 14 Jan 71. 7 RAR first advance party departs Tan Son Nhut airport by Qantas charter aircraft.
 - c. 11 Feb 71 - 7 RAR second advance party departs Tan Son Nhut airport by Qantas charter aircraft.
 - d. 25 Feb 71. 7 RAR first rear party departs Tan Son Nhut airport by Qantas charter aircraft.
 - e. 4 Mar 71. 7 RAR second rear party departs Tan Son Nhut airport by Qantas charter aircraft.

Movement Statistics

2. As at 20 Oct 70 the following figures apply:

	<u>Officers</u>	<u>WOs</u>	<u>Sgts</u>	<u>ORs</u>	<u>Total</u>
First Advance Party	3	1	3	3	10
Second Advance Party			7	74	81
Main Body	23	7	21	507	558
Direct Move to U.K.	2 (?)		1 (?)	(?)	3 (?)
First Rear Party	1		12	2	15
Second Rear Party	3				3
Reposted in Theatre	8	1	1	120	130
Total	40	9	45	706	800

These figures are subject to amendment.

7 RAR Advance Parties

3. These groups are to return to Australia by air. Leave may be granted up to 22 Feb 71 for the first advance party and to 4 Mar 71 for the second advance party.
4. Composition of the first advance party is shown as Annex B to this instruction. The second advance party is shown as Annex C.

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7 RAR Rear Parties

5. Composition is shown in Annex D.

Main Body

6. The main body is to depart from Vung Tau on HMAS SYDNEY, estimated date of arrival in Sydney is 8 Mar 71.

Reposted in Theatre

7. Attached as Annex E are details of members who will be reposted in theatre with effect from 9 Feb 71.

Dress

8. a. Advance/Rear Parties. Dress for advance and rear parties is to be as follows:

Polyester shirt and trousers
Insignia AUSTRALIA
Lanyard
Ribbons
Hats KFF or caps khaki as applicable
Shoes black
Shoulder boards for officers
Tie is to be carried for wear on arrival in Australia

b. Main Body. Dress and equipment for boarding HMAS SYDNEY is shown in Annex F.

Documentation

9. Company nominal rolls of drafts showing the following detail are required:

- a. Alphabetical order by rank.
- b. A separate roll as per Annex P showing leave detail.

10. These rolls are to be submitted to Bn HQ as follows:

- a. First advance party - 20 Dec 70.
- b. Second advance party - 15 Jan 71.
- c. Main body - 15 Jan 71.
- d. First rear party - 15 Jan 71.
- e. Second rear party - 15 Jan 71.

11. The Chief Clerk is to be notified immediately amendments become known.

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12. Bn HQ is to submit the following strength detail to Det 11 MC Gp, Vung Tau, 48 hours prior to the arrival of HMAS SYDNEY:

- a. Roll as per Annex P - 30 copies.
- b. Nominal roll of Embarkation - three copies. (Cards on hats are to correspond with this roll and embarkation is to be in this order; block numbers will be issued to sub units later).
- c. AAF T51 - Strength Return - 12 copies.

Personal Baggage

13. The following restrictions apply in respect to personal baggage carried by the individual on return to Australia:

a. Advance/Rear Parties.

- (1) Maximum weight of 88 lb including cabin luggage. This does not include the weights of any weapons carried in bulk on the aircraft.
- (2) This luggage is further restricted to a cubic capacity of six cubic feet. As a guide, two bags universal fully packed are the equivalent of six cubic feet.
- (3) Cabin baggage is restricted to a measurement of 8 in x 14 in x 21 in and a maximum of 10 lb (this weight is inclusive in 88 lb of personal luggage). Only hats and coats are allowed to be placed on racks inside the aircraft and remaining baggage must fit under aircraft seats.
- (4) Heavy baggage is to be moved by sea (see Part 5).

b. Main Body. As advised in Annex F to this instruction.

14. Movement details for advance and rear parties from Nui Dat to Tan Son Nhut and the main body from Nui Dat to Vung Tau are to be issued separately.

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PART 2 - PERSONAL ADMINISTRATION : A MATTERS

General

15. This part details the personal A administration that is required before leaving SVN. It covers:

- 7 RAR RTA checklist
- Pay matters
- Leave arrangements including travel in Australia
- Removal documentation
- Medical requirements
- Miscellaneous A matters
- Battalion checking team
- March through Sydney

7 RAR Return to Australia Checklist - A Clearances

16. The 7 RAR return to Australia checklist (Annex G) is to be used either on the scale of one per man or used as the basis for a company wall chart. All checklist/charts are to be inspected by Bn HQ at regular intervals.

17. For the purpose of return to Australia administration, permanent attachments, ie., MFCs, medical assistants and radio operators, are to be regarded as members of the sub unit to which they are attached. Support and Admin Companies are to liaise with rifle companies to ensure that all soldiers are administered. The Asst Adjt is responsible for administration of Bn HQ and its attachments.

Pay Aspects

18. Change in Allotments. WF 205s - Application to Vary or Cancel Existing Allotments - are to be processed to reach the Pay Sgt by 20 Nov 70. WF 205s received after this date will not be actioned by APAC until after the member's return to Australia.

19. The last pay day is to be as follows:

- a. First advance party - 31 Dec 70.
- b. Second advance party - 28 Jan 71.
- c. Main body/rear parties - 11 Feb 71.

20. Members are advised not to draw large amounts of MPC on the last pay-day as exchange facilities are limited as follows:

- a. By air: \$MPC11.00 (\$A10.00).
- b. By sea: \$MPC22.00 (\$A20.00).

NOTE: Officers, Warrant Officers and sergeants travelling by sea may exchange up to \$MPC33.00 (\$A30.00)

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21. No further pay is to be available in SVN after the last payday under any circumstances.

22. Restricted Drawing Rates. As PVA action deleting SVN allowance (which ceases to be paid on the day of departure) and the insertion of taxation deductions is likely to take about a month, all ranks are to be placed on a restricted drawing rate to avoid over-payment. A restricted drawing rate slip is to be attached to each paybook on completion of the last pay in SVN.

23. To effect deletion of SVN allowance and recommencement of tax, companies are to complete WF 303 - Cessation of SVN Allowance Commencement of Tax - to reach Pay Sgt as follows:

- a. First advance party - 17 Dec 70.
- b. Second advance party - 14 Jan 71.
- c. Main body - 21 Jan 71.
- d. Rear parties 21 Jan 71.

24. Change of Pay Stations. Companies are to compile and submit WF 289 - Change of Pay Station - to the Pay Sgt as under:

- a. Members for reposting in SVN - 28 Jan 71.
- b. Members for return to Australia - First advance party: 31 Dec 70.
Second advance party: 28 Jan 71.
Main body/rear parties - 11 Feb 71.

Married members are to submit Tax Concession Form WF 287 with the WF 289.

25. Leave Pay.

- a. First Advance Party. On arrival at Mascot airport as arranged by E Comd. The amount of Australian currency required to be drawn by the first advance party is to be advised to the Pay Sgt by 5 Jan 71. Amounts are to show break up by denominations to assist ease of payment at Sydney.
- b. Second Advance Party. As for a. above except that the amount of currency required is to be advised to the Pay Sgt by 28 Jan 71, including break up by denominations.
- c. Main Body. On board HMAS SYDNEY. Companies are to advise the Pay Sgt of exact amounts in Australian currency required by 28 Jan 71, including break up by denominations.
- d. Rear Parties. As for the second advance party.

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26. Tax free leave pay, earned whilst on Special Service in SVN, will automatically be credited by APAC, eg., if a member earned 30 days leave in SVN he will received tax free pay for 30 days plus one day for each six days leave earnt in SVN on the date of departure from SVN, irrespective of whether he is on leave or not.

27. Pay in Lieu of War Service Leave. Applications for pay in lieu of War Service Leave are to be submitted by companies, on the form shown in Annex H to this instruction, to reach Bn HQ by 9 Jan 71 if not already made up now.

28. Pay in lieu of War Service Leave is credited to a member's paybook upon receipt of a Paybook Variation Authority from APAC.

29. War Service Leave is tax free and is paid at member's current rates of pay, including all allowances, less SVN allowance.

Leave Arrangements

30. Prior to a member's departure from SVN, companies are to ensure that the following leave entries are made in member's AAB 83:

- a. ARL from 30 Jul 69 until date prior to Special Service commencing.
- b. All Special Service Leave.
- c. All War Service Leave (in red ink) as detailed in MBI 128-1 Part 9, paragraph 168.
- d. Periods of non-effective service resulting in forfeiture of ARL and WSL. Details of forfeiture of ARL and WSL for non-effective service are contained in Annex E to MBI 128-1. The following occurrences result in non-effective service:
 - (1) AWOL for periods in excess of six hours where members are charged and found guilty.
 - (2) Detention.
 - (3) Periods of close arrest.
 - (4) Leave without pay.
 - (5) Penal servitude, imprisonment or field punishment.

31. Application for Leave on Return to Australia. Members are to complete two copies of AAF A88, Application for Leave of Absence. Company commanders are authorised to approve such applications, which must be submitted to Bn HQ by 15 Jan 71. Leave for first and second advance parties is to be approved by Bn 2IC.

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32. Release on Leave. ARL is to begin at 2400 hrs on the day of arrival in Sydney (approximately 8 Mar 71); however, approval is to be given for members to stand down on completion of post-march administration.

33. Members who are remaining with the battalion are to clear all but 12 days ARL from their AAB 83, to allow for 18 days ARL the following Christmas. In order to ensure uniformity, the table at Annex I is to be used when completing leave passes. Annex I is to be issued on receipt of firm dates.

34. AAF A196 Leave Pass. Leave passes are to be issued as follows:

- a. Advance Party. At Ap An Phu prior to departure. For leave period after arrival of the main body, at Holsworthy.
- b. Main Body. On board HMAS SYDNEY as arranged by the ship's Adjutant, Lt P.D. Gibbons.
- c. Rear Party. At Holsworthy prior to arrival of the main body.

35. Leave Travel. Travel on leave is to be by normal means as contained in MBI 128-1 Annex C; however, members may elect to travel by air. Members wishing to travel by air are to pay the difference by 15 Jan 71. The Pay Sgt is to issue a receipt when received from the Cash Office, which must be produced on demand by movements.

36. Differences in rail/air fares are shown in Annex J to this instruction

37. Members intending using their own transport for the forward and or the return journey are to submit an AAF A19 - Movement Order - to reach Bn HQ by 15 Jan 71.

Leave Overseas

38. Applications to take leave overseas on completion of tour are to be submitted to Bn HQ by 9 Nov 70.

Removals on Reposting

39. Married Members. Upon receipt of the AHQ Posting Order, members entitled to a removal at departmental expense are to complete the following documentation to reach Bn HQ as soon as possible:

- a. AAF H10 - Application for Removal at Departmental Expense - seven copies.
- b. Inventory - 16 copies.
- c. Applications for Married Quarter - four copies.

40. Such applications must reach Bn HQ by 15 Jan 71.

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41. Single Members. Members wishing to use own transport, on reposting, are to complete six copies of AAF K10 - Application for Removal at Departmental Expense. These applications are to reach Bn HQ as soon as possible after receipt of the posting order, but all must reach Bn HQ by 15 Jan 71.

Medical

42. Anti-Malarial Course. See Annex K for details.

43. This course is to be supervised by an officer/NCO and is to be recorded in the Paludrine Roll Book in the same way that Paludrine is recorded, using the symbol "P" for Primaquine and "C" for Chloroquine. Some members may experience unpleasant side effects from taking these drugs. Company medical assistants should be aware of this and watch for symptoms.

44. International Health Certificate. The RMO is responsible to ensure that all ranks receive the necessary inoculations and injections for return to Australia and that medical records including International Health Certificates are brought up to date. Companies are to make independent arrangements with the RMO to ensure this is carried out.

45. Inoculations/vaccinations required for return to Australia are:

- a. Small Pox - required every three years.
- b. Cholera - required every six months.
- c. Plague - required every six months.
- d. TAB - required each year.

46. Medical Examinations. All ranks are to be medically examined by the RMO within seven days of departure from SVN in accordance with the return to Australia of various groups.

47. Illness after Return to Australia. In spite of all precautions it is possible that some form of tropical disease, particularly malaria, may occur after a member returns to Australia. All ranks are to be warned that in the event of their becoming ill, particularly with headaches and fever or diarrhoea, they should report to a doctor. Many doctors in Australia are not familiar with tropical diseases and the member should inform the doctor that he has recently returned from SVN. If malaria is diagnosed, the doctor should be requested to contact the DDMS at the appropriate Command headquarters.

48. Dental Cards. On completion of company dental checks, dental cards are to be inserted in the member's AAB 83. Dental checks are to be carried out during January - February 1971.

Miscellaneous A Matters

49. Postal. Members are to notify persons in Australia not to forward letters later than eight days before their departure from SVN. Parcels and papers should not be posted to SVN within four weeks of departure.

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50. After departure, AFPO 4 will re-direct all 7 RAR mail to Holsworthy except for those members reposted in theatre. The Asst Adjt is to advise AFPO 4 of new addresses as members reposted in theatre march out.

51. The last day for postage of parcels to Australia, or letters to countries other than Australia, will be 20 Feb 71.

52. Transmission of Personal and Regimental Documents. Personal and Regimental documents are to be carried as follows:

- a. Members for Reposting in SVN. All documents are to be forwarded to Bn HQ by 4 Feb 71. These documents are to be forwarded to the members' new unit under arrangements made by Bn HQ. All members for reposting are to leave the battalion by 9 Feb 71.
- b. Members to Return to Australia. Members to return to Australia are to carry on their person the following documents:
 - (1) WF 5 paybook, for those going by air only.
 - (2) AAF A129 - Identity Card.
 - (3) International Health Certificate and Certificate of Medical Examination signed by RMO.
 - (4) The remaining documents are to be carried as follows:
 - (a) First Advance Party. Documents are to be forwarded by companies to reach Bn HQ by 12 Jan 71 and carried under arrangements made by OC advance party.
 - (b) Second Advance Party. Documents to reach Bn HQ by 6 Feb 71 and carried under arrangements made by OC advance party.
 - (c) Main Body. To be carried in bulk by respective companies. These documents are to be available during the sea voyage.
 - (d) Rear Party. Documents are to be forwarded to reach Bn HQ by 23 Feb 71 and carried under arrangements made by OC rear party.
 - (5) Companies are to ensure that envelopes containing documents for members for reposting on return to Australia are clearly marked with the member's new unit and forwarded to Bn HQ by 1 Feb 71.

53. March-Out Procedure for Members Reposted in SVN. The march-out procedure for members reposted in SVN is to be detailed in a separate instruction.

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54. R in C Leave. The cut-off date for R in C leave is 25 Jan 71.

55. Restriction of Movement. Members who are to return to Australia with 7 RAR are not to proceed to Vung Tau, unless on authorised duty at 1 ALSG, after 25 Jan 71.

56. Rest and Recreation Leave to all centres for members who are to return to Australia with 7 RAR ceases on 1 Jan 71.

Battalion Checking Team

57. The Battalion Checking Team is to consist of the following:

- a. Bn HQ representatives.
- b. Bn Q representatives.
- c. RAP representatives.

58. The Battalion Checking Team is to visit companies periodically.

59. The following documents are to be available for checking:

- a. Wall chart or proformas. All company checks are to be completed prior to the arrival of the Battalion Checking Team.
- b. AAB 83 - complete.
- c. Paybook.
- d. ID card.
- e. IHC.
- f. Med 4 and 5.
- g. Receipt for difference in rail/air fares, as applicable. (Stapled to rear cover of paybook).
- h. AAF F12.
- j. Company daybook.

March Through Sydney

60. It is anticipated that the battalion will march through Sydney on the day of arrival of the main body; however, at this stage no firm date or details are available.

61. Dress for the march is as follows:

- a. Shirts green
Trousers green
Hats khaki fur felt
Insignia AUSTRALIA
Shoulder boards and metal badges of rank for officers
Ribbons
Lanyard
Boots GP
Belt waist black
- b. Weapons
 - (1) Officers and RSM. Pistols
Holster 37 pattern (blackened)
 - (2) Warrant Officers and other ranks. SLR
Bayonet and scabbard
Black bayonet frog
Black sling

62. Companies are to ensure that by 26 Jan 71 all members have, set aside, one set of starched greens to wear on the march. All members must be fully equipped for the march by 26 Jan 71, as no further Q issues will be available from this date.

PART 3 - UNIT A ADMINISTRATION

Pay

63. All pay is to be reconciled and acquitted to 1 ATF Cash Office by 20 Feb 71, by the Asst Adjt. The pay account will then be closed.

Closing of Canteens and Unit Accounts

64. Company Sub Unit Canteens. The last day for drawing stock from the unit PX is to be 13 Feb 71. The last night of trading for all sub unit canteens is to be 21 Feb 71. Stocks are to be scaled to ensure a minimum holding on 22 Feb 71.

65. On 22 Feb 71, all sub unit canteens are to stocktake and return all surplus stock and acquit all money on hand to the unit PX by 1000 hours.

66. The PRI Sgt, in conjunction with the relieving battalion representative, is to evaluate the cost of all stock on hand at ASCO wholesale prices.

67. It is anticipated that the incoming battalion will re-open sub unit canteens for sale of soft goods on 23 Feb 71. Liquor is not to be sold in the period 23 Feb 71 until the departure of 7 RAR main body.

68. Unit PX. Books are to be closed on 21 Feb 71. On 22 Feb 71 a stocktake is to be completed and is to include stock returned by sub units. All money is to be banked, accounts paid, and books balanced. PX funds are to be transferred to the 7 RAR Regimental Fund Account and arrangements made for transfer to Australia.

69. Officers' and Sergeants' Messes. Procedures for closing are to be similar to the unit PX. Balance sheets are to be struck and all monies transferred to Australian accounts.

DPRI Stores

70. Sgt Slaney is to pack all DPRI stores, including sporting equipment, flags, plaques, writing paper etc. by 12 Feb 71. These stores are to be inventoried and packed in co-operation with the Baggage Officer.

Amenities Stores

71. As part of the trial stocktake, amenities stores are to be checked for serviceability. The Asst Adjt is to ensure that a stock of the faster moving amenities items is held in reserve for the relieving battalion.

Regimental Audit

72. All accounts are to be audited by the Regimental Audit Board as at 31 Dec 70 and again as at 22 Feb 71.

- a. DPRI account.
- b. Bulk Canteen account.
- c. Officers' mess.
- d. Sergeants' mess.

73. The board for the December audit is:

Maj R.A. O'Brien
Capt B.S. Hicks

74. Statements of Account and A2s are to be produced for both audits.

75. Books of Account. All books of account are to be taken to Australia safe hand by the following people:

- a. Officers' mess - Capt B.S. Hicks - handed to Maj O'Brien on arrival.
- b. Sergeants' mess - RSM
- c. DPRI/Bulk Canteen - Chief Clerk - handed to Maj O'Brien on arrival.

Postal Account

76. The unit postal account is to be acquitted with the Cash Office on 22 Feb 71 by the Asst Adjt.

Ration Account

77. The ration account is to be fully checked and acquitted and closed by WO2 Weinman on 22 Feb, 71.

PART 4 - PERSONAL Q ADMINISTRATION

Clothing and Equipment Policy

78. AFV equipment policy is that the maximum amount of personal equipment is to remain in SVN.

79. A soldier on RTA must have all items of clothing and necessaries applicable to Block Scale 3002/01 which are shown in his AAB 83. The entitlement is shown in Annex L.

80. Kit Check. All members are to be kit checked and issued up to entitlement if the items are available.

81. Withdrawals from AAB 83. Items are to be withdrawn in red ink and signed by the CQMS. AFV SOP Part 3, Section 1, is to be quoted instead of AAF F25A. Items are not to be withdrawn until directed by the QM.

82. Clearance of AAF F12s. F12s are to be cleared of all unit stores other than personal weapons by 0800 hrs 16 Feb 71.

83. Weapons.

- a. Personal weapons including 53 GPMGs M60, 80 pistols 9mm, 489 SLRs and 261 rifles 5.56mm M16 and associated stores are to be returned to Australia. The QM is to issue to sub accounts the registered numbers of weapons to remain in theatre.

