

3PI (No 1)

RESTRICTED

STANDING ORDERS FOR HORSESHOE FORCE

BY

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OFFICER COMMANDING

HORSESHOE FORCE

15 FEB 70

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SECTION ONE

GENERAL STAFF

Introduction

1. a. The Standing Orders for Forcecoho Force are to be read by all Aust/NZ members of the Force.
- b. These Standing Orders do not supercede 6 RAR/NZ (ANZAG) En Routine Orders Part 1.

Organisation

2.

<u>HQ</u>	
MAJ	FORCE COMD - Major TORRANCE
CAPT	DEPUTY COMD - Capt EROWN
WOII	ADM CTR - WOII MACKINTOSH
WOII	TRG OFFR (AATV) - WOII TAYLOR

Sector 1 - 1 Pl Gp	Sector 2 - 2 Pl Gp	Sector 3 - 3 Pl Gp
Lt ELAIR	Lt UFTON	Lt FISHER
Sgt KING	Sgt HEYWOOD	Sgt YANDALL

F.O. - 2Lt McLAUGHLIN

Supervision of ARVN Personnel

3. a. All personnel are to ensure that their guidance is not solely confined to the formal hours of training and operations.
- b. They are to ensure that on such matters as hygiene, barrack inspections, stand to and post operational administration, that their Vietnamese counterparts thoroughly understand what is required and the task is completed satisfactorily.

Stand To

4. a. When stand to is ordered SECTOR COMMANDERS AND ASSISTANTS are to inspect with their ARVN COUNTERPARTS their respective areas.
- b. Particular attention should be paid to the following :-
 - i. Areas.
 - ii. Alertness.
 - iii. Ammunition; first line and cleanliness.
 - iv. Equipment.
 - v. Weapon cleanliness.
- c. It is essential that all claymores are regularly inspected by Aust/NZ personnel.

...../Discipline

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Discipline

5. a. Dress
- i. All personnel are to be well turned out at all times.
 - ii. Shirts may be removed between 0700 hrs and 1800 hrs whilst on the HORSESHOE posn.
 - iii. Personal weapons are to be carried at all times.
 - iv. Hats are to be worn when moving out of platoon area.

b. Compliments

Normal compliments are to be paid to all officers. Soldiers are to be briefed on ARVN and US rank insignia.

Movement

6. a. No vehicle, AUST or ARVN is to leave the camp without CLEARANCE from the CP.
- b. Current 6 RAR RO's on vehicles in population centres are applicable.
- c. Instructions on the security of vehicles are contained in RO V151/69.

Duties

7. a. Company GD Duties
As detailed by CSM.
- b. Main Gate Sentry
Annex A.

Rules of Engagement

8. a. Curfew Hours
The civilian curfew hours are from 1900 hrs to 0600 hrs.
- b. Within the base area SA fire is to be used according to the following :-
- i. When a sub-unit is receiving direct SA or grenades from an observed enemy.
 - ii. When a sub-unit is under attack or threat of an aggressive act. (This includes climbing and cutting the perimeter wire).
 - iii. Under normal circumstances there will be sufficient time in the above cases to obtain clearance from the CP.
 - c. SA fire is not to be directed toward suspected noise or movement.
 - d. If fire is opened the commander is to exercise normal fire control ; where possible, MGs are not to be used on small perimeter probes.

Curfew Warning

9. a. 81mm Mortars are to fire an illumination warning daily at 1800 hrs.
- b. Clearances are to be obtained by the CP staff.

Weapon Safety

10. a. General

- i. The M72 and M79 are not to be carried in the loaded position.
- ii. M26 Grenades are to have the pins splayed and lever taped to the grenade.
- iii. At no time in an authorised drill will the action be cocked with the magazine still on the weapon, or a magazine placed on a cocked weapon. This applies particularly to clearing.

b. Degrees of Weapon Readiness

- i. Empty
Breach Empty
Working parts forward
Safety device on
Magazine off
- ii. Safe
As for 'empty' but magazine ON.
- iii. Loaded
Round in breach
Cocked
Safety device ON
Full magazine on.
- iv. Instant As for LOADED but safety device off.

c. Within the Camp Area

- i. When moving all personnel are to carry a weapon.
- ii. When stationary, weapons are to be readily available.
- iii. All weapons are to be on SAFE.

d. Outside Camp Area

- i. All weapons are to be on SAFE.
- ii. Further degrees of readiness as ordered by the local commander.

