

Series: AWM95
Australian Army commanders' diaries
[Vietnam]

**Royal Australian Electrical and
Mechanical Engineers units**

Item number: 14/2/24

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

Narrative

[1-31 May 1969]

COVERING LETTER

Reference No. 5/69

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)

[Signature] Major

Appointment

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

Received
9 Jul 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 May 69

To 31 May 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
- to
- to

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

† NIL
† RETAINED
† Despatched to

on

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. Special 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

CONTENTS

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

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

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

(continued on back cover)

AWM 95
[14/2/may 69]

COMMANDERS DIARIES

SECRET

VE C 3118 (Adapted)

57413

57413

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 catalogue 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, the word "nil" will be entered on the cover.

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

INDEX

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

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

ad to save work as much information as possible is to be sent by the time of receipt or despatch is to be given.

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

(continued on back cover)

AWM 95
[14/2/may 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 RAEME
 102 FD WKSP STORES SECTION

MONTH AND YEAR.....MAY 1969.....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 May 69	1700 hrs	SITREP S102 NTR	
" " "	2 May 69	1700 hrs	SITREP S103 OC appeared before Command P&S board in Saigon.	
" " "	3 May 69	1700 hrs	SITREP S104 Capt ALLEN visited RAEME units at Nui Dat.	
" " "	4 May 69	1700 hrs	NTR	
" " "	5 May 69	1700 hrs	SITREP S105 Capt ALLEN assumed duties as Administrative Officer.	
" " "	6 May 69	1700 hrs	SITREP S106 Capt AVERY RTA, Brig Isakson DAG(PA) visited unit.	
" " "	7 May 69	1700 hrs	SITREP 107 DADEME visited for day.	
" " "	8 May 69	1700 hrs	SITREP S108 NTR	
" " "	9 May 69	1700 hrs	SITREP S109 Unit vehicle involved in accident with civilian cyclist - not serious.	
" " "	10 May 69	1700 hrs	SITREP S110 Lt FERGUSON RAAOC appointed Investigating Officer for vehicle accident of 9 May.	
" " "	11 May 69	1700 hrs	SITREP S111 NTR	
" " "	12 May 69	1700 hrs	SITREP S111 S/sgt BRYANT and Sgt CLAYTON joined unit. Move into new completed ^{Kitchen} Now fully operational. Old kitchen to be converted into dining room.	

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. MAY 1969 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	13 May 69	1700 hrs	SITREP S112 Recovery task involving moving of a Size 7 Wheeled Fork Lift by M543 and Tilt bed trailer from 1 ALSG to LONG BIHN. Drivers and shotguns required Flak jackets, helmets - estimated return same day. However were required to stay over night.	
" " "	14 May 69	1700 hrs	SITREP S113 Archbishop Primate of Australia Archbishop Strong, visited unit.	
" " "	15 May 69	1700 hrs	SITREP S114 2030 hrs US Forces held a practice "yellow" alert all persons on leave were returned to unit.	
" " "	16 May 69	1700 hrs	SITREP S115 NTR	
" " "	17 May 69	1700 hrs	SITREP S116 NTR	
" " "	18 May 69	1700 hrs	NTR	
" " "	19 May 69	1700 hrs	SITREP S117 Heavy rain during night caused some hill erosion. Emergency rebuilding programme carried out. Orderly Room layout changed.	
" " "	20 May 69	1700 hrs	SITREP S118 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.....MAY 1969.....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	21 May 69	1700 hrs	SITREP S119 Capt ALLEN appointed Defending Officer for Courts Martial 23 May 69.	
" " "	22 May 69	1700 hrs	SITREP S120 Further heavy rain caused serious damage to Sgts Mess and ORs Club area. Engineer assistance needed to check hill erosion.	
" " "	23 May 69	1700 hrs	SITREP S121 NTR	
" " "	24 May 69	1700 hrs	SITREP S122 Unauthorized discharge of a weapon approximately 0001 hrs Cfn HOGAN arrested in connection with this offence. Capt FOLEY, Lt FERGUSON visited Phang Rang for two days. OR's Club conducted a Unit Barbeque plus Race Night.	
" " "	25 May 69	1700 hrs	NTR	
" " "	26 May 69	1700 hrs	SITREP S123 NTR	
" " "	27 May 69	1700 hrs	SITREP S124 Committed Cfn HOGAN into Temporary Custody at AFV Detention Barracks	
" " "	28 May 69	1700 hrs	SITREP S125 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 RAINF
102 FD WKSP STORES SECTION

MONTH AND YEAR MAY 69 REFERENCE MAP X4442

COMMANDING OFFICER MAJ T. I. TONKIN

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	29 May 69	1700 hrs	SITREP S126 Capt FOLEY left for Long Binh on 2 day tech liaison visit.	
" " "	30 May 69	1700 hrs	SITREP S127 Capt FOLEY returned 1700 hrs ex Long Binh visit. Comments: a very interesting and informative visit.	
" " "	31 May 69	1700 hrs	SITREP S128 Preparation of enemy damaged MBT at Delong Pier for evacuation, entailed removal of live ammo damaged by enemy action.	