84. Surplus Serviceable Equipment. Serviceable clothing surplus to a soldier's entitlement or requirement and all serviceable equipment is to be cleaned, withdrawn, tied in bundles of ten and returned to company Q stores by 22 Feb 71. The only items of equipment to remain in a member's possession or AAB 83 are belt black WE, carrier scabbard bayonet, gaiters Aust and trunk locker steel.

85. Unserviceable Equipment. Unserviceable personal equipment and clothing is to be withdrawn and returned to the QM by 22 Feb 71.

Accompanied Baggage

86.
 - a. Return to Australia by Air. 88 lb per person (78 lb hold luggage, 10 lb cabin luggage and not to exceed 8" X 14" X 21" in total cubic volume for all items). All other baggage is to be processed through MFO prior to departure.
 - b. Return to Australia by Sea. Travelling bag only, see Annex F. All ranks are to be warned not to carry more than one bag when boarding the ship.

Unaccompanied Baggage

87. It is intended to use one Conex per company for personal attractive and luxury items moving by ship. This will provide security but members are still responsible for their own customs clearance prior to arrival in Sydney. Timings for company clearance is to be issued on board HMAS SYDNEY. MFO baggage for members travelling by ship is to be palletised by states of destination. Palletisation is to be completed on 22 Feb 71. All palletisation is to be supervised by the AQM.

88. Detailed instructions regarding baggage for MFO are shown in Annex M.

Quarantine and Customs

89. All ranks are to be warned that every item must be thoroughly cleaned. This particularly applies to boots. The attention of company baggage officers is directed to MBI 168-8 Part 1 and 2, Annex N and Appendix 1 to Annex M to this instruction.

90. Customs officials are to board HMAS SYDNEY prior to its arrival at the first port of call in Australia. Luxury items are to be inspected by customs. Individuals are to be responsible for clearance through customs under company arrangements and the AQM.

91. Any MFO trunks/cases are to be inspected separately by customs under MFO and unit arrangements.

PART 5 - UNIT Q ADMINISTRATION

General

92. This part deals with the unit Q matters. Further instructions are to be issued separately on:

- a. Handover stocktake to relieving battalion.
- b. Accomodation and reception of relieving battalion advance party.

Handover/Takeover Stocktake

93. 7 RAR stocktaking officer is Maj R.A. O'Brien. The assistant stocktaking officer is Capt J.F. Press.

Preparation for the Stocktake

94. Preparation for the Stocktake includes the following:

- a. Clearance of all F12 items.
- b. Maximum centralisation of all stores in company and main Q stores.
- c. Weapons and controlled stores check on 16 Feb 71.
- d. Finalisation of all L and D action.
- e. Boards of Survey and Inspecting Officers Reports, co-ordinated by the QM.
- f. Cut-off date and proving on 17 Feb 71.

Outline Timetable

95. Outline timetable is as follows:

- a. 17 Feb 71 - stocktake conference.
- b. 18 - 19 Feb 71 - count and reconciliation. It is essential that no movement takes place in this period.
- c. 20 Feb 71 - recount, if necessary.
- d. 21 Feb 71 - final reconciliation, prepare F46s, adjust discrepancies.
- e. 22 Feb 71 - handover complete.

96. Weapons and Controlled Stores Check. A physical check of all weapons and controlled stores is to be conducted as at 0800 hrs 16 Feb 71. All items are to be sighted and no on-issue stores are to be accepted unless cleared by the QM. All documentation, including L and D reports, fully investigated and adjusting AAF F95As are to be submitted to the QM by 1600 hrs 16 Feb 71.

Baggage/Stores Officer

97. 2Lt Chamarette is appointed unit baggage stores officer. His task is to supervise the receipt of stores, cases and trunks; weighing, marking, palletising, allocation and packing of Conexes, documentation and stores movement. Work parties are to be provided by the QM and RSM.

Stores Holding Areas

98. The unit baggage officer is to establish the following stores areas:

- a. Unit stores - conexes/pallets - Q compound (volleyball court).
- b. Luxury items - conexes - to be placed in each company area.
- c. Trunk/case palletising area - Q compound (as above).

99. Stores areas are out of bounds, except for those personnel on duty. The unit baggage officer is to establish a headquarter at the entrance to the area and ensure that it is manned by day. The RSM is to organise a roving picquet by night.

Unit Stores

100. All unit stores including bulk weapons, DPRI stores, officers' and sergeants' mess property, unit signs, band equipment etc. are to be checked, crated, inventoried in duplicate and marked in accordance with Annex M. They are to be taken to the stores holding area not later than 22 Feb 71.

101. Stores are to be checked and placed in conexes under arrangement of the unit baggage officer who is to lock the conexes and hand one set of keys to the QM and carry one set of keys with him on HMAS SYDNEY. Once locked, the conexes are not to be opened without the authority of the CO, 2IC, QM, or by the baggage officer in response to a specific customs request. On arrival in Sydney the keys and all documentation are to be handed to the RQMS.

Weapons

102. a. Pistols. Officers travelling on advance parties are to have pistols withdrawn by companies and returned to the QM for packing the day before movement. Other pistols on issue are to be transferred to AAF F12B by 17 Feb 71.
- b. GPMG M60. All GPMGs other than those remaining in theatre are to be withdrawn by companies and returned to the QM store by 17 Feb 71. The QM is to organise the packing and documentation for return to Australia.
- c. The Advance and Rear Party. All weapons are to be withdrawn by companies and returned to the QM on the day prior to the movement of the second advance party. The QM is to arrange the movement of the weapons on the second advance party aircraft. A baggage officer is to be responsible for the safe movement of weapons. On arrival in Sydney the RQMS is to accept delivery of the weapons and place them in security at Holsworthy. The advance and rear party personnel are to be issued with these weapons at Holsworthy prior to the march through Sydney.
- d. Rifle 7.62mm and 5.56mm. All OR personnel returning to Australia by HMAS SYDNEY are to be issued with rifle 7.62mm. Where this is not possible rifle 5.56mm is to be issued. For all rifles on issue, each CQMS is to prepare separate AAF F12B in triplicate for each type. The original copy of the AAF F12B is to be forwarded to the QM with a covering AAF F95A for the quantity and type of rifles. This is to clear the sub account ledger. This action is to be completed by 17 Feb 71. The QM is to use this copy of the AAF F12B as the basis for transfer of rifles to Australia. The CQMS is to retain the duplicate copy of the AAF F12B to check rifles on march out from Nui Dat and on withdrawal of rifles in Sydney. The QM is to issue each company with an AAF F1A for the quantity of weapons returned in accordance with AAF F12B. The triplicate copy is to be given to a company officer who is responsible to make a further check once all troops are on board HMAS SYDNEY.
- e. CES Items. The only CES items to be issued to personnel are as follows:

Personnel Issued with Rifles

Rifle by registered number
Bayonet
Scabbard
Sling (blackened)
Magazine Qty 1

Personnel Issued with Pistols

Pistol by registered number
Holster 37 patt (blackened)
Lanyard
Magazine Qty 1

These items are to be shown on the AAF F12B. The remaining CES for weapons on AAF F12B is to be forwarded to the QM.

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- f. Lubricants. Each CQMS is to arrange sufficient oil and flannelette to be taken aboard HMAS SYDNEY with WOV stores.
- g. Oil Bottle and Pullthrough. Each CQMS is to ensure that each soldier is in possession of an oil bottle and pullthrough.
- h. Labelling of Weapons. All rifles are to be labelled prior to embarkation. Labels are available from the QM store.
- i. All rifles are to be checked to ensure that camouflage painting is satisfactory prior to departure for Australia.

Captured or Private Weapons

103. No captured or private weapons are to be taken to Australia.

Withdrawal of Weapons in Australia

104. On completion of the march through Sydney, each CQMS is to withdraw all weapons and CES equipment, as issued to each soldier on the company AAF F12B. The RQMS is responsible to organise company withdrawal areas at Garden Island.

105. Where a soldier has deficiencies, the CQMS is to ensure that such deficiencies are adjusted by payment through the soldier's WF5 (paybook) and WF 253 Debit Kit List, or by cash payment using AAB 16. The RQMS is to ensure a central area is set up adjacent to the withdrawal area where payment for losses can be made.

106. Leave passes may be issued as each soldier is cleared by the CQMS.

107. On completion of the withdrawal each CQMS is responsible to pack the company weapons and CES into containers, accompany the stores to Holsworthy where they are to be checked into each company armoury with the RQMS. All documentation including AAF F12Bs are to be handed to the RQMS. When all checks have been completed a report is to be given to the Bn 2IC by the QM.

Band Equipment

108. Band equipment required on voyage is to be issued on AAF F12B to Sgt Walker. On arrival in Sydney all stores are to be handed to the RQMS for return to Holsworthy.

Laundry Account

109. The final day to place laundry with the CQMS is 17 Feb 71. The Laundry account is to be finalised by 22 Feb 71.

Ration Account

110. The ration account is to be finalised by 22 Feb 71, when the relieving battalion will assume the responsibility for rationing.

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Publications

111. a. All Army Law Manuals and Staff Duties (Australia) are to be returned to the QM by 17 Feb 71, the RSM may retain one copy for reference.
- b. MBIs, AROs, ATIs, EIs etc. are to return to Australia with company etc. stores.

Maps and Air Photos

112. Maps or air photos are not to be taken to Australia by individuals.

Ammunition

113. Separate instructions are to be issued.

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ANNEX A TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

7 RAR RTA TIMETABLE

Serial (a)	Date Action Completed (b)	Action Required (c)	Action By (d)	Remarks (e)
1	9 Nov 70	Applications for overseas leave to Bn HQ	All Companies	
2	20 Nov 70	Applications to vary or cancel existing allotments Form WF 205 - to Bn Pay Sgt	All companies	
3	17 Dec 70	Submit to Pay Sgt WF 303 - cessation of SVN allowance Commencement of taxation and WF 287 - taxation conces- sional allowance (married members only) - for first advance party	All companies	AAB 83 leave enties to be accurately completed by this date
4	31 Dec 70	Last payday for first advance party	All companies	
5		Insertion of restricted drawing rate slip into paybooks	All companies	
6		Compile and submit WF 289 - change of pay station - for first advance party	All companies	
7		Quarterly audit of regimental accounts	Regimental Audit Board	
8	1 Jan 71	Last day for departure on R and R for RTA members	All companies	
9		Anti-malarial course - first advance party	All companies	
10		Company 2ICs return to Nui Dat to supervise return to Australia preparations	All companies	
11	5 Jan 71	Advise E Comd of Australian currency required by first advance party	Pay Sgt	Companies to advise Pay Sgt
12	9 Jan 71	Applications for pay in lieu of War Service Leave to Pay Sgt	All companies	

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(a)	(b)	(c)	(d)	(e)
13	11 Jan 71	Medical/dental examination for first advance party	All companies, RMO, dental offr	
14	12 Jan 71	Documents for first advance party forwarded to Bn HQ	All companies	
15	13 Jan 71	Withdraw pistols and rifles from all ranks of first advance party	CQMSs, QM	
16	14 Jan 71	Submit to Pay Sgt - WF 303-cessation of SVN allowance/commencement of taxation, and WF 287 - taxation concessional allowance (Married members only) - for second advance party	All companies	AAB 83 leave entries to be accurately completed by this date
17		First advance party departs Tan Son Nhut		
18	15 Jan 71	Members wishing to travel by air, pay difference in fare to Pay Sgt	All companies	
19		Submission of AAF F88 - application for leave of absence - two copies	All companies	
20		Submission of AAF A19s - movement order - for soldiers wishing to use own transport on leave	All companies	
21		Nominal rolls as per Part 1, paragraphs 9 and 10, to Bn HQ	All companies	
22		Single members wishing to use own transport on REPOSTING to complete AAF H10	All companies	
23		AAF H10 - applications for removal at departmental expense - inventories and application for married quarters to Bn HQ	All companies	
24	21 Jan 71	Submit to Pay Sgt WF 303 - cessation of SVN allowance commencement of taxation - and WF 287 - taxation concessional allowance (married members only) - for main body and rear party	All companies	AAB 83 leave entires to be accurately completed by this date
25	25 Jan 71	R in C ceases. NO movement to Vung Tau unless on authorised duty	All companies	

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(a)	(b)	(c)	(d)	(e)
26	26 Jan 71	No further Q issues. Exchanges and AAB 83 withdrawals complete	CQMSs, QM	
27		All members to have one set of starched greens set aside for march through Sydney	All companies	
28	28 Jan 71	Last payday for second advance party	All companies	
29		Insertion of restricted drawing rate slips into pay-book.	All companies	
30		Compile and submit WF 289 - change of pay station - for second advance party	All companies	
31		Compile and submit WF 289 - change of pay station - for members being reposted in SVN	All companies	To Pay Sgt
32		Advise E Comd of Australian currency required by: Second Advance Party Main Body Rear Party	Pay Sgt	Companies to advise Pay Sgt
33	29 Jan 71	Anti-malarial course - second advance party	All companies	
34	1 Feb 71	Documents for members reposted on RTA to Bn HQ	All companies	
35		EME inspection commences. Technical stores, weapons and vehicles	All companies	
36	4 Feb 71	Documents for members reposted in SVN forwarded to Bn HQ	All companies	
37	5 Feb 71	Medical/dental examinations for second advance party	All companies	
38	6 Feb 71	Documents for second advance party to Bn HQ	All companies	
39	9 Feb 71	Members reposted in SVN (including extensions) march out	All companies Bn HQ	
40	10 Feb 71	Withdraw all weapons from second advance party and rear party	CQMSs, QM	

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(a)	(b)	(c)	(d)	(e)
41	11 Feb 71	Second advance party departs Tan Son Nhut		
42		weapons for first and second advance parties and rear party consigned by air to Australia		
43		Last payday for main body and rear parties.	All companies	
44		Insertion of restricted drawing rate slips into paybooks	All companies	
45		Compile and submit WF 289 - change of pay station - for main body and rear parties.	All companies	
46	12 Feb 71	Anti malarial course - main body and first rear party	All companies	
47		All DPRI stores and equipment inventoried and packed for RTA	DPRI Sgt	
48	13 Feb 71	Last day for issues to sub unit canteens from unit PX	Canteen reps	
49	15 Feb 71 (D - 10)	Final barbecues for Support Coy and two rifle companies		
50		Acquittance final pay to 1 ATF Cash Office	Asst Adjt	
51	16 Feb 71 (D - 9)	Final barbecues for Admin Coy and two rifle companies		
52		All L and D action to be completed by 1600 hours	All companies	
53		Weapon and controlled stores check	All companies, QM	
54		MFO baggage commences to be called forward by AQM	All companies, AQM	Continues until 20 Feb 71
55		All AAF F12 issues to be cleared by 0800 hours	All companies	
56	17 Feb 71 (D - 8)	Cut-off date for handover stocktake	All accounts	
57		Stocktake conference	Stocktaking Offr, All accounts	
58		Pistols and weapons for officers and soldiers travelling by HMAS SYDNEY to be issued on AAF F12B..	All companies, QM	
59		Final day for submission of laundry to CQMS	All companies	
60		M6Os not remaining in theatre returned to QM for return to Australia action	All companies, QM	

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(a)	(b)	(c)	(d)	(e)
61	17 Feb 71 (cont'd)	All soldiers issued with rifles on AAF F12B	All companies	
62		Law manuals, staff duties, 7 RAR SOPs, training pamphlets to be handed in	All companies	
63		Officers' mess function (open day)	QM	
64	18 Feb 71 (D - 7)	Sergeants' mess function (open day)		
65		Count and reconciliation of stocktake	Stocktaking officers	
66	19 Feb 71 (D - 6)	Count and reconciliation of stocktake continues	Stocktaking officers	
67		Officers' mess dining in (unit members)		
68		Medical/dental examinations: A Coy morning, B Coy afternoon	RMO/dental officer	
69		Anti-malarial course - second rear party	All companies	
70	20 Feb 71 (D - 5)	Sergeants' Mess dining in (unit members)		
71		Stocktake recounts	Stocktaking officer	
72		Last day for postage of parcels to Australia and letters to other countries	All companies Postal Cpl	
73		Final army audit	Asst Adjt/QM	
74		Medical/dental examinations: C Coy morning, Admin Coy afternoon	RMO/dental officer	
75	21 Feb 71 (D - 4)	Medical/dental examinations: Sp Coy, Bn HQ morning, D Coy afternoon	RMO/dental officer	
76		Final reconciliation and adjustments of handover stocktake		
77		Last night of trading for all sub unit canteens, Officers' and Sergeants' messes	Stocktaking officer	
78	22 Feb 71 (D - 3)	Sub unit canteens return all stock and monies to unit PX by 1000 hours	All companies	
79		Incoming battalion takes over unit canteens and messes		

(a)	(b)	(c)	(d)	(e)
80	22 Feb 71 (cont'd)	Final audit and closure of Vietnam accounts	Regimental Audit Board	
81		Return surplus serviceable and unserviceable equipment to QM	All companies	
82		All unit stores including DPRI, Officers', Sergeants' mess property etc. prepared for return to Australia	All accounts	
83		Company luxury item conexas ready for collection by 0900 hours. Customs proforma (G 93) to be submitted by companies	Company Baggage Officer, AQM	
84		Unit postal account acquitted with cash office	Asst Adjt	
85		Laundry account finalised	QM	
86		Ration account finalised	WO Caterer/QM	
87		Stocktake complete - handover to relieving battalion		
88	23 Feb 71 (D - 2)	Applications for Space (T 58) in duplicate	QM	
89		Nominal rolls in duplicate to AQM	All companies	
90		Certificates of safety, cleanliness and inspection - in duplicate	Company baggage officers	
91		Customs proforma (G 93) by 0930 hrs to Det 11 MC Gp	AQM	
92		Rear party documents to Bn HQ	All companies	
93		Battalion parade and memorial service		
94		Nominal roll of draft (30 copies)	Asst Adjt/Chief Clerk submit to Det 11 MC Gp Vung Tau	
95		Nominal roll of embarkation (three copies)		
96	Strength return AAF T51 (12 copies)			
97	D Day :	Main body departs on HMAS SYDNEY		
98	25 Feb 71	First rear party departs Tan Son Nhut		

(a)	(b)	(c)	(d)	(e)
99	4 Mar 71	Second rear party departs Tan Son Nhut		
100	8 Mar 71	Main body arrives in Sydney		
101	(Approx)	March through Sydney		
102		Withdrawal of weapons - issue travel and leave documents		
103		ARL commences 2400 hours		

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ANNEX B TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

FIRST ADVANCE PARTY

Timings

1. Depart SVN 14 Jan 71.
2. Report for duty 22 Feb 71.

Composition

3. Party comprises the following:

Adjutant - Capt Hughes
QM(designate)- Capt Howard
Int officer - Lt O'Brien
RQMS - WO2 White
Ops Sgt (RD WO designate) - Sgt McLean
CQMS Admin Coy (designate) - Sgt Laurenceson
RDWO -
Ration Clerk - Cpl Shipton
Tech storeman (Cpl) - Cpl Robertson
Driver - L Cpl Edson

Total - 10

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ANNEX C TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

SECOND ADVANCE PARTY

Timings

1. Depart SVN 11 Feb 71.
2. Report for duty 4 Mar 71.

Composition

3. Because of discharge procedures, sub units are not to include National Service intakes 2/69 and 3/69 (see Admin Instr 2/71). As members in the second advance party can be granted only fifteen (15) days ARL, it is highly desirable that members selected should be from the Sydney area as free travel entitlement can only be granted once. Soldiers nominated from outside the Sydney area must nominate whether they want free travel grant with the initial 15 days leave, or, with the remainder of their ARL following the arrival of the main body.
4. Sub units are to nominate soldiers for this party to Bn HQ by 1 Jan 71. Composition is as follows:

a.	<u>Bn HQ.</u>	<u>TOTAL</u>
	Clerk (Cpl) - Cpl Davies	
	Clerk (Pte) -	2
b.	<u>Admin Coy.</u>	
	Cook (Sgt) - Sgt Claydon	
	Cook (Pte) -	
	Cook (Pte) -	
	Officers' mess Sgt - Sgt Halls	
	Sergeants' mess steward -	
	Med asst Cpl -	
	Driver - Pte Honeybrook	
	Driver - Pte Gibson	
	Driver - Pte Finlay	
	Q clerk -	10
c.	<u>Rifle Companies.</u>	
	A Coy - 1 x Cpl, 1 x L Cpl, 5 soldiers from	
	each platoon	17
	B Coy - as for A Coy	17
	C Coy - Sgt Griffiths, 5 soldiers from	
	each platoon	16
	D Coy - Sgt Cain, 5 soldiers from each platoon	16

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d. Support Coy.