Rights

- 11. A "brown out" light policy is in force. That is, lights are permitted but they must not be seen from outside the perimeter wire.

Unauthorised ARVN Movement

- 13. Any member of the ARVN Coy found in an out of bounds area is to be apprehended and taken to his SECTOR COMD. The SECTOR COMD is to hand the member over to his company commander for further disciplinary action.

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SECTION TWO

'A' ADMINISTRATION

Routine

13. a. The daily routine is as follows:-

<u>Parade</u>	<u>Time</u>
Reveille	0600
Sick Parade	0630
Breakfast	0700 - 0730
Training Period	0815 - 1200
Lunch	1200 - 1300
Siesta	1300 - 1400
Training Period	1400 - 1630
Canteen	1630 - 1730
Dinner	1730 - 1800
Company Debriefing	1930 - 1940
Lights Out	2230

- b. A training conference will be held daily in the Orderly Room. The following are to attend:-

OC
ZIC
CSM
Pl Comds
COMS
FO
MFC
OCs of Att Units
US Advisor

- c. Timings for this conference will be advised by Comd Horseshoe Force.

- d. Sunday is the stand down day for the ARVN. The routine is as follows:-

<u>Parade</u>	<u>Time</u>
Reveille	0700
Breakfast	0800
Lunch	1230
Canteen	1630 - 1730
Dinner	1730
Lights Out	2230

Messes

14. a. Platoons are to eat centrally in the Mess area at the times indicated above.
b. Early or late meals are to be ordered through the Senior Cook.

.... /Canteen

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Canteen Hours

15. a. Canteen Hours are from 1630 - 1730 hrs daily.
- b. Beer sold is to be consumed in the area of the canteen and is not to be taken to Platoon lines.
- c. Dry canteen hours are from 1000 - 1030 hrs and 1330 - 1400 hrs.

Platoon Lines

16. a. Platoon commanders are to standardise layouts within their platoons.
- b. Lines are to be kept in inspection order from 0800 - 1600 hrs daily.

Mail

17. a. All mail is to be handed in to the Orderly Room by 0700 hrs and 1420 hrs daily.
- b. The Orderly Room will run a stamp account.
- c. Incoming mail will be distributed under arrangements made by the Orderly Room.

Hygiene

18. a. All personnel are to pay particular attention to the following:-
 - i. Washing and shaving is to take place at established washing points.
 - ii. Dirty water is to be thrown into established sullage pits.
 - iii. Toilets are to have water and soap for the washing of hands in close proximity.
 - iv. Only established urinals and toilets are to be used for normal body functions.

Laundry

19. Normal facilities are available through Pl Sgts and the COMS.

Anti Malarial Precautions

20. a. Paludrine to be issued as follows :-
 - i. 0800 - paludrine
 - ii. Platoon parades 1700 hrs - paludrine.
- b. Roll books are to be kept as normal by Platoon Commanders.
- c. Shirt sleeves are to be rolled down from 1800 - 0600 hrs.
- d. There is to be no bathing between 1800 - 0600 hrs.

Fire Orders

21. Annex B

Security

22. a. Weapons. Weapons are not to be left unattended either in training areas or tent lines.
- b. Valuable Items. These are to be locked in the soldiers box provided in each tent.
- c. Lines. Platoons are to leave a picquet when absent on training or operations.

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Bounds

23. The following areas are out of bounds to ARVN soldiers except when on duty therein:-

- a. All Aust/NZ living areas, offices, kitchens, stores and messes.
- b. Ammunition Bunkers.
- c. Aust/NZ bunkers and Mortar lines.
- d. ARVN living areas, offices, kitchens, stores and messes are out of bounds to Aust/NZ soldiers.

E. J. Torrance Capt

(E.J. TORRANCE)
Major
Officer Commanding
W Company
6 RAR/NZ (ANZAC) Bn

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Annex A to SO for
Horseshoe Force
Dated 17 Feb 70.

