

**HOT ITEMS STATUS
FORCE LOGISTIC COMMAND**

011600H JAN 70

ITEM NOMENCLATURE FILTER	STOCK NUMBER 4330-792-6495	HOT QTY REQD 978	QTY RECD 131	BAL REQD 847
REFERENCE	COMMENTS			
8 SEP 69	DESIGNATED HOT ITEM BY SUPPLY BN.			
250612 SEP	FLC REQUESTS PHILA EXPEDITE ACTION AND FURN FIRM ETA.			
080025 OCT	PHILA ADVISES FLC ITEM PROCURED FOR DIRECT DELIVERY. WILL ADVISE WHEN SHIPPED.			
140137 OCT	PHILA ADVISES FOLLOW UP TO OBTAIN SHIPMENT.			
180248 OCT	3D FSR SENT AT1 FOLLOW UP TO PHILA.			
230440 OCT	PHILA ADVISES AT1 INDUCTED, STATUS WILL FOLLOW.			
020032 NOV	FLC REQUESTS PHILA AIR SHIP AND FURN FIRM ETA.			
052032 NOV	PHILA ADVISED FLC DOC M24243-9077-0001 BEING PROCURED FOR DIRECT DELIVERY UNDER SUB FSN. ETA UNKNOWN.			
111142 NOV	FLC REQUEST PHILA CLARIFY AND ASSIST IN REQUISITIONING SUBJ ITEMS THAT HAVE BEEN OFFERED UNDER SUB. FSN IN 052032 NOV.			
132001 NOV	PHILA ADVISED FLC EXPEDITED ACTION BEING TAKEN TO PROCURE SUBJ ITEM FOR DIR DEL.			
15 NOV 69	QTY 2 FILTERS RECEIVED FROM DEF. DEPOT OGDEN, UTAH.			
180540 NOV	PHILA ADVISED FLC FOLLOW UP ACTION TAKEN ON QTY 220 ON DOC M24243-9203-G003.			
1 DEC 69	AT1 MILSTRIP FOLLOW UP SUBMITTED TO MPB FOR DOC M24243-9217-G998 QTY 320.			
051235 DEC	SUPPLY BN. 1ST FSR SUBMITTED FOLLOW UP DOC TO PHILA. ADVISED THAT ONLY 2 SUBJ FILTERS RECEIVED IN PAST YEAR. REQUEST ASSISTANCE IN OBTAINING FILTERS.			
060533 DEC	PHILA PROVIDED BD STATUS FOR QTY 438 ON DOC M24243-9077-0001.			
070647 DEC	SUPPLY BN. 1ST FSR SUBMITTED FOLLOW UP TO DCSC COLUMBUS, OHIO. REQUEST ASSISTANCE IN OBTAINING FILTERS.			
081920 DEC	PHILA ADVISED FLC THAT SUB FSN 4330-691-6098 BEING PROCURED, ETA 0015.			
19 DEC 69	QTY 1 SUBJ ITEM RECEIVED FROM OGDEN, UTAH.			
23 DEC 69	QTY 128 ISSUED RESULT OF SPOT INV.			
240009 DEC	QTY 320 DOC M24243-9217-G998 AND DOC M24243-9203-G003 QTY 220 PRO FOR DIR DEL.			
291947 DEC	PHILA REQUESTS DCSC COLUMBUS ALL POSSIBLE EXPEDITING ACTIONS BE TAKEN TO CAUSE THE EARLIEST RELEASE OF SUBJ ITEMS AND FURNISH SHIPPING STATUS.			

ITEM NOMENCLATURE BARREL, M16A1	STOCK NUMBER 1005-878-6589	HOT QTY REQD 400	QTY RECD 237	BAL REQD 163
REFERENCE	COMMENTS			
20 NOV 69	DESIGNATED HOT ITEM BY SUPPLY BN. DOC NUMBERS MC100-9312-0008 AND MC100-9314-F692 FOR 200 EACH.			
260602 NOV	FLC ADVISED 3D FSR SUBJ. ITEM CRITICAL IN RVN. AIRLIFT MANDATORY FOR TOTAL QTY ON DOC. MC100-9312-0008.			
280812 NOV	3D FSR ADVISED FLC QTY 200 ON DOC MC100-9312-0008 RELEASED FOR			

SHIPMENT 9332. COMPLETE SHIPMENT DATA WILL BE FURNISHED.
 071655 DEC FLC REQUESTED 3D FSR SUPPLY LATEST STATUS. 280812 NOV
 APPLIES.
 080841 DEC 3D FSR REQUEST FLC REVIEW DOC MC100-9314-F692, DETERMINE IF
 VALID.
 090927 DEC 3D FSR ADVISED FLC QTY 200 ON DOC MC100-9312-0008 TO BE SHIPP-
 ED 5 DEC.
 10 DEC 69 CCP ADVISED THAT DOC MC100-9314-F692 IS VALID AND HAS BEEN
 PASSED TO MPB. 080841 DEC APPLIES.
 11 DEC 69 QTY 237 RECEIVED AND ISSUED TO SHOP STORES.
 151739 DEC PHILA ADVISED FLC ACTION TAKEN TO RELEASE QTY 200 FOR DOC
 MC100-9314-F692. WILL ADVISE SHIP STATUS NLT 9356. NO RECORDS
 HELD FOR DOC MC100-9312-0008, REQUEST RESUBMIT IF THIS ICP IS
 LKH.
 171722 DEC PHILA ADVISED BARSTOW AIR SHIPMENT REQUIRED FOR SUBJ ITEMS
 NEEDED FOR REPAIR EFFORTS IN RVN.
 221823 DEC PHILA ADVISED FLC QTY 200 SUBJ ITEMS SHPD 9353 MODE B TCN
 M62204BD3823977.

ITEM NOMENCLATURE	STOCK NUMBER	HOT	QTY REQD	QTY RECD	BAL	REQD
REPAIR KIT, CLUTCH	2520-887-1353		111	0		111
REFERENCE	COMMENTS					
20 NOV 69	DESIGNATED HOT ITEM BY SUPPLY BN. DOC MC100-9154-0105 QTY 111 TO PHILA.					
221617 NOV	FLC ADVISED PHILA SUBJ ITEMS CRITICAL REQUEST EXPEDITE SHIP- PING ACTION ON DOC MC100-9154-0105.					
251404 NOV	FLC ADVISED PHILA THAT SUBJ ITEMS CRITICAL, AIRLIFT MANDATORY FOR TOTAL QTY ORDERED THROUGH PHILA.					
022037 DEC	PHILA ADVISED FLC MPB HAS NO RECORD OF DOC MC100-9154-0105, ADDITIONAL INQUIRES INDUCTED. WILL ADVISE NLT 9346.					
051406 DEC	FLC SUBMITTED AT1 FOLLOW UP TO PHILA, PHILA 022037 DEC APPLIES.					
051407 DEC	FLC SUBMITTED AT1 FOLLOW UP TO 3D FSR ON SUBJ ITEMS.					
101934 DEC	PHILA ADVISED FLC DOC MC100-9154-0105 UNDER REVIEW, WILL ADVISE STATUS BY 9359.					
152103 DEC	PHILA ADVISED FLC NO RECORD HELD ON DOC MC100-9154-0105. REINSTATED ORG MC100-9154-0105 QTY 111.					
271430 DEC	FOLLOW-UP ACTION SENT TO PHILA ON DOC MC100-9154-0105.					
291618 DEC	QTY 44 SHIPPED 8342 BY SEA VAN, STATUS WILL FOL NLT 0010.					

ITEM NOMENCLATURE	STOCK NUMBER	HOT	QTY REQD	QTY RECD	BAL	REQD
REPAIR KIT FREON EXT	4210-097-6643		200	100		100
REFERENCE	COMMENTS					
21 NOV 69	DESIGNATED HOT ITEM BY MAINT. BN. DOC NUMBER MC130-9221-G007 AND MC130-9287-G018 ARE FOR 100 EACH.					
101934 DEC	PHILA ADVISED FLC SUBJ ITEMS UNDER REVIEW, WILL ADVISE NLT 9359.					
130124 DEC	BARSTOW ADVISED NORTON AFB QTY 100 SHPD BY TRUCK, TCN MC130- 9221G0073XX. SUBJ ITEM WILL BE FORWARDED TO DANANG UPON RE- CEIPT.					
131131 DEC	AF1 FOL-UP SUBMITTED BY SUP BN TO 3D FSR DOC MC130-9287-G018					

QTY 100.

151740 DEC PHILA ADVISED FLC QTY 100 BEING SHIPPED FROM BARSTOW WILL ADVISE SHIP DATA.

171726 DEC PHILA REQUESTS FLC ADVISE WHEN QTY 100 SUBJ ITEMS RECEIVED.

20 DEC 69 QTY 100 SUBJ ITEM RECEIVED ON DOC MC130-9221-G007, ISSUED TO ORD. MAINT. CO.

270031 DEC FLC ADVISED PHILA QTY 100 SUBJ ITEMS REC.

290849 DEC 2ND AT1 FOL-UP SUBMITTED BY SUP BN TO 3D FSR DOC MC130-9287-G018 QTY 100.

301446 DEC PHILA ADVISED FLC DOC MC100-9327-9413 FOR SUBJ ITEMS STILL UNDER REVIEW. WILL ADVISE NLT 009.

ITEM NOMENCLATURE	STOCK NUMBER	HOT	QTY REQD	QTY RECD	BAL REQD
HOUSING, TELESCOPE, SP155	1240-869-2354		53	0	53
REFERENCE	COMMENTS				
22 NOV 69	DESIGNATED HOT ITEM BY SUPPLY BN. DOC MC100-9310-0056 QTY 53.				
260603 NOV	FLC ADVISED 3D FSR SUBJ. ITEM CRITICAL IN RVN. AIRLIFT MANDATORY FOR TOTAL QTY ON DOC. MC100-9310-0056.				
280836 NOV	3D FSR ADVISED PHILA AIRLIFT MANDATORY FOR TOTAL QTY ON DOC MC100-9310-0056.				
101209 DEC	FOLLOW UP ACTION SENT TO PHILA ON DOC MC100-9310-0056 QTY 53.				
112143 DEC	PHILA ADVISED FLC THAT EXPEDITED SUPPLY ACTION BEING INITIATED WILL ADVISE.				
121932 DEC	PHILA ADVISED FLC QTY 53 SUBJ ITEMS SHPD 9344 PARCEL POST.				
151741 DEC	PHILA ADVISED FLC QTY 53 SHIPPED PARCEL POST. REQUEST ADVISE IF THIS IS SATISFACTORY, IF NOT PRI 02 REQD SHOULD BE SUBMITTED ATTN SPECIAL PROJECTS OFFICER.				
152211 DEC	PHILA ADVISED FLC 53 SUBJ ITEMS PROCESSED AND RELEASED FOR SHIPMENT.				
181452 DEC	FLC ADVISED PHILA SHIPMENT BY PARCEL POST IS ACCEPTABLE.				

ITEM NOMENCLATURE	STOCK NUMBER	HOT	QTY REQD	QTY RECD	BAL REQD
PRESSURE PLATE	2520-832-7335		67	16	51
		SUSTD	SPT 329	0	329
REFERENCE	COMMENTS				
20 DEC 69	DESIGNATED HOT ITEM BY SUPPLY BN. DOC MC131-9327-X022 FOR QTY 100.				
24 DEC 69	QTY 16 SUBJ ITEMS ISSUED RESULT OF SPOT INV.				
30 DEC 69	AT1 FOL-UP SUBMITTED TO 3RD FSR ON DOC MC131-9327-X022 QTY 100 AWAITING DTG.				
30 DEC 69	QTY 89 ON DOC MC100-8101-0154, QTY 115 ON DOC MC100-9278-0268- QTY 86 ON DOC MC100-9091-0065 AND QTY 39 ON DOC MC100-9118-0062 ARE FOR SUSTAINED SUPPORT RQMTS.				

ITEM NOMENCLATURE	STOCK NUMBER	HOT	QTY REQD	QTY RECD	BAL REQD
CLUTCH DISK	2520-832-8070		42	16	26
		SUSTD	SPT 72	0	72
REFERENCE	COMMENTS				
20 DEC 69	DESIGNATED HOT ITEM BY SUPPLY BN. DOC MC131-9351-X002 FOR QTY				

42.
 24 DEC 69 QTY 16 SUBJ ITEMS ISSUED RESULT OF SPOT INV.
 28 DEC 69 QTY 42 ON MC100-9189-0139 AND QTY 30 ON MC100-9348-0015 ARE
 FOR SUSTAINED SUPPORT RQMTS.
 30 DEC 69 AT1 FOL-UP SUBMITTED TO 3RD FSR ON DOC MC131-9351-X002 AWAIT-
 ING DTG.

ADDITIONS AND DELETES FOR MONTH OF DECEMBER

ADDITIONS

20 DEC	PRESSURE PLATE	2520-832-7335
20 DEC	CLUTH DISK	2520-832-8070

DELETIONS

8 DEC	LINING, BRAKE	2530-752-1731
16 DEC	ENGINE ASSY LUBER	2805-068-7512
21 DEC	LVT ENGINE	2805-541-9692
23 DEC	PUMP 55 GPM	4320-203-0197
24 DEC	ENGINE F-51 RETRIEVER	2805-695-6237

DISTRIBUTION

CG FLC	1
CS FLC	1
CG III MAF	1
CG 1ST MAW	2
CG 1ST MARDIV	2
CO 3RD FSR	1
G-3	1
G-3-M	1
G-3-S	1
G-4	1
TMO	8
FLSG BRAVO	2
CO SUP BN	9
CCP	6
ROK	1
MAINT BN	1
SUB-UNIT #1 CHU LAI	1
MONTHLY	
CMC	1
CG MCSA PHILA	2
CG FMFPAC	1

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HOT ITEM UPDATE-CORRECTION SHEET

THIS FORM IS TO BE UTILIZED TO EFFECT ALL UPDATES AND/OR CORRECTIONS TO THE HOT ITEMS LIST. CHANGES SUBMITTED TO G-3/SUPPLY PRIOR TO 1000 WILL APPEAR IN THE NEXT DAYS LISTING. ATTACH TWO COPIES OF PERTINENT CORRESPONDENCE, IF AVAILABLE. CONTACT G-3-SUPPLY, EXT 2125 OR 2126, IF FURTHER DISCUSSION IS NECESSARY.

ITEM NOMENCLATURE
FILTER

STOCK NUMBER HOT QTY REQD QTY RECD BAL REQD
4330-792-6495

SECTION SIGNATURE EXT DATE

ITEM NOMENCLATURE
BARREL, M16A1

STOCK NUMBER HOT QTY REQD QTY RECD BAL REQD
1005-878-6589

SECTION SIGNATURE EXT DATE

ITEM NOMENCLATURE
REPAIR KIT, CLUTCH

STOCK NUMBER HOT QTY REQD QTY RECD BAL REQD
2520-887-1353

SECTION SIGNATURE EXT DATE

ITEM NOMENCLATURE
REPAIR KIT FREON FIRE EXT.

STOCK NUMBER HOT QTY REQD QTY RECD BAL REQD
4210-097-6643

SECTION SIGNATURE EXT DATE

ITEM NOMENCLATURE
HOUSING, TELESCOPE, SP155

STOCK NUMBER HOT QTY REQD QTY RECD BAL REQD
1240-869-2354

SECTION SIGNATURE EXT DATE

TAB # of ENCL (1)

ITEM NOMENCLATURE
PRESSURE PLATE

STOCK NUMBER HOT QTY REQD QTY RECD BAL REQD
2520-832-7335

SECTION

SIGNATURE

EXT

DATE

ITEM NOMENCLATURE

STOCK NUMBER HOT QTY REQD QTY RECD BAL REQD

CLUTCH DISK

SUSTD SPT
2520-832-8070

SECTION

SIGNATURE

EXT

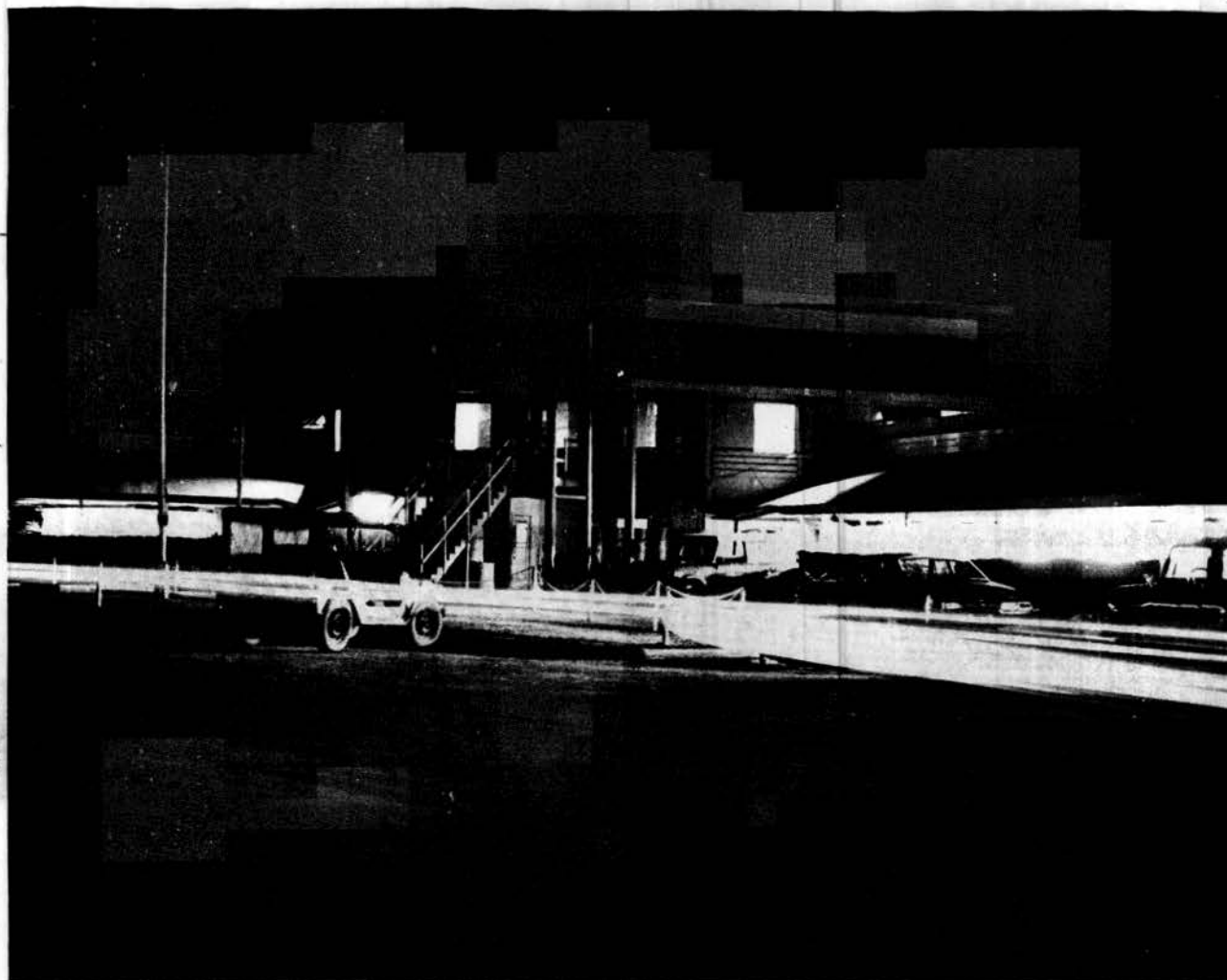
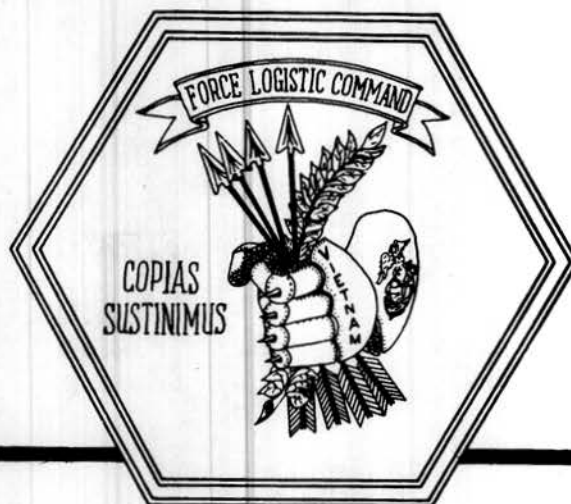
DATE

