

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

Ordnance units

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

**Item: 1 Ordnance Field Park**

Narrative

Annexes

[1-31 Jan 1971]

COVERING LETTER

Reference No. 1/71

To: OIC, Military History Section, AHQ.

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

2. Please return receipt below.

(Signature) [Signature]

Appointment [Signature] 10FP (OC Unit or senior staff officer)

16/2/71

SECRET

ORIGINAL }  
DUPLICATE }

Strike out where not applicable

COMMANDERS DIARY

OF

Unit or Formation 1 OFP

From 1 Jan 71

To 31 Jan 71

INDEX

Narrative (AF C 2118)

ANNEXES

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

Enclosure Numbers

NIL to
NIL to
NIL to
NIL to
NIL to
NIL to
NIL to
NIL to
NIL to
NIL to
NIL to
NIL to
3 to
NIL to
NIL to
NIL to
NIL to

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

† NIL
† RETAINED
† Despatched ko

on.....

REVISIONS DIVISION
PART 3

## COMMANDERS DIARIES INSTRUCTIONS

### AIM

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

### GENERAL

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

### RESPONSIBILITY

#### During Non-operational Periods

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

#### During Operational Periods (1)

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

### COMPILATION

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

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

### TENTS

es as well as map references), establishment, equipment  
d orders given.  
he day's fighting, including company movements.  
nmander with regard to equipment, tactics, organization

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

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

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

(continued on back cover)

COMMA DISPOSAL DIARIES

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

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

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

16. **TOP SECRET Supplementary Diaries.**

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

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

TOP SECRET  
ANNEX Z to

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

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

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

- 6. Both original and duplicate copies are to consist of:
  - a. Cover (AF C 2119) (Adapted)
  - b. Index or index on cover
  - c. Narrative (AF C 2118) (Adapted)
  - d. Annexes as shown in the

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 order 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, listing at B.

for operations logs Annex 2 TOP SECRET the document. It is to be prepared and signed off as

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

mental importance. officers, men and equipment. present captured. employed in the time not accounted for. The type of

and to save work as much information as possible is to be included in the report, routine returns, etc. All and the time of receipt or despatch is to be given.

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

(continued on back cover)

AWM 95  
[13/1/Jan 71]

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFP

MONTH and YEAR JAN 1971

REFERENCE MAP

COMMANDING OFFICER Capt G.W.SMITH

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
1	TFMA NUI DAT	1 JAN 71		Eight personnel remained on duty, remainder stood down. Water point operator moved from FSB RAGLAN GR YS 613814 to FSB BRUISER GR YS 644645.	
2	" " "	2 JAN 71		Normal Park activity. Sport 1700 - 1745 hours	
3	" " "	3 JAN 71		Eight personnel remained on duty, remainder stood down.	
4	" " "	4 JAN 71		OC inspected 0800 hours Parade. Normal Park activity. Stocktake on 1 OFP Q account commenced. OC 1 OFP not satisfied with the handover/takeover stocktake. Capt Cutler HQ 26 Tpt Coy RAASC is Stocktaking Officer. Sport 1700-1745 hrs.	
5	" " "	5 JAN 71		OC inspected OR's lines 0730 - 0800 hrs. Normal Park activity.	
6.	" " "	6 JAN 71		Normal Park activity.	

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

AUSTRALIAN MILITARY FORCES

AF-C2118 (Adapted)  
Revised Apr. 1969

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFP

MONTH and YEAR JANUARY 1971

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

COMMANDING OFFICER Capt G.W. SMITH

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
7	TFMA NUI DAT	7 JAN 71		Normal Park activity.	
8	" " "	8 JAN 71		Normal Park activity.	
9	" " "	9 JAN 71		Normal Park activity.	
10	" " "	10 JAN 71		Defence Practice at 0900 hrs. Normal Park activity.	
11	" " "	11 JAN 71		Normal Park activity.	
12	" " "	12 JAN 71		2IC and 2 persons visited NDP GARTH to inspect damaged bath equipment.	
13	" " "	13 JAN 71		Normal Park activity.	
14	" " "	14 JAN 71		Normal Park activity.	
15	" " "	15 JAN 71		Normal Park activity.	

