

Series: AWM95
Australian Army commanders' diaries

Royal Australian Infantry

Item number: 7/9/4

Item: 9 Battalion Royal Australian
Regiment

Narrative

1-31 October 1968

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.

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

ENTS

s as well as map references), establishment, equipment

orders given.

e day's fighting, including company movements.

mander with regard to equipment, tactics, organization

ential importance.

, 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.

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

(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

6. Both original and duplicate copies are to consist of:

- Cover (AF C 2119) (Adapted).
- Index in red ink.
- Narrative (AF C 2118) (Adapted).
- Appendices in red ink.

7. All details of the diary are to be given (If a detachment is concerned, the name of the parent unit, police cover, and enclosure number of the messages are to be shown on the cover. If there has been a change of command since the last report, the name of successor by the new commanding officer is to be entered).

8. The contents are to be arranged in the groups shown on the cover. If there are no contents for an entire day, the word "None" is to be entered. If additional contents are convenient for a particular day, they are to be entered.

9. Operations from Annex "Z", "TOP SECRET" documents. It is to be prepared and signed by an officer.

INDEX

10. As well as map references, establishments, names of

units, etc.

11. A day's fighting, including company operations.

12. Orders with regard to equipment, weapons, etc.

13. Casualty returns.

14. Losses, stores and equipment.

15. Other details.

16. Employed in the case not accounted for. The type of

and to give work as much information as possible to be

shown listed and included, names, etc. All

and the time of receipt or dispatch is to be given.

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

18. Contents of the diary cover.

MONTH AND YEAR.....Oct 68

REFERENCE MAP

UNIT/FORMATION 9 RAR

COMMANDING OFFICER. Lt Col A.L. Morrison

[illegible]