<u>NOMENCLATURE</u>	<u>FSN</u>	<u>U/I</u>	<u>REPORTED CRITICAL</u>	<u>DOCUMENT NR</u>	<u>QTY</u>	<u>LKH</u>	<u>LATEST STATUS</u>	<u>DATE OF STATUS</u>	<u>GA SUB</u>	<u>AUTH ALLOW</u>
Teletype AN/TGC-14A	5815-078-5480	EA	Dec 69	28301/9318/1875	1	MPB	BM	9338	9318	
<u>Sub-classification K</u>										
Trailer, M416	2330-017-9589	EA	9200	24243/9133/0003	2	MPB	SHPD	9308	9188	5
Truck, Firefighting	4210-973-4820	EA	9291	24243/9098/0056	1	MPB	9285	9285	9261	16
"	"	"	9220	24243/9188/0004	2	MPB	BA	9299	9190	
"	"	"	9233	24243/9064/0004	1	MPB	Under Review	9329	9231	
"	"	"	9322	24243/9273/0273	1	MPB	Under Review	9329	9321	
"	"	"	9322	24243/9277/0341	1	MPB	BA	9315	9322	
Lube and Serv Unit	4930-017-9167	EA	Feb 69	28301/8304/0121	1	MPB	BA	9270	9253	3
Class IX	<u>Sub-classification B</u>									
Pump, 350 GPM	4320-987-8718	EA	9259	24243/9206/G003	2	MPB	AT1	9302	9235	208
"	"	"	9259	24243/9211/G002	10	MPB	BB	9336		
"	"	"	9291	24243/9256/G026	5	MPB	BA	9302	9264	
"	"	"	9322	24243/9299/G578	43	MPB	BD	9350	9306	
Filter, Coalescing	4330-792-6495	EA	9291	24243/8183/0022	84	MPB	BV	9321	9217	
"	"	"	9322	24243/9246/G010	100	MPB	AT1	9324	9300	

TAB # 01 ENCL 1/1

<u>NOMENCLATURE</u>	<u>FSN</u>	<u>U/I</u>	<u>REPORTED CRITICAL</u>	<u>DOCUMENT NR</u>	<u>QTY</u>	<u>LKH</u>	<u>LATEST STATUS</u>	<u>DATE OF STATUS</u>	<u>GA SUB</u>	<u>AUTH ALLOW</u>
Filter Element	4330-792-6495	EA	9291	24243/9203/G003	220	MPB	BD	9308	9218	
Filter Element	4330-792-6495	EA	9200	24243/9077/0001	438	S9C	W&ETC	0015	9183	
"	"	"	9259	24243/9217/G998	320	MPB	AT1	9350	9244	
Hose, Discharge	4720-705-9540	EA	9259	24243/9230/G007	4500	MPB	BD	9306	9240	8064
Hose, Suction	4720/705/9542	EA	9200	24243/9182/0001	653	MPB	Under Review	9253	9193	2016
"	"	"	9353	24243/9236/G008	100	MPB	BD	9306		
					181	MR1	BA	9306		
Tank and Chest Assy	4930-900-7997	EA	9259	24243/9210/G014	54	MPB	AT1	9302	9259	336

Command Directory



TAB I OF ENCL (1)

FOR OFFICIAL USE ONLY

COMMAND DIRECTORY

HEADQUARTERS
 Force Logistic Command
 Fleet Marine Force, Pacific
 FPO San Francisco 96602

1 January 1968⁷⁰

<u>BILLET</u>	<u>NAME</u>	<u>RTD</u>	<u>PHONE</u>
COMMANDING GENERAL	BGen M. J. PADALINO	Nov 70	2106
Aide-de-Camp	1stLt J. D. HOWARD	Oct 70	2106
Sergeant Major	SgtMaj R. W. WARREN	Jul 70	2101
CHIEF OF STAFF	Col J. L. TOBIN	Jul 70	2105
Staff Secretary	Maj I. W. NEELY	Apr 70	2142
Admin Chief	Sgt D. A. KUHN	Sep 70	2142
Officer-in-Charge, LOC	Capt J. R. WEIBEL	Aug 70	2138/2139
Asst CofS, G-1	LtCol J. E. REDELFS	Jul 70	2121/2120
Asst G-1	Capt H. C. BOWDEN	Mar 70	2121
Admin/Casualty Rpt O	WO R. L. VINCENT	Oct 70	2120
CarPlan Officer	Capt P. J. DONLEY	Mar 70	2605
Education Officer	1stLt L. H. SHELLABARGER	Oct 70	2337
Personnel Officer	1stLt W. R. DALE	Feb 70	2161/2401
Camp Books Exchange Officer	Capt C. E. COOK	Oct 70	2633
FLC Locator Service			2639
Asst CofS, G-2	LtCol R. L. SOLZE	Oct 70	2122/2587
Asst G-2	2ndLt J. S. DAUGHERTY	Nov 70	2122/2587
Command Inspector	LtCol R. L. SOLZE	Oct 70	2122/2587
G-2 Chief	SSgt H. A. GRASSFIELD	Aug 70	2122
Asst CofS, G-3	Col W. W. STORM III	May 70	2123/2603
Asst G-3	LtCol C. C. BUCKLEY	Jun 70	2123/2603
Admin Officer	CWO-2 J. E. ROGERS	Sep 70	2123/2603
Admin Chief	Sgt D. L. GOODING	Oct 70	2123/2603
Asst G-3 Maint	LtCol J. F. MATHIS	Nov 70	2103/2480
MT Maint	CWO-4 J. S. PURDY	Aug 70	2103/2480
Comm/Elec Maint	Capt W. R. CARR	Jul 70	2167/2480
Engr Maint	Capt J. C. DANGLER	Aug 70	2167/2480
Ord Maint	Capt M. A. STICKLER	Apr 70	2167/2480
Asst G-3 Supply	Maj W. P. HILLSMAN	Jul 70	2125/2126
Proj Officer	1stLt L. A. BURRILL	Oct 70	2125/2126
Sup Opns Chief	GySgt P. GUILLORY	Aug 70	2125/2126
Asst G-3 Opns	LtCol R. L. PALMER	Aug 70	2127/2130
Asst Opns Officer	Maj C. R. PATTON	Oct 70	2127/2130

Asst G-3 Ammo	Maj F. T. WOLFE	Jun 70	2259/2402
Asst Ammo Officer	WO-1 C. R. BALDWIN	Oct 70	2259/2402
OIC Ammo/ICP	Capt F. NATT Jr	Feb 70	2402/2259
Quality Assurance	Maj J. T. MARREN	May 70	2412/2649
ROK/LLT	Maj J. F. CROWLEY	Jun 70	2264/2437
NCOIC Graphic Arts	Sgt J. L. TEASLEY	May 70	2470
 Asst CofS, G-4	 LtCol M. H. IVINS	 Aug 70	 2124
Asst G-4	Maj R. C. BRUCE	Oct 70	2124
Safety Officer	1stLt H. W. STEEL	Aug 70	2265
Safety Chief	MSgt J. F. PARRISH	Apr 70	2265
Engineer	Maj G. P. GIPSON	Aug 70	2504
Asst Engineer	Capt F. C. WULFECK	Oct 70	2504
Engineer Chief	GySgt J. M. LARSEN	Apr 70	2504
Opns Officer	Maj M. F. WATERS	Dec 70	2251
Opns Chief	GySgt J. P. VELASQUEZ	May 70	2251
Sup Officer	Capt A. J. QUIGLEY	Oct 70	2251
Sup Chief	MSgt C. E. ABBOT Jr.	Jun 70	2251/2454
Logistic Chief	SSgt L. C. POWERS	Aug 70	2124
MT Officer	Maj K. W. KING	Jun 70	2241
MT Chief	MSgt J. R. TATUM	Jul 70	2241
III MAF GPC Officer	Maj R. A. MILLER	Aug 70	2147
Food Serv Officer	Capt W. E. TOOMBS	Jul 70	2617
Mess Administrator	CWO-2 R. E. CRUTCHFIELD	Jul 70	2617
Emb/Ord Officer	CWO-2 E. U. SMITH	Jul 70	2454
Embark Chief	MSgt P. E. KILFEATHER	Aug 70	2251/2454
 Asst CofS, G-5	 Maj R. E. JOHNSON	 Jul 70	 2246/2346
Chief Clerk	Sgt L. L. SCAMARA	Nov 70	2246/2346
Personal Response Officer	1stLt T. B. PORTER	May 70	2246/2346
Personal Response NCO	SSgt H. C. JONES	May 70	2246/2346
OIC IRO	1stLt G. E. KEETON	Feb 70	2305/2568
IRO CHIEF	SSgt D. J. BLANCHARD	May 70	2305/2568
 Asst CofS, COMPTROLLER	 LtCol F. R. WARREN	 Aug 70	 2145
Comptroller Chief	MSgt J. E. KISER	Aug 70	2145
Asst Compt/Budget Officer	Capt J. M. CHANCE	Sep 70	2145
Budget Chief	GySgt J. J. DOWLING Jr.	Oct 70	2145
Fiscal Officer	2ndLt D. L. COWAN	Sep 70	2405
Fiscal Chief	GySgt T. K. FRIZZELL	Oct 70	2405
 ADJUTANT	 Capt T. A. WHITE	 Nov 70	 2108/2505
Asst Adj/Awd Officer	CWO-3 D. G. CAPPS	Dec 70	2108/2505
Admin Chief	MSgt D. R. GUSTIN	Sep 70	2108/2505
OIC S&C/RPS CUSTODIAN	WO-1 S. G. OCHOCO	Nov 70	2606
S&C FILES CHIEF	Sgt T. W. MOUSER	Sep 70	2606
CONGRINT/SPLINT Clerk	Cpl D. W. EDINS	Feb 70	2505
Directives/Guard Mail	PFC T. S. BARRON	Sep 70	2484
Medevac Records NCO	Sgt W. W. KROOG	Jun 70	2484
Message Center	Sgt D. W. SWANSON	Aug 70	2484
Hosp Liaison Officer	1stLt C. J. JACKSON	Nov 70	951-2807
Repro Chief	SSgt C. R. LOVETT	Apr 70	2373

ASC (DPO) DIRECTOR	LtCol G. L. YUNDT	Feb 70	2260/2178
Asst Director ASC	Maj T. W. BUSCHMAN	Aug 70	2260/2178
Systems Design/Program Officer	Maj W. G. ROBERSON	Aug 70	2393/2260
MM Systems Officer	Capt C. M. BARTLEY	Feb 70	2689
MMS/PAS Officer	Capt F. ECKERSEN	Nov 70	2507
Asst MMS/PAS Officer	WO J. L. SCHELL	Nov 70	2507
Operations Officer	1stLt L. J. MEYERS	Jul 70	2217/2627
Asst Opns Officer	1stLt R. P. BORNEMAN	Apr 70	2627/2217
Programming Officer	Capt R. E. BENTON	Nov 70	2434
Programming Officer	1stLt J. A. JONES	Jul 70	2336
Programming Officer	2ndLt C. H. COX	Apr 70	2434
Documentation Officer	CWO R. V. WILLIAMSON	Jun 70	2351
Installation Chief	MGySgt J. N. CASTON	Jun 70	2260/2178
OIC, DPP #10	1stLt R. P. BORNEMAN	Apr 70	2691
OIC, DPS #28	Capt R. C. FISHER	Nov 70	957-5161
OIC, DPP #34	2ndLt C. C. DAVIS	May 70	Quang Tri DPP #34
CCP, OIC	LtCol T. G. ELLERY	Feb 70	2229/2307
Asst OIC, CCP	Capt T. B. CULLEN	Jul 70	2229/2307
OIC, Operations	Maj R. X. HAMILTON	Jul 70	2558/2308
OIC, Stock Mgt	Capt J. M. LEEHLEDER	Oct 70	2239/2449
OIC, Plans	Capt S. F. CAPPIELLO	Apr 70	2653/2534
OIC, Medical	LtJG G. L. GARDNER	Jan 70	2411
Supply Chief	MGySgt J. L. ROGERS Jr.	Feb 70	2229/2307
Tech & Research	GySgt G. E. GIBSON	Aug 70	2408
OIC, Sec Repairables	2ndLt G. I. WATANABE	Oct 70	2494
Customer Service	GySgt D. J. MABRY	Apr 70	2407
COMMAND CHAPLAIN	Capt R. M. HARRISON	Feb 70	2184/2384
Asst Command Chaplain	Cdr A. C. VOLZ	Dec 70	2184/2384
DISBURSING OFFICER	Maj K. F. MAY	Sep 70	2171
Asst Disb Officer	Capt G. ANTLE	Jun 70	2171/2309
Deputy Disb Officer	1stLt J. T. CLINTON	Jul 70	2409
Deputy Disb Officer	1stLt L. W. MAKENS	Aug 70	2409
Deputy Disb Officer	WO-1 W. F. MILTON	Aug 70	2309
Deputy Disb Officer	WO-1 C. H. BARTON Jr.	Jun 70	2509
NCOIC Enl Accounts	MSgt E. M. AROS	Jun 70	2509
Disb Chief	MSgt E. I. COOPER	Aug 70	2171/2309
CLUBS OFFICER	Capt R. L. SOUSA	Sep 70	2146
Treasurer, COM(O)	CWO-2 R. E. CRUTCHFIELD	Jul 70	2146
Treasurer, CSA	CWO-2 E. W. PETERSON	Sep 70	2146
Treasurer, SNCO Clubs	MSgt G. KOSSMANN Jr.	Feb 70	2545
Treasurer, Enl Clubs	GySgt T. R. WEIGHTMAN	May 70	2545
Clubs NCOIC	MGySgt L. E. ADAMS	Apr 70	2146
NCOIC-Warehouse	SSgt C. E. SPRINGER	Dec 70	2609
PUBLIC AFFAIRS OFFICER	1stLt C. B. SIMMONS	Jul 70	2137
Public Affairs Chief	GySgt W. C. HOUGH	Dec 70	2137
Photo Chief	GySgt J. F. FRALEY	Apr 70	2632

ASC (DPO) DIRECTOR	LtCol G. L. YUNDT	Feb 70	2260/2178
Asst Director ASC	Maj T. W. BUSCHMAN	Aug 70	2260/2178
Systems Design/Program Officer	Maj W. G. ROBERSON	Aug 70	2393/2260
MM Systems Officer	Capt C. M. BARTLEY	Feb 70	2689
MMS/PAS Officer	Capt F. ECKERSEN	Nov 70	2507
Asst MMS/PAS Officer	WO J. L. SCHELL	Nov 70	2507
Operations Officer	1stLt L. J. MEYERS	Jul 70	2217/2627
Asst Opns Officer	1stLt R. P. BORNEMAN	Apr 70	2627/2217
Programming Officer	Capt R. E. BENTON	Nov 70	2434
Programming Officer	1stLt J. A. JONES	Jul 70	2336
Programming Officer	2ndLt C. H. COX	Apr 70	2434
Documentation Officer	CWO R. V. WILLIAMSON	Jun 70	2351
Installation Chief	MGySgt J. N. CASTON	Jun 70	2260/2178
OIC, DPP #10	1stLt R. P. BORNEMAN	Apr 70	2691
OIC, DPS #28	Capt R. C. FISHER	Nov 70	957-5161
OIC, DPP #34	2ndLt C. C. DAVIS	May 70	Quang Tri DPP #34
CCP, OIC	LtCol T. G. ELLERY	Feb 70	2229/2307
Asst OIC, CCP	Capt T. B. CULLEN	Jul 70	2229/2307
OIC, Operations	Maj R. X. HAMILTON	Jul 70	2558/2308
OIC, Stock Mgt	Capt J. M. ECKHLEDER	Oct 70	2239/2449
OIC, Plans	Capt S. F. CAPPIELLO	Apr 70	2653/2534
OIC, Medical	LtJG G. L. GARDNER	Jan 70	2411
Supply Chief	MGySgt J. L. ROGERS Jr.	Feb 70	2229/2307
Tech & Research	GySgt G. E. GIBSON	Aug 70	2408
OIC, Sec Repairables	2ndLt G. I. WATANABE	Oct 70	2494
Customer Service	GySgt D. J. MABRY	Apr 70	2407
COMMAND CHAPLAIN	Capt R. M. HARRISON	Feb 70	2184/2384
Asst Command Chaplain	Cdr A. C. VOLZ	Dec 70	2184/2384
DISBURSING OFFICER	Maj K. F. MAY	Sep 70	2171
Asst Disb Officer	Capt G. ANTLE	Jun 70	2171/2309
Deputy Disb Officer	1stLt J. T. CLINTON	Jul 70	2409
Deputy Disb Officer	1stLt L. W. MAKENS	Aug 70	2409
Deputy Disb Officer	WO-1 W. F. MILTON	Aug 70	2309
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Public Affairs Chief	GySgt W. C. HOUGH	Dec 70	2137
Photo Chief	GySgt J. F. FRALEY	Apr 70	2632

COMMAND SURGEON	LCdr A. J. STONE	Jul 70	2588
Medical Admin Officer	LCdr G. E. PRITCHARD	Jun 80	2245
Admin Chief	HMC K. D. MAINS	Aug 70	2245
Preventive Medicine Officer	LtJG K. A. RETHMEIER	Nov 70	2538
Dental Officer	LCdr D. J. KNOEDLER	Nov 70	2517
CEO	Maj R. D. HAGAN	Aug 70	2160
COMTAC Pubs Control Officer	Maj R. D. HAGAN	Aug 70	2160
Asst CEO	1stLt D. E. KOPPENHAVER	Apr 70	2444
STAFF JUDGE ADVOCATE	Col A. R. PETERSEN	Jul 70	2135/2536
Deputy SJA	LtCol C. E. BUCHMANN	Apr 70	2536/2135
Asst SJA/Military Judge	Maj C. A. CUSHMAN	Jun 70	2353
Admin Officer	1stLt B. W. GOODRICH	Sep 70	2135/2536
Legal Chief	MGySgt H. L. TETRICK	Jul 70	2135
Review Chief	GySgt J. L. CROSS Jr.	May 70	2135
Military Judge	Capt W. M. WOOD	Sep 70	2353
Review Officer	Maj S. R. BALASH	Mar 70	2135
Review Officer	Capt C. E. WILLIAMS	Jul 70	2135
NCOIC SpCM Activity	GySgt J. E. CASEY	Sep 70	2680
Head Trial Counsel	Capt J. S. PAPA	Jul 70	2235
Trial Counsel	Capt J. A. BERGEN	Aug 70	2235
Trial Counsel	Capt E. R. LANIER	Mar 70	2235
Trial Counsel	Capt T. W. JARRETT	Jul 70	2235
Head Defense Counsel	Capt J. L. WESTNEY Jr.	Jul 70	2313
Defense Counsel	Capt D. B. SMITH	Nov 70	2313
Defense Counsel	Capt G. H. O'KEELY	Nov 70	2313
Defense Counsel	2ndLt R. L. FRANKS	Aug 70	2313
Defense Counsel	2ndLt R. S. TOWERS	Oct 70	2663
Defense Counsel/Foreign			
Claims Officer	2ndLt J. R. HENDERSON Jr.	Oct 70	2663
Reporters Section	GySgt J. E. CASEY	Sep 70	2680
CID Investigator	GySgt J. BEENE	Apr 70	2569
Trial Counsel	Capt R. E. PARKER	Jul 70	2235
SPECIAL SERVICES OFFICER	Capt W. "O" "A" RASKE	Sep 70	2612
Asst Spl Serv Officer	2ndLt R. J. BROWN	Nov 70	2612
Special Services Chief	GySgt T. WELLS	Jun 70	2612
Custodian Recreation Fund	CWO-3 R. C. MILLER	Jul 70	2301
Supply Chief	GySgt T. A. CAPOCCIONI	Jun 70	2301
TRAINING OFFICER	Capt V. A. SORDELLO	Jun 70	2501/2431
NBCO/OIC Ldr School	Capt V. A. SORDELLO	Jun 70	2501/2431
Training/NBC NCO	SSgt C. P. ELIA	Nov 70	2501/2431
STAFF TRAFFIC MANAGEMENT OFFICER	Capt R. B. MCCLURE	Mar 70	2203
Asst Staff TMO	CWO T. C. KENDRICK	Nov 70	2380
NCOIC	Sgt W. C. EGERLAND	Nov 70	2380