Mortar Sgt -
Mortar Sgt -
Sig platoon - Sgt Edmonds

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ANNEX D TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

REAR PARTIES

1. First Rear Party.

Depart SVN 25 Feb 71
Report for duty 1 Mar 71 (leave to be taken with main body)
Asst Adjt - 2Lt Pauza
CQMS (6) - S Sgt Allen
 S Sgt Head
 Sgt Bailey
 S Sgt Ezzy
 S Sgt Hylard
 S Sgt Craig
Armourer - Sgt Hardacre
Sig Sgt - Sgt Curphey
Cook - Sgt Amos
Tech Sgt - Sgt Donovan
RD NCO - Sgt Crowther
Tpt NCO - Cpl Willis
Driver Cpl - Cpl Murrell
Sgt Clerk (?) -

TOTAL: 16

(20 seats to be booked on aircraft - dependent on date of ships' departure and requirement for second rear party plus surplus officer currently on ship).

2. Second Rear Party.

Depart 4 Mar 71
Report for duty 5 Mar 71
2IC - Maj Smethurst
OC Admin - Maj O'Brien
QM - Capt Nord

TOTAL: 3

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ANNEX E TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

MEMBERS FOR REPOSTING IN THEATRE

A Coy

Lt R.W. Davies
Pte T.J. Attwood
Pte R.A. Bacon
Pte P. Burgess
Pte D.G. Bowes
Pte R.G. Brett
Pte B.A. Cumine
Pte N.T. Dingwell
Pte R.W. Howell
Pte J.L. Kirkup
Pte G.R. Munday
Pte C.A. McInnes
Pte P.J. McClure
Pte J.M. Prowse
Pte G.K. Seton
Pte R.P. Whelan

B Coy

Pte A. Adriesson
Pte J.P. Latham
Pte G.E. Newton

Admin Coy

WO2 F. Weinman
Sgt R. Goulden

C Coy

Lt T. McGovern (not confirmed)
Pte W.N. Adams
Pte P.A. Bennett
Pte D.P. Hamlin
Pte P.F. Trickey
Pte E.J. Wilson
Pte R.F. Ruediger

D Coy

Lt B.G. Wallis
Lt R.J. Woods
Pte J.G. Hession
Pte K.C. Murray

Sp Coy

Pte P.F. Beere
Pte W.J. Colliar
Pte D.J. Henson
Pte K.J. Kelly
Pte J. Papandreas
Pte K.W. Rollings

Mr S. Kruck (Everymans)
Pte K. Evans (Bn HQ clerk)
Pte M.P. Madden (Sp Coy clerk)

Total 41
NOTE: Approx 70 March-Ins
Dec 70 - to remain in theatre

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MEMBERS APPROVED TO EXTEND IN THEATRE

2Lt D.R. Chitty	Admin Coy	RTA Sep 71
Cpl I.R. Becker	Admin Coy	RTA Sep 71
Cpl P.D. Lutley	Sp Coy	RTA Sep 71
Pte J.E. Smith	Sp Coy	RTA Sep 71
Pte L. Chapman	Sp Coy	RTA May 71
Pte R.J. Castles	A Coy	RTA Sep 71
Pte P.A. Sochaki	B Coy	RTA Sep 71
Cpl S.J. Head	D Coy	RTA Sep 71
Cpl G. Milivojevic	D Coy	RTA Sep 71
L Cpl I.D. Gowlett	D Coy	RTA Apr 71
Pte P.K. Miller	D Coy	RTA Sep 71
Pte P. Conboy	Bn HQ	RTA May 71

MEMBERS PENDING APPROVAL FOR EXTENSION

<u>A Coy</u>	<u>Sp Coy</u>
Cpl D.A. Travers	Pte M.K. Allan
Cpl B. Turner	Pte R.J. Grealy
Pte M. Towler	Pte P.S. Impey
	Pte R.H. Nowrajee
<u>B Coy</u>	Pte J. Kuiper
Cpl L.F. Fischer	<u>Admin Coy</u>
<u>C Coy</u>	Pte R.J. Campbell
Pte C.J. McAdam	<u>Bn HQ</u>
<u>D Coy</u>	Cpl J.R. Plant
L Cpl T.R. Halfacree	
Pte T.R. McKechnie	
Pte B.R. Jeffrey	
Pte P.N. Binion	
Pte J.G. Hession	
Pte C.I. Burns	

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ANNEX F TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

MAIN BODY - DRESS AND EQUIPMENT FOR BOARDING HMAS SYDNEY

1. Hats KFF
Shirts green
Trousers green
Boots GP
Discs identity
Belt waist WE black
Ribbons
Lanyard maroon
Insignia AUSTRALIA
Shoulder boards and metal badges of rank for officers
Weapons
 - a. Officers. Pistol with CES, 37 Patt holster (blackened)
 - b. WOs and ORs. Rifle 7.62 SLR. Magazine (1).

International Health Certificate, Certificate of Medical Examination and Identity Card are to be carried by all members.

2. The following items are to be carried in the members' universal travelling bag:

<u>Item</u>	<u>Qty</u>	<u>Remarks</u>
Shirt Polyester	1	Officers should take two
Trousers Polyester	1	Officers should take two
Caps khaki	1	For officers and WOs

7 RAR RTA CHECK LIST

Company: _____

Regimental No Rank Name

Posting on return to Australia Posting Order No

Leave destination

.....

.....

Method of travel AAF A88 No

Date due to RTU ex leave AAF A96 No

SECTION 1 - A ADMIN

1. Has all leave (ARL, Remote Locality and WSL) been entered and checked in member's AAB 83 as per the table in MBI 128-1 Annex A?

2. Have the following aspects of member's AAB 83 been checked for accuracy?

GROUPING, PROMOTION QUALIFICATIONS, PROMOTION, REDUCTION, SPECIAL SERVICE ENTRIES

3. Has a leave pass been completed and does it include TT, Sun, and public holidays?

4. Does the leave pass correspond to the members AAF A88?

5. Does the member require H10s to be submitted? (7 copies)

6. Have H10s and inventories been submitted to Bn HQ by married soldiers? (17 copies)

Checking Authority's Initials	
Company	Bn

7. Has member applied for married quarters if required? (4 copies).

8. Have the following documents been accounted for and checked?

ID CARD, PAYBOOK, IHC, MED 4 AND 5, B 122, Q RECORD, DENTAL CARD.

9. Has the application to draw pay in lieu for WSL been completed as per MBI 128-1 Annex G, and forwarded to Pay Sgt?

SECTION 2 - MEDICAL

1. Have Med 4 and 5 been processed in accordance with AFV RO 144/67?

2. Is IHC up to date?

3. Has anti-malarial therapy been initiated?

4. Is the member fit to travel?

5. Has an FFI certificate been attached to the IHC?

6. Has the member been medically examined and certified free from infectious disease, to return to Australia within seven days of this day

7. Has the member's Med 4 and 5, IHC and Dental Card been returned to the company by the RAP?

SECTION 3 - PAY

1. Has the restricted drawing rate slip been completed and inserted in paybook?

2. Has all allotment action been completed?

3. Have members travelling by air been paid \$A10.00?

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G-3.

4. Have those members travelling by sea been paid \$A20.00 (\$A30.00 for officers/sergeants)?

5. Have all monies in excess of sums required in 3 and 4 above been credited to the member's paybook?

6. If applicable, has member paid the difference between rail and air movement? If so receipt No

7. Have all kit stoppages and all other action been completed?

8. Has last PVA been entered?

9. Has cessation of Overseas Allowance been completed (WF 303)?

10. Has change of pay station been submitted (WF 289)?

SECTION 4 - Q

1. Is company AAF F12 clear?

2. Is company daybook clear?

3. Has member been kit checked and deficiencies made up to block scale 3002/01 as for AAB 83?

4. Has the member any stoppages? If so to what value? \$.....

5. Is there any outstanding L and D action?

6. Are AAB 83 issues complete?

7. Are AAB 83 withdrawals complete?

8. Has a certificate of safety and cleanliness been completed?

--	--

G-4.

9. Has a customs form (G 93) been completed?

10. Has action to dispatch MFO baggage been completed? What is the consignment No? consisting of items.

SECTION 5 - MISCELLANEOUS

1. Is member, if applicable, cleared from Officers'/Sergeants' mess?

2. Is member cleared from the company canteen?

3. Has the member completed a mail redirection notice?

4. Has member been checked by CSM for outstanding AAF A4s?

5. Has member been cleared from DPRI Sgt?

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Unit ..7.RAR...

EDP Reporting Number ...65277.....

ANNEX H TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

APPLICATION FOR PAY IN LIEU OF WAR SERVICE LEAVE
(Reference ARO 2/70 Paragraphs 9 - 11)

To: Controller Army Pay
APAC

Army number Name and initials

1. The above-named soldier was allotted for special service (Vietnam) in on and ceased special service (Vietnam) in on

2. The entitlement of days pay in lieu of war service leave has been entered in the soldier's AAB 83, leave record.

3. Where applicable, the credit for days in lieu of public holidays and Sundays accrued prior to 1 Jul 69 has been cancelled.

.....(signature)
.....(date)(unit stamp)

4. I certify that the above named soldier is entitled todays pay in lieu of war service leave calculated at the rate of one and one half days per completed leave month of Special Service in Vietnam.

.....(date)(signature)
(R.A. GREY)
Lieutenant Colonel
Commanding Officer
.....(unit stamp)

For APAC Use Only

Period of Special Service (Vietnam) verified

Daily Rates of Pay and Allowance as at(date of cessation of Special Service).

Active Pay	\$.....	<u>Calculation</u>	
CMA	\$.....	Total Daily Rate	\$.....
MA/PA/SA	\$.....	No of Days WSL
LOA	\$.....	Total Pay in Lieu of WSL	\$.....
Total	\$.....		

WF 297 No. 99678/...../..... refers
Compiler Date
Checker Date

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ANNEX K TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

RETURN TO AUSTRALIA ANTI-MALARIAL COURSE

.....
(number)

.....
(rank)

.....
(initials and name)

.....
(unit)

DATE	DAY	TIME	DOSAGE	TAKEN	CHECKED BY
	1	0700	Chloroquine 2 x tabs Primaquine 1 x tab		
		1300	Chloroquine 1 x tab Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	2	0700	Chloroquine 1 x tab Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	3	0700	Chloroquine 1 x tab Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	4	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	5	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	6	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	7	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		

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DATE	DAY	TIME	DOSAGE	TAKEN	CHECKED BY
	8	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	9	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	10	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	11	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	12	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	13	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		
	14	0700	Primaquine 1 x tab		
		1300	Primaquine 1 x tab		
		1800	Primaquine 1 x tab		

- NOTES:
1. Chloroquine is the large pink tablet.
 2. Primaquine is the small brown tablet.
 3. The course is to commence on the following dates:
Main body/first rear party - 12 Feb 71
First advance party - 1 Jan 71
Second advance party - 29 Jan 71
Second rear party - 19 Feb 71

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ANNEX L TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

BLOCK SCALE ITEMS
Block Scale 3002/01

Towel bath 21" x 24" or 40" x 47"	3
Hook belt brass	4
Sewing kit GS	1
Band hat puggaree	1
Beret man's cloth, dark blue	1
Cap service khaki	1
Hat service fur felt	1
Laces leather (prs)	3
Raincoat man's nylon	1
Shirts man's mil green S58	2
Bags travelling cotton duck	1
Shirt man's polyester khaki	2
Shorts man's drill green S62	2
Strap chin leather brown	1
Sweater man's pullover khaki	1
Trousers men's battle dress	1
Trousers men's drill green	2
Jackets BD	1
Trousers men's polyester	2
Drawers men's cotton/poplin	3
Pyjamas men's poplin or flannellette	2
Undershirt men's cotton athletic	3
Boots man's black or universal	2
Shoes dress leather black	1
Shoes gymnasium canvas white	1
Belt trousers 1 1/4"	1
Braces men's	1
Handkerchief man's cotton	6
Necktie wool braided khaki	1
Socks men's worsted khaki	3
Uniform man's OR winter	1
Insignia service and service cap	3
Gaiters Aust canvas	1
Trunk locker cabin metal	1
Belt webbing black	1
Carrier bayonet scabbard black	1
Brush clothes	1
Brush shoe blacking	1
Brush shoe polishing	1
Wallet waterproof	1
Bag toilet accessory	1
Brush shaving	1
Comb hair	1
Hairbrush nylon	1
Mirror hand soldier	1
Nailbrush	1
Razor safety	1
Toothbrush	1

NOTE: Badges of rank for officers/NCOs are to remain in AAB 83.

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ANNEX M TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

INDIVIDUAL MFO BAGGAGE AND UNIT STORES

General

1. This annex deals with the procedure for consigning personal effects on return to Australia through MFO, including packing, marking and consigning unit stores. It also deals with the conexing and movement of luxury goods belonging to members travelling by ship.
2. All advance and rear party personnel travelling by air who have personal and luxury effects for return to Australia in excess of the allowance permitted for air travel are to consign these effects through MFO. Those travelling by sea who have personal effects other than luxury items in excess of the amount that can be carried in the travelling bag universal are also to consign these effects through MFO or place them in the conexes allocated for luxury items and collected prior to disembarkation. These effects are to be forwarded to the AQM by 22 Feb 71 in accordance with this instruction.
3. All MFO baggage is to be cleared through customs under MFO and unit arrangements. The baggage should be forwarded to the member within about three weeks of arrival in Australia.

Preparation of Conexes

4. It is expected that conexes for return to Australia will be delivered to 7 RAR approximately 10 Jan 71. On their arrival the AQM is to arrange for:
 - a. All conexes are to be thoroughly cleaned inside and out.
 - b. Existing markings with the exception of registered numbers to be removed.
 - c. Conexes allocated for unit stores to be addressed on one side and the front of the container:

7 RAR
HOLSWORTHY
NSW

Consignment numbers 1 of , 2 of , 3 of etc., are to be placed on the top right hand corner above the address.
 - d. If sufficient conexes exist, one conex out of the unit stores allocation is to be provided to pack soldiers' disembarkation greens and Bn HQ/company documents etc. This is to be marked as in 4c. above but is to be endorsed WOV. The remainder of the contents are to be treated as normal unit stores.

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- e. It is expected that up to seven conexas will be available for soldier's luxury goods, on the basis of one per company/Bn HQ. These are to be marked 1 of 7, 2 of 7, 3 of 7 etc. in the top right hand corner of the front of the container and on one side and are to be also endorsed LUX in letters approximately 15 in. high.

Preparation and Documentation of Personal Effects (MFO)

5. Cases consigned through MFO are not to exceed 112 lb or 5 cu. ft. (A metal trunk is 5 cu. ft). The minimum size is 22 lb or 2 cu. ft.
6. All consignments are to be enclosed in waterproof material and are to be packed in a substantial container of steel and wood.
7. Personal effects, cases etc. are to be painted yellow on the top and on one end on which is painted the required address for delivery in black. Trunks are to be consigned C/- MFO Sydney for all destinations.

EXAMPLES: To a private address - 142345 Pte R. BROWN
15 Hill Street
SMITHFIELD PLAINS SA
C/- MFO SYDNEY

To 7 RAR - 23457 Pte O.L. SOW
7 RAR
HOLSWORTHY
NSW
C/- MFO SYDNEY

8. Each box is to contain the original copy of the inventory. A duplicate copy of the inventory is to be retained by the member and the triplicate copy by the AQM. In addition each member is to complete two copies of a customs proforma G 93. (See Appendix 2 to this Annex). Both copies to the AQM via company baggage officers.
9. Each container is to be thoroughly inspected by the company TIC or an officer nominated by the company. Particular attention is to be paid to the cleanliness of all articles and to ensure that there are no prohibited imports (see appendix 1 to this annex). Four copies of the Certificate of Safety, Cleanliness and Inspection of personal effects (see appendix 1) are to be completed for each container. The original and duplicate copy are to accompany the nominal roll, the triplicate is to be placed in the container with the inventory and the quadruplicate copy is to be retained by the AQM.
10. Companies are to prepare nominal rolls of MFO baggage in quadruplicate in accordance with appendix 3 showing all particulars for each case consigned. Nominal rolls are to be prepared separately for distribution to the MFO in each capital city.

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11. Cases etc. are to be called forward to the stores holding area by the AQM. A company baggage officer is to bring forward with the effects the following completed documentation and hand them to the AQM:

- a. Customs proforma G 93 - two copies.
- b. MFO nominal roll - four copies.
- c. Inventory - three copies.
- d. Certificate of Safety, Cleanliness and Inspection - four copies.

12. The AQM is to:

- a. Check all documentation for accuracy and place one copy of the Inventory and Certificate of Safety, Cleanliness and Inspection in each container and check the address against the nominal roll.
- b. Band or wire each container.
- c. Allot a consignment number for each container which is to be painted in black to the right of the address, recording the consignment number on the nominal roll.
- d. Weight the containers, complete the nominal roll and ensure that the capacity of each conex is not exceeded as detailed in paragraph 17.
- e. Palletise containers by MFO destinations.
- f. Record the pallet number and each separate case consignment number on the T 58 - Application for Space.
- g. Complete the AAF T 58 Application for Space in triplicate and forward the documentation to Det 11 MC Gp Vung Tau as follows:
 - (1) AAF T 58 Application for Space - two copies.
 - (2) MFO nominal rolls - two copies.
 - (3) Certificate of Safety, Cleanliness and Inspection - two copies.
 - (4) Customs proforma G 93 - one copy.

This documentation is to reach Det 11 MC Gp by 0930 hrs 23 Feb 71.

- h. Return the triplicate copies of the nominal roll to companies so that each member can be advised the consignment number of his case. (This number will assist in tracing the case should it go astray in transit. The major causes for non-delivery in the past have been through incorrect addresses or having the cases placed in bond due to some customs problem).

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- i. PRAY THAT IT ARRIVES AT THE OTHER END, because would you believe this is designed to help you!

13. A file copy of all documents is to be kept by the AQM.

Luxury Items

14. Luxury items are to be clearly marked with the soldier's number, rank, name and company.. Conexes are to be packed under supervision of a company baggage officer, who is to arrange for an inventory of contents to be prepared in duplicate as follows:

LUX CONEX NO

Number Rank Name Coy No of packages

15. One copy of the inventory is to be securely fixed on the inside of the door of the conex and the conex locked. The duplicate copy is to be submitted to the AQM. Customs proforma (G 93) is to be completed by each individual and handed to the company baggage officer who is to retain them until issued to the individual soldier prior to customs clearance on HMAS SYDNEY. Conexes are to be ready for collection by the AQM by 0900 hrs 22 Feb 71.

16. The AQM is to retain the original key to each luxury conex. The company baggage officer is to retain the duplicate key. After clearance by the customs, luxury items are to be retained by all personnel and taken ashore. On completion all documents and keys are to be handed to the AQM.

Unit Stores

17. Unit stores are to be processed in a similar manner to personal effects. Each container is to have a Certificate of Safety, Cleanliness and Preparation and an inventory in accordance with appendix 4 to this annex. The duplicate copies of the inventories are to be held by the QM. The QM is responsible for the transfer AF G1033 of all stores to Holsworthy account. The AQM is to retain two copies of the Certificate of Safety, Cleanliness and Preparation of unit stores and one copy of the inventory. Keys to unit stores are to be held by the AQM. On arrival in Sydney all keys are to be clearly labelled and handed to the RQMS. All unit stores are to be waterproofed. The address for unit stores is 7 RAR, HOLSWORTHY, NSW, C/- MFO SYDNEY.

