CHAPTER - 1

COMMAND AND CO-ORDINATION

SECTION 1 - COMMAND

Command of Operations.

101. It will be normal for command of 1 ATF operations in Phuoc Tuy to be effected from the HQ at Nui Dat. When operations extend outside the Province for communications or other reasons, a Tactical or Main HQ may be deployed forward, normally at a Fire Support Base (FSB).

102. Details of the organization and method of operation of HQ 1 ATF are contained in Part 4 of these SOP. Outline organization of 1 ATF CP is given at Annex A to this Chapter.

Succession of Command

103. The Task Force Commander will lay down the policy for succession to command in the event of himself or his subordinate commanders becoming casualties. Succession to command will be related to the Order of Battle applicable from time to time.

104. In the absence of other instructions, seniority in rank will determine who will succeed to command.

105. In an emergency the officer with the best knowledge of the situation and adequate facilities to exercise command, is to do so. He should obtain the prior approval of the officer prescribed in paragraphs 103 or 104 above if this is possible. If this is not possible he is to continue to exercise command until the prescribed officer can properly assume command.

106. The Deputy Commander will command the Task Force when the Commander is absent. He will also take command of the 1 ATF (Rear) elements when portion of the HQ moves forward for a particular operation.

Orders and Instructions

107. Command will be exercised through the medium of orders and instructions both of which have equal force.

108. Complete orders and instructions are to be prepared in writing and issued by unit commanders whenever possible.

109. 16 copies of orders and instructions issued by immediate subordinate headquarters are to be forwarded to Task Force HQ for all operations of major interest.

Verbal Orders

110. The commanding officers/officers commanding and staff who attend the commander's daily conference are to constitute the Commander's Orders Group. See Annex B to this Chapter.

111. The Commander's Orders will normally be given in the 1 ATF Briefing Hut.

Assembly for Orders

112. Orders groups are to assemble five minutes prior to the stated time.

Unit Coming Under Command/Operational Control

113. The procedure to follow is given below:

a. Issue of Warning Orders, to include details of regrouping, followed by an operation order or instruction.

b. Adjustment of ORBAT and distribution lists.

c. Liaison. As early as possible and before the unit Main Body arrives, senior G (Ops), G (Int), G (Air), A and Q Staff officers, with an officer from the Arty Tac HQ are to visit the unit to:

(1) Issue:

(a) SOP.

(b) SOI.

(c) ORBAT.

(d) Current Operation Orders and Instructions.

(e) Previous SITREPS and INTSUMS.

(f) Maps and air photographs.

(2) Brief on:

(a) Topography.

(b) Enemy situation.

(c) Current operations.

(d) Likely tasks.

(e) Patrol policy.

(f) Fire support and DF/HF policy.

(g) Air support.

(h) Administration.

(i) Communications.

(3) Obtain:

(a) Staff Tables including officers names and appointments.

(b) Details of stocks of rations, POL and water.

(c) Requirement for controlled stores.

(d) Requirement for special assistance e.g. medical, chaplains, special fuels, EME support.

114 - 118. Reserved.

SECTION 2 - CO-ORDINATION

General

119. Co-ordination is most effectively achieved by briefing and conference of commanders and staff at all levels, generally on a regular basis and as required for particular operations. Communications and liaison officers usually supplement the co-ordination achieved at briefings and conferences.

Briefings

120. Commanders Daily Briefing

a. With the exception of Sundays a daily briefing is to be held at HQ 1 ATF Briefing Hut at 1630 hrs. The location and time of the daily briefing at a Forward HQ will be as ordered by the Commander.

b. On Mondays, CO's and OC's are to attend. On other days they may be represented.

c. Attendance and seating plan are given at Annex B.

d. The sequence followed at this Briefing is:

(1) Intelligence (Mondays only)

(2) Operations - 1 ATF

(3) Operations - Sector

(4) Flanking Formations

(5) Artillery

(6) Air

(7) Psy Ops

(8) Civil Affairs

(9) A Branch

(10) Q Branch

(11) PR (Mondays only)

(12) Unit briefings as required.

(13) Commander - remarks as desired

(14) Commander - remarks as desired

121. Ready Reaction Force Briefing

a. This briefing is held as required in HQ 1 ATF Briefing Hut and is conducted by G (Int) and G (Ops).

b. The purpose of the briefing is to inform the OC Ready Reaction Force and his supporting arms commanders of the enemy and friendly forces situation in 1 ATF TAOR and to allow co-ordination by the OC Ready Reaction Force to facilitate rapid deployment when ordered.

c. Attendance is to include the Ready Reaction Force infantry element, tank troop, Cav element and Combat Engineer Team (CET) commanders and FO.

122. 1 ATF LO Weekly Briefing. 1 ATF LO briefings and debriefings are to be held on Saturday afternoon for District LO and Sunday mornings for flanking unit LO's usually at 1330 and 1030 respectively in HQ 1 ATF Briefing Hut. Details are given in Section 5.

Conferences

123. Fire Planning Conference

a. This conference is held as required in the Air Cell at 1645 hrs. The GSO2 (Air) chairs the conference.

b. The purpose of the conference is to plan and co-ordinate offensive air support on a programmed basis, supplemented by artillery, and naval bombardment when available.

c. The conference is attended by:

Ops Offr Arty Tac
GSO2 (Int), GSO2 (Air)
GSO3 (Ops)
USAF LO
Ops Offr 161 (Indep) Recce Flt
OC, 2IC or Ops Offr SAS Sqn
Unit and allied representatives as required

124. Maintenance Conference

a. This conference is held daily in the HQ 1 ATF Q Branch Conference Room at 1330 hrs to plan and co-ordinate the supply and movement of the maintenance requirements for all units deployed on operations.

b. Officer representatives of all such units are to attend this conference.

125. Operational Deployment Conferences

a. Conferences to co-ordinate deployments of infantry battalions, in particular when relief in place is involved, are conducted on an "as required" basis. They are chaired by the GSO2 (Ops).

b. Conferences are normally held in the HQ 1 ATF Briefing Hut. Attendance usually comprises:

2IC and/or Ops Offr of battalion(s) concerned
OC or 2IC Sqn 1 Armd Regt
OC or 2IC Sqn 3 Cav Regt
2IC Fd Regt
OC or 2IC 1 Fd Sqn
OC TFMA
DAQMG
GSO2 (Air)
Others as required

c. Movement tables, both ground and air, are issued as a result of agreement in conference, as Annexes to appropriate 1 ATF Operation Orders or Instructions.

Visits

126. Productive visits by commanders and staff at all levels are commended. The principle to be followed is for visits from higher to lower level to be carried out on a regular basis, from lower to higher on an "as required" basis.

Distribution Lists

127. 1 ATF Distribution Lists are given at Annex C to this Chapter.

'G' Returns

128. 1 ATF 'G' Returns are detailed at Annex D to this Chapter.

129-130. Reserved.

SECTION 3 - PHUOC TUY SECTOR

Sector

131. Phuoc Tuy Province is a Sector of III Military Region. Within III Military Region chain of Command, Phuoc Tuy sector is under the operational command of 18 ARVN Div.

Sub Sector

132. Phuoc Tuy Sector is sub-divided into five sub sectors. The sub-sector boundaries are identical to the district boundaries shown on all maps of Phuoc Tuy Province.

The sub-sectors are:

a. Duc Thanh.

b. Long Le.

c. Long Dien.

d. Dat Do.

e. Xuyen Moc.

Military Organization - Phuoc Tuy Sector

133. See Annex E to this Chapter.

Territorial Security Forces

134. Regional Forces (RF). RF companies are recruited from within the Province and are deployed at the discretion of the Sector Commander (Province Chief). RF companies may be grouped to form RF battalion for specific missions, or, they may be allotted to sub-sector. There is also provision for a Group Headquarters to reduce the span of control for sector and sub-sector commanders. Each RF group can be assigned four RF companies. The RF will support the Popular Forces (PF) in hamlet and village security, and will defend lines of communications, installations, government and economic centres. One or two RF companies may be employed as a Province reaction force. These forces may be used anywhere in Phuoc Tuy Province.

135. Popular Forces (PF). PF platoons are recruited locally and are deployed for village and hamlet security against local guerillas. They may also be used for lines of communications security, maintaining outposts, intelligence and security patrols and ambushes. Generally, command of PF platoons is delegated to sub-sector commanders.

136. Para-Military Forces. Other organizations which work in the Province are:

a. Rural Development Cadre (RD Cadre).

b. National Police Field Force (NPFF).

c. Province Reconnaissance Unit (PRU).

d. Peoples Self Defence Force (PSDF).

137. Co-operation and assistance with RD Cadre, NPFF and PRU is achieved through Sector HQ. PSDF is a village/hamlet self defence organization.

