

Series: AWM95
Australian Army commanders' diaries
[Vietnam]

Royal Australian Electrical and
Mechanical Engineers units

Item number: 14/2/23

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

Narrative

[1-30 Apr 1969]

COVERING LETTER

Reference No. 4/69

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) Major

OC 102 Fd Wksp RAEME

Appointment (OC Unit or senior staff officer)

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 APR 69

To 30 APR 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

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† 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

ies as well as map references), establishment, equipment and orders given. the day's fighting, including company movements. mmander with regard to equipment, tactics, organization

potential importance. to officers, men and equipment. ipment captured. employed in the time not accounted for. The type of

and to save work as much information as possible is to uments 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)

AWM 95
[14/2/Apr 69]

SECRET

VE C 3118 (Adapted)

5 TAB

5 TAB

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), periods 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 from Annex "E", "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

potential importance: to officers, men and equipment. present captured. employed in the time not accounted for. The type of

and to save work as much information as possible is to be entered on the cover and the time of receipt or despatch is to be given.

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

AWM 95
[14/2/APP 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 STORES SECTION
102 FD WKSP STORES SECTION

MONTH AND YEAR. APR 69 REFERENCE MAP. XA 442

COMMANDING OFFICER Major F.J. TONKIN

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	1 APR 69	1700H	SITREP S77 NTR	
" " "	2 APR 69	1700H	SITREP S78 NTR	
" " "	3 APR 69	1700H	SITREP S79 NTR	
" " "	4 APR 69	1700H	SITREP S80 NTR	
" " "	5 APR 69	1700H	SITREP S81 NTR	
" " "	6 APR 69	1700H	NTR	
" " "	7 APR 69	1700H	SITREP S82 WO1 Campbell left theatre. Capt Avery admitted to hospital.	
" " "	8 APR 69	1700H	SITREP S83 NTR	
" " "	9 APR 69	1700H	SITREP S84 Lt Host assumed duties of acting adjutant. Influenza immunisation of the unit was carried out. CO's hour lecture by Lt Col Gibson, RAAMC.	
" " "	10 APR 69	1700H	SITREP S85 Informed that Pte Curnow to be MEDEVAC 12 Apr 69 suffering from Hepatitis.	
" " "	11 APR 69	1700H	SITREP S86 NTR	
" " "	12 APR 69	1700H	SITREP S86 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...APR 69.....REFERENCE MAP...XA 442.....

COMMANDING OFFICER...Major F.J. TONKIN.....

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	13 APR 69	1700H	NTR	
" " "	14 APR 69	1700H	SITREP S87	
" " "	15 APR 69	1700H	SITREP S88 Capt Avery discharged from hospital - resumed duty as Adit.	
" " "	16 APR 69	1700H	SITREP S89 Replacements arrived including new CSM. (8 personnel)	
" " "	17 APR 69	1700H	SITREP S90 Capt A.J. Lee, B Sqn Sec 1 Armd Reg & LAD arrived to spend two days R & C.	
" " "	18 APR 69	1700H	SITREP S91 NTR	
" " "	19 APR 69	1700H	SITREP S92 Unit officers less QM visited 106 Fd Wksp. Remained overnight.	
" " "	20 APR 69	1700H	NTR	
" " "	21 APR 69	1700H	SITREP S93 NTR	
" " "	22 APR 69	1700H	SITREP S94 Practice alerts. Grey at 1110H. Rocket at 1645H. Yellow at 1935H. Red at 2050H. Practice finished 2210H.	
" " "	23 APR 69	1700H	SITREP S95 7 pers march out for RTA including retiring CSM. Visit by DADEME and EIS.	
" " "	24 APR 69	1700H	SITREP S96 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 BAHME.....
102 FD WKSP STORES SECTION

MONTH AND YEAR..... APR 69..... REFERENCE MAP..... XA 442.....

COMMANDING OFFICER Major F.J. TONKIN.....

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	25 APR 69	1700H	SITREP S97 Unit attended Anzac day dawn service on St Kilda helipad. OC attended debrief on defence exercise held 22 Apr.	
" " "	26 APR 69	1700H	SITREP S98 NTR	
" " "	27 APR 69	1700H	NTR S99 NTR	
" " "	28 APR 69	1700H	SITREP S99 NTR	
" " "	29 APR 69	1700H	SITREP S100 NTR	
" " "	30 APR 69	1700H	SITREP S101 First rain of the wet season 0730 - 0830hrs. Replacement Adjt Capt F.C. Allen arrived.	