

Series: AWM95
Australian Army commanders' diaries
[Vietnam]

Royal Australian Electrical and
Mechanical Engineers units

Item number: 14/2/36

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

Narrative

[1-31 May 1970]

COVERING LETTER

Reference No. 6/70

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)

Appointment OC 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 May 70 To 31 May 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
to
to
to
to
to
to
to
to
to
to
to
to
to
to

† NIL
† RETAINED
† Despatched to

on.....

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

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

es as well as map references), establishment, equipment

l orders given.

ie day's fighting, including company movements.

amander with regard to equipment, tactics, organization

tential importance.

) officers, men and equipment.

oment captured.

employed 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.

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

1 BP Coy—274/65—55m

AWM 95

[14/2/may 70]

(continued on back cover)

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 annexes are submitted for a particular headquarters, they are to be marked as such.

For operations from Annex "Z", TOP SECRET the documents. It is to be prepared and disposed of as follows:

EVENTS

as well as map references, establishment, equipment and orders given. In day's fighting, include company movements, remainder with regard to equipment, orders, organization and personnel.

essential importance: officers, men and equipment; men captured; employed in the line; not accounted for. The type of

and to save work as much information as possible is to be recorded issued and received, routing slits, etc. All dates of receipt or despatch are to be given.

is correct, but need not give a record of any of them.

(continued on back cover)

1 BP Coy—274/65—55m

AWM 95
[14/2/may 70]

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

COMMANDERS DIARY NARRATIVE

AF-C2118 (Adapted)
Received Jun 1965

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

MONTH AND YEAR.....MAY 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 May	1700	SITREP S102 NTR	
" " "	2 May	1700	SITREP S103 NTR	
" " "	3 May	1700	NTR	
" " "	4 May	1700	SITREP S104 NTR	
" " "	5 May	1700	SITREP S105 NTR	
" " "	6 May	1700	SITREP S106 Defence Ex 'WAITOMO' commenced 2152 hrs	
" " "	7 May	1700	SITREP S107 Defence Ex 'WAITOMO' ceased 0618 hrs	
" " "	8 May	1700	SITREP S108 Unit conducted STANDING patrol out 081900H in 09061H Vicinity AO ANITA map Vung Tau 1:12500 Series L909 LOA1	
VUNG TAU 299447	9 May	1700	SITREP S109 Visit to 102 Fd Wksp by QMG Maj Gen K. MACKAY, MBE accompanied by AQMG (Maint) Lt Col F.D. HIRST	
VUNG TAU 299447	10 May	1700	NTR	
" " "	11 May	1700	SITREP S110 NTR	

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

COMMANDERS DIARY NARRATIVE

AF-C2118 (Adapted)
Received Jun 1965

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

MONTH AND YEAR.....MAY 70.....REFERENCE MAP.....XA442.....

COMMANDING OFFICER.....MAJ D. WYLIE.....

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	12 May	1700	SITREP S111 Overnight stay at 102 Fd Wksp by ADEME Lt Col K.A. GIBSON. Visit by CMF officers.	
VUNG TAU 299447	13 May	1700	SITREP S112 NTR	
" " "	14 May	1700	SITREP S113 NTR	
" " "	15 May	1700	SITREP S114 NTR	
" " "	16 May	1700	SITREP S115 NTR	
" " "	17 May	1700	Lt Farrow marched out to 106 Fd Wksp	
" " "	18 May	1700	SITREP S116 NTR	
" " "	19 May	1700	SITREP S117 Visit to 102 Fd Wksp by Air Commodore I.S. PARKER, DFC accompanied by Wing Comd R.H. MARTIN AFC, Sqn Ldr R.C. MOORE AFC and Lt Comd P. HARGREAVES. Unit conducted SEARCH patrol out 190630H in 190820H Vicinity AO MARGARET map Vung Tau 1:12500 Series L909 LOA1	

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

COMMANDERS DIARY NARRATIVE

AF-C2118 (Adapted)
Received Jun 1965

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

COMMANDING OFFICER..... MAJ D. WYLIE

MONTH AND YEAR..... MAY 70 REFERENCE MAP..... XA442

Place and Grid reference	Date	Time	Event or information	Annex letter and enclosure number
VUNG TAU 299447	20 May	1700	SITREP S118 Visit by 'A' Auditor Capt P. SMITH	
" " "	21 May	1700	SITREP S119 102 Fd Wksp visited by DPR AHQ Mr C.A. NICHOL accompanied by A DPR Lt Col B.W.F. GILLMAN	
VUNG TAU 299447	22 May	1700	SITREP S120 Capt T.J. FORDE marched in to replace Lt M.G FARROW	
" " "	23 May	1700	SITREP S121 Lt M.G. FARROW marched in on detachment for handover of Q Store	
VUNG TAU 299447	24 May	1700	NTR	
" " "	25 May	1700	SITREP S122 NTR	
" " "	26 May	1700	SITREP S123 Visit and overnight stay by ADEME Lt Col K.A. GIBSON. Visit by CMP officers.	
VUNG TAU 299447	27 May	1700	SITREP S124 NTR	
" " "	28 May	1700	SITREP S125 NTR	
" " "	29 May	1700	SITREP S126 NTR	
" " "	30 May	1700	SITREP S127 Lt M.G. FARROW returned to 106 Fd Wksp	