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

AUSTRALIAN MILITARY FORCES

AF - C2118 (Adapted)  
Revised Apr. 1969

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFP

MONTH and YEAR JANUARY 1971

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

COMMANDING OFFICER Capt G.W.SMITH

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
16	TFMA NUI DAT	16JAN 71		Normal Park activity.	
17	" " "	17JAN 71		Normal Park activity.	
18	" " "	18JAN 71		Normal Park activity.	
19	" " "	19JAN 71		Normal Park activity.	
20	" " "	20JAN 71		Normal Park activity.	
21	" " "	21JAN 71		Normal Park activity.	
22	" " "	22JAN 71		Normal Park activity.	
23	" " "	23JAN 71		Normal Park activity.	

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

AUSTRALIAN MILITARY FORCES

AF - C2118 (Adapted)  
Revised Apr. 1969

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFP

MONTH and YEAR JANUARY 1971

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

COMMANDING OFFICER Capt G.W. SMITH

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
24	TFMA NUI DAT	24JAN 71		Normal Park activity.	
25	" " "	25JAN 71		Normal Park activity.	
26	" " "	26JAN 71		Normal Park activity.	
27	" " "	27JAN 71		Normal Park activity.	
28	" " "	28JAN 71		Normal Park activity. OC flew to VUNG TAU to discuss relocation of the OFP.	
29	" " "	29JAN 71		Normal Park activity. Received date for relocation of OFP from the ADOS. OFP, less forward detachment, to be in VUNG TAU by 1 MAR 71.	
30	" " "	30JAN 71		Normal Park activity.	
31	" " "	31JAN 71		Normal Park activity.	



AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

CAPTAIN G.W.SMITH

OFFICER COMMANDING

1 ORDNANCE FIELD PARK

11 JAN 71

NUMBERS 5 - 6

5. DUTIES

a. The following persons are to mount duty on the date shown against their name (Orderly Officer, Orderly NCO, 1630 hrs):

<u>Date</u>	<u>Orderly Officer</u>	<u>Orderly NCO</u>
14 Jan 71	Capt SMITH	
16 Jan 71		Sgt CHALKER
17 Jan 71		Sgt MALHERBE

b. The following members are to report to TFMA Orderly NCO at 1800 hrs at the picquet hut and then report to V Coy 2 RAR Orderly Officer by 1800 hrs, on the date shown:

<u>13 Jan 71</u>	<u>14 Jan 71</u>	<u>16 Jan 71</u>
Cpl PADOVAN	Cpl PARSLOW	Cpl PADOVAN
Pte LOCKYER	Pte CONWAY	Pte SCOTT
Pte WATTS	Pte HANKINSON	Pte LOCKYER
Pte WAIDE	Pte KANE	Pte SPENCER
Pte HWITELAW	Pte SPENCER	Pte GRAHAM
Pte WALSH	Lcpl ISON	Pte TYRELL
Pte VAN DER WEL	Pte PAXTON	Pte VAN DER WEL
Pte BLAKEY	Pte GUL	Pte GOLDING

c. The following members are to report to the TFMA picquet commander at the picquet hut at 1900 hrs on the date shown:

<u>Date</u>	<u>Members</u>
15 Jan 71	Pte DANBY Pte MANDER

d. CSM's WORK PARTY

<u>Date</u>	<u>Members</u>
12 Jan 71	Pte BLAKEY
15 Jan 71	Pte WHITELOW
16 Jan 71	Lcpl ISON
17 Jan 71	Pte CROWE

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

e. OTHER RANKS MESS

<u>Date</u>	<u>Members</u>
12 Jan 71	Pte KANE
14 Jan 71	Pte DANBY
16 Jan 71	Pte WAIDE

NOTE: The above members are to mount duty at 0630 hrs daily.

f. Batman Duties

12 - 19 Jan 71 - Pte PAXTON

6. DISCIPLINE - GAMBLING

Reference AMR & O 322.

- a. Gambling in any camp or other military premises or on any ship or aircraft carrying troops is forbidden. Gambling includes bookmaking and acting as an agent for a bookmaker.
- b. Disciplinary action is to be taken where breaches of this order are detected.



(G.W. SMITH)

Capt  
OC 1 OFF

NOTICES

1. LOSS OF CONTROLLED STORES

a. Any unit or individual knowing of the whereabouts of any of the following unit deficiencies is asked to contact "Q" Branch HQ 1 ATF (telephone Ebony 28).

(1) 2RAR/NZ Starlight scope, registered No S6917800, lost on or shortly after the closure of FSB GAIL late Oct 70.

(2) 1 Fd Sqn RAE Detecting Sets Mine, registered Nos 8606 and 9020.