Command and Control

138. The Province Chief is the military Commander of GVN forces located in the Sector. (Exceptions to this are when ARVN units are placed under the operational control of 1 ATF or other Free World Formations operating in the Sector). The officer immediately subordinate to the Province Chief is the Deputy for Provincial Security. He is responsible to the Province Chief for the overall efficiency of the Provincial Forces. He may also be designated Commander of the Territorial Forces. The District Chiefs are responsible for the command and control of the Provincial Forces allotted to their districts. In Districts where there are more than three RF Coys, Group Commanders are appointed to operationally control, for the District Chief, the Provincial forces in the district. Reserve forces are controlled by the Province Chief or the Deputy for Provincial Security.

Combined Operations

139. Local combined operations between 1 ATF units and sub-sector forces may be organized subject to directives issued by 1 ATF, by unit Commanders and District Chiefs (through the District Senior Adviser) and 1 ATF LO located at Sub -Sector HQ.

140. Operations involving the deployment of an RF Coy to another district, or the use of the Province Reaction forces, require the approval of the Province Chief. Approval will be sought through HQ 1 ATF and the 1 ATF LO at Sector HQ, through the Province Senior Adviser.

Functions of Sector and Sub Sector HQ

141. The functions of Sector and Sub Sector HQs which effect operations conducted by 1 ATF are:

a. Sector HQ

(1) Control, gazettement and notification of civilian access areas within the Province. The Province Chiefs approval is required for ground clearance in civil access areas during non-curfew hours.

(2) The control of Sector AOs.

(3) The co-ordination of ground clearances from 1 ATF for operations within the 1 ATF TAOR.

(4) Co-ordination of Province units for combined operations with 1 ATF elements.

(5) Gaining the approval of the Province Chief for the release of Hoi Chans for exploitation.

(6) Matters concerning the civilian population.

(7) The provision of assistance from National Police, through the National Police Adviser.

b. Sub-Sector

(1) The co-ordination and granting of temporary AOs within the Sub-Sector AO.

(2) Approving of ground clearances in Sub-Sector AOs.

(3) Co-ordination of RF and PF assisting elements of 1 ATF operating within the Sub-Sector.

(4) Promulgation of curfew timings approved by Sector.

(5) Matters concerning the civilian population.

(6) The provision of assistance by District National Police forces.

Civil Operations and Rural Development Support (CORDS)

142. Superimposed on the Province/Sector organization is the civil/military Advisory Team 89 of US MAC CORDS.

143. Team 89 is responsible for the overall security and development of Phuoc Tuy Province. The closest possible co-operation must be effected with members of Team 89.

144. All Province and most District officials have US Advisers in both military and civil fields.

145. Units or elements of 1 ATF operating in Sector or Sub-Sector areas are to effect close liaison with Sector and Sub-Sector officials, through the 1 ATF LO's and the respective Senior Advisers and their staffs.

146. Key appointments of Team 89 are:

Province Senior Adviser (PSA)	- (Col equivalent)
Deputy Province Senior Adviser (DPSA)	- (Lt Col equivalent)
Operations Adviser	- (Maj equivalent)
Intelligence Adviser	- (Maj equivalent)
Logistics Adviser	- (Maj equivalent)
District Senior Advisers (DSA) (5)	- (Maj equivalent)
RF/PF Special Assistant (Aust)	- (Capt equivalent)
Psy Ops Adviser (APA Psyops) (Aust)	- (Maj equivalent)

147. An outline diagram of the organization of Team 89 is at Annex F to this Chapter.

AATTV Mobile Advisory Training Teams (MATTs)

148. Fifteen AATTV MATTs are deployed in Phuoc Tuy Province. These teams can be of assistance to 1 ATF in the co-ordination of combined operations with RF companies that have MATTs assigned, but it must be appreciated that liaison is not their primary role. Units are to work to the VN officers not MATT Teams.

Other Military Organizations

149. Also located in Phuoc Tuy Province are:

a. Van Kiep National Training Centre (including JWTC Nui Dat).

b. Long Hai PF Training Centre.

c. Mobile Strike Force Training Centre.

150. Liaison with these centres will be effected through the 1 ATF LO at Sector.

SECTION 4 - COMMUNICATIONS

General

151. 1 ATF employs radio, line and message carrying agencies as normal means of communication. Radio relay is employed to provide the requisite channels between 1 ATF (Main) and 1 ATF (Rear) when the HQ splits.

152. Line is the primary means of communication within a defended area but it is to be supplemented by VHF radio. VHF radio is the primary means of communication between HQ 1 ATF and units but if the tactical situation permits line may be occasionally laid between defended areas close to each other. In addition to radio and line, SDS and SDR will normally be available within the defended area containing HQ 1 ATF. Radio relay is restricted to the communications between forward and rear elements of HQ 1 ATF and from HQ 1 ATF to the HORSESHOE feature. ADS will normally be provided between forward and rear elements of HQ 1 ATF and, when warranted, from HQ 1 ATF to unit HQ.

Responsibilities

153. Responsibilities for the establishment and maintenance of communications are:

a. From the SENIOR formation or unit to the SUBORDINATE unit.

b. From the LEFT unit to the unit on its RIGHT.

c. From the SUPPORTING unit to the SUPPORTED unit.

154. Although one unit is specifically charged with maintaining communications with another, in the event of loss of communications all affected units are to attempt to re-establish it immediately.

Radio

155. HQ 1 ATF operates the following radio nets:

a. Task Force Command Net. (VHF) This is the primary means of communications to units and main sub-units when they are out of the defended base occupied by HQ 1 ATF. See Annex F to this Chapter.

b. Task Force Command Net. (HF) For use if VHF Net fails.

c. Task Force Command Net Secure. (VHF) This net provides secure VHF communications to selected units, primarily to the infantry battalions.

d. Task Force Telegraph Net. This is available if required. It is not normally activated. See Annex G to Chapter 1.

e. Task Force Command Net Rear. If HQ 1 ATF deploys a forward HQ, then a command net rear is activated to provide an alternative means of communication to line in the rear area. Units left in the base and rear elements are on this net. See Annex G to Chapter 1.

f. Task Force Tactical Air Net. Aircraft join this net when required.

g. Task Force Base Defence Net. This is the primary means of communication to Defence Sectors within 1 ATF Base Nui Dat. It is opened only when the Base is at "Stand To", under attack or threat of attack.

156. HQ 1 ATF operates sub-stations on the following nets:

a. Sector Net (PHUOC TUY Province)

b. Superior Operational HQ Comd Net secure (II Field Force VIETNAM).

157. Remote facilities on the 1 ATF Comd Net (VHF) are provided for use by the GSO2 (Ops) and GSO2 (Air).

158. Frequencies, callsigns and frequency designators for Task Force and unit nets are given in SOIs. Fixed callsigns for Infantry Battalions and Field Regiments are given in Annex H to this Chapter. Fixed callsigns are used by all units except SAS Sqn.

159. Within the base area, radio stations are not to be established without approval of the TF Signal Officer. TF Sig Sqn Communications Control is to be contacted for approval to establish a radio station outside a unit area.

Line

160. A main switchboard is established in the area of HQ 1 ATF. This switchboard terminates all rear link telephone circuits and local trunks to unit switchboards.

161. When a forward HQ is established, the main switchboard terminates rear links and when practicable local trunks to unit switchboards. Principle members of the forward HQ staff are direct subscribers.

162. Exclusive line and radio relay circuits are provided when the circumstances warrant and permit this facility.

163. Within the base area, lines for telephones, radio remote control or any other purpose are not to be laid outside a unit or sub-unit area without approval of the TF Signal Officer. TF Sig Sqn Communications Control is to be contacted for approval to lay lines outside a unit area. All lines are to be labelled and such labelling is to be incorporated in 1 ATF Cable Diagram produced and issued as an overprinted map.

Message Carrying Agencies

164. A vehicle SDS is provided from HQ 1 ATF to all units and sub-units in the main base. The route and timings are published in SOIs. In a forward area SDS will be provided by foot/vehicle or helicopter as circumstances permit or dictate.

165. Despatches and signals with IMMEDIATE or FLASH precedence are to be delivered by SDR. Units may request SDR for delivery of despatches to the 1 ATF signal centre but such requests are to be kept to minimum.

166. Vehicles carrying despatches carry the sign "SDS DO NOT DELAY". Such vehicles are to be awarded top traffic priority and must not be delayed or diverted to any other task.

167. Air Dispatch Services and air couriers provided by superior headquarters are met by the 1 ATF SDS. Timings for these services appear in SOIs.

168. 1 ATF is to operate an Air Dispatch Service to the forward HQ when it is deployed. Timings are to be given in the operation order.