RED CROSS REPRESENTATIVE	Mr. W. T. BLANKENSHIP	Jul 70	2644/2244
Asst Field Director	Mr. P. ANDERSON	Oct 70	2644/2244
PUBLIC WORKS OFFICER	LtJG J. H. THOMPSON	Nov 70	2343
Trouble Desk			2604
PURCHASING AND			
CONTRACTING OFFICER	Maj R. M. GAMBLE	Aug 70	957-3215/MOTLEY 229
Procurement Chief	MGySgt R. E. PHILLEY	Jan 70	957-3215/MOTLEY 229
OIC TRANSIENT FACILITY/			
R&R CENTER	LtCol C. J. TYSON	Apr 70	957-3133
Asst OIC	Maj W. C. WESSEL	May 70	957-4204
Admin Chief	Sgt C. ELLIS Jr.	Nov 70	957-3133/4786
NCOIC Operations	GySgt S. H. AKINI	May 70	957-4786
Security			957-4782
IRO			957-4785
Messhall			957-4781
FLC Liaison NCOIC	GySgt R. E. DELLINGER	sep 70	957-4788
III MAF Liaison NCO			957-4367
1st MAW Liaison NCO			957-4788
1st MarDiv Liaison NCO			957-4789
Camp BUTLER Liaison NCO			957-3325
PanAm Ticket Office			957-3691
H&SEN (-) REIN, 1ST FSR/FLC			
Commanding Officer	LtCol L. R. WEBB	Oct 70	2166
Executive Officer	Maj L. N. WARD	Nov 70	2315
Adjutant	1stLt E. C. FORD	Mar 70	2515
SUPEN (-) REIN, 1ST FSR/FLC			
Commanding Officer	Col R. W. CALVERT	Oct 70	2216
Executive Officer	LtCol G. C. PACKARD	Oct 70	2345
Adjutant	Capt W. C. HICKEY	Apr 70	2422
MAINTEN (-), 1ST FSR/FLC			
Commanding Officer	LtCol E. C. MORRIS	Oct 70	2188
Executive Officer	Maj F. MACBETH	Jul 70	2188
Adjutant	Capt R. POST Jr.	Jun 70	2457
FLSG-BRAVO/1ST SERVEN, FLC			
Commanding Officer	Col D. E. MORIN	Aug 70	2281
Executive Officer	LtCol W. J. BEER	Jul 70	2358
Adjutant	Capt L. M. WENTWORTH Jr.	Nov 70	2297
SUB UNIT #1, H&SCo, FLSG-BRAVO			
Officer-in-Charge	Maj E. W. EVERSOLE	Jan 70	958-2453
Executive Officer	Maj R. D. BANE	Dec 70	958-2954
1ST MILITARY POLICE BATTALION			
Commanding Officer	LtCol S. D. THOMAIDIS	Jun 70	957-3156
Executive Officer	Maj J. P. MARADA	Jul 70	957-3156
Adjutant	2ndLt J. E. MAYO	Oct 70	957-3168

3RD MILITARY POLICE BATTALION

Commanding Officer	LtCol C. FIMIAN	Oct 70	954-6120/6171
Executive Officer	Maj G. F. MEYERS Jr.	Apr 70	954-6120/6171
Adjutant	Capt C. D. ECKMAN	May 70	954-6120/6171

7TH MOTOR TRANSPORT BATTALION

Commanding Officer	LtCol R. L. PRATHER	Oct 70	951-3379
Executive Officer	Maj G. R. PITZEL	Nov 70	951-3479
Adjutant	2ndLt J. D. PERRY	Mar 70	951-3779

CAMP BOOKS, RED BEACH

Camp Commander	LtCol L. R. WEBB	Oct 70	2166
Executive Officer	Maj L. N. WARD	Nov 70	2315
Sergeant Major	SgtMaj J. D. FLOYD	Mar 70	2415



T. A. WHITE
Captain, U. S. Marine Corps
Adjutant

Accompanying Art for Release No. 700-69

WHAT'S IN A FACE?--Little Vietnamese school girls show various attitudes by their facial expressions as Marine First Lieutenant Gary E. Webster is shown textbook exercises by Vietnamese Ranger Sergeant Tran-Dai Ntton, the headmaster at this primary school in Phu Loc hamlet, near Da Nang. Webster, a civil affairs official with Force Logistic Command, has been active in upgrading educational facilities in nearby hamlets.



FLC, Dec 69
TAB J of ENCL (1)
3 of 15 PP

we can't even win a few!

712-69

Corporal Julius V. Brown

DA NANG, Vietnam--Marine Force Logistic Command's Provisional Rifle Company near Da Nang, is currently involved in a strenuous attempt to convince Viet Cong operating in this area that "you can't win 'em all."

The company has been so successful in their attempts that a rumor has sprung up at the command which hints that the Marines are guilty of over doing it just a bit. It seems that the VC are so thoroughly indoctrinated, they believe now, that they can't even win a few!

It all started on the morning of December 1 when elements of the company were patrolling near Mieu Thach Son hamlet, 10-miles northwest of Da Nang. A former Viet Cong who had rallied to the government of the Republic of Vietnam accompanied the patrol. He started the ball rolling by pointing out a Viet Cong who had been with him at their old base camp.

Leathernecks apprehended the VC and found a false identification card among his possessions. After later questioning he agreed to lead Marines to a house that allegedly sheltered VC.

Arriving at the house minutes later, the Marines saw two men bolt from a rear door and head for the hills. An ARVN Ranger, accompanying the Leathernecks, fired at fleeing enemy, but failed to stop their progress as they burst full speed into a neighboring tree line.

-END-

FLC Dec 69

TAB J 01 ENCL (1)

we can't even win a fight!

2-2-2-2-2

A sweep of the area failed to turn up any sign of the pair and the patrol returned to the house. Two VC covered inside and refused to come out after an interpreter had urged them to surrender.

The Leathernecks then assaulted the house. Both VC were captured. A search of the premises turned up a communist ~~AK-47~~ assault rifle and a ~~AK-47~~ assault rifle and a cleverly concealed tunnel.

The night of December 2 brewed another quarrel with the VC. Regional Defense Forces (Vietnamese Provincial Militia) working with the Leatherneck unit followed up a tip that the VC were occupying a nearby house and dropped in to check it out.

They found that the VC had flown the coop but had left behind a woman and some equipment. A search revealed an AK-47 automatic rifle, an AK-50 assault rifle, 8 magazines of ammunition, several documents, and an assortment of medical supplies.

The woman was held and turned over to authorities who interrogated her. She agreed to lead them to an area where the VC were allegedly hiding.

Upon reaching the area, elements of the 2nd Provisional Rifle Company found that the VC had again left. Evidence showed that they had departed in a hurry. Two Chinese Communist ~~AK~~ pistols were recovered in a shallow tunnel entrance.

An identification card check in this area turned up two VC suppliers who were taken into custody.

-3010-

FLC, Dec 69

TAB 5 of ENCL (1)
5:15 PM
6:15 PM

we can't even win a few

3-3-3-3-3

In the early morning hours of December 4, the 3rd squad, 1st platoon, was returning from a night ambush with Combined Action Platoon 2-8-5 nearby when another encounter was made with the VC.

Popular Force troops (Vietnamese district militia) working with the Marines, were checking houses in the Truong Son area when a PF burst from a doorway shouting, "VC!, VC!" Everything happened at once after that.

A VC scrambled from the front entrance of the house, tossing a grenade as he came. Another opened up with a .308 pistol, wounding a PF in the lower leg. Two other VC bounded from a back entrance and made good their escape.

Lance Corporal Teddy B. Garrett was slightly wounded by the fragmentation grenade but managed to bring his M-16 to bear and dropped both remaining VC on the spot. He was later treated for the minor wounds.

The two fleeing VC probably carried with them little doubt about the Provisional Rifle Company's convincing notion that the "VC can't win any of them!"

-SECRET-

Hometown Information:

Lance Corporal Teddy B. Garrett, 20, son of Mr. and Mrs. Bulice Garrett who reside at 3755 Stephens St., Warren, Mich.

EXC, Dec 69
TAB J 01 ENCL
64 15 A1

690-69
1-1172-69

TAKE A BREAK, STOP THE HURT--A Marine patrol from Force Logistic Command's Provisional Rifle Company takes a break north of Da Nang while Corporal Harold R. Emis administers first aid to a young Vietnamese boy. Emis and Corporal Anthony R. Maute, right, were patrolling around the perimeter of FLC's headquarters complex, home of repair, storage, and computer services for Marine Units in I Corps. (U.S. Marine Corps Photo by Corporal Jerry Moody)



FLC, Dec 69
TAB 5 of ENCL
8 of 15 pp

699-69
3-1172-69

PINEAPPLE PATROL--Walking through pineapple bushes near Da Nang, Vietnam, Marine Lance Corporal William R. Gillis patrols with the Force Logistic Command Provisional Rifle Company. The company provides security in the neighboring hamlets of the FLC headquarters at Camp Jay K. Books. (U.S. Marine Corps Photo by Corporal Jerry Moody)



FLC, Dec 69
TAB I 01 ENCL
70 of 15 pp

**School Dedication
700-69**

Corporal Julius V. Brown

DA NANG, Vietnam—When the Vietnamese people say thank you they do it with more than a handshake.

In two recent school dedication ceremonies, the people of Thuy Tu and Da Phuoc Hamlets poured out their thanks to Marine First Lieutenant Gary E. Webster, Headquarters and Service Battalion Civil Affairs officer at Force Logistic Command, near Da Nang.

In separate ceremonies, both hamlet schools were dedicated to Webster who was instrumental in getting the schools created. Both schools are located in the Da Nang area.

In the hamlet of Thuy Tu, Webster, working in his capacity as civil affairs officer, procured the necessary building material for the school construction. He then assisted the Vietnamese residents with the schools basic design. They constructed the school themselves.

The school now houses four primary grades. Teachers from the hamlet lend their services free of charge.

For his part in ensuring that the children of Thuy Tu have the chance to begin their education, Webster was honored by having the school dedicated to him on November 15, 1969.

The school in Da Phuoc hamlet was almost a repeat performance. Webster provided the building materials and the Vietnamese inhabitants saw to it that the school was built.

FOLC, Dec 69
TAB J of ENCL (1)
Tab 15 44

School Dedication

2-2-2-2-2-2-2-2

In this case, the Student Parents Association, a Vietnamese educational organization much like the American Parent Teacher Association, collected money and hired skilled laborers to construct the school. Da Phuoc school also houses four primary grades.

Again Webster's efforts were rewarded in the school dedication on November 17.

Webster served 17 months as civil affairs officer at FLC. He departed Vietnam recently for duty in the states. A reminder of his efforts to help the Vietnamese people to educate their children can be seen on the plaques that have been permanently attached to the walls of Thuy Tu and Da Phuoc schools thanking Lt. Webster for making the schools possible.

-0000-

HOMETOWN INFORMATION

First Lieutenant Gary E. Webster, 26 son of Mr. & Mrs. Shailer F. Webster who reside at 2121 North 89th St., Seattle, Wash.

FLC, Dec 69
TAB I 01 ENCL (1)
24 15 pp

jacks of all trades

7017 1-69

Corporal Bob Seale

DA NANG, Vietnam—"If you can break it, we can fix it," is the well placed motto of the Marines from Force Logistic Command's (FLC) General Supply Maintenance (GSM) Company.

The job isn't glamorous, but their ingenuity makes them "jacks of all trades."

Working with five individual sections, under the direction of Master Sergeant Robert L. Fowler, GSM handles work on such things as broken typewriters, office machines, fire extinguishers and hydraulic jacks.

The company receives up to 1,000 work orders monthly from Marine units in I Corps to repair the "small things" that keep units like the 1st Marine Division operating in the field.

Gunnery Sergeant Daniel Long heads the typewriter repair section. His section is responsible for the repair of any and all typewriters brought in from all Marine units in I Corps.

To help isolated units, "contact teams", usually two men, "are sent out to the unit in the field. Two of these men are Corporals Robert Curtis and Fred Boratynski. They spend weeks at a time in the field, repairing and servicing broken office machines.

-more-

FLC, Dec 69
JAB J 01 ENCL (1)
94 15 PM

jacks of all trades

2-2-2-2-2

The harsh Vietnamese climate is also hard on Marine tents. In this case Marines in the field again turn to GSM. The "weaving Leathernecks" in the canvas repair section mend the tents and return them to service as soon as possible.

To assure Marines in the field have repaired equipment at all times, Marines at GSM have what they call a "float item" system. A good example of this is the typewriter units repaired at GSM. If a unit brings in a typewriter that is not functioning, and the unit requires one, GSM loans them a float typewriter until theirs' is repaired.

Open contracts are maintained between the Marine Corps and civilian repair agencies located in Da Nang for more difficult or specialized repair jobs. When this kind of work is required, the job is turned over to one of four contracted agencies.

Recently, a reader-printer, a highly complicated and expensive piece of office equipment was brought into GSM for repair. Rather than send back to Okinawa for repair, GSM sent it to one of their contracted agencies in Da Nang. This service helps ease the work load, and saves vital time and man-power.

Because of the special technical skills in the shop, Many Marines find themselves back at GSM on their second tours in Vietnam. Warrant Officer W.J. Sens, commanding officer, with the company back in 1967-68. Cpl T.E. Toste, in the textile section, is also a second tour man with the company. Toste makes such unusual items as air field wind socks.

-more-

FLC, Dec 69

TAB J 01 ENCL (1)
10 of 15 pp

jacks of all trades

2-2-2-2-2

Marines in I Corps rely on the men of GSM for fast, reliable, and mobile service. Thus the name: "jacks of all trades."

-USMC-

WO W.J. Sens of 208 North 3rd St. Barstow, Calif.

MSgt. Robert Fowler of 2941 Garagan St., Taro Terrace, N.C.

Cpl. Fred Boratynski of Point Charlotte, Fla.

Cpl. Robert Curtis of 1121 Irving St., Ridgeway, N.Y.

Cpl. T. E. Toste of 144 Pembroke St., Bridgeport, Conn.

FLC, Dec 69

TAB J 01 ENCL (1)
114 154P

FLC shorts

697-69

Sergeant Dick Frankovich

DA NANG, Vietnam--During the month of September Marines at Force Logistic Command's III Marine Amphibious Force Transient Facility fed over 85,000 men. Most of the Airmen, Marines, Sailors, and Soldiers who stopped at the center were on their way in or out of Vietnam for further duty or were going on R & R.

-USMC-

DA NANG, Vietnam--During the months of October and November, the Marines at 7th Motor Transport Battalion traveled over 200,000 miles between Quang Tri and Da Nang. Their efforts were part of moving the mass of stockpiled supplies of the redeployed 3rd Marine Division.

Seventh Motors drivers, mechanics and gunners worked around the clock every day, to keep a fast steady stream of equipment moving smoothly south for further use by Marine elements currently operating in central I Corps.

-USMC-

FLC Dec 69
12 of 15 pp
TAB 5 01 ENCL (1)

FLC shorts

WFO shorts 695-69

Sergeant Dick Frankovich

DA HANG, Vietnam--The modern Marines at Force Logistic Command near Da Nang have employ the new IBM 360 Model 50 I computer to give supply-logistic experts in Vietnam and in the United States the latest information on the number of troops and supplies needed at any given moment. The computer serves the needs of all Marines currently serving in I Corps.

-USMC-

DA HANG, Vietnam--Since last year Marine war dogs have discovered two enemy hideouts at the mouth of every hospital, in every bunker complex,

DA HANG, Vietnam--Marines from Force Logistic Command take repair tof equipment right into the field with on-the-spot contact repair teams. Over 1,500 of these experts have ventured forth into I Corps combat areas this year repairing everything from small electronic components to large artillery guns.

8

-USMC-

FLC, Dec 69
13 of 1511
TAB ☒ ENCL (1)
170

711-69
2-1222-69

AGAINST THE STORMY SKY--A 15-foot cross stands out against bleak November skies as Marines and Vietnamese brave the monsoons to complete the reconstruction of the "Carpenter of Nazareth" chapel at Force Logistic Command's Maintenance Battalion near Da Nang, Vietnam. The chapel was recently moved from its old position at the Da Nang Air Base after Maintenance Battalion was relocated at Camp Jay K. Books, 8 miles northwest of Da Nang City. (U.S. Marine Corps Photo by Sergeant C.H. Curtis)



FLC, Dec 69
TAB J 01 ENC
15415 pp

HEADQUARTERS
Force Logistic Command
Fleet Marine Force, Pacific
FPO San Francisco 96602

FLCO 1700.5
34/MJP/jrm
02 DEC 1969

FORCE LOGISTIC COMMAND ORDER 1700.5

From: Commanding General
To: Distribution List

Subj: Human Goals Credo

Ref: (a) MCBul 5350 of 2Sep69 (ALMAR 65)

Encl: (1) Excerpts from Commanders Digest, DOD, Washington, D. C., Vol. 7,
No. 5 of 1Nov69
(2) Memorandum for all Military Personnel from the Secretary of
Defense of 2May69

1. Purpose. To promulgate information relative to the "Human Goals Credo", the object of which is to identify incentives to enhance careers and dignity for both civilians and military in the Department of Defense.

2. Information. All members of this Command are Marines or Navy men. The proud distinguishing feature is the authorized service emblem worn by the individual member, and no distinction of any kind will be made on the basis of race, color or creed.

3. Action

a. The goals expressed in enclosures (1) and (2) and the policy of the Commandant of the Marine Corps as outlined in reference (a) will be strictly adhered to by all members of this Command. Instances of racial discrimination will not be tolerated.

b. Commanders are to ensure that distribution of this Order and the enclosures hereto is made to all Officers, Staff Non-Commissioned Officers and Non-Commissioned Officers of their command.

DISTRIBUTION: "A" and "B"


M. J. PADALINO

TAB K 01 ENCL

HEADQUARTERS
Force Logistic Command
Fleet Marine Force, Pacific
FPO San Francisco 96602

FLCO 1700.5
34/MJP/jrm
02 DEC 1969

FORCE LOGISTIC COMMAND ORDER 1700.5

From: Commanding General
To: Distribution List

Subj: Human Goals Credo

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DISTRIBUTION: "A" and "B"


M. J. PADALINO

TAB K of ENCL

EXCERPTS FROM "COMMANDERS DIGEST" OF 1 NOVEMBER 1969

The Human Goals Credo--a table of projected incentives to enhance careers and dignity for both civilians and military in the Department of Defense--has been given added impetus by Secretary of Defense Melvin Laird.

At a Pentagon luncheon meeting with top leaders of the Defense Department October 24, Secretary Laird set the pace for full disclosure of the Credo's contents.

Each official present--including top NCOs of the Military departments--received a copy of the Human Goals, which set the standards for improving the Department of Defense image and assignment within the department.

Master Chief Petty Officer of the Navy, Delbert Black, assured those present that enlisted personnel he contacts are "very enthusiastic" about the support they are getting. "This administration has done more and published more and shown that they are more people-oriented than any I have ever seen," he said.

The chief added, "we certainly appreciate what is being done" and "we certainly support this (the Human Goals program) wholeheartedly because my job is dealing with people."

Secretary Laird said, "We want to live with this statement (Human Goals program) and the way to live it is to follow ...these goals and to do what we can to see that they are a living thing as far as the Department of Defense and the various Services are concerned."

ENCLOSURE (1)

FLCO 1700.5
2 Dec 1969

DEPARTMENT OF DEFENSE
HUMAN GOALS

Our nation was founded on the principle that the individual has infinite dignity and worth. The Department of Defense, which exists to keep the nation secure and at peace, must always be guided by this principle. In all that we do, we must show respect for the serviceman and civilian employee as a person, recognizing his individual needs, aspirations, and capabilities.

The defense of the nation requires a well-trained force, military and civilian, regular and reserve. To provide such a force we must increase the attractiveness of a career in Defense so that the serviceman and the civilian employee will feel the highest pride in himself and his work, in the uniform and the military profession.

THE ATTAINMENT OF THESE GOALS REQUIRES THAT WE STRIVE...

To attract to the defense service people with ability, dedication, and capacity for growth;

Department to full compliance with the policy of equal employment opportunity;

To provide opportunity for every one, military and civilian, to rise to as high a level of responsibility as his talents and diligence will take him;

To help each serviceman at the end of his service in his adjustment to civilian life, and

To make military and civilian service in the Department of Defense a model of equal opportunity for all regardless of race or creed or national origin, and to hold those who do business with the

To contribute to the improvement of our society, including its disadvantaged members, by greater utilization of our human and physical resources while maintaining full effectiveness in the performance of our primary mission.

/S/ MELVIN R. LAIRD
SECRETARY OF DEFENSE

/S/ STANLEY R. RESOR
SECRETARY OF THE ARMY

/S/ W. C. WESTMORELAND
CHIEF OF STAFF, U.S.A.

/S/ DAVID PACKARD
DEPUTY SECRETARY OF DEFENSE

/S/ JOHN H. CHAFEE

SECRETARY OF THE NAVY

/S/ THOMAS H. MOORER
CHIEF OF NAVAL OPERATIONS

/S/ EARL G. WHEELER

CHAIRMAN, JOINT CHIEF OF STAFF

/S/ JOHN D. RYAN
CHIEF OF STAFF, USAF

/S/ ROBERT C. SEAMANS, JR
SECRETARY OF THE USAF

/S/ L. T. CHAPMAN, JR.
COMMANDANT, USMC

ENCLOSURE (1)

THE SECRETARY OF DEFENSE
Washington, D. C. 20301

MEMORANDUM FOR ALL MILITARY PERSONNEL

SUBJECT: Equal Opportunity and Treatment in the Armed Forces

The President's Executive Order of July 26, 1948 directed the abolishment of racial segregation in the Armed Forces and required equality of opportunity and treatment without regard to race, color, creed or national origin. Substantial progress has been made in removing racial discrimination. No sector in American life has achieved the measure of equal opportunity and treatment that has been realized in the Armed Forces. The dedicated leadership of countless numbers of men and women in the Military Services has made this progress possible. I congratulate them.

