Series: AWM95 Australian Army commanders' diaries [Vietnam]

Engineer units

Item number: 4/4/45

Item: 17 Construction Squadron

Narrative

annexes H-I

[1-30 Apr 1969]

COVERING LETTER

Reference No.....

To: OIC, Military History Section, AHQ.

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

Please return receipt below.

(Signature)..

Recel Appointment OC 17 Const Sqn
(OC Unit or senior staff officer)

SECRET

ORIGINAL DUPLICATE Strike out where not applicable

COMMANDERS DIARY

OF

17 Const Sqn RAE Unit or Formation...

From 1 Apr 69

To 30 Apr 69

INDEX

Narrative (AF C 2118)

ANNEXES

- Duty officer's log
- Messages connected with log
- Operation orders and instructions issued
- Operation orders and instructions received
- Sitreps issued
- Orders of battle and location reports issued
- Intelligence reports and summaries issued; appreciations made
- Administrative orders and instructions issued
- Administrative orders and instructions received
- Administrative reports and bulletins; ammunition returns; field strength
- Standing orders issued
- Commander's policy and demi-official letters
- Action reports (if required)
- Other papers, eg, maps and diagrams, air photos, reports from sub units
- Periodical summaries of operations
- Top Secret Supplementary Diary

* Only to be included during operations.

† Cross out whichever is not applicable.

Enclosure Numbers

0 . 3	3 -	
ā. <u></u>	to	
J	to	.H
8.8	to	
	to	
B.g	to	
	to	12
2. <u>4</u>	to	5
198	**	2

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....to † NIL RETAINED † Despatched to

on.....

COMMANDERS DIARIES INSTRUCTIONS

AIM

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

GENERAL

- 2. Entries are to be made daily on AF C 2118 (Adapted) each entry being initialled by the officer detailed to keep it.
- 3. Commanders Diaries will conform with the rules for drafting orders given in "Staff Duties (Australia)", Chapter 2, Section 12.

RESPONSIBILITY

During Non-operational Periods

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

During Operational Periods (1)

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

COMPILATION

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

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

TENTS

es as well as map references), establishment, equipment

d orders given.

ne day's fighting, including company movements.

mander with regard to equipment, tactics, organization

ential importance.

officers, men and equipment.

ment captured.

mployed in the time not accounted for. The type of

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

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

(continued on back cover)

1 BP Coy-274/65-55m

DISPOSAL

- Original Commander's Diary. This is to be forwarded monthly, unless otherwise ordered, by the 13. seventh day of the succeeding month direct to AHQ.
- Duplicate Commander's Diary. This must be clearly marked as a duplicate. It is to be sent 14. separately from the original to AHQ one month after the original has been despatched but not before the former has been acknowledged.
- When overseas, both copies of diaries are to be sent through the Army Records organization in the overseas theatre but at different times. TOP SECRET Supplementary Diaries.
- 16.
 - The documents referred to in Paragraph 9 together with a list of them made out on AF C 2118 (Adapted) must be placed in separate cover (AF C 2119) (Adapted). All details must be filled in and the cover clearly marked in red: "ANNEX Z — OFFICER ONLY". It may be convenient to group the papers by appendices.
 - Supplementary diaries must be forwarded under the normal rules for TOP SECRET correspondence, to AHQ. The inner envelope must be plainly marked:

TOP SECRET ANNEX Z to

Commanders Diary	of(Formation of	r Unit)
From	to	(Dates)

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

This form is to be enclosed with the annexes in AF-C 2119 (Adapted).

COMMANDERS DIARY NARRATIVE

UNITATION 17 Const Som RAE

Major E.J. WERTHEIMER
COMMANDING OFFICER

MONTH AND YEAR April REFERENCE MAP XA VUNG TAU RVN

Place and grid reference	Date	Time	Event or information	Annex letter and enclosure number
***********************	1 Apr 69		Received Det 17 Const Sqn Routine Orders Part 1 Serial 13	
	2 Apr		Ten reinforcements marched into the unit.	
***********	2 Apr		Arrival of Maj MALSEED for visit, from 3 Apr to 16 Apr. Itenerary issued	
			for visit.	************
	3 Apr		Capt M. T. FLANDERS and one other member returned to Australia.	*******************************
	5 Apr		Issue of 17 Const Sqn Routine Orders Part 1 Serial 17.	
	5 Apr		Issue of Periodical Technical Report for the period 1 Mar to 31 Mar 69.	**************************
	7 Apr		Received Det 17 Const Sqn Routine Orders Part 1 Serial 14.	*************
	7 Apr		Issue of correction to Periodical Technical Report.	•••••
	7 Apr		Recommendations for amendment to Establishment III/10/3 forwarded to CE AFV	************
	9 Apr		Three members returned to Australia.	***************************************
	9 Apr		Eight reinforcement marched into the unit.	***************************************
	12 Apr		Visit by six CMF officers.	***************************************
	12 Apr		Issue of 17 Const Sqn Routine Orders Part 1 Serial 18.	***********
	14 Apr		Visit by four CMF Brigadiers.	***************************************
	14 Apr		Visit by Lt Col E. A. DITCHFIELD, Director of Army Postal Services.	*************
*************	14 Apr		Issue of new Organisation - 17 Const Sqn Officers.	
	15 Apr		Issue of VUNG TAU WEATHER RECORD.	

This form is to be enclosed with the annexes in AF-C 2119 (Adapted).

COMMANDERS DIARY NARRATIVE

UNIT/FORMATION 17 Const Sqr PAE

Major E.J. WERTHEIMER
COMMANDING OFFICER

MONTH AND YEAR Apr 69

REFERENCE	МАР	XA	VUNG	TAU	RVN	
KLI LIKLINCE	TATULYT			********	*********	

Place and grid reference	Date	Time	Event or information	Annex letter and enclosure number
*************	15 Apr	******	Cpl BRADY marched out to 1 Fd Sqn	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	15 Apr		Received Det 17 Const Sqn Routine Orders Part 1 Serial 15	
************	15 Apr		Issue of instruction REPAIR/MODIFICATION TO UNIT EQUIPMENT.	
	15 Apr		Issue of 1 ALSG WORKS PRIORITIES	
	16 Apr		Lt C. H. HARROP and eight other members returned to Australia	***************************************
	16 Apr		Capt I.R. SARAH, WO2 C.N. REED, and one other reinforcement marched into	******************************
<i>y</i>			the unit	
	16 Apr		Spr R. G. McKENZIE marched into the unit from 1 Fd Sqn	*****************************
	17 Apr		Inaugural visit by incoming CE AFV, Lt Col JOHNSTON.	***************************************
	17 Apr		Issue of Amendment 1 to 17 Const Sqn Gp Admin Instr 4/69.	*******************************
	19 Apr		Issues of 17 Const Sqn Routine Orders Part 1 Serial 19.	•••••
	19 Apr		Issue of 17 Const Sqn Gp Admin Instr 7/69.	••••••
************************	21 Apr		Issue of 17 Const Sqn Gp Admin Instr 6/69.	***********
*************	22 Apr		Received Det 17 Const Sqn Routine Orders Part 1 Serial 16.	**************************
***************************************	23 Apr		Spr G. R. DUTTON Medevaced to Australia	******************************
************	23 Apr		S/Sgt D. WEATHERALL and five other members returned to Australia.	************
	23 Apr		Eleven reinforcements marched into the unit.	

COMMANDERS DIARY NARRATIVE

AF-C 2118 (Adapted) Revised Jun, 1965

COMMANDING OFFICER

April 69 MONTH AND YEAR...

XA VUNG TAU RVN REFERENCE MAP.

Place and grid reference	Date	Time	Event or information	Annex letter and enclosure numbe
	24 Apr		Spr R. A. COLLINS marched out to VUNG TAU SECT AMENITIES AND WELFARE UNIT.	
	25 Apr		Issue of 17 Const Sqn Routine Orders Part 1 Serial 20.	
	26 Apr		Visit by six CMF officers.	
	26 Apr		Issue of 17 Const Sqn Gp Admin Instr 8/69.	***********
	27 Apr		Visit by Brig L.I. HOPTON MBE, DMO and P.	
	28 Apr		Received Det 17 Const Sqn Routine Orders Part 1 Serial 17.	
	28 Apr		Issue of 17 Const Sqn Gp Admin Instr 9/69.	
	28 Apr		Issue of 17 Const Sqn Gp Admin Instr 10/69.	
	28 Apr		Issue of updated 1 ALSG WORKS PRIORITIES.	*************
***********	30 Apr		Issue of 17 Const Sqn Gp Admin Instr 11/69.	********************
	30 Apr		Lt R. L. McCANN and three members returned to Australia.	
	30 Apr		Capt B.B. LENNON, S/Sgt W.G. HAYES and fifteen other reinforcements	
			marched into the units.	
				•••••••

				•••••

AMNIEX HI TO COMBS DIARY APR 69

AUSTRALIAN MILITARY FORCES ROUTINE ORDERS - PART 1

by

Major E.J. WERTHEIMER Officer Commanding 17 Const Sqn RAE

Serial 17 RO 127 - 131

RO 127. CAMP DUTIES

RO 128. PUBLIC HOLIDAYS

RO 129. PREVENTION OF FIRES - SMOCKERS RECEPTACLES

RO 130. MAINTENANCE OF SMALL ARMS

RO 131. SCHEDULE OF AFV EDUCATION SECTION COURSES - JUN - NOV69

NOTICES

1. RELIGIOUS SERVICES - EASTER SUNDAY.

2. EXTRACT OF MINUTES OF A MEETING OF THE AFV AMENITIES

COMMITTEE HELD AT HQ AFV ON 14 MAR 69

RO 127 CAMP DUTIES

a. Duty Officers mounting duty at 0730 hrs dates listed till 0730 hrs the following day.

- WOL DICKINSON
- Capt MEIKLEJOHN
- Lt FROST
- Lt HARROP
- Capt TAYLOR
- 2Lt WILKINSON
- Capt CREWS

Next for Sunday Duty - Lt McCANN

b. Duty Sergeant mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
7 Apr 69
Mon
                            Sgt
                                WARREN
Tue
    8 Apr 69
                                 TAYLOR
                            Sgt
Wed
    9 Apr 69
                            Sgt
                                 DANN
Thu 10 Apr 69
                            Sgt
                                 SLOANE
Fri 11 Apr 69
                           Sgt
                                 WAY
Sat 12 Apr 69
                            Sgt
                                 JONES
Sun 13 Apr 69
                            Sgt
                                 SLOANE
```

Next for Sunday Duty - Sgt JONES

c. Duty Corporal mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
      Mon 7 Apr 69
      - Cpl SIMES

      Tue 8 Apr 69
      - Cpl ZURAWEL

      Wed 9 Apr 69
      - Cpl HARRIS

      Thu 10 Apr 69
      - Cpl BRIDGE

      Sat 12 Apr 69
      - Cpl BURR

      Sun 13 Apr 69
      - Cpl SIMES
```

d. East Gate Guard Corporal mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
      Mon
      7 Apr
      69
      - Cpl
      TUBBS

      Tue
      8 Apr
      69
      - Cpl
      STOKER

      Wed
      9 Apr
      69
      - Cpl
      JOKSIMOVIC

      Thu
      10 Apr
      69
      - Cpl
      CORNELIUS

      Fri
      11 Apr
      69
      - Cpl
      TATTIS

      Sat
      12 Apr
      69
      - Cpl
      JONES

      Sun
      13 Apr
      69
      - Cpl
      HARRIS
```

e. Duty Drivers mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 7 Apr 69 - Spr ENGLISH
                                - Spr MITCHELL G.
Tue 8 Apr 69 - Spr SELLARS
                                - Spr HAWKINS
Wed 9 Apr 69 - Spr JACOBSEN
                                - Lcpl GREGOR
Thu 10 Apr 69 - Spr SMITH T
                                - Spr
                                      SMITH K
Fri 11 Apr 69 - Spr PAIX
                                - Spr HARPER
Sat 12 Apr 69 - Spr SNEDDON
                                - Spr SLATER
Sun 13 Apr 69 - Spr HORLOCK
                                - Spr
                                      SILVER
```

Reserves - Spr STEPHENSON - Spr PHILLIMORE

f. Duty Mechanics mounting duty from 0730 hrs on 7 Apr till 0730 hrs on 14 Apr 69.

Elec Mech -

g. Duty Clerk	Switch Op
Mon 7 Apr 69 - Lcpl FLET Tue 8 Apr 69 - Cpl BRIDG Wed 9 Apr 69 - Pte ALSO Thu 10 Apr 69 - Spr MORG Fri 11 Apr 69 - Lcpl FLET Sat 12 Apr 69 - Cpl BRIDG Sun 13 Apr 69 - Pte ALSO Sun 13 Apr 69 - Pte ALSO	Pte ALSOP Spr PALMER AN Lcpl DAVEY CHER Spr DICK Spr SCHIEMER

- h. Camp Picquets
 To be notified
- j. East Gate Guard
 To be notified

RO 128 PUBLIC HOLIDAYS

The following are the promulgated holidays for AFV (Army Component):-

1 Jan 69	New Years Day
27 Jan 69	Australia Day
17 Feb 69	TET
18 Feb 69	TET
4 Apr 69	Good Friday
7 Apr 69	Easter Monday
25 Apr 69	Anzac Day
1 May 69	Labour Day
30 May 69	Budda's Birthday
16 Jun 69	Queen's Birthday
27 Aug 69	Middle of Lunar Year
18 Sep 69	Anniversary of Confucius
3 Oct 69	King Leloi Day
1 Nov 69	National Day
25 Dec 69	Christmas Day
26 Dec 69	Boxing Day

RO 129 PREVENTION OF FIRES - SMOKERS RECEPTACLES

1. Containers used as ashtrays are not to be permitted to accumulate rubbish. In this regard, deep containers, such as shell cases do not allow rubbish to be readily seen and are not to be used as ash trays. Ignition of inflammable material in such a container is suspected to be the cause of at least one fire in living accommodation.

. / 4.