169. Officers visiting any HQ are to call at the signal centre to collect any despatches for their destination.

Signal Operating Instructions (SOIs)

170. SOIs are to be issued weekly. They are to contain:

a. Frequency and callsign assignments for all nets operated by HQ 1 ATF and units.

b. Frequency Designators.

c. Address groups.

d. SDS and ADS timetables, and 1 ATF Location Code.

e. Miscellaneous communications and security information.

171. No change is to be made to SOIs without the approval of the Task Force Signal Officer or his representative.

Communication Security

172. The enemy has the capability to conduct electronic warfare. He has attempted to jam radio nets, to use imitative deception on English speaking nets and he does employ intercept. He is known to have tapped telephone lines and it is possible that the can get information from radio relay circuits and civilian switchboard operators.

173. The effectiveness of his capability can be greatly reduced by the correct use of voice precedure, by adherence to SOI's and voice codes and by constantly remembering the principles of communication security.

174. From time to time a COMSEC monitoring team operates in the 1 ATF area. Its function is to help units improve their communication security. Unit commanders may request its services through the Task Force Signal Squadron.

175. Voice Codes

a. AKAC Operation Code. This code is to be used when passing operational information which may be of value to the enemy. It is used on the radio and telephone. It is issued in a book which gives enough sets of the code to last a month. Instructions on using the code appear in each issue.

b. AKAC Numeral and Authentication Codes. These two codes are issued in one book. Each book has enough sets of codes to last a month. Instructions on using the code appear in each issue. However, the "Straight Line System" is used for the Numeral Code within 1 ATF. Details of this system may be obtained from TF Sig Sqn Communications Control.

(1) Numeral Code. This is used for passing figures and all grid references.

(2) Authentication Code. This is used to authenticate radio stations.

c. Changes take place as follows:

(1) AKAC Operation Code. Set 1 of the book issued for the month becomes effective at 010001H. Succeeding sets come into use each 48 hours thereafter.

(2) AKAC Numeral and Authentication Codes. Day 1 of the book issued for the month becomes effective at 010001H, day 2 at 020001H and so on.

(3) SOIs. Included in the SOI's are details of changeover timings.

16. Codewords and Nicknames.

a. Codewords are issued to 1 ATF by II FFV and to units within 1 ATF by HQ 1 ATF. Units requiring a codeword are to apply to HQ 1 ATF.

b. Nicknames are originated and issued by HQ 1 ATF and units as required.

c. Codewords and Nicknames are to be treated as CONFIDENTIAL unless otherwise notified.

17. Issue of Codes. AKAC codes are issued by the Task Force Signal Squadron.

17. Compromise of Codes and SOIs. Any loss or suspected compromise of any code or SOI is to be notified immediately to the issuing HQ.

Electronic Warfare

19. The two active means of electronic warfare which the enemy may attempt are jamming and imitative deception. Any unit which suspects it may have been subjected to either type is to report the following to the Task Force Signal Officer:

a. Date, time and duration of incident.

b. net and stations experiencing jamming or deception, including locations;

c. frequency;

d. action taken by friendly stations; and

e. narrative of incident including effectiveness.

180. Units are to devise counter measures to suit their particular equipment and nets. Note the following:

a. If imitative deception is suspected have the station authenticate.

b. If jamming is experienced;

(1) try to avoid indicating the effectiveness of the jamming; and

(2) have a standard procedure where by stations change automatically to an alternative frequency.

Radio Interference

181. The crowded VHF channels result in considerable interference. With FM radios it is often possible for the desired signal to override the interfering one. Should this not be possible change to an alternative frequency and report the following to the Task Force Signal Officer:

a. date, time and duration of interference;

b. net and stations experiencing interference, including locations;

c. frequency;

d. identification of interfering stations; and

e. effectiveness of interference.

Time

182. Time within 1 ATF is maintained by the 1 ATF Signal Centre. Time checks may be obtained by telephoning the signals centre or from the control station of the Task Force Command Net.

183. Local (H) time is used for all matters except the date/time group of messages where Z time followed by month and year is used.

SECTION 5 - LIAISON

General

184. When two or more elements are operating so that the activity

.../of one

of one would affect the other, such activities are to be co-ordinated by the next senior HQ in the area. For example, the movement of two companies from neighbouring battalions working close to a common boundary would be co-ordinated by HQ 1 ATF.

185. Commanders are to exercise initiative in establishing liaison with local forces and civil authorities within assigned areas of operations.

186. If no other direction is given units are responsible for liaison with 1 ATF units on their flanks. Liaison outside 1 ATF TAOR and AO will be effected by HQ 1 ATF.

Deployment of 1 ATF LOs

187. 1 ATF LOs are deployed to:

a. PHUOC TUY Sector;

b. some sub-sector HQs in PHUOC TUY Province;

c. flanking TAOR formations; and

d. GVN/FWMAF units, under operation control, when co-ordinated operations are undertaken.

188. Units may require liaison when deployed on limited independent operations in an AO, in close proximity to RVNAF, RF/PF or FWMAF locations or AOs. These liaison personnel are to operate on their parent unit command net using unit signallers. These liaison personnel will be administratively self contained.

189. In PHUOC TUY Province 1 ATF LOs are permanently located at Sector and some Sub-Sector HQs. When additional liaison is required as in para 187, above, radio operators with equipment are to be provided by the liaising unit. All liaison with the District Chief and District Senior Advisor will be channelled through the 1 ATF LO.

190. LOs are not to be deployed without the concurrence of the GS02 (Ops), through whom arrangements with formations, sector or units involved are made.

Detachments for 1 ATF Duties

191. The roles, tasks, responsibilities and organisation of detachments from 1 ATF, for specific duties, are listed at Annex I to this Chapter.

192. The following detachments are listed at Annex I:

a. 1 ATF Liaison Unit;

b. Det AFV Pro Unit, NUI DAT, (WEST GATE);

.../c. Det AFV

c. Det AFV Pro Unit, VUNG TAU (Town Patrol); and

d. Pearson Centre.

Provision of 1 ATF LO Teams

193. The basic Sub-Sector LO Team will comprise:

a. Capt/Lt/WO - one

b. Op Radio - one

c. Int representative - one

194. GS (Ops) will determine which units are responsible for the provision of personnel. A Branch will provide the personnel and control relief or replacement on advice from the GSO2 (Ops).

195. Unit/Sub-Sector affiliations will usually form the basis for the provision of permanent 1 ATF LOs.

196. LO Teams to flanking units will usually consist of one Lt/Capt and three Op Radio.

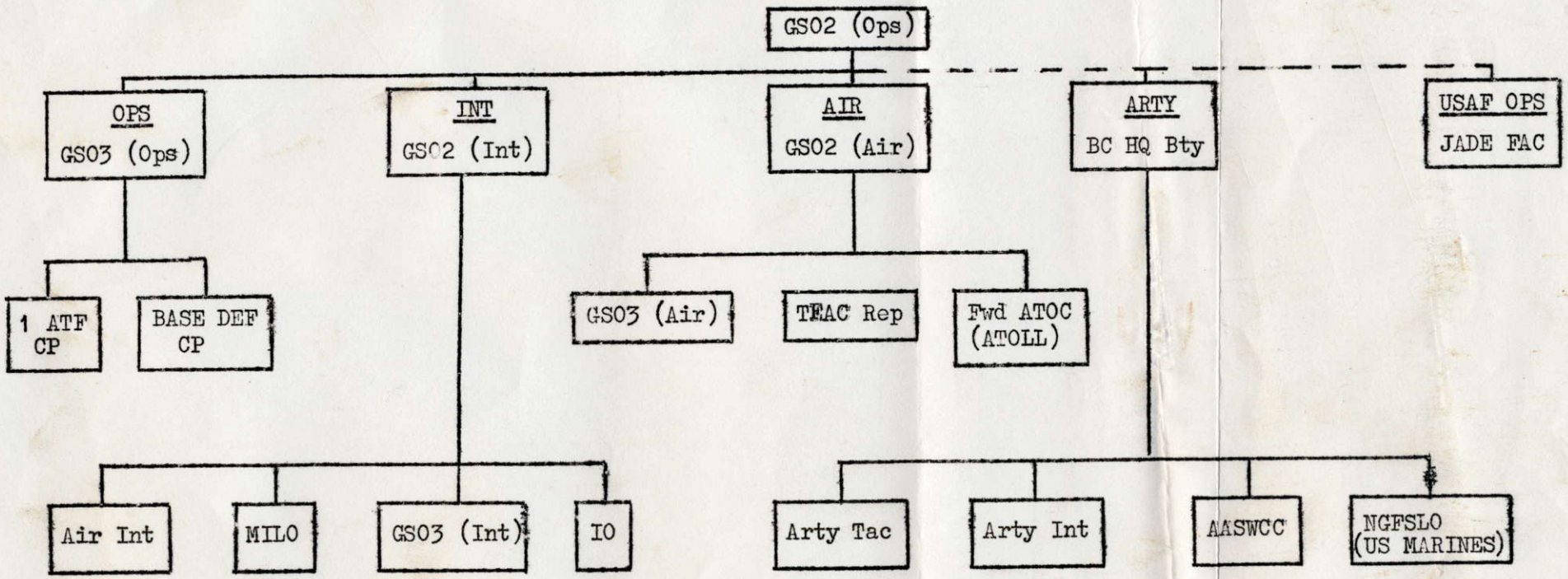
197. Visits to LO locations are to be made frequently by Ops, Int and CA staff, to effect further briefing and debriefing.