ORDERS FOR MAIN GATE SENTRIES

1. You are responsible for the security of the area between the main gate and the closest bunkers of 1 and 3 Platoons respectively.
2. You will report any suspicious occurrence by phone to the CP.
3. You will test the phone lines between the main gates and the CP daily at the following times:-
 - a. 0200 hrs
 - b. 0600 hrs
 - c. 1000 hrs
 - d. 1400 hrs
 - e. 1800 hrs
 - f. 2200 hrs
4. Ensure the main gate is locked at 1900 hrs and unlocked at 0645 hrs daily. The key is to be held in the possession of the main gate sentry commander at all times.
5. Draw the wire barrier across in front of the gate and arm the claymores at the gate at 1905 hrs daily.
6. Arm all other claymores at 1900 hrs and conduct a test of each circuit.
7. Check all flares in your area of responsibility at least once daily for serviceability.
8. Ensure that the tent lines, the gunpost and the area in the immediate vicinity of the main gate is always clean and tidy.
9. Stop the entry of all unauthorised personnel and civilians into the Horseshoe area.
10. Direct all visitors to the Horseshoe Orderly Room before they proceed on any business in the Horseshoe Area.
11. Maintain a vehicle log sheet of all vehicles in and out of the area. This log sheet will have timings, whether in or out, make of vehicle, registration number of vehicle, and a remarks column.
12. No ARVN member is to depart without a leave pass signed by his OC.
13. Pay correct compliments to officers.
14. All ARVN vehicles must produce an authorised gate pass before having been cleared for departure.
15. No 6 RAR vehicle may depart without clearance from the CP. This will be accompanied by a shotgun and equipped with a radio.
16. Ensure that the M60 is cleaned daily and in working condition. The M60 will be test fired every three days.

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Annex B to SO for
Horseshoe Force
dated 17 Feb 70.

FIRE ORDERS

1. Promulgation. These orders will be displayed on all notice boards, Guard Rooms, Kitchens, Q Stores, Orderly Rooms, all offices, sleeping huts and Lecture Rooms.
2. Action on outbreak of Fire and after fire - Member Discovering Fire
 - a.
 - (1) Raise the alarm, shout "FIRE" until assistance arrives.
 - (2) Cause the alarm to be sounded.
 - (3) Attempt to extinguish or control the fire with fire equipment on hand.
 - (4) Close all doors and windows of rooms and buildings in the immediate vicinity of the fire.
 - (5) Assume control of fire fighting operations until the arrival of the Fire Officer or a more senior member.
 - b. After Fire. After the fire has been extinguished the Coy Fire Officer or his representative will:-
 - (1) Ensure that all property exposed or damaged by the fire is placed under cover and guarded.
 - (2) Take steps to ensure the outbreak does not re-occur.
 - (3) Notify the Coy Comd or Second in Command of any suspicious circumstances regarding the fire.
 - (4) Furnish a written report within 24 hrs to cover the following:-
 - (a) Time fire was discovered and by whom.
 - (b) Names of any other members present at the time.
 - (c) Location of the fire.
 - (d) Action taken to extinguish or resist the fire.
 - (e) Extent of damage.
 - (f) Number, Rank and Name of all personnel who would be of assistance to an Investigating Officer.
 - (g) Names of persons injured and extent of such injuries.
3. Prevention of Fire
 - (a) Introduction. The essentials of a good fire prevention service are:-
 - (1) Orders.
 - (2) Proper training of fire squads and all personnel.
 - (3) Frequent inspections.
 - (4) Complete readiness of equipment.
 - (5) Drills and practise alarms - with or without warning.
 - (6) Training of duty personnel as efficient fire fighters: on them depends the safety of the unit installations under their charge after working hours.
 - b. Smoking, Matches etc.,
 - (1) Smoking in bed is forbidden.
 - (2) Cigarette butts, ash or matches will NOT be thrown down on the floors of buildings, into waste paper baskets or rubbish tins.
 - (3) Smoking in all stores, workshops and petrol stores is forbidden.
 - (4) "NO SMOKING" notices will be prominently displayed in and around all areas where inflammable materials are stored and where a fire hazard exists in the unit area. eg, timber stacks, cleaning plants containing petrol, kerosene or oils, POL stores, plain stores and bins.
 - (5) Smoking is prohibited in all vehicles carrying explosives or POL. In NO case will a driver smoke while actually driving a vehicle.
 - (6) Matches and lighters will Not be carried into ammunition depots or magazines or within 150 ft of any stock of ammunition, drums, tins or cans of petroleum.
 - c. Fires.
 - (1) The lighting of fires in the open within the unit area is strictly forbidden.
 - (2) All rubbish will be burnt in incinerators in authorised places.

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Electrical

- (1) The use of electrical wiring, lamp lights, irons and other electrical appliances, other than authorised is forbidden. Double adaptors are not permitted.
- (2) All authorised electrical wirings, fittings and appliances will be inspected periodically and kept in good repair. All faults will be reported immediately.
- (3) All electrical appliances will be switched off when not in use. Radios will be earthed.
- (4) Keys to cupboards containing main power switches will be kept in an accessible point.
- (5) Where power supplies fail, all switches will be put in the OFF position, until supply is restored.
- (6) Radio and TV sets with outdoor areals, other than those used for operational purposes, when not in use will be disconnected from their areals.
- (7) Unauthorised persons will NOT interfere or tamper with any electrical fittings.

e.