Much still remains to be done, and it is to this task of removing every vestige of discrimination that I give my personal commitment. This can be achieved only by ensuring that complete equality of opportunity and treatment is not denied to any member of the Armed Forces because of race, color, religion, national origin or any other irrelevant factor. This equality must be granted in training, education, assignment and promotion, including the opportunity to assume the highest positions of trust and responsibility. I encourage each member of the Armed Forces to utilize to the maximum the opportunities available for his development.

We must maintain harmonious, cooperative working relationships among military personnel so as to maintain high morale, military effectiveness and combat readiness. I urge all personnel to reject divisive and fragmenting forces and influences in our society which seek to diminish the integrity, unity and strength of our Armed Forces. We must not permit the irrelevancies of race and color, nor any other factor, to divide and weaken us.

It is the responsibility of every member of the Military Services from the newest inductee to the highest commissioned officer to accept other members on the basis of their individual worth and to assist in extending to all facets and activities of military life -- on and off base, on and off duty -- the spirit of mutual trust and respect which is manifest when our forces are in combat.

I call upon every Installation and Unit Commander to provide the leadership that will continue to translate the policy of equal opportunity into living and meaningful reality for every man and woman serving our Nation in the uniform of the Armed Forces.

/S/
MELVIN R. LAIRD

HEADQUARTERS
Force Logistic Command
Fleet Marine Force, Pacific
FPO San Francisco 96602

FLCO 4030.2B
3/04/mrv

0 2DEC 1969

FORCE LOGISTIC COMMAND ORDER 4030.2B

From: Commanding General
To: Distribution List

Subj: Standing Operation Procedure for Control and Utilization of
CONEX Containers

Ref: (a) ForO 4030.1
(b) MACV Directive 55-12 of 15 August 1969

Encl: (1) Monthly CONEX Inventory Report Format
(2) Monthly CONEX Transshipping Report Format

Reports Required: I. Monthly CONEX Inventory Report (Report Symbol
4030-2) par. 5b
II. Monthly CONEX Transshipping Report (Report Symbol
4030-3) par. 5c

1. Purpose. To prescribe the basic procedures and responsibilities
for the control and utilization of CONEX containers.

2. Cancellation. FLCO 4030.2A

3. Background. The basic policies and procedures for control and
utilization of CONEX containers are contained in references (a) and (b).

4. Information

a. CONEX containers are used to provide a medium for the consolida-
tion of small package shipments into homogenous unit loads of optimum
size for the direct application of materials handling equipment,
increasing the speed, security, accuracy, flexibility, and economy of
supply and transportation operations.

b. The critical shortage of CONEX containers throughout the
world requires their return to the transportation system. They
should be used for purposes outlined in sub paragraph a. Containers
presently involved with essential storage functions will be reviewed
constantly. Serviceable CONEX containers will not be used as offices,
living quarters, tool sheds, laundries or other purposes not in keeping
with good supply and transportation practices.

02 DEC 1969

c. The order of priority for movement and use of CONEX containers is as follows:

- (1) Retrograde filled to CONUS
- (2) Retrograde empty to CONUS
- (3) Stockpile
- (4) Retrograde filled to other ports outside the RVN
- (5) Intra-RVN shipments
- (6) Retrograde empty to other ports outside the RVN
- (7) Approved essential storage

d. CONEX containers are not picked up on organic or garrison property accounts. Commanders having containers physically under their control have custodial responsibility for such CONEX containers while they are being unloaded and for approved essential storage.

e. A CONEX container will be considered unserviceable when its continued use in the transportation system would threaten the security of its contents, create unsatisfactory payloading of the CONEX container itself, or create unsatisfactory conditions in loading the CONEX container on the carrying vehicle.

(1) To minimize rust and corrosion CONEX containers will not come in contact with the ground but will be placed on board or cement platforms.

(2) Only minimum repairs will be made to assure suitability for service. Repairs or painting will not be accomplished with the intent to return the CONEX container to a "like new" condition.

(3) One time repair expenditure will not exceed \$80.00 for Type I containers or \$100.00 for Type II and Type II (CH) CONEX containers, excepting minor repairs of a local nature.

5. Action

a. When CONEX containers are to be utilized for essential storage requirements units will submit either a request for inspection of material to be stored or an evaluation of security requirements. It will be addressed to this Headquarters (Attn: G-3 Operations) and include the following:

(1) Detailed justification for use of CONEX containers for purposes other than transportation.

(2) Date Inspection/Evaluation can be made.

(3) Inclusive dates CONEX will be required. The date by which containers will be returned to the transportation system will be stated.

0 2DEC 1969

b. Each organization will assign a CONEX Control Officer. The name will be submitted in writing to G-3 Operations. Also listed will be his rank, phone number, and location.

c. Commanding Officers will cause periodic inspections (at least monthly) to be made to locate and return to the transportation system CONEX containers which are being utilized for purposes contrary to the policies contained in this order.

d. CONEX containers will be cleaned and turned in through Shipping and Receiving, Supply Battalion. All containers will have a Limited Technical Inspection performed then washed down and cleaned both outside and inside of foreign matter. This is in accordance with the Department of Agriculture inspection standards for retrograde cargo to CONUS.

e. A monthly CONEX inventory report will be prepared by all FLC units, utilizing the format contained in enclosure (1) and submitted to this Headquarters no later than the 4th of each month. The reporting period will be from the first day of the previous month to the end of the month. This report may be submitted by message or AUTODIN.

f. Supply Battalion and FLSG Bravo will prepare a monthly CONEX Transshipping Report, utilizing the format contained in enclosure (2), and submit it to this Headquarters no later than the 4th of each month. The reporting period will be from the first day of the previous month to the end of the month. This report may be submitted by message or AUTODIN.

g. A method of accounting for each CONEX by serial number will be established by Supply Battalion. Information recorded will be keyed to a serial number and show where it came from, its contents, and where it went, and if a receipt, who has custody for unloading, loading or essential storage.

h. CONEX not required for transportation system use will be returned to FLC TMO within 5 days after receipt. CONEX will be clean and empty when returned.

i. When CONEX is required for shipment by a unit, a request will be forwarded to TMO, FLC stating the need by size, items to be shipped, and date shipment is desired. CONEX for shipment will be prepared in conjunction with TMO and offered for shipment within 10 days after CONEX is received for loading by requesting unit.

FLCO 4030.2B

02 DEC 1969

j. When the number of CONEX on hand, regardless of condition, exceeds anticipated requirements for use in transporting material the CO Supply Battalion will request disposition instructions from MACV TMA providing the following information: Serial number, size and condition, and date available for shipment.


J.L. TOBIN
Chief of Staff

DISTRIBUTION: "A" and "B"

Copy to: CG, FMFPac
CG, III MAF
CG, 1stMarDiv
CG, 1st MAW

FLCO 4030.2B
0 2DEC 1969

Monthly CONEX Inventory Report Format

REPORT SYMBOL 4030-2

1. Reporting Activity _____

2. Reporting Period _____

3. CONEX

	TYPE I	TYPE II	TYPE II (CH)
a. On hand last report	_____	_____	_____
b. Gained	_____	_____	_____
c. Lost	_____	_____	_____
(1) Turned in	_____	_____	_____
(2) Salvage	_____	_____	_____
(3) Shipped	_____	_____	_____
d. On hand this report	_____	_____	_____
(1) Empty	_____	_____	_____
(2) Waiting Discharge	_____	_____	_____
(3) Stockpiled	_____	_____	_____
(4) Unserviceable	_____	_____	_____
(5) Essential Storage	_____	_____	_____
(6) Repaired	_____	_____	_____

ENCLOSURE (1)

FLCO 4030.2B
0 20 DEC 1969

HEADQUARTERS
Force Logistic Command
Fleet Marine Force, Pacific
APO San Francisco 96602

REPORT SYMBOL 4030-3

SUBJECT: Monthly CONEX Transshipping Report (RCS: NACTMA-11)

To: Commanding Officer
TMA-NACV
ATTN: CONEX Control Activity
APO San Francisco 96602

1. Reference: MACV Directive 55-12

2. Reporting Activity: Force Logistic Command M28300

3. Reporting Period:

4. Received from:	Type I	Type II	Type III(CH)
	Empty Filled	Empty Filled	Empty Filled

- a. Inland
- b. Intracoastal
- c. Out-of-country
- d. Total

5. Shipped to:	Type I	Type II	Type III(CH)
	Empty Filled	Empty Filled	Empty Filled

- a. Inland
- b. Intracoastal
- c. Out-of-country
- d. Total

ENCLOSURE (2)

HEADQUARTERS
Force Logistic Command
Fleet Marine Force, Pacific
FPO San Francisco 96602

01.1042 0014
31 Dec 1969

FLCO 5401.10
3/FED/dak
31 Dec 1969

FORCE LOGISTIC COMMAND ORDER 5401.10

From: Commanding General
To: Distribution List

Subj: Establishment of the Management Assistance Section
within the Force Logistic Command

Encl: (1) Organizational Chart, Management Assistance Section
(2) Manning Level Chart, Management Assistance Section

1. **Purpose.** To establish the Management Assistance Section as a Special Staff Section.
2. **Mission.** The mission of the Management Assistance Section is to provide management assistance and administrative support to General and Special Staff Sections and Unit Commanders of the Command, in the coordination, determination, collection, preparation and presentation of required management data.
3. **Function**
 - a. Operate the Logistic Operation Center.
 - b. Manage a centralized MARES/FORSTAT data base by:
 - (1) Collecting data and submitting reports required by higher authority in accordance with current directives.
 - (2) Employing automated means to massage the MARES/FORSTAT data base in preparing management reports for the use by the FLC staff sections and organizational units.
 - (3) Providing assistance to the staff sections and organizational units in performing statistical analysis of information extracted from the MARES/FORSTAT data base for the projection of performance indicators.
 - c. Manage the FLC Program Progress Reporting System (PPRS).

TAB m of ENCL (1)

FLCO 5401.10
31 Dec 1969

d. Maintain the Management Journal and Progress reports (MJP).

e. Assist in and/or conduct presentations of the above subject matter to the Commanding General at designated briefing sessions.

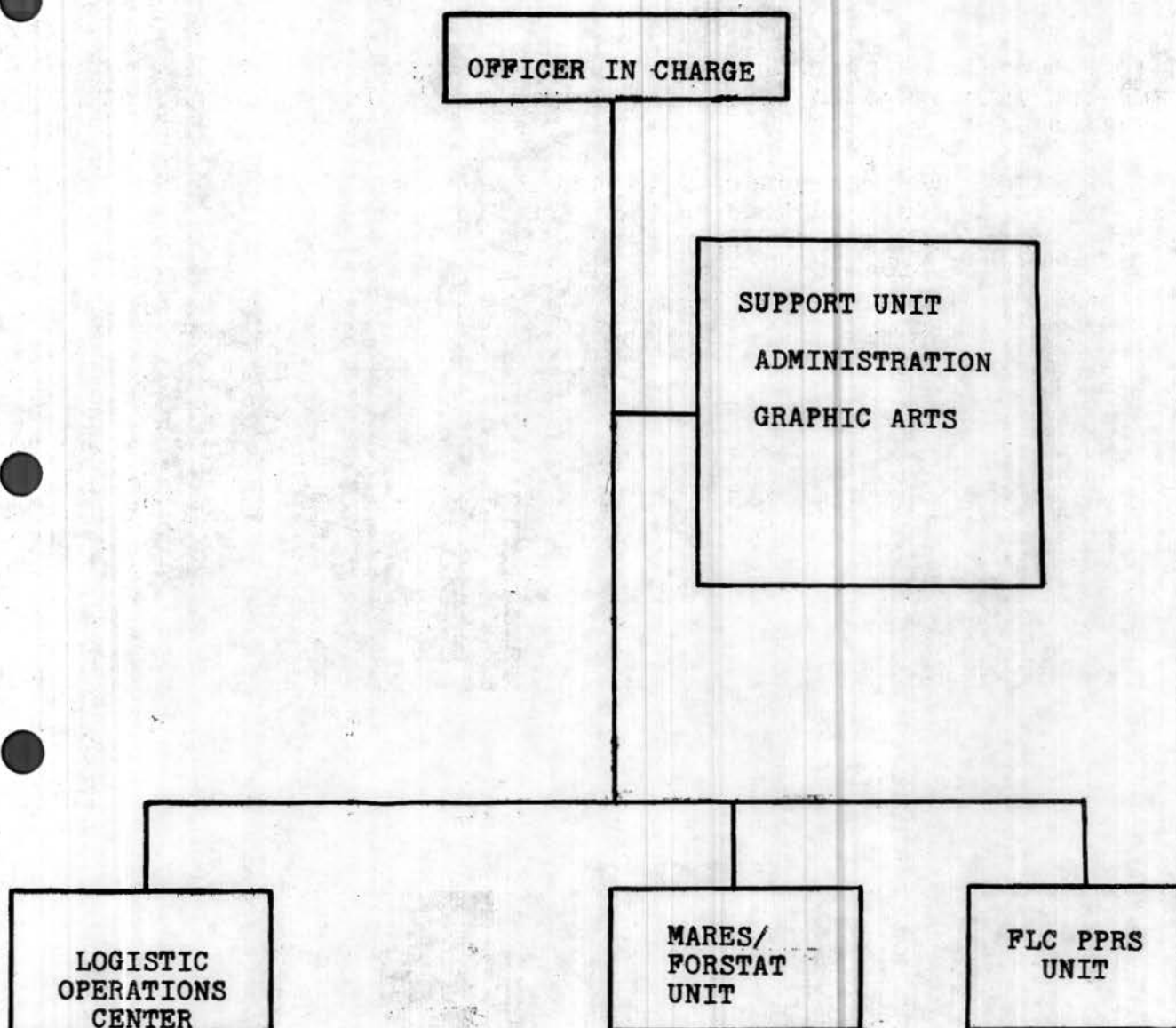
4. Action. The Management Assistance Section is established as a Special Staff Section to be effective on the date of publication of this Order. The organization of the Management Assistance Section is as shown on enclosure (1) with a manning level as shown on enclosure (2).

J. L. Tobin
J. L. TOBIN
Chief of Staff

DISTRIBUTION: "A" and "B"

FLCO 5401.10
31 Dec 1969

MANAGEMENT ASSISTANCE SECTION



FLCO 5401.10
31 Dec 1969

MANNING LEVEL

MANAGEMENT ASSISTANCE SECTION (4-15)

Major	3002/4005	Officer in Charge
-------	-----------	-------------------

SUPPORT UNIT (0-5)

SSgt	0141	Administrative Chief
Cpl	0141	Administrative Clerk/Typist
SSgt	1461	Illustrator
Sgt	1441	Draftsman
Cpl	1461	Illustrator

LOGISTIC OPERATIONS CENTER (1-4)

Lt	99	Head
SSgt	0441	Watch Chief
SSgt	0441	Watch Chief
Cpl	0441	Logistic Operations Clerk
Cpl	0441	Logistic Operations Clerk

MARES/FORSTAT UNIT (1-3)

Capt	0406/4003	Head
GySgt	3042	Supply Anaylst
SSgt	28	Maintenance Anaylst
Sgt	0141	Personnel Anaylst

FLC PPRS UNIT (1-3)

Capt	3002/4003	Head
SSgt	3041	Anaylst
SSgt	3041	Anaylst
L/Cpl	0141	Clerk/Typist

Enclosure (2)

HEADQUARTERS
Force Logistic Command
Fleet Marine Force, Pacific
FFO San Francisco 96602

FLCO P5510.1
7/SGO/twm
17 DEC 1969

FORCE LOGISTIC COMMAND ORDER P5510.1

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure (SOP) for Security Matters

Ref: (a) SECNAVINST 5216.5_
(b) OPNAVINST 5500.40_
(c) OPNAVINST 5510.1_
(d) OPNAVINST 5510.49_
(e) RBS 4_ (NOTAL)

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate standing operating procedures (SOP) for security matters within this Command.


2. Cancellation. FLCO 5511.1A, FLCO 5511.2, FLCO 5511.3, FLCO 5511.4, FLCO 5511.5, Staff Memo 11-68, and Staff Memo 12-68.

3. Action. The procedures set forth in references (a) through (e), current regulations, and as implemented by the provisions contained herein shall constitute procedures to be used in security matters within this command. Should future instructions promulgated by higher authority conflict with the instructions contained in this order, the latter will prevail in all cases until appropriate changes are promulgated by this Headquarters.

4. Recommendations. Addressees are encouraged to submit comments and recommendations, on a continuing basis, for improvement of security matters.

5. Certification. Reviewed and approved this date.

DISTRIBUTION: "A" and "B"


J.L. TOBIN
Chief of Staff

FLCO 5510. 1

LOCATOR SHEET

Subj: Standing Operating Procedure (SOP) for Security Matters

Location: (Indicate the location(s) of the copy(ies) of this publication.)

ENCLOSURE (1)

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RECORD OF CHANGES

Log completed change action as indicated.

[illegible]

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101. PERSONNEL SECURITY CLEARANCES1. GENERAL INSTRUCTIONS

a. The Assistant Chief of Staff, G-2, has staff responsibility for the coordination and analysis of the results of Background Investigations and National Agency Checks, and for the recommendation of appropriate action to be taken in each case. Supervision of requests submitted for security clearance investigations will be accomplished by this section.

b. Commanding Officers will request the appropriate investigation, and grant or request clearances for those personnel whose performance of duty requires access to classified material.

2. SECURITY CLEARANCE REQUIREMENTSa. INVESTIGATIONS

(1) Requests for security clearance investigations will be submitted in accordance with the provisions set forth in paragraph 1513 of reference (c), to the Commanding General (Assistant Chief of Staff, G-2) for review and forwarding to the appropriate investigative activity. All security clearance investigation forms will accompany these requests and they will be completed in accordance with the instructions contained in Chapter 15 of reference (c) and this order. Investigation forms improperly submitted will be returned to the origination activity for corrections and/or completion as appropriate.

(2) Commanding Officers will be guided by Chapter 15 of reference (c) in determining the investigative requirements for Top Secret and Secret Security Clearances.

(3) A thorough check of the personnel, medical, and other records immediately available to this command will be conducted on each individual incident to granting of a confidential clearance. The results of the Local Records Check (LRC) will be indicated on request forms submitted for a Background Investigation (BI). (See Appendix c)

(4) Organizations within this command will submit a letter using the format prescribed in Appendix with each security investigation clearance request.

b. CRITERIA. Commanding Officers will be guided by the provisions of paragraph 1515 of reference (c) in determining the necessary eligibility criteria incidental to granting an individual of this command a security clearance.

3. FINAL CLEARANCES

a. Upon receipt of the results of a completed Background Investigation (BI), National Agency Check (NAC), or Local Records Check (LRC), the Battalion Commanding Officer will either grant or deny an appropriate security clearance. In the case of denial attention is invited to paragraph 101.8 herein and paragraph 1522 of reference (c).

b. The highest final clearance, commensurate with the security investigation completed and the time in service of the individual concerned, will be granted. (See paragraph 101.6 of this order).

c. The granting of final clearance will be in accordance with paragraph 1517 of reference (c) and paragraphs 101.6 and 101.10 herein.

4. INTERIM CLEARANCES

a. Interim clearances will be granted only when it is clearly established that the delay while awaiting the completion of the investigation required for a final clearance would seriously affect the operational readiness of the Command. Interim clearances granted within this Command will remain in the Service Record Book (SRB)/Officer Qualification Record (OQR) until replaced by a final clearance or the investigation for a final clearance is terminated, in which case the interim clearance will be removed and destroyed.

b. The granting of interim clearance will be in accordance with paragraph 1516 of reference (c), paragraph 101.6 of this order and the following:

(1) Interim Top Secret will not be granted until the forms for a Background Investigation have been forwarded to the Naval Investigative Service Office and a satisfactory National Agency Check has been completed. Requests will be forwarded in accordance with paragraph 101.2 of this order and will include full justification therein.

(2) Interim Secret will not be granted until the HQMC/ONI files check has been completed and the forms for final clearance have been forwarded to the appropriate organization. Request for HQMC/ONI files check will be forwarded in accordance with paragraph 101.2.a herein, and will include full justification and date required by unit. Under no circumstances will an Interim Secret Clearance be granted to an individual who has less than two consecutive years of honorable active duty.

(3) Interim Confidential is not authorized for members of the military.