Capacity of Conex

18. The weight of a standard conex is 1500 lb. The all-up weight when filled is not to exceed 4000 lb.

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Insurance of Personal Effects

19. Members are responsible for insuring their own possessions. The army accepts no responsibility for loss or damage of personal effects. 2 AFCU have advised that members may obtain the following policies from ASCO:

- a. Marine premium (for loss only) - \$2.30 per \$100.
- b. Marine and War Risk Premium (for loss, breakage etc.) - \$5.36 per \$100.

NOTE: Value of items is the purchase price - NOT Australian price.

20. Members may be reimbursed the value of the premium up to a total amount insured of \$500 by submitting a claim to the Unit Pay Sgt.

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APPENDIX 1 TO
ANNEX M TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

CERTIFICATE OF SAFETY, CLEANLINESS AND INSPECTION OF PERSONAL EFFECTS

I,
(number) (rank) (name, in blocks)
....., certify that my unaccompanied baggage does NOT contain any
(unit)
of the following articles, as explained in MBI 168-8 (Part 2):

- a. Explosives, firearms, ammunition.
- b. Dangerous weapons - including spring bladed knives, daggers, bludgeons, coshes, knuckledusters and sword-sticks.
- c. Essences of wines and spirituous liquors.
- d. Narcotics.
- e. Blasphemous or indecent works or articles.
- f. Any items containing information of a security nature.
- g. Soiled items.

I am aware of the requirements of MBI 168-8 Part 1 relating to cleanliness and prohibited goods. I also understand that any item of clothing or equipment contained in my baggage which is soiled, dirty or contaminated in any manner is liable to be destroyed by Quarantine authorities in Australia.

Date

.....
(signature of consignor)

Certificate of Inspection

I certify that I have inspected the contents of the above consignment and that:

- a. They are free from insect infestation and have been cleaned in accordance with instructions contained in Part 1 of MBI 168-8; and
- b. This consignment does not contain any prohibited goods, firearms, ammunition, pyrotechnics, incendiaries or explosives under the terms of Part 2 of MBI 168-8.

Date

.....
Signature, rank and appointment of inspecting officer

Distribution

MC Det with T 58 Application for Space (2)
Packed with consignment
Unit file

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APPENDIX 2 TO
ANNEX M TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

PASSENGERS' PERSONAL EFFECTS AND
OTHER GOODS SHIPPED TO AUSTRALIA PRIOR TO DEPARTURE OF OWNER
(CUSTOMS FORM G 93 PROFORMA)

To Collector of Customs
(port in Australia at which baggage will be landed)

I, on behalf of my wife and children, shipped
(no. of children)

per on or about packages containing:
(name of ship) (date of shipment) (no. of packages)

- a. *my/our own personal effects.
 - b. *my/our own furniture and household effects.
 - c. *my/our other goods.
- } consigned to

.....
(name and address of consignee)

2. All goods contained in the packages are my/our own personal PROPERTY and are not intended for gift, sale, exchange or trade except the following:

List goods which are not
own personal PROPERTY or
which are intended for gift,
sale, exchange or trade }

3. All goods contained in the packages shipped which are my/our own personal effects, have been in my/our possession and are not intended for gifts, sale, exchange or trade.

4. All the goods contained in the packages shipped which are my/our own furniture and household goods have been in my/our use for at least one year except the following:

List own furniture and household
goods which have not been in use
at least one year }

5. I estimate the value of the goods contained in the packages shipped to be:

- a. *my/our own personal effects \$A
- b. *my/our own furniture and household goods which have been in *my/
our use for (at least one year \$A
(under one year \$A
- c. Other goods \$A

6. *I/we propose to travel to Australia on or about per
.....

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7. I declare that the statements made above are true and correct.

*Delete which is not applicable.

Signed Date

Address

NOTE: Section 234(e) of the Australian Customs Act reads:

234. No person shall -

(e) Make in any declaration or document produced to any officer any statement which is untrue in any particular or produce or deliver to any officer any declaration or document containing any such statement.

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NOMINAL ROLL OF MFO 7 RAR

(Separate rolls required for each MFO destination)

APPENDIX 3 TO
ANNEX M TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

Voyage Departure Point: Vung Tau

Destination: C/- MFO

Consignment No	Regt No	Rank	Name and Initials	Sub Unit	Type of Container	Wt	Cu. Ft.	Full Address

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APPENDIX 4 TO
ANNEX M TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

CERTIFICATE OF SAFETY, CLEANLINESS AND PREPARATION OF UNIT STORES

I certify that I have inspected the items/consignments listed below and that:

- a. They are free from insect infestation and have been cleaned in accordance with instructions contained in Part 1 of AHQ Administrative Instruction No 8.
- b. This consignment does not contain any prohibited goods, firearms ammunition, pyrotechnics or explosives under the terms of Part 2 of AHQ Administrative Instruction No 8.
- c. For repairable equipments, that appropriate inspection reports in accordance with AFV Administrative Instruction No 71, paragraph 4, have been prepared and distributed, and that other relevant provisions of packaging and preparation have been completed.

Consignment Nos:
.....
.....

.....
Signature, rank, appointment and unit of consignor

CUSTOMS, EXCISE AND QUARANTINE REGULATIONS

General

1. Customs, excise and quarantine regulations relating to Australian servicemen returning to Australia after overseas service are not always understood. Difficulties often arise through ignorance of the regulations applying to concessions available.
2. This annex details the various aspects of the regulations and procedures relating to the entry of persons and goods into Australia, which are to be followed by all members of 7 RAR.

Prohibited Items

3. Under Commonwealth customs and quarantine regulations, the following are not to be brought from overseas to the Commonwealth of Australia:
 - a. Domestic pets.
 - b. Other animals, reptiles, fish or birds, alive, stuffed or mounted.
 - c. Animal products or parts of animals including poultry or meat (whether tinned or otherwise), salami, sausages, ham, cheese, untanned hides, skins, wool, hair, horns, dried blood, feathers, eggs or milk in any form.
 - d. Any equipment used with horses or other domestic animals, poultry or bees, such as saddles, bridles, harness, horse rugs and brushes, beehives etc.
 - e. Insects in any stage of development.
 - f. Germ cultures, yeasts, viruses, vaccines or any other biological material.
 - g. Egg containers.
 - h. Plants or parts of plants, living or dead including vegetables, fruits, nuts, seeds, bulbs, tubers, cuttings, flowers, timber, bamboo, straw or mushrooms, bags, bagging new or second hand, flax and raw cotton waste.
 - i. Soil, rock material and animal manure.
 - j. Trophies and souvenirs which could contain untreated packing or materials of animal or plant origin.

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- k. Unauthorised weapons, including spring bladed knives, daggers, bludgeons, coshes, knuckle dusters and sword-sticks, firearms other than personal weapons and CES on issue to the member.
- l. Essences of wines and spirituous liquors.
- m. Narcotics.
- n. Pornographic literature, photographs, records and tapes etc.

Personal Effects and Equipment

4. All personal effects and equipment are to be cleaned before being brought into or dispatched to Australia. Footwear and webbing especially must be free from all mud and soil particles and dried vegetable matter. On arrival in Australia, suspect articles will be subject to such measures as quarantine regulations may require. Dirty clothing and personal equipment which is destroyed on arrival will not be replaced at public expense.

Packing Materials

5. Packing materials used to protect articles during transit are to consist of paper, shredded or in sheets, or fresh wood wool. Straw and dried grass are not to be used. Packing material and packing cases found to be infested may be destroyed.

Customs Concessions

6. The following is a summary of the customs concessions applicable to members of 7 RAR returning to Australia:

- a. Personal Effects. The following items may be taken into Australia, free of duty, providing that they are for member's personal use, and are not imported in commercial quantities:
 - (1) Wearing apparel and personal articles of the type normally carried on the person or in personal baggage, such as brushes, toilet requisites and articles for personal adornment.
 - (2) Binoculars.
 - (3) Portable typewriter.
 - (4) Films, exposed (or exposed and developed) for slide and movie projectors.
 - (5) Portable radio, battery operated, whether or not incorporating a gramophone. One radio per member.
 - (6) Portable battery operated gramophones, tape players, tape recorders and dictating machines, which do not incorporate radio or television receiver. One per member.

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NOTE: To qualify as "portable" an article or appliance must be designed for carrying in the hand or on the person.

- (7) Camping equipment.
- b. Cigarettes and Liquor. A member may import duty free:
- (1) Half a gallon of spirituous beverages.
 - (2) 400 cigarettes or 1 lb cigars or 1 lb tobacco.
- c. Goods Sent to Australia. Customs duty and sales tax are not payable on the following goods SENT to Australia:
- (1) Souvenirs, gifts and other goods (but not tobacco products and spirituous liquor) up to a total of \$A50 in any calendar year, provided that such goods are not intended for sale, exchange or trade.
 - (2) Tobacco products in addition to the goods to the value of \$A50 admitted free of duty mentioned in (1) above up to:
 - (a) Two thousand cigarettes, or
 - (b) Five lb of tobacco, or
 - (c) Five lb of cigars (about 400 medium size)
- d. Goods Brought Into Australia. Members of 7 RAR are allowed to bring the following goods into Australia free of duty and sales tax:
- (1) Souvenirs, gifts and other goods (but not tobacco products and spirituous liquor) up to a total value of \$A150, providing that the member has not previously sent any goods to Australia in this calendar year. If he has, then the value of the goods sent should be subtracted from the \$A150.
 - (2) Tobacco products, in addition to the quantity of tobacco products shown in paragraph 6b (2) above, for each week of leave granted in Australia:
 - (a) Two hundred cigarettes, or
 - (b) Half lb of tobacco, or
 - (c) Half lb of cigars (about 40 medium size),
BUT NOT EXCEEDING A TOTAL OF:
 - (a) Two thousand cigarettes, or
 - (b) Five lb of tobacco, or
 - (c) Five lb of cigars (about 400 medium size).

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SUMMARY OF Q PROFORMAS TO BE SUBMITTED

ANNEX O TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

PART 1 - MFO

Serial	Type of Documentation	No. of Copies	Responsibility for Submission	Distribution	Reference	Remarks
1	AAF F54 inventory proforma	3	Individual	1 copy - case 1 copy - member 1 copy - QM	Annex M, para 8 and 11	Coy baggage officer is to collect and hand to QM
2	Customs Form G 93 proforma (Appx 2 to Annex M)	2	Individual	1 copy - Det 11 MC Gp 1 copy - AQM	Annex M, paras 8, 11, 12 g.	Coy baggage officer is to collect and hand to QM
3	Certificate of Safety, Cleanliness, and Inspection of personal effects (Appx 1 to Annex M)	4	Individual	2 copies - Det 11 MC Gp, 1 copy - case with inventory 1 copy - AQM	Annex M, paras 9, 11, 12 g.	Coy baggage officer is to collect and hand to QM. NOTE: Ensure form is signed by officer certifying proforma.
4	Nominal roll of MFO baggage (Appx 3 to Annex M)	4	Coy baggage officer	2 copies - Det 11 MC Gp, 1 copy - return to coy, 1 copy - AQM	Annex M, paras 10, 11 and 12 g. and h.	Coy baggage officer is to collect and hand to QM
5	AAF T58 - Application for Space	3	AQM	2 copies - Det 11 MC Gp, 1 copy - AQM	Annex M, paras 12g.	
<u>PART 2 - LUXURY</u>						
6	AAF F54 Inventory proforma	2	Coy baggage officer	1 copy - inside conex 1 copy - AQM	Annex M para 15	Coy baggage officer to arrange.
7	Customs Form G 93 proforma (Appx 2 to Annex M)	1	Individual	1 copy - coy baggage officer	Annex M para 15!	Coy baggage officer to issue to member at time of customs check on board

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(a)	(b)	(c)	(d)	(e)	(f)	(g)
				<u>PART 3 - UNIT STORES</u>		
8	AAF F54 inventory/ proforma	3	QM	1 copy - case/conex 1 copy - QM 1 copy - AQM	Annex M, para 17	
	Certificate of Safety, Cleanliness and Preparation (Appx 4 to Annex M)	3	QM	1 copy - Det 11 MC Gp 1 copy - case/conex 1 copy - AQM	Annex M, para 17	
10	AAF T58 Application for Space	4	QM	2 copies - Det 11 MC Gp 1 copy - AQM 1 copy - QM	Annex M, para 17	

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SUMMARY OF A PROFORMAS TO BE SUBMITTED
PART 1 - PAY

(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Application to cancel or vary existing allotments (WF 205)	1	Individual to Pay - Repts	APAC	Annex A	By 20 Nov 70
2	Cessation of SVN Allowance, Commencement of Taxation (WF 303)	1	Coys to Pay Rep	APAC	Annex A	As per dates in Annex A.
3	Taxation Concessional Allowance (WF 287)	1	Coys to Pay Rep	APAC	Annex A	Married members only by 17 Dec 70
4	Change of Pay Stn (WF 289)	1	Coys to Pay Rep	APAC	Annex A	As per dates in Annex A
5	Application for pay in lieu of WSL	1	Coys to Pay Rep	APAC	Annex A	By 9 Jan 71
			<u>PART 2 -- MOVEMENTS AND REMOVALS</u>			
6	AAF A19 Movement Order	3	Coys	2 HQ E Comd, 1 unit file	MBI 150-4	
7	AAF H10 Application for Removal	7	Individual	6 HQ E Comd 1 unit file	MBI 150-3	Married members require 17 copies of inventory
8	Applications for married quarters	4	Individual	3 HQ area Comd 1 member's file		Medical evidence is required for any medical grounds
9	AAF A88 - Application for Leave of Absence	2	Individual	Unit file - coy file	MBI 128-1	Overseas require 3 copies plus form of indemnity plus proof of ticket purchase

RESTRICTED

RESTRICTED

EXAMPLE OF NOMINAL ROLL OF PERSONNEL RTA
LEAVE DESTINATIONS - AUSTRALIA

ANNEX P TO
7 RAR ADMIN INSTR 1/71
DATED 25 OCT 70

Serial	Army No	Rank	Initials and Name	Coy	Number days leave	Leave Destination	NOK address	Remarks
<u>AREA: SYDNEY</u>								
1	2184384	Pte	D.A. Parkinson	A	39	Sydney	2 Mindarie St LANE COVE	
2	2791178	Pte	A. Creswick	D	36	Sydney	13 Forsyth St BELMORE	RTU-Own means-Member
3	218251	Cpl	B.A. Chapman	D	39	Sydney	1 Yatma St SEAFORTH	RTU-Rail reposted
4	2791216	Pte	R. Konopacki	D	39	Sydney	128 Brennan St SMITHFIELD	RTU-Rail 5 RAR. AHQ P/O SVN 1682/70
<u>AREA: NEW SOUTH WALES COUNTRY</u>								
5	2791389	Pte	W.F. Payne	D	40	Bookham	Bogaroo via BOOKHAM	Own means
6	218215	Pte	B.S. Buchanan	D	40	DARLINGTON	Hay Rd, Darlington PT	Rail/RTU-Rail
7	218103	L Cpl	J.J. Crocker	D	40	CONDOBLIN	Police Stn. Condoblin	Air/RTU-own means
<u>AREA: MELBOURNE</u>								
8	3795064	Pte	E.W. Eldridge	D	40	Melbourne	279 Hodgkinson St	Syd/Melb-air
9	3794661	L Cpl	K.W. Onslow	D	40	Melbourne	CLIFTON HILL	RTU-rail
10	3130027	Pte	M.G. Melkus	D	36	Melbourne	SUNSHINE	RTU-rail

NOTE: Number of days leave includes: ARL
Sundays
Public Holidays
Travelling Time

Leave Commences hrs

Total Passengers on:

RESTRICTED

R7530/42/1

7th Battalion
Royal Australian Regiment
Ap An Phu

24 Oct 70

Distribution: List C to Serial 36

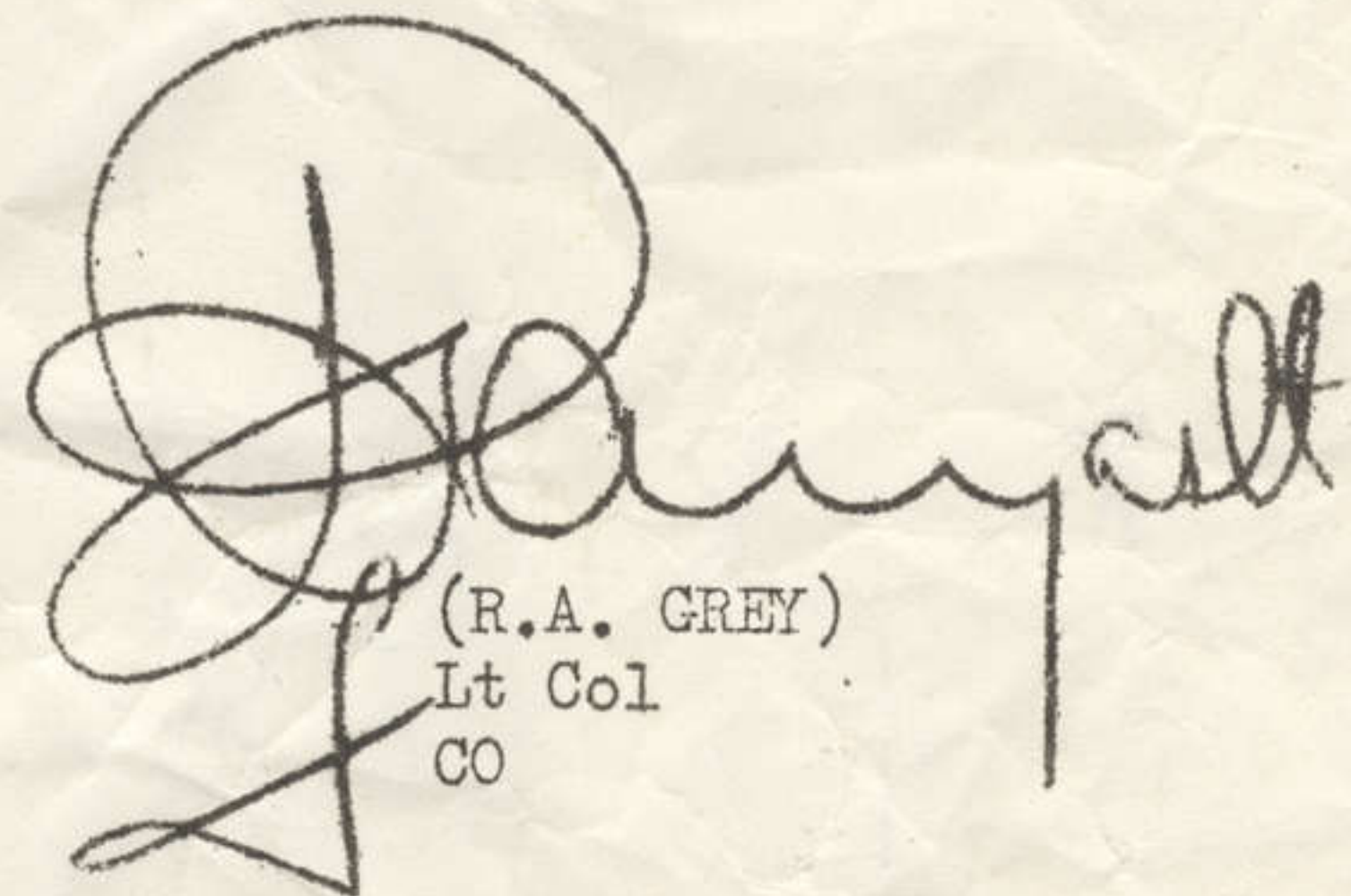
SALE OF UNIT XMAS CARDS

1. Unit Xmas cards and envelopes are available at a cost of 10 cents.

2. Allocations are as follows:

All companies	300
Officer's Mess	30
Sergeant's Mess	50
Officer's/Sergeant's Mess Horseshoe	300
Unit PX	270
Official use	50

3. Sub-unit and mess allocations are to be drawn with canteen supplies and charged in the normal manner.



(R.A. GREY)
Lt Col
CO

R875-1-4

7th Battalion
Royal Australian Regiment
Ap An Phu

29 Oct 70

Distribution: See below.