198-200. Reserved.

ANNEX A TO
CHAPTER 1

OUTLINE ORGANISATION

1 ATF CP



AMENDMENT NO 9
DATED 20 JUL 71

ANNEX B TO
CHAPTER 1 TO
1 ATF SOPs
DATED 10 FEB 71

SEATING DIAGRAM
COMMANDER'S DAILY BRIEFING

STAGE

Comd's LO
GSO3 (Int)
GSO2 (Ops)

Flanking Fmn
Arty TAC
Sector

PSA	D Comd	Province Chief	Comd	Comd's Arty Advisor	CO 1 Aust CA Unit	CO Bn RAR	CO Bn RAR
DPSA	Q Branch	A Branch	GSO2 (Int)	Armd Sqn	Cav Sqn	Fd Regt	Det Div Loc Bty
	JADE FAC	GSO2 (Air)	GSO2 (Psy Ops)	Fd Sqn	Const Sqn	Topo Svy	Sig Sqn
Rep ALSG	Rep HQ AFV	III Corps LO	DCRE	547 Sig Tp	SAS Sqn	1 ARU	
HQ Coy 1 ATF	USAF LO	RAAF LO/IO	67 GL Sect	TFMA	Recce Flt	Fd Amb	Fd Wksp
Co-ord Chaplain	PR	TF IO	MILO	Psy Ops	LO BARIA	Det Div Int Unit	1 ATF LAD
V I S I T O R S				Det AFV Pro	V I S I T O R S		

ENTRY/EXIT

Note:

1. On Mondays CO/OCs are to attend.
2. On other days except Sunday a unit comd may send his representative.
3. There will be no briefing on Sundays.
4. Comds/Reps are to occupy the seat designated for their unit.

1 ATF DISTRIBUTION LISTS

LIST Z. OPERATION ORDERS AND INSTRUCTIONS

Serial	Unit	Copy Nos	Method of Delivery
1.	- Sqn 1 Armd Regt (incl Sqn Sect 1 Armd Regt LAD)	1-6	SDS
2.	- Sqn 3 Cav Regt (incl Sqn Sect 3 Cav Regt LAD)	7-11	"
3.	- Fd Regt (incl Fd Regt LAD)	12-15	"
4.	Bty Arty (US)	16	"
5.	Fd Sqn	17	"
6.	Const Sqn	18	"
7.	Sect 1 Topo Svy Tp	19	"
8.	Sig Sqn	20	"
9.	547 Sig Tp	21	"
10.	Bn RAR	22-23	"
11.	Bn RAR/NZ (ANZAC)	24-25	"
12.	JWTC	26-27	"
13.	- SAS Sqn	28	"
14.	1 ARU	29	"
15.	161 (Indep) Recce Flt	30	"
16.	Det 1 Div Int Unit	31	"
17.	TFMA	32-33	"
18.	- Fd Amb	34	"
19.	- Fd Wksp	35	"
20.	1 Aust CA Unit	36	"
21.	1 Psy Ops Unit	37	"
22.	HQ Coy 1 ATF	38	"
23.	1 ATF HQ LAD	39	"
24.	LO LONG KHANH Sector (XUAN LOC)	40	FW Docs run
25.	LO RTAVF BEARCAT	41	"
26.	LO 3 Bde 1st (US) Cav Div (AM)	42	"
27.	LO PHUOC TUY Province/Sector HQ BARIA (1 ATF LO)	43	"
28.	LO LONG LE District (HOA LONG)	44	SDS LO Collect
29.	LO DAT DO District	45	RW Docs run
30.	LO DUC THANH District	46	"
31.	LO XUYEN MOC District	47	"
32.	LO Spare	48	
33.	LO Spare	49	
34.	LO Spare	50	
35.	LO Spare	51	

Serial	Unit	Copy Nos	Method of Delivery
36.	67 GL Sect	52	Telegraph
37.	1 ALSG	53	"
38.	9 Sqn RAAF	54	"
39.	RAAF Ops VUNG TAU	55	"
40.	HQ RAAF Contingent VUNG TAU	56	"
41.	PHUOC TUY Province/Sector	57	RW Docs run
42.	Aust LO HQ TRAC	58	Telegraph
43.	SA PHUOC TUY Province/Sector HQ BARIA	59	RW Docs run
44.	HQ TRAC	60-63	Telegraph
45.	HQ AFV	64-69	"
46.	HQ NZ Force V	70	"
47.	Comd	71	Hand
48.	D Comd	72	"
49.	TFAC	73	"
50.	CO 1 Aust CA Unit (S5)	74	SDS
51.	GSO2 (Ops) (S3)	75	Hand
52.	GSO2 (Int) (S2)	76	"
53.	GSO2 (Air) (S3 Air)	77	"
54.	GSO2 (Psy Ops) (S5)	78	"
55.	GSO3 (Ops)	79	"
56.	GSO3 (Air)	80	"
57.	GSO3 (SD and Trg)	81	"
58.	GSO3 (Psy Ops)	82	"
59.	DAAG (S1)	83	"
60.	DAQMG (S4)	84	"
61.	PR	85	"
62.	DCRE	86	"
63.	Capt ST	87	"
64.	Capt OO	88	"
65.	Capt EME	89	"
66.	USAF Ops (JADE Control)	90	"
67.	LO III Corps and MR3 (ARVN)	91	"
68.	CP	92	"
69.	Arty Tac	93-95	"
70.	Diary	96-97	"
71.	Spares	98-101	"
72.	Float File	102	"
73.	File	103	"
	Total	103	

LIST A. ALL UNITS, CO-OPERATING UNITS AND SUPERIOR HQ.
LIST B. LIST A AND SUB-UNITS.

Serial	Units		No of Copies	
			A	B
1.	- Sqn 1 Armd Regt (incl Sqn 1 Armd Regt LAD)		5	12
2.	- Sqn 3 Cav Regt (incl Sqn 3 Cav Regt LAD)		2	6
3.	- Fd Regt RAA incl	Div Loc Bty Fd Bty Fd Bty Fd Regt LAD	5	10
4.	Bty Arty (US)		1	3
5.	1 Fd Sqn (incl Fd Sqn Wksp)		2	8
6.	21 Engr Sp Tp		1	1
7.	17 Const Sqn		2	4
8.	104 Sig Sqn		1	2
9.	547 Sig Tp		1	1
10.	Bn RAR		1	8
11.	Bn RAR/NZ (ANZAC)		1	8
12.	JWTC		1	10
13.	- SAS Sqn		1	3
14.	161 (Indep) Recce Flt		3	6
15.	1 ARU		1	1
16.	Det 1 Div Int Unit		1	1
17.	A Sect 1 Topo Svy Unit		1	1
18.	TFMA incl	Det HQ 5 Coy RAASC Det 25 Sup Pl Det 176 AD Coy Det 8 Pet Pl 1 OFP Det 1 AFV Cash Office Det 2 Aust Fd Canteens Unit	8	8
19.	HQ Coy 1 ATF incl	1 ATF HQ LAD 1 ATF Det AFV Pro Unit	4	4
20.	8 Fd Amb incl	Det 1 Fd Hyg Coy Det 33 Dental Unit	2	2
21.	106 Fd Wksp		1	1
22.	1 Aust CA Unit		1	1
23.	1 Psy Ops Unit		1	1
24.	1 ATF LO (BARIA)		1	1

Serial	UNIT	No of Copies	
		A	B
25.	67 GL Sect	1	1
26.	RAAF Ops VUNG TAU	1	1
27.	1 ALSG	1	1
28.	CG TRAC LBN SVN	1	1
29.	Aust LO HQ TRAC LBN SVN	1	1
30.	HQ AFV	4	4
31.	HQ NZ Force V	2	2
32.	HQ NZ Component	1	1
33.	PR	1	1
34.	Float File	1	1
35.	Diary	2	2
36.	File	1	1
	Totals	65	121

LIST C. INTERNAL.