5. PERSONNEL REQUIRING CLEARANCES

a. Subordinate Commands will maintain an operating level of appropriately cleared personnel consistent with their required state of operational readiness. The following is provided as a guide:

(1) Any person who has access to classified information must possess a clearance for the highest category to which he has access.

(2) Suggested Staff Section and Unit security clearance requirements are:

(a) Staff Section Billets

Commanding General	TS
Chief of Staff	TS
Staff Secretary	TS
Adj/RPS Responsible Officer	TS/Grvoto

Asst Adj	S
G-1/OIC, sub-sections	TS
G-2/OIC, sub-sections	TS
G-3/OIC, sub-sections	TS
G-4/OIC, sub-sections	TS
CEO/AsstCEO/CommChf	TS/Crypto
COMPTROLLER	TS
RES Custodian/Alt RES Custodian	TS/Crypto
TS OFF/OIC S&C	TS
Remaining Officers All Sect	S
NGOs in Charge	S
Clerks (2)	S
Remaining Clerks	C

(b) Group/Battalion Billets

CO	TS/Crypto
XO	TS/Crypto
Adj/S-1/RES&Alt RES Custodians/S&C Off	TS/Crypto
S-2	TS
S-3&S-3A	TS
S-4	TS
Emb Off	TS
Liaison Offs	TS
Comm Off	TS/Crypto
Supply Off	TS
SgtMaj	TS
Section Chfs	TS
Comm Cent Pers (4)	TS/Crypto
Mbrs of Crypto Bds	TS/Crypto
NCOinC S&C	TS
S&C Files Clerks	S
S-1 Clerks (2)	S
S-2 Clerks (2)	S
S-3 Clerks (2)	S
S-4 Clerks (2)	S
Draftsmen	S
NBC NCO	S
Remaining Comm Pers	S
Remaining Clerks	C

(c) COMPANY BILLETS**Clear/Access**

CO	TS
XO	TS
Flt Comdrs	S
1st Sgt	S
GYSgt	S
Plt Sgts	C
Admin Chf	S
Clerk (1)	S
Remaining Clerks	C
Radio Operators	C

b. Groups and Battalions are authorized to hold limited amounts of Secret material. Requests for access to Group/Battalion Secret material will be submitted to the Group/Battalion Commander. Requests for access to Force Logistic Command Top Secret and/or Secret and Confidential material will be submitted to the Commanding General (Assistant Chief of Staff:G-2).

c. Maximum effort will be made to assign personnel to fill school quotas who possess the degree of clearance required by the stated criteria. An operating level of appropriately cleared personnel should be maintained in anticipation of school quotas and/or normal transfers directed by higher headquarters. If appropriately cleared personnel are not available interim clearance procedures must be initiated.

6. AUTHORITY TO GRANT CLEARANCES

a. The Commanding General has the authority to grant all categories of security clearances in the Force Logistic Command. The authority to grant security clearances will be as follows:

(1) TOP SECRET. The Commanding General will grant Top Secret security clearances for personnel of this Command.

(2) SECRET AND CONFIDENTIAL. Commanding Officers empowered to convene Special Courts-Martial are authorized to grant Secret and Confidential clearances.

7. AUTHORITY TO ACCEPT PREVIOUS INVESTIGATIONS AND CLEARANCES

a. Valid certificates of clearance issued by other competent authority within the Naval Establishment and those issued by competent authority within the executive branch of the U. S. Government will be accepted by the Commanding General. Paragraph 0216 of reference (c) applies. Commanding Officers are authorized and encouraged to accept security clearances granted by other competent authority.

b. INITIAL CLEARANCE. Certificates of clearance are considered invalid when any of the following discrepancies exist thereon: absence of signature, absence of seal, indication of alterations, or evidence that the investigation used as a basis for the clearance was inadequate.

8. DENIAL OR TERMINATION OF CLEARANCE

a. Commanding Officers authorized to grant security clearances may terminate or deny (for cause) only those categories of clearances they are authorized to grant. The Commanding General reserves the authority to terminate or deny Top Secret Clearances.

b. Appendices A and B will be used as a format in preparing letters of denial or termination. Appropriate entries will be made in the individual's service record book by the Commanding Officer of the individual concerned. (See Paragraph 1522 of reference (c) and Marine Corps Order 5521.3.)

c. When a clearance is terminated and the individual concerned is reassigned or transferred as a result of this action, his new Commanding Officer will be provided with a copy of the letter of termination.

d. All personnel possessing a security clearance, who are to be separated, released to inactive duty, or retired, will execute a Security Termination Statement, OPNAV FORM 5511-14. This statement will be made a part of the official records of the individual concerned. (See Paragraph 0306 of reference (c)).

9. REISSUANCE OF CLEARANCES. Reissuance of a clearance which has been terminated or denied for cause, or the issuance of a new clearance of a category less than that previously held, is not authorized without specific approval of the Commanding General. In such cases the security investigation will be brought up to date prior to reissuance of the certificate of clearance.

10. RECORDING REQUEST FOR INVESTIGATION OR ISSUANCE OF CLEARANCES

a. Requests for investigations will be made a part of the Service Record Book/Officer Qualification Record by inserting parts 3 and 4 (yellow sheets) of the completed OPNAV FORM 5520-1 in the case of a BI or the carbon copy of DD FORM 1584 in the case of an NAC. These documents will not be removed until the investigation is cancelled or completed. Upon notification of completion of the requested BI or NAC, part 3 and 4 or OPNAV FORM 5520-1 or the carbon copy of DD FORM 1584 will be removed from the SRB/OQR. At this time a certificate of clearance will be either granted or denied. (See paragraph 101.3)

b. The means of recording a Top Secret or Secret clearance will be the insertion of the completed Certificate of Clearance (OPNAV FORM 5520-429, in the SRB/OQR of the individual concerned. Issuance of a Confidential Clearance will be recorded by an entry on page 11 of the individual's service record book as follows: "Granted a Confidential Clearance based on a unit LRC completed (date) by CO (Grp/Bn). Signature CO." In cases where an individual is granted a Confidential Clearance based on a formal investigation, OPNAV FORM 5520-429 will be entered in the SRB.

c. Upon reenlistment, the certificate of the clearance and/or applicable parts of OPNAV FORM 5520-1/DD FORM 1584 will be transferred to the new SRB. Confidential Clearances recorded on page 11 of the SRB will be transcribed to the new SRB.

11. CANCELLATION OF REQUEST FOR BI/NAC

a. All pending Background Investigations will be cancelled through the use of part 3 or 4 of OPNAV FORM 5520-1 when the subject of the investigation is discharged, released to inactive duty, no longer meets the criteria for a security clearance (see paragraph 1515 of reference (c)), or when it is determined that the clearance is no longer required.

b. A request for a National Agency Check, once initiated, will not be cancelled.

12. REVIEW BY CUSTODIANS OF SERVICE RECORDS

a. All sections/units of this command will review their clearance records monthly to:

(1) Request cancellation of pending Background Investigations no longer desired.

(2) Request appropriate investigations for personnel who will require clearance.

(3) Request results of investigations which are outstanding; normally six months for BI and three months for NAC.

b. SRB/OQR's will be examined to:

(1) Ensure that at least one copy of the OPNAV FORM 5520-1 (yellow sheets)/DD FORM 1584 is present in the records of personnel on whom investigations are pending.

(2) Check the validity of clearances on personnel reporting for duty.

(3) Upon transfer of an individual from an organization the confidential clearance entry is cancelled by drawing one thin ink line through the entry and having the Commanding Officer or his designated representative initial the cancellation, except when the Certificate of Clearance has been granted by an NAC when it will remain as a part of the Service Record Book.

13. INSTRUCTIONS FOR COMPLETING SECURITY CLEARANCE REQUEST FORMS. In order to ensure that the forms necessary for requesting a security clearance are properly filled out, use the detailed instructions provided in Appendices C and D of this order and Appendix I of OPNAVINST 5510.1. Close adherence to these instructions will facilitate processing of these forms, eliminate resubmissions, and simplify an otherwise complicated procedure. National Agency Check Request, DD FORM 1584, will be completed in accordance with accompanying instructions, which are provided as part of the form.

a. All pending Background Investigations will be cancelled through the use of part 3 of DD FORM 1584 when the subject of the investigation is discharged, released to inactive duty, no longer meets the criteria for a security clearance (see paragraph 12(c)), or when it is determined that the clearance is no longer required.

b. A request for a National Agency Check, once initiated, will not be cancelled.

12. REVIEW BY COMMANDING OFFICER OF SERVICE RECORDS

a. All records/states of this command will review their clearance records monthly for:

(1) Request cancellation of pending Background Investigations no longer desired.

SECTION II

201. HANDLING AND CONTROL OF CLASSIFIED MATERIAL1. RESPONSIBILITY

a. Over-all control of classified material is the responsibility of the Commanding Officer or Staff Section Head, who will establish organizational responsibilities for control within his Command or Staff Section.

b. Wherever the terms "Commanding Officer", "Commander", "Unit" or "Organization" appears in this section they will be interpreted to include Force Logistic Command General and Special Staff Section Heads, where applicable.

c. Each person who handles classified material is responsible for its security.

d. Excess classified material will not be permitted to accumulate in the files. Commanders will take positive action to ensure that Secret and Confidential material is kept current and that material not required by the unit is disposed of in accordance with regulations.

2. CLASSIFIED MATERIAL CONTROL OFFICER (CMCO)

a. The Assistant Chief of Staff, G-2, is designated as the Force Logistic Command Classified Material Control Officer.

b. Group/Battalion Commanders will designate a Classified Material Control Officer, in writing, and shall state therein the requirement for the designee to familiarize himself with the duties assigned in Article 0502, reference (c). In the Group/Battalion, the Executive Officer, Adjutant or S-2 Officer will be appointed the Classified Material Control Officer. The Classified Material Control Officer will serve as advisor, regulator and direct representative of the Commanding Officer in matters relative to the control and security of classified information, and in addition will:

(1) Maintain a current listing of all personnel within the organization who have been granted access to classified material. This listing will include the category of clearance and degree of access granted.

(2) Notify the Commanding Officer immediately of loss, possible compromise or unauthorized disclosure of classified material.

(3) Ensure that storage facilities and emergency destruction plans within the organization are in conformance with reference (c) and this Order.

c. Appointing letters will reference and cancel all previously issued appointments.

3. TOP SECRET CONTROL OFFICER

a. The Officer-in-Charge, Force Logistic Command Secret and Confidential Section, is designated as the Force Logistic Command Top Secret Control Officer. He will assume custody and maintain accountability for all Top Secret material within the Force Logistic Command Headquarters. Disclosure of Top Secret material will be explicitly limited to those personnel specifically designated and authorized by the Commanding General or the Chief of Staff, on a need to know basis only.

b. Commanding Officers will appoint in writing a Top Secret Control Officer for their command, and state therein that such personnel shall familiarize themselves with their duty assignments as indicated in Article 0504, reference (c). The Top Secret Control Officer will be either of the same grade or subordinate to the Classified Material Control Officer.

4. CUSTODIAN OF CLASSIFIED MATERIAL

a. Commanding Officers will appoint in writing an officer as Custodian of Classified Material and at least one officer as an alternate custodian. In Groups/Battalions, the Custodian will be subordinate to the CMC. In the Force Logistic Command Staff Section Sections one officer may be appointed as both CMC and Custodian.

b. Appointing letters will reference and cancel all previously issued appointments.

c. The Custodian of Classified Material is directly responsible to the Commanding Officer for the receipt, custody, accounting, physical control, and distribution of classified material within the local command and its transmission outside the command in accordance with reference (c) and this order. In addition he will:

(1) Be responsible for the operation of the Classified Material Control Center (S&C Section).

(2) Ensure that classified material is handled by and released to only those personnel who have the proper clearance, access, need-to-know and have been granted authority to receipt for the material.

(3) Notify the CMC immediately of loss, possible compromise, or unauthorized disclosure of classified material.

(4) Insure the release to subordinate echelons of the absolute minimum of classified information necessary for the accomplishment of their mission.

(5) Be responsible for the daily pick-up of classified material at the Force Logistic Command Secret and Confidential Section at 0800, 1300 and 1900. To avoid unnecessary trips the custodian may phone the Secret and Confidential Section to inquire if there is material to be picked up.

(6) Ensure that appropriate and timely destruction, downgrading and/or retirement of classified material is accomplished.

(7) Exception: The Communications Officer is responsible for the transmission of classified messages in accordance with ACP-122, KAG-1 and other applicable directives.

5. COMTAC PUBLICATIONS CONTROL OFFICER (CPCO)

a. The Force Logistic Command Communication-Electronics Officer or the Assistant CEO will be designated as the Force Logistic Command COMTAC Publications Control Officer.

b. Group/Battalion Commanders will appoint, in writing, an Officer as COMTAC Publications Control Officer and at least one officer as alternate. Appointment letters will reference Naval Warfare Publication Zero (NWP-0()) and this order, and will cancel all previously issued appointments. The COMTAC Publications Control Officer will be subordinate to the Classified Material Control Officer.

c. The CPCO's and alternate(s) will be governed in the performance of their duties by the effective editions of the following directives and this order.

- (1) OPNAVINST 5510.1_
- (2) NWP-0()
- (3) OPNAVINST P05605.19_

d. The alternate CPCO is authorized to act only in the temporary absence of the CPCO, i.e., leave, TAD, hospitalization, etc., with the exception of those page checks which may be made by either the custodian or the alternate as authorized by paragraph 201.22 of this order.

e. COMTAC Publications Control Officers are responsible for the procurement and maintenance of their unit authorized allowance of Communication-Tactical (COMTAC) publications as set forth in OPNAVINST P05606.19_.

6. REGISTERED PUBLICATION SYSTEM (RPS) MATERIAL CUSTODIAN

a. The Officer-in-Charge, Force Logistic Command Secret and Confidential Section, will be designated as the Force Logistic Command Registered Publications System Material Custodian. He will assume custody of and maintain accountability of all RPS material and matters within the Force Logistic Command Headquarters.

b. Commanding officers of commands designated as RPS holders by the Chief of Naval Operations will appoint an RPS Custodian and at least one alternate for the command in accordance with reference (c). The Force Logistic Command Communications-Electronics Officer will also effect these appointments for his Section. Appointing letters will reference and cancel all previous appointments.

c. The unit Communications Officer or Technical Publications Control Officer will not be appointed as the unit RPS Custodian.

7. COMSEC CUSTODIAN AND COMSEC OFFICER

a. Commanding Officers will appoint officers in writing to the duties of Crypto Custodian and Crypto-Security Officer if the unit holds accountable cryptographic information. In the interest of maximum utilization of personnel, both duties may be assigned to the same officer.

b. The duties of the COMSEC Custodian are outlined in paragraph 2102 of KAG-1_, and for the COMSEC Officer in paragraph 3002 of KAG-1_.

8. WITNESSING OFFICERS FOR DESTRUCTION OF CLASSIFIED MATERIAL

a. Commanding Officers will designate in writing a minimum of two officers who possess a valid clearance and are authorized access as witnessing Officers for destruction of Classified Material, COMTAC, and RPS distributed material.

b. The duties of the Witnessing Officers are set forth in references (c) and (e) and this order.

9. ENLISTED CUSTODIAN PERSONNEL. The number of enlisted custodial personnel assigned duties in connection with handling of classified material will be kept to a minimum.

10. CLASSIFIED MATERIAL CONTROL CENTER (S&C SECTION/FILES)

a. Each organization will establish a Classified Material Control Center.

b. Classified Material Control Center operations will be governed by the instructions contained in references (c) and (d), other pertinent directives and this order.

c. All classified material, except message traffic within the communications system, received or originated by a command will be processed through the Secret and Confidential Section/Files as required by this order and local command instructions.

d. When possible only enlisted personnel of the adjutant section should be assigned duties in unit Secret and Confidential Files. Enlisted personnel assigned duties in a unit Secret and Confidential Files should undergo a thorough and intensive indoctrination in the handling and control of classified material by the unit CMCO prior to their assuming the duties of this assignment.

11. COMMAND SECURITY INSTRUCTIONS

a. Commanding Officers will issue additional security instructions setting forth in detail how classified material, including COMTAC and Registered Publications, if applicable, will be safeguarded and handled

within their respective commands. Care will be taken to ensure that the instructions are concise and that repetition of instructions issued by higher authority is kept to a minimum. Commanders who established a sub-unit will ensure that instructions are promulgated for the handling of classified material.

b. These instructions will provide for a double security checklist to be placed on the door of the Registered Publications Section/COMTAC Publications Library, Secret and Confidential Files, Cryptographic Center, or any area where classified material is stowed. They will require a signature and the date and time of opening and closing these areas. Instructions will further require an entry on this form by the unit Staff Duty Officer/Officer of the Day, or some other responsible individual, to the effect that the doors have been checked and are properly secured.

c. Custodians will have on file appropriate receipts for all publications issued the command.

d. Prior to issuance of RPS and COMTAC material to a unit communications officer, Commanding Officers will promulgate and personally sign orders for the security and custody of such material. Orders will include:

(1) Requirements for inventory of RPS material, if held, and COMTAC publications on charge to each watch. For units that do not maintain a 24 hour watch, the beginning of each workday will be considered a new watch. A form will be utilized for this inventory and it will contain the following:

(a) A complete listing of all publications on hand.
(b) The date and signature of the person accepting responsibility for each publication.

(2) That these forms will be retained on file for a period of at least four years.

(3) Assignment of responsibilities for security of classified material to an officer or senior enlisted person, normally by billet, for each watch.

(4) Assignment of responsibility, by billet, for ensuring that containers and doors are properly secured. This will be indicated on the double security check list, as required by subparagraph 201.11.b above.

12. STOWAGE OF CLASSIFIED MATERIAL

a. Stowage of classified material will be governed by the instructions contained in reference (c), other pertinent directives and this order.

b. Whenever new security stowage equipment is procured for classified material it will be of a type designated as security filing cabinets on the Federal Supply Schedule of the General Services Administration.

c. Security filing cabinets currently available on the Federal Supply Schedule are identified as follows:

(1) Class 2, Insulated, FSN-7110-663-6362 and FSN-7110-847-5316, Single or Double Combinations.

(2) Class 3, Uninsulated, FSN-7110-551-5263, FSN-7110-551-5259, FSN-7110-687-8955, FSN-7110-045-3453 or FSN-7110-082-6109.

(3) Class 4, Uninsulated, FSN-7110-823-7338, FSN-7110-878-3288 or FSN-7110-082-6110.

d. The point value of these security filing cabinets may be found on page 1-15 of the Guide for Physical Security Equipment, ONI 61-1.

13. SAFE AND LOCK COMBINATIONS

a. All combinations to classified material containers will be changed annually or at the time anyone having knowledge thereto is re-assigned or transferred to a position which does not require him to have this information. Should anyone having knowledge of the combination to a classified material container become MIA/AWOL, a change of such combination will be effected.

b. Each Commanding Officer will designate their most secure safe as the Command Master Safe. RPS holders will always designate the safe in which their RPS material is stowed as their master safe. Subordinate unit combinations to other containers within the respective headquarters/staff section will be kept in the master safe. Master safe combinations of groups, separate battalions, and FLC Staff Sections will be delivered to the FLC Secret and Confidential Section for retention. Included with this combination will be the combination or locations of keys to any locks or doors which must be opened to gain access to the master safe.

c. Combinations to classified containers will be recorded in the following manner:

(1) The combination information will be typed on white bond paper to include security classification, date of change, type and number of container, room number, container combination to include number of turns, direction and number.

(2) Combination Change Envelopes (OPNAV FORM 5511-2) will be utilized as the container in which classified container combinations are to be stowed. This envelope, with its contents, will be disposed of as outlined in paragraph 201.13.b above.

(3) Should OPNAV FORM 5511.2 not be available, a reasonable facsimile including all necessary information may be used.

(4) The attention of RPS holders is invited to paragraph 302.a, RPS-4.

14. CHANGE IN CUSTODIAN PERSONNEL

- a. Changes in custodial personnel will be accomplished in writing as outlined in this order.
- b. Changes should be held to a minimum, as frequent changes of personnel assigned custodial duties will increase the number of security violations due to administrative errors.
- c. In regards required inventories, see paragraph 201.18 of this order.
- d. Required safe and lock combination changes will be accomplished as indicated in paragraph 201.13 of this order.

15. EMERGENCY PLAN

a. Each unit holding classified material will prepare an Emergency Plan to be placed into effect when emergencies, such as natural disaster, enemy attack, civil uprising are imminent, or upon safes being found open or unattended after hours of operation. Attention is invited to paragraph 7003 of KAG-1 with respect to the preparation of such a plan. (See Appendix E for example.)

b. A copy of the Emergency Destruction Plan will be posted conspicuously on the inside of and attached to the container where the classified material is stowed, and will explain in detail the designation of the unit master safe, location of the containers containing classified material, and sequence of priority for destruction of contents of each container.

