

Series: AWM95
Australian Army commanders' diaries
[Vietnam]

Royal Australian Electrical and
Mechanical Engineers units

Item number: 14/2/41

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

Narrative

[1-31 Oct 1970]

COVERING LETTER

Reference No. 11/70

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)

Received 18/11/70

SECRET

ORIGINAL DUPLICATE

Strike out where not applicable

COMMANDERS DIARY

OF

Unit or Formation 102 FD WKSP RAEME : 102 FD WKSP STORES SECT

From 1 OCT 70

To 31 OCT 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

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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.

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

CONTENTS

names as well as map references), establishment, equipment and orders given. the day's fighting, including company movements. commander with regard to equipment, tactics, organization

potential importance. to officers, men and equipment. equipment captured. employed in the time not accounted for. The type of

s and to save work as much information as possible is to documents issued and received, routine returns, etc. All 1 and the time of receipt or despatch is to be given.

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

AWM 95
[14/2/04 70]

COMMANDERS DIARIES

SECRET

VE C 3118 (Adapted)

5761 3

5761 1

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 entered on the cover. If there has been a change of command since the last report, the date of assumption of the new commanding officer is to be included.

8. The annexes are to be retained in the groups shown in the index. If there are no annexes for an annex NIL will be entered on the cover. If additional annexes are prepared at a particular headquarters, starting at 3.

g for operations from Annex "Z", "TOP SECRET" g the document. It is to be prepared and disposed of as

ANNEXES

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essential importance to officers, staff and company and special equipment employed in the time not accounted for. The type of

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

AWM 95
[14/2/04 70]

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

AUSTRALIAN MILITARY FORCES

AF - C2118 (Adapted)

Revised Apr. 1969

COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 102 DD WKSP RAEME
102 FD WKSP STORES SECT

MONTH and YEAR OCT 70

REFERENCE MAP XA442

COMMANDING OFFICER MAJ M. J. FORD

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
1	Vung Tau 299447	1 Oct	1700	NTR	
2	" " "	2 Oct	1700	NTR	
3	" " "	3 Oct	1700	NTR	
4	" " "	4 Oct	1700	Unit conducted SEARCH patrol 184/70 at AO ANITA. Out 041700H. In 041900H. Map Vung Tau 1 : 12,500 Series L909 LOA1.	
5	" " "	5 Oct	1700	NTR	
6	" " "	6 Oct	1700	NTR	
7	" " "	7 Oct	1700	Currency change Plan ZEBRA goes into operation	
8	" " "	8 Oct	1700	Currency change completed.	
9	" " "	9 Oct	1700	Liaison visit by EME HQ AFV Capt V. NOONAN	
10	" " "	10 Oct	1700	NTR	
11	" " "	11 Oct	1700	Unit conducted SEARCH patrol 189/70 of AO ANITA. Out 111700H. In 111900H. Map Vung Tau 1 : 12,500 Series L909 LOA1. EME HQ AFV Capt V. NOONAN departs.	
12	" " "	12 Oct	1700	NTR	
13	" " "	13 Oct	1700	NTR	
14	" " "	14 Oct	1700	Visit by CME Offrs	
15	" " "	15 Oct	1700	NTR	

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

AUSTRALIAN MILITARY FORCES

AF-C2118 (Adapted)
Revised Apr. 1969

COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 102 FD WKSP RAEME
102 FD WKSP STORES SECT
COMMANDING OFFICER MAJ M.J. FORD

MONTH and YEAR OCT 70

REFERENCE MAP XA442

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
16	Vung Tau 299447	16 Oct	1700	NTR	
17	" " "	17 Oct	1700	NTR	
18	" " "	18 Oct	1700	Liaison visit and overnight stay by ADEME HQ AFV LtCol D.T.RENNIE	
19	" " "	19 Oct	1700	ADEME HQ AFV LtCol D.T.RENNIE departs	
20	" " "	20 Oct	1700	NTR	
21	" " "	21 Oct	1700	NTR	
22	" " "	22 Oct	1700	NTR	
23	" " "	23 Oct	1700	NTR	
24	" " "	24 Oct	1700	Unit conducted STANDING patrol 197/70 in AO ROBYNNE. Out 241900H. In 250630H. Map Vung Tau 1 : 12,500 Series L909 LOA1.	
25	" " "	25 Oct	1700	Unit STANDING patrol returns from AO ROBYNNE. Liaison visit and overnight stay by ADEME HQ AFV LtCol D.T.RENNIE.	
26	" " "	26 Oct	1700	ADEME HQ AFV LtCol D.T.RENNIE departs. Visit by Senior CMF Officers.	
27	" " "	27 Oct	1700	Visit by CMF Offrs.	
28	" " "	28 Oct	1700	Unit conducted STANDING patrol 200/70 in AO ROBYNNE. Out 281900H. In 290630H. Map Vung Tau 1 : 12,500 Series L909 LOA1.	
29	" " "	29 Oct	1700	Unit STANDING patrol returns from AO ROBYNNE.	