RO 130 MAINTENANCE OF SMALL ARMS

- 1. EIS inspection have revealed an increasing incidence of use of unauthorised and damaging agents in cleaning and lubrication of small arms. This results in:
 - a. Rifle M16Al. The lubricant embodied in the aluminium alloy during manufacture is drawn out by use
 of solvents, leading to brittleness and heavy corrosion and eventual premature failure of the weapon
 body.
 - b. Other Small Arms. Phosphated or painted finishes of external metal parts are weakened and eventually lift, leading to uncontrollable rusting and early backloading for base repair.
- In addition, the use of flammable liquids in areas where proper precautions and protection are not taken results in an extreme fire hazard.
- 3. Use of non authorised cleaning and lubricating agents is to cease immediately. The following are authorised for use in Vietnam:
 - a. Rifle M16Al. Semi fluid lubricating oil (LSA).
 - b. Other Small Arms.
- (1) OX-18 or US equivalent 0-190.
 - (2) RAEME armourers only may use 6850-00-281-1986 SOLVENT dry cleaning (equivalent to Range Fuel) to clean particularly dirty weapons, immediately the weapon is dry.
 - 4. In units, small arms are to be cleaned and lubricated only with the authorized lubricant, and as follows:
 - a. Issued to Members. These are to be cleaned and lightly oiled daily to prevent corrosion and reduce wear to moving parts. Non moving parts are to be kept dry.
 - b. In Unit Storage. Metal parts are to be lightly smeared with oil and inspected, cleaned and re-oiled at weekly intervals.
 - 5. Troop Commanders are reminded of their responsibility to ensure that soldiers maintain their weapons in a clean, properly lubricated and operable condition. This can only be done by regular inspections and attention by unit armourers and workshops.
 - Oisciplinary action is to be taken against members who use unauthorised cleaning agents or lubricants, or take inadequate care of their weapons.

RO 131 SCHEDULE OF AFV EDN SECT COURSES JUN - NOV 69

Serial	Course	Dates	Remarks
7/69 1. chly citi	i unite.	a 4	This is the first part of nonths correspondence course minating in the 2/69 Series E examinations.

b. Candidates must hold AACE 1 or equivalent. /5.

c. Subjects offered are: Eng, Maths 1 Maths 2, Hist, Geog, Economics

d. Nominations required on AAF-C89 by 4 May 69.

8/69 AACE 3/2 9-21 Jun 69 a. No pre-requsite qualifications.

9/69 AACE 1 30 Jun -11 Aug 69

· letters!

- a. A six weeks course culminating in the 2/69 Series AACE 1 examination.
- b. Candidates must hold AACE 2 or
- c. Subjects offered: Eng, Arith, Geog, Aust History.
- d. Nominations are due on AAF-C89 by 20 Jun69.
- e. Nominations for part time attendance accepted from 1 ALSG units.

10/69 AACE 1 23 Jul -(mini) 11 Aug 69

- a. Candidates must hold AACE 2 and some AACE 1 subjects.
- b. Candidates must have studied, in their own time, material out-lined in the Course of Study of the subjects they nominate.
- c. Other requirements are as for AFV Edn Course Serial 9/69.

11/69 AACE 3/2 31 Aug-13 Sep 69

- a. No pre-requisite qualifications
- 12/69 Unit Edn 21 a. All unit education officers Offrs 24 Sep 69 are eligible to attend.
 - b. Course covers educational guidance, standards, ARA and NS resettlement and education in SVN.

13/69 SGCE 13-27 Oct 69

- a. For students who have nominated for the 2/69 series SGCE exam and have completed the 4 month correspondence course.
- b. 2/69 SGCE exams, 20-27 Oct

14/69 AACE 1 9 Oct-17 Nov 69

- a. For students who need 1 or 2 subjects to complete their AACE 1.
- b. Subjects offered: All as examined at AACE 1.
- c. Nominations are due on AAF-089 by 20 Sep 69.
- d. Nominations for part time attendance accepted from 1 ALSG units.

. / 6.

Notes

- 1. Units nominating candidates for AACE 1 and SGCE exams are to submit proforma described in Annex D, Part 5 of the Promotion Manual and AAFs-C89 to AFV Edn Sect by required date.
- 2. Candidates currently studying for the 1/69 series SGCE examinations are advised to nominate for the 2/69 series to be held 20-27 Oct 69. This will ensure that an unsuccessful candidate from the first series of examinations will get a second chance to complete his certificate this year.

(E.J. WERTHEIMER)

Maj

NOTICES

- 1. RELIGIOUS SERVICES EASTER SUNDAY
- R.C. Mass at 1000 hrs and 1930 hrs.
- C of E Communion at 0800 hrs
- P.D Service at 0900 hrs

Combined C of E and P D service at 1845 hrs

- EXTRACT OF MINUTES OF A MEETING OF THE AFV AMENITIES

 COMMITTEE HELD AT HQ AFV ON 14 MAR 69
 - 1. Squash and Tennis Courts VUNG TAU. The committee discussed the need for these facilities at 1 ALSG.
 - 2. Moved Cdr SALMON, seconded Maj NYMAN, that the committee recommend the construction of two squash courts and two tennis courts in the area of the Peter Badcoe Club at VUNG TAU, payment for which should be a combined VCAF, 1 ALSG Area Amenities Fund responsibility. CARRIED
 - 3. Squash Court SAIGON. The committee discussed:
 - a. The extremely limited sporting facilities for Australian servicemen in SAIGON.
 - b. The limited availability of space in the Free World Compound for recreational purposes.
 - c. The inability of the SAIGON Area Amenities Fund to finance major projects, due to its small income.
 - 4. Moved Maj NYMAN, seconded Sqn Ldr BAKER that the committee recommend the construction of one squash court in the FWMAO Compound, SAIGON, for use of Australian servicemen, payment for which would be met by VCAF. CARRIED
 - Squash and Tennis Courts NUI DAT. The committee noted that similar facilities would no doubt be appreciated at NUI DAT, but was cognisant that construction priorities in that area indicated that provision in the forseeable future could not be anticipated under current circumstances.
 - The committee agreed that when a construction media was available, favourable consideration would be given by AFVAC to assistance in the financing of such projects, if requested.
 - The advantages of increasing floor space at the Peter Badcoe Club. The main reason was to provide space for another billiard table, as the present table was particularly popular and does not satisfy the demand for this facility.
 - The Chairman had drawn up a rough plan and the Engineers quote was \$(US) 7,200.00. This included facilities for a storeroom, steam or sauna bath, and more upstairs lounge/bar room, very useful in inclement weather.
 - 9. Moved Sqn Ldr BAKER, seconded Maj NYMAN that the committee recommend that structural alterations be made to the Peter Badcoe Club in the form of an extension of both floors 20 feet in the direction of the Harold Holt Memorial Pool. CARRIED

AUSTRALIAN MILITARY FORCES ROUTINE ORDERS-PART 1

by

Major E.J. WERTHEIMER

Officer Commanding 17 Const Sqn RAE

VUNG TAU

12 APR 69

Serial - 18 RO 132 - 138

RO 132 - CAMP DUTIES

RO 133 - REGIMENTAL APPOINTMENTS - SGTS MESS

RO 134 - DRIVING OF MECHANICAL VEHICLES IN SOUTH VIETNAM

RO 135 - AIR DESPATCH SERVICE - OFFICIAL CORRESPONDENCE

RO 136 - REGIMENTAL APPOINTMENTS

RO 137 - DRESS - PETER BADCOE CLUB

RO 138 - DFRB

NOTICES

- 1. IN SERVICE COMMISSIONING
- 2. REGIMENTAL FUNDS COMMITTEE MEETING
- 3. TOWELS BATH GREEN
- 4. RELIGIOUS SERVICES SUNDAY 13 APR 69

RO 132 CAMP DUTIES

a. Duty Officer mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

Mon	14	Apr	69	,	-	1702	MUTTON
Tue	15	Apr	69		-	WO2	SWEET
Wed	16	Apr	69		-	W02	NUNN
Thu	17	Apr	69		-	WOl	MATTHEWS
Fri	18	Apr	69		-	2Lt	MINNIKIN
Sat	19	Apr	69		-	Capt	CREWS
Sun	20	Apr	69			Lt	MeCANN

Next for Sunday Duty - Capt MEIKELJOHN

b. Duty Sergeant mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 14 Apr 69
                            Sgt
                                   WEBB
Tue 15 Apr 69
                            Sgt
                                   KUSLAN
Wed 16 Apr 69
                            Sgt
                                   PERKS
Thu 17 Apr 69
                            Sgt
                                  WARREN
Fri 18 Apr 69
                            Sgt
                                   TAYLOR
Sat 19 Apr 69
                            Sgt
                                   DANN
Sun 20 Apr 69
                            Sgt
                                   SLOANE
```

Next for Sunday Duty - Sgt DANN

c. Duty Corporal mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 14 Apr 69
                          Cpl
                                SCHNEEMILCH
Tue 15 Apr 69
                        - Cpl
                                FERGUSON
Wed 16 Apr 69
                     - Cpl
- Cpl
                                TUBBS
Thu 17 Apr 69
                                ZURAWEL
                       - Cpl CORNELIUS
Fri 18 Apr 69
Sat 19 Apr 69
                       - Cpl
                                BAKER
Sun 20 Apr 69
                       - Cpl
                                 SIMES
```

d. East Gate Guard Corporal mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 14 Apr 69
                       - Cpl
                               DUNN
Tue 15 Apr 69
                       - Cpl
                               SIMES
Wed 16 Apr 69
                       - Cpl TATTIS
Thu 17 Apr 69
                      - Cpl
                               HILL
Fri 18 Apr 69
                      - Cpl
                               HARRIS
Sat 19 Apr 69
                      - Cpl
                               STOKER
Sun 20 Apr 69
                         Cpl
                               FERGUSON
```

e. Duty Drivers mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 14 Apr 69 - Spr PAIX - Spr PHILLIMORE
Tue 15 Apr 69 - Spr STEPHENSON - Spr WILKINSON
Wed 16 Apr 69 - Spr SMITH K - Spr ENGLISH
Thu 17 Apr 69 - Spr WOOLFORD - Spr GREY
Fri 18 Apr 69 - Spr MITCHELL G - Spr HAWKINS
Sat 19 Apr 69 - Spr JACOBSEN - Lcpl GREGOR
Sun 20 Apr 69 - Spr JOHNSON - Spr HAZELWOOD
```

Reserves - Spr SMITH T -

...../3.

f. Duty Mechanical mounting duty from 0730 hrs on 14 Apr 69 till 0730 hrs on 21 Apr 69.

Elec Mech

Switch Op Duty Clerk g. ALSOP BRIDGE Pte Mon 14 Apr 69 - Cpl Tue 15 Apr 69 - Lcpl FLETCHER Spr MORGAN Lepl DAVEY Wed 16 Apr 69 - Spr MORGAN Pte ALSOP Thu 17 Apr 69 - Pte ALSOP Spr SCHIEMER Fri 18 Apr 69 - Cpl BRIDGE Spr DICK Sat 19 Apr 69 - Lepl FLETCHER Spr MORGAN MORGAN Sun 20 Apr 69 - Spr

RO 133 REGIMENTAL APPOINTMENTS - SGTS MESS

21634 WOL B .J MATTHEWS is appointed PMC Sgts Mess vice 28423 WO2 F G VERDI WEF 7 Apr 69. 15804 Ssgt C R MORGAN is appointed Secretary Sgts Mess vice 27860 Sgt B WEBB WEF 7 Apr 69.

RI 134 DRIVING OF MECHANICAL VEHICLES IN SOUTH VIETNAM

Action to be taken at the scene of an accident

- 1. A driver who is involved in an accident with any persons, object or animal is to:
 - a. Stop his vehicle.
 - b. Check for fire.
 - c. Attend injured persons and in particular ensure that thay are in a position where they are not likely to receive further injury. Call for medical help and an ambulance if required.
 - d. Ensure as far as possible the security of the vehicle, its contents and load.
 - e. Report the collision to Australian Military Police, by the quickest possible means.
 - f. Note the particulars of:
 - (1) The other vehicle or vehicles involved.
 - (2) The name and address of the other driver.
 - (3) The name and address of any injured person.
 - (4) The name and address of any witness to the collision.
 - g. After a collision involving damage or injury a driver is not to move his vehicle from the position in which it stops until directed to do so by Military Police or Vietnamese National Police unless further hazard is involved to person or property.
 - h. Do not make any "on-the-spot " monetary settlement for injuries or damage to property. Do not provide any written statement pertaining to liability. Do not sign any documents pertaining to the accident which you cannot read.

......./4.

i. Drivers are to report collisions to their unit headquarters as soon as practicable after the collision.

Traffic Regulations

- 2. Drivers of vehicles are to ensure that they are familiar with Vietnamese road traffic signs. All Vietnamese road signs including "NO PARKING" and like signs are to be obeyed by Australian drivers of service vehicles.
- 3. If a member finds what appears to be a parking ticket or its Vietnamese equivalent attached to his vehicle he is not to acknowledge any responsibility to the person by whom or the reasons for which the parking ticket was issued, nor is he to acknowledge the validity of the document. If a summons is recieved or served no member is to appear to acknowledge the validity of service or the jurisdiction of the Vietnamese authority.
- 4. All drivers who receive parking tickets or traffic summonses are to report the matter immediately to their unit orderly rooms which are in turn to advise HQ l ALSG by signal through normal channels. HQ AFV will take any necessary action with the Vietnamese authority involved. If any disciplinary action is warranted for a traffic offence the member's unit is to take appropriate action against the member.

RO 135 AIR DESPATCH SERVICE - OFFICIAL CORRESPONDENCE

- 1. The daily ADS between 1 ALSG, 1 ATF and HQ AFV is limited in weight to 200 bls. The total weight of bags received for deapatch by 1 ALSG occasionally exceeds this limit, resulting in off loading and a subsequent delay of official correspondence. Investigation of excessive weight reveals that some items forwarded by units for inclusion in ADS bags are prohibited. For information prohibited categories are:
 - a. Explosives
 - b. Inflamable material
 - c. Clothing
 - d. Equipment
 - e. Money
 - f. Valuables
 - g. Cheques
 - h. Personal mail
 - i. Newspapers and periodicals
 - j. Parcels exceeding 16" x 10" x 1" on 3 lbs in weight.
- 2. Items in the above category are to be despatched through normal Movements channels.

RO 136 REGIMENTAL APPOINTMENTS

1. 3792426 Lcpl T.J. DANCER is appointed Treasurer of 17 Const Sqn Regt Funds Committee vice 3792873 Spr P W TOWNSEND WEF 17 Apr 69.

...../5.

2. 3793310 Lcpl B H HUSSEY is appointed 17 Const Sqn representative on PBC Advisory Committee WEF 9 Apr 69 vice 213216 Cpl J. McELHINNEY.

RO 137 DRESS - PETER BADCOE CLUB

It has been reported that personnel are visiting the Peter Badcoe Club and associated facilities in unauthorised modes of dress.

Members are reminded that mixed orders of dress are not to be worn. Dress is to be neat and tidy at all times.

RO 138 DFRB

A pre 1959 extrant who wishes to make an election not to pay additional contributions as per ARO 135/68 para 63 must make the election before 23 Apr 69. Those who wish to make an election per ARO 13/69 paras 17 and 21 must make the election before 27 Jul 69.

The DFRB board may accept elections made after the dates above in special circumstances. Members should therefore attach to election forms submitted after expiry dates, a written explanation of reasons for late elections.