Serial	Recipient	No of Copies
		C
1.	Comd	1
2.	D Comd	1
3.	GSO2 (Ops)	1
4.	GSO2 (Air)	5
5.	GSO2 (Int)	2
6.	GSO2 (Psy Ops)	1
7.	GSO3 (Ops)	1
8.	GSO3 (SD and Trg)	1
9.	CP	1
10.	PR	1
11.	LO BARIA	1
12.	DAAG	3
13.	DAQMG	4
14.	Arty Tac	1
15.	DCRE	1
16.	ATOL	1
17.	Chief Clerk	1
18.	Float File	1
19.	File	1
	Totals	29

LIST D AND D1. PREPARATION OF OPERATION ORDERS.

D			D1		
serial	Recipient	No of Copies	Seial	Recipient	No of Copies
1.	GSO2 (Ops)	1	1.	D Comd	1
2.	GSO2 (Int)	1	2.	GSO3 (Int)	1
3.	GSO2 (Air)	1	3.	GSO3 (Air)	1
4.	GSO3 (Ops)	1	4.	A Branch	1
5.	CP	1	5.	Q Branch	1
6.	DAQMG	1	6.	Arty Tac	1
7.	Arty Tac	1	7.	PR	1
8.	104 Sig Sqn	1	8.	ATOL	1
9.	HQ Coy 1 ATF	1			
10.	TFMA	1			
11.	PR	1			
12.	ATOL				
	Total	12		Total	8

Note: List D1 only to be used when 1 ATF is split.

ANNEX D TO
CHAPTER 1

G RETURNS

Serial	Report/Return	Form	Approx No	Submitted by	Submitted to	Date/Time to be submitted	1 ATF Action	1 ATF File Reference	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
1	SITREP	Verbal		Units	1 ATF CP	When called for	Log Brief Comd/GS02 (Ops)		
2	SITREP (1ATF)	Written		1 ATF CP	IIFFV	By 0400 hrs Daily		MACV Directive 335-2	Copies to AFV, NZ V Force
3	LOCSTAT	Verbal		Units	1 ATF CP	Continuous	Log and advise flanking units		Required hourly for all units, elements deployed outside NUI DAT, HORSESHOE HILL or FSB's. Night locs (if static) are to reach 1 ATF CP by 1800 hrs daily. All locs are to be confirmed to 1 ATF CP by 0800 hrs daily either as a new loc or confirmation of no change from Night Loc. Thereafter all locs are to be confirmed or amended hourly.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
4	Patrol Report	Proforma	1	SAS Sqn	1 ATF	24 hrs after	Disseminate as necessary		Other units submit contact incident after action report-see Serial 6.
5	Contact/Incident Report	Verbal	2	All Units	1 ATF CP	ASP	Advise II FFV AFV		
6	Contact/Incident	Proforma	3	Units excl SAS Sqn	1 ATF	Within 5 days of conclusion of operation/ patrol	1 - AFV 1 - Int 1 - File	R751-1-11	Contacts down to and including section level.
7	Combat Operations After Action Report (1 ATF Op)	US Form to be followed	4	Inf Bns Cav Sqn Armd Sqn	1 ATF	Within 14 days of termination of operation	Examine, comment and forward six copies to II FFV four copies to AFV, two copies to NZ Force V and one copy to GSO2 (Int) 1 ATF		Fourteen copies required by 1 ATF
8	Combat Operations After Action Report (Unit Op)	US Form to be followed	4	1 ATF	II FFV AFV NZ Force V	Within 14 days of termination of operation	As for Serial 7		Units are to submit to 1 ATF within 7 days of completion of operation a list of lessons learnt and CO's comments

(a)	(b)	(c)	d	(e)	(f)	(g)	(h)	(i)	(j)
9	SHELREP/MORTREP	Verbal	5	All units	Arty Tac HQ	Immediate	Coordinate CB Fire		Position of originator and bearing to flash/sound of primaries required earliest. Remainder of report can follow later.
10	VC mine/booby trap incident	Proforma	7	Units	1 ATF	Within 14 hrs of incident	Forward to II FFV	R544-1-4	a. By radio. b. One handwritten copy required.
11	Minefield Reports	Verbal giving coordinates, area, and type of mine (if known)		Units	1 ATF	Immediate	Advise II FFV and 1 ATF units		This return is to report the existence of a previously undiscovered minefield regardless of origin
12	VC installation reports	Verbal	6	Units	1 ATF	Within 12 hrs of discovery/ destruction	Log		
13	Weekly forcast of planned operations	Signal or LO	1	ATF	II FFV	As required		R723-1-4	
14	VC Base Area Neutralization	Letter	1	ATF	II FFV	By the 7th of the month for the preceding month	Compiled by G Int	R723-1-5 (Int R18 /41)	Copies to AFV (4), NZ Force V (2)
15	Road Runner/ County Fair Ops	Signal	1	ATF	II FFV	As for Serial 14	Compiled by G Ops	R723-1-20	

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
16	Monthly Statistical Report	Signal		1 ATF	II FFV	By 5th of month for preceding month	As for Serial 15	R723-1-51	Copy to AFV, also to be included in SITREP on 3rd of month
17	Monthly report on Defence Against VC Rocket Attack	Signal		1 ATF	II FFV	By 28th of each month	Compiled by TFAIO	R750-1-11	Return to show state as at 25th of each month
18	Quarterly Evaluation Report	Letter		1 ATF	II FFV	By 8th of month succeeding each calendar quarter	Compiled by G Ops	R723-1-1	Copy to AFV (2), NZ Force V
19	Operation Nicknames quarterly forcast	Letter		1 ATF	II FFV	As for Serial 18	Compiled by G Ops	R793-1-1	Copy to AFV, NZ Force V
20	Status of Lines of Communication Security	Signal		1 ATF	II FFV	By 7th of month for the preceding month	Compiled by G Ops	R739-1-1	
21	1 ATF ORBAT changes	Letter		1 ATF	II FFV	As occurring	Compiled by G Ops	R723-1-6	Copy to AFV, 1 ALSG
22	Aircraft Incident Report	Signal		161 (Indep) Recce Flt	AHQ, Dept of Air	As occurring		R723-1-13	Copies to AFV, RAAF Vietnam 1 ATF, 1 Avn Regt
23	Engineer Monthly Technical Report	Letter		1 Fd Sqn	SORE 1 AFV	By 14th of month for the preceding month		R723-1-19	Copy to 1 ATF

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
24	Monthly Returnee/ Detainee Report	Signal		Det 1 Div Int Unit	AFV	By 3rd of month for the preceding month			To be sent through HQ 1 ATF
25	INTSUM	Signal/ Written		1 ATF	II FFV	Daily as at 2400 hours		MACV Directive 381-21	
26	Road and Bridge classification report	Signal		Fd Sqn	1 ATF	By 5th of month for the preceding month	Forward to II FFV	R740-1-1	Copy to C Sqn 1 Armd Regt

APPENDIX 3 TO
ANNEX D

CONTACT/INCIDENT * AFTER ACTION REPORT
(* Delete as applicable)

Part 1 (to be completed by Section/Patrol Commander)

1. Operation.
2. Report by: No Rank Name
3. Sect Pl Coy Bn
4. Strength of Sect/Pl *in contact (No of men)
5. Date of action: Time hrs. Duration:
6. Location.
7. Section/Patrol * Task:
8. Describe in own words what happened (include diagrams).
9. Description of terrain (to include range of visibility etc).
10. Distance to enemy when first sighted.
11. Which soldier first saw enemy.
12. What was soldier doing.
13. What caused enemy to be noticed.
14. VC strength and type (Main * Regional * Local). Dress:
15. Who fired first. Range.
16. What section weapons fired.
17. What was enemy's immediate reaction.
18. What was section's immediate reaction.
19. Enemy casualties.

/20.

20. Caused by (weapon).

21. Friendly Casualties.

22. Caused by (weapon).

23. Approximate ammunition expenditure.

24. Documents/Weapons captured.

25. Lessons Learnt.

26. Other points.

Part 2 - Platoon Commander's Comments

27. Related section report.

28. Describe Pl actions.

29. Estimate of all ammunition fired during contact (incl Arty, Mor and Air).

Part 3 - Company Commander's Comments

30. Comments.

..... Ptl Comd

..... Pl Comd

..... Coy Comd

* Delete as necessary

APPENDIX 4 TO
ANNEX D

COMBAT OPERATIONS AFTER ACTION REPORT

The format shown below will be used as a guide for all Combat Operations After Action Reports.