(3) 161 NZ Fd Bty Compass Prismatic, registered No 13182. Item last seen in an ACV at FSB COOK on 2 Dec 70.

(4) 1 ARU Compass Prismatic, registered No B20957. Item last seen in the area of 1 ARU Theatre.

2. REGIMENTAL TRUST FUND MEETING

a. The monthly meeting of the TFMA Regimental Trust Fund will be held in the Officers/Sgts Theatre at 0830 hrs on Tuesday 12 Jan 71.

b. The unit representative is to converse with all unit members before the meeting.

3. POSTAL SERVICES

a. With immediate effect AFPO4 counter times will be as follows:

(1) Monday - Saturday - 0830hrs-1200 hrs and 1315 hrs - 1600 hrs.

(2) Sunday - 0900hrs-1130 hrs.

4. EXTENSION OF TOUR OF DUTY

a. Members wishing to extend their tour of duty in SMN are advised that applications must be submitted to the Orderly Room late in the members seventh month.

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

CAPTAIN G.W.SMITH

OFFICER COMMANDING

1 ORDNANCE FIELD PARK

16 JAN 71

NUMBERS 7 - 8

7. DUTIES

a. The following persons are to mount duty on the date shown against their name (Orderly Officer, Orderly NCO, 1630 hrs):

<u>Date</u>	<u>Orderly Officer</u>	<u>Orderly NCO</u>
18 Jan 71	Lt DOWNS	
22 Jan 71		SSgt CATLEY
23 Jan 71		Sgt TUTTLE

b. The following members are to report to the TFMA Orderly NCO at 1800 hrs at the picquet hut and then to report to V Coy 2 RAR Orderly Officer by 1810 hrs, on the date shown:

<u>18 Jan 71</u>	<u>19 Jan 71</u>	<u>21 Jan 71</u>	<u>23 Jan 71</u>	<u>24 Jan 71</u>
Cpl APPLETON	Cpl PEAK	Cpl BENFIELD	Cpl PADOVAN	Cpl PARSLOW
Pte WATTS	Pte BALZAN	Pte SCOTT	Pte WATTS	Pte BALZAN
Pte HANKINSON	Pte KANE	Pte CONWAY	Pte HANKINSON	Pte KANE
Pte WAIDE	Pte DANBY	Pte GRAHAM	Pte DANBY	Pte SPENCER
Pte WHITELAW	LcplFEVERBACH	Pte TYRRELL	LcplFEVERBACH	Lcpl ISON
Pte CROWE	Lcpl ISON	Pte PAXTON	Cpl COLLINS	Pte WHITELAW
Pte WALSH	Cpl COLLINS	Pte CROWE	Pte CROWE	Pte VANDERWEL
Pte BLAKEY	PteVANDERWEL	Pte GOLDING	Pte WALSH	Pte BLAKEY

c. The following members are to report to the TFMA picquet commander at the picquet hut at 1900 hrs on the date shown:

<u>20 Jan 71</u>	<u>22 Jan 71</u>
Pte SPENCER	Lcpl LOCKYER
Pte MANDER	Pte WAIDE

d. CSM's WORK PARTY

<u>Date</u>	<u>Members</u>
18 Jan 71	Pte TYRRELL
19 Jan 71	Pte WALSH
22 Jan 71	Pte KANE
23 Jan 71	Lcpl ISON

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

e. OTHER RANKS MESS

<u>Date</u>	<u>Members</u>
20 Jan 71	Pte GRAHAM
21 Jan 71	Pte SPENCER
24 Jan 71	Pte MANDER

NOTE: The above members are to mount duty at 0630 hrs daily.

f. Batman Duties

18 - 24 Jan 71 - Pte GOLDING

8.

UNIT APPOINTMENTS

The following appointments will take effect as from promulgation of this Routine Order:

- a. Unit Fire Officer - Lt DOWNS
- b. Education Officer - Lt DOWNS
- c. Unit Sports Rep - Lcpl LOCKYER
- d. Amenities Rep - SSgt CAVANAGH
- e. Unit Canteen Rep - Cpl PARSLOW
- f. Messing Rep - Cpl PADOVAN
- g. Regimental Funds Rep - Pte WATTS



(G.W. SMITH)  
Capt  
OC 1 OFP

NOTICES

1.

TFMA OFFICERS MESS

1. A General Mess Meeting will be held in the TFMA Officers Mess at 1645 hrs on 22 Jan 71.

2.

