

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

Royal Australian Electrical and  
Mechanical Engineers units

**Item number: 14/2/22**

**Item: 102 Field Workshop**  
and 102 Field Workshop Stores  
Section

Narrative

[1-31 Mar 1969]

COVERING LETTER

Reference No. 3/69

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)

*[Handwritten Signature]*

Appointment

(OC Unit or senior staff officer) Major  
OC 102 Fd Wksp RAEME

*Received 2/15/69*

**SECRET**

ORIGINAL  
~~DUPLICATE~~

Strike out where  
not applicable

**COMMANDERS DIARY**

OF

Unit or Formation 102 Fd Wksp RAEME : 102 Fd Wksp Stores Section

From 1 Mar 69

To 31 Mar 69

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 .....
- ..... 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

EVENTS

as well as map references), establishment, equipment

and orders given.

of the day's fighting, including company movements.

Commander with regard to equipment, tactics, organization

of potential 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 movements issued and received, routine returns, etc. All 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)

AWM 95  
[14/2/mar 69]

COMMANDERS DIARIES

SECRET

AF C 2118 (Adapted)

AF C 2118

AF C 2118

PART 3

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:

- 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 indicated.

8. The annexes are to be assembled in the groups shown on the cover. If there are no annexes an annex NIL will be entered on the cover. If additional annexes are convenient for a particular formation, listing as B.

For operations from Annex "C", TOP SECRET the document. It is to be prepared and signed off as

INDEX

as well as any references, establishments, equipment, orders given.

10 day's fighting, including any special circumstances, together with report of equipment, health, organization.

tential importance.

3 officers, men and equipment.

went captured.

employed in the time not accounted for. The type of

and to save work as much information as possible to be entered in the index and the date of receipt or despatch is to be given.

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

AWM 95  
[14/2/mar 69]

This form is to be enclosed with the annexes in AF-C2119 (Adapted)

COMMANDERS' DIARY NARRATIVE

AF-C2118 (Adapted)

Revised Jul 1965

Unit/Formation.....  
102 Fd Wksp RAHME  
102 Fd Wksp Stores Section

MONTH AND YEAR.....Mar 69.....REFERENCE MAP.....XA442.....

COMMANDING OFFICER Maj F.J. TONKIN.....

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	1 Mar 69	1700H	SITREP S51 Plumbing in new kitchen completed.	
" " "	2 Mar 69	1700H	NTR	
" " "	3 Mar 69	1700H	SITREP S52 NTR	
" " "	4 Mar 69	1700H	SITREP S53 Construction of new kitchen sullage pit commenced. 3 Persons RTA on request from AFV. Replacements due 11 Mar.	
" " "	5 Mar 69	1700H	SITREP S54 NTR	
" " "	6 Mar 69	1700H	SITREP S55 Submitted request to AFV for posting orders for persons due for RTA first week in April, 2WOs, 1SGT, 1S/SGT, 1CPL, 2CFN have neither posting orders for themselves or their replacements.	
" " "	7 Mar 69	1700H	SITREP S56 NTR	
" " "	8 Mar 69	1700H	SITREP S57 OC to Nui Dat on familiarization visit.	
" " "	9 Mar 69	1700H	OC attends farewell to 12 Fd Regt at Nui Dat.	
" " "	10 Mar 69	1700H	SITREP S58 NTR	
" " "	11 Mar 69	1700H	SITREP S59 NTR	

This form is to be enclosed with the annexes in AF-C2119 (Adapted)

COMMANDERS DIARY NARRATIVE

AF-C2118 (Adapted)

Revised Jul 1965

Unit/Formation.....  
102 Fd Wksp RAEME  
102 Fd Wksp Stores Section

MONTH AND YEAR. Mar 69.....REFERENCE MAP. XA442.....

COMMANDING OFFICER Maj F. J. TONKIN.....

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	12 Mar 69	1700H	SITREP S60 Capt Spry (Watercraft Wksp) arrived to carry out inspection of LSM Clive Steele. Visit from Capt Harvey with representatives of US 1st Log Comd.	
" " "	13 Mar 69	1700H	SITREP S61 Visit by DADEME.	
" " "	14 Mar 69	1700H	SITREP S62 Visit by CMF officers PM.	
" " "	15 Mar 69	1700H	SITREP S63 OC attending DADEME conference at Saigon.	
" " "	16 Mar 69	1700H	NTR	
" " "	17 Mar 69	1700H	SITREP S64 CSM depart on DA NANG courier duties.	
" " "	18 Mar 69	1700H	SITREP S65 Visit by NZ DEME. Visit by Mr. Pover (ADE) and Mr. Wright (IHC) regarding 2½ and 5 ton range of vehicles.	
" " "	19 Mar 69	1700H	SITREP S66 Bê - monthly grenade practice held PM.	
" " "	20 Mar 69	1700H	SITREP S67 NTR	
" " "	21 Mar 69	1700H	SITREP S68 NTR	
" " "	22 Mar 69	1700H	SITREP S69 CSM returned from DA NANG courier duties.	
" " "	23 Mar 69	1700H	NTR	

This form is to be enclosed with the annexes in AF-C2119 (Adapted)

COMMANDERS DIARY NARRATIVE

AF-C2118 (Adapted)

Revised Jul 1965

Unit/Formation. 102 Fd Wksp RAEME .....

102 Fd Wksp Stores Section

COMMANDING OFFICER Maj. E. J. TONKIN .....

MONTH AND YEAR. Mar 69 ..... REFERENCE MAP. XA442 .....

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	24 Mar 69	1700H	SITREP S70 Adjutant commenced R&C.	
" " "	25 Mar 69	1700H	SITREP S71	
" " "	26 Mar 69	1700H	SITREP S72 NTR	
" " "	27 Mar 69	1700H	SITREP S73 Liaison visit from Lt Col Kingla and Maj Epps of US 1st Log Comd.	
" " "	28 Mar 69	1700H	SITREP S74 Liaison visit from DADEME, Maj Hicks Hall, accompanied by Capt Harvey.	
" " "	29 Mar 69	1700H	SITREP S75 OC notified of an accident to a civilian at 0550 hrs 28 Mar. Accident was witnessed by a US MP. Vehicle involved may have been from this unit. Physical fitness training successfully concluded for the month.	
" " "	30 Mar 69	1700H	Adjutant returned from R&C.	
" " "	31 Mar 69	1700H	SITREP S76 Capt Foley appointed investigating officer for accident of 28 Mar. Notified that Vehicle Platoon commander, WO1 Campbell is to be medevac from the theatre with hepatitis.	