TO: Commander 1 ATF or CG II FFORCE VIETNAM as applicable

1. NAME AND TYPE OF OPERATION.

2. DATES OF OPERATION: Inclusive Date-Time Group

3. LOCATION: TAOR, AO (state centre of mass) or other name or coordinates as applicable.

4. CONTROL OR COMMAND HEADQUARTERS.

5. COMMANDING OFFICERS: List the names of the unit commanders engaged in the operation.

6. TASK ORGANIZATION: Indicate control headquarters and units attached or detached. If single unit, state that unit only. For 1 ATF, show organization for combat.

7. SUPPORTING FORCES: List all supporting forces, both planned and actually used, and indicate their extent and effectiveness. Supporting forces include artillery, naval forces, armour, USAF/VNAF air and USMC/USA aviation. If air was requested, state air request net utilized, whether preplanned or immediate request, reaction time and effectiveness. State for all: Size or quantity of force(s), how and when employed, results or effectiveness, and timeliness.

8. INTELLIGENCE: Present brief estimate of VC strength, location, disposition and situation anticipated in objective area prior to operation. Include currency and, within classification limits, source of intelligence. Make a brief statement of VC strength. and situation actually found as the operation was conducted. Name VC units identified and any other significant intelligence gained. Include overlays, if appropriate, and describe the terrain in terms of cover and concealment, obstacles, critical features, observation and venues of approach COCOA and weather in the area of operation. Include CA/Psy War evaluation of the population and attitudes where appropriate. Including Reporting Officer's evaluation of accuracy and adequacy of the intelligence available and used as well as assessment of operational security.

9. MISSION: State mission as directed by higher authority. If the mission was self-initiated state deduced mission.

10. CONCEPT OF OPERATION: Include who, what, when, where and how for organic, attached and supporting units including fire support. Include sketches or overlays when appropriate.

11. EXECUTION: Present, in chronological order, a narrative statement of events. Start with receipt or issue of order and end with termination of the operation. Indicate time lapse between date operation was conceived and its implementation. Highlight significant actions and list losses, both friendly and enemy, as they occurred. Indicate the duration of action (contacts) and state communication capability during contact. State range in metres at which the initial contact occurred and the average range of engagement. Include unusual tactics and techniques, civil affairs, Psy War activities, deception and important decisions including use of supporting forces, commitment of resources, etc made by the commander to influence the action.

12. RESULTS: Summarize personnel KIA, WIA, MIA, killed by air (KBA), captured, suspects arrested, significant equipment and material losses, both friendly and enemy. Indicate whether all areas where air strikes were conducted were searched by ground forces. On friendly losses, indicate number of personnel lost separately by ARVN, CIDG, RF/PF, US FWMAF, and other participating units.

13. ADMINISTRATIVE MATTERS: Note adequacy of administrative plans, commenting on procedures or actions which hindered or aided the operation. Include, as appropriate, the following:

a. Supply: Include methods and techniques of resupply. Commenting on procedures or actions which hindered or aided the operation. Include, as appropriate, the following:

(1) Mainterance.

(2) Treatment, evacuation and hospitalization of casualties.

(3) Transportation.

(4) Communications.

14. SPECIAL EQUIPMENT AND TECHNIQUES: Comment on effectiveness of special equipment or techniques used, such as scout dogs, personnel carriers, air-ground marking systems, grenade launchers, swimmer support boats, etc.

15. LESSONS LEARNED.

16. COMMANDER ANALYSIS: Include an analysis of timeliness, effectiveness and adequacy of lessons learned which are not common to most operations. Comments on CA Psy War activities and planning, or lack thereof, is to be included. The report should include numbers affected, controlled, evacuated, medically treated, relocated, etc.

Appropriate signature

Annexes as applicable

Internal Distribution

APPENDIX 5 TO
ANNEX D TO
CHAPTER 1

SHELREP/MORTREP

A. From

B. Location of observer

C. Bearing (Grid or Mag) to primary

D. Time from hrs

E. Time to hrs

F. Area shelled

G. Number/nature of guns/mortars

H. Nature of fire

I. Number/type of shells/bombs

J. Time of flash to bang secs

NOTES: 1. It is not essential to send all serials and the submission of a MORTREP should not be delayed if all serials cannot be completed. However, serials A, B, and C must always be sent.

2. MORTREP should be sent in clear.

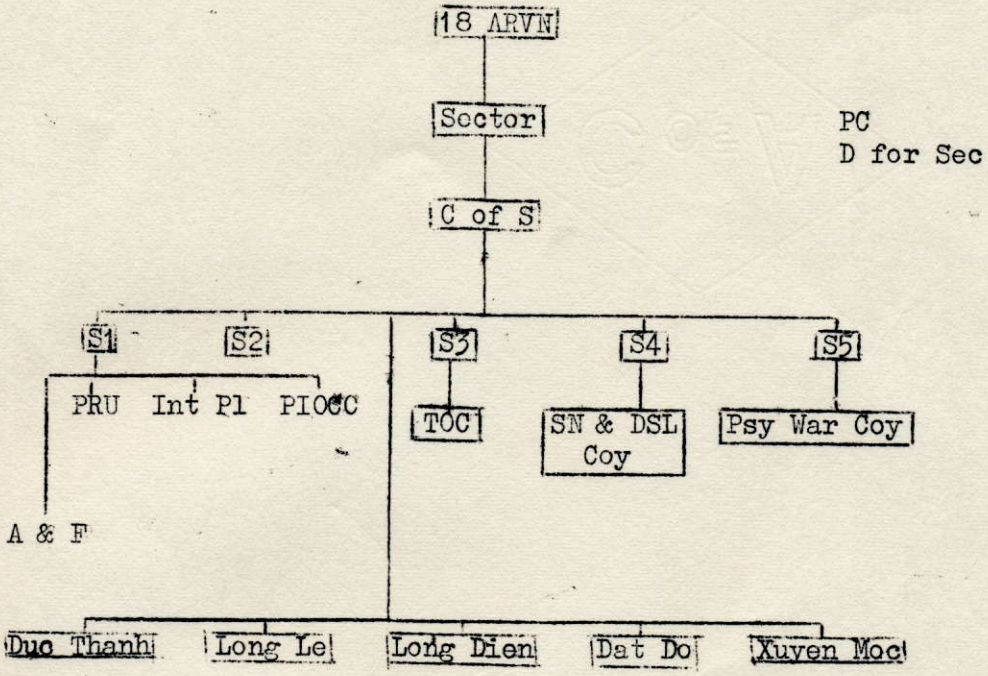
APPENDIX 6 TO
ANNEX D TO
CHAPTER 1

VC INSTALLATION REPORT

ALFA	.	TYPE OF INSTALLATION
BRAVO	.	SIZE OF INSTALLATION (to incl number of pits).
CHARLIE	.	LOCATION.
DELTA	.	LAYOUT.
ECHO	.	TYPE OF PROTECTION (from Air/Ground/Navy).
FOXTROT	.	STATUS (occupied, last used, condition etc).
GOLF	.	LOGISTIC SUPPORT.
HOTEL	.	MINES/BOOBY TRAPS.
INDIA	.	METHOD OF DENIAL

ANNEX E TO
CHAPTER 1

MIL ORG OF PHUOC TUY SECTOR



ANNEX G TO
CHAPTER 1

1 ATF RADIO NETS

Unit/Sub-Unit	NET						Remarks
	TF Comd VHF	TF Comd HF	TF Comd Secure	TF TG Net	TF Base Comd	TF Base Def	
HQ 1 ATF	X	X	X	X		X	
HQ 1 ATF Rear	X*	X*	X*	X*	X*	X*	Activated when Main deployed.
Armd Sqn	X				X	X	
Cav Sqn	X				X	X	
Fd Regt	X*			X	X*	X	As Required
Fd Sqn	X			X	X	X	
Constr Sqn	X*				X*		As Required
Sig Sqn	X*		X*		X*		As Required
Inf Bns	X	X	X	X	X	X	
SAS Sqn	X*				X*	X	As Required
Recce Flt	X	X		X	X		
ARU	X*				X*		As Required
Ready Reaction Force	X*				X*		When Deployed
HQ Coy 1 ATF	X*				X*	X	As Required
CA Unit	X*				X*		As Required
Comd	X				X		
Dep Comd	X				X		
Int	X*				X*		As Required
Psy Ops	X*				X*		As Required
LOs	X				X		
GL Sect			X				

Notes:
1. TF Comd (HF) - for use if Comd VHF fails.
2. TF TG Net - not normally activated.
3. TF Comd Secure - on a demand basis.
4. TF Comd Rear - only used when HQ 1 ATF is deployed forward.
5. TF Base Defence - opened when Base is stood to under attack or threat of attack.

