

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

Ordnance units

**Item number: 13/1/17**

**Item: 1 Ordnance Field Park**

Narrative

[1-31 May 1971]

PART 1

COVERING LETTER

Reference No.....

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)..... CAPT

Appointment OG 1 OFF  
(OC Unit or senior staff officer)

*Handwritten signature and date: 28/6*

PART 2

AF C 2119 (Adapted)  
Revised Jun, 1965

**SECRET**

ORIGINAL }  
DUPLICATE }

Strike out where  
not applicable

**COMMANDERS DIARY**

OF

Unit or Formation..... 1 OFF

From..... 1 MAY 1971 To..... 31 MAY 1971

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

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

† NIL  
† RETAINED  
† Despatched to  
on.....

## 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, the relevant papers should be grouped as annexes starting at B.

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

### CONTENTS

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to officers, men and equipment.

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the 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.

**COMPLATION**

6. Both original and duplicate copies are to consist of:

- a. Cover (AF C 2119) (Adapted).
- b. Index as written 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, the relevant papers should be grouped as annexes starting at D.

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**EVENTS**

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(continued on back cover)

AWM 95  
[13/11/57]

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 MAY 71

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		1 MAY 71		Normal park activity	
2		2 MAY 71		Det 1 OFP conducted a bath unit operators course for det pers.	
3		3 MAY 71		Stock maintenance of depot stock commenced.	
4		4 MAY 71		Stock maint continues.	
5		5 MAY 71		Finalization of stocktak figures.	
6		6 MAY 71		Capt Smith continues to act as OO 1 ATF. Capt Olney, who will become the new OC is familiarising himself with the unit.	
7		7 MAY 71		Due to problems with the hardstanding for water blaster had, the unit did not commence operation until today.	
8		8 MAY 71		Stock maint continues.	
9		9 MAY 71		Rest day	
10		10 MAY 71		Reorganization of 1 OFP store house commenced.	
11		11 MAY 71		Capt Olney visited the Det at NUI DAT.	
12		12 MAY 71		UDEPLOOKS were received from 2 AOD . Conference, trg session were before the commencement of the project.	
13		13 MAY 71		UDEPLOOKS	

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 MAY 71

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)
13		13 MAY 71		were checked and it was found that many "few item" classes were missing It was decided that a rough scaling would be done from 2 AOD stock control cards. A rough scaling of classes 0155,0529,1670,2510 was commenced. A master check list for rough scaling was drawn up.	
14		14 MAY 71		Rough scaling continued	
15		15 MAY 71		Rough scaling continued	
16		16 MAY 71		Rough scaling continued	
17		17 MAY 71		A unit function was held at NUI DAT where ADOS announced the formal change over from Capt G.W.SMITH to Capt G. OLNEY.	
18		18 MAY 71		Normal park activity.	
19		19 MAY 71		UDEPLOOK extractions continued.	
20		20 MAY 71		" " "	
21		21 MAY 71		" " " Capt. OLNEY commenced det as OO 1 ATF vice Capt SMITH R&R	
22		22 MAY 71		UDEPLOOK extractions continued	
23		23 MAY 71		Rest day.	

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AUSTRALIAN MILITARY FORCES

AF - C2118 (Adapted)  
Revised Apr. 1969

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFF

MONTH and YEAR MAY 71 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		24 MAY 71		Project team commenced night work on manual MUF's on classes not covered by Udeplouk. The working day was divided into 4 hrs in the morning.  4 hrs from 1730 until 2130 of a night	
25		25 MAY 71		Night work cont	
26		26 MAY 71		" " "	
27		27 MAY 71		" " "	
28		28 MAY 71		Manual Muf's completed	
29		29 MAY 71		Preparation of rough scaling commenced.	
30		30 MAY 71		Rest day	
31		31 MAY 71		Cpl D.J. PEAK Medevaced with ankle injury.	