

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

**Royal Australian Electrical and  
Mechanical Engineers units**

**Item number: 14/2/29**

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

**Narrative**

**[1-31 Oct 1969]**



## COVERING LETTER

Reference No. 10/69

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)

Appointment

OO 102 FD WKSP RAEME  
(OC Unit or senior staff officer)**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 Oct 69

To 31 Oct 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

### ITEMS

es as well as map references), establishment, equipment  
d orders given.  
he day's fighting, including company movements.  
omander 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  
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)



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:

- 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 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 submitted for a particular headquarters, listing at B.

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

ITEMS

as well as map references), maintenance of equipment and orders given. The day's fighting, including company movements, remainder with regard to equipment, tactics, organization,

essential importance. 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 given. Issued and received, routing returns, etc. and the time of receipt or despatch is to be given.

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

(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

102 FD WKSP RAEME

Unit/Formation.....

102 FD WKSP STORES SECTION

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

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

Place and Grid reference	Date	Time	Event or onformation	Annex letter and enclosure number
VUNG TAU 299447	1 Oct 69	1700 H	SITREP S227 Unit Regimental Audit commenced.	
" " "	2 Oct 69	1700 H	SITREP S228 NTR	
" " "	3 Oct 69	1700 H	SITREP S229 Unit visited by DADEME designate Lt Col K. GIBSON.	
" " "	4 Oct 69	1700 H	SITREP S230 NTR	
" " "	5 Oct 69	1700 H	SITREP S - Nil NTR	
" " "	6 Oct 69	1700 H	SITREP S231 NTR	
" " "	7 Oct 69	1700 H	SITREP S232 NTR	
" " "	8 Oct 69	1700 H	SITREP S233 NTR	
" " "	9 Oct 69	1700 H	SITREP S234 Unit visited by Sir Henry Bland, Secretary, Dept of Defence, accompanied by COMAFV.	
" " "	10 Oct 69	1700 H	SITREP S235 NTR	
" " "	11 Oct 69	1700 H	SITREP S236 Unit Officers attended farewell dinner for Comd 1 ALSG.	



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.....Oct 69.....REFERENCE MAP.....XA442.....

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

Place and Grid reference	Date	Time	Event or onformation	Annex letter and enclosure number
VUNG TAU 299447	12 Oct 69	1700 H	SITREP - nil NTR	
" " "	13 Oct 69	1700 H	SITREP S237 Unit visited by Col T.R. WARREN, Col GS S Comd and Lt Col F.R. Scott CO 3 RAR.	
" " "	14 Oct 69	1700 H	SITREP S238 NTR	
" " "	15 Oct 69	1700 H	SITREP S239 NTR	
" " "	16 Oct 69	1700 H	SITREP S240 A Yellow alert declared at 0706 hrs, three rockets, impacted adjacent to Vung Tau airfield. Yellow alert cancelled at 0720 H.	
" " "	17 Oct 69	1700 H	SITREP S241 NTR	
" " "	18 Oct 69	1700 H	SITREP S242 NTR	
" " "	19 Oct 69	1700 H	SITREP S - nil NTR	
" " "	20 Oct 69	1700 H	SITREP S243 NTR	
" " "	21 Oct 69	1700 H	SITREP S244 NTR	
" " "	22 Oct 69	1700 H	SITREP S245 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...Oct 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	23 Oct 69	1700 H	SITREP S246 Recovery task at 1910 hrs. Recover a Land Rover involved in accident with RVN civilian vehicle at Cat Lo.	
" " "	24 Oct 69	1700 H	SITREP S246 HQ 1 ALSG conducted a practice alert, "Exercise - Tiger Blue". Exercise commenced 241120H Oct and concluded 250330 hrs.	
" " "	25 Oct 69	1700 H	SITREP S247 NTR	
" " "	26 Oct 69	1700 H	SITREP - nil NTR	
" " "	27 Oct 69	1700 H	SITREP S248 NTR	
" " "	28 Oct 69	1700 H	SITREP S249 NTR	
" " "	29 Oct 69	1700 H	SITREP S250 NTR	
" " "	30 Oct 69	1700 H	SITREP S251 NTR	
" " "	31 Oct 69	1700 H	SITREP S252 NTR	