16. ACCOUNTING FOR CLASSIFIED MATERIAL OTHER THAN MESSAGES, COMTAC PUBLICATIONS AND RPS PUBLICATIONS

a. The provisions of this paragraph are applicable to material designated Top Secret, Secret, Confidential and Confidential - Modified Handling Authorized.

b. ACCOUNTING RECORDS

(1) The following records will be utilized for accounting for classified material (Exceptions as stated above):

- (a) Permanently bound log book
- (b) Route Slips; OPNAV FORM 5511-23 (Confidential), OPNAV FORM 5511-23A (Secret), and OPNAV FORM 5511-13 (Top Secret).
- (c) Locator and File Card - appended to above forms.
- (d) Record of Receipt - OPNAV FORM 5511-10.
- (e) Classified Material Destruction Record - OPNAV FORM

5511-12.

TAB A 21 ENCL (1)

(f) Transmittal of Government Records - SF-135.

(g) Records Shelf List - SF-134.

(2) Accounting records, when completed, will provide the security required for the highest classification of material held.

c. LOG BOOKS

(1) The Log Book is a permanent record of all classified material processed. Two logs will be maintained; INCOMING and OUTGOING. It will contain the columns as indicated in Appendix I. Sample entries appearing therein are furnished for guidance. Use of both pages of the bound log book will be necessary to record the required information for one entry.

(2) The local control number indicates the documents received or originated in chronological order for a calendar year (01-69, Outgoing; 69-1, Incoming).

d. LOCATOR AND FILE CARD

(1) A custody and locator card, appended to OPNAV Forms 5511-23 and 5511-23A will be prepared by Classified Material Control Centers for all classified material received, either incoming or outgoing. The card will provide a ready reference for location, inventory and disposition purposes.

(2) Cards will be maintained in the manner most advantageous to the section or subordinate unit retaining them, but with these general divisions; active, for permanent retention, and dead files. When material is disposed of by transfer to a records management center or destroyed, such action will be noted on the card and it will be transferred to the dead file. The active section will contain only cards for material on hand and for which the control center is accountable. The permanent retention section will contain cards for documents whose accountability has been transferred to another section or unit and only one copy exists within the command. Dead cards will be retained for future reference but not to exceed four years.

e. ROUTE SLIPS

(1) Route slips, OPNAV FORM 5511-23 and OPNAV FORM 5511-23A, will be used for the purpose of routing Secret and Confidential material for action and/or information, maintaining a record of disclosure, and serving as a receipt and suspense file for material temporarily checked out. These forms will be used exclusively and their local reproduction is prohibited by U. S. Government printing regulations.

(2) These sheets come in sets consisting of three route sheets and a locator card, with carbon inserted. The first copy of the set will be appended to the face of the document and will be used in indicating routing and as a disclosure sheet. (This copy will never be removed from the document as long as it is active.) The original will be used to

sign material in and out of the control center. This copy will never leave the Secret and Confidential Section/Files. The last copy may be employed at the discretion of the user.

f. RECORD OF RECEIPT

(1) Top Secret material will be transmitted under a continuous chain of receipts. Secret material will be covered by a receipt between commands, other authorized addressees, and between components within the command. Receipts for Confidential material will not normally be used.

(2) The first copy (flimsy) of OPNAV FORM 5511-10 will be retained in the control center suspense file, and the carbon(cardboard) copy will be included with the transmitted material. If the signed receipt is not returned by the addressee within 30 days after mailing of the material, a second form will be prepared, marked "TRACER" in red ink, and mailed to the addressee. When the signed receipt is received, the suspense copy will be removed from the files, destroyed and the signed receipt retained or filed for record purposes for no less than two years, after which time it may be destroyed.

(3) The unclassified guard mail system will not be used for local transmission of material classified CONFIDENTIAL - MODIFIED HANDLING AUTHORIZED or higher. All such material will be transmitted by unit courier with appropriate receipts being obtained.

g. RECORDS DISPOSITION

(1) Transmittal of Government Records Form (SF-35) and Records Shelf List Form (SF-134) will be used to transfer records to the Federal Records Center.

(2) SECNAVINST P5215.5 contains instructions for the preparation of files for transfer.

h. DESTRUCTION REPORTS

(1) OPNAV FORM 5511-12 Classified Material Destruction Record, will be used for recording the destruction of all classified material except RPS distributed material.

(2) The officer authorizing destruction will be the Commanding Officer, Executive Officer or the custodian. The signature of the officer authorizing destruction will be obtained prior to destruction. The custodian will be utilized as one of the Witnessing Officers. Destruction records shall be retained for four years after which they may be destroyed.

(3) The route slips and/or locator cards may be utilized as burn certificates for confidential material by using the following entry stamped or typed thereon:

DESTRUCTION CERTIFICATION
DATE _____

Classified Material listed
hereon was destroyed this
date in the presence of
the below listed person-
nel.

Signature/Grade/ServNo.

Signature/Grade/ServNo.

Destruction Authorized By:

Signature/Grade/Title

(4) Procedures for the priority of emergency destruction of
classified material will be posted on each classified material container.
(See paragraph 201-1.)

i. ACCOUNTING

(1) MATERIAL RECEIVED - Upon receipt by a control center, the
following action will be taken in the order listed:

- (a) Page check material for completeness.
- (b) Check material against receipt.
- (c) Stamp documents with appropriate copy stamp and number
stamps.
- (d) Prepare route slip.
- (e) Effect routing and distribution of copies.
- (f) Dispose of material by returning as directed to the
control center from which material was received, by filing or by des-
truction in accordance with current regulations, as appropriate.

(2) MATERIAL ORIGINATED - Upon receipt from the originator by
the control center the following actions will be taken in the order
listed:

- (a) Check for completeness, to include signature, down-
grading, copy of copies, entry of serial number, date, classification
typed in appropriately and pages appropriately numbered. Serial numbers
may be requested by phone or in person from the organization Secret and
Confidential Section/Files. If not accomplished, return to the origi-
nator for appropriate action prior to accomplishing the remaining
steps.

(b) Affix control number.

(c) Complete route slip.

(d) Prepare receipt, if applicable.

(e) Effect procedures for transmission to include:

(1) Sealing in a double container; both containers being opaque.

(2) Both containers are marked with the complete address of both the originator and the addressee.

(3) Classification is marked on inner container(ONLY).

(4) Return receipt is enclosed.

(5) Send by registered mail or Armed Forces Courier Service, as appropriate.

(f) File Retain copy of receipt.

(g) File locator card.

(3) Routing and distribution of copies will be assigned by the preparing section under normal conditions.

17. AUTHORITY TO RECEIPT FOR CLASSIFIED MATERIAL. Commanding Officers and Staff Section heads will submit a letter to the Commander (OIC, S&C Files) of the organization from which they desire to draw classified material. The letter will include the names of those personnel being authorized to receipt for classified material, clearance granted and classification of material for which authorized is granted to receipt. In no case will the authorization to receipt exceed the access granted the individual, or the security clearance possessed by the individual.

18. INVENTORIES

a. An inventory of all classified material will be conducted on the following occasions:

(1) Change of custodian.

(2) When containers are found open and compromise or possible compromise has occurred. Compromise or possible compromise is defined as a situation where any person other than those authorized access to such classified material have been in a position to obtain access to such material. (See reference (c) and paragraph 201.20 of this order.)

b. In all cases, when an inventory is held, the signed original will be retained in the organization's Secret and Confidential Files.

19. COMMAND MESSAGE FILE AND DISTRIBUTION OF MESSAGES

a. Organizational Classified Material Control Centers will maintain the command's classified message file for the period of time required by Chapter 2, SECNAVINST P5212.5, at the expiration of which they will be disposed of as prescribed therein. This file will contain a copy of each classified message received or originated by the command, with the exception that a cross-reference sheet may be used to replace those filed in the RPS chronological file. This command file is separated from, and in addition to, the files maintained by the communication center and the commanding officers general correspondence files.

b. Force Logistic Command Staff Sections having action, when issued classified messages, will receive two copies; copies numbered 2 and 3 during the hours of 0800 to 1800 and copies numbered 3 and 4 during 1800 to 0800 the following day. Copy number one will always remain as the Force Logistic Command Classified Message File Copy and will be routed to the Staff Secretary prior to being placed into the Force Logistic Command Classified Message Files. During the hours from 1800 through 0800 the following day the Staff Secretary's Office will be issued copies numbered 1 and 2. Exception to this procedure will be only in the case of OPERATION IMMEDIATE messages, when copies numbered one and two will always, if possible, be delivered to the Staff Secretary's Office without regard as to the hour of receipt.

c. Messages once issued by the Force Logistic Command Classified Material Control Center for permanent retention to Staff Sections or other organizations, and determined not to be operationally necessary, will not be returned to the center, but will be listed by the receiving Staff Section or other organization on a burn report and destroyed in accordance with OPNAVINST 5510.1 and this order.

d. Control of classified messages may be effected by the use of the date time group (DTG) rather than by the separate control number necessary for other forms of classified material. The original date time group will be used always in the filing of messages. The Force Logistic Command Classified Material Control Center will continue the practice currently in effect of assigning a separate control number to classified messages.

e. The initiating of new message form sheets in the near future without the routing indicator will necessitate the stamping of those copies routed with the Staff Section designation and if the message is routed for information or for action. The Force Logistic Command Classified Message Official File Copy will be stamped with the complete routing. The routing will be indicated in red ink.

f. Change of action within the Force Logistic Command Headquarters will be accomplished by the Force Logistic Command Secret and Confidential Section, subordinate commands will accomplish in accordance with command regulations. The Staff Section initiating the change of action will return two copies of the message, with three copies of the change of action form. The three copies of the change of action form will be distributed upon the change of action being completed as follows:

(1) Original to be retained by the Force Logistic Command S&C Section.

(2) First Carbon copy will be delivered to the organization initiating the change of action.

(3) Second carbon copy shall be delivered with the action copy of the message, copy two or three as appropriate, to the new action action.

20. SECURITY VIOLATIONS AND COMPROMISES

a. The instructions contained in Chapter 6, OPNAVINST 5510.1 are supplemented by the following paragraphs for conciseness and clarity of procedures within this command.

b. A security violation is any action contrary to procedures or regulations which results in or could result in the loss or compromise of classified information. Loss of classified information occurs when it cannot be immediately accounted for by the command.

c. The action indicated below shall be taken when classified information has been lost, compromised, or subjected to compromise. For additional or alternative action required for Restricted Data, cryptographic material, registered publications material and cryptosystems, commanding officers shall refer to paragraphs 20.g, 20.h and 20.i below.

(1) Immediately conduct an initial inquiry into the circumstances and report the results to this headquarters by the most expeditious means available. Information copies of this report will not be sent outside this command. Initial reports to commands outside Force Logistic Command shall be made by this Headquarters, if required, upon notification of a security violation. Force Logistic Command General and Special Staff Sections will make a telephone report to the Assistant Chief Staff, G-2, and will submit a written report immediately.

(2) Initial inquiry reports will contain the following information:

(a) Identify accurately the information concerned.

(b) Determination of the circumstances involved in the discovery of the loss, compromise or subjection to compromise.

(c) Establish tentatively whether the possibility of compromise is substantial or remote.

d. Initial inquiry reports shall be followed by a thorough investigation of the matter in accordance with paragraph 20.e, below. The results of the investigation shall be forwarded so as to reach this headquarters within ten days of the initial report. When the circumstances indicate the advisability of such action, a request for investigation assistance may be made to this headquarters.

e. The investigation required by paragraph 20.d above will be conducted as a JAG manual investigation of the type determined to be appropriate by the convening authority. Particular attention will be directed to the designation of interested parties and according the rights of interested parties.

(See Chapter II and III of effective edition of the JAG Manual). The investigation shall include:

- (1) Complete identification of each separate item of classified information lost, compromised or subjected to compromise.
- (2) Findings of fact in chronological order, which include the circumstances pertinent to the loss, compromise, or subsection to compromise.
- (3) A finding or opinion, as appropriate, as to the probability of compromise, compromise confirmed, probability of compromise substantiated or probability of compromise remote.
- (4) A finding or opinion, as appropriate, as to the individual(s) responsible.
- (5) Recommendations as to remedial action required to prevent a recurrence of such incident.
- (6) Disciplinary action taken or recommended. When disciplinary action has not been taken or recommended, justification will be stated.

f. Upon receipt of the completed investigation, the convening authority shall review and process the record in accordance with JAG Manual, Section 0211. The endorsement will include an account of the remedial and disciplinary action taken or recommended. The report shall be forwarded as follows:

- (1) The original to the Chief of Naval Operations (Director of Naval Intelligence) via the administrative chain of command. Provide this headquarters with at least four duplicate copies for via addressees.
- (2) A complete copy will be provided for each originator of classified information covered by the investigation. (When the originator is not a Navy or Marine Corps command, no copy will be provided.)

g. In addition to the requirements set forth in paragraph 20.c. and 20.d. above, wherever loss or possible subsection to compromise occurs in the case of Restricted Data, this headquarters shall notify the appropriate Naval Intelligence Officer in order that this information may be passed to the Federal Bureau of Investigation.

h. Whenever loss, compromise, or subsection to compromise occurs in the case of cryptographic material or registered publications or devices, the following action shall be taken in place of the requirements set forth in paragraphs 20.e through 20.f above:

- (1) In the case of cryptographic material, an initial message report of violation shall be prepared for release by this headquarters in accordance with Appendix__ to the effective edition of KAG-1_. Additional reports will be prepared as directed by this headquarters in accordance with KAG-1_.
- (2) In the case of registered, non-cryptographic material, violation reports shall be made in accordance with Chapter 9 of the effective edition of RES-4_. When initial reports are made by message, these messages shall be prepared for release by this headquarters.

i. Whenever a particular cryptosystem has been compromised and a review of messages encrypted in that system is required, originators of such messages will be notified by their communications centers. Action to be taken in place of the requirements set forth in paragraph 20.c through 20.f will be issued to appropriate commands following a cryptosystem compromise.

j. When classified material is received which is in a damaged condition or shows evidence of having been repaired indicating a possibility of compromise, Commanding Officers shall submit a report of the damage to the sender and to the delivering activity. Such reports do not preclude or take the place of the report required by paragraph 20.c. through 20.h. above. These reports shall in any case always include pertinent comments as to the preparation of the classified material for transmission to assist the sender in determining whether a transmission violation has occurred.

k. When classified information previously reported as lost or subjected to compromise is subsequently found under circumstances which conclusively preclude its having been subject to compromise, this fact shall be reported to all addressees who were notified of the loss or subjection to compromise.

l. Any evidence of tampering with Courier Mail shall be reported immediately by message to this headquarters. This headquarters will make the necessary notifications to commands outside this headquarters.

m. Violations of regulations pertaining to the safeguarding of classified information but not resulting in its loss, compromise or unauthorized disclosure shall be acted upon by the Commanding Officer concerned without reference to other authority.

21. RESPONSIBLE PARTIES AND DISCIPLINARY ACTION TO BE TAKEN IN CASES INVOLVING SECURITY VIOLATIONS

a. The gravity of security violations which could lead to compromise of classified information cannot be overemphasized. Individuals responsible for the loss, unauthorized disclosure or compromise of classified material and those who violate security regulations will be promptly and adequately disciplined regardless of grade or position.

b. Where it is impossible to identify the specific individual responsible for an unauthorized disclosure of classified material, disciplinary action is not necessarily precluded. When the source can be traced to a specific unit or section, the Officer-in-Charge or NCOinC of the section will be held responsible for any dereliction or ineffectiveness in the performance of his duties.

c. Disciplinary action may include trial by court-martial. In cases where an Officer or Staff Noncommissioned Officer has been found to be at fault the fact will be taken into consideration in marking Section "C" of the individual's next fitness report, and it will be further noted in the remarks under Section "D". (See FMFPacO 5500.1.)

22. COMTAC PUBLICATIONS

a. COMTAC (Communications-Tactical) Publications are non-cryptographic publications which were transferred from the Registered Publications System into the Forms and Publications Supply System.

b. Commanders authorized COMTAC publications allowances will establish a COMTAC Publications Library (CPL), in accordance with NWP-0(), such other directives as are applicable and this order. Local command instructions for the operation and use of this library will be included in the security instructions required by paragraph 201.11 of this order.

c. A catalog card file (OPNAV FORM 5070-11) consisting of a card for each publication, separate supplement, and addendum held, will be maintained. The catalog card will be completed when the publication is first received by a holder and will be retained for at least two years after final disposition of the applicable publication. The reverse side of this card will be utilized for checking publications in and out of the CPL.

d. The person who draws a publication from the CPL for use by a section or for personal use is defined as a Local Holder. COMTAC Publication Local Holders are responsible for their safekeeping, security, currentness and page checking as required by subparagraph 201.22.h. hereof.

e. OPNAVINST P05606.19_ established allowances of COMTAC Publications for all Marine Corps activities. All organizations of the Force Logistic Command are responsible for maintaining their allowance in an up-to-date status, including the requisitioning of publications and changes.

f. NWP-0() directs the maintenance of a COMTAC Transaction File. This file will contain copies of all correspondence, in chronological order, pertaining to COMTAC Publications, including relieving letters of Publication Control Officers, local memoranda, allowance lists, inventories, and Change Entry Certifications (OPNAV FORM 5070-12).

g. OPNAVINST P05605.19_ sets forth:

- (1) Allowances
- (2) Publication Titles
- (3) Classification
- (4) Listing of effective and cancelled publications

Upon receipt of changes to or subsequent issues of this instruction, units will verify the status of all publications held in the CPL, with particular attention to correctness of classification and effectiveness.

h. A physical check of each publication against the "List of Effective Pages" will be conducted on the following occasions with an entry being made by the person conducting the check on the record of changes and corrections page if one is included with publications on the page-check page:

Entry of Change of Correction
Resulting in Removal of Pages.
(To be accomplished prior to
burning of residue)

CPCO or COMTAC Publications Clerk

Issue from CPL

Sub-Custodian

Return to CPL

CPCO or COMTAC Publications Clerk

Change of Custodian

New CPCO and COMTAC Publications Clerk

Change of Command

Not Required

At least once annually

CPCO or Alternate CPCO

Secret publications will always be page checked by the COMTAC Publications Control Officer.

1. DESTRUCTION AND DISPOSITION

(1) Publications which are superseded or cancelled in their entirety plus change residue will be destroyed by burning by the CPCO. The Custodian will be held responsible for any security violation resulting from erroneous burning of COMTAC publications or parts thereof.

(2) Destruction reports of Secret COMTAC publications will be filed in the organizational COMTAC Transaction File.

(3) The following mandatory destruction procedures will be adhered to:

(a) Prior to preparing for the destruction of change residue, the CPCO shall personally conduct a page check of the applicable publication to ensure that all effective pages are in the publication and that no part of the effective publication has been inadvertently placed in the change residue.

(b) The signature of the Commanding Officer, Executive Officer or CECO will be obtained as the officer authorizing destruction of all secret COMTAC publications.

(c) The authority for the destruction of Secret Publications and last change entered therein will be listed on the destruction report and will be verified by both the CPCO and the Witnessing Officer.

(d) Material to be destroyed will be laid out in the order listed on the destruction report. No other publications or parts thereof will be permitted to be near the material to be destroyed.

(e) The material will be personally sighted by both officers assigned to destroy it. After checking the accuracy of the report, the material will be rechecked as it is placed in the container for transport to the burn site.

(f) The material will then be transported immediately to the burn site and destroyed.

(g) The destruction report signed by both the CPGO and Witnessing Officer will be filed, for record purposes, in the unit COMTAC Transaction File.

j. INVENTORIES

(1) Inventories will be accomplished and dated on the occasions listed below:

(a) Change of CPGO. The inventory must be dated the day the new custodian assumes duties and must indicate publications on hand as of that date.

(b) Annually on 31 January. Indicate publications on hand as of that date.

(2) Only the short title, the last change or correction entered, and the number of copies will be shown on the inventory report. Changes or Corrections not entered will be listed separately at the end of the report. A locally prepared form in the format shown in Appendix I will be utilized for recording inventories. Publications will be listed on the inventory form in alphabetical, numerical sequence.

(3) The change of CPGO inventory will be conducted by the new CPGO and a designated alternate CPGO.

(4) Annual inventories may be omitted when the change of CPGO has occurred during the preceding fifteen days or will occur within fifteen days after the annual inventory date.

(5) Special inventories may be held at any time.

k. CLEARANCE AND RELIEF OF CPL HOLDER. CPL Local Holders will report with their relief to the appropriate CPL for the purpose of clearance and the signing over of the CPL Catalog Cards. The relieving officer will ensure that each publication in the CPL has been sighted and page checked prior to assuming custodial responsibilities.

l. LOSS OR COMPROMISE. Loss, compromise, or suspected compromise of classified COMTAC publications, or parts thereof, will be reported in accordance with paragraph 201.20 of this order.

m. PUBLICATION CATALOG. All CPLs will issue a publication catalog annually on 31 January, listing all COMTAC publications available.