POL

- (1) Storage of gasoline, kerosene, parafin and diesel oil in ordinary stores is forbidden.
- (2) A POL store will NOT be situated within 500 ft of living accom, canteen, magazine or ammunition store, and 20 ft from all other accom;
- (3) POL will not be allowed to run into drains. Any spilling will be cleaned up immediately.
- (4) The POL store will be equipped with a serviceable foam extinguisher. Dry sand will be kept adjacent to the POL store and refuelling site
- (5) Naked lights, including pressure lamps, will NOT be brought within 30 Ft of a POL store.
- (6) Spillage of POL on floors will be cleaned up immediately. Rubbish will not be allowed to accumulate in or near the POL store.
- (7) POL stores will be kept locked and only authorised personnel will enter them.
- (8) Engines and lights will be switched off before refuelling begins.
- (9) Caps of POL containers will be replaced firmly after use. POL containers will be replaced with the caps uppermost and not on the side.
- (10) Lamps burning liquid fuel will NOT be filled while burning.
- (11) Vehicles carrying POL will have the canopy open back and front.
- (12) Oil waste will be placed in suitable receptacles and emptied daily.

f.

Inflammable Materials

- (1) Packing materials of wood, straw etc., will not be stored in any ordinary room. Specially selected buildings will be used.
 - (2) Grass and undergrowth in the area will be cut short.
- Cooking Ranges/Stoves. Cooking ranges or stoves will NOT be left unattended where there is a danger of fats boiling over. A foam extinguisher will be kept in all kitchens.

h.

Tent Lines.

- (1) Suitable receptacles will be provided outside all tents for matches and cigarette butts.
- (2) Smoking is prohibited in or near stores, tents and where loose straw is stored and in all tents after lights out.
- (3) Cookhouses and incinerators will be so sited as to ensure that the possibility of fire in the camp from sparks is reduced to a minimum.
- (4) Tents will be spaced as reasonably far apart as practical.
- (5) Grass or undergrowth around tents, vehicles, etc and in the immediate vicinity of the camps will be cut short.
- (6) Naked lights are NOT permitted in tents. Oil or petroleum lamps or stoves will be properly secured.
- (7) Fire appliances will be efficiently maintained and sited throughout the camp.

4.

Safety - Handling of Petrol

- a. Petrol is to be treated with care at all times. Owing to its weight gasoline vapour will travel a considerable distance through the air and

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a Contd

- may cause an explosion or fire quite a distance from the point of origin.
- b. The use of flaming furies as a means of disposal of human waste is prohibited.
- c. Authorised fuels only are to be used in appliances requiring fuel for their operation.
- d. To reduce the risk of fire when using POL in association with kitchen equipment and when burning rubbish the precautions listed below are to be observed:--
 - (1) All fuel is to be stored at least 30 ft from kitchens.
 - (2) POL burning equipment is not to be refuelled in kitchens.
 - (3) Only persons trained in the use of POL burning equipment are to be permitted to light and use them.
- e. Rubbish is NOT to be burning when POL is poured over it. Remove all POL from the area of the fire before lighting and ensure that POL is positioned upwind from the rubbish.

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Annex C to SO for
Horseshoe Force
dated / 7 Feb 70.

ORDERS FOR BASE DEFENCE

1. The gun position in 1, 2 and 3 Pl areas plus the Tank Tp position, when available, is to be manned 24 hours per day, one sentry by day and two by night.
2. The areas of responsibility for the sentry points are as follows:-

3 Pl	1700mils to 4400 mils
1 Pl	5540mils to 1860 mils
2 Pl	0650mils to 2900 mils
Tk Tp	1300mils to 3500 mils
3. Telephones are to be used for communications. Radios will be positioned in the gun pit but only used when ccmms fail.
4. One man is to be in the Pl lines at all times.
5. Sentries Duties
 - a. Report anything unusual heard or seen in their area of responsibility
 - b. Arm claymores and trip flares each night at 1845 hrs. Disarm them at 0645 hrs daily. The .50 cal must be manned at this time.
 - c. Clear the gaps in the 2 Pl and 3 Pl wire - visual - from the top to bottom. Flares will be used to cover these gaps at night.

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