CMF VISIT - OFFICER GROUP 22/70
29 OCT 70 - 8 NOV 70

1. The following CMF Officers will arrive at Luscombe Field at approximately 1700 hrs 29 Oct 70:

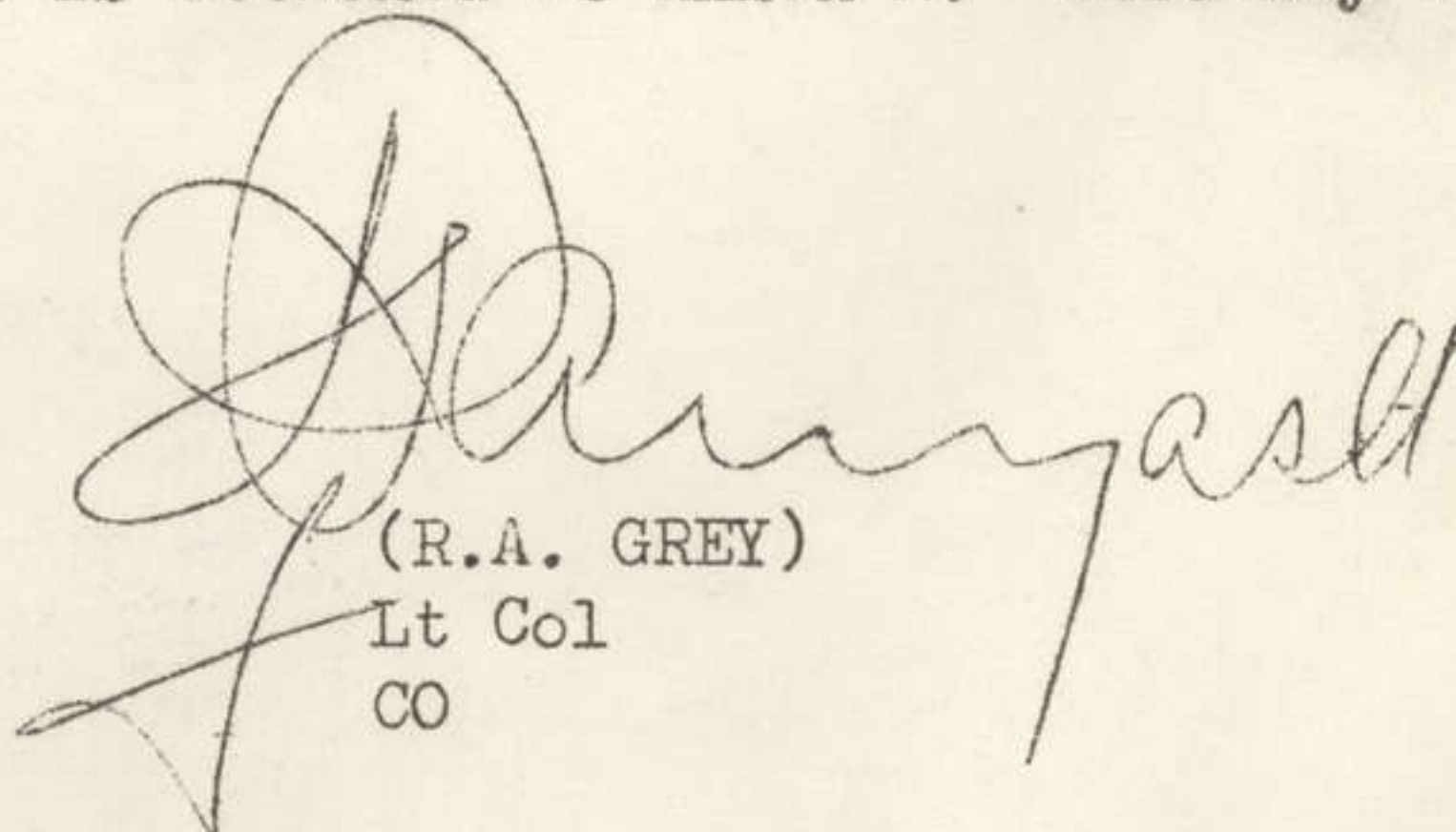
- Maj J.R. Demmery RA Inf 19 RNSWR E Comd.
- Capt R.B. Noble RA Inf E Comd Trg Gp.
- Capt M.W. Sanderson RA Inf 27 RSAR C Comd.

2. A brief is to be prepared by the Asst Adjt.

3. 2Lt D.R. Chitty is to co-ordinate reception, accomodation and outline timetable arrangements.

4. Admin Coy is to include these officers on its roll books.

5. An outline timetable of events is attached as Annex A. This may be subject to change at short notice.



(R.A. GREY)
Lt Col
CO

Annex A. Outline Timetable.

Distribution:

HQ 1 ATF

Internal:

- | | |
|----------------|-------------------|
| List 'B' | 2Lt Chitty |
| Admin CP | Movts (Bn HQ) (2) |
| Maj Demmery | Postal |
| Capt Noble | Float |
| Capt Sanderson | File |
| Capt Hicks | |

ANNEX A TO
7 RAR R875-1-4
DATED 27 OCT 70

OUTLINE TIMETABLE

Date/Time (a)	Activity (b)	Remarks (c)
291700 Oct 70	Arrive Luscombe Field.	2Lt Chitty to meet and escort to unit lines.
300800 Oct 70	a. Brief at 1 ATF Conference Room b. Visits as arranged by 1 ATF.	2Lt Chitty to escort. 2Lt Chitty to pick up offr's from 1 ATF at 1630 hrs.
310800 Oct 70	RV at 1 ATF for visits as arranged by 1 ATF.	2Lt Chitty to escort to 1 ATF and pick up from 1 ATF at 1700 hrs.
1 - 6 Nov 70	Move to Horseshoe - visit 7 RAR sub units	Transport to be arranged.
6 - 7 Nov 70	Return to Nui Dat.	
8 Nov 70	Depart Luscombe Field 0930 hrs (Wallaby 2) for Vung Tau - 1 ALSG	Unit Tpt to depart Bn HQ 0900 hrs.

ANNEX M TO
TRAR COMMANDERS DIARY
OCTOBER 1970

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CONTACTS / INCIDENT SUMMARY

Serial (a)	Date/Time (b)	Location (c)	C/S (d)	Activity (e)
1.	03 1000 H (OCT 70)	-	-	Op CUNG CHUNG III Phase 3 commenced.
2.	04 1100 H	553 690	13	Located one bunker 6' x 8' x 3½' with 18" OHP. Built for 18 months last used two months ago. System destroyed by hand.
3.	05 1730 H	571 654	11	Semi circular bunker system facing north and extending over an area 200 x 150 metres. Ten bunkers in system, eight with 12" - 18" OHP. In poor condition had been built for about two years recently used for a transit area.
4.	06 2350 H	502 611	9G	Two figures seen moving across front of patrol from east to west. Area illuminated and engaged with small arms fire. Negative results.
5.	08 2130 H	512 547	189 RF Coy	Report of 3 - 6 VC entering HOI CUU from north west. Negative results.
6.	10 0930 H	510 541	2	Bunker 4' x 5' x 8' located. Six months old. Blood stained clothing located in bunker.
7.	10 1630 H	531 657	12	Contact. One enemy seen. CIA were two packs containing 10lbs rice, diary, small quantity of documents and some clothing.
8.	11 0956 H	587 665	13	One enemy dressed in blue seen at 50 metres. Follow up located an old bunker system. System consisted of three bunkers 30 metres apart each with 2' OHP. System destroyed by hand.
9.	11 1600 H	552 644	13A	Rest area with three bunkers 6' x 2' x 4'. Each with 18" OHP. System 12 months old and used in last two to three weeks. Destroyed by hand.

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2.

CONTACTS / INCIDENT SUMMARY

(a)	(b)	(c)	(d)	(e)
10.	12 0835 H	579 677	21	Found Chicom Machine Gun registered number 2124571. Located in a tree cache. Feed plate was located in a separate cache 10' from weapon. Estimate that weapon had been cached for six to twelve months.
11.	12 2044 H	454 588	40B	Contact with five enemy at 100 metres. Enemy withdrew to east. Heavy drag mark located on sweep at first light.
12.	12 2315 H	475 571	43	Contact with five enemy at 75 metres. Enemy approached from west and crossed Route 326. Sweep resulted negative results.
13.	12 1610 H	541 637	12	Located a staging camp consisting of five bunkers in a staggered line over 120 metres. Bunkers were 2 x 2½ metres with 2' OHP. About a month old. In good condition. Stacked fire wood located in the area.
	14 1910 H	670 684	31	Contact with three enemy. First light sweep revealed two VC KIA (BC). CIA 1 RPG 2 and 2 AK 47s.
15.	16 0850 H	580 675	51	Searched an old bunker system of 20 bunkers all approx 10' x 6' and estimated to be at least 12 months old. All bunkers caved in. Two five foot cross cut saws found in bunkers plus old hoes and shovels used med sups and some very old documents.
16.	17 1155 H	574 573	23	Marker signs of sticks on track warning civilians to keep out of the area.
17.	17 1358 H	574 573	23	Located tracks of two people moving along track estimated to be 2 - 3 hours old. Tracks went to north east.
18.	17 1919 H	LANG PHOUC HAI	2	Report of heavy firing from military post to west of BRIGID. Appeared as though the post was receiving small arms fire.

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3.

CONTACTS / INCIDENT SUMMARY

(a)	(b)	(c)	(d)	(e)
19	17 1950 H	459 623	41A	Sighting of one enemy at 200 metres moving from north to south. Patrol conducted a sweep of the area but was unable to locate the enemy.
20	17 2013 H	BRIGID	2	Movement seen to south of perimeter at a distance of 400 metres. Enemy were engaged by 30 cal M.G. Negative results.
21	19 1415 H	662 719	33	Located a transit camp 150 metres by 150 metres and rectangular in shape. Total of ten pits two feet by three feet. Three bunkers. Estimated to be two to three years old used in last month and in poor condition. One Thompson S.G magazine recovered. Destroyed by hand.
22	19 1419 H	778 713	VR Report	Heavy track used recently by up to 30. Track runs from this grid to 780 695 then south to some old APC tracks where it disappears.
23	19 1930 H	719 784	11	Located a new installation company sized, constructed in last three months used in last 12 hours. Detailed installation report to follow.
24	19 1959 H	480 565	42	Found a mine marker consisting of three sticks forming a pyramid three feet high.
25	19 2000 H	-----	XUYEN MOC	Body found near the area of C/S 31 contact on 14 Oct. Credited to C/S 31.
26	20 0150 H	Area of AN NHUT	41	Heard claymore fired followed by a number of bursts from M16. No further information available.
27	20 0910 H	775 672	A8	Fresh track heading south into middle of a sandy clearing.
28	20 1050 H	719 784	11	Refer to serial 24. Installation Report. 17 Bunkers all large with OHP. Very good condition approx three months old. Some medical supplies in the area. Very well camouflaged.

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4.

CONTACTS / INCIDENT SUMMARY

(a)	(b)	(c)	(d)	(e)
29	20 1132 H	645 615	9	VR located four old structures from timber and sheet iron. Engaged by Light Firing Team.
30	20 1941 H	TAM PHUOC	-----	Large volume of fire and several explosions. Investigation revealed that activity was RF training.
31	21 0434 H	457 567	43	Contact with three enemy who approached position from a north westerly direction. Engaged with small area fire. Enemy withdrew to north west along fire trail. Sweeps conducted. CIA were two packs and one M1 carbine.
32	21 0612 H	464 606	41	Patrol detained one civilian fishing in fields and breaking curfew. Handed over to district officials for investigation. Subsequently released as an innocent civilian.
33	21 0852 H	719 784	11	Sighted four people moving from north east to south west approx 200 metres north of C/S 11 loc. No further action as the platoon did not want to compromise its position. Groups moved around position refurbishing camouflage before moving off to north.
34	21 1225 H	758 757	13	Found small cache. In cache was a .50 cal ammunition box full of rice.
35	22 1043 H	716 667	61A	Track along edge of timber leading south.
36	22 1230 H	764 804	SAS	Contact with estimated 20 enemy. SAS ptl extracted.
37	23 0700 H	487 523	21A	Sighting of one VC carrying M16. Moving from the west in a northerly direction. Engaged with artillery. Negative results.
38	24 0840 H	763 642	TA2	Found an old shelter with OHP. In the area were old coconut husks. Bunker destroyed.

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5.

CONTACTS / INCIDENT SUMMARY

(a)	(b)	(c)	(d)	(e)
39	24 1000 H	776 692	60B	Located an old bunker system Used recently some scraps of documents in the area. Total of four bunkers each with two feet of OHP. Entry/exit tracks to north, south, east and west. Recovered from system were assorted US rations, new trousers, tins of Aust margarine, several tyres cut up to make sandals, several fishing nets and one claymore mine with PE extracted.
40	24 1255 H	776 693	60B	Further bunker system north east of that described in serial 39. Three bunkers, two 12 feet x 12 feet x 4 feet and one four feet x four feet x four feet. All with two feet OHP. In good condition. Used in last 24 - 48 hours. One letter found in system.
41	24 1446 H	37 647	TA2	Located one fresh sandal track heading in southerly direction. Follow up failed to locate any enemy.
42	25 0617 H	536 552	22D	Sighted two persons passing the location at a distance and moving in a north east direction.
43	25 1415 H	539 673	32	Located a bunker system. Four bunkers 10 feet x 4 feet x 3 feet with two foot six inches of OHP. System about six months old and used in last two weeks. 12 pages of notes dated Jan 70 found in system.
44	25 1715 H	742 615	TA2	Found footprints two to three days old heading to four sleeping trenches with 18 inches OHP. Rubbish pit and four fire places in area.

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6.

CONTACTS / INCIDENT SUMMARY

(a)	(b)	(c)	(d)	(e)
44 (CONT)				Tracks out of system to east, west and north.
45	25 1755 H	723 615	TA2	Found fresh foot prints made by one person wearing sandals. In area located one trench with OHP, seven shell scrapes, one fire place.
46	26 0840 H	771 702	62	In area 75 m x 50 m 12 bunkers six ft x four ft x two ft all "L" shaped with 18 inches OHP. 22 hammack spaces. System about six months old and used in last three to seven days. Within the system was a 750 lb UXB. Bomb had been tampered with and some explosive removed.
47	26 1506 H	780 704	62A	Found five sandbag containing CHICOM explosives. Estimate each bag to weigh be between 20 - 30 lbs.
48	26 1715 H	771 714	61	Contacy with two enemy. One dressed in black and one dressed in khaki. No weapons visible. Enemy approached from south and withdrew south.
49	26 1820 H	744 778	12	At 1100 hrs located an enemy camp area. 12 bunkers covering an area 100 metres x 150 metres. Bunkers had 18 to 24 inches OHP. About three months old used in last one to two weeks by a small group. Used medical equipment in area.
50	27 2005 H	477 615	41A	Sighted two persons heading south west. Fleeting glimpse only and not engaged.
51	27 2210 H	529 609	G95	Sensor. activation. Three persons moving in north west direction. CS3BA was moved south across route 23 to intercept any movement. Negative results.
52	28 1837 H	526 590	30C	Located a 25 lb bag of salt. Area ambushed but with no results.

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7.

CONTACTS / INCIDENT SUMMARY

(a)	(b)	(c)	(d)	(e)
53	28 2241 H	529 609	695	Sensors activated by movement to south east.
54	29 1624 H	477 525	21	Sighting of four enemy 250 metres to south of position and moving south west. Insufficient time to effectively engage.
55	30 1545 H	477 524	21	Contact. Two enemy seen and engaged with claymores and M60. Sweep of killing area revealed tracks for four people. Results of contact were one VC KIA (BC) and ident as section commander of LONG DAT DISTRICT Orderly room, five packs CIA, containing food stuff and small medical kit, and one AK47.
56	31 0555 H		2	Two persons detained moving away from village and well out in the water line. Handed over to civilian authorities.
57	31 1143 H	4655	A29	Saw an oxcart will outside civilian access area. Bart appeared to have a load of wood. Occupants of the cart were one man and two children. Cart came out onto route 326 and then proceeded toward HOI MY. Apprehended by RF at HOI MY.
58	31 1742 H	735 770	43	Located a track running north east - south west and a resting place for six - ten people. Estimated to be one week old.
59	01 0150 H Nov 70	765 675	Shadow Aircraft	Shadow aircraft reported monement along route 23 at this location and engaged area. Results not known.
60	02 1549 H	498 546	9F	Apprehended two Vietnamese civilians taking food out to place on grave. Deputy for Security at HOI MY advised. Civilians were allowed to proceed to the grave site.
61	03 1047 H	469 531	22	Heard chopping noises close to platoon lie up position.

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ANNEX N TO
7RAR COMMANDERS DIARY
OCTOBER 1970

[Handwritten signature]

CO's diary

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

LT COL R.A. GREY
COMMANDING OFFICER

7th BATTALION
ROYAL AUSTRALIAN REGIMENT

Serial SVN 34

3 Oct 70

Numbers: 361 - 374

- 361. BN HQ DUTY CLERK ROSTER
- 362. DUTY PROJECTIONIST
- 363. HOSPITAL VISITING OFFICER
- 364. PROMULGATION OF INFORMATION CONTAINED IN 7 RAR ROUTINE ORDERS AND INSTRUCTIONS
- 365. REMOVAL OF RUBBER TREES IN 7 RAR
- 366. OUT OF BOUNDS PREMISES - BARIA
- 367. DISCIPLINE - R AND R
- 368. BRIEFING OF SUB UNITS AND INDIVIDUAL MEMBERS PROCEEDING ON OPERATIONAL REST OR R AND C LEAVE IN VUNG TAU
- 369. VIETNAMESE CAMPAIGN MEDAL
- 370. FIRE REPORTS
- 371. TRANSPORT
- 372. ANTI MALARIAL COURSE - RTA PERSONNEL
- 373. EXPEDITIOUS FORCE MESSAGE (EFM) CODE TELEGRAMS
- 374. MAIL CLOSING TIMES - CHRISTMAS PARCEL MAIL

361. BN HQ DUTY CLERK ROSTER

1. The following are to mount duty at 0815 hrs on dates shown:

3 Oct 70	Pte J.M. Druhan
4 Oct 70	Cpl G. Parsons
5 Oct 70	Cpl S.P. Barrett (Pte K. Evans under instruction)
6 Oct 70	Pte J.G. Dorrington
7 Oct 70	Cpl D.A. Duckworth
8 Oct 70	Pte R.A. Cook (Pte M.P. Madden under instruction)
9 Oct 70	Pte D.A. Burrows
10 Oct 70	Pte J.M. Druhan
11 Oct 70	Pte K. Evans

362. DUTY PROJECTIONIST

1. The following are to mount duty on dates shown:

3 Oct 70	Pte K.W. Asbury
4 Oct 70	Cpl D.A. Duckworth
5 Oct 70	Pte R.A. Cook
6 Oct 70	Cpl S.P. Barrett
7 Oct 70	Pte K.W. Asbury (Pte J.M. Druhan under instruction)
8 Oct 70	Cpl D.A. Duckworth
9 Oct 70	Pte R.A. Cook
10 Oct 70	Pte K.W. Asbury
11 Oct 70	Cpl D.A. Duckworth

363. HOSPITAL VISITING OFFICER

1. Hospital Visiting Officer for period 3 Oct - 11 Oct 70 is Sgt M.K. Halls.

364. PROMULGATION OF INFORMATION CONTAINED IN 7 RAR ROUTINE ORDERS AND INSTRUCTIONS

1. It is the responsibility of every Commander to ensure that all information is transmitted to all soldiers of 7 RAR. Commanders at all levels are to ensure that Routine Orders, and all other pertinent information, are read to all troops at least weekly on parade. Routine Orders, and instructions must also be displayed prominently on notice boards where they will be readily available for perusal by the troops.

2. It must be emphasised to soldiers that ignorance of an order or instruction is no excuse, and does not mitigate an offence committed contrary to their directions. In future not only is the offender to be punished, but his immediate superior will also be required to satisfy the investigating officer that he carried out all actions necessary to ensure that the information has been passed to the soldier.

3. 7 RAR Routine Order serial 4 (Aust) 23/70 is cancelled.