E.J. WERTHEIMER

Ma;

NOTICES

1. IN SERVICE COMMISSIONING

- AHQ plans to introduce a list of officers within the a. Officer Corps to be known as the Administrative and Technical List. The new List is to be maintained at a strength of from 16 to 20 percent of the ARA establishment of majors and below. Initially, the approved strength is to be set at 725 officers. The strength is to be reviewed at three yearly intervals. The List is to be composed of majors, captains and lieutenants in the approximate ratio of1:3:1. The initial composition which is related to current establishment requirements, is to be 149 majors 436 captains and 160 lieutenants. Although no specific provision exists for officers in the rank of lieutenant colonel to be retained on the List, where required Administrative and Technical Officers will be promoted to that rank and carried supernumerary to the strength and composition of the List.
- b. The new List is to absorb the existing QM and Medical Administrative and Technical List. Some serving officers who were appointed by way of ARA Officer Qualifying Courses are to be invited to transfer from their present Corps List to the new List. Details of this aspect of the introduction of the new system are still being determined and will be notified separately.
- c. The List is to be brought up to strength and maintained by the appointment of other ranks who qualify at the ARA Administrative and Technical Officers Qualifying Course, the first of which is planned for July 1969. The new course replaces the present ARA Officer Qualifying Course. In general, the prerequisite qualifications for attendance at this course are similar to those required for OCS except that the minimum age for appointment is 27 years, the minimum rank is corporal and applicants must have had from six to 10 years ARA service dependant upon their age.
- d. In order to provide for soldiers at present serving in anticipation of receiving a QM appointment, this avenue of entry will be retained until 1 Jan 75. However, all officers appointed to QM Category Commissions will be transferred to the Administrative and Technical Officers List and serve under the conditions of service applicable to that category of officers.
- e. In general, conditions of service for Administrative and Technical Officers is to similar to those obtaining for QM Category Officers. The main exception is that from 1 Aug 70 promotion examinations are to be introduced.
- f. An ARO is to be issued shortly, and will contain the detailed procedures which are to apply to the raising and maintenance of the Administrative and Technical Officers List.

2. REGIMENTAL FUNDS COMMITTEE MEETING

The next meeting of the Regt Funds Committee will be held at 1330 hrs on Wed 23 Apr 69 in the OASIS Club, 17 Const Sqn RAE. All sub unit representatives are to attend.

..../7.

3. TOWELS BATH GREEN

The entitlement of Towels Bath Green 24" x 48" is now 2 per member.

Those members who have not already been issued with 2 Towels, may now be issued with the extra towels under normal Tp, 'Q' issue arrangements.

4. RELIGIOUS SERVICES - SUNDAY 13 Apr 69

R.C - Mass at 0900 hrs and 1930 hrs

C of E - Commission at 0800 hrs

P.D - Service at 1000 hrs

Combined C of E and P.D service at 1845 hrs.

ANNEX H3 TO COMBS DIARY APR 69

R980-1-1

17 Const Sqn RAE

/5 Apr 69

Distribution: List C

REPAIR/MODIFICATION TO UNIT EQUIPMENT

Requests for repair or modification to unit equipment are to be implemented in accordance with Annex A.

J. J. WERTHEIMER)

OC.

Serial	Sub Unit	Type of Repair	Responsibility to Raise 1045/95A/DVR	Repair Agency	Remarks
1	Det 17 Const Sqn	Minor repair up to 20 hrs C Vehs,15 hrs B Vehs	Plant/10/HQ Tps DVR	Det Wksps	1045 may be required for parts
2	Det 17 Const Sqn	Over 20/15 hrs	Det HQ 1045	Det Wksps	
3	Det 17 Const Sqn	Major repair requi- ring mov of eqpt to VUNG TAU	Det HQ - 95A QM - 1045	RAEME Wksps VUNG TAU/Res Tp/ 55 EWPS	
4	Plant Tp } Tpt Tp } 9 Tp	Minor repairs	Plant/Tpt/9 Tp 1045	RAEME Wksps VUNG TAU/Res Tp	Minor repair is defined as that repair which will make the eqpt serviceable.
5	Plant Tp) Tpt Tp) 9 Tp)	Major repairs	Plant/Tpt/9Tp-95A QM - 1045	RAEME Wksps VUNG TAU/Res Tp/ 55EWPS	Within 24 hours of becoming unserviceable.

Notes:

- 1. Separate registers of G1045 are to be maintained by Plant, Tpt Tps and Det 17 Const Sqn.
- 2. Registers are to be divided thus: a. Repair completed

b. Awaiting repair.

AUSTRALIAN WAR MEMORIAL RCDIG1029672

ANNIEX HA TO COMOS DIARY APR 69

17 Const Sqn RAE VUNG TAU

//Apr 69

List C

AMENDMENT 1 - 17 CONST SQN ADMIN INSTR 4/69 PERIODICAL TECHNICAL REPORT

- 1. Attached is amended Annex B. The changes are the dates for onforwarding.
- 2. Members responsible for compilation should forecast as occurately as possible the likely situation as at the end of the reporting period.

(E.J. WERTHEIMER)

Maj

Attachment

Amendment 1 to 17 Const Sqn Admin Instr 4/69.

Amendment 1(17 Apr) 69
Annex B to
17 Const Sqn RAE
Admin Instr 4/69
Dated 27 Mar 69

RESPONSIBILITY FOR COMPILATION

General

1. 2IC 17 Const Sqn has the responsibility of assembling the report and despatching it to CE HQ AFV by 5th day of month. OC Det 17 Const Sqn is responsible for assembling sections of the report required from Det 17 Const Sqn and despatching them to reach 17 Const Sqn VUNG TAU by the required time.

2. All typing is to be skins for roneo at HQ 17 Const Sqn VUNG TAU.

Responsibility Breakup

3.

Ser	Section	Sub Section	Compilation responsibi- lity		Person to whom forwarded	Date to be onforwarded by (day of month)
1	Covering		2IC	HQ VT	210	2
2	Annex A	Covering	2IC	HQ VT	2IC	2
3		Appendix 1	OC Det	HQ ND	2IC	1
4		Appendix 2	Works Offr VT	HQ VT	SIC	1
5		Appendix 3	Sup C&M (Elec)	Draft	Res Tp	- 2
6		Annondire	Works	Res Tp	2IC	1
'		Appendix 4	Offr ND	HQ ND	OC Det	-1
8 9		Appendix 5	Plant Tp	HQ ND	OC Det	-1
10		Appendix 6	10 Tp		SIC	1
12		nppenara o	Comd	HQ ND	OC Det	1
13		Appendix 7	Plant: Tp	HQ ND	OC Det	
14	Amm and D		2IC	HQ VT	2IC 2IC	1
15	Annex B Annex C	Covering				
17		Letter Appendix 1	Tpt WO	HQ VT		(Draft)1
18		Appendix 2	Sup PRA	HQ VT	210	(Draft)-1
19		Appendix 3	Sup C&M (Mech)	Draft	Res Tp	~ 1
20	A D	l ATF	OC Det	Res Tp	2IC	1
21	Annex D	1 ALSG	OC Det	Cnly	SIC	- 1
				HQ VT	SIC	2
			1			

ANNEX HS TO COMBS DIARY APR 69

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS - PART 1

by

Major E.J. WERTHEIMER Officer Commanding 17 Const Sqn RAE

VUNG TAU

19 Apr 69

Serial - 19 RO 139 - 140

RO 139- CAMP DUTIES

RO 140- DANGER FROM UNEXPLODED SHELLS AND BOMBS

NOTICES

- 1. MEETING HELD AT PETER BADCOE CLUB 9 APR 69 AT 1100 HRS
- 2. BATTLE CASUALTIES WEEK ENDING 12 APR 69
- 3. RELIGIOUS SERVICES SUNDAY 20 APR 69

RO 139 CAMP DUTIES

a. Duty Officer mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 21 Apr 69
                            WOL
                                  DICKINSON
Tue 22 Apr 69
                            MO5
                                  REID
Wed 23 Apr 69
                           Capt
                                  MEIKLEJOHN
Thu 24 Apr 69
                            Lt
                                  FROST
Fri 25 Apr 69
                                  TAYLOR
                            Capt
Sat 26 Apr 69
                                  BARKER
                            Capt
Sun 27 Apr 69
                                  MEIKLEJOHN
                            Capt
```

Next for Sunday Duty - WO2 REID

b. Duty Sergeant mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 21 Apr 69
                              Sgt
                                    SLOANE
Tue 22 Apr 69
                              Sgt
                                    WAY
                             Sgt
Wed 23 Apr 69
                                    JONES
                             Sgt
Thu 24 Apr 69
                                    WEBB
Fri 25 Apr 69
                              Sgt
                                    KUSLAN
                             Sgt
Sat 26 Apr 69
                                    PERKS
                             Sgt
Sun 27 Apr 69
                                    DANN
```

Next for Sunday Duty - Sgt WEBB

c. Duty Corporal mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
JONES
Mon 21 Apr 69
                           Cpl
Tue 22 Apr 69
                                FERGUSON
                           Cpl
Wed 23 Apr 69
                           Cpl
                                SIMES
Thu 24 Apr 69
                        - Cpl TATTIS
                        - Cpl HARRIS
Fri 25 Apr 69
                        - Cpl STOKER
Sat 26 Apr 69
Sun 27 Apr 69
                                 SCHNEEMILCH
                        - Cpl
```

d. East Gate Guard Corporal. mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
DUNN
Mon 21 Apr 69
                          Cpl
Tue 22 Apr 69
                          Cpl
                                SCHNEEMILCH
Wed 23 Apr 69
                       - Cpl
                               TUBBS
                     - Cpl ZURAWEL
Thu 24 Apr 69
                      - Cpl CORNELIUS
Fri 25 Apr 69
                       - Cpl
Sat 26 Apr 69
                                JONES
Sun 27 Apr 69
                                BAKER
                          Cpl
```

