

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

Ordnance units

**Item number: 13/1/24**

**Item: 1 Ordnance Field Park**

Narrative

[1-30 Dec 1971]

*Orig*

COVERING LETTER

Reference No. *Dec 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.

*Received  
7/3/72*

*C. O'Heary Capt*  
(Signature)

Appointment *OC 10RP*  
(OC Unit or senior staff officer)

**SECRET**

ORIGINAL } Strike out where  
DUPLICATE } not applicable

**COMMANDERS DIARY**

OF

Unit or Formation *I OFP*

From *1 DEC 71* To *31 DEC 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 .....
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- ..... to .....
- ..... to .....

† NIL  
† RETAINED  
† Despatched to

on.....

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

# 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

es as well as map references), establishment, equipment

and orders given.

the day's fighting, including company movements.

Commander with regard to equipment, tactics, organization

tential importance.

of officers, men and equipment.

equipment captured.

employed in the time not accounted for. The type of

and to save work as much information as possible is to be included in the reports issued and received, routine returns, etc. All annexes 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 B P Coy—274/65—55m

AWM 95  
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(continued on back cover)

SECRET

AF C 2118 (Adapted)

TABLE 3

TABLE 1

COMBING FELLER

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.

CONSULTATION

6. Headquarters of the formation are to consist of:

a. Copy of the diary.

b. Index as shown in the Index.

c. Annexes as shown in the Index.

7. All details of the unit or formation (if other than 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 enclosures are convenient for a particular headquarters, being at B.

The documents form Annex "Z", TOP SECRET. The documents are to be prepared and disposed of as follows:

ITEMS

as well as map references), establishment, equipment

orders given.

day's fighting, including company movements.

matter with regard to equipment, tactics, organization

essential importance.

officer, men and equipment.

most detailed.

employed in the time, as requested for. The type of

and to give work as much as possible as possible is to be made known and received, major records, etc. All and the time of receipt or dispatch is to be given.

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

(continued on back cover)

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# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION I OFF

MONTH and YEAR

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 - 9		Unit continued normal issue and receipt transactions also outscaling of stores not required in theatre.	
2		10		Outscaling of Group 2 completed.	
3		11-15		Normal unit functions as per serial 1.	
4		16		Commenced archiving of unit records.	
5		17-20		Routine Park activities continued.	
6		21		"A" Section reduced to a small cell consisting of one NCO.	
7		22		OC. and Control section relocated in 2 AOD Control Office	
8		23		"Q" Section moved to stores area and all tents dismantled	
9		24		A combined Vietnamese/Australian Christmas party was held.	
10		25-28		Usual unit work days.	
11		29		Eight personnel visited an orphanage at An Phong and worked with the young boys on general maintenance around orphanage.	
12		30		Normal work period.	
13		31		Ceased priority 4 Service Demands.	