365. REMOVAL OF RUBBER TREES IN 7 RAR

1. Sub units wishing to remove rubber trees from within their areas are to obtain permission from Bn 2IC 7 RAR. Generally permission will only be granted where trees are obstructing works or roadways or are a safety risk.

366. OUT OF BOUNDS PREMISES - BARIA

1. 'Kims Laundry' and the adjacent 'Nguyet Shop', are out of bounds to 7 RAR until further notice.

2. The two premises comprise the first shop building on the LEFT when entering Baria from Nui Dat. The address is 512/2 Ny Vinh Trinh and the grid reference YS384614.

367. DISCIPLINE - R AND R

1. Owing to overstaying R and R 6709489 Pte G.J. WHELDON (Sp Coy) is not to be granted further R and C.

368. BRIEFING OF SUB UNITS AND INDIVIDUAL MEMBERS PROCEEDING ON OPERATIONAL REST OR R AND C LEAVE IN VUNG TAU

1. Leave

a. No leave is permitted before 1300 hrs on the first day of march in of a company group to the Beach Annex. Leave bus timetable is displayed at the bus stop outside the Badcoe Club.

b. The duty staff are responsible for checking all soldiers for sobriety and dress before the issue of leave passes.

c. Leave is from 0800 - 2300 hrs. All ranks must be back in 1 ALSG area or the R and C Centre by 2300 hrs.

d. Personnel may patronise FWMAF establishments between 0800 and 2145 hrs daily. However, with the approval of their OC on each occasion, members may patronise FWMAF establishments which are guarded by FWMAF personnel until a later time. Such members must travel between the establishment and 1 ALSG West Gate in Military transport by the most direct route and must arrive within the 1 ALSG West Gate by 2400 hrs.

2. Curfew. From 2300 to 0600 hrs unless authorised for late leave vide para (d) above.

3. Out of Bounds Areas and Establishments

a. Both the Beach Annex and the R and C Centre exhibit displays showing permanently out of bounds areas in Vung Tau.

b. All bars, steambaths and/or massage parlours, hotels and restaurants that do not display the "Approved" sign depicted in Annex A are out of bounds.

c. It is to be noted that premises displaying "Approved" signs are subject to health and hygiene inspections, and signs can be withdrawn from or re-issued for display at any time.

d. All brothels are out of bounds.

e. 7 RAR Routine Order SVN 304/70 is cancelled.

4. Incidents Affecting Soldiers in Vung Tau

a. Most incidents involving soldiers in Vung Tau generally arise from brawls in particular establishments, pickpockets, thefts, assaults, prices to pay and Lambretta fares.

b. Soldiers should not carry or display large amounts of money.

c. A suggested price list for Vung Tau is attached as Annex B

d. In regard to overcharging in establishments, whether for meals, drinks or the personal services of the bar girls, members should move to other premises immediately. Establishment owners will drop prices if their premises are not being patronised.

5. VD

a. Do NOT frequent Out of Bounds establishments or pick up street walkers.

b. Use facilities provided and take normal precautions.

6. Liquor

a. No spirits may be taken into Vung Tau.

b. A reasonable quantity of wine and beer may be taken to an organised function in Vung Tau provided the member is in possession of written authority from his CO/OC.

c. Consumption of this liquor in local bars by individual members on normal leave is not permitted and is not to be authorised.

d. Alcoholic liquor is not to be consumed on any street or public thoroughfare, beach, garden or park or in any vehicle.

e. The price of beer in Vung Tau covers only the price of the contents. Bottles are not to be removed from the bar.

7. Drugs

a. Marihuana is freely obtainable in Vung Tau. It is a very serious offence to be found in possession of it.

b. Members should not try smoking marihuana as an experiment or for fun. They should also dissuade their friends from buying the drug or trying it.

8. Currency

- a. Currency conversion is only to be done at a Cash Office conducted by HQ AFV.
- b. Illegal changing of MPC into piastre is a serious offence. It affects the country's economy and assists the enemy.
- c. Members will be approached in the streets and in establishments to change money. They must refuse and if a military police patrol is in the vicinity, report the incident so that the instigators can be reported to the National Police.

9. Leave Transport

- a. Buses depart from the Cathedral Area at: 1930 hrs, 2205 hrs, 2225 hrs and 2245 hrs.
- b. After 2245 hrs, members will have to either hire a taxi or a Lambretta. Decide on the fare before getting into the vehicle and, on arrival at 1 ALSG, pay the fare decided on, otherwise members may well be attacked by the taxi or lambretta drivers who will try to get their fare by force.

10. Dress

- a. "Hippie" style dress is not permitted.
- b. In Vung Tau, members may wear shorts and long socks until 1900 hrs. After 1900 hrs they must be dressed in long trousers and shirts. Ties need not be worn, and short sleeves are permitted.
- c. In the PBC and R and C Centre, casual dress may be worn until 1900 hrs. After 1900 hrs, dress is as for Vung Tau.

11. Weapons and Explosives. Members proceeding on leave in Vung Tau Special Zone may not have in their possession any of the following items:

- a. Weapons. These include:
 - (1) All firearms such as handguns, shotguns, rifles, carbines, light automatic weapons and similar weapons which use an explosive force to propel a projectile.
 - (2) Knives with folding blades longer than three inches, swords, sabres, stilettos and spring release (switch blade) knives.
 - (3) Metal knuckles, blackjacks, saps, clubs and similar items.
 - (4) Instruments in which compressed air or a chemical propellant is used to fire a projectile.

b. Explosives. Any explosive or explosive device such as hand grenade, smoke grenade, demolition charge or explosive material such as TNT, C3 primacord or arming devices.

c. Ammunition. Any item or projectile having explosive for use as a projectile.

12. ID Card and Discs. All personnel are to be in possession of their ID Card and are to wear identification discs at all times.

13. Cigarettes. Except when proceeding on RTA or R and R, no person shall leave the 1 ALSG area or R and C Centre, whether on local leave or on duty, in possession of a quantity of cigarettes that is considered to be in excess of his personal needs during the period of his absence.

14. Facilities

a. Sub units on arrival at the PBC, are briefed on the immediate availability of facilities, and notices are prominently displayed indicating timings when each facility is available.

b. A similar briefing for individuals is conducted at the R & C Centre and facility notices are also displayed.

15. Administration

a. At the Beach Annex, the visiting company group is responsible for sub unit administration.

b. At the R and C Centre, the R and C staff are responsible for the administration of visitors.

16. Visitor/Staff Relations

a. All members are to keep themselves on an employer/employee basis with the Vietnamese staff.

b. Discipline of the Vietnamese staff is the responsibility of the AFV Amenities Unit and breaches of discipline are to be reported through the duty staff.

17. Malaria Precautions

a. Paludrine and Dapsone are provided at each dining table.

b. It is the visitors responsibility to ensure that the necessary precautions are taken.

369. VIETNAMESE CAMPAIGN MEDALS

1. 1735385 Pte R.W. Martin has qualified for the Vietnamese Campaign Medal with effect 25 Sep 70.

370. FIRE REPORTS

1. Lack of submission of an initial fire report after a fire **is** becoming prevalent.

2. Sub unit attention is drawn to the requirements of MBI 129 - 6 Para 42.

371. TRANSPORT

1. As from 5 Oct 70, 2 Tp Pl RAASC will cease to provide any support for 1 ATF. In future, sub units requiring tpt are to indicate the period of time over which they anticipate vehicles will be employed so that further **tasking can be planned**. Vehicles tasked to sub units are to be released at the time forecast. No vehicle is to be retained beyond its release time without approval of the CP duty officer, who is to obtain approval from Q Branch 1 ATF.

372. ANTI MALARIAL COURSE - RTA PERSONNEL

1. DDMS HQ AFV have advised that as from publication of this order all personnel who commence "Happy Pills" are to cease taking Dapsone and Paludrine pills, on night before commencing the 14 day course of "Happy Pills".

2. If for any reason soldier's RTA date is altered after commencement of "Happy Pills" he is to notify the RAP immediately.

373. EXPEDITIONARY FORCE MESSAGE (EFM) CODE TELEGRAMS

1. It is expected that the cost of EFM telegrams will increase on 1 Oct 70 in conjunction with an increase in Australia for inland telegrams.

2. The new EFM rate is expected to be 50 cents compared with 40 cents at present.

3. The new rates will be advertised in the unit Post Office when introduced.

374.

MAIL CLOSING TIMES - CHRISTMAS PARCEL MAIL

1. The mail closing dates listed below are recommended for the dispatch of Christmas parcel mail to the countries nominated:

Australia (all states)	16 Nov 70
New Zealand	2 Nov 70
United Kingdom	26 Sep 70
USA	9 Oct 70
Canada	9 Oct 70
Malaysia	16 Oct 70
New Guines	30 Oct 70
European Countries	16 Sep 70
Israel	10 Oct 70
Malta	30 Oct 70

2. Information relating to other countries is available from the unit Postal Orderly.

R.A. Grey
(R.A. GREY)
Lt Col
CO

ANNEX A TO
7 RAR RO Pt 1 SVN 368/70
DATED 3 OCT 70

US Flag	VN Flag	Aust Flag
NHA HANG DUOC PHEP HOAT DONG		
THESE PREMISES HAVE BEEN APPROVED		
By Order of the Mayor		
Serial No.....		
NZ Flag		ROK Flag

1. Sign is white with black and red letters.
2. Flags are shown in correct colours.

ANNEX B TO
7 RAR RO Pt 1 SVN 368/70
DATED 3 OCT 70

VUNG TAU PRICES

1. The prices vary from bar to bar and a hotel providing a floor show will, of course, charge higher prices (e.g. 100P for a coke). The smaller bars and street stalls will rarely bargain because invariably some soldiers are willing to pay the highest price demanded.
2. Many young Australian personnel display no idea of the value of money and they are the ones who cause the high prices, especially of Saigon Teas.

Bar/Hotel Prices

Saigon Tea	200 - 300 - 500 P
VN Beer 33	70 - 90 P
US Beer	90 - 150 P
Whiskey Coke	100 - 150 P
Rum Coke	100 - 150 P
Coke Bireley	50 - 100 P
"Hepatitis" Roll	50 - 70 P
Bowl VN Soup	50 P
Cigarettes US (stall)	60 - 90 P

Lambretta Rides

Foreigners and bar girls pay higher prices than anyone else. A knowledge of the language is very useful in settling the price BEFORE starting the journey. However, average prices would be:

Flags to 1 ALSG	100 - 150 P
Flags to Back Beach or Windy Point	100 - 200 P
Flags to Airfield	100 - 150 P
5 Ways to Flags	50 - 100 P

The number of passengers may influence the price as does the time when a Lambretta is hired (For instance a Lambretta driver may demand 300 - 400 P to get servicemen back to the West Gate before curfew time).

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

LT COL R.A. GREY
COMMANDING OFFICER

7th BATTALION
ROYAL AUSTRALIAN REGIMENT

Serial SVN 35

10 Oct 70

Numbers: 375 - 381

- 375. BN HQ DUTY CLERK ROSTER
- 376. DUTY PROJECTIONIST
- 377. HOSPITAL VISITING OFFICER
- 378. POSSESSION OF UNAUTHORISED WEAPONS
- 379. FOOD CONTAINERS
- 380. APPLICATION FOR ADMINISTRATIVE AND TECHNICAL (A & T) OFFICERS QUALIFYING COURSE
- 381. VIETNAMESE CAMPAIGN MEDAL

NOTICE

- 1. MESSAGE TO THE ROYAL AUSTRALIAN REGIMENT

AMENDMENTS

- 1. AMENDMENT 2 (O) TO AFV (ARMY COMPONENT) STANDING OPERATING PROCEDURES
- 2. AMENDMENT 2 (P) TO AFV (ARMY COMPONENT) STANDING OPERATING PROCEDURES

375. BN HQ DUTY CLERK ROSTER

1. The following are to mount duty at 0815 hrs on dates shown:

12 Oct 70	Cpl G. Parsons
13 Oct 70	Cpl S.P. Barrett
14 Oct 70	Cpl D.A. Duckworth
15 Oct 70	Pte J.M. Druhan
16 Oct 70	Pte K.W. Asbury
17 Oct 70	Pte M.P. Madden
18 Oct 70	Pte K. Evans

376. DUTY PROJECTIONIST

1. The Following are to mount duty on dates shown:

12 Oct 70	Cpl S.P. Barrett
13 Oct 70	Cpl D.A. Duckworth
14 Oct 70	Pte K.W. Asbury
15 Oct 70	Pte A.J. Thompson
16 Oct 70	Cpl S.P. Barrett (Pte J.M. Druhan under instruction)
17 Oct 70	Cpl D.A. Duckworth
18 Oct 70	Pte A.J. Thompson

377. HOSPITAL VISITING OFFICER

1. Hospital Visiting Officer for period 12 Oct - 18 Oct 70 is Sgt M.K. Halls.

378. POSSESSION OF UNAUTHORISED WEAPONS

1. Members of 7 RAR are only to carry personal weapons authorised on unit entitlement scales, as follows:

- a. SLR L1A1 7.62 mm
- b. M16 A1 Rifle 5.56 mm
- c. F1 SMG 9 mm
- d. M60 GPMG
- e. Pistol 9 mm Browning
- f. M79 L1A2 Launcher Rifle Grenade

2. Possession of a weapon other than those listed in this order is an offence unless approval has been given in writing by G Branch HQ 1 ATF. The only likely exception to the general rule will be for weapons held for special operational requirements, e.g., 1 SAS Sqn.

379. FOOD CONTAINERS

1. Plastic sheeting and plastic round containers for 81 mm Mortar Ammunition is not to be used as water or food storage containers. The plastic is chemically treated and will poison any food or water coming in contact with it.

380. APPLICATION FOR ADMINISTRATIVE AND TECHNICAL (A AND T) OFFICERS QUALIFYING COURSE

Reference: A. MBI 166 - 2 Sect 4.

1. Since the introduction of the A and T officer qualifying course members with the necessary qualification have been able to apply for attendance at any time.

2. AHQ has advised that "Group Selection Procedure" is to be employed and applications will now be called for by AHQ at set times of the years.

3. It is expected that the next call for applications will be made in early 1971.

4. Applications received by Commands and HQ AFV which have not yet been forwarded to AHQ will be returned to members for resubmission when applications are next called.

381. VIETNAMESE CAMPAIGN MEDAL

1. The following have qualified for the Vietnamese Campaign Medal, subject to varification by CARO with effect on dated shown:

44940	Pte	J.H. Davies	22 Sep 70
2792218	Pte	T.W. McCleary	1 Sep 70
526129	Pte	P.N. Douglas	30 Sep 70
214041	Pte	P.J. Eather	30 Sep 70
216253	Pte	J.C. Humphries	30 Sep 70
214115	Pte	R.B. Patten	30 Sep 70
5716460	Pte	R.T. Aly	4 Oct 70

for
 M.M. Hushes Capt
 (R.A. GREY)
 Lt Col
 CO

NOTICE

1. Attached is a birthday greeting from the Cheif of the General Staff to the battalions of The Royal Australian Regiment on the occasion of the twenty fifth birthdays of 1 RAR, 2 RAR and 3 RAR.

MESSAGE BY THE CHIEF OF THE GENERAL STAFF
ON THE OCCASION OF THE TWENTY-FIFTH ANNIVERSARY
OF THE FORMATION OF THE ROYAL AUSTRALIAN REGIMENT

This month The Royal Australian Regiment is twenty-five years old and the occasion will be marked by the birthday celebrations of the First, Second, and Third Battalions of the Regiment. Because of this, my remarks are directed primarily to these Battalions but they apply equally to everyone who has served in the Regiment.

In the short span of twenty-five years, The Royal Australian Regiment has won for itself an outstanding reputation. Since being raised in 1945 at Moratai, it has spent the major part of its existence at war and its outstanding performances during the campaigns in Korea, Malaysia, Borneo, and now, Vietnam, have each added fresh lustre to a proud record.

Over the years, I have watched the Regiment grow in strength and spirit and I feel a deep and continuing pride in its success. The demands of the nation have been heavy but each succeeding task has been accomplished with skill and courage.

You, and those who served before you, have built a great and living tradition which attract and admiration of all soldiers. You have established a standard that succeeding generations of the Regiment will strive to attain and exceed. On this memorable occasion I send to all of you, my congratulations on a quarter of a century's splendid service and my best wishes for the years to come.

SECTION 15 - TREATMENT OF STORES AND EQUIPMENT
INSECT AND RODENT CONTROL

General

1. Stores and equipment being returned to Australia from Vietnam may be infested with disease bearing insects, rodents or other pests of medical or economic importance.
2. To reduce the exportation of these insects and rodents, the precautions detailed below are to be taken before any stores and equipment are returned to Australia.

Procedures

3. Cleaning. All stores and equipment leaving Vietnam are to be cleaned and/or washed so that it is free of dirt, caked mud and dead or living plant matter. This cleaning is a unit responsibility. The preparation of vehicles and assemblies is covered in Section 14.
4. Rodent Control. Rodenticide, diphacin bait blocks (FSN 6940-089-4664) are to be placed in closed vans, tanks, APCs, BMSS containers and other similar containers as follows:
 - a. Tanks, APCs, loaded BMSS containers etc are to be treated with one diphacin bait block. The blinder tape from the bait block is to project 12 to 18 inches outside the container. This exposed tape will indicate that the container has been treated.
 - b. Loaded vans and other enclosed trailers are to be treated with three diphacin bait blocks. The bait blocks are to be evenly spaced and secured inside the van. The blinder tape from one of the blocks is to extend 12 to 18 inches outside the closed door.
 - c. Empty vans and containers which can be inspected to ensure that no pests are present and then sealed in a manner which will prevent subsequent entry of rodents need not be treated.
5. Insect Control
 - a. Diazinon, 2% dust (FSN 6840-753-5038) is to be applied at the rate of four pounds per 1,000 square feet to all containers which require a diphacin bait block. This rate of application will produce a very fine, scarcely visible film of dust. When it is necessary to treat loaded containers, the dust is to be applied after loading.

2.

b. Dichlorovos strips (FSN 6840-142-9438) are to be used only in tightly closed containers or in equipment where diazinon dust may be harmful to electrical contacts or instrumentation such as in signal vans. Three strips are to be hung, evenly spaced, in each loaded container/van, and these container/vans are to be tightly sealed with tape to contain the insecticide vapours. Empty containers which can be inspected to ensure that no insects are present, can be sealed in a manner which will prevent subsequent entry of insects need not be treated.

read
c. Open non-containerised equipment or vehicles do not require treatment. Closed vehicles and vehicles with closable cabs are to be treated with 2% diazinon dust and one diphacin bait block. The binder tape from the bait block is to project 12 to 18 inches outside the closed cab door.

6. The following areas do not require treatment with dust or bait block:

a. Open vehicle cargo platforms.

b. Engine housings.

c. Fender wells.

d. Undercarriage area of vehicles.

e. Exterior surface of any cargo.

f. Small hand packed boxes and pallets are to be examined to ensure that they are free of dirt and are not infested with termites or borers. Generally, these items will not require any treatment.

Caution

7. The above treatment procedure is to be carried out only by RAAMC personnel as directed by the ADMS HQ AFV.

8. Depots/units are to advise ADMS HQ AFV when insect and rodent control treatment is required.

SECTION 5 - PRIVATELY OWNED AND CAPTURED WEAPONS
AMMUNITION AND EXPLOSIVES

Definitions

1. Weapons. The term "weapon", as used in this instruction, includes the following items:
 - a. The complete range of small arms, including grenade/rocket launchers, handguns, shotguns, rifles, carbines, light automatic weapons, and similar weapons which use explosive force to propel a projectile. It does not include mortars or artillery pieces, but as these items are Prohibited Imports, their entry into Australia requires Customs approval, except when required for Official Army purposes.
 - b. Knives with folding blades longer than three inches, swords, sabres, stilettos and spring release (switch blades) knives.
 - c. Metal knuckles, blackjacks, saps, clubs and similar items.
 - d. Instruments in which compressed air or a chemical propellant is used to fire a projectile.
2. Explosives. Explosives, or explosive devices include hand grenades, smoke grenades, mines, demolition charges, or explosive material such as TNT, C-3 primacord, or arming devices.
3. Ammunition. Any projectile having explosive force as a propellant.

