

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

Royal Australian Electrical and  
Mechanical Engineers units

**Item number: 14/2/34**

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

Narrative

[1-31 Mar 1970]



COVERING LETTER

Reference No. 4/70

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)

*[Handwritten Signature]*  
OC 102 Fd Wksp RAEME  
Appointment  
(OC Unit or senior staff officer)

*Ref 4/5/70*

**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 Mar 70 To 31 Mar 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 .....
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† NIL  
† RETAINED  
† Despatched to

on.....

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

*[Handwritten notes in left margin]*

*[Vertical stamp]*



# 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 tactical importance. Casualties of officers, men and equipment. Equipment captured. Personnel employed in the time not accounted for. The type of

and to save work as much information as possible is to be given. Orders 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)

AWM 95

[14/2/mar 70]

COMMANDERS DIARIES

TOP SECRET

VE C 3118 (Adapted)

BVL 5

BVL 1



DISPOSAL DIARIES

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, starting at B.

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AWM 95

[14/2/mar 70]

(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

MONTH AND YEAR..... MAR 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 Mar	1700	NTR	
" " "	2 Mar	1700	SITREP S52 NTR	
" " "	3 Mar	1700	SITREP S53 NTR	
" " "	4 Mar	1700	SITREP S54 NTR	
" " "	5 Mar	1700	SITREP S55 Unit conducted Standing Patrol 041815H to 050700H. Vicinity GR YS 30324492. Map Vung Tau 1:12500 Series L909 IOA1.	
" " "	6 Mar	1700	SITREP S56 NTR	
" " "	7 Mar	1700	SITREP S57 NTR	
" " "	8 Mar	1700	NTR	
" " "	9 Mar	1700	SITREP S58 NTR	
" " "	10 Mar	1700	SITREP S59 NTR	
" " "	11 Mar	1700	SITREP S60 NTR	
" " "	12 Mar	1700	SITREP S61 Unit visited by Brig J.C. DEAN OBE, DEME	



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..... MAR 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	13 Mar	1700	SITREP S62 NTR	
" " "	14 Mar	1700	SITREP S63 NTR	
" " "	15 Mar	1700	NTR	
" " "	16 Mar	1700	SITREP S64 NTR	
" " "	17 Mar	1700	SITREP S64 Unit conducted Standing Patrol 171815H to 180700H. Vicinity GR YS 30094541. Map Vung Tau 1:12500 Series L9 09 IOA1.	
" " "	18 Mar	1700	SITREP S64 HQ 1 ALSG conducted a Practice Alert Exercise.	
" " "	19 Mar	1700	SITREP S65 NTR	
" " "	20 Mar	1700	SITREP S66 NTR	
" " "	21 Mar	1700	SITREP S67 NTR	
" " "	22 Mar	1700	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  
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MONTH AND YEAR..... MAR 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	23 Mar	1700	SITREP	S68	NTR	
" " "	24 Mar	1700	SITREP	S69	NTR	
" " "	25 Mar	1700	SITREP	S70	NTR	
" " "	26 Mar	1700	SITREP	S71	NTR	
" " "	27 Mar	1700	SITREP	S72	NTR	
" " "	28 Mar	1700	SITREP	S73	NTR	
" " "	29 Mar	1700	Unit visited by Chap Gen VERTIGAN			
" " "	30 Mar	1700	SITREP	S74	NTR	
" " "	31 Mar	1700	SITREP	S75	NTR	