e. Duty Drivers mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 21 Apr 69 -
                       PHILLIMORE
                                            RYAN
                  Spr
                                    - Spr
Tue 22 Apr 69 -
                      SILVER
                                    - Spr PAIX
                  Spr
                                    - Spr SMITH K
- Spr JACOBSEN
- Spr KEARVELL
- Spr MITCHELL G
Wed 23 Apr 69 -
                      WOOLFORD
                  Spr
                  Spr JOHNSTON
Thu 24 Apr 69 -
Fri 25 Apr 69 -
                  Spr STEPHENSON
Sat 26 Apr 69 -
                  Spr SMITH T
                                    - Lepl GREGOR
Sun 27 Apr 69
                       WILKINSON
                  Spr
```

Reserves - Spr HAZELWOOD -

...../3.

f. Duty Mechanic mounting duty from 0730 hrs on 21 Apr 69 till 0730 hrs on 28 Apr 69.

Elec Mech -

g. Duty Clerk

Switch Op

19										
Mon	21	Apr	69	-	Lcpl	FLETCHER	_	Spr	PALMER	
Tue	22	Apr	69	-	Spr	MORGAN	-	Spr	MORGAN	
Wed	23	Apr	69	-	Lcpl	FLETCHER	-	Lopl	DAVEY	
Contract on					1000	ALSOP			NELSON	
H.C. Control		1000				FLETCHER			SCHIEMER	
	1		2475		-	MORGAN		and the same of th	MORGAN	
Time I I I I I I I I I I I I I I I I I I I	The second	-	0 - 0			ALSOP			ALSOP	

- h. Camp Picquets to be notified
- j. East Gate Guard to be notified.

RO 140 DANGER FROM UNEXPLODED SHELLS AND BOMBS

- All personnel are warned of the dangers of driving a vehicle off the road or formed tracks in the 600 metre extension, i.e, that area outside the NORTH and STEPTOE gates immediately north of the main perimeter. This area is thickly strewn with unexploded shells and bombs of various types, and many are in a very dangerous fuzed condition.
- 2. The area is to be used for authorised military purposes only. Any suspicious objects should not be touched but are to be reported immediately to the ATC, (EMU 166).

E.J. WERTHEIMER)

Ma.

MOTICES

MEETING HELD AT PETER BADCOE CLUB 9 APR 69 AT 1100 HRS 1. POINTS DISCUSSED

Alterations and extensions. Tiling of floor of OR's showers.

Tiling of floor of Officers showers.

" Patio showers 11

Fence erected between shower block & Mess hall to stop sand blowing into pool.

Palms planted along side of pool.

New Works. Extensions to Peter Badcoe Club, including facilities for a store room steam & sauna bath & more upstairs loung/bar room.

Building of more fences & cement paths around the areaalso planting of more shrubs.

General info. Night of shows, the patio upstairs is reserved for Officers, and top bar WCs.

No alcoholic beverages will be kept in the Annex lines. But may be lefted in the Orderly Room.

Personal leaving the Club are reminded not to throw cans out of the back of trucks.

BATTLE CASUALTIES - WEEK ENDING 12 APR 69 2.

The following members of AFV have been notified as battle casualties for the week ending 12 Apr 69.

5 RAR WIA 3792869 Pte R.D. GEORGE

WIA Pte C.R. FACKENDER 9 RAR 2789006

Pte B.R. GEORGE 9 RAR KIA 7 Apr 69 2780518

WIA Pte G.R. TRIGWELL 9 RAR 5715564

Pte M. BLOCKLAND TIA 9 RAR 1733274

Pte D.J. WITT 9 RAR WIA 3793226

Pte T.B. BUTLER WIA 9 RAR 4719862

WIA Sgt G.V. RASHLEIGH 9 RAR 16090

MIA Pte B.J. SOMERS 9 RAR 3112556

WO2 J.A. SMITHERINGAME 9 RAR WIA 13763

Pte T.R. BLACK 9 RAR KIA 8 Apr 69 17314408

WIA 5 RAR 4719686 LcplP.R. GOLD

WIA Pte I.D. WILLIAMSON 5 RAR 2788893

5 RAR KIA 12 Apr 69 Pte A. REMELJEJ 4719818

RELIGIOUS SERVICES - SUNDAY 20 APR 69

R.C - Mass at 0900 hrs and 1930 hrs.

C of E - Commission at 0800 hrs.

P.D - Service at 1000 hrs.

Combined C of E P.D service at 1845 hrs.

ANNEX HS TO
COMPS DIARY
APR 69
17 COMPS SOR RAE
VOICE TAD

R45-2-1

Distr: See below

17 CONST SON ADMIN INSTR 7/69 1/1/DO SER/ WARRED VER/ HIS WIRED SUB ACCOUNTS TO ADMIN 1

Reference: A. EI's Part 4, Chap 12, Sects 1-2, 344

B. 17 Const Sqn Organisation-Officer Change of 14 Apr 69

Introduction

1. A 100% Handover/Takeover Stocktake on the change of sub account holders of Plant Tp, Leoh Tp and 9 Tp is to be carried out on 21-22 Apr 23-24 Apr and 25-26 Apr 69 respectively.

Aim

2. The aim of this instruction is to advise details necessary to carry out the stockstakes.

Action By Sub Ascount Holders

3. a Tropp storeman are to be swallable to assist in the identification and counting of stores. Stores, where possible, should be laid in such a manner as to be easily recognised and readily counted.

b. All stores counted are to be marked with chalk, or marking crayon provided.

Action Prior to Commence ont of Count

- 4. a. Four a pies of stock take sheet (AAF F19) are to be prepared for all stores on charge. One copy is to be the working copy. Ledger balances are not to be shawn. AAF F19 are to be soxially numbered.
 - b. Defore commencing the count of storess

 (1) ensure that the ledger is posted to date, all accounting transactions have been internally checked, and that the ledger belances have been proved.
 - (2) check summaries of stores on issue to personnel, on loan to other units, or at workshops, and which cannot counted physically.

Count of Stores

5. a. All stores must be coulted physically unless they are on issue, and the results must be recorded on the working copy of the AAF F19. Stock on hand comprises all those items which can be physically counted by the Stock taking Officer, and stock on issue comprising all those items for which a signature is held.

E2 - E2C Led ers

When stock take is conducted, a line is to be ruled vertically on the E20 one space or more as necessary to the right of the transaction recorded furtherest to the right. This extra space is to provide for adjustment action. The date of the stock taking and the initials of the sub account holder are to be insorted at the right of the line and subsequent transactions recorded in the correct manner.

Preparation of Statement of Discrepancies

be

7. Final disoropancies (surplus and deficiencies) are to be listed separately on AAF F46. Completed copies are to be forwarded to the OC by 28 Apr 69.

Alle Heinen YE.S. WERTHERIER)

Distribution

OC Det OC Det 2IC Capt BARKER 2Lt TILKINSON It COWPER Lt LoCAMN QM Spare (6) File

For Info

HO 9 ALSG

ANNEX HTTO COMBS DIARY APR 69

R571-1-13

17 Const Sqn RAE

2/ Apr 69

List C

ADMINISTRATIVE INSTRUCTION 6/69 PROCESSING OF INWARDS CORRESPONDENCE

PROCEDURE

- 1. The following procedure is to operate with inwards correspondence.
 - a. All correspondence is to be registered by the Ord Room Clerk (Registery) immediately on receipt and placed on a clip board. (no file no is allocated to the correspondence at this stage).
 - b. Clip boards are to be circulated to OC, 2IC, and Admin Offr. Initial action addressees will be indicated on the correspondence by one of these persons.
 - c. After clip board circulation, correspondence is to be returned to the Ord Room Clerk (Registery) who is to place it on file, and record the file number in the inwards Register.
 - d. A folio No will be alloted to each item of correspondence when it is placed on file (allocation being in numerical sequence). The action addressees as indicated in para b will be transferred to the file cover by the Registery Clerk.
 - e. The file will be circulated to addressees. Each addressee will initial the cover sheet after action and forward the file to the next addressee, marking the date forwarded adjacent to next addressee (Ref Annex A).
 - f. The Ord Room Clerk (Registery) will "date the file" for the first addressee, and the last addressee will mark the file to "Ord Room P/A" with the appropriate date.
 - g. Addressees may mark on the file cover additional addressees as required.

PRIORITY ACTION

2. If priority action is necessary the OC, 2IC or Admin Offr, will initiate such action separate from para 1. Follow up action must include all registering as in para 1.

BROUGHT FORWARD

Files may be "brought forward". The addressee is to mark the file "B/F", his appointment, and date required. The Ord Room Clerk (Registery) is to maintain a B/F Register.

FILES AWAY FROM SQN HQ

4. Ord Room Clerk (Registery) is to maintain a register of all files that are taken out of the HQ Blg. Follow up action is to be initiated for files that are out for over three days.

..../2.

2.

CORRESPONDENCE FOR NUI DAT

on there are no spare copies to send, Ord Room Clerk (Registery) is to arrange for a photostat or duplicate copy to be sent. When it is sent, a note to this effect is to be made in the Outwards correspondence register and on the original file copy.

.J. WERTHEIMER)

od

Attachments

Annex A.

Annex A to 17 Const Sqn RAE Admin Instr 6/69 Dated 2 / Apr 69

EXAMPLE OF FILE COVER

FOLIO No	REFERRED TO	DATE CLEARING OFFICERS INITIALS
1(1)	CONST OFFR (2)	16 Apr (3)
1	QM (2)	18 Apr (4)
1	2IC (5)	19 Apr
1	ORD ROOM P/A (6)	20 Apr
2	OC WKSP	1 MAY
2	RES TP	2 MAY
2	FLANT TP	3 MAY
2	OC	4 MAY
2	B/F OC WKSP (7)	1 JUN !

Notes

- (1) Folio Nos marked on correspondence.
- (2) Addressees as shown on correspondence.
- (3) Date Ord Room Clerk (Registery) forwards file to the Const Offr.
- (4) Date Const Offr forwards file to QM.
- (5) QM marks file to be forwarded to 2IC.
- (6) 2IC completes all actions and file is returned to Ord Room to be "Placed Away".
- (7) OC WKSPS requires file to be "Brought Forward" on 1 Jun.

ANNEX HOTO
COMBS DIARY
APR 69

AUSTRALIAN MILITARY FORCES ROUTINE ORDERS - PART 1

by

Major E.J. WERTHEIMER

Officer Commanding 17 Const Sqn RAE

VUNG TAU

25 Apr 69

Serial - 20 RO 141 - 144

-		-	
	RO	141-	CAMP DUTIES
	RO	142-	VISITORS TO 1 ALSG AREA
	RO	143-	MOVEMENT OF CIVILIAN LABOUR
	RO	144-	AUSTRALIAN FORCE VIETNAM ROUTINE ORDERS FOR DRIVING
			OF MECHANICAL VEHICLES IN SOUTH VIETNAM C VEHICLES
	NOTI	CES	
	1.		ANZAC DAY MESSAGE
	2.		BATTLE CASUALTIES - WEEK ENDING 19 APR 69
	3.		RELIGIOUS SERVICES - SUNDAY 27 APR 69

RO 141 CAMP DUTIES

a. Duty Officer mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 28 Apr 69
                            MO5
                                    VERDI
Tue 29 Apr 69
                             W02
                                    MUTTON
Wed 30 Apr 69
                             W02
                                    SWEET
Thu 1 May 69
                             M05
                                    NUNN
    2 May 69
Fri
                             WO1
                                    MATTHEWS
Sat
     3 May 69
                            2Lt
                                    MINNIKIN
Sun
     4 May 69
                          - WO2
                                    REID
```

Next for Sunday Duty - Capt BARKER

b. Duty Sorggant mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 28 Apr 69
                              Sgt
                                      WARREN
Tue 29 Apr 69
                              Sgt
                                      TAYLOR
Wed 30 Apr 69
                              Sgt
                                      DANN
     1 May 69
Thu
                              Sgt
                                      SLOANE
Fri
    2 May 69
                              Sgt
                                      WAY
Sat
     3 May 69
                              Sgt
                                      JONES
Sun
     4 May 69
                              Sgt
                                      WEBB
```

Next for Sunday Duty - Sgt KUSLAN

c. Duty Corporal mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 28 Apr 69
                             Cpl
                                    BRIDGE
Tue 29 Apr 69
                             Cpl
                                    BAKER
Wed 30 Apr 69
                             Cpl
                                    DUNN
Thu 1 May 69
                             Opl
                                    FERGUSCN
Fri 2 May 69
                             Opl
                                    JOKSIMOVIC
Sat 3 May 69
                             Cpl
                                    ZURAWEL
Sun
     4 May 69
                             Cpl
                                    TATTIS
```

d. East Gate Guard Corporal. mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

```
Mon 28 Apr 69
                                    DODD
                             Cpl
Tue 29 Apr 69
                             Cpl
                                    HILL
Wed 30 Apr 69
                             Cpl
                                    SCHNEEMILCH
Thu 1 May 69
                             Cpl
                                    SIMES
Fri 2 May 69
                             Opl
                                    TATTIS
Sat 3 May 69
                             Cpl
                                    CORNELIUS
Sun
     4 May 69
                             Cpl
                                    JOKSIMOVIC
```

e. Duty Drivers mounting duty at 0730 hrs on dates listed till 0730 hrs the following day.

Mon	28	Apr	69	-	Spr	HAZELWOOD:	_	Spr	WOOLFORD
Tue	29	Apr	69	-	Spr	PHILLIMORE	-	Spr	RYAN
Wed	30	Apr	69	-	Spr	HAZELWOOD	-	Spr	SMITH K
Thu		May	69	-	Spr	STEPHENSON	-	Spr	WOOLFORD
Fri	2	May	69	-	I/Cpl	GREGOR	_	Spr	MITCHELL G
Sat	3	May	69	-	Spr	SILVER	-	Spr	WILKINSON
Sun	4	May	69	-	Spr	ENGLISH	-	Spr	PAIX

Reserves

f. Duty Mechanic mounting duty at 0730 hrs on 28 Apr 69 till 0730 hrs 5 May 69

Duty Clerk g. Switch Op BRIDGE DICK Mon 28 Apr 69 Spr Cpl Tue 29 Apr 69 FLETCHER NELSON Lepl Lcpl Wed 30 Apr 69 Spr MORGAN Spr MORGAN - Pte Thu 1 May 69 Pte ALSOP ALSOP Fri 2 May 69 Cpl BRIDGE - Lepl DAVEY Sat 3 May 69 Lcpl FLETCHER PALMER - Spr Sun 4 May 69 Spr MORGAN SCHIEMER Spr

- h. Camp Picquets to be notified
- j. East Gate Guard to be notified

RO 142 VISITORS TO 1 ALSG AREA

- 1. For security reasons access to the 1 ALSG area must be controlled. Except on duty or by invitation entry to the area by other than Australian or New Zealand servicemen is prohibited. The exception to this is the access permitted to US servicemen to the PX and Concessionaire shops in accordance with a reciprocal agreement.
- 2. The requirement for controlled access applies to the Peter Badcoe Club area (including swimming pool) and the beach within the 1 ALSG boundaries. Access to both areas is controlled for security reasons. In addition access to the Peter Badcoe Club area is restricted to prevent overtaxing the limited amenities facilities which are provided to meet the requirements of the Australian Force Vietnam.
- There is no objection to American visitors being invited into the 1 ALSG area whether it be to the Peter Badcoe Club, beach or unit messes, but at all times visitors are to be accompanied by their host (s). Except in special cases no member is to invite more than two visitors to the Peter Badcoe Club, swimming pool or beach. If special cases arise the necessary authority can be issued by any CO/OC, senior HQ 1 ALSG staff officer or HQ 1 ALSG duty officer to permit access the Peter Badcoe Club/Beach area, but the OC Amenities and Welfare Unit is to be informed accordingly. Some standing invitations to individuals or groups with which HQ 1 ALSG or units work closely will be issued on the authority of the Comd 1 ALSG. In these cases there is no requirement for the visitors to be accompanied by an Australian or New Zealand serviceman. No officers or sergeants mess, or unit club or canteen in the 1 ALSG area is an open mess. Visitors to messes/clubs must be accompanied by their hosts. "Blanket" invitations are not to be issued as these can give the impression that the mess or club is an "open" mess. The restrictions and courtesies regarding informal visits by officers and senior NCOs to unit clubs/canteens and officers to sergeants' messes also apply to visiting American officers and senior NCOs.
- The previous paragraph is not intended to restrict the normal application of honorary membership to officers and ser eants messes or invitations to official mess and unit functions.

.....4/.

RO 143 MOVEMENT OF CIVILIAN LABOUR

- 1. All members are reminded that civil labour are not permitted to wander around 1 AISG area.
- 2. Movement of civil labour is restricted to:
 - a. Movement between their place of duty and the 1 ALSG Main Gate by the authorised roads only, and by the most direct route.
 - b. Movement from their place of duty to their approved rest areas.
 - c. Duty movement.
- 3. This order also applies to civil contractors working within the 1 ALSG Area.
- 4. Unless their duty requires them to be there, civil labour are not permitted entry to the ALSG beach or unit barbeque areas.
- 5. Civil employees are to be instructed as to the provisions of this order.

RO 144 AUSTRALIAN FORCE VIETNAM ROUTINE ORDERS FOR DRIVING OF MECHANICAL VEHICLES IN SOUTH VIETNAM. - C VEHICLES

- 1. The provisions of 17 Const Sqn Routine Order 68 apply to "C" Vehicles as well as 'A' and 'B' Vehicles
- 2. The speed limit for 'C' Vehicles in 1 ALSG area is 15 MPH.

(E.J. WERTHEIMER)

OC

NOTI_S

1. ANZAC DAY MESSAGE

From E in C following is text of message from LT GEN WILLIAM F CASSIDY Chief of Engineers US Army. QUOTE Speaking for the entire US Army Corps of Engineers, I congratulate the ROYAL AUSTRALIAN ENGINEERS on the occasion of Anzac Day for their numerous military achievements in defence of your nation and free nations of the world.

From GALLIPOLI to VIETNAM, Australian fighting men have made the name Anzac a sumbol that stands for battle-tested courage, fighting ability and imagination. MAJOR C E DEWEESE, my exchange officer, will represent me and all US Army Engineers at the ceremonies on 25 April honoring all those members of the Corps of ROYAL AUSTRALIAN ENGINEERS who have given their lives fighting for their country and the principles for which it stands-UNQUOTE

2. BATTLE CASUALTIES - WEEK ENDING 19 APR 69

The following members of AFV have been notified as battle casualties for the week ending 19 Apr 69.

2790100 216945 217489	Pte Cpl Cpl	G.R. G.P. H.M.	FITTS ABOTT GREGORY	9 A 5	RAR Sqn Ca RAR	v Re	egt WIA:	
5715701	Pte	L.H.	MCPHERSON	9	RAR			2 Apri 69
2789905 217813	Spr Pte	A.A.	TOUSSAINT	9	Fd Sqn	L	WIA WIA	
39967	Spr	J.W.		1	Fd Sqn		WIA	
217806	Pte	D.	LOWE	9	RAR		WIA	
571624	Pte	A.J.		9	RAR		WIA	
2790014		C.F.		9	RAR		AIW	
2019498	Lcpl	A.C.	PARKE	9	RAR		WIA	
2788689	Pte	B.W.	EITZPATRICK	9	RAR		WIA	
235320	Lt	J.D.	BRAMAH	9	RAR		WIA	
3792188	Pte	G.J.	RAWLINGS	9	RAR		WIA	
571399	Lcpl	J.M.	WILLIAMS	4	RAR		WIA	
2790102	Pte	R.	JENKINS	4	RAR		WIA	
215712	Cpl	M.	GIBSON	4	RAR		WIA	
39374	Pte	I.M.	BOYDE	4	RAR		WIA	
2789156	Ofn	E.J.	MOYERS	A	Sqn 3	Cav	RegWIA	
1201206	Pte	P.A.	SMITH		RAR		WIA	
6708935	Pte	B. S.	J. FITZPATRIC	K	4 RAR		WIA	

3. RELIGIOUS SERVICES - SUNDAY 26 APR 69

R. C - Mass at 0900 hrs and 1930 hrs. C of E - Commission at 0800 hrs. F.D - Service at 100 hrs. Combined C of E P.D service at 1845 hrs.

