

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

Royal Australian Electrical and  
Mechanical Engineers units

**Item number: 14/2/33**

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

Narrative

[1-28 Feb 1970]

COVERING LETTER

Reference No. 3/70

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)

23/3/70

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 Feb 70 To 28 Feb 70

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 .....
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- to .....

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

† NIL  
† RETAINED  
† Despatched to

on.....

## 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

l orders given.

ie day's fighting, including company movements.

mander with regard to equipment, tactics, organization

tential importance.

o officers, men and equipment.

ment captured.

mployed in the time not accounted for. The type of

and to save work as much information as possible is to  
ments issued and received, routine returns, etc. All  
and the time of receipt or despatch is to be given.

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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 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, during at B.

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(continued on back cover)

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[14/2/ Feb 70]

This form is to be completed with the annexes in AF-C2119 (Adapted)

COMMANDERS DIARY NARRATIVE

AF-C2118 (Adapted)  
Revised Jun 1965

Unit/Formation... 102 FD WKSP RAEME .....

102 FD WKSP STORES SECTION

MONTH AND YEAR... FEB 70 ..... REFERENCE MAP... XA 442 .....

COMMANDING OFFICER... Maj. D. WYLIE .....

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	1 Feb	1700	NTR	
" " "	2 Feb	1700	SITREP S28 NTR	
" " "	3 Feb	1700	SITREP S29 NTR	
" " "	4 Feb	1700	SITREP S30 Unit conducted search patrol. Out 1400H. In 1700H. Area bounded by GR YS 30664472. Map Vung Tau 1:12500 Series L909 No 10A1.	
" " "	5 Feb	1700	SITREP S31 NTR	
" " "	6 Feb	1700	SITREP S32 Lt Col N.A. TRIGG ADEME (O) attached 5 days. Defence Alert practice.	
" " "	7 Feb	1700	SITREP S33 NTR	
" " "	8 Feb	1700	NTR	
" " "	9 Feb	1700	SITREP S34 NTR	
" " "	10 Feb	1700	SITREP S35 NTR	
" " "	11 Feb	1700	SITREP S36 NTR	

This form is to be enclosed with the annexes in AF-C2119 (Adapted)

COMMANDERS DIARY NARRATIVE

AF-C2118 (Adapted)  
Revised Jun 1965

Unit/Formation... 102 FD WKSP RAEME  
102 FD WKSP RAEME STORES SECTION

MONTH AND YEAR... FEB 70... REFERENCE MAP... XA 442... COMMANDING OFFICER... Maj. D. WYLIE

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	12 Feb	1700	SITREP S37 Unit visited by Brig L.A. KERMODE, OBE, QMG NZ ARMY.	
" " "	13 Feb	1700	SITREP S38 NTR	
" " "	14 Feb	1700	SITREP S39 Unit visited by Col W.A. BRYDIE D Eapt.	
" " "	15 Feb	1700	NTR	
" " "	16 Feb	1700	SITREP S40 NTR	
" " "	17 Feb	1700	SITREP S41 Unit conducted a search patrol area bounded by GR YS 30004530 and GR YS 30754486. Out 0715H. In 0915H. MAP Vung Tau: 1: 12500 Series L909 No LOA1.	
" " "	18 Feb	1700	SITREP S42 NTR	
" " "	19 Feb	1700	SITREP S43 NTR	
" " "	20 Feb	1700	SITREP S44 NTR	
" " "	21 Feb	1700	SITREP S45 NTR	
" " "	22 Feb	1700	Unit visited by Lt Col C.J. LEARY AMS (2)	

This form is to be enclosed with the annexes in AF-02119 (Adapted)

COMMANDERS DIARY NARRATIVE

AF-02119 (Adapted)  
Revised Jun 1969

Unit/Formation... 102 FD WKSP RAEME .....  
102 FD WKSP STORES SECTION  
COMMANDING OFFICER... Maj D WYLIE .....

MONTH AND YEAR... FEB 70 ..... REFERENCE MAP... XA 442 .....

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	23 Feb	1700	SITREP S46 NTR	
" " "	24 Feb	1700	SITREP S47 NTR	
" " "	25 Feb	1700	SITREP S48 Unit visited by Lt Col A.D. POWELL RAEME, DEME NZ ARMY.	
" " "	26 Feb	1700	SITREP S49 NTR	
" " "	27 Feb	1700	SITREP S50 NTR	
" " "	28 Feb	1700	SITREP S51 NTR	