

Series: AWM95
Australian Army commanders' diaries
[Vietnam]

Ordnance units

Item number: 13/1/23

Item: 1 Ordnance Field Park

Narrative

[1-30 Nov 1971]

PART 1

COVERING LETTER

Reference No. Nov 71

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) [Signature] Capt

Appointment OC
(OC Unit or senior staff officer)



PART 2

AF C 2119 (Adapted)
Revised Jun, 1965

SECRET

ORIGINAL }
DUPLICATE } Strike out where not applicable

COMMANDERS DIARY

OF

Unit or Formation 1 OFP

From 1 Nov 71 To 30 Nov 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
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† NIL
† RETAINED
† Despatched to

on.....

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

8. The annexes are to be assembled in the above order on the cover. If there are no enclosures for...

COMMANDERS DIARY

SECRET

2118

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

ANNEXES

as well as map references), establishment, equipment

and orders given.

of the day's fighting, including company movements.

of the commander with regard to equipment, tactics, organization

of tactical importance.

of officers, men and equipment.

of equipment captured.

of equipment employed in the time not accounted for. The type of

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

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

1 BP Coy—274/65—55m

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(continued on back cover)

TOP SECRET

TOP SECRET

TOP SECRET

TOP SECRET

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.

COMPILATION

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

- a. Cover (AF C 2119) (Adapted).
- b. Index as prepared by the unit.
- 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, they are to be included.

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ANNEXES

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be annexes, but need not give a precise of any of them.

(continued on back cover)

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13/11 NOV 71

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 NOV 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 4		Routine unit work continued with issues and receipts.	
2		5		Practice alerts held	
3		6		Normal park duties	
4		7		General clean up of unit area.	
5		8 9		Routine Park Work	
6		10		Commenced outscaling of some selected items of stock	
7		11		Range practice with 2 AOD	
8		12 13		Outscale continued	
9		14		Full Stand down day, photo tour organized.	
10		15 23		A period of normal unit work with a decrease in the number of indents received.	
11		24		Lt Hardy to Saigon for a period before RTA.	
12		25		Normal day of work	
13		26		Another practice alert	
14		27 30		Routine unit work	