ANNEX H9 TO COMBS DIARY APR 69

17 Const Sqn RAE VUNG TAU

26 Apr 69

List C plus Info Copy to 5 Coy RAASC

17 CONST SQN GP ADMIN INSTR 8/69 EMPLOYMENT OF 5 COY RAASC TRUCKS 5 TON DUMP ALLOCATED BY HQ 1 ALSG TO 17 CONST SQN GP

General.

1. The detailed employment of Trucks Dumps by 17 Const Sqn, varies from day to day. The aim of this instruction is to set out the administrative procedure for a series of situations.

Situation 1

- Situation 1 is the case when 5 Coy RAASC Dump Trucks, allocated to 17 Const Sqn, are tasked by 17 Const Sqn for work at NUI DAT. These Dumps may be used by 17 Const Sqn to take the first load from VUNG TAU to NUI DAT at 0745 hrs and the last load (say at 1615 hrs) from NUI DAT to VUNG TAU
- 3. HQ 1 ALSG

 a. Staff Capt Q Ops conducts a conference at 1100 hrs daily Mon to Sat. This conference is attended by Tpt WO 17 Const Sqn who notes the 5 Coy allocation of Dumps to 17 Const Sqn for the following day (Mon at the Sat conf)
 - b. The Tpt WO may be notified of the number of Trucks Dumps with "shotguns" but this is to be confirmed as per para 4 below.
 - c. Tpt WO is to inform Works Offr VUNG TAU ASP of results of 3a above plus 17 Const Sqn Dumps available.
- 4. Action by Capt (OPS) 5 Coy RAASC
 - a. About 1400 hrs daily Mon to Sat the Chpt (OPS) 5 Coy will notify the 2IC 17 Const Sqn of the number of RAASC Dumps which will have a "shotgun".
 - b. 2IC is to inform Works Offr VUNG TAU of 4a above ASP.
- 5. Action by Works Offr VUNG TAU.
 - a. Works Offr VUNG TAU is to advise OC by 1800 hrs daily of results of paras 4 & 5 above and recommend allocation where possible.
 - b. OC will approve allocation of 5 Coy RAASC tippers and 17 Const Sqn VUNG TAU tippers by 1800 hrs Mon to Sat.
 - c. Works Offr VUNG TAU is to advise allocation to
 - (1) Plant Tp Comd VUNG TAU
 - (2) OC Det 17 Const Sqn NUI DAT

..../2.

6. Action by Plant Tp Comd VUNG TAU

- a. All Dumps available to 17 Const Sqn (5 Coy RAASC plus 17 Const Sqn VUNG TAU Dumps, excluding Dumps allocated to 9 Const Tp) are to be driven to Plant Tp yard VUNG TAU unless otherwise instructed.
- b. Plant Tp Comd VUNG TAU is to organise Dumps as per 5b above. At this time Dumps for NUI DAT may be loaded with sand for concrete at NUI DAT or 3/4 inch or 3/8" aggregate for road sealing within 1 ATF.
- c. Plant Tp Comd VUNG TAU is to advise.
 - (1) Capt (OPS) 5 Coy RAASC of lunch arrangements for RAASC drivers particularly number eating at VUNG TAU.
 - (2) Advise OC Det 17 Const Sqn NUI DAT of additional drivers for lunch at NUI DAT.

7. Action by OC Det 17 Const Sqn NUI DAT

a. OC Det 17 Const Sqn is to co-ordinate employment of Dumps Trucks from VUNG TAU as directed by OC 17 Const Sqn.

Situation 2

- a. There are times when it is necessary to carry sand/
 aggregate /quarry rock throughout the day from VUNG TAU to
 NUI DAT.
 - b. Paras 3,4,5,6a above apply.
- 9. Action by Plant Tp Comd VUNG TAU.

Action required will depend on unknown factors however Plant Tp Comd VUNG TAU is to advise

- (1) 5 Coy RAASC and OC Det 17 Const Sqn of ration arrangements.
- (2) Drivers of tasks and other instructions example rations, speeding etc.

Other Situations

Administrative details will be issued separately although paras 3,4,5,6a are to apply when possible.

ai

R454-1-2

17 Const Sqn RAE VUNG TAU

28 Apr 69

Distr see Below

17 CONST SQN GP ADMIN INSTR 9/69 SULLAGE COLLECTION - 1 ALSG

Reference: A. 1 ALSG Admin Instr No 4 of 20 Nov 68.

B. 1 ALSG R454-3-1 dated 4 Apr 69.

GENERAL

- 1. All sullage pits are cleared by PA&E contractors. The contractors are paid according to the number of pits cleared.
- As the only proof of clearance is a signature from a unit representative, it is quite possible for contractors to be paid for an incomplete job unless it is ensured that pits are emptied.

AIM.

3. The aim of this instruction is to outline a system which will ensure adequate sullage collection.

CLEARANCE DETAILS

4. 17 Const Sqn sullage pits and approved frequency of clearance are as follows:

Location of Pits No	of Pits	Frequency of Clearance
OR Kitchen	1	2 per day
Q Store	1	1 per day
Plant Tp(Sgts Mess)	1	1 per 2 days
Canteen	1	1 per 2 weeks.

5. Extra clearancés can be made by contacting SC 'Q' HQ 1 ALSG through QM 17 Const Sqn.

RESPONSIBILITY

- The following personnel are responsible for ensuring the sullage pits are cleared:
 - a. Kitchen : Sgt Cook
 - b. Q Store: 'Q' representative
 - c. Plant Tp (Sgts' Mess): Plant Tp Storeman
 - d. Canteen: Canteen Manager

These personnel are to inspect pits immediately after clearance and give contractor chit shown as Annex A.

7. Cpl Med Asst is responsible for hygiene aspects of sullage pits and is to ensure that they do not reach an undesirable or unhygienic level.

8. The HQ l ALSG clearance control sheet is only to be signed by QM 17 Const Sqn or a person appointed by him. This sheet is not to be signed until the contractor has produced chits signed by Plant Catering, Canteen and Q representatives.

RECORDING

9. A clearance register is to be maintained by QM 17 Const Sqn giving times and dates of clearances to ensure that the frequency of clearance is in accordance with para 4.

(E.f. WERTHEIMER)

OC

Annexes

Distr

List A plus Canteen Manager R571-1-13

17 Const Sqn RAE VUNG TAU

28 Apr 69

List C

ADMINISTRATIVE INSTRUCTION 10/69

WORKS SAIGON

Reference: A. Engineer Works Order 7/69 Dated 21 Apr 69

- 1. General. 10 men from 17 Const Sqn VUNG TAU will be required to work in SAIGON on various tasks for a period of up to eight (8) weeks commencing 1 May 69.
- 2. Aim The aim of this instruction is to detail the administrative arrangements to support this detachment.
- 3. Tradesmen. The following tradesmen are required. Tool kits at present on issue are to be taken.
 - a. Job Supervisor. Cpl BAKER
 (May be exchanged with S/Sgt HAYES)
 - b. 3 Carpenters 9 Tp
 - c. 2 Plumbers 9 Tp
 - d. 3 FE 9 Tp
 - e. 1 Driver Tpt
 - f. 2 Electricians Res Tp
- 4. Timings. Timings given are to be confirmed no later than 1700 hrs 29 Apr 69.
 - a. Move of Personnel (excl electricians) and tool kits 1 May 69 (Wallaby 3)
 - b. Move of Trucks 5 ton Dump and concrete Mixer No sooner than 1 May 69.
 (Driver is to move with Truck).
 - c. Move of Stores To be arranged by CE HQ AFV.
 - d. Move of Electricians To be advised but not before 10 May 69.

5. Equipment

- a. Veh WO is to prepare one 5 ton Dump for movement to SAIGON by sea on or after 1 May 69.
- b. QM is to raise T58 for sea movement of one 5 ton Dump towing 7/9 cu ft concrete mixer.
- c. QM is to re-issue stores listed on FlA no 15/69 (2 sheets) dated 1 Mar 69 and 3 Mar 69, excluding ladders.
- d. Bulk equipment is to be carried in tray of 5 ton Dump truck. Hand tools will be carried on aircraft with the main body.

...../2.

e. Cpl BAKER is to liaise with QM on collection and distribution of equipment on FlA.

6. Stores.

- a. Res Tp is to procure stores as per BOM and prepare for airfreighting to SAIGON under RAAF CE AFV arrangements. Two Cl 30 aircraft are expected to be made available for this lift.
- b. Stores not available at time of flight will be moved through Q MOV HQ ALSG.

7. Personnel Movement

- a. 9 Tp is to nominate pers for detachment by 1700 hrs 29 Apr 69.
- b. 9 Tp is to advise names to:
 - (1) Work Offr: to arrange accn and reception.
 - (2) Lcpl FLETCHER: to arrange documentation and air movement.
- c. Lcpl FLETCHER is to arrange air bookings on Wallaby 3, Thurs 1 May 69 for 9 Pers.

8. Quartering

- a. All members other than officers and senior NCOs will be accommodated at the DONG KHANH Hotel under arrangements CE AFV.
- b. A maids fee of 25 Piastre per night is obligatory.

9. Dress

- a. Movement Field Dress (long Greens)
- b. In SAIGON, evenings Polyesters
- c. On work site but not for movement to and from site shorts are permitted.
- 10. SAIGON Allowance. Payable at the rate of \$5.00 per day providing that members are in SAIGON at 0800 hrs on each day. This allowance is to cover meals (all to be bought), laundry and maids fees.
- 11. Admin Comd. Trobps will be under admin control of HQ AFV.
- 12. Vehicles. All vehicles are to be parked at FREE WORLD Building over night.

13. Postal

Postal address during the detachment will be:

NO. Rank Name

Det 17 Const Sqn RAE HQ AFV (CE Branch) AFPO 1 C/- GPO SYDNEY 2890

- Leave. Subject to local conditions, leave may be granted during off duty hours. Cpl BAKER is to check all leave passes prior to leave being granted. Such passes are to be endorsed by an Officer from CE Branch.
- 15. Documents. Pers require to take the fol docs:
 - a. F Med 4 & 5
 - b. Mob 3
 - d. Paybooks W-WF5
- 16. Briefing
 - a. All troops nominated for work on this project will be briefed by Const Offr at 1030 hrs Thurs 1 May 69 in the Sqn Lecture Hut.
 - b. Capt TAYLOR and WO2 VERDI are to release electricians and driver respectively at this time.
 - c. The briefing will include.
 - (1) Details of tasks.
 - (2) Further admin details.
 - (3) Documentation check.
 - d. Lt COWPER and/or S/Sgt MORGAN may attend if available.

R553-1-1

17 Const Sqn RAE

3 OApr 69

List C

17 CONST SQN GP ADMIN INSTR 11/69 MOVEMENT OF PERSONNEL AND STORES

GENERAL

- 1. The principle for movement is that whenever personnel or stores move within 17 Const Sqn Gp, the movement must be co-ordinated through the 2IC.
- 2. Aim. The aim of this Admin Instr is to outline procedure before movement of personnel and/or stores.

PERSONNEL

3. Temporary Movement.

- a. Members moving between VUNG TAU and NUI DAT for six days or less are considered to be making a temporary move.
- b. These personnel are to notify the movement clerk at HQ 17 Const Sqn Orderly Room (for VT personnel) or Det 17 Const Sqn Orderly Room (for ND personnel) before 1615 hrs on the day prior to movement. The following details must be given:
 - (1) Name
 - (2) Method of Travel (normally WALLABY or MISSION flights)
 - (3) Day and time of return
 - (4) Nature of business
 - (5) Veh Nos (if vehs taken)
- c. Movements clerk is to submit the compiled list to 2IC/Det Comd by 1630 hrs. 2IC then telephone Det Comd and movements between VUNG TAU and NUI DAT for the following day are discussed.

d. Wallaby/Mission Flights.

Movements clerk VUNG TAU is to submit AAF-Al9's for movement by WALLABY or MISSION flights VUNG TAU to NUI DAT. Movements clerk is to be notified at least 4 working hours before time of departure.

- e. No move is to be made between VUNG TAU and NUI DAT without the prior knowledge and approval of OC and 2IC/ Det Comd as applicable.
- f. AAF MOB 3's are required only when an overnight stay is involved.

...../2.

The following personnel or their representatives are required to work at NUI DAT at least one day per week:

QM

Admin Offr

SSM

Plant WO

Tpt WO

Sup CoM (Elec)

Resources Stores Sgt

Sgt Cook RAP NOO

OC Wksps

4. Permanent Movement.

- Permanent movement is defined as transfer from one Troop to another (irrespective of location) for work.
- b. Permanent moves may be made only after approval by OC.
- Procedure for actual movement is as outlined in para 3. C.

5. Detachments

- a. A member is detached when he becomes the administrative: (and possibly employment) responsibility of another unit example 1 ACAU, CE AFV, or painters from Resources Tp.
- Procedure for movement is the same as outlined in para 3. b.

6. Intra Troop Change in Employment

- When any member is given a change in job within a Troop (eg a Carpenter and Joiner becomes Troop storeman) the OC and 2IC/Det Comd is to be notified.
- b. Intra Troop changes at NUI DAT are to be notified to OC/ 2IC by Det Comd.

STORES

- 7. No unit stores are to be moved between sub accounts NUI DAT and VUNG TAU or SAIGON without the prior knowledge of the member to whom the stores are on charge and the member who is to receive the stores.
- 8. At all times at least one of the following is to be notified QM, OC 17 Const Sqn Wksps, Resources Tp Comd.
- The President Regt Funds is to be notified before any Regt Property is moved between sub-accounts. QM or his representative is to notify President, Regt Funds after the movement.
- 10. All stores are to be accompanied by the relevant paperwork ie 95A and/or 1045 and/or packing note etc.
- 17 Const Sqn R553-1-1 dated 28 Feb 69 is cancelled. 11.

Maj

AMMBY I 1 TO TO COMOS DIARY APR 69

RESTRICTED

The information given in this document is not to be communicated, either directly or indirectly, to the Press or any person unauthorised to receive it.

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

CAPT G.R. GRAHAM.

