

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

**Royal Australian Electrical and  
Mechanical Engineers units**

**Item number: 14/1/2**

**Item: 101 Field Workshop**

**Narrative**

**Annexes**

**[1-30 Apr 1966]**



COVERING LETTER

Reference No. 2/66

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]  
OC 101 Fd Wksp RAEME  
Appointment (OC Unit or senior staff officer)

SECRET

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

COMMANDERS DIARY

OF

Unit or Formation 101 Fd Wksp RAEME  
From 1 APR 66 To 30 APR 66

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 | NIL |
| NIL | to | NIL |
| B1  | to | B3  |
| NIL | to | NIL |
| NIL | to | NIL |
| NIL | to | NIL |
| G1  | to | G1  |
| NIL | to | NIL |
| I1  | to | I1  |
| NIL | to | NIL |
| NIL | to | NIL |
| NIL | to | NIL |
| NIL | to | NIL |
| NIL | to | NIL |

† 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

es as well as map references), establishment, equipment

d orders given.

he day's fighting, including company movements.

mander with regard to equipment, tactics, organization

tential 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  
ments 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)



## PART 3

## 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.

## 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 distinctive numbers of the diaries 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, the word "NIL" will be entered on the cover. If additional annexes are convenient for a particular formation, they are to be included.

For operations from Annex "Z", "TOP SECRET" is to be marked on the document. It is to be prepared and despatched as follows:

## ITEMS

as well as (map references), establishment, equipment, orders, the day's fighting, including company movements, remainder with regard to equipment, tactics, organization.

troop importance, officers, men and equipment, equipment captured, employed in the time not accounted for. The report is to give as much information as possible in the form of messages issued and received, routine returns, etc. All the time of receipt or despatch is to be given.

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







MESSAGE FORM

NUMBER B1

FOR COMM CEN/SIGNALS USE

|                     |                            |                   |                         |
|---------------------|----------------------------|-------------------|-------------------------|
| PRECEDENCE — ACTION | PRECEDENCE — INFO DEFERRED | DATE — TIME GROUP | MESSAGE INSTRUCTIONS    |
| PRIORITY            |                            | 13 0330 Z         |                         |
| From                | MOVEMENTS SYDNEY           |                   | PREFIX GR               |
| To                  | 101 FD WKSP                |                   | SECURITY CLASSIFICATION |
|                     |                            |                   | SECRET                  |
|                     |                            |                   | ORIGINATOR'S NUMBER     |
|                     |                            |                   | Q MOV 1023              |
| Info                |                            |                   |                         |

SECRET. Q MOV 1023 AHQ FOR (D MOV). HARDIHOOD. REF AHQ MOV INSTR  
3/66 E COMD MOV INSTR E64/66. CALL FWD FLT 1 ETD RICHMOND 2215 HRS  
19 APR 66.  
FIRST. UNIT STORES FOR STOWAGE AC HOLD ( MAX 44 LBS PER MAN).  
ALFA. TO BE DELIVERED ATLO RICHMOND NOT BEFORE 1200 HRS NOT LATER  
1400 HRS  
BRAVO. HQ 1 TF TO ARRANGE FOR 1000 LBS UNIT STORES AS FILLER CARGO  
DELIVERED ATLO RICHMOND AS IN FIRST ALFA ABOVE.  
SECOND. PERS REPORT ATLO RICHMOND GW015 HRS.  
THIRD. TPT AS FOLLOWS.  
ALFA. HQ 1 TF TO ARRANGE TPT FOR FOL UNITS. HQ 1 TF CMM 101 PD WKSP  
CMM 103 SIG SQN CMM 5 RAR CMM HQ 1 COY RAASC CMM 1 DIV POSTAL UNIT.

|                       |   |   |      |                |          |        |      |        |        |          |  |
|-----------------------|---|---|------|----------------|----------|--------|------|--------|--------|----------|--|
| Page.....Of.....pages |   | REFERS TO MESSAGE   |      | DRAFTER'S NAME |          | OFFICE |      | TEL No |        |          |  |
|                       |   | CLASSIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO |      |                |          |        |      |        |        |          |  |
| FOR OPS USE           | R | DATE  | TIME | SYSTEM         | OPERATOR | D      | DATE | TIME   | SYSTEM | OPERATOR | RELEASING OFFICER'S SIGNATURE AND RANK |



PAGE TWO RAYCHL 151 SECRET

BRAVO. FOL UNITS ARRANGE OWN TPT. HQ 1 ALSG CMM 55 ARSS CMM 17 CONST  
SQN CMM 1 DIV INT UNIT (INCL 2 LINGUISTS FOR HQ AAFV) ~~DETENTION~~ CMM 600 MC GP.  
CHARLIE. ST PROVIDE TPT FOR PERS HQ AAFV (7 PRO PERS ~~DETENTION~~ UNIT)  
CMM 2PD AND 2 PERS CMM 2 COMP ORD DEP 2 PERS CMM 1 AUST RFT UNIT  
16 PERS CMM 145 SIG SQN 6 PERS CMM TOTAL 32 PERS FROM EC7D ETD 1845  
HRS

FOURTH. PERS OF UNITS IN THIRD CHARLIE ABOVE TO ARR SYDNEY CENTRAL AM  
19 APR AND CONVEYED TO ECPD UNDER ARRANGEMENTS HQ 10 MC GP  
DETS 10 MC GP AND S COMDS TO ADVISE HQ 10 MC GP DETAILS OF MOVE  
INCL UNIT STORES.

