

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

Royal Australian Electrical and  
Mechanical Engineers units

**Item number: 14/2/31**

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

Narrative

[1-31 Dec 1969]

COVERING LETTER

Reference No. 12/69

To: OIC, Military History Section, AHQ.

- I enclose Commanders Diary (AF C 2118) (Adapted) as indicated at Part 2.
- Please return receipt below.

(Signature)

*[Signature]*  
Major

Appointment (OC Unit or senior staff officer)

Received  
20/1/70

**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 Dec 69

To 31 Dec 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 .....
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- ..... to .....

† NIL  
† RETAINED  
† Despatched to

on.....

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

SECRET

COMMANDERS DIARIES

SECRET

RESPONSIBLY

AF C 2119-2 (Rev. 1965)

## 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. The day's fighting, including company movements. Commander with regard to equipment, tactics, organization

tential 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 be included. All movements issued and received, routine returns, etc. All dates 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)

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[14/2/Dec 69]

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

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 enclosures are convenient for a particular headquarters, they are to be included.

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(continued on back cover)

AWM 95  
[14/2/Dec 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..... Dec 69..... REFERENCE MAP... XA 442.....

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

P lace and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	1 Dec	1700H	SITREP S277 NTR	
" " "	2 Dec	1700H	SITREP S278 NTR	
" " "	3 Dec	1700H	SITREP S279 Capt FOLEY RTA	
" " "	4 Dec	1700H	SITREP S280 NTR	
" " "	5 Dec	1700H	SITREP S281 NTR	
" " "	6 Dec	1700H	SITREP S282 NTR	
" " "	7 Dec	1700H	NTR	
" " "	8 Dec	1700H	SITREP S283 NTR	
" " "	9 Dec	1700H	SITREP S284 NTR	
" " "	10 Dec	1700H	2Lt WHITE marched in replacing Lt FERGUSON as OC 102 FD WKSP STORES SECTION RAOC	
" " "	11 Dec	1700H	SITREP S285 NTR	
" " "	12 Dec	1700H	SITREP S286 2Lt MOUNT marched in, unit now full strength officers	
" " "	13 Dec	1700H	SITREP S287 NTR	
" " "	14 Dec	1700H	NTR	
" " "	15 Dec	1700H	SITREP S288 NTR	
" " "	16 Dec	1700H	SITREP S289 NTR	
" " "	17 Dec	1700H	SITREP S290 Lt BOWER M/I replacing Lt HOST as OC 2 PL	

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

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

P lace and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447			Unit inspected by Maj Gen HAY COMAFV	
" " "	18 Dec	1700H	SITREP S291 NTR	
" " "	19 Dec	1700H	SITREP S292 NTR	
" " "	20 Dec	1700H	SITREP S293 NTR	
" " "	21 Dec	1700H	NTR	
" " "	22 Dec	1700H	SITREP S294 NTR	
" " "	23 Dec	1700H	SITREP S295 Unit conducted a clearing patrol AO ANITA bounded by GR YS 30044535 and GR 30754485. Time out 1400H Time in 1700H. Map Vung Tau 1:12500 Series L909 No LOA1	
VUNG TAU 299447	24 Dec	1700H	SITREP S296 NTR	
" " "	25 Dec	1700H	NTR Officers served Xmas Dinner to unit in OR's Dinning Room	
" " "	26 Dec	1700H	SITREP S297 NTR	
" " "	27 Dec	1700H	SITREP S298 NTR	
" " "	28 Dec	1700H	NTR	
" " "	29 Dec	1700H	SITREP S299 NTR	
" " "	30 Dec	1700H	SITREP S300 NTR	