23. REGISTERED PUBLICATIONS SYSTEM (RPS) MATERIAL

a. RPS HOLDERS. All organizations of the Force Logistic Command authorized an allowance of Registered Publications System Material have been designated as RPS holders. As such they are responsible to the Commanding Officer, Naval Security Station (NAVSECSTA), Washington, D.C., for maintenance of their authorized allowance and submission of reports on all publications held with the exception of temporary loan publications.

b. LOCAL HOLDERS

(1) Local Holders are those organizations within the Force Logistic

Command who have not been assigned authorized allowances but whose operational commitments impose a need for RPS Material. This need is fulfilled by the established of an allowance of RPS material temporarily issued from the Force Logistic Command RPS allowance.

(2) Local Holders will be responsible to the Force Logistic Command RPS Responsible Officer for the maintenance of this allowance, and submission of all reports concerning the loss, compromise or possible compromise of the RPS material received from the Force Logistic Command allowance.

c. TEMPORARY LOAN PUBLICATIONS

(1) It may be necessary at times for certain Force Logistic Command organizations to retain RPS publications not within their authorized allowance, but authorized at Force Logistic Command level. Accounting for these publications will be the direct responsibility of the Force Logistic Command RPS Custodian and under no circumstances will they be entered in the organization RPS-10 or be reported to NAVSECSTA.

(2) Temporary loan publications will be inventoried in accordance with RPS-4 but will be listed on a separate inventory report, SF-153, with both registered and non-registered RPS material being listed thereon. This inventory will be accomplished and delivered to the Force Logistic Command RPS Custodian by the last day of each calendar quarter.

d. ISSUE

(1) The Registered Publications System Issuing Office (RPIO), Honolulu, Hawaii, is the issuing agency for all RPS Holders of the Force Logistic Command. Issue will be accomplished by automatic distribution and transmission.

(2) The Force Logistic Command RPS Custodian is the issuing agency for Local Holders of the Force Logistic Command. Issue of the monthly allowance and return of the previous months allowance will be accomplished at this headquarters before the last day of the month prior to the month for which the RPS material is necessary.

e. TRANSFER OF RPS MATERIAL TO RPIO, HONOLULU, HAWAII, OR USNAVSHIPREPFAC SUBIC BAY, REPUBLIC OF PHILIPPINES

(1) Occasionally RPS holders will be required by regulations to transmit to RPIO or USNAVSHIPREPFAC RPS items for return survey or maintenance and repair. This will be accomplished in accordance with Chapter 4, RPS-4 and the procedures set forth below:

(a) Prepare one set of Standard Form 153, insuring that all blocks, as required, are filled in and that the remarks section indicates the authority for return, reason for survey or repair and maintenance necessary. Also the NOTE statement, if appropriate, should be placed on the form if required.

(b) In the case of machines, ensure that all components are included, and if rotors are included check to ensure they are calibrated.

(c) Place the machine in an appropriate case and wrap in several thicknesses of heavy brown paper and seal with paper tape. In the case of Registered Publications or component parts, place in a cardboard box and seal shut with paper tape, then wrap with several thicknesses of heavy brown paper and seal with paper tape. In either case ensure the address of the organization to which it is to be delivered and the addressee is placed on both the inside and outside containers. Also that the original and required number of copies of the SF-153 are placed in an envelope marked "RECEIPT ENCLOSED" and placed in the inner container. Mark the outside container with the weight, organization transmitting number, package number, package number in shipment, i.e., 1/5, 2/5, etc., and the word "ARFCOS" in large RED letters.

(d) Prepare an Armed Forces Courier Receipt, ARFCOS FORM 1.

(e) Deliver packaged material with receipt therefor to the Armed Forces Courier Service Station.

(f) Upon delivery the last copy of the ARFCOS FORM 1, signed by the receiving ARFCOS Officer, will be returned for proof of delivery to the delivering organization and retained in the files for one year after date of receipt.

(2) A Force Logistic Command Local Holder will deliver RPS material needing returned, surveyed or repair and maintenance to the Force Logistic Command RPS Custodian for transmission to RPIO or USNAVSHIPREPFAC as applicable.

f. REPORTS

(1) RPS holders will complete RPS accounting reports as required by RPS-4. In all cases a signed copy of each RPS Report will be maintained in the RPS Chronological File.

(2) Force Logistic Command Local Holders will maintain a transfer report, SF-153, file only. It will contain transfer reports for the receipt and transfer of RPS material between their organization and the Force Logistic Command RPS Custodian.

SECTION III

301. AUTOMATIC, TIME-PHASED DOWNGRADING AND DECLASSIFICATION1. GENERAL

a. OPNAVINST 5500.40 contains complete instructions concerning automatic time-phased downgrading and declassification of classified material. This section contains supplementary instructions.

b. The Force Logistic Command does not have original classification authority for the TOP SECRET Category but does have authority to originate Secret and Confidential material as authorized by the Commanding General, Fleet Marine Force, Pacific. The Force Logistic Command has derivative authority to classify Top Secret material and original classification authority for Secret and Confidential material.

a. DEFINITIONS

(1) Declassify - to cancel the security classification of an item of classified material.

(2) Downgrade - to assign a lower security classification to an item of classified material.

(3) Marking - the act of indicating an assigned classification on classified material, changes in classification, and any special limitations in the use of the classified material.

2. GROUP DETERMINATION AND MARKING

a. All classified material originated by this Headquarters or its subordinate units will be assigned to one of four groups as described in OPNAVINST 5500.40 and in the following paragraphs:

(1) GROUP I MATERIAL. Material in this group is completely excluded from the automatic downgrading and declassification provisions of this order and OPNAVINST 5500.40. Specifically, Group-I comprises material originated by or containing classified information clearly attributed to foreign governments or their agencies, or to international organizations and groups, including the Combined Chiefs of Staff (this does not include U.S. classified information hereafter furnished to a foreign government or international organization) and material concerning communications intelligence or cryptographic material, or their related activities. A further breakdown of the material which comprises Group I can be acquired by reading paragraph 4.a. of OPNAVINST 5500.40.

(a) Group I material may be downgraded or declassified only by the originating authority or by an officer higher in the chain of command.

(b) Group I material shall upon receipt or origination, be conspicuously marked at least once with the following, except material or equipment which bear the designation CRYPTO or communication intelligence

EXCLUDED FROM AUTOMATIC
REGRADING. DOD DIR 5200.10
DOES NOT APPLY

OR

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND DECLASSIFICATION

(2) GROUP 2 MATERIAL. This group refers to Top Secret and Secret material which would normally come under Group 3 or 4 but has been placed in this category by competent authority (Commanding General, Fleet Marine Force, Pacific, or other authorities empowered to assign the original Top Secret classification). This type is exempt from automatic downgrading or declassification. Downgrading or declassification can only be accomplished by the originator.

(a) Letter or order type correspondence originated by this headquarters must be marked as follows:

EXEMPT FROM AUTOMATIC
DOWNGRADING BY:

OR

GROUP 2
EXEMPTED FROM AUTOMATIC
DOWNGRADING BY: *

(APPROVING AUTHORITY)
DOD DIR 5200.10

* The by line must be added since we do not have original Top Secret classification authority and material comprising this group would, under normal circumstances, fall within either Group 3 or Group 4. The approving authority indicates the title of the official who originally placed such material in this group, i.e. Commanding General, Fleet Marine Force, Pacific.

(b) See paragraph 301.5 for the proper marking of message type correspondence.

(3) GROUP 3 MATERIAL. There are two types of material in Group-3, which normally belong in this group and which normally fall within Group-4 but have been placed in this group by competent authority as a security measure to prevent declassification. Correspondence falling within this group remains at least Confidential, unless declassified by the originator. In view of this, one of the following three markings must appear thereon:

(a) NORMAL

DOWNGRADE AT 12 YEAR INTERVALS
NOT AUTOMATICALLY DECLASSIFIED
DOD DIR 5200.10

OR

GROUP 3
DOWNGRADE AT 12 YEAR INTERVALS:
NOT AUTOMATICALLY DECLASSIFIED.

(b) OPTIONAL (TOP SECRET AND SECRET)

Secret on - Date

Delete lines not
applicable

Confidential on - Date

Not Automatically Declassified.
DOD DIR 5200.10

(c) Automatic Declassification

301.3

Downgrade TO:

Secret on - _____ Date _____

Confidential - _____ Date _____

Declassify on - _____ Date _____

Delete lines not applicable.

Note: If material is placed in this group under the optional provisions that should under ordinary circumstances come under Group-4, the above stamps must be modified by adding the "By _____" line thereto. Further, if the automatic declassification stamp is used, the effective dates should agree with the dates indicated on the document from which derived. See paragraph 6.a., of OPNAVINST 5500.40 for specific information on subject matter normally falling within this group category.

(4) GROUP 4 MATERIAL. This is the group with which the Force Logistic Command will be mostly involved. This group includes all classified matter which does not qualify for or is not assigned to one of the first three groups. Normally, this group covers such subjects as logistical data, production schedules, budget and onset figures, directions and weights, and similar subjects even though the equipment or material to which it applies is in Group 3. Defense information classified in accordance with a type of a joint AEC-DOD classification guide will not be assigned to this Group unless such an assignment is clearly indicated under the pertinent topic in the joint guide. The marking will be as follows:

(a) NORMAL

Downgrade AT 3 YEAR INTERVALS
Declassify AFTER 12 YEARS DOD
DIR 5200.10

OR

GROUP-4
Downgrade AT 3 YEAR INTERVALS;
Declassify AFTER 12 YEARS

(b) OPTIONAL

Downgrade TO:

Secret on - _____ date _____

Confidential on - _____ date _____

Declassify on - _____ date _____

Delete lines not applicable.

OR

SECRET - _____

CONFIDENTIAL - _____
NOT AUTOMATICALLY DECLASSIFIED
DOD DIR 5200.10

3. EXTRACTS, QUOTATIONS AND DERIVATIVE MATERIAL

a. MATERIAL CONTAINING ORIGINAL INFORMATION. The effective date from which to compute automatic downgrading or declassification action on material

3-3

- that originates classified information should be the date of the material itself, even if it also contains or quotes information extracted from another document of the same or less restrictive group.

b. MULTIPLE GROUP MATERIAL. Material which contains or quotes classified information extracted or derived from documents in different groups shall be assigned to the most restrictive of these groups, i.e., if the material contains classified information extracted from Group-1, Group-2, and Group-3 documents, the new document shall be assigned to Group-1. When the most restrictive grouping is derived from information extracted or quoted from a document placed in Group-2 or Group-3 under the optional exemption provisions of paragraph 5.a. or 6.b. of OPNAVINST 5500.40, the assignment authority is transferred from the source document to the derivative material. (See subparagraph 2.a(2)(a)).

c. GROUP-3 OR GROUP-4 EXTRACTS OR QUOTATIONS. A Group-3 or Group-4 document which is classified solely because it contains or quotes classified information extracted from another document shall, to the extent practicable, use the date of the source document as the effective date from which to compute automatic downgrading or automatic declassification interval. In cases where a Group-3 or Group-4 document is classified solely because it contains or quotes classified information extracted from two or more documents of the same group, the date from which to compute the automatic downgrading or automatic declassification interval shall, to the extent practicable, be the date of the latest or the most recent of those documents.

(1) When an effective date earlier than the date of origin is used for a Group-3 or Group-4 document, the special notation shown in paragraph 6.e(3) of OPNAVINST 5500.40 shall be used. (See subparagraph 2.a(3)(b)(2) and 2.a(3)(b)(3) of OPNAVINST 5500.40.)

(2) When an effective date earlier than the date of origin is used for Group-4 documents the special notation shown in paragraph 7.d(3) of OPNAVINST 5500.40 shall be used. (See subparagraph 2.a(4)(b)).

4. SPECIAL INSTRUCTIONS FOR MARKING

a. Each separate part (letter, memorandum, attachment, enclosure, appendix, annex or endorsement) of a document shall be marked separately with the special notation that applies to its contents.

b. For Group-3 or Group-4 material that is periodically amended, added to or up dated, i.e., war plans, contingency plans and standard or specialized publications, the original date of the basic item shall be the date from which to compute automatic downgrading and declassification, unless the originating authority specifically establishes a new effective date for such computations. Such a change in the effective date will be accomplished by the issuance of a revised cover, title page, letter of promulgation or similar means. If the normal declassification stamp is used it must be modified to include "FROM (Effective Date)", such date to be the same as recorded on the basic document to which it refers, or the date of the original letter. If any one of the optional declassification or downgrading stamps are used, the effective date on such a change or modification should be the same as used on the basic document. If

a new letter of promulgation or similar document is issued, then it is marked/stamped as though it were the basic document. 301.4

c. The instruction that "This letter (document) is unclassified upon removal of the enclosure (5) (basic material)" replaces the special notation on a letter, but the classified attachment must be marked as prescribed herein. Similarly, the statement that "This endorsement does not contain information considered to be classified", replaces the special notation of the endorsement but the classified basic letter must be marked as prescribed herein. A Top Secret or Secret document containing the instruction that "Upon removal of the enclosure(s) (attachment(s)) this letter (document) is downgraded to CONFIDENTIAL", must also be marked with the special notation that applies to the confidential information contained in the letter (document), and the classified enclosure(s) (attachment(s)) must also be marked with the special notation that applies to its contents.

5. ELECTRICALLY TRANSMITTED MESSAGES

a. The provisions of OPNAVINST 5500.40_ pertaining to automatic downgrading or to exclusions therefrom apply to all messages as well as to any other form of recorded information. Upon declassification, however, take the action prescribed in pertinent service regulations for protecting the encryption systems used in their transmission, i.e., date/time groups removed and, when required, the text paraphrased. (See AR380-5; Chapter 13, OPNAVINST 5510.1; Section II, AFR 205-1.)

b. To eliminate unnecessary transmission volume, the following abbreviations will be used for the notations prescribed herein:

USE THE ABBREVIATION

GP-1
GP-2
GP-3
GP-4

FOR NOTATION

Group-1 material
Group-2 material
Group-3 material
Group-4 material

The originator shall include the appropriate abbreviation at the end of the text of the message. When optional notations in paragraphs 6.e(4) and 7.d(3) of OPNAVINST 5500.40_ are used on a Group-3 or Group-4 messages, the abbreviation shall be modified by adding the specific date for downgrading or declassification, i.e., GP-3; (S) 1Mar69 or GP-4; 1Mar69 DECLASSIFY ON 1Mar72. If the message refers to a Group-2 document, or to a Group-3 document which would normally come under the Group-3 or Group-4 material respectively, the message will be further modified to include the authority placing the material in such a group, i.e., GP-2, CG FMFPAC.

c. As an exception to the foregoing, the group abbreviations shall not be transmitted in messages sent in certain special communication systems or network designed by the Department or Agency concerned with encrypted code systems, i.e., air/ground fire control tactical, etc. In such cases, the following procedure applies:

(1) The originator shall prepare the message as described in paragraph 5.b. above.

(2) When it is determined that the message will be transmitted in code or transmission system described above, the abbreviation will be deleted.

(3) Upon receipt through a code or transmission system described above, the message shall be marked "THIS MESSAGE MAY NOT BE RETAINED LONGER THAN 3 YEARS UNLESS THE PROPER DOWNGRADING AND DECLASSIFICATION NOTATION IS APPLIED". This marking is only applied to messages which have been transmitted in the code transmission system described above.

(4) The recipient or custodian shall either destroy the message within 3 years or he must determine the proper group to which the information should be assigned and apply the special notation as prescribed in paragraphs 4. through 7. of OPNAVINST 5500.40_.

6. RESPONSIBILITY FOR PERIODIC REVIEW

a. OPNAVINST 5500.40_ supplements rather than replaces the U. S. Navy Security Manual For Classified Information, OPNAVINST 5510.1_ and does not relieve units of the responsibility for periodic review of material originated within the command for downgrading or declassification. Therefore, all units are required to maintain a program of downgrading and declassification under direction of the unit Classified Material Control Officer.

b. At the time of inventory, required by paragraph 201.17 of this order, all classified documents will be reviewed for downgrading or declassification. The assignment of a board of no less than three officers is recommended to accomplish this function.

SECTION IV

401. INSPECTIONS1. GENERAL

a. The Assistant Chief of Staff, G-2, as Classified Material Control Officer, is responsible for the conduct of inspections concerning procedures for the control and security of classified material within the Force Logistic Command.

b. The inspections directed herein are intended to focus the attention of the commander concerned on any inadequacies in the security functioning of his organization or section.

2. UNANNOUNCED AFTER-HOURS SECURITY INSPECTIONS

a. The Assistant Chief of Staff, G-2, will cause unannounced after-hours security inspections to be performed by counterintelligence personnel throughout the Force Logistic Command. Unit Commanders may also request these inspections.

b. Requests for after-hours security inspections will be made by letter addressed to the Commanding General (Attn: G-2)

c. Procedures for conduct of the inspection are as follows:

(1) The senior member of the inspecting party will present his credentials to the Officer of the Day/Staff Duty Officer of the Command/Unit to be inspected and will inform him of the nature of the inspection.

(2) All other members of the inspecting party will present their credentials to the Officer of the Day/Staff Duty Officer, if requested to do so.

(3) A representative of the unit to be inspected will be requested to accompany the inspecting party on their inspection.

(4) Waste baskets, desks, cabinets and other containers will be examined for classified material or information which could lead to the compromise of classified information.

(5) Used carbon paper, memo pads, and other material or information sources which could lead to the compromise of classified information will also be checked.

(6) If classified material or information which could lead to the compromise of classified information is found it will be turned over to the Officer of the Day/Staff Duty Officer of the Unit/Command inspected and receipted for immediately. Original and two copies of the receipt form will be completed and distributed as follows:

(a) Original to the Commanding Officer of the Unit/Command inspected as an enclosure to the letter reporting the results of the inspection.

TAB N 01 ENCL 1/1

(b) One copy to the Officer of the Day/Staff Duty Officer of the Command/Unit inspected.

(c) One copy for the counterintelligence team conducting the inspection.

d. A report of the results of the inspection will be forwarded to the Commanding Officer of the Unit/Command inspected within five working days following the inspection (See Appendix J).

3. COMMANDING GENERAL INSPECTIONS. The Commanding General's Inspection of Secret and Confidential Files, Top Secret Control procedures, COMTAC Publications Libraries and RPS Material security and accounting procedures, will be conducted in accordance with Force Logistic Command Order 5041.1.

4. TECHNICAL ELECTRONICS INSPECTIONS

a. Technical electronics inspections will be performed at the discretion of the Assistant Chief of Staff, G-2, in cooperation with the Communication-Electronics Officer, or as requested by the unit commander. Normally this type of inspection will be limited to sensitive working spaces such as office spaces, conference rooms or cryptocenters.

b. Requests for such inspections will be directed to the Assistant Chief of Staff, G-2, in written form, and classified CONFIDENTIAL. The telephone will not be used in requesting technical inspections. (MCO 5511.11 refers.)

c. As a general rule, such technical inspections should be conducted on an annual basis. They should also be conducted upon completion of new construction or alterations of the sensitive areas.

5. SECURITY INSPECTIONS

a. A security inspection is conducted for the purpose of informing the commander of the status of his unit's compliance with existing security regulations. It also makes recommendations to bring the unit into alignment with existing regulations.

b. It is recommended that unit commanders avail themselves of this service prior to the Commanding General's Inspection.

c. Requests for security inspections will be made by letter addressed to the Commanding General (Attn: G-2).

6. SECURITY SURVEYS

a. A security survey, as distinguished from an inspection, is a comprehensive study of an installation and a basis for recommending security measures necessary to support the mission of the Command. The report is detailed and requires several weeks to complete.

b. Normally, security surveys will be very limited in number and will require full justification. Requests for security surveys will be made by letter to the Commanding General (Attn: G-2).

SECTION V

501. ACCESS TO CLASSIFIED MATERIAL1. ACCESS AUTHORIZATION

a. CONDITIONS FOR ACCESS. The Commanding Officer is directly responsible for safeguarding all classified information within his command and must ensure that the following conditions are met before any individual has been granted access to classified material:

(1) VALID SECURITY CLEARANCE. This condition is met when:

(a) The security clearance of the individual is accepted by the Commanding Officer.

(b) A certificate of clearance, OPNAV FORM 5521-429, has been completed, signed by the Commanding Officer, and the seal affixed as required.

(c) The original of the form has been forwarded to CMC with the carbon copy placed in the SRB/OQR.

(2) COMPETENT AUTHORITY AUTHORIZED ACCESS. This condition is met when the Commanding General or Commanding Officer determines that the duties of the individual require him to have access to classified material and issues the certificate for the appropriate access. (See paragraph 501.1.b. of this order).

