

ROUTINE ORDERS PART 1

17 AUG 66

ANNEX G — Routine Orders Part 1, 17 August 1966

One of thirteen annexes (A–M) to “War in Vietnam: A Surveyor’s Story”, by Lieutenant Colonel Robert Francis Skitch (Retd), 1934–2026 — Officer Commanding, Detachment 1st Topographical Survey Troop, Nui Dat, 1966–67.

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ANNEX G

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Serial 5
Numbers 16 - 20

AUSTRALIAN MILITARY FORCES ROUTINE ORDERS PART 1

BY

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NUI DAT
17 AUG 66

16. POSTAL

1. The following is a copy of HQ AFV signal Q9409 dated 5 Aug 66.

2. The following is a brief explanation of the postal system now in operation.

a. Letter Mail.

(1) Letter mail to AUSTRALIA is dispatched daily from 1 ATF to AFP03 VUNG TAU and daily from AFPO3 to SAIGON (except Sundays as US postal authorities do not accept mail on Sundays) and daily from SAIGON to HONOLULU by PANAM aircraft (except Sat and Mon when no civil aircraft are available). At HONOLULU mail is transferred to a PANAM or QANTAS aircraft flying daily to SYDNEY.

(2) Letter mail from AUST is dispatched daily to HONOLULU by PANAM or QANTAS and then on-forwarded daily by PANAM to SAIGON. From Saigon military aircraft fly the mail to VUNG TAU (including Sundays) and it is received the same day at 1 ATF

(3) Recent mail delays have not been the result of the mail system within VIETNAM. Delays have been experienced in HONOLULU and in delivery by GPO SYDNEY. Both of these places have been informed of all delays and detailed investigation is still in progress.

(4) It is thought some delays in mail from AUST may be due to insufficient postage ie 4 cents instead of 5 cents stamp on letters and this could result in the mail being forwarded by RAAF courier.

- b. Parcel Mail.
 - (1) All parcel mail from AUST is dispatched weekly by RAAF courier from RICHMOND NSW. The system of dispatching parcels from AUST by RAAF courier is a recent development and for some weeks delayed parcels can be expected as they will be arriving by US military aircraft via HONOLULU which was the old system of parcel delivery.
- c. Telegrams.
 - (1) Telegrams from AUST are sent by the PMG to 6 Sig Regt WATSONIA who dispatch the telegram direct to SAIGON, VUNG TAU, or 1 ATF through army signal channels. The telegram is delivered to the AFPO in each area, placed in an envelope and delivered to the unit.
 - (2) For telegrams to AUST the system works in reverse.
 - (3) Some delays have occurred recently in this system. Again the delay is not in VIETNAM. AUST has been asked to investigate the system in operation with the PMG and 6 Sig Regt.
- d. It is stressed that many mail delays are a direct result of in-complete or inaccurate addressing of mail, parcels and telegrams. Particular care should be taken to inform NOK, friends and relatives of the correct method of addressing mail.

17. MORTAR ATTACK

- 1. During a mortar attack, the following procedure is to apply in Det 1 Topo Svy Tp:
 - a. At the first indication of a mortar attack:
 - (1) All members are to take immediate shelter in their weapon pits and remain in the pit until instructed to stand down.
 - (2) All members will wear helmets and take with them personal weapons and 1st line ammunition.
 - (3) OC will man the telephone.
 - b. On cessation of the mortar attack, the following action will take place.
 - (1) W01 R.H. Rollston will determine the state in the WO & Sgts lines and report to the OC in the work area for further instructions.

(2) W02 D. Christie will proceed to the Cpls and Sprs lines to determine the state of casualty and or damage and report back to the OC.

(3) All other members will continue to stand to in the shelters.

(4) OC will report the unit state to the camp commandant.

c. Notification of stand down will come from the camp commandant to the OC who will then send runners to the Sgts lines and Cpls and Sprs lines instructing either a percentage stand down or a full stand down. No member will stand down until notification is received in this manner from the OC of Det 1 Topo Svy Tp.

2. In the event of casualties occurring in any of the accommodation areas the following actions will take place as soon as the situation as determined by the senior member present, permits.

a. A runner will be dispatched to notify:
(1) 2 Fd Amb of the extent and nature of the casualties.

(2) OC of the extent and nature of the casualties.

b. The injured member will be taken by the most expedient means to the Field Ambulance Post. Two members in addition to any stretcher bearers necessary will accompany the injured member.

3. The senior member present must make the assessment on when to send the runner and when to evacuate the casualty. The runner should be sent as soon as the immediate danger has apparently passed, ie mortars are no longer falling in the immediate area. Depending on the severity of the wounds, the casualty may be evacuated:

a. Immediately.

b. When the situation permits the evacuation with reasonable safety.

c. When stand down is ordered.

d. When ordered to do so by either Fd Ambulance or an officer, warrant officer or senior NCO.

4. A stretcher improvised with poles and capes

half shelter will be held in each accommodation area and in the work area at all times.

18. PARADES

1. The following timings will be adhered to by Det 1 Topo Svy Tp.

a.	Reveille	0630
b.	Administration Parade	0800
c.	Morning tea	1000-1015
d.	Lunch	1200 -
e.	Administration parade	1330
f.	Afternoon tea	1500-1515
g.	Stand down	1630

19. DISCIPLINE

1. No person(s) will leave the unit area without first notifying W01 R.H. Rollston or W02 D. Christie or in their absence the senior member present.

20. Q PARADES

1. Personal issues from the Q Store are only to be made between 1600 hrs and 1630 hrs.

Capt
OC Det 1 Topo Svy Tp

Distribution
Notice Board
Q Store
1 Topo Svy Tp
Adm Officer
File
HQ Coy 1 ATF