

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

Royal Australian Electrical and  
Mechanical Engineers units

**Item number: 14/2/42**

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

Narrative

[1-30 Nov 1970]

PART 1

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)

Receipts  
23/12/70

PART 2

**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 NOV 70

To 30 NOV 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	.....
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† NIL  
† RETAINED  
† Despatched to

on.....

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

bVKL 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.

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

### TENTS

ies as well as map references), establishment, equipment

d orders given.

he day's fighting, including company movements.

nmander with regard to equipment, tactics, organization

ntential importance.

o officers, men and equipment.

pment captured.

employed in the time not accounted for. The type of

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

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

1 BP Coy—274/65—55m

(continued on back cover)

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[14/2/Nov 70]

COMMA **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 (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 involved, 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 commander 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 a particular annex is not required for a particular headquarters, nothing is to be included.

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

**TENIS**

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

essential movements, of officers, men and equipment, present disposed, employed in the line not accounted for. The type of

and to save work as much information as possible is to be obtained in the form of reports, orders, etc. All the necessary information is to be given.

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

(continued on back cover)

AWM 95  
[14/2/Nov 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 FD WKSP RAEME

MONTH and YEAR NOV 70

REFERENCE MAP XA 442

COMMANDING OFFICER 102 FD WKSP STORES SECT.  
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 NOV	1700	NTR	
2	" " "	2 NOV	1700	NTR	
3	" " "	3 NOV	1700	Unit conducted Standing patrol AO ANITA. Out 031900H NOV 70 in 040630H NOV 70 Map VUNG TAU 1:12,500 Series LOA1 L909.	
4	" " "	4 NOV	1700	Unit patrol returns from AO ANITA.	
5	" " "	5 NOV	1700	NTR	
6	" " "	6 NOV	1700	Visit by Col E.R. SMITH Director of Maintenance.	
7	" " "	7 NOV	1700	NTR	
8	" " "	8 NOV	1700	NTR	
9	" " "	9 NOV	1700	Visit by Maj M.D. RUSSEL FORS HQ AFV.	
10	" " "	10 NOV	1700	NTR	
11	" " "	11 NOV	1700	UNIT observed two minutes silence to commemorate Armistice Day.	
12	" " "	12 NOV	1700	NTR	
13	" " "	13 NOV	1700	NTR	
14	" " "	14 NOV	1700	NTR	
15	" " "	15 NOV	1700	NTR	
16	" " "	16 NOV	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 Nov 70

REFERENCE MAP XA 442

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
17	Vung Tau 299447	17 NOV	1700	NTR	
18	" " "	<del>18</del> NOV	1700	NTR	
19	" " "	19 NOV	1700	Capt E.M. FREEMAN arrives to replace Capt G.K. RICHARDSON.	
20	" " "	20 NOV	1700	NTR	
21	" " "	21 NOV	1700	Function held in Office as Annex to farewell Capt G.K. RICHARDSON.	
22	" " "	22 NOV	1700	NTR	
23	" " "	23 NOV	1700	NTR	
24	" " "	24 NOV	1700	Visit by CMF Officers.	
25	" " "	25 NOV	1700	Capt J.R. DYER RNZEME arrives to replace Lt K.D. MOUNT RNZEME.	
26	" " "	26 NOV	1700	Capt G.K. RICHARDSON departs for RTA.	
27	" " "	27 NOV	1700	NTR	
28	" " "	28 NOV	1700	Unit conducted Standing patrol AO ANITA. Out 281900H NOV 70 IN 290630H NOV 70 Map VUNG TAU 1:12,500 Series LOA1 L909.	
29	" " "	29 NOV	1700	Unit patrol returns from AO ANITA.	
30	" " "	30 NOV	1700	NTR.	