



RACT POLICY STATEMENT

Office of the Deputy Head of Corps
Royal Australian Corps of Transport
Army Logistic Training Centre
BANDIANA VIC 3694

November 2009

STATEMENT NO 36

PRESERVATION OF RACT CORPS HISTORY

This Policy Statement will expire on:

November 2014

Issued by the Head of Corps Royal Australian Corps of Transport for application within the Royal Australian Corps of Transport.

A handwritten signature in black ink, appearing to be 'D. T. Mulhall'.

D. T. MULHALL, AM
Brigadier
Head of Corps
Royal Australian Corps of Transport

AMENDMENT

Preservation of RACT Corps history

30 Jun 02

DISTRIBUTION

As per RACT Policy Statement No. 1 Annex A

RACT POLICY STATEMENT NO 36 PRESERVATION OF RACT CORPS HISTORY

INTRODUCTION

1. It became apparent when researching the RACT Corps History: 1973 – 2000, that with the demise of the Head of Corps in 1997 and the frequent changes to units on the ORBAT, many documents and unit records were destroyed, lost or misplaced.
2. To mitigate against this situation occurring again, RACT personnel and units are invited to support to ensure the preservation of the Corps/unit histories. This will be achieved through the annual submission and retention of unit reports to the Head of Corps.

AIM

3. The aim of this statement is to specify the requirements for capturing and maintaining the Corps history from 2002 onwards.

RESPONSIBILITIES

4. The HOC staff, Corps Committee and all Corps Officers, WO and NCO has a responsibility to preserve the Corps history. Listed below is a sample of the items which if preserved will inform the writing of any future Corps history publication:
 - a. Unit historical records, reports or materials;
 - b. Unit nominal rolls;
 - c. Photographs of RACT personnel and equipment in use in units;
 - d. News articles involving RACT personnel or equipment;
 - e. Unit honour boards;
 - f. Copies of the *Australian Army Transport Journal* (Par Oneri) or unit newsletters;
 - g. Copies of Corps Policy Statements;
 - h. A register of “Certificates of Recognition”; and
 - i. Details of the winners of the Awards of Excellence each year.
5. **The SO2 Corps.** Is responsible for the safe storage of Annual Unit History Reports and any item forwarded by units or individuals. In particular the SO2 Corps is to ensure that the following are maintained:
 - a. A complete set of *Australian Army Transport Journal* (Par Oneri) magazines;
 - b. Current and ‘inactive’ Corps Policy Statements;
 - c. RACT Annual Unit History Collection Reports;
 - d. RACT Newsletters; and
 - e. The line diagram of RACT Units.

6. **RACT Units, Sub-units and elements.** Those HQ, units, and organisations listed at annex A are responsible for submitting an Annual Unit History Report (AUHR) by 1 November to the SO2 Corps. The format for the report is at annex B. Particular attention should be paid to:

- a. The accuracy, completeness and timeliness of the report;
- b. That a unit nominal roll (as at 1 Nov) is attached; and
- c. A 'standard' unit brief is attached, presuming the following areas are covered in such a brief:
 - (1) Organisational chart;
 - (2) Command status;
 - (3) Roles, tasks and capabilities;
 - (4) Unit motif, motto and colour patches etc (if applicable); and
 - (5) Any included photos have who/what the photo is of, where it was taken and who took the photo.

Conclusion

7. The support of RACT individuals, units and elements is vital to ensure the history of the Corps can be captured, maintained and available for future use. While acknowledging the impost on establishing and maintaining this history collection plan, its worth to the Corps in the future, cannot be underestimated.

Annexes:

- A. Organisations required to submit reports
- B. RACT Annual History Collection Report Format

ORGANISATIONS REQUIRED TO SUBMIT ANNUAL UNIT HISTORY REPORT (AUHR)

Requirement

1. The following units and sub-units are to submit the AUHR at annex B:
 - a. All Transport Squadrons;
 - b. All SADs;
 - c. AMTDU (Army Component);
 - d. Transport Wing, ALTC;
 - e. Australia Forces Post Office (AFPO); and
 - f. Maritime Wing, ALTC.

2. The Following HQs and sub-units are requested to submit the AUHR at annex B:
 - a. All FSB HQs;
 - b. All CSSB HQs;
 - c. HQ 1JMOVGp;
 - d. JMCC;
 - e. All units with a posted strength of more than 20 personnel;
 - f. All JMCOs; and
 - g. Australian Army Band Newcastle (RACT Pipes and Drums).

Due date and address

3. All reports are to be submitted to the SO2 Corps, as per the address on the cover of this Policy Statement, by 1 November annually.



ROYAL AUSTRALIAN CORPS OF TRANSPORT

Annual Unit History Report

Unit Name:(In Full)

Unit: (Abbreviation)

Full Address:

Key Appointments

Appointment

Svc No, Rank & Name

Exercises Conducted or Involved In

Exercise Name	Dates	Elements of Unit Involved	Location	Nature / brief description of Exercise

Operational Deployments Conducted or Involved In

Operation Name	Dates	Elements of Unit Involved	Location	Brief outline / description of Operation

Personnel Losses (Killed / Died)			Equipment	
Svc Particulars	Circumstances	DOB & DOD	Brought Into Service	Taken Out of Service
<p>Remarks: (Any other significant events or key information)</p>				

Attached is a Unit Nominal Roll correct as at: _____

Attached is the generic Unit Brief correct as at: _____

Included are (*number*) photos including a caption detailing:

- Who / what the photo is of
- Where the photo was taken
- When the photo was taken (ie date, on Exercise ???)
- Who took the photo