Privately Owned Weapons

4. The possession of privately owned weapons, explosives or ammunition (as defined by this instruction) by Army Component members in Vietnam, is prohibited. This prohibition equally applies to those personnel on temporary duty with, or attached to AFV.
5. Unit and sub-unit commanders are to carry out periodic checks to ensure that no privately owned weapons, explosives or ammunition are in the possession of personnel under their command or supervision.
6. Privately owned weapons, explosives or ammunition regardless of origin, in the possession of AMF personnel in the Republic of Vietnam are to be surrendered to the member's unit. Subsequent unit disposal is to be as for captured weapons, explosives and ammunition.

7. The prohibition on private weapon, explosives or ammunition ownership is to be reprinted in routine orders every three months.

Captured Enemy Weapons, Ammunition and Explosives

8. Irrespective of any directive, order or instruction published by other Free World Nations, the ownership and disposal of enemy weapons, ammunition and explosives, captured by a member of the AMF, is to be in accordance with this instruction.

9. Except as provided in paragraph 9, enemy weapons, ammunition and explosives captured by a member of the AMF, immediately become the property of the Australian Government. A member who steals or fraudulently misapplies such property is liable to be charged under Section 17 or 18 of the Army Act. (See also MBI 129-5).

10. In the case of weapons etc. captured by members of AATTV, while serving with or attached to an ARVN unit, ownership of the item is deemed to be vested in the GVN. The subsequent disposal of the weapon etc, is therefore a matter for the Government or its agencies.

Use of Captured Enemy Weapons

11. Normally, no captured enemy weapon, ammunition or explosive is to be used by a member of the AMF. HQ AFV and Comd 1 ATF may however, approve the use of captured enemy weapons only in an operational emergency.

Procedure on Capture - Weapons

12. Captured weapons are to be rendered safe, identified and labelled with a captured material tag and secured under unit arrangements. Those which cannot be rendered safe whilst on operations are to be destroyed in situ under unit arrangements.

13. The capturing unit is to prepare an inventory showing the date of capture, type, quantity and serial numbers of weapons captured and submit two copies, through staff channels, to HQ AFV within seven days of the termination of the operation. The inventory is to be subdivided into two parts. Part A is to list weapons in good condition and Part B, those in poor condition, (ie. damaged, incomplete to such an extent as to be of no use for training or trophy purposes). A specimen proforma is attached as Annex B. Advice is to be sought from the higher headquarters where doubt exists in regard to the identity or condition of a weapon.

14. Where particular weapons are required for Technical Intelligence examination, these are to be forwarded as directed by 1 ATF without delay to the responsible US agency vide MACV Directive 381-24. Disposal action, as detailed below, is to be taken for all other weapons.

15. Weapons in both Part A and Part B of the inventory are to be forwarded to 2 AOD within 30 days of capture. Should a unit wish to retain weapons vide paragraphs below, an appropriate entry to this effect should be made in the "Remarks" column of Part A or Part B as applicable stating that approval has been requested. Completed Issue and Receipt vouchers AAFs G1033 are to accompany each consignment showing weapons by type and quantity. Separate AAFs G1033 are to accompany weapons for which ultimate retention has been requested. These weapons are to be firmly affixed with a label stating that they are earmarked for unit retention. Such weapons may be returned to units on receipt of AHQ approval for retention, but ultimate movement to Australia is to be vide para 14.

16. All weapons are to be thoroughly cleaned and inspected by an armourer before despatch. AAFs G1033 are to be endorsed to this effect.

17. Reserved.

Procedure on Capture - Ammunition and Explosives

18. Enemy ammunition and explosives may be required for Technical Intelligence exploitation and, in certain circumstances, for training*. Details of ammunition or explosives required for these purposes will be advised by HQ 1 ATF. Captured items of this nature are to be evacuated by the capturing unit to 1 ATF Ammunition Point on the ATO AFV. When any element of doubt exists, the ammunition or explosives are to be destroyed in situ, but all possible details, such as type, size, lot numbers etc, should be recorded. Similarly, items not required for exploitation are to be destroyed in situ, when possible, or evacuated for destruction as directed by ATO AFV.

19 The items/ cache should be photographed and, if operationally possible, before ammunition and explosives are either evacuated or destroyed, they should be examined by ATO AFV

Monthly Summary

20 Two copies of a monthly summary of weapons captured during the month are to be forwarded to HQ AFV by HQ 1 ATF and 1 ALSG, with a copy to 2 AOD by the seventh day of the following month. Nil returns are required. The summary is to include the type, serial number, country of manufacture, condition of the items and disposal action taken, (ie to 2 AOD (date and voucher number)). See Annex B.

Disposal Action - 2 AOD

21 2 AOD is to sort, bring to charge and store all items returned in accordance with current service instructions. Subsequent accounting is to be as for normal weapons, except that manual accounting records are to be used.

22 Captured weapons, for which no approval for return to Australia has been granted by AHQ, are to be disposed of by 2 AOD in accordance with instructions issued by HQ AFV. Currently, such weapons are to be returned to CMEC, Building 614 Tan Son Nhut, between 0700 and 0800 hrs daily.

23 HQ AFV is to advise AHQ of any items considered to be of such value as to warrant their return to Australia.

24 Where AHQ approval is granted for weapons to be returned to Australia, (including weapons approved for ultimate retention by units), 2 AOD is to arrange for their return to Australia in accordance with service procedures. The weapons are to be taken on charge as controlled stores, and transported by military or chartered aircraft or ships. Unless otherwise ordered, all Weapons returned for ultimate issue to units approved by AHQ are to have relevant vouchers and documents endorsed to this effect. Under no circumstances are units to return to Australia with captured or foreign weapons in their possession.

Retention of Weapons by Units or Individuals

- 25 Army Component members in Vietnam are prohibited from importing captured enemy or other foreign military weapons into Australia. The retention of captured enemy or foreign military weapons by individuals is forbidden.
- 26 Requests to Minister for Customs or to State Police Departments for approval to import enemy or other foreign military weapons are not to be made.
- 27 Capturing units may request authority to retain weapons for display or museum purposes. Such requests are to be referred within thirty days of capture, to HQ AFV. Major units are permitted to retain a maximum of twelve weapons and minor units a maximum of six weapons, irrespective of the number of tours in Vietnam, for museum purposes. HQ AFV will refer requests to AHQ for decision.
- 28 AHQ is to publish a list of Commands, formations, training establishments and units in Australia entitled to hold enemy weapons for training purposes. AHQ will approve the number and type of weapons to be held for this purpose, and will request the return of such weapons from this theatre.
- 29 When unit retention is approved, the weapons are to be rendered innocuous, by RAEME under 2 AOD arrangements, in accordance with EMEI weapon A160. The only exceptions are those weapons mentioned in Para 1114 and weapons specifically approved by AHQ, for evaluation by ADE and Intelligence Organisations**.
- 30 A weapon Rendered Innocuous - Certificate by RAAEME (shown as Annex A), for each weapon, stating that it has been rendered innocuous is to be forwarded to and received by HQ AFV within fourteen days of approval being given for a unit to retain a captured enemy weapon.

Mounted Trophies

- 31 There is no restriction on the number of weapons a unit may hold for permanent display purposes provided that each weapon has been cut in half longitudinally. Units are to make application for this work to be done to HQ AFV. When authorised, the task is to be carried out by a nominated RAEME workshop. The repair requisition is to be used as the supporting document to write off the controlled store.
- 32 Unit accounting for captured weapons retained for display or museum purposes is to be in accordance with Equipment Instructions Part 4, Chapter 6, Paragraph 6.5. If a unit being relieved does not wish to retain the display items, these are to be transferred to 2 AOD.
- 33 Under no circumstances are items of ammunition, or explosives to be rendered inert for use as trophies or souvenirs. However, with HQ AFV approval, some items such as new type claymores may be rendered inert, by ATO AFV, for training purposes or unit museums.

Captured Weapons of Australian or US Origin

34. Captured weapons of Australian or US origin are to be processed as per captured enemy weapons. However, on receipt, 2 AOD is to process Australian and compatible weapons of US origin as items of normal arms stocks.

35. Incompatible weapons of US origin are to be disposed of vide para 22 above.

Annexes: A. Weapon Rendered Innocuous - Certificate by RAEME.
B. Monthly Summary and Inventory of Captured Enemy Weapons.

* No captured ammunition or explosives are to be fired by members of the army, except as provided in para 10.

** Such weapons may then be transferred to the unit until they are required for movement to Australia vide para 24 above.

WEAPON RENDERED INNOCUOUS
CERTIFICATE BY RAEME

(Paragraphs 26 to 28 refer)

1. I, (number) (rank) (name), of
(unit) certify that weapon
(serial number) (type) has been
rendered innocuous as per EMEI WEAPONS A160 by:

2. This weapon has been rendered innocuous and cannot be restored to firing
condition.

Date
.....
(signature)

3. I, (number) (rank) (name) of
(unit) certify that the weapon
described above has been rendered innocuous as detailed. And that I have person-
ally seen the approval given by HQ AFV allowing this weapon to be issued to a unit
museum.

Date
.....(EME)
(RAEME Unit)
(Title Block)

5B-1

ANNEX B TO
SECTION 5 TO
CHAPTER 1

MONTHLY SUMMARY AND
INVENTORY OF CAPTURED ENEMY WEAPONS
(Paragraphs 14 to 16 refer)

(Unit) _____

(Month) _____

PART A

WEAPONS IN GOOD CONDITION

TO BE COMPLETED BY CAPTURING UNIT							TO BE COMPLETED BY HQ AFV				
Serial	Date of Capture	Type of Weapon	Country of Manufacture	Weapon Serial Number	Disposal Action	Remarks	Date Received By Ordnance	AFV Disposal Action	Date Of Disposal	Innocuation Certificate	Remarks

PART B

WEAPONS IN POOR CONDITION

--	--	--	--	--	--	--	--	--	--	--	--

7th Battalion
Royal Australian Regiment
Ap An Phu

11 Oct 70

Distribution: List C

MINUTES REGIMENTAL FUNDS/PX COMMITTEE MEETING NO 34
HELD AT AP AN PHU SVN 11 OCT 70

Present:	Maj N.R. SMETHURST	President
	Sgt T.D. SLANEY	Sec/Treas
	WO2 D.S. WHITE	Member
	Lcpl C.J. CLOUSER	A Coy
	Lcpl R.A. LAMONT	B Coy
	Cpl W.M. BROWN	Admin Coy

Action by

Meeting declared open at 1040 HOURS. The Minutes of the previous Meeting were read.

Moved by Lcpl Lamont

That the minutes of the previous meeting be accepted.

Seconded by WO2 White

Carried

The president stated that amenities payments to sub-units were suspended owing to insufficient funds currently available to 1 ATF for subsidy of barbecues.

Action by

Item 2 - Battalion Petty Cash

Moved by Cpl Brown

That the PRI Sgt run a Petty Cash account of \$50 for minor expenditures within the Battalion.

Seconded by Lcpl Lamont

Carried PRI Sgt

Item 3 - Hair Clippers

Moved by Lcpl Lamont

That the Battalion purchase a set of hair clippers to the sum of \$20-00

Seconded WO2 White

Carried PRI Sgt

Item 4 - Extra Messing

Moved by Cpl. Brown

That \$250 be expended on extra messing for the Battalion Birthday.

Seconded by Lcpl Clowser

Carried PRI Sgt

Item 5 - Coy Flags


Moved by WO2 White

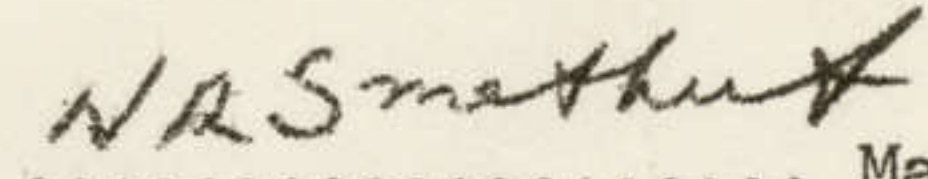
That two Company flags be purchased for each sub-unit.

Seconded by Cpl. Brown

Carried PRI Sgt

There being no further business the meeting closed at 1100 hrs.

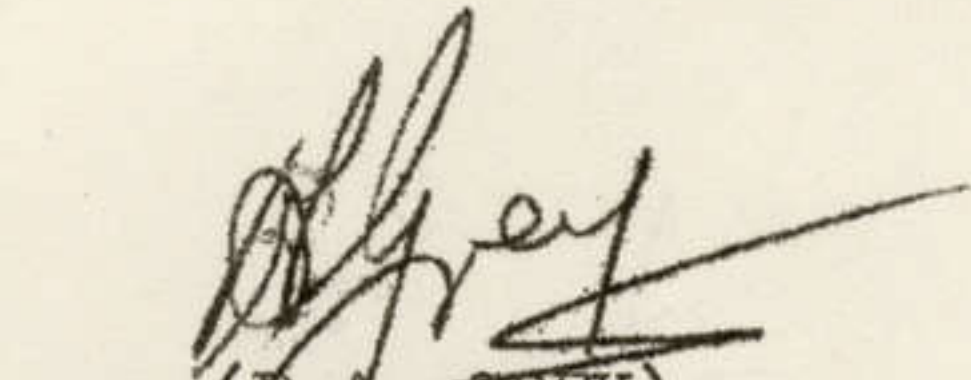

..... Sgt
Sec/Treas


..... Maj
President

Comments

APPROVED/NOT APPROVED

Oct 70


(R.A. GREY)
Lt Col
CO

60

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

LT COL R.A. GREY
COMMANDING OFFICER

7TH BATTALION
ROYAL AUSTRALIAN REGIMENT

Serial SVN 36

17 OCT 70

Number: 381 - 387

- 381. BN HQ DUTY CLERK ROSTER
- 382. DUTY PROJECTIONIST
- 383. HOSPITAL VISITING OFFICER
- 384. RESULTS OF SUBJECT A AND C FOR SERGEANT AND CORPORAL - 12 OCT 70
- 385. DEVALUATION OF THE PIASTRE
- 386. INVENTORIES ON REMOVAL (AAF - H10's)
- 387. COMMUNICATIONS - USE OF PRIVATELY OWNED LOW POWER RADIO SETS WITHIN AUSTRALIA AND TPNG

NOTICES

- 1. STATEMENT OF AFFAIRS 7 RAR CANTEEN ACCOUNT AS AT 3 OCT 70
- 2. DEVALUATION OF THE PIASTRE - LOCAL PRICING

381. BN HQ DUTY CLERK ROSTER

1. The following are to mount duty at 0815 hrs on dates shown:

19 Oct 70	Pte	J.G. Dorrington
20 Oct 70	Pte	D.A. Burrows
21 Oct 70	Pte	J.M. Druhan
22 Oct 70	Pte	K.W. Asbury
23 Oct 70	Pte	K. Evans
24 Oct 70	Cpl	S.P. Barrett
25 Oct 70	Cpl	D.A. Duckworth

382. DUTY PROJECTIONIST

1. The following are to mount duty on dates shown:

19 Oct 70	Pte	K.W. Asbury (Pte J.M. Druhan under instruction)
20 Oct 70	Cpl	S.P. Barrett
21 Oct 70	Cpl	D.A. Duckworth
22 Oct 70	Pte	A.J. Thompson
23 Oct 70	Cpl	D.A. Duckworth
24 Oct 70	Pte	K.W. Asbury
25 Oct 70	Cpl	S.P. Barrett

383. HOSPITAL VISITING OFFICER

1. Hospital Visiting Officer for period 19 Oct - 25 Oct 70 is Sgt M.K. Halls.

384. RESULTS OF SUBJECT A AND C FOR SERGEANT AND CORPORAL - 12 Oct 70.

1. The following have qualified Subjects as shown for Sergeant on 12 Oct 70.

			SUBJECT		
			A	C	
2178448	Cpl	J.D. Johnstone	D Coy	P	P
5411454	TSgt	B. Keddie	106 Fd Bty	P	P
37181	TSgt	G. Xuereb	106 Fd Bty	P	P
3411887	TSgt	G. Turra	A Coy	P	-
3790559	Bdr	I.T. McNaughton	106 Fd Bty	-	P

2. The following have qualified Subjects as shown for Corporal on 12 Oct 70.

			SUBJECT		
			A	C	
55753	TCpl	J.N. Duncan	C Coy	P	P
44961	L/Cpl	G.J. Shepley	C Coy	P	P
313258	TCpl	J.E. McCabe	C Coy	P	P
311316	TCpl	T.W. Walton	Sp Coy	P	P
1735519	TCpl	J.P. Laffey	D Coy	P	P
3177060	L/Cpl	M.R. Smith	B Sqn 3 Cav	P	P
2184800	TCpl	S.N. Taylor	B Coy	P	P
312643	L/Cpl	R.J. Jones	Sp Coy	P	-
218748	L/Cpl	G.J. Philp	B Coy	-	P

385.

DEVALUATION OF THE PIASTRE

1. With effect from 5 Oct 70, a second piastre exchange rate (known as the Limited Parallel Exchange Market) of 275 piastres per US dollar has been introduced. This rate is available exclusively for personal expenditures by persons who are legally authorised to possess US currency, including Military Payment Certificates (MPC).
2. Members of 7 RAR are entitled to receive the new rate for personal conversions of MPC to piastre.
3. The official piastre exchange rate of 118 piastre per US dollar remains unchanged and, until further notice, continues to apply to financial and commercial transactions involving -
 - a. Official funds.
 - b. Funds of unit messes (Officers, Sergeants and ORs), clubs, canteens, etc.
 - c. Regimental funds.
 - d. Amenity funds.
 - e. A.S.C.O. funds.

The rate also applies to piastre paid in for credit to a Unit Trust Account, for example, proceeds from sales to Bushmen Scouts.

386.

INVENTORIES ON REMOVAL (AAF - H10's)

1. Married soldiers who have received posting orders and require removal will be required to submit 16 copies of their inventory of household effects by not later than 1 Feb 71.
2. The unit is prepared to type skins for running off. To ease the load on typing resources early submission will assist greatly. It is in your interest not to delay your submission for removal.
3. An instruction, which married members are encouraged to send to their wives, will be issued shortly to assist in correct submission of draft inventories.

387.

COMMUNICATION - USE OF PRIVATELY OWNED LOW POWER RADIO SETS WITHIN AUSTRALIA AND TPNG

1. Outside Australia and TPNG it is possible to purchase low powered "walkie-talkie" type sets for private communications. Such equipments are generally manufactured to meet regulations in force in the USA. They are often sold at a low price in comparison with equivalent items available in Australia, and hence could be purchased by members for use on RTA.

4.