FIFTH. DOCUMENTATION REQUIRED HQ 10 MC GP NOT LATER THAN 1600 HRS  
15 APR 66



MESSAGE FORM

NUMBER BR

FOR COMM CEN/SIGNALS USE

|                               |                            |                   |                         |
|-------------------------------|----------------------------|-------------------|-------------------------|
| PRECEDENCE — ACTION           | PRECEDENCE — INFO DEFERRED | DATE — TIME GROUP | MESSAGE INSTRUCTIONS    |
| <u>ROUTINE</u>                |                            | <u>18 0030 Z</u>  |                         |
| From <u>MILCOMMAND SYDNEY</u> |                            |                   | PREFIX <u>GR</u>        |
| To <u>101 FD WKSP</u>         |                            |                   | SECURITY CLASSIFICATION |
|                               |                            |                   | <u>RESTD</u>            |
| Info                          |                            |                   | ORIGINATOR'S NUMBER     |
|                               |                            |                   | <u>Q 007225</u>         |

RESTRICTED Q 007225. HARDHOOD. VEHICLE FORMATION SIGNS. THE VEHICLE FORMATION SIGN APPROVED FOR ALL VEHICLES IN APV DEPICTS A GREEN KANGAROO ON A GOLD SHIELD WITH RED BORDER. TRANSFERS AND AS FOLLOWS CMM 7690-66-024-1896 DECWL SIGN FORMATION 5INCHX5INCH TWO PER 1/4 TON CTC VEH ONE PER TRAILER. 7690-66-024-1897 DECAL SIGN FOR NATION 8 INCH X 8 INCH TWO PER 2 1/2 TON AND LARGER VEHICLE.

ALL OTHER FORMATION SIGNS ARE TO BE RECOVERED. 1 TF AND 1 LSF ARE TO ARRANGE FOR SIGNS TO BE DRAWN IN BULK FOR THEIR UNITS AND ARRANGMENTS MADE TO PIT SIGN PRIOR TO MOVEMENT. WHERE SIGNS ARE NOT AFFIXED PRIOR TO MOVEMENT UNITS ARE TO ENSURE THAT BLANK PLATES ARE ON VEHS CMM THE SIGNS CAN THEN BE AFFECTED DURING VOYAGE

|                       |          |   |      |                |          |          |      |        |        |          |  |
|-----------------------|----------|---|------|----------------|----------|----------|------|--------|--------|----------|--|
| Page.....Of.....pages |          | REFERS TO MESSAGE   |      | DRAFTER'S NAME |          | OFFICE   |      | TEL No |        |          |  |
|                       |          | CLASSIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO |      |                |          |          |      |        |        |          |  |
| FOR OPS USE           | <u>R</u> | DATE  | TIME | SYSTEM         | OPERATOR | <u>D</u> | DATE | TIME   | SYSTEM | OPERATOR | RELEASING OFFICER'S SIGNATURE AND RANK |



MESSAGE FORM

NUMBER B3

FOR COMM CEN/SIGNALS USE

|                                 |                               |                                |                                  |
|---------------------------------|-------------------------------|--------------------------------|----------------------------------|
| PRECEDENCE — ACTION<br>PRIORITY | PRECEDENCE — INFO<br>DEFERRED | DATE — TIME GROUP<br>21 0130 Z | MESSAGE INSTRUCTIONS             |
| From<br>WILCOMD SYDNEY          |                               |                                | PREFIX<br>GR                     |
| To<br>101 FD WKSP               |                               |                                | SECURITY CLASSIFICATION<br>RESTD |
| Info                            |                               |                                | ORIGINATOR'S NUMBER<br>Q 00 7286 |

RESTRICTED Q 007286 HARDINHOOD. WHERE A UNIT OR A MAJOR PORTION OF A UNIT IS MOVING BY AIR OR ON FIRST VOYAGE HMAS SYDNEY CMM AND UNIT STORES AND/OR VEHICLES REMAIN BEHIND FOR MOVEMENT ON SECOND VOYAGE HMAS SYDNEY CMM THE FOLLOWING ACTION IS TO BE TAKEN.

ONE. ALL STORES AND VEHICLES ARE TO BE MOVED TO BUNNERONG TO DEPOT OF SYPLY ACCOMMODATION FOR STORAGE PRIOR TO CALL FORWARD BY 10 MC GP TO LOAD ON HMAS SYDNEY.

TWO. MOVEMENT OF STORES AND VEHICLES IS TO BE EFFECTED BY NOT LATER THAN 16 MAY 66. ALL VEHICLES AND STORES ARE TO BE ACCOMPANIED BY A SHIPPING DELIVERY NOTE AB 67 CMM ONE COPY OF WHICH IS TO BE FORWARDED

PAGE 2 RAYCHL 037 21/0137 Z RESTRICTED  
DIRECT TO 10 MC GP BY SAFE HAND DELIVERY. INFORMATION IS TO BE IN DETAIL ON AB 67 CMM IT WILL INCLUDE VEHICLE NUMBERS CMM TYPE CMM NUMBER OF PACKAGES (IF APPLICABLE) CMM COLOUR BAR AND UNIT SERIAL NUMBERS CMM WEIGHTS AND MEASUREMENTS

|                       |   |  |      |                |          |        |      |        |        |          |  |
|-----------------------|---|--|------|----------------|----------|--------|------|--------|--------|----------|--|
| Page.....of.....pages |   | REFERS TO MESSAGE<br>CLASSIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO |      | DRAFTER'S NAME |          | OFFICE |      | TEL No |        |          |  |
| FOR OPS USE           | R | DATE   | TIME | SYSTEM         | OPERATOR | D      | DATE | TIME   | SYSTEM | OPERATOR | RELEASING OFFICER'S SIGNATURE AND RANK |