TFMA SERGEANTS MESS

1. A General meeting of the TFMA Sergeants Mess will be held in the Mess at 1630 hrs on Thurs 28 Jan 71.

2. All members are to attend. Any member unable to attend is to contact the PMC.

3.

TELEPHONE FACILITIES - PEARSON COMMUNITY CENTRE

1. A telephone, Ebony 71, has been installed at the Centre for use by persons using the centre.

2. The Amenities Officers phone, Ebony 77, is not to be used by persons wishing to contact their units, or by units wishing to contact persons at the centre.

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

CAPTAIN G.W. SMITH  
OFFICER COMMANDING

1 ORDNANCE FIELD PARK

NUMBER 9- 10

9. DUTIES

a. The following person is to mount duty on the date shown against His name (Orderly NCO, 1630 hrs):

<u>Date</u>	<u>Orderly NCO</u>
26 Jan 71	Ssgt CAVANAGH

b. The following members are to report to the TFMA Orderly NCO at 1800 hrs at the picquet hut and then to report to V Coy 2 RAR Orderly Officer by 1810 hrs, on the date shown:

<u>26 Jan 71</u>	<u>27 Jan 71</u>	<u>28 Jan 71</u>	<u>30 Jan 71</u>	<u>31 Jan 71</u>
Cpl APPLETON	Cpl BENFIELD	Cpl PEAK	Cpl PADOVAN	Cpl CAREY
Lcpl LOCKYER	Pte WATTS	Pte SCOTT	Lcpl LOCKYER	Pte WATTS
Pte CONWAY	Pte HANKINSON	Pte KANE	Pte BALZAN	Pte HANKINSON
Pte GRAHAM	Pte JAMIESON	Lcpl FEVERBACH	Pte SPENCER	Pte JAMIESON
Pte TYRRELL	Pte DANBY	Lcpl ISON	Pte TYRRELL	Pte DANBY
Pte PAXTON	Pte WAIDE	Pte WHITELOW	Pte PAXTON	Pte WAIDE
Pte CROWE	Pte SPENCER	Cpl COLLINS	Pte CROWE	Cpl COLLINS
Pte WALSH	Pte BLAKEY	Pte MANDER	Pte WALSH	Pte BLAKEY

c. The following members are to report to the TFMA picquet commander at the picquet hut at 1900 hrs on the date shown:

<u>25 Jan 71</u>	<u>29 Jan 71</u>
Pte SCOTT	Pte CONWAY
Pte MANDER	Pte GRAHAM

d. CSM's WORK PARTY

<u>Date</u>	<u>Members</u>
25 Jan 71	Lcpl FEVERBACH
26 Jan 71	Lcpl LOCKYER
28 Jan 71	Pte HANKINSON
29 Jan 71	Pte SPENCER
31 Jan 71	Pte BALZAN

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

e. OTHER RANKS MESS

<u>Date</u>	<u>Members</u>
26 Jan 71	Pte WHITELOW
28 Jan 71	Pte CONWAY
30 Jan 71	Pte WATTS

NOTE: The above members are to mount duty at 0630 hrs daily.

f. Batman Duties

25 - 31 Jan 71 - Pte CROWE

10. Q STORE SHEET CHANGE

Saturday 1630 - 1730 hrs 30 Jan 71 -- Cpl APPLETON

Sunday 0830 - 0930 hrs 31 Jan 71 -- Lcpl LOCKYER



(G.W. SMITH)  
CAPT  
OC 1 OFP

NOTICES

1. R & R Baggage Entitlement
  1. Members are reminded that the baggage entitlement for R&R is 66 lbs and is not to include bulky items. Baggage will be weighed at Luscombe Field prior to members movement to Tan Son Nhut.
  
2. AFR Vietnam Broadcasting Programmes
  1. Times given are local. Frequency 1040 KHZ. power 500 Watts.
  2. All news bulletins are relayed from Radio Australia.
  3. Programmes may have to be changed without notice, but where possible changes will be announced on air.