2. Members intending to purchase low powered radio sets for private use in Australia, or TPNG, should be aware that the Postmaster General's Department requires that:

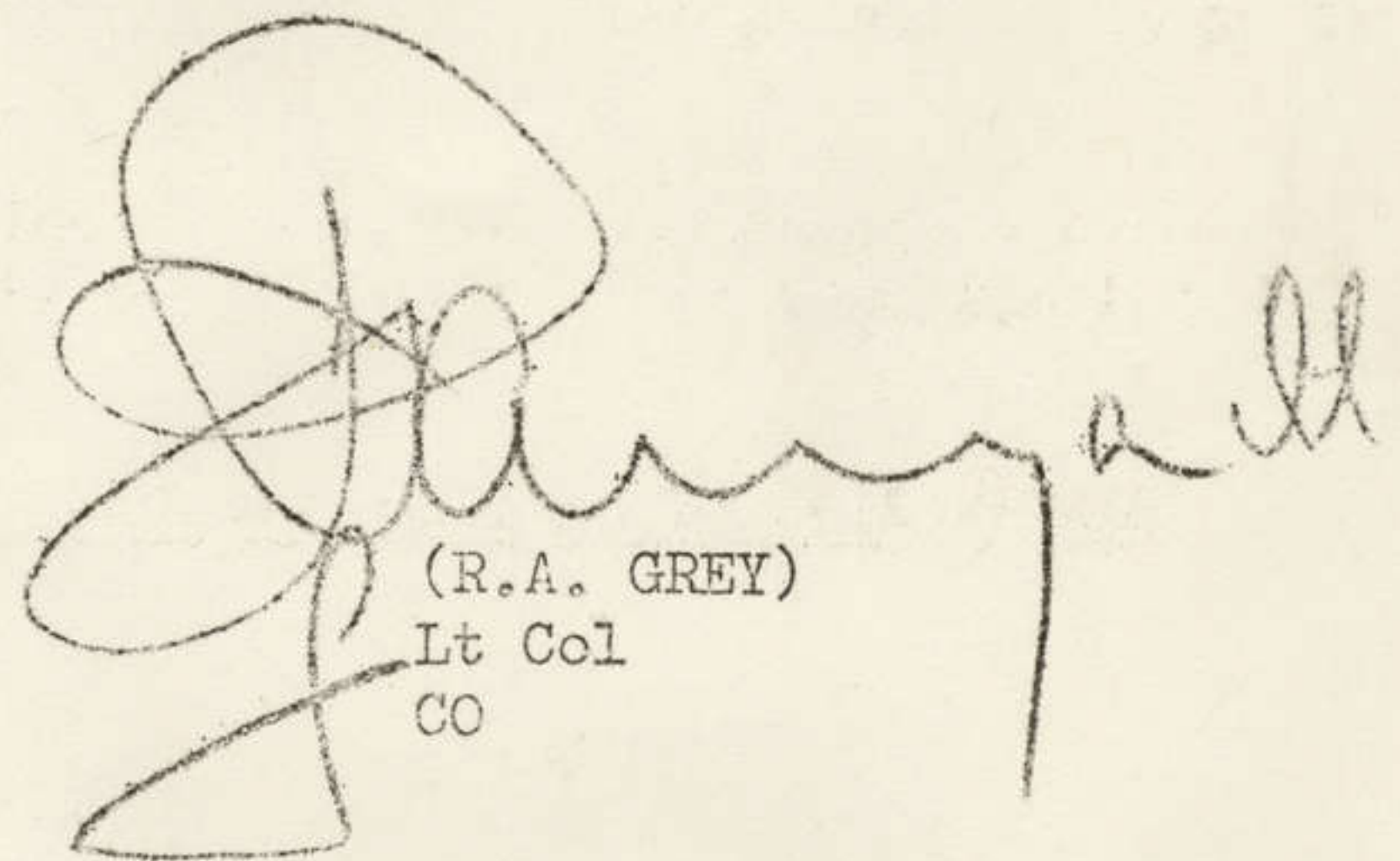
a. The radio set must be of an approved type and be adjusted to operate on an approved frequency. (Normally in the band 27230 to 27280 KHZ. However in practice frequencies normally assigned are 27240 KHZ primary and 27280 secondary).

b. The person operating the radio set must be in possession of a licence issued by the PMG. Licences will only be issued where the radio set is to be used for a useful purpose, such as for industrial, business or pastoral activities, the conduct of sporting or other group events or emergency services. Consideration will be given to other activities. The licence fee is currently \$2.00 for each station per annum.

3. The PMG Brochure RB 191 "Conditions Governing the Licensing and Operation of Hand Phone Mobile Radio Services", which contains an application form for a licence, is available on the following address:

Superintendent,
Radio Branch,
PMG's Department

in the Capital City of the State in which the radio set is to be used.



(R.A. GREY)
Lt Col
CO

NOTICE

1. STATEMENT OF AFFAIRS 7 RAR CANTEEN ACCOUNT AS AT. - 3 OCT 70

	\$	¢
Receipts for period ending 3 Oct 70	127,925	23
Less Expenditure for period ending 3 Oct 70	103,118	55
TOTAL	<u>\$24,806</u>	<u>68</u>
Less cash on hand	3,929	30
Balance as per cash book	20,877	38
Balance as per bank book	20,877	38
 <u>ASSETS</u>		
Balance as per cash book	20,877	38
Monies owing to canteen	4,252	85
Stock on hand	28,502	41
Cash on hand	3,929	30
Trading float	400	00
Stock written off	223	82
TOTAL	<u>\$58,185</u>	<u>76</u>
 <u>LIABILITIES</u>		
Due to Creditors	22,874	65
Due to Sub Units	1,078	48
Due to Aust A/C R Funds	10,000	00
TOTAL	<u>\$33,953</u>	<u>13</u>
	\$	¢
ASSETS	58,185	76
LIABILITIES	33,953	13
TOTAL	<u>\$24,232</u>	<u>63</u>

2.

DEVALUATION OF THE PIASTRE - LOCAL PRICING

1. In order to obtain maximum benefit from the increased piastre exchange rate, all members are advised that they should strongly resist any increase in piastre prices for goods and service.
2. The devaluation of the piastre should have no effect on local prices. Members should not be required to pay higher prices, as a result of the devaluation, and should not patronise establishments in which prices are increased.
3. The benefit of the devaluation will be eliminated if local prices are allowed to increase in proportion.

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

LT COL R.A. GREY
COMMANDING OFFICER

7th BATTALION
ROYAL AUSTRALIAN REGIMENT

Serial SVN 37

24 Oct 70

Number: 389 - 395

- 389. BN HQ DUTY CLERK ROSTER
- 390. DUTY PROJECTIONIST
- 391. HOSPITAL VISITING OFFICER
- 392. RESULTS OF SUBJECT A AND C FOR SERGEANT AND CORPORAL - 22 OCT 70
- 393. DISCIPLINE R AND R
- 394. APPLICATION TO VARY A TOUR OF DUTY (EXTENTIONS OF TOUR IN SVN)
- 395. SENATE ELECTIONS - 1970

NOTICE

- 1. VOTING FACILITIES - SENATE ELECTIONS - 1970

389. BN HQ DUTY CLERK ROSTER

1. The following are to mount duty at 0815 hrs on dates shown:

26 Oct 70	Pte	J.C. Humphries
27 Oct 70	Cpl	G. Parsons
28 Oct 70	Pte	D.A. Burrows
29 Oct 70	Pte	J.M. Druhan
30 Oct 70	Pte	K.W. Asbury
31 Oct 70	Pte	K. Evans
1 Nov 70	Pte	J.G. Dorrington

390. DUTY PROJECTIONIST

1. The following are to mount duty on dates shown:

26 Oct 70	Pte	A.J. Thompson
27 Oct 70	Cpl	S.P. Barrett
28 Oct 70	Cpl	D.A. Duckworth
29 Oct 70	Cpl	S.P. Barrett
30 Oct 70	Pte	K.W. Asbury
31 Oct 70	Pte	J.M. Druhan
1 Nov 70	Pte	A.J. Thompson

391. HOSPITAL VISITING OFFICER

1. Hospital Visiting Officer for period 26 Oct 70 - 1 Nov 70 is Sgt M.K. Halls.

392. RESULTS OF SUBJECT A AND C FOR SERGEANT AND CORPORAL - 22 OCT 70

1. The following have qualified subjects as shown for Sergeant on 22 Oct 70.

				A	C
2412308	Cpl	J.F. Scales	D Coy	P	P
18287	Cpl	I.R. Becker	Admin Coy	P	P
342908	Sgt	G.S. Deacon	161 (Indep) Recce Flt	-	P

2. The following have qualified subjects as shown for Corporal on 22 Oct 70.

				A	C
312868	Cpl	K.A. Pattle	D Coy	P	P
1202002	L Cpl	R. Adams	Admin Coy	P	-
218673	Cpl	W.M. Brown	Admin Coy	P	-
217421	Cpl	J. Straskye	Admin Coy	P	-
55182	Pte	C.S. Birch	D Coy	P	P
130419	L Cpl	K.M. Wiegthman	B Coy	P	P
44433	Cpl	J.S. Bert	C Coy	P	P
2792120	Cpl	G.P. Nix	D Coy	-	P
39191	Cpl	B.M. Depreitas	B Coy	-	P
61916	Cpl	B. Medcroft	B Coy	-	P
2790636	Bdr	F.J. Johnston	106 Fd Bty	P	P
217991	Gnr	C. Reid	106 Fd Bty	P	P
218182	Tpr	S. Currell	B Sqn 3 Cav Regt	P	P

393. DISCIPLINE - R AND R

1. Due to overstaying R and R 2792254 Pte M. Towler (A Coy) is not to be granted further R and C.

394. APPLICATION TO VARY A TOUR OF DUTY (EXTENTION OF TOUR IN SVN)

1. All applications to vary tour of duty are to be submitted to Bn HQ by 10 Nov 70.

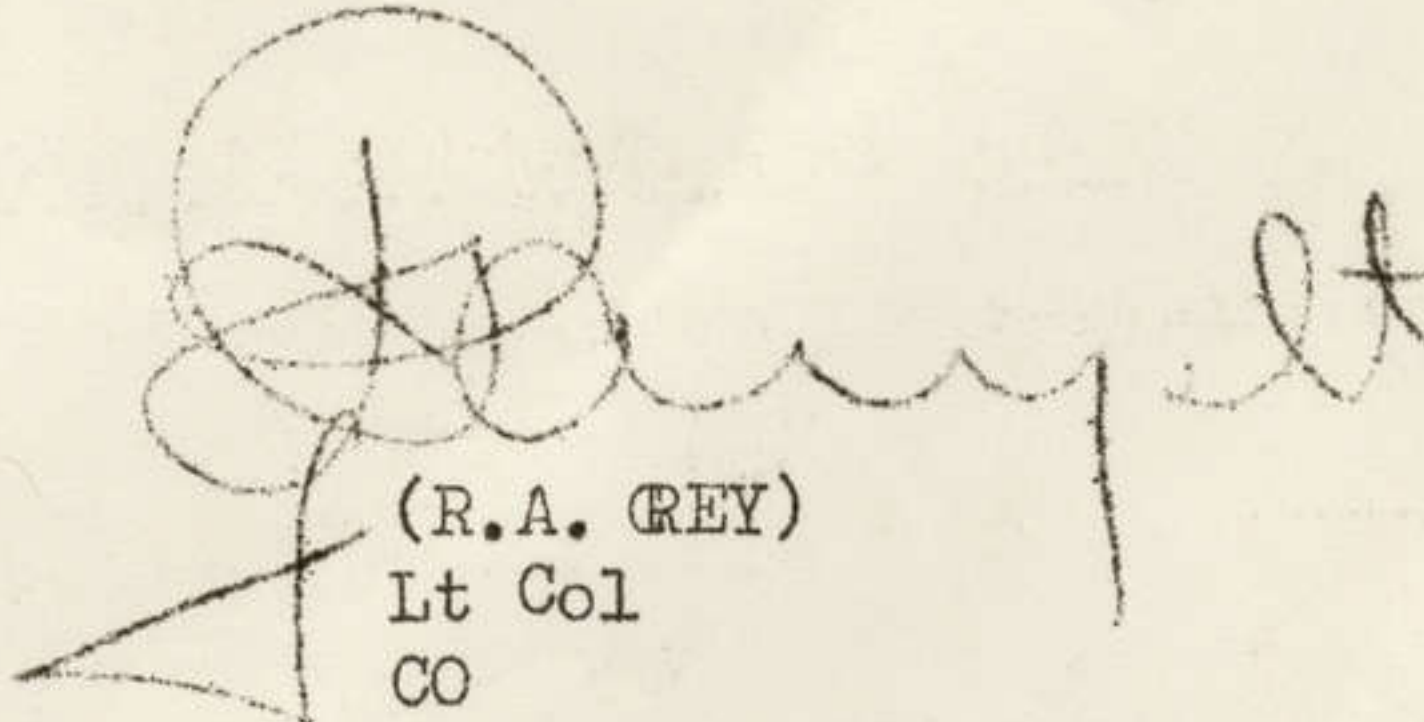
2. No further applications will be considered after 10 Nov 70.

395. SENATE ELECTIONS - 1970

1. The Senate elections are to be held on Sat 21 Nov 70. Sub units are to ensure that all personnel are aware of the election, arrangements made for voting and the conditions of eligibility to vote shown in the notice issued with this routine order, which is to be displayed on unit notice boards.

2. The method of voting is to be postal vote. Details of voting including special arrangements for persons serving in theatre are contained in the notice.

3. Further details of voting will be advised as they are made available through the unit Balloting Officer - 2Lt I. Pauza.



(R.A. GREY)
Lt Col
CO

NOTICE

VOTING FACILITIES - SENATE ELECTIONS, 1970

1. The senate elections will be held on Sat 21 Nov 70. A member enrolled or qualified to vote who RTA's before that date should attend on Sat 21 Nov 70 at a polling place within his sub-division to record an ordinary vote, or at a polling place within his home state but outside his sub-division to record an absent vote, or vote by post.
2. A member of the Australian Army on service outside Australia, who is not less than 21 years of age, who is a British subject and has lived in Australia for six months continuously, is entitled to vote at a Commonwealth Election even though he may not be enrolled. In addition, a member of the Australian Army less than 21 years of age who is, or has been at any time, on "Special Service" is also entitled to vote (Special Service, MBI 216-1 refers).
3. A member under the age of 21 years applying to vote in accordance with para 2 above, is required to complete a special declaration form issued by the electoral officer concerned. In this form the member is required to give details, including relevant dates, of his "Special Service".
4. Electors enrolled in the Australian Capital Territory or for the Northern Territory (and unenrolled members who are normally domiciled in either of the territories) do not vote at senate elections.
5. Postal vote application forms are obtainable at any Electoral Office or Post Office in Australia, or at the offices of Australian Embassies, High Commissions overseas.
6. Army personnel in Malaysia, Singapore, Vietnam and Papua New Guinea should vote through the specially appointed assistant returning officers for those areas. Instructions will be issued in due course detailing the method to be used to enable members serving in theatre to apply to the Assistant Returning Officer for a postal vote.
7. Application for postal vote certificates and ballot papers should be made at the earliest practicable date to allow the ballot paper to be received and completed prior to the closing of polling on polling day.
8. The completion of Postal Ballot papers is the responsibility of each individual elector and should be returned to the assistant returning officer without delay.

10

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

LT COL R.A. GREY
COMMANDING OFFICER

7th BATTALION
ROYAL AUSTRALIAN REGIMENT

Serial SVN 38

31 Oct 70

Numbers 396 - 406

- 396. BN HQ DUTY CLERK ROSTER
- 397. DUTY PROJECTIONIST
- 398. HOSPITAL VISITING OFFICER
- 399. DRESS FOR 1 ATF
- 400. DISCIPLINE
- 401. VIETNAMESE CAMPAIGN MEDAL
- 402. PERMISSIBLE STRIPPING OF AUTOMATIC RIFLE M16
- 403. MACHINE GUN M60 CLEANING OF GAS CYLINDER
- 404. REMITTANCE OF CASH TO PLACES OTHER THAN AUSTRALIA
- 405. INSURANCE OF PERSONAL EFFECTS ON RTA
- 406. FIRE PRECAUTIONS

396. BN HQ DUTY CLERK ROSTER

1. The following are to mount duty at 0815 hrs on dates shown:

2 Nov 70	Pte	D.A. Burrows
3 Nov 70	Pte	J.M. Druhan
4 Nov 70	Pte	K.W. Asbury
5 Nov 70	Cpl	D.A. Duckworth
6 Nov 70	Cpl	G. Parsons
7 Nov 70	Pte	K. Evans
8 Nov 70	Pte	J.C. Humphries

397. DUTY PROJECTIONIST

1. The following are to mount duty on dates shown:

2 Nov 70	Cpl	D.A. Duckworth
3 Nov 70	Pte	K.W. Asbury (Pte Evans under instruction)
4 Nov 70	Pte	A.J. Thompson
5 Nov 70	Pte	J.M. Druhan
6 Nov 70	Pte	K.W. Asbury
7 Nov 70	Cpl	D.A. Duckworth
8 Nov 70	Pte	A.J. Thompson

398. HOSPITAL VISITING OFFICER

1. Hospital Visiting Officer for period 2 Nov 70 - 8 Nov 70 is Sgt M.K. Halls.

399. DRESS FOR 1 ATF

- Reference: A. Dress Manual 1963.
B. HQ AFV SOP Part 2 Chapter 2 Section 13.

Dress of the Day

1. All ranks posted or attached to 1 ATF are to wear Field Dress consisting of:

Hat Utility Green
Green Shirt (Embroidered or plastic name tags are optional)
Green Trousers
Khaki Socks
Boots GP
Pistol Belt
Insignia Rank Officers FS (officers only)

2. Corps/Regimental berets may be worn by RAAC, AA Avn, and SAS Regt members.

3. Functional head-dress approved by unit COs/OCs for specialists, such as AFV crewman and plant operators, may be worn only during the performance of specialized and operational tasks.

Variations to Dress of the Day

4. The following variations only are permitted:
- a. Liaison visits to Allied units, Vietnamese authorities or HQ AFV, mess functions and allotted liaison parties:
- Khaki cap, felt hat, corps beret or hat utility green.
Titles metal Australia.
Insignia rank officers anodized or shoulder boards (if available).
- b. Comd 1 ATF orderly rooms or arranged interviews, Allied Ceremonial functions or parades or 1 ATF unit parades:
- Khaki cap (officers and warrant officers).
Felt hat (other ranks, but may be ordered by CO/OC for all ranks).
Beret (see paragraph 2).
Lanyard.

Note 1. For formal occasions controlled by HQ AFV, such as interviews with COMAFV, Summer dress may be ordered. Paragraph 2210 of Reference B refers.

400. DISCIPLINE R AND R

1. Due to overstaying R and R 2789523 Pte G.K. Griffiths is not to be granted further R and C.

401. VIETNAMESE CAMPAIGN MEDAL

1. 2792837 Pte M.J. Coetzee has qualified for the Vietnamese Campaign Medal with effect 28 Oct 70 subject to verification by CARO.

402. PERMISSIBLE STRIPPING OF AUTOMATIC RIFLE M16

Reference: A. Inf Trg Vol 1 Pam 3C.
B. HQ AFV File No 1005-60-2 (11).

1. Numerous instances have occurred where personnel have over stripped the subject weapon. Because of this parts have been lost and the weapon rendered unserviceable, or the weapon has been reassembled incorrectly thereby leaving the weapon in a potentially dangerous condition.
2. Permissible stripping by operators consists of:
- (a) Removing hand guards.
 - (b) Removing Cocking Handle.
 - (c) Removing Bolt Group.
 - (d) Removing Firing Pin Retaining Pin.
 - (e) Removing Firing Pin.
 - (f) Removing Bolt Cam Pin.
 - (g) Removing Bolt.

3. No further stripping of the weapon will be undertaken by anyone other than a qualified Fitter Armt.

4. Weapons stripping beyond the permissible limits may on inspection be classified as "NOT FAIR WEAR" for repair, and action can be taken against the weapon operator to recover the cost of any repair required.

403. MACHINE GUN M60 CLEANING OF GAS CYLINDER

Reference: A. EMEI Weapon E 111.
B. HQ AFV File No 1005-60-5.

1. Reference A states that after firing the weapon:

"Clean the gas port only if the gun has been firing sluggishly or had a tendency to run away during firing. The gas cylinder, piston, nut and extension will be cleaned and lubricated with Oil OX - 18".

2. Many weapons have been found with the gas cylinder uncleaned. This prevents the weapon from firing correctly.

404. REMITTANCE OF CASH TO PLACES OTHER THAN AUSTRALIA

1. Remittances of cash from members serving in SVN for payment other than in Australia will not be accepted by AFV Cash Offices. Where members require to send cash to other countries they are to make private arrangements for payment e.g. through Australian Banks.

405. INSURANCE OF PERSONAL EFFECTS ON RTA

1. Instances have occurred where items have been lost from members trunks in transit to Australia by MFO. In most instances the items were not insured.

2. All care is taken by the MFO organisation but all ranks should be informed that there is a possibility of pilferage during transit.

3. All members are to be advised that they may insure their goods (up to a value of \$500) through ASCO for the return voyage. Reimbursement of the premiums is available.

406. FIRE PRECAUTIONS

Reference: Army Fire Manual, Sect 7, Para 113.

1. The above reference forbids the handling of petrol within 15 metres of a naked flame. Sub units are to ensure that appropriate steps are taken to prevent any incidents which contravene this instruction.

(R.A. GREY)
Lt Col
CO