

G 22/1

W Coy  
6 RAR/NZ (ANZAC)

November 1969

Distr : See below

POST OPERATION ADMIN

1. The following admin action will be taken prior to and after W Coy returns from operations in preparation for further operations.
2. On D - 1 (day before the coy returns) the fol action will be completed by base details under the supervision of the 2IC/CQMS.
  - a. Place in Q Store to be drawn by Pl Sgt on return from ops:
    - 2 x strength 'C' rations
    - 1 x strength Aust rations
    - 3 x strength Hex tablets/trioxide packets.
    - Rifle oil to scale
    - Flanelette to scale
    - Water sterilisation tablets to scale
    - Powder to scale
    - Laundry out - bills prepared
  - b. Ensure that all water cans are full and distributed evenly to pl showers.
  - c. Place bookings to Bn CP for range on D + 2.
  - d. Restock canteen
  - e. Place clean dhobi in the pl sgt tent.
  - f. Provide a fatigue roster for messes, canteens, telephone picquet, Ord NCO and Ord Offr to cover the period to D + 1.
  - g. Arrange transport to uplift the OC from the LZ on his arrival.
3. Action to be taken on D Day (day of arrival of tps at base) by all ranks.
  - a. Unpack all eqpt.
  - b. Return grenades and claymores to ammo bay.
  - c. Check eqpt for serviceability including Class A stores.
  - d. Clean wpns
  - e. Bundle dirty dhobi and hand in to dhobi store.
  - f. Maintdem requirements to be given to CQMS by pl sgts.
  - g. Showers
  - h. Issue pay.
4. Action to be taken on D + 1:
  - a. Pl pde and FFT
  - b. Check of all Class A stores by CQMS. RAEME TECH INSPECTION
  - c. Reclean weapons
  - d. Innoculations check by Coy medic
  - e. Church pde.
  - f. Clean and

- f. Clean and return all special loan issue stores to CQMS
- g. 'Operational loss of controlled stores' to be issued
- h. Draw and issue maintdem items to pls.
- i. Pl to pack all eqpt in prep for future ops.
- j. Pl sport if weather permits.
- k. Issue pay ( may be D Day if possible)

5. Action to be taken on D + 2:

- a. Interior and exterior economy of stores and tents
- b. Wpms with any mechanical fault to be taken to unit armourer.
- c. Test firing of weapons.
- d. Pl Admin
- e. Patrol commanders to complete 'After Action Reports': Mine and Booby Trap' and 'Installation' reports.
- f. Operational Analysis prepared. OC
- g. Further developement of company area.
- h. Officer Commanding interviews and soldiers' orders if required.
- i. Preparation for Company Barbeque
- j. Pl sport.
- k. Company barbeque/as directed by Bn HQ.

6. It is to be noted that this sequence of events may be varied in timings depending on the time of avail back at Nui Dat of the company and also the period in base before further operational deployment.

*E.J. Torrance Capt*  
 (E.J. TORRANCE)  
 Officer Commanding  
 W Coy

Distr

- OC
  - 2IC
  - CSM
  - CQMS
  - Pls (5)
  - Sp Sec
  - FOO Party
  - Spare (5)
- Info :
  - Mor Sec
  - Aslt pnr Sec