INFANTRY BATTALION AND FIELD REGIMENT COMMAND NET FIXED CALLSIGNS

Appointment/Sub-Unit	Callsign
Infantry Battalion	
Bn HQ	OA (zero Alfa)
Bn HQ Rear	OB (zero Bravo)
A Coy	1
B Coy	2
C Coy	3
D Coy/V Coy (NZ)	4
Sp Coy	6
Atk Pl	61
Aslt Pnr Pl	62
Tracker Team	63
OC Sp Coy	69
Mor Pl	8
CO	9
2IC	9A
RSO	9C
LO	9D
LO	9E
Admin Cell	92
Admin Elms and LZs (as required)	95, 95A, 95B, 95C
Relay/Retransmission	97
Spare	98
Field Regiment	
CO	9
Arty Tac	95
TFAIO	96
Fd Bty	10

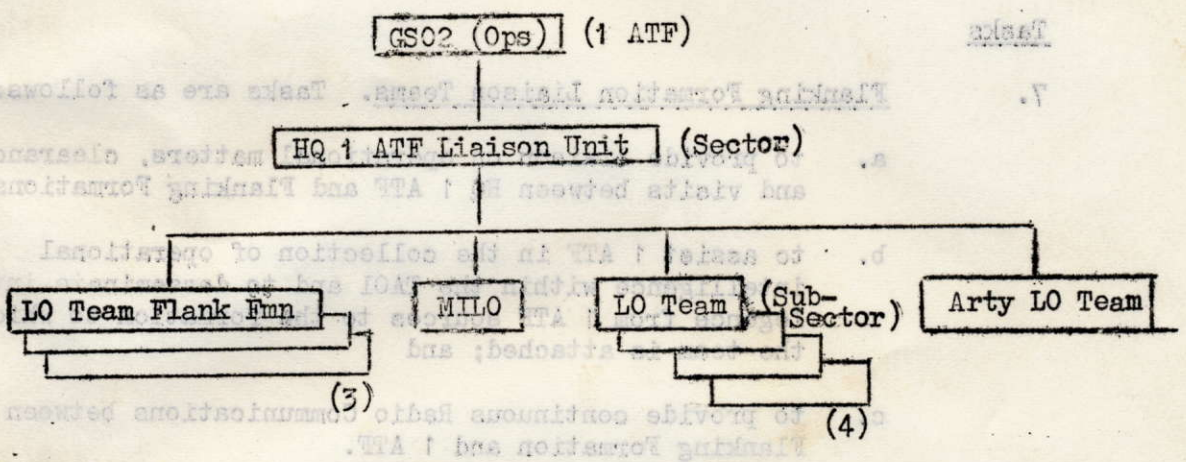
Appointment/Sub-Unit	Callsign
Field Regiment Cont	
_Fd Bty	20
_Fd Bty	30
Bty Arty (US)	40

DETACHMENTS FOR 1 ATF DUTIES

1 ATF Liaison Unit - General

1. Role. The role of 1 ATF Liaison Unit is to provide liaison between HQ 1 ATF, flanking formations, PHUOC TUY Sector and Sub-Sector HQa and MACCORDS Advisory Team 89.

2. Organisation. 1 ATF Liaison Unit is a working group of personnel, detached to HQ Coy 1 ATF from various units for 1 ATF liaison duties. The outline organization is shown below:



3. The detailed internal organization of 1 ATF Liaison Unit is attached as APPENDIX 1.

Command and Control

4. Arrangements for command and control are to be as follows:

a. HQ 1 ATF commands all teams of the 1 ATF Liaison Unit, OC HQ Coy 1 ATF is to be the CO of all ranks for disciplinary purposes,

b. The OC 1 ATF Liaison Unit (LOBARIA) is to exercise operational control and restricted administrative control over all ranks of the unit. Flanking Formation LOs and Sub-Sector LOs are to command the members of their teams.

c. Technical direction is to be exercised in the following ways:

(1) MILO and Intelligence Operators by GS02 (Int);

(2) Arty Team by CO 12 Fd Regt; and

(3) for communications by OC 104 Sig Sqn.

.../5. In an

5. In an operational emergency all teams are to come under the operational control of the senior officer commanding operations in each respective area as follows:

a. Flanking Formation Teams by Commander of Formation to whom attached;

b. Sector Team - Arty Team and MILO by LO BARIA; and

c. Sub-Sector Teams by District Senior Advisor.

Liaison Responsibilities

6. Responsibilities of 1 ATF LOs are listed at Appendix 2.

Tasks

7. Flanking Formation Liaison Teams. Tasks are as follows:

a. to provide liaison on operational matters, clearances and visits between HQ 1 ATF and Flanking Formations;

b. to assist 1 ATF in the collection of operational intelligence within the TAOI and to desseminate intellegence from 1 ATF sources to the formation to which the team is attached; and

c. to provide continuous Radio Communications between the Flanking Formation and 1 ATF.

8. Sector Liaison Team. Tasks are as follows:

a. to provide liaison on any matters directed by GSO2 (Ops) HQ 1 ATF between 1 ATF, PHUOC TUY Sector, MACCORDS Advisory Team 89 and other organisations as detailed;

b. to provide Radio communication between Sector HQ and HQ 1 ATF; and

c. to provide the framework to carry out its administrative responsibilities as laid down in para 11 below.

9. Sector Artillery Liaison Team. Its task is to maintain a presence in the PHUOC TUY FSCC, and ensure that "Arty Tac" at NUI DAT is informed of any matter of interest to them.

10. Sub-Sector Liaison Teams. Tasks are as follows:

a. to provide Liaison between HQ 1 ATF, Sub Sector, DSA organisation and 1 ATF battalions on operational matters or on matters as directed by GSO2 (Ops) HQ 1 ATF;

b. to assist HQ 1 ATF in the collection of operational intelligence; and

..../c. to provide

c. to provide radio communications between Sub-Sector HQ and HQ 1 ATF.

Co-ordination

11. Liaison teams are the direct representatives of Comd 1 ATF at HQs of flanking formations, US Advisory Teams, Sector and Sub-Sector Headquarters.

12. For local administrative and domestic matters, members of all teams are to conform to the routine practices of CORDS Advisory Teams.

Briefings

13. Initial and weekly briefings are to be held as follows:

a. On appointment all LOs are to report to HQ 1 ATF before assuming duty, for briefing by GS02 (Ops) and GS02 (Int). The co-ordination of such briefings is to be arranged through the GS03 (Ops).

b. All LOs are to attend the weekly briefing held at HQ 1 ATF at 1330 hrs each Saturday. They are to submit a verbal and written report in the form shown at Appendix 3.

Administration

14. A Branch HQ 1 ATF is to control attachments and detachments to and from 1 ATF Liaison Unit. Current unit responsibilities to provide and administer detachments are shown at Appendix 1.

15. The Authority for movement is a 1 ATF Detachment Instruction, showing the period of the detachment and is the authority for payment of "Living Out of Saigon" Allowance.

16. HQ 1 ATF Liaison Unit is responsible for:

a. arranging Quartering;

b. arranging payment of "Living Out of Saigon" Allowance, (with the exception of Flanking Formation Teams;)

c. NOTICAS duties (Sub-Sector LOs report to 1 ATF direct);

d. standdown;

e. disciplinary control: (Disposal of charges is the responsibility of OC HQ Coy);

f. welfare: (in conjunction with parent unit);

g. reporting of accidents; and

.../h. for ensuring

AMENDMENT NO 9
DATED 20 JUL 71

h. for ensuring that vehicle daily servicing is carried out and for ensuring that all vehicles are taken to HQ Coy transport compound weekly, for inspection and period servicing.

17. Parent units are responsible for:

a. RTA procedures;

b. R and R and R and C procedures;

c. pay;

d. routine medical matters (e.g. injections);

e. routine documentation; and

f. other unit admin (Through Liaison Unit Admin NCO).

18. Changeover of detached personnel is to be effected as follows:

a. Personnel may be changed over at the request of parent units, or the LO BARIA, with the concurrence of HQ 1 ATF. As a guide, the minimum acceptable period of attachments is three months for LOs and Admin NCO, and one month for all others.

b. Requests for changeover are to be submitted to the GSO2 (Ops) in the form shown at Appendix 4, and are to be submitted at least one week before the desired changeover date. G Branch will coordinate with A Branch on the issue of a detachment instruction.

19. Q matters are to be conducted in accordance with HQ Coy 1 ATF Q Directives.

Other Detachments

20. The following detachments are on a permanent basis:

a. Det AFV Pro Unit, NUI DAT. Garrison Military Police (West Gate) - (4)

b. Det AFV Pro Unit, VUNG TAU. Town patrol and detention barracks - (10).

c. Pearson Centre. - (2).

21. A Branch HQ 1 ATF is to control, by means of detachment orders, detachments to and from AFV Pro Unit and Pearson Centre. The minimum period of detachment will be one month.