OC DET 17 CONST SON RAE

NUI DAT

31 MARCH 1969

SERIAL No 13 R.O.No 83-97

	The state of the s
RO NO.	TITLE
RO NO 83	DUTTES
RO NO 84	AUSTRALIAN CIVILIAN SUPPORT FOR MILITARY
NC 25 86	CIVIC ACTION IN VIETNAM.
RO NO 85	CUSTOM CONCESSIONS
RO NO 86	TRANSMISSION OF SPIRITUOUS LIQUORS THROUGH THE POST
RO NO 87	TRUCKS 3/4 TON TECHNICAL LOADING - CARRIAGE OF
RO 14 6-3	PERSONNEL
RO NC 68	COMBAT DRESS, TROPICAL (AUST)
RO NO 89	POSTAL - ADDRESSING OF LETTERS
Re NO 90	DRESS SWIMMING POOL
RO NO 91	SMOKING
RO NO 92	ENLISTED MENS CLUB CAMP ALPHA
RO NO 93	MOVEMENT OF PERSONNEL AND STORES ON CARIBOT AIRCRAFT.
RO NO 94	PAY FOR PERSONNEL WHO RTA BY RAAF COURIER FLIGHT
RO NO 95 RO NO 96	FIRE PRECAUTIONS-KITCHEN EQUIPMENT. CASUAL PAYMENTS FROM CASH OFFICE
RO NO 97	MOVEMENT OUTSIDE DETACHMENT AREA 1 ATF
NOTICES	
1.	PROMOTION COURSE
2,	MATL

83. DUTTES

a.	DUIX OFFICER	
	Mon 31 Mar 69	Capt BARKER
	Tue 1 1:1: 69	Lt COWPER
	Wed 2 Apr 69	WO2 THATCHER
	Thu 3 Apr 69	Lt SINLING
	Fri 4 Apr 69	Capt BARKER
	Sat 5 Apr 69	Lt COWPER
	Sun 6 Apr 69	WO2 THATCHER
	Tour of duty is from 08	00 hrs. on the day of mounting
2 % 3	to 0800 hrs the following	ng day.
b.	DUTY NOS	
	Mon 31 Mar 69	Sgt ROWCLIFFE
	Tue 1 69	Ssgt KAY
	Wed 2 Apr 69	Ssgt WIESS
	Thu 3 Apr 69	Sgt HOMAGHAH
	Fri 4 Apr 69	Sgt JOLLY
	Sun 6 Apr 69 Tour of duty is from 080	Sgt JONES Sgt GROSEELD OO hrs on the day of mounting to
ě	0800 hrs the following of	
••	DUTY CPL-HO TROOP	
3	Mon 31 Mar 69	Cpl COLBURN
	Tue 1 Apr 69	Cpl McGREGOR
	Wed 2 Apr 69	Cpl WHITEY
	Thu 3 Apr 69	Cpl McELHINNEY
	Fri 4 Apr 69	Cpl COLBURN
	Sat 5 Apr 69	Cpl McCREGOR
	Sun 6 Apr 69	Cpl McCORMACK
	Tour of duty is from 070	O hrs on the day of mounting to
:*	0700 hrs the following d	
d.	DUTY CPL - MECH TROOP	
714	Mon 31 Mar 69	Cpl ROTH
	Tue 1 Arr 69	CPI CONNOLLY
	Wed 2 Apr 69	Cpl ROTH
	Thu 3 Apr 69	Cpl CONNOLLY
	Fri 4 Apr 69	Cpl ROTH
	Sat 5 Apr 69	Cpl CONNOLLY
	Sun 6 Apr 69	Cpl ROTH
	Tour of duty is from 070	hrs on the day of mounting to
	0700 hrs the following da	

DUTY	CPL-10	TROOP
------	--------	-------

Mon	31	Mar	69	Gpl	DALLY
Tue	1	Apr	69	Cpl	TANNER
Wed	2	Apr	69	Opl	SCOTT
Thu	3	Apr	69	Cpl	DENT
Fri	4	Apr	69	Cpl	TANNER
Sat	5	Apr	69	Cpl	SCOTT
Sun	6	Apr	69	Cpl	DENT

Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

DUTY CPL-OR'S MEAL PARADE

f.

Mon	31	Mar	69		Cpl	DIJAK
Tue	1	Apr	69		Opl	M. GREGOR
Wed	2	Apr	69		Cpl	WHITBY
Thu	3	Apr	69		Cpl	CONNOLLY
Fri	4	Apr	69		Cpl	COLBURN
Sat	5	Apr	69		Opl	SCOTT
Sun	6	Apr	69		Opl	ROTH

Duty Cpl is to have an early meal, and ensure that all soldiers have clean plates. Any soldier who has a dirty plate is to be refused a meal. The duty Cpl will sign the Menu book at the 1800 hrs Meal Parade.

g. MESS DUTIES-OR'S MESS

OR's Mess from 0600 hrs Mon 31 Mar 69 to 1900 hrs Sun 6 Apr 69 Spr SHEPARD Spr FABIAN (10 Tp)

h. MESS DUTIES- OFFRS/SGTS MESS

Offrs/Sgts Mess from 0600 hrs Mon 31 Mar 69 to 1900 hrs Sun 6 Apr 69 Spr MANLEY (Mech Tp)

i. AREA MAINTAINCE

Spr RAABE (Mech Tp) and Spr NORTHEY (10 Tp)
are to report to the RDNCO at 0800 hrs for the period 31 Mar 69
to (Apr 69

j. HYGIENE DUTIES

Spr CURLET (10 Tp)

is to report to the RDNCO daily at 0730 hrs for the period 31 Mar 69 to 6 Apr 69

k. COMMAND POSTS AND STRONG POINTS

To be notified.

84. AUSTRALIAN CIVILIAN SUPPORT FOR MILITARY CIVIC ACTION IN VIETNAM.

- 1. Australian civilian support for military civic action in Vietnam is co-ordinated by AHQ (DMO and P). Therefore it is essential that organizations and individuals seeking to assist in military civic action deal with AHQ and not direct with members serving in Vietnam. To this end the following orders apply.
 - a. Any member receiving correspondance containing offers of assistance for military civic action, from any organization (even where the addressee is a member of the organization) or any stranger not known to the addressee, is to confine his reply to:
 - (1) a courteous admoviledgement of receipt of the correspondence.
 - (2) a statement that the matter has been referred to AHQ for attention : and,
 - (3) advice that any further enquiries should be addressed to the:

Secretary, Department of the Army, Canberra. ACT.

- b. All details of such offers of assistance are to be given by members to their units, which will in turn forward the details through normal channels to HQ AFV.
- c. Any member who may have already entered into correspondance with any organization or stranger on military civic action should now inform their correspondant that it is now necessary for any further dealings to be made through AHQ to ensure proper co- ordination, of the assistance.
- d. Further, details of any orginization or stranger enquiring of members for details of military civic action are also to be referred to HQ AFV in the same way.
- 2. This order is not intended to prevent mambers accepting donations from personal friends and relations, but such persons should be advised that any goods addressed to individual members in Vietnam must go through the postal system at the donor's eepense.

 In the past, embarrasment has been caused to the AMF by well meaning persons collecting goods at the request of members and then expecting the AMF to accept the responsibility for forwarding the donations to Vietnam.

95

CUSTOMS CONCESSIONS

Reference: AFV SOPs Part 3 Section 6.

- 1. The attention of all units has been directed to the provision of annexes B and C of AHQ Admin Instr No 8, which gives a clear statement of the Customs concessions available to personnel mailing goods home to Australia or taking them home on R & R or on completion of tour of duty, Ample copies are distributed throughout AFV.
- 2. Advice has been received from Customs authorities that many members do not appear to understand their entitlement, particularlily in regards to cigarettes.
- 3. All members should be again advised that they are liable to be charged duty on all dutiable goods in excess of Customs concessions, that are sent or taken to Australia.

86. TRANSMISSION OF SPIRITUOUS LIQUORS THROUGH THE POST

Reference: A. R352/5/4.

- 1. Commonwealth of Australia Postal Regulations prohibit the transmission of inflammable substances (including Liquors) having a flash point of less than 80 degrees F. through the post.
- 2. Investigations have revealed that spirituous liquors having a proof rating in excess of 85 proof US or 74UK come within this category and are therefore not to be transmitted by members through the post to Australia.
- 3. There is no objection, however, to members posting spirituous liquors to Australia provided:
 - a. They have a proof rating below the stipulated figure.
 - b. They are packed safely and in such a manner that damage will not result to other posted items should the bottle/bottles break.
 - c. The member is prepared to pay any duty imposed by the Department of Oustoms and Excise (Customs concessions on Spirituous Liquors only apply when members are physically arriving in Australia).

- 4. It should be noted that most spirituous liquors available in SVN are within the approved limits.
- The proof rating is displayed on the label of most spirituous liquors sold in Vietnam. Where any doubt exists it is to be checked against the PX catalogue held in PX and ASCO establishments.

87. TRUCKA A TON TECHNICAL LOADING - CARRIAGE OF PERSONNEL

Reference: A. R746/1/5.

1. It is extremely dangerous to carry passengers on the tray of \$\frac{3}{4}\$ tom vehicles with platform trays. The maximum number of personnel which may be carried in these vehicles is two, including the driver. Under no circumstances are passengers to be carried on the tray.

88 COMBAT DRESS, TROPICAL (AUST)

Reference: A. R8415/7/1.

- 1. The new type combat dress tropical, is on issue as" in lieu of "shirt military green, and trousers drill green, on the scale of two sets per member, except AATTV, who are on on a separate scale.
- 2. This clothing is being issued to Australian Force (Army Component) Vietnam only and it is not to be removed from the theatre. It is not to be worn in Australia.
 - 3. In order to ensure that clothing remains in the theatre it is to be issued in members AAB 83 and withdrawn prior to hii departure.

89. POSTAL - ADDRESSING OF LETTERS

Reference: A: R499/2/5.

- 1. Aust FPO use letter franking machines for the postmarking of ketters
- 2. To ensure that the address is not pattially obliterated by the post mark, members should place the first line of the address at least $1\frac{1}{2}$ " from the top of the envelope.
- 3. The word FREE should still be put in the top right corner of the envelope of personal letters addressed to destinations in Australia.

90 DRESS SWIMMING POOL

Personnel from Det 17 Const Sqn who wish to use the Swimming Pool will not procede from this unit in costumes and thongs. The dress is to be greens and soldiers will change at the pool, and return to this unit in Greens.

91. SMOKING

72 .

- 1. Members are not to smoke when marching around the area outdoors during normal working hours.
- 2. Members are not to smoke in bed. A number of serious accidents have accurred through this habit

92. ENLISTED MENS CLUB-CAMP ALPHA

- 1. Complaints have been received from US authorities that the behaviour of some Australian and New Zealand personnel within the Enlisted Mens Club Camp. ALPHA and the US R&R system, leaves a lot to be desired and is not acceptable to them.
- 2. As a result of past incidents the Enlisted Mens Club has been placed out of bounds to Aust and NZ personnel. This ban has recently been lifted.
- 3. During the past few days Aust and NZ personnel have again caused disturbances and it is highly probable that the Enlisted Mens Club will again be placed out of bounds.
- 4. Personnel within Camp ALPHA are not to cause any form of distress to the Authorities (US) or be engaged in any form of disturbance. Offenders will have strong disciplinary action taken against them and may be removed from the R&R flight and may also forfiet their R&R entitlement.
- The US authorities are under no obligation to offer the facilities of the Enlisted Mens Club, Camp ALPHA to Australian personnel, therefore it is up to Australian personnel to conduct themselves in such a way, that they are acceptable guests at all times.

93. MOVEMENT OF PERSONNEL AND STORES ON CARIBOU AIRCRAFT.

Reference: A. 1TAF R241/1/1, 18 Feb 69

The following safety precautions are to be closely adhered to:

1. All passengers are to unload their weapons and place the magazine in a basic pouch or pocket before boarding the .zircraft.

- 2. Rassengers are not to carry hand grenades of any type when travelling on Caribou aircraft.
- 3. Hazardous cargo must be clearly marked as such and a discription of the item marked on the package. The package must also indicate top and right side up, especially in the case of batteries, battery acid and other corrosive liquids.

94. PAY FOR PERSONNEL WHO RTA BY RAAF COURTER AIRCRAFT.

Due to aircraft stageing at Butterworth for one complete day, personnel who RTA by RAAF Courier are to draw their monetary requirements to cover the period in US dollars (Green) from Det 2 AFV Cash Office VUNG TAU on the day of their departure. Conversion to Malaysian can be effected with money changers in Penang.

No pay will be available from RAAF Butterworth or 110 LA Bty Butterworth. Any surplus of dollars can be changed at any bank on arrival in Australia. Please ensure members are in possesion of leave pass, AAB S3 and Pay Book (made up) prior to departure.

95. FIRE PRECAUTIONS - KITCHEN EQUIPMENT

1. Recent fires have demonstrated that many AACC personnel and other members required to operate fuel burning kitchen equipment, particularly M37 cookers and immersion heaters, are not aware of the correct method of operating the equipment and of the safety requirements for the equipments.

2. Use by personnel

- AACC personnel. Untrained duties are not to be used for this task.
- b. Where an immersion heater is located for use with a shower block, or for any other purpose, the unit commander is to authorise up to three men to light and use it, after having satisfied himself that those members have been trained in the use of the equipment.

..../3.

- 3. Positioning of Equipment. The following precautions are to be observed in positioning fuel fed kitchen equipment.
 - a. It is to be not less than one foot from any wall.
 - b. The wall behind any such equipment should be covered with flat iron or tin.
- 4. Fire Precautions. The following precautions are to be taken to minimise the fire risk in places where fuel fed stoves and heaters are used.
 - a. An operator must be constantly in attendance when an equipment is in operation. In a kitchen, to have a cook working within the kitchen area is considered sufficient, Under no circumstances are equipments to be left unattended.
 - b. Appropriate fire extinguishers are to be provided on the scale of at least one extinguisher per kitchen appliance. Positions should be well marked and easily accessible.
 - c. Buckets of sand are to be provided on the scale of two per equipment, up to a maximum of six per hitchen.
 - d. Fire extinguishers and buckets are to be inspected frequently and not less than monthly.
 - e. Equipments are not to be replenished with fuel within the area of a kitchen or within 20 feet of another lighted equipment.
- 5. All personnel using kitchen equipments must become fire conscious to avoid unnecessary outbreaks.

96. CASUAL PAYMENTS FROM CASH OFFICE

There have been too many people requesting casual payments on days other than pay days. In future there will be no casual payments approved by the Detachment for any reason other than;

- 1. Pay for RTA or R & R.
- 2. Pay for members who will be absent from the Detachment on the normal pay day.
- 3. Any other emergency recommended by Troop Commanders and approved by the Detachment Commander. (This does not include. PX purchases).

This will mean that members will have to forecast their spending and ask for sufficient money to last until the following pay day.

