

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

**Ordnance units**

**Item number: 13/1/21**

**Item: 1 Ordnance Field Park**

**Narrative**

**[1-30 Sep 1971]**

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) *E. O'Leary* Capt

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

**SECRET**

ORIGINAL } Strike out where  
~~DUPLICATE~~ } not applicable

**COMMANDERS DIARY**

OF

1 OFF

Unit or Formation.....

From 1 SEP 71

To 30 SEP 71

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 .....
- to .....
- to .....
- to .....
- to .....
- to .....
- to .....
- to .....
- to .....
- to .....
- to .....
- to .....
- to .....

† NIL  
† RETAINED  
† Despatched to

on.....

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

## PART 3

# 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, starting at B.

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

### TENTS

ies as well as map references), establishment, equipment  
id orders given.  
the day's fighting, including company movements.  
mmander with regard to equipment, tactics, organization

potential importance.  
o officers, men and equipment.  
pment captured.  
employed in the time not accounted for. The type of

and to save work as much information as possible is to  
uments issued and received, routine returns, etc. All  
and the time of receipt or despatch is to be given.

he annexes, but need not give a precis of any of them.

(continued on back cover)

## DISPOSAL

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.

## COMPILATION

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

- Cover (AF C 2119) (Adapted).
- Index as printed on cover.
- Narrative (AF C 2118) (Adapted).
- 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 annexes for an annex NIL will be entered on the cover. If additional annexes are convenient for a particular headquarters, listing at II.

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

## TENTS

as well as map references), relief, movement, equipment of orders given, the day's fighting, including company movements, and other matters with regard to equipment, tactics, organization

mental importance,

o officers, staff and equipment present captured.

employed in the time not requested for. The type of

and to save work as much information as possible is to be included in the report, routine returns, etc. All and the time of receipt or despatch is to be given.

the annexes, but need not give a print of any of them.

(continued on last cover)

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 OFF**

MONTH and YEAR **SEP 71**

REFERENCE MAP **-**

COMMANDING OFFICER **CAPT G.OLNEY**

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 Sep		Normal Park work continued, mainly receipt of inscaling stores.	
2		2 Sep		Lt Patterson, Sgt Lewis, Cpl Fennis to NUI DAT for Audit and Liaison.	
3		3 Sep		Normal work	
4		4 Sep		Overtime finished.	
5		5 Sep		Stand Down day.	
6		6 Sep		OC, WO2 Warne Ssgt Davies, Sgt Benfield to NUI DAT and return.	
7		7-11 Sep		Normal work continued.	
8		12 Sep		General clean up of area. Half day Stand Down.	
9		13-14 Sep		Final preparation for opening	
10		15 Sep		Unit officially began operating	
11		16-23 Sep		Normal work days.	
12		24 Sep		Unit went on full time grey alert.	
13		25 Sep		Normal work day.	
14		26 Sep		Full Stand Down day	
15		27 Sep		Overtime began, reveille 0415 cease work 1800 hrs	
16		28-30 Sep		Normal Work days.	