



RACT POLICY STATEMENT

**Office of the Deputy Head of Corps
Royal Australian Corps of Transport
Headquarters Army School of Transport
Tobruk Barracks
PUCKAPUNYAL VIC 3662**

April 2020

STATEMENT NO 36

PRESERVATION OF RACT CORPS HISTORY

This Policy Statement to be reviewed by:

April 2025

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 read 'JK Walk'.

**JK WALK
Brigadier
Head of Corps
Royal Australian Corps of Transport**

AMENDMENT

Preservation of RACT Corps history dated

April 2020

DISTRIBUTION

**RACT Policy Statements are available on the
RACT website at www.ract.org.au or by
contacting the RACT Head of Corps Cell
ract.hoccell@defence.gov.au**

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 this situation occurring again, RACT personnel and units are invited to support 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, RACT Committee, Regional Representatives and all Corps Officers, WO and NCO have 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 RACT Head of Corps Cell.** Is responsible for the safe storage of Annual Unit History Reports and any item forwarded by units or individuals. All hard copy reports and items are to be converted to electronic files. In particular the RACT HOC Cell 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 RACT HOC Cell. The format for the report is in annex B. In particular:

- a. the report should be accurate, complete and timely;
- b. 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 Ships Army Elements
 - c. AMTDU (Army Component)
 - d. Road Transport Wing, AST
 - e. Command Training Wing, AST
 - f. Maritime Wing, AST
 - g. LAND 121, AST and
 - h. Australia Forces Post Office (AFPO).

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 1 JMU;
 - d. JMCC;
 - e. all JMCOs; and
 - f. all units with a posted strength of more than 20 RACT personnel.

Due date and address

3. All reports are to be submitted to the RACT HOC Cell 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
Remarks: (Any other significant events or key information)				

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 (i.e. date, on Exercise?)
- Who took the photo