PROGRAMMES MONDAY TO FRIDAY

- 0630 Open
- 0635 Thought of the day
- 0645 World and Australian news - From Radio Australia
- 0655 Music - From AFR
- 0700 Australian and New Zealand Forces News From Radio Aust
- 0715 Breakfast show AFR live
- 0815 World and Australian news - from Radio Australia
- 0830 Music - From Radio Australia
- 0930 World and Australian News - from Radio Australia
- 0940 Close
- 1200 World and Australian News from Radio Australia
- 1210 Music Afr live
- 1215 Forces News (replay of 0700 ABC programme)
- 1230 Music AFR Live
- 1300 World and Australian News from Radio Australia
- 1315 Music AFR Live
- 1400 World and Australian News from Radio Australia
- 1410 Close
- 1600 Stock Exchange report from Radio Australia
- 1615 Music from Radio Australia
- 1630 Sporting Highlights from Radio Australia
- 1700 World and Australian News from Radio Australia
- 1715 Music from Radio Australia
- 1800 World and Australian News from Radio Australia
- 1810 National Top 40 AFR live(1830 Hospital Requests on Thurs)

1900 World and Australian News from Radio Australia  
1910 1040 Sounds AFR Live  
2000 Feature Spot (Comedy half hour on Tuesday night)  
(Miss Midnight on Wednesday night)  
2030 1040 Sounds AFR Live  
2300 Close

PROGRAMMES SATURDAY

0630 Open  
0635 Thought of the Day  
0645 World and Australian News from Radio Australia  
0655 Music from AFR  
0700 Australian and New Zealand Forces news from Radio Australia  
0715 Breakfast Show AFR Live  
0815 World and Australian news from Radio Australia  
0830 Close  
1000 Saturday sport frm Radio Australia  
1530 Close  
1800 World and Australian news from Radio Australia  
1810 Music AFR Live  
1830 Comedy half hour  
1900 World and Australian News from Radio Australia  
1910 Request Show AFR Live  
2300 Close

PROGRAMMES SUNDAY

0800 1040 Sunday Show AFR Live  
0815 World and Australian News from Radio Australia  
0830 1040 Sunday Show AFR Live  
0930 World and Australian news from Radio Australia  
0945 Churches of Australia from Radio Australia  
1000 Country and Western hour AFR Live  
1100 1040 Sunday Show AFR Live  
1300 World and Australian News from Radio Australia  
1315 Request Show AFR Live  
1600 1040 Sounds AFR Live  
1800 World and Australian News from Radio Australia  
1810 Nice and Easy AFR Live  
1900 World and Australian News form Radio Australia  
1910 Nice and Easy AFR Live  
2230 Close

RESTRICTED

R723-1-1

1 OFF  
NUI DAT  
4 Feb 71

See Distrubtion List

MONTHLY REPORT - JANUARY 1971

Personnel

1. A total of 6 members marched out of 1 OFF during January and 7 replacement members marched in. Among the new arrivals was Lt G.J.DOWNS, replacing Lt D.C.WALTER as OO Stores Platoon. 1 OFF remains at full strength.

Q Account

2. The 100% stocktake of 1 OFF Q Account is now complete and the results are presently being prepared for passing to HQ AFV. During the course of the count, it was decided to change over to F7 and F619 accounting and this has naturally led to a delay in submission of results.

Stores

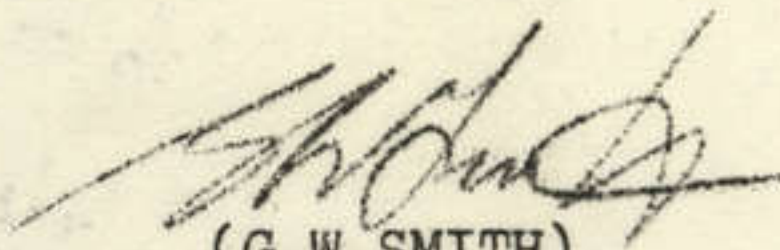
3. The month of January has seen a great deal of movement of stores. Although the volume of stores in and out of the Distrubtion Section remained steady, both MT & TECH and General Stores Section have been working on re-location and consolidation of stock.

4. It was advised during the month that 1 OFF would possibly move to 1 ALSG Area and leave a forward detachment at NUI DAT. To this end stores have been prepared for movement and the outscaling programme stepped up. To date, a 100% check of all stock control cards has been completed with a view to listing all items requiring outscaling. It is foreseen that 1 OFF will retain a scaling of 1500 items, therefore involving an outscale programme of approximately 1200 items.

Self Service

5. 1 OFF Self Service Store has now completed a change over in responsibility for accounting. The Self Service is now fully independant of the Control Office and now handles full provisioning control.

6. It is desirous that the Self Service staff become fully familiar with the complete system of supply within the theatre. To ensure this, it is proposed that the OO Stores Pl and the NCO I/C Self Service visit Saigon US Supply Office and the United States Army Depot Long Binh.

