

Series: AWM95
Australian Army commanders' diaries
[Vietnam]

Medical units

Item number: 11/1/4

Item: 1 Australian Field Hospital

Narrative

[1-30 Sep 1971]

COVERING LETTER

Reference No. 707-1-1

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) *DB ock*

Appointment CO 1 Aust Fd Hospital
(OC Unit or senior staff officer)

*Received
20/10/71
[Signature]*

SECRET

ORIGINAL
~~DUPLICATE~~

Strike out where
not applicable

COMMANDERS DIARY

OF

Unit or Formation 1 Aust Fd Hospital

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

NIL
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.

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

as well as map references), establishment, equipment

and orders given.

the day's fighting, including company movements.

remainder with regard to equipment, tactics, organization

of potential 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 documents issued and received, routine returns, etc. All documents and the time of receipt or despatch is to be given.

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

(continued on back cover)

COMMANDER'S 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 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 classified 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 disposal of it

INDEX

as well as map references), establishment, equipment
of orders given.
of day's fighting including company movements.
annexes will regard to equipment, tactics, organization

essential importance.
of officers, men and equipment.
person captured.
employed in the line not accounted for. The type of

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

no enclosures, but need not give a précis of any of them.

(continued on next page)

