

Series: AWM95
Australian Army commanders' diaries
[Vietnam]

**Royal Australian Electrical and
Mechanical Engineers units**

Item number: 14/2/27

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

Narrative

[1-31 Aug 1969]

COVERING LETTER

Reference No. 8/69

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

SECRET

ORIGINAL } Strike out where
/DUPLICATE } not applicable

COMMANDERS DIARY

OF

Unit or Formation 102 FD WKSP RAEME : 102 FD WKSP STORES SECTION

From 1 Aug 69 To 31 Aug 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
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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

CONTENTS

as well as map references), establishment, equipment

and orders given.

the day's fighting, including company movements.

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

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

(continued on back cover)

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), 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 required for a particular headquarters, listing at B.

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

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(continued on back cover)

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

August 69

XA442

MONTH AND YEAR.....REFERENCE MAP.....

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

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	1 Aug 69	1700 hrs	SITREP S176 Unit conducted a clearing patrol. Out 011000 hrs in at 011200 hrs. Map LOA1, Series L909 Vung Tau.	
" " "	2 Aug 69	1700 hrs	SITREP S177 NTR	
" " "	3 Aug 69	1700 hrs	NTR	
" " "	4 Aug 69	1700 hrs	SITREP S178 Capt Allen appointed Defending Officer District Courts Martial 8 Aug.	
" " "	5 Aug 69	1700 hrs	HQ 1ALSG conducted an area defence exercise, "Exercise WAIKATO". Exercise commenced 1100 hrs, concluded 2235 hrs. Lt Host hospitalized for period of 5 days.	
" " "	6 Aug 69	1700 hrs	SITREP S179 NTR	
" " "	7 Aug 69	1700 hrs	SITREP S180 NTR	
" " "	8 Aug 69	1700 hrs	SITREP S181 NTR	
" " "	9 Aug 69	1700 hrs	SITREP S182 NTR	
" " "	10 Aug 69	1700 hrs	Capt Allen visited 106 Fd Wksp Nui Dat.	
" " "	11 Aug 69	1700 hrs	SITREP S183 Currency conversion carried out. Lt Host for DA NANG courier duties, RTU 18 Aug 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 **August 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 Aug 69	1700 hrs	SITREP S184 NTR	
" " "	13 Aug 69	1700 hrs	SITREP S185 Unit Patrol Checking perimeter fence from NORTH Gate to GR YS 30304472. Map LOA1 Series L909 Vung Tau.	
" " "	14 Aug 69	1700 hrs	SITREP S186 NTR	
" " "	15 Aug 69	1700 hrs	SITREP S187 Unit Patrol. Standing patrol at YS 30304488 from 151930 hrs to 160030 hrs. Task to apprehend persons tampering with perimeter fence. Map LOA1 series L909 Vung Tau.	
" " "	16 Aug 69	1700 hrs	SITREP S188 Lt Ferguson OC Stores Section left for R&R leave to Australia. RTU 25 Aug 69.	
" " "	17 Aug 69	1700 hrs	NTR	
" " "	18 Aug 69	1700 hrs	SITREP S189 Unit visited by Lt Col Sutton, GS01 HQ E Comd and Lt Col Dobinson, GS01 N Comd.	
" " "	19 Aug 69	1700 hrs	SITREP S190 NTR	
" " "	20 Aug 69	1700 hrs	SITREP S191 OC detached to HQ AFV (DADEME) for investigation duties on LSM Clive Steele. Duration 2 days.	

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... August 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	21 Aug 69	1700 hrs	SITREP S192 NTR	
" " "	22 Aug 69	1700 hrs	SITREP S193 NTR	
" " "	23 Aug 69	1700 hrs	SITREP S194 NTR	
" " "	24 Aug 69	1700 hrs	NTR	
" " "	25 Aug 69	1700 hrs	SITREP S195 Unit patrol. Search AQ ANITA Bounded by GR YS 30104494 and YS 30194482. Map LOA1 Series L909 Vung Tau.	
" " "	26 Aug 69	1700 hrs	SITREP S196 NTR	
" " "	27 Aug 69	1700 hrs	SITREP S197 NTR	
" " "	28 Aug 69	1700 hrs	SITREP S198 OC and Capt Allen accompanied the Comd 1 ALSG on a visit to USNS "Corpus Christi Bay". Floating Aircraft Maintenance Facility.	
" " "	29 Aug 69	1700 hrs	SITREP S199 NTR	
" " "	30 Aug 69	1700 hrs	SITREP S200 Lt Johnston, QM, left for R&R to Australia. RTA 5 Sep.	
" " "	31 Aug 69	1700 hrs	NTR.	