.../22. Requests

22. Requests for changeover of personnel are to be submitted to the DAAG in the form shown at Appendix 3 and are to be submitted one week prior to the change over date.

Manning Details

23. Columns f and g of Appendix 1 are left blank in these SOP's. From time to time the GS02 (Ops) in conjunction with the DAAG will publish a replica of the Appendix with column f, filled in up to date and column g. showing other relevant details such as dates for change overs, R and R, RTA etc, together with any forecast changes in responsibilities for units.

APPENDIX 1
TO ANNEX I
TO CHAPTER 1

DETACHMENTS FOR 1 ATF DUTIES
(Reference 1 ATF SOPs Chap 1 Sect 5)

Serial (a)	Location (b)	Appointment (c)	Rank (d)	Unit to Provide (e)	Name (f)	Remarks (g)
1.	Sector HQ	OC	Maj	HQ AFV	Maj R.J. FERRIER	Remains until RTA 28 Apr 72.
2.	Sector HQ	MILO	Capt	Det 1 Div Int	Capt G.M. ROBINSON	RTA 11 Mar 72. To be replaced by 1 Div Int.
3.	Sector HQ	Arty LO	Lt	12 Fd Regt	Lt T.L SANDERS	To be replaced by 12 Fd Regt as required.
4.	Sector HQ	RD NCO	WO/Sgt	1 ARU	WOs W.B. STEWART	RTA 23 Sep 71 (1 ARU RFTNCO).
5.	Sector HQ	Admin Sgt	Sgt	12 Fd Regt	Sgt G. HAACK	Continuing responsibility of 12 Fd Regt.
6.	Sector HQ	Op radio (4)	Bdr/Gnr	12 Fd Regt		
7.	Sector HQ	Dvr (2)	Pte	HQ Coy		
8.	Sector HQ	Storeman	Pte	HQ Coy		
9.	XUYEN MOC	LO	Capt.Lt	A Sqn 3 Cav/3 RAR	Lt J.W. BODDINAR	RTA 21 Oct 71, 3 RAR to replace 16 Oct (see Serial 27)
10.	XUYEN MOC	Op radio	Cpl/Sig	104 Sig Sqn		
11.	XUYEN MOC	Interpreter		Det 1 Div Int		
12.	DUC THANH	LO	Capt/Lt	1 Psy Ops Unit	2Lt J.D. CARDWELL	RTA 12 Feb 72.(continuing Resp 1 Psy Ops Unit)
13.	DUC THANH	Op radio	Cpl/Sig	104 Sig Sqn		
14.	DUC THANH	C1 Op	Sgt	Det 1 Div Int		
15.	DUC THANH	Interpreter		Det 1 Div Int		
16.	LONG LE	LO	Capt/Lt	4 RAR/NZ(ANZAC)	Lt M.D O'NEILL	RTA 1 May 72. May be rotated by 4 RAR/NZ(ANZAC)
17.	LONG LE	Op radio	Cpl/Sig	104 Sig Sqn		
18.	LONG LE	C1 Op	Sgt	Det 1 Div Int		
19.	LONG LE	Interpreter		Det 1 Div Int		
20.	DAT DO	LO	Capt/Lt	3 RAR	Capt T.J. JACKSON	May be rotated by 3 RAR.
21.	DAT DO	Op radio	Cpl/Sig	104 Sig Sqn		
22.	DAT DO	Interpreter		Det 1 Div Int		

APPENDIX 1

(a)	(b)	(c)	(d)	(e)	(f)	(g)
23	BIEN HOA 3rd Bde	LO	Capt/Lt	1 Fd Sqn	Lt H.J. PARUSEL	RTA 16 Sep 71, To be replaced by Lt J. DOSSITER
24	" "	Op radio (3)	Cpl/Sig	104 Sig Sqn		
25	BEARCAT (RTAVF)	LO	Capt/Lt	4 RAR/NZ(ANZAC)	Lt M.J. HARRIS	Continuing Resp of 4 RAR/NZ, to be replaced by Capt J.D. LEVENS A Sqn 3 Cav Regt on 15 Aug on a temp basis.
26	" "	Op radio (3)	Cpl/Sig	104 Sig Sqn		
27	XUAN LOC (LONG KHANH)	LO	Capt/Lt	3 RAR/ A Sqn 3 Cav Regt	Capt E.J. ANDREWS	Resp changes to A Sqn 3 Cav Regt on 16 Oct (see Serial 9) A Sqn 3 Cav Regt to provide replacement 13 Oct 71.
28	" "	Op radio (3)	Cpl/Sig	104 Sig Sqn		
29	NUI DAT Det AFV Pro Unit	Garrison Military Police	Gnr	12 Fd Regt		
30	" "	" "	Spr	1 Fd Sqn		
31	" "	" "	Pte	3 RAR		
32	" "	" "	Pte	4 RAR/NZ(ANZAC)		
33	Pearson Centre	Assistant	Tpr/Cfn	A Sqn 3 Cav Regt		
34	" "	Supervisor	Sgt	HQ Coy		
35	VUNG TAU Det AFV Pro Unit	MP duties	Gnr	12 Fd Regt		
36	" "	" "	Cpl	1 Fd Sqn		
37	" "	" "	Cpl	17 Const Sqn		
38	" "	" "	Cpl	17 Const Sqn		
39	" "	" "	Cpl	3 RAR		
40	" "	" "	Pte	3 RAR		
41	" "	" "	Cpl	4 RAR/NZ(ANZAC)		
42	" "	" "	Cpl	4 RAR/NZ(ANZAC)		(Under discussion between DAAG and 4 RAR/NZ(ANZAC).
43	" "	" "	Pte	4 RAR/NZ(ANZAC)		

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APPENDIX 2
TO ANNEX I
TO CHAPTER 1

RESPONSIBILITIES OF 1 ATF LOs

1. The Liaison responsibilities of 1 ATF LOs are as follows:

a. The briefing of the commander's advisors and staff, at the headquarters to which the LO is attached, on 1 ATF operations affecting the particular unit, formation or district.

b. The briefing of the commander and staff of 1 ATF, on operations of the unit, formation or district to which the LO is attached.

c. Providing on 1 ATF Command Net or by telephone, intelligence information of value to 1 ATF, when this has not already been the subject of a formal signal.

Note: 1. The intention implicit in this direction is that, the LO is to actively gather intelligence which is likely to assist 1 ATF operations.

2. Reciprocally, he is to disseminate info gleaned from 1 ATF sources which may be of intelligence value to the organisation to which he is attached. Such info is to be passed quickly.

d. Processing clearances, including boundary clearances, granting of AOs and extensions between 1 ATF and the unit, formation or district to which the LO is attached.

e. Processing of ground clearances for mortar, artillery fire, and airstrikes, for targets within or adjacent to the AO or TAOR of the unit, formation or district to which attached.

f. Providing locstats to HQ 1 ATF of friendly units, sub-units. Reciprocal information on 1 ATF units is to be provided.

g. Forwarding to HQ 1 ATF copies of operation orders and instructions issued by the organisation to whom the LO is attached.

2. The administrative responsibilities of 1 ATF LOs include:

a. The local administration of the detachment including its security, living and working conditions, discipline, morale and anti-malarial precautions.

b. Security of all classified material issued to the LO and to his detachment.

c. Maintenance and control of vehicle and driver when alloted.

d. Security and condition of weapons and other stores issued to the detachment or its members individually.

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APPENDIX 3
TO ANNEX I
TO CHAPTER 1

1 ATF LIAISON OFFICER'S REPORT

FOR PERIOD..... TO.....

SUBMITTED BY.....

1. Any change in key staff?

2. Changes in Unit/Sub Unit/ MATTs locs and tasks?

3. Operations.

a. Forecast?

b. Current Details?

c. Results?

4. Other Events of Interest or Significance?

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APPENDIX 3
TO ANNEX I
TO CHAPTER 1

1 ATF LIAISON OFFICER'S REPORT

FOR PERIOD..... TO.....

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1. Any change in key staff?

2. Changes in Unit/Sub Unit/ MATTs locs and tasks?

3. Operations.

a. Forecast?

b. Current Details?

c. Results?

4. Other Events of Interest or Significance?

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5. Intelligence.

a. En Ops?

b. Infiltrations?

c. Kidnapping, Abductions or Murders?

d. Hoi Chanh, PWs?

e. Payments of Tax to VC?

f. Phung Hoang Successes?

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g. Known Recruitment by VC?

6. Evidence of Successful Psy Ops?

a. En

b. Friendly.

7. Civic Action.

a. VN

b. FWMAF.

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APPENDIX 3

1I3-4

8. An overall comment on Int Reports for the previous week.

9. Liaison Problems encountered in District/Fmn.

..... (Date)

Signature .....

Rank .....

.....
(Name in BLOCKS)

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