RESTRICTED

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

CAPT G.R. GRAHAM

OC DET 17 CONST SQN RAE

NUI DAT
6 Apr 69

SERIAL 14. RO NOS 98 - 103

 RO No	TILE
RO No 98	DUTTES
RO No 99	ACCIDINTS
RO No 100	MAINTENANCE OF SMALL ARMS
RO No 101	SECURITY OF INFORMATION - LAUNDRIES
RO No 102	PREVALENT OFFENCE - LOSS OF WEAPON
RO No 103	CUSTOMS PROCEDURES

RESTRICTED

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a.	DUTY OFFICER		
	Mon 7 April 69	Lt	SNELLING
	Tue 8 Apr 69	Capt	BARKER
	Wed 9 Apr 69	Capt	GRAHAM
	Thu 10 Apr 69	Lt	COWPLER
	Fri 11 Apr 69	W02	THATCHER
	Sat 12 Apr 69	Lt	SNELLING
	Sun 13 Apr 69	Capt	BARKER
	Tour of duty is from 0000 1-		

Tour of duty is from 0800 hrs on the day of mounting to 0800 hrs the following day.

b. DUTY NCO

	-				
Mon	7	Apr	69	Sagt	WEISS
Tue	8	Apr	69	Sgt	ROWCLIFFE
Wed	9	Apr	69	Sagt	KAY
Thu	10	Apr	69	Sgt	JOLLY
Fri	11	Apr	69	Sgt	MONAGHAN
Sat	12	Apr	69	Sgt	CROSFELD
Sun	13	Apr	69	Sgt	McCALLUM

Tour of duty is from 0800 hrs on the day of mounting to 0800 hrs the following day.

c. DUTY CPL - HQ TROOP

Mon	7	Apr	69	Cpl	WHITBY
Tue		Apr		Cp1	McELHINNEY
Wed	9	Apr	69	Cpl	McGREGOR
Thu	10	Apr	69	Cpl	COLBURN
Fri	11	Apr	69	Cpl	MeCBRMACK
Sat	12	Apr	69	Cpl	WHITBY
Sun	13	Apr	69	Cpl	McGREGOR

Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

d. DUTY CPL - MECH TROOP

			AND THE PARTY AN		
Mon	7	Apr	69	Lopl	ROBINSON
Tue	8	Apr	69	Lepl	YOUMAN
Wed	9	Apr	69	Cpl	BRADY
Thu	10	Apr	69	Lcpl	ROBINSON
Fri	11	Apr	69	Lcpl	YOUMAN
Sat	12	Apr	69	Cpl	BRADY
Sun	13	Apr	69	Lepl	ROBINSON

Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

0.	DUTY	CPL	- 10	TROOP	
1000	ARKET SPRINGERS	-		atomic to the whole	

115.115.200.200	11000000		and the second section of				
Mon	7	Apr	69		2	Cpl	TANNER
Tue	8	Apr	69			Cpl	SCOTT
Wed	9	Apr	69			Cpl	DENT
Thu	10	Apr	69	*		Cpl	TANNER
Fri	11	Apr	69			Cp1	SCOTT
Sat	12	Apr	69			Cp1	DENT
Sun	13	Apr	69			Cp1	DALLY

Tour of duty is from 0700 hrs on the day of mounting tp 0700 hrs the following day.

f. DUTY CPL - ORS MEAL PARADE

Mon	7	Apr	69	Cpl	TANNER
Tue	8	Apr	69	Cpl	MCELHINNEY
Wed	9	Apr	69	Cpl	BRADY
Thu	10	Apr	69	Cpl	COLBURN
Fri	11	Apr	69	Cp1	McCORMACK
Sat	12	Apr	69 .	Cpl	DENT
Sun	13	Apr	69	Cp1	DALLY

Duty Cpl is to have an early meal, and ensure that all soldiers have clean plates. Any soldier who has a dirty plate is to be refused a meal. The duty Cpl will sign the Menu book at the 1800 hrs Meal Parade.

g. MESS DUTIES - ORS MESS

OR's Mess from 0600 hrs Mon 7 Apr 69 to 1900 hrs Sun 13 Apr 69. Spr LANCSHIRE & Spr KROOK (10 Tp)

h. MESS DUTIES - OFFR/SGTS MESS

Offrs/Sgts Mess from 0600 hrs Mon 7 Apr 69 to 1900 hrs Sun 13 Apr 69. Spr GATES (Mech Tp)

i. AREA MAINTAINCE

Spr BRAGG (Mech Tp) and Spr ASHCROFT (10 Tp)
are to report to the R.D. NCO at 0800 hrs for the period 7 Apr 69
to 13 Apr 69.

j. HYGIENE DUTIES

Spr CARBIS (10 Tp)

is to report to the R.D. NCO daily at 0730 hrs for the period 7 Apr 69 to 13 Apr 69.

k. COMMAND POST AND STRONG POINTS

To be notified.

. 99. ACCIDENTS

- 1. All accidents are to be reported to the Detachment HQ immediatly.
- 2. Definition. An accident is an incident involving Australian Army personnel, property or equipment which results in the death or injury of any person, except were such is occasioned solely by enemy action.

100. MAINTENANCE OF SMALL ARMS

- 1. Use of non authorised cleaning and lubricating agents is to cease immediately. The following are authorised for use in Vietnam:
 - a. Rifle M16A1. Semi fluid lubricating oil (LSA)
 - b. Other Small Arms
 - (1) OX-18 or US equivalent 0-190.
 - (2) RATHE armourers only may use 6850-00-281-1986 SOLVENT dey cleaning (equivalent to Range Fuel) to clean particularly dirty weapons, immediately the weapon is dry.
- 2. Disciplinary action is to be taken against members who use unauthorised cleaning agents or lubricants, or take inadequate care of their weapons.

101. SECURITY OF INFORMATION - LAUNDRIES

- 1. Security checks at laundries continue to recover identity discs, personal mail and other documents.
- 2. All members of 1 ATF are to personally empty all pockets of their garments before sending them for laundry.

102. PREVALENT OFFENCE - LOSS OF WEAPON

- 1. The loss of a weapon by a member of 1 ATF is declared to be a prevalent offence.
- 2. All members of 1 ATF are to secure and safeguard their weapons at all times against loos or theft.

103. CUSTOMS PROCEDURES

1. Items and Definitions

a. Members are not to import to Australia by any means-what soever, including by their use or by the use of any other person or of the postal services of any country, any narcotic, any dangerous weapon, any explosive, any firearm, any ammunition, any blasphemous or pornographic things, any essences of wines or spirituous liquors or any of the other prohibited items stated in AHQ Administrative Instruction No 8: unless with prior consent of the Minister for Customs and Excise, Canberra. The one exception is that, although spirituous liquors are not to be sent through the mail, amounts asstipulated in AHQ Adminstrative Instruction No 8 may be taken into Australia, free of duty, on the person.

· · · · · /b.

b. For the purpose of this Routine Order:

- (1) "Dangerous weapon" means and includes all concealed or concealable weapons whather firearms or not and weapons used for waging war and also includes spring bladed knives daggers, bludgeons, coshes, knuckledusters and swordsticks.
- (2) "Explosive" means and includes explosives, explosive devices, all grenades and smoke grenades, mines pyrotechnics, flares, fireworks and solid fuels such as hexamine.
- (3) "Firearms" means and includes pistols and parts of pistols, rifles of a military type being of a caliber larger than .22 of an inch and parts of those rifles and silencers for use with firearms.
- (4) "Ammunition" means and includes ammunition and ammunition produce of any kind for firearms of a military type being of a calibre larger than .22 of an inch.
- (5) "Blasphemous or Ponographic" are such things as are so in accordance with the censorship laws of the Commonwealth of Australia current from time to time.
- (6) In addition to those stated in paragraphs 6.b.(1) to (5) above, "Prohibited goods" means essences of wines and sprituous liquors and any other items so classified by the quarantine customs and excise laws of the Commonwealth of Australia current from time to time.
- (7) "To import" means the act of physically bringing or sending into any part of the Commonwealth of Australia or its Territories anything of any nature and includes the act of attempting to procure such bringing or sending of anything of any nature.

2. Declarations

Members importing goods to Australia by the use of the postal services of any country are to accurately complete a Declaration (Annex A) and to attach it to the exterior of the package or parcel before posting.

- 3. Members importing goods to Australia on their person or in accompanied baggage are to accurately declare all dutiable or prohibited items, at the point of entry to Australia.
- 4. The following procedure is to be used to check the contents of all parcels and packages sent through the mail to Australia:
 - a. An Australian officer, not the sender, is to check the contents of all parcels and packages.
 - b. He is to ensure that the contents conform with the prepared declaration.
 - c. He is to ensure that no dangerous weapon, explosive, firearm or ammunition is enclosed. He is also to check for readily detectable quantities of wine, sprituous liquor or drugs. He is to report the finding of any of these items to his CO/OC.
 - d. He is to supervise the sealing of the package, and is to complete the proforma shown at Annex B. The proforma should be glued immediately below the Customs Declaration.
 - e. He is to ensure that the package is given direct to the appropriate Aust FPO, with no opportunity being afforded to reopen the package or tamper with the Declaration.
 - f. The Aust FPO is to hold any package not endorsed in the manner stated at Annex B, and is to advise the appropriate unit orderly room. Under no circumstance is the package to be returned to the owner once it has been accepted by the Aust FPO.

G.R. CRAHAM

Capt
OC Det 17 Const Sqn RAE

ANNEX A TO
Det 17 Const Sqn RAE
Routine Order No 103
Dated 6 Apr 69

COMMONWEALTH OF AUSTRALIA DEPARTMENT OF TRADE AND CUSTOMS

Declaration to be made by a member of the Defence Forces serving

Ihereby declare that the contents of this parcel, namely	
exported or taken with me to Australia from Vietnam have been duly furnished. I further declare that during the current calendar year I have exported or taken with me to Australia from Vietnam goods to the total value of \$	
Signature	

ANNEX B TO

Det 17 Const Sqn RAE

Routine Order No 103

Dated 6 Apr 69

Units should prepare a proforma of this sise, to be glued beneath the declaration. The checker is to endorse the proforma with the information required by the spaces.

Unit and Reg No.....

This package has been examined in my presence and contains no dangerous weapon, firearm, explosive or ammunition, nor to the best of my knowledge does it contain any drugs or sprituous liquor.
Regt NoRankName
Signature

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

CAPT G.R. GRAHAM

OC Det 17 Const Sqn RAE

NUI DAT

14 Apr 69

SERIAL 15

RO Nos 104-108

RO	NO		TITLE
RO	NO	104	DUTIES
RO	NO	105	Q STORE HOURS OF TRADING
RO	NO	106	MEAL PARADES
RO	NO	107	EXTRA REGILEMTAL APPOINTMENT
RO	NO	108	DAILY ROUTINE

RESTRICTED

DUTIES

a.	DUTY OFFICER
	Mon 14 Apr 69 Capt GRAHAM
	Tue 15 Apr 69 Lt COWPER
	Wed 16 Apr 69 WO2 THATCHER
	Thu 17 Apr 69 Capt BARKER
	Fri 18 Apr 69 Lt SNELLING
	Sat 19 Apr 69 Capt GRAHAM
	Sun 20 Apr 69 Lt COWPER
	Tour of duty is from 0800 hrs on the day of mounting to
	0800 hrs the following day.

b. DUTY NCO Mon 14 Apr 69 Sgt MONAGHAN WIESS Tue 15 Apr 69 Sagt Wed 16 Apr 69 Sgt ROWCLIFFE Thu 17 Apr 69 Sgt McCULLUM Fri 18 Apr 69 Sgt GROSFIELD Sat 19 Apr 69 Sgt JOLLY Sun 20 Apr 69 Ssgt KAY Tour of duty is from 0800 hrs on the day of mounting to 0800 on the following day.

DUTY CPL-HQ TROOP c. Mon 14 Apr 69 Cpl COLBURN Tue 15 Apr 69 Cpl McCORMACK Wed 16 Apr 69 Cpl McELHINNY Thu 17 Apr 69 Cpl COLBURN Fri 18 Apr 69 Cpl McCORMACK Sat 19 Apr 69 Cpl McELHIMNY Sun 20 Apr 69 Cpl-11 GREGOR Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

d. DUTY CPL MECH TROOP Mon 14 Apr 69 DUNKLEY Cpl Lcpl YOUM N Tue 15 Apr 69 Lepl INGRAM Wed 16 Apr 69 Thu 17 Apr 69 Cpl DUNKLEY Lepl YOUMAN Eri 18 Apr 69 Lepl INGRAM Sat 19 Apr 69 Cpl DUNKLEY Sun 20 Apr 69 Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

DUTY CPL 10 TROOP e. Mon 14 Apr 69 Cpl TANNER Cpl SCOTT Tue 15 Apr 69 Wed 16 Apr 69 Cpl DALLY Cpl TANNER Thu 17 Apr 69 Fri 18 Apr 69 Cpl SCOTT Sat 19 Apr 69 Cpl DALLY Sun 20 Apr 69 Cpl TANNER Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

f. DUTY CPL - OR'S MEAL PARADE Mon 14 Apr 69 COLBURN Cpl Tue 15 Apr 69 SCOTT Cpl Wed 16 Apr 69 INGRAM Lcpl Thu 17 Apr 69 Cpl TANNER Fri 18 Apr 69 Cpl SCOTT Sat 19 Apr 69 Cpl - HeELHIMIY Sun 20 Apr 69 Cpl DUNKLEY Duty Cpl is to have an early meal, and ensure that all soldiers have a clean plate. Any soldier who has a dirty plate is to be refused a meal. The duty Cpl will sign the Menu book at the 1800 hrs Meal Parade.

- MESS DUTIES -OR'S MESS

 OR'S Mess from 0600 hrs Mon 14 Apr 69 to 1900hrs
 Sun 20 Apr 69
 Spr ROBERTSON & Spr GOFF (10 Tp)
- h. MESS DUTIES OFFR's/SGT's MESS
 Offrs/Sgts Mess from 0600 hrs Men. 14 Apr 69 to 1900 hrs
 Sun 20 Apr 69.
 Spr RYAN (Mech Tp)
- AREA MAITAINANCE
 Spr PRENDEGAST (Mech Tp) and Spr DAWSON (10 Tp)
 are to report to the RD NCO at 0800 hrs for the period
 14 Apr 69 to Sun 20 Apr 69.
- HYGIEME DUTIES

 Spr AUER (10 Tp) is to report to the RDNCO daily at 0730 hrs for the period14 Apr 69 to 20 Apr 69
- k. COMMAND POSTS AND STRONG POINTS .
 To be notified.
- RO105. Q STORE HOURS OF TRADING

 The Q Store will only be open for trading between the hours of 1200-1500hrs Monday to Saturday. Requirements of an urgent nature may be obtained by soldiers who have an explanatory letter from Tp Comd's or Tp Sgts.
- RO106 ETELL PARADES
 All personnel reporting for lunch will be clean and tidey. They will be correctly dressed. Failure to observe this order may result in the member missing his meal.
- RO107

 BXTRA ADGINITAL APPOINTMENT

 342021 Cpl N.M. SCOTT is appointed President of OR's
 Canteen Committee vice 311585 Cpl F.W. BRADY with effect
 from 2400 hrs 13 Apr 69.