  
(G.W.SMITH)  
Capt  
OC 1 OFF

Distrubtion:

ADOS HQ AFV  
OO 1 ATF  
OC 2 AOD  
SOSCO 2 AOD  
SSO 2 AOD

Attachments:

1 OFF - RAAOC Monthly Technical Data.



RAAOC

RAAOC MONTHLY TECHNICAL DATA

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

MONTH...**JAN 71**.....

ADMINISTRATION

		OFFR	NCO	OR	TOTAL
1.	<u>Strength</u>				
	a. Establishment	<del>2</del>	<del>19</del>	<del>23</del>	<del>44</del>
	b. Marched Out	<del>1</del>	<del>5</del>		
	c. Marched In	<del>1</del>	<del>4</del>	<del>2</del>	
	d. Nett, Posted	<del>2</del>	<del>18</del>	<del>24</del>	<del>44</del>
2.	<u>Manhours</u>				7208
	a. Posted availability				
Less	1. detached <b>736</b>				
	2. Hospital/sick <b>160</b>				
	3. non unit duties <b>840</b>				
	4. R&R/R&C <b>440</b>				
	b. Nett availability				2226
Less	Non-tech unit duties				4982
c.	Nett tech availability				980
					<u>4002</u>

STOCKTAKE

3.	<u>Holdings</u>				
	a. Item headings at outset				: 2942
Plus	1. Inscaled				: 43
	2. Outscaled				: 269
	b. Item headings at end of month				<u>: 2716</u>
4.	<u>Voucher activity</u>				
	a. AF G982E (STOCK)				: 672
	b. AF G982E-1 (JOB)				: -
	c. AF G1033 (RETURN)				: -
	d. AF G 1049 (TRANSFERS)				<u>: 34</u>
5.	<u>RECEIPTS (Items)</u>				
	a. AF G982E				: 794
	b. AF G982E-1				: -
	c. AB 108 (returned repairable)				: -
	d. Others (Specify)				<u>: 76</u>
6.	<u>Issues (Items)</u>				
	a. AF G982E				: 1424
	b. AF G1033				: -
	c. AF G982E-1				: -
	d. AAF F402				: -
	e. AAF F141				<u>: -</u>

		Due In	Due Out	
7.	Dues In/Out (All sources)			
a.	At outset	958	940	
b.	At end of month	NIL	NIL	
8.	Demand Satisfaction (Item headings)			
a.	Demands Received		<u>IN</u>	<u>VCHR</u>
b.	Satisfied from stock		1665	2953
c.	Satisfied from other sources: <u>IN</u> <u>VCHR</u>	236	549	1424
				Sub-Total
d.	% satisfaction within the month		785	1750
e.	Non scaled, passed		47.7	59.3
			880	1203
9.	Service demands (where applicable - items)			
a.	Demanded this month		-	
b.	Total to date this year		-	
c.	Outstanding at end of month		-	
10.	Stock maintenance			
a.	Tech Inspections - items		17	
b.	Non-Tech inspections - items		33	
c.	Items requiring remedial attention		NIL	
11.	Accounting			
a.	Spotchecks - items		180	
b.	Discrepancies		4	
c.	Adjustments completed		4	
				<u>FORWARD SCALINGS</u>
12.	Performance			
a.	Item headings forward		-	
b.	Demanded		-	
c.	Satisfied: (1) from scaling (2) from parent stock		-	
d.	Outstanding at end of month		-	
e.	% satisfied within month		-	
				<u>OFF OPERATIONS</u>
13.	Dulk Break (items)			
a.	Requested	<b>Indents from Units</b>	776	
b.	Received and issued	<b>Indents to 2 AOD</b>	367	
c.	Remarks: (critical shortages etc.)	<b>Receipts. Ex. 2. AOD</b>	310	
		<b>Issues to Units</b>	692	
	<b>Trousers till green 569</b>			
14.	Self Service			
a.	Receipts (items)		177	
b.	Issues (Transactions)		116	
c.	Remarks: (critical shortages etc.)		-	
			-	
15.	Bath Equipment			
a.	Deployments		2	
b.	Hours operated		80	
c.	Persons showered		2200	

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16. Temporary Loans

a. Outstanding at outset

8 6

b. Raised

8 7

c. Cleared

8 4

Outstanding at end of month

8 9

17. GENERAL

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..... 4 FEB 71 ..... DATE

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