(4)

RO No 108

DAILY ROUTINE

EVENT	WORKING DAY MON-SAT	WORKING DAY	STAND DOWN SUNDAYS
Reveille	0630	0730	0730 -
Breakfast	0645-0715	0745-0815 .	0745-0815
RAP	0730-0800 1300	0900 (100 Q - Doc	
Tp Pde	0730	0830 -	0830-
Morning Teas	1000-1020	1000-1020	1000-1020
Finish Morning Work	1200	1230	
Lunch	1205-1230	1245-1315	1245-1315
Tp Pdc Start Work	1300		
Finish Work	1700 -		
Etening Heal	1745-1815	1745-1815	1745-1815
All back in Lines	2215	2215	2215
Lights Out	2230	2230	2230
Canteen Hours	1205-1245 Dry	1235-1300	1230-1300
	1715-1800	1500-1700	1500-1700
	1900-2130	1900-2130	1900-2130

Canteen is to be cleared by 2200 hrs

Times for duties		0.00	
Strong Points	1830-0630	1830-0630	1830-0630
Clearing Patrols	1855	1855	1855
	0610	0610	0610
Duty Officer	0800-0800	0800-0800	0800-0800
Duty Sgt	0800-0800	0800-0800	0800-0800
Duty Officer	Check the lunch Meal	Parade.	
Duty Sgt	Collect the canteen	money at 2130, c	elear the
	Canteen at 2230		
Duty Cpl	Check the Meal Parad	es (Check for di	rty plates
	dress, washing up of		

Note All personal are to be standing by their beds at 2215 for bed check.

G.R. GRAHAM

CAPT

OC Det 17 Const Sqn RAE

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1
BY

CAPT G.R. GRAHAM

OC DET 17 CONST SQN RAE

NUI DAT

21 Apr 69

SERIAL 16. = RO NO 109-114

RO NO	TITLE
RO NO 109	DUTIES
RO NO 110	MEAL PARADES
RO NO 111	DFRB CONTRIBUTIONS-OTHER RANKS PRE 1959
	CONTRIBUTORS
RO NO 112	CHANGE OF DUTIES
RO NO 113	SHOWERS
RO NO 114	CHANGE OF COMMAND
# O	

MOTTOES

TASK FORCE GUN CLUB

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a.	DUTY OFFICER
Contract of the Contract of th	

Mon	21	Apr	69	W02	THATCHER
Tue	22	Apr	69	Capt	GRAHAM
Wed	23	Apr	69	Lt	COWPER
Thu	24	Apr	69	Lt	SNELLING
Fri	25	Apr	69	W02	THATCHER
Sat	26	Apr	69	2Lt	WILKINSON
Sun	27	Apr	69	Capt	SARAH

Tour of duty is from 0800 hrs on the day of mounting to 0800 hrs the following day.

b. DUTY NCO

Mon	21	Apr	69	Ssgt	WEISS
Tue	22	Apr	69	Sgt	JOLLY
Wed	23	Apr	69	Sgt	MONAGHAN
Thu	24	Apr	69	Ssgt	KAY
Fri	25	Apr	69	Sgt	ROWCLIFFE
Sat	26	Apr	69	Sgt	CROSFELD
Sun	27	Apr	69	Ssgt	WEISS

Tour of duty is from 0800 hrs on the day of mounting to 0800 hrs the following day.

c. DUTY CPL HQ TROOP

Mon	21	Apr	69	Cpl	COLBURN
Tue	22	Apr	69	Cpl	McCORMACK
Wed	23	Apr	69	Cpl	McELHINNY
Thu	24	Apr	69	Cpl	McGREGOR
Fri	25	Apr	69	Cpl	McCORMACK
Sat	26	Apr	69	Cpl	McELHINNY
Sun	27	Apr	69	Cpl	COLBURN

Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

d. DUTY CPL MECH TROOP

Mon	21	Apr	69	L/cpl	INGRAM
Tue	22	Apr	69	L/cpl	YOUMAN
Wed	23	Apr	69	Cpl	DUNKLEY
Thu	24	Apr	69	L/cpl	INGRAM
Fri	25	Apr	69	Cpl	DUNKLEY
Sat	26	Apr	69	L/cpl	YOUMAN
Sun	27	Apr	69	L/cpl	INGRAM

Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

DUTY CPL 10 TROOP

e.

Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

f. DUTY CPL OR'S MEAL PARADE

Mon 21 Apr 69 L/cpl INGRAM Tue 22 Apr 69 McCORMACK Cpl Wed 23 Apr 69 DUNKLEY Cpl Thu 24 Apr 69 McGREGOR Cpl Fri 25 Apr 69 SCOTT Cpl Sat 26 Apr 69 SCOTT Cpl Sun 27 Apr 69 Cpl DENT

Duty Cpl is to have an early meal and ensure that all soldiers have a clean plate. Any soldier who has a dirty plate is to be refused a meal. The duty Cpl will sign the Menu Book at the 1800 hrs & 0645 hrs meal parades.

g. MESS DUTIES-OR'S MESS

OR's Mess from 0600 hrs Mon 2: Apr 69 to 1900 hrs Sun 27 Apr 69 Spr McK-MZIII & Spr CONSTABLE (10 Tp)

h. MESS DUTIES-OFFRS/SGTS MESS

Offrs/Sgts Mess from 0600 hrs Mon 21 Apr 69 to 1900 hrs Sun 27 Apr 69 Spr USHER (Mech Tp)

i. AREA MAINTAINANCE

Spr SCHRODER (Mech Tp) and Spr KITSON (10 Tp) are to report to the RDNCO at 0800 hrs daily for the period 21 Apr 69 to 27 Apr 69

j. HYGIENE DUTIES

Spr ABBOTT (10 Tp) is to report to the RDNCO daily, at 0730hrs for the period 21 Apr 69 to 27 Apr 69

k. COMMAND POSTS AND STRONG POINTS

To be notified.

RO No 110 MEAL PARADES

All personal reporting for any meal will be clean and tidy. They will be correctly dressed. Failure to observe this order may result in the member missing his meal.

RO No 106 is now cancelled.

P No 111 DERB CONTRIBUTIONS-OTHER RANK PRE 1959 CONTRIBUTORS

- 1. Members whose pay has been increased as a result of the revised pay grouping system are required to pay increased DFRB contributions. Details are contained in Part 5 of ARO 135/68.
- 2. A pre-1959 entrant who has previously elected not to pay additional contributions will not pay anyadditional contribution, neither will he receive a higher rate of pension.
 - A pre-1959 entrant who has not made such an election and who finds the additional contributions now required too heavy to pay may make arrangements as specified in para 63 of ARO 135/68.

 Any such election must be made before 23 Apr 69.
 - 4. The DFRB Board may accept an election made after 23 Apr 69 if special circumstances exist. Any election submitted after 23 Apr must have a written explanation of the lateness of the submission attached to the election form.

RoNo112 CHANGE OF DUTIES

No duties will be changed or swaped without the authority of OC Det 17 Const Sqn RAE.

RoNo 113 SHOWERS

The former HQ Shower Block now becomes the Offrs/Sgts Shower Block All other ranks will use the new HQ Shower Block.

Ro No 114 CHANGE OF COMMAND

335145 Capt I.SARAH will replace 17683 Capt R.S.G.BARKER as IIQ Troop Commander as from 2400 hrs 19 Apr 69.

RONO 115 MOVEMENT OUTSIDE THE DETACHMENT AREA 1 ATF

- All other ranks of this detachment who move outside of the Detachment Area outside of the normal working hours will report to the CP and sign their names in the Warning Out Book. On return to the Detachment Area they again will report to the CP and enter the time of return and sign their name in the Warning Out Book.
- 2. It is important we know the location of every person in the case of an emergency.
- 3. Officers will notify the Duty Officer of their movements. They will not sign the Warning Out Book.
- 4. Dress for movement cutside of the Unit Area is:
 - a. Greens
 - b. Boots GP or issue black shoes
 - c. Hat
 - d. Weapon
- 5. This cancells Ro No 97.

G.R. GRAHAM

CAPT

OC Det 17 Const Sqn RAE

MOTICE

TASK FORCE GUN CLUB

- 1. It is proposed to commence a Task Force Gun Club, with the intention of allowing personnel to take part in clay pidgeon shooting.
- 2. Exterested personnel are to submit their names to the RDNCO by 1200 hrs on Wednesday 23rd April 1969.

RESTRICTED

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

CAPT G.R. GRAHAM

OC DET 17 CONST SQN RAE

27 Apr 69

SERIAL 17 R.O. Nos 115 - 117

VICTORIAN CONCERT PARTY.

DUTIES
CHANGE OF APPOINTMENTS
CHANGE OF COMMAID

RESTRICTED

115. DUTIES

a. DUTY OFFICER

					/9
Mon	28	Apr	69	Lt	SNELLING
Tue	29	Apr	69	Capt	GRAHAM
Wed	30	Apr	69	Lt.	SNELLING
Thu	1	May	69	Capt	SARAH
Fri	2	May	69	L*	SNELLING
Sat	3	May	69	W02	THATCHER
Sun	4	May	69	Lt	SMELLING

Tour of duty is from 0800 hrs on the day of mounting to 0800 hrs the following day.

b. DUTY NCO

Mon	28	Apr	69	Sgt	JOLLY
Tue	29	Apr	69	Sagt	KAY
Wed	30	Apr	69	Sgt	ROWCLIFFE
Thu	1	May	69	Sgt	GROSFELD
Fri	2	May	69	Sagt	WEISS
Sat	3	May	69	Sgt	JOLLY
Sun	4	May	69	Sgt	MONAGHAN

Tour of duty is from 0800 hrs on the day of mounting to 0800 hrs the following day.

c. DUTY CPL - HQ TROOP

Mon	28	Apr	69	Cpl	McELHINNEY
Tue	29	Apr	69	Cpl	WHITBY
Wed	:30	Apr	69	Cpl	McCORMACK
Thu	1	May	69	Cpl	McGREGOR
Fri	2	May	69	Cpl	COLBURN
Sat	3	May	69	Cpl	MCELHINNEY
Sun	4	May	69	Cpl	WHITBY
m		0 7			

Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

d. DUTY CPL - PLANT TROOP

Mon	28	Apr	69	Cpl	ROTH
Tue	29	Apr	69	Lepl	INGRAM
Wed	30	Apr	69	Cpl	DUNKLEY
Thu	1	May	69	Cpl	ROTH
Fri	2	May	69	Lcpl	INGRAM
Sat	3	May	69	Cpl	DUNKLEY
Sun	4	May	69	Cpl	ROTH

Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

e. DUTY CPL - 10 TROOP

. + P + - V

Mon	28	Apr	69	Cpl	SCOTT
Tue	29	Apr	69	Cpl	DALLY
Wed	30	Apr	69	Cpl	TANNER
Thu	1	May	69	Cpl	DENT
Fri	2	May	69	Cpl	DALLY
Sat	3	May	69	Cpl	TANNER
Sun	4	May	69	Cpl	SCOTT

Tour of duty is from 0700 hrs on the day of mounting to 0700 hrs the following day.

f. DUTY CPL - OR'S MEAL PARADES

Mon	28	Apr	69		Cpl	SCOTT
Tue	29	Apr	69		Cpl	WHITBY
Wed	30	Apr	69		Cpl	McCORMACE
Thu	1	May	69		Cpl	DENT
Fri	2	May	69		Cpl	DALLY
Sat	3	May	69		Cpl	DUNKLEY
Sun	4	May	69		Cpl	ROTH

Duty Cpl is to have an early meal and ensure that all soldiers have a clean plate. Any soldier who has a dirty plate is to be refused a meal. The duty Cpl will sign the Menu Book at the 0645 hrs & 1800 hrs meal parades.

g. MESS DUTIES - OR'S MESS

OR's Mess from 0600 hrs Mon 28 Apr 69 to 1900 hrs Sun 4 May 69 Spr POYNER & Spr GEYTENBEEK (10 Tp)

h. MESS DUTIES - OFFRS/SGTS MESS

Offrs/Sgts Mess from 0600 hrs Mon 28 Apr 69 to 1900 hrs Sun 4 May 69 Spr WRIGHT (Plant Tp)

i. AREA MAINTAINANCE

Spr ELLNOR (10 Tp) & Spr MONROE (Plant Tp) are to report to the R.D.NCO at 0800 hrs daily for the period 28 Apr 69 to 4 May 69.

j. HYGIENE DUTIES

Spr COBB (10 Tp) is to report to the R.D.NCO daily at 0730 hrs for the period 28 Apr 69 to 4 May 69.

k. COMMAND POST AND STRONG POINTS

To be notified.

Tour of duty will be from 1830 hrs to 0630 hrs. HQ personnel rostered to man the CP will, after the evening clearing patrol take down the unit flag and raise it again prior to the morning clearing patrol.

116. CHANGE OF APPOINTMENTS

- 1. 2786485 2Lt D. WILKHISON is appointed Supervising Officer Det 17 Const Sqn Sgt Mess vice 47047 Lt D.P. COWPER wef 2400 hrs 24 Apr 69.
- 2. 335145 Capt I. SARAH is appointed Supervising Officer Detachment Regimental Funds vice 17117 Lt R.E. SNELLING wef 2400 hrs 19 Apr 69.

117. CHANGE OF COMMAND

2786485 2Lt D. WILKINSON is appointed Troop Commander Plant Troop
NUI DAT vice 47047 Lt D.P. COWPER wef 2400 hrs 24 Apr 69.

L. Dan Coft G.R. GRAHAM

Capt

OC Det 17 Const Sqn RAE

NOTICE

1. VICTORIAN CONCERT PARTY

- 1. A Government sponsored concert party will be performing in 1 ATF on 6 May 69 at 1100 hrs.
- 2. Personal perticulars are as follows:
 - a. Lt G. GARARD Escort Officer
 b. Lenore SOMERSET Folk Singer
 - c. Judy COMDEN
 - Pauline MURPHY Trio (Chiffon Singers)
 Maureen ELKNER
 - d. Phil LANHAM Male Vocalist
 e. Albert STACKPOLE Organist
 - f. John LESLIE Drummer
- g. Donald O'MEARA Compare/Comedian
- 3. No alcohol is to be comsumed in the area of Luscombe Bowl.
- 4. All vehicles are to be parked on the airstrip overshoot area as directed by 1ATF Det AFV Pro Unit.