(3) NEED-TO-KNOW. This condition is defined as a requirement for having access to only the classified material absolutely essential in the accomplishment of any assigned mission.

b. GRANTING ACCESS

(1) TOP SECRET ACCESS. The Commanding General will grant all accesses to Force Logistic Command Top Secret material. Commanders will grant all accesses to Top Secret material issued and held within their respective commands.

(a) Access to the Force Logistic Command Top Secret material will be granted in writing by the Assistant Chief of Staff, G-2, for the Commanding General. Access to Top Secret material will be granted in writing by the respective commanders, within each Battalion/Group.

(b) A request for access to Force Logistic Command Top Secret material will be addressed to the Commanding General (G-2) and will indicate the duty assignment of the individual and the requirement for Top Secret access. All requests will be accompanied by the individual's OQR/SRB. Similar procedures will be followed with respect to requests for regimental access.

(c) Disclosure of Top Secret material will be on a strict "Need-to-Know" basis. Initial determination of "Need-to-Know" for Top Secret

material will be made by the Chief of Staff and indicated by notation on the Top Secret Disclosure Sheet. With regard to this material, heads of Force Logistic Command Staff Sections and Group/Battalion Commanders are authorized to determine the "Need-to-Know" for their subordinates who have been granted Top Secret Access. In all cases, the disclosure sheet will be signed by any and all persons who have had access to the material.

(d) Top Secret material received at the Force Logistic Command Classified Material Control Center will be received and receipted for by the Top Secret Material Control Officer ONLY. The material will be processed immediately and delivered to the Staff Secretary for immediate delivery to the Chief of Staff and the Commanding General, who will indicate on the disclosure sheet those to whom further routing is necessary. The TSCO will then deliver the material to the indicated Staff Section heads. Each Staff Section head will receipt for the document and inform their authorized subordinates on a "Need-to-Know" basis, of its availability. When the Staff Section head has completed his observation the disclosure sheet, signed by himself and those subordinates viewing the material, will be returned to the TSCO. The TSCO will insure that the routing is completed prior to the material being placed in the Top Secret stowage for permanent filing.

(e) Force Logistic Command Staff Sections desiring to use Top Secret material upon completion of the indicated routing may draw the material from the Classified Material Control Center. Only officers with a Top Secret access and granted authorization by their respective Staff Section head to receipt for Top Secret material in writing are authorized to receipt for Top Secret Material. This material will be returned to the TSCO each day and will not be retained by the Staff Section overnight.

(f) All Force Logistic Command Staff Sections and organizations will maintain a list of all persons who have been authorized Top Secret access. Upon transfer of an individual from a duty assignment for which Top Secret access was authorized, or when the Top Secret access is no longer required, the Staff Section head or Commanding Officer will notify the Commanding General (G-2).

(2) SECRET AND CONFIDENTIAL ACCESS. Force Logistic Command Staff Section heads/Commanding Officers are responsible for granting access to Secret and Confidential material within their respective sections/commands. The Officer-in-Charge, Force Logistic Command Schools, is authorized to grant access to Confidential material to students who possess the appropriate clearance and who have a need for such access in the course of their studies.

(a) Upon acceptance of the clearance or issuance of a certificate of clearance and where an individual has a valid "Need-to-Know", Force Logistic Command Staff Section heads/Commanding Officers may grant an individual access. This access will be evidenced by a completed form/letter, signed by both the grantor and the individual, stating that access has been granted, the individual has familiarized himself with the instructions contained in OPNAVINST 5510.1, to include Appendix B, Extracts from the Espionage Laws and Federal Statutes, United States Code, Title 18, Section 793. The original of the form letter will be retained by the Staff Section/Unit concerned in their Secret and Confidential Files. Under no

circumstances will the degree of access exceed the clearance degree authorized in the Certificate of Clearance held by the individual. Access for personnel of the Force Logistic Command Staff Sections/Units to Secret and Confidential material held by the Force Logistic Command Secret and Confidential Files will be processed in the same manner as for Top Secret, except that Certification as to the degree of clearance authorized by the Certificate of Clearance issued to the individual will be stated in the request vice forwarding of the SRB/OQR. (See Appendix L and M).

(b) If an individual, who has been granted access to classified material within his section, and transfers to another section/unit, a copy of the individual's letter of access will be provided to his new section/unit with appropriate notation thereon. This requirement applies to all personnel regardless of rank, billet, clearance or access.

(c) When an individual's degree of clearance or access to classified material changes, the grantor will recover and destroy ALL copies of the previously issued form/letter. The grantor will then re-issue a new form/letter, signed by both the grantor and the individual, to all necessary sections/units.

(d) When any condition occurs which terminates an individual's clearance, access, or authority to receipt for classified material, i.e., transfer, termination of security clearance, etc., the grantor will recover and destroy ALL copies of the form/letter.

(e) An access list may be used to supplement, but not replace, the form/letter system described above. The Assistant Chief of Staff, G-2, will promulgate a monthly access list for personnel in the Force Logistic Command Headquarters and for those personnel authorized to draw from the Force Logistic Command Secret and Confidential Section.

2. CRYPTOGRAPHIC ACCESS. Refer to Section I, Communication Security, of this order.

3. COFRAM ACCESS. Access authorization to classified material designated "COFRAM" is under the cognizance of the Assistant Chief of Staff, G-3.

4. SEATO ACCESS. Access authorization to classified material designated "SEATO" is under the cognizance of the Force Logistic Command Top Secret Control Officer/SEATO Control Officer and is covered in OPNAVINST 5511.32 and FMFPacO P05511.2.

a. DISCLOSURE. Disclosure of "SEATO" material will be on a strict "Need-to-Know" basis. Initial determination of "Need-to-Know" for "SEATO" material will be made by the Chief of Staff and indicated by notation on the "SEATO" material disclosure sheet. Heads of Force Logistic Command Staff Sections are authorized to determine "Need-to-Know" for subordinates who have been authorized "SEATO" access. In all cases, the disclosure sheet attached to the "SEATO" material will be signed by any and all persons who have had access to the material.

b. GRANTING ACCESS. Requests for "SEATO" access will be addressed to the Commanding General (Attn: G-2) and will indicate the duty assignment of the individual and the requirement for access. All requests will be accompanied by the individual's SRB/OQR. If "SEATO" access is to be granted the G-2 office will endorse the request to this effect and forward it to the "SEATO" Control Officer. The individual who is being granted access will report to the "SEATO" Control Officer for a briefing and sign a briefing certificate. Upon reassignment or transfer, the individual will report to the "SEATO" Control Officer for a debriefing and signing of a debriefing certificate.

c. STORAGE

(1) "SEATO" material will be stowed in accordance with instructions contained in FMFPacO P05511.2 and DOD Directive C-5210-33 of 4 April 1957.

(2) Material checked out from the "SEATO" Control Point will be returned to the Control Point by the end of working hours on the same day.

d. EMERGENCY DESTRUCTION. "SEATO" Top Secret and Secret material will be destroyed by the Control Point Officer only to prevent seizure by an enemy force. If destruction is necessary, material will be destroyed in the same manner as United States material of the same classification.

5. CRITICAL AND LIMITED BILLETS INVOLVING NUCLEAR WEAPONS. Marine Corps Order 5510.7 concerns the Marine Corps Personnel Reliability Program. This order furnishes the criteria for the selection of personnel involved with nuclear weapons and sets forth the administrative requirements for personnel assignment/rejection. Requests for security clearance investigations for personnel to enter critical billets shall be marked in accordance with MCO 5510.7 and forwarded to the Commanding General (Attn: G-2) for review.

6. IMMEDIATE ACCESS. Only in case of emergency may immediate access to classified defense information be granted without completing the investigation requirements. Prior to authorizing the emergency access, it shall be determined that the exceptional circumstances causing the emergency are of such a nature that the delay caused by awaiting interim clearance would be harmful to the national interest. Upon such a determination, the clearance authority may authorize such access based on the records immediately available except for sensitive-critical employees. In each case where emergency access is granted, a record of the authorization, including the determination required above, shall be made and the clearing authority will immediately institute the procedure necessary to satisfy clearance requirements.

7. ACCESS FOR SPECIFIED PROGRAMS. Access authorization to specified programs classified material is under the cognizance of the Chief of Staff and the officer placed in charge of that program ONLY.

a. DISCLOSURE. Disclosure of specific programs classified material will be on a strict "Need-to-Know" basis. Determination of "Need-to-Know" for this material will be made by the Chief of Staff or the specific program officer ONLY.

- b. ACCESS. Those personnel indicated by the Chief of Staff or the specific program officer only shall be granted access to this material. The individual who is being granted access will report to the specific program officer for a briefing and sign a briefing statement. Upon re-assignment or transfer or disassociation from the program the individual will report to the specific program officer for debriefing and sign a debriefing statement.

c. STOWAGE. Specific program material will be stowed in accordance with the regulations governing each specific program or in the absence of specific instructions, in accordance with current regulations governing stowage of classified material of the same United States category of classified material.

SECTION VI

601. CENSORSHIP

1. ARMED FORCES CENSORSHIP. Armed Forces Censorship is the examination and control of the personal communications of persons in the Armed Forces of the United States. It is designed to prevent information of intelligence value from reaching the enemy through the media of personal communications.

a. Primary censorship is Armed Forces Censorship performed on the personal communications of personnel of a company, battery, squadron, ship or similar unit, or the personal communications of persons assigned, attached or otherwise under the jurisdiction of the unit.

b. Secondary Censorship is Armed Forces Censorship performed on the personal communications of officers, civilians employed, and accompanying civilians of the Armed Forces of the United States, and/or those personal communications of Enlisted personnel of the Armed Forces which are not subject to Armed Forces primary censorship or those requiring reexamination.

2. ESTABLISHMENT

a. Imposition of primary censorship will be established by higher authority.

b. Primary censorship will be considered in effect when a unit is designated for entry into any area where censorship is in effect and will continue so long as the unit is in such an area.

c. When Armed Forces censorship has been imposed, personnel will not send or receive personal mail by other than official military postal facilities. Personal cables, radiograms, telegrams, messages and telephone calls will be received, transmitted or transported only through facilities and means approved by appropriate commanders.

d. Once imposed, Armed Forces censorship will cease only by direction of higher authority.

3. RESPONSIBILITY

a. Armed Forces censorship is a command responsibility.

b. Censorship within the Force Logistic Command will be under the cognizance of the Assistant Chief of Staff, G-2. The Assistant Chief of Staff, G-2, is assigned the duties of Force Logistic Command Censorship Officer.

c. Censorship within the Force Logistic Command units will be conducted under the supervision of the unit intelligence officer. When no intelligence officer is assigned, the Commanding Officer will designate a unit censorship officer.

4. UNIT REQUIREMENT PRIOR TO CENSORSHIP

a. Units will incorporate basic indoctrination for all personnel into appropriate training schedules to insure familiarity with the regulations

on censorship and its importance in the conduct of military operations. (See paragraph 601.13 of this order.)

b. Units will assign, in writing, a minimum of one officer in each company the additional duties of censorship officer. This officer will be guided in the performance of his duties by FMFPacO 5530.1 and this order. Units should appoint primary censors on the basis of one per 100 personnel or fraction thereof.

c. Units will issue and maintain appropriate instructions to fulfill the command censorship requirements.

5. UNIT REQUIREMENTS UPON ESTABLISHMENT OF CENSORSHIP

a. Inform all members of the command through appropriate orders and establish immediate control of all outgoing personal communications.

b. Issue appropriate orders to insure the assignment and control of Primary Censorship Stamps. This order will be used as a guide.

6. PRIMARY CENSORSHIP STAMPS AND FORMS

a. Primary Censorship Stamps will be distributed to all units by this headquarters upon imposition of censorship. Stamps will be distributed to units on a basis of one stamp per 100 individuals.

b. Stamps shall be given the same protection afforded Confidential material. Handling and accountability shall be accomplished by the unit commanding officer.

c. Under no circumstances will the impression of a primary censorship stamp appear on unexamined, unsealed or unaddressed envelopes or on communications not subject to primary censorship.

d. Section V of OPNAVINST 5530.6 lists forms required for censorship. These forms may be reproduced locally for training purposes and for use during imposition of censorship until such a time as they can be obtained through normal supply channels. The following forms are applicable to primary censorship:

(1) DD FORM 309 (CENSORSHIP ACTION SLIP). Used by primary censors when they cannot personally contact the originator concerning any censorship action taken.

(2) DD FORM 310 (PREPARED TEXT POSTCARD). Used by all personnel to expedite and facilitate personal correspondence.

(3) DD FORM 1301 (TRAVELERS CENSORSHIP CERTIFICATE). Used by primary censors in advance of an individual's movement from a port or staging area to facilitate travelers censorship.

(4) DD FORM 1302 (REGISTER OF CENSORSHIP STAMP HOLDERS). Used by unit censorship officer in accounting for censorship stamps issued to primary censors within his unit.

(5) DD FORM 1303 (CENSORSHIP STAMP ACCOUNTABILITY CERTIFICATE). Used as a basis for a continuous receipt system covering all transfers of censorship stamps.

(6) DD FORM 1304 (TRAVELERS CENSORSHIP EXTRACTION RECORD). Used by primary censors when it becomes necessary to delay or extract articles because of a suspected violation of censorship regulations.

(7) DD FORM 1305 (CENSORSHIP VALUABLES LOG). Used by primary censors to log all currency, coins, money orders, checks or other valuables endorsed with communications examined and passed.

7. RESPONSIBILITIES OF PRIMARY CENSORS

a. Primary censors are responsible for a thorough and accurate knowledge of all regulations pertaining to Armed Forces censorship.

b. Primary censors are responsible for the enforcement of censorship regulations and the proper and expeditious treatment of all communications passing through them during imposition of censorship. Private communications will not be delayed for censorship reasons for more than 48 hours unless it is known or suspected that a censorship violation has occurred.

c. Primary censors are responsible for respecting the confidential nature of all personal communications passing through them. Under no circumstances will they discuss or disclose such information or make any remarks on such communications except as required in the performance of their duties. Violators of this order will be subject to immediate disciplinary action, including trial by courts-martial, if appropriate.

8. PRIMARY CENSORSHIP FORWARDING PROCESS

a. Examine only one piece of mail at a time in order to prevent the mixing of enclosures.

b. Record any valuable enclosures contained in communications on a Censorship Valuables Log (DD Form 1305). Retain the original and forward one copy with the communications.

c. When a few words or short phrases violate censorship regulations, remove them with any sharp cutting instrument.

d. After completion of action as necessary, replace the contents and seal the container. A primary censor, who is not a custodian of a censorship stamp, will place his signature in the lower left corner of the address side of each container which he passes. Mail will then be forwarded to the stamp holder who will affix the stamp impression above the signature. Mail examined and passed by the stamp custodian will bear the stamp impression without the signature.

9. PRIMARY CENSORSHIP REJECTION PROCESS

a. The following types of mail will be returned to the sender:

(1) The mail containing minor violations too numerous to be deleted.

(2) Mail mentioning an enclosure which is found to be missing.

b. The primary censor will personally return mail to the sender to explain why the mail is not suitable for transmission, when this is not practicable, the censor will cross out the address, but not the addressee, and write or stamp on the corner:

"RETURNED TO SENDER BY ARMED FORCES CENSOR NUMBER _____."

A statement indicating the reason for rejection will be enclosed and the mail will be sealed and returned.

10. COMMUNICATIONS SUBJECT TO SECONDARY CENSORSHIP

a. The following types of mail will be subject to secondary censorship:

(1) Registered and insured mail.

(2) Officers' mail. Such communications will be posted, sealed and will, except as noted in paragraph 601.10.a(10) below, bear the signature and grade of the officer in the lower left corner on the address side of the container. Such signature constitutes a certification that the communication complies with censorship regulations.

(3) Civilian personal mail. The lower left corner on the address side of the container will be signed by the sender. The container will be sealed prior to mailing.

(4) Blue envelope mail. This type of communication, DD Form 312, will be used in lieu of ordinary envelopes by personnel subject to primary censorship when they desire to write a letter of an extremely private or personal nature. The method of distribution and the extent of use of blue envelope mail will be determined by higher authority.

(5) Authorized foreign language communications which cannot be censored by primary censors. Permission to use a foreign language in personal communications must be obtained from the individual's unit commander. The container of a letter written in a foreign language will bear the name of the language in English below the return address.

(6) Communications to a neutral territory.

(7) Communications to United States or Allied prisoners of war held by the enemy. Such mail will not contain any indication that the sender is in any way connected with the Armed Forces.

(8) Diaries and similar personal records.

(9) The following types of mail will be forwarded for secondary

censorship under official cover with suitable comments:

- (a) Mail which cannot be returned to the sender.
- (b) Mail which is suspected of containing code, cipher, or secret writing.
- (c) Mail which reveals a serious instance of evasion or attempted evasion of censorship.
- (d) Mail which contains information which could assist the Armed Forces and its allies in the successful prosecution of the war.

(10) EXCEPTIONS

(a) Personal communications of all civilian and military personnel authorized to use military postal service and being transported aboard U. S. Naval shipping. All such communications will be subject to primary censorship.

(b) Official ballots and requests for ballots on official forms are exempt from all types of censorship.

b. These types of mail will be forwarded through military postal facilities without examination and without affixing the primary censorship stamp.

11. PHOTOGRAPHIC PRINTS

a. Developed prints will be examined by primary censors and stamped on the reverse of each print.

b. Negative prints will not be passed unless accompanied by like positive prints.

12. ACTION AGAINST VIOLATORS

a. Repeated minor violations or any willful or serious violation will be referred to the unit commander for appropriate disciplinary action. Any mention of classified information will be considered a serious violation of censorship.

b. If a primary censor should decide that an extract record of any communication should be retained for use as evidence or any other official purpose, he will have the material reproduced and certify on the reverse of each reproduction: "I hereby certify that this is a true reproduction of a document examined by me on (date). Signature, Name, Grade, Service Number, Component."

13. TRAINING PROGRAM

a. OBJECTIVES

- (1) To obtain compliance with these regulations by all personnel

subject to Armed Forces Censorship and to encourage the voluntary exclusion from personal communications of information potentially harmful to the United States and its allies.

(2) To ensure effective and intelligent enforcement of the regulations by primary censors with emphasis on preventing the transmission of prohibited information in personal communications.

b. GENERAL

(1) Personnel will be trained to ensure familiarity with censorship regulations and understanding of the necessity and importance of censorship.

(2) Training may be given in connection with periodic security indoctrination or incorporated in the regular training program.

(3) Training will also be given to officers who would be subject to immediate designation as primary censors. Such training will emphasize the responsibilities and duties of primary censors.

SECTION VII

701. EMBARKATION SECURITY1. RESPONSIBILITY

a. The embarkation security of a unit is the responsibility of the unit commander. Prior to assuming an alert status the Commanding Officer will ensure that all personnel are instructed in the importance of safe guarding classified information, basic security, counterintelligence measures and military censorship.

b. From a security standpoint, the embarking unit is extremely vulnerable. Security precautions during this phase must be intensified in order to protect the unit from any acts by inimical agencies or individuals.

2. MEASURES

a. In order to maintain security during the embarkation phase, the following measures will be implemented:

(1) Establish adequate internal security, emphasizing protection of communication and command post facilities, supply areas, ordnance storage areas, and motor transport areas.

(2) Designate the mount-out area as a "CONTROLLED AREA" within the definition and requirements contained in Appendix D of OPNAVINST 5510.1.

(3) Cover all tactical markings on vehicles prior to embarkation.

(4) Restrict all civilians and civilian traffic from entering the area concerned, including vendors.

(5) Establish designated parking areas for privately owned vehicles belonging to members of the embarking unit.

(6) Assign a minimum of one member of the security element to the forward echelon.

(7) Establish liaison with the activity from which the unit will embark.

(8) Formulate a positive means of identifying members of the unit and others involved in the embarkation phase.

(9) Ensure that there is no unnecessary use of public or military telephones. Ensure that individuals do not make or receive personal calls on these phones. This action reduces the possibility of security breaches from within the embarking unit.

(10) Ensure that areas vacated by the embarking unit are thoroughly searched subsequent to the unit's departure to ensure no material of an intelligence nature is left behind.

b. Counterintelligence personnel will assist the commander in implementing the aforementioned security measures and to assist with counterintelligence problems which may arise during the embarkation phase.

c. Authorized units assigned to a ready status are authorized direct liaison with counterintelligence personnel.

2. MEASURES

a. In order to maintain security during the embarkation phase, the following measures will be implemented:

(1) Establish adequate internal security, emphasizing protection of communication and command post facilities, supply areas, ordnance storage areas, and motor transport areas.

(2) Designate the embarkation area as a "CONTROLLED AREA" within the definition and requirements contained in Appendix B of CHNAVJAG 2210.1.

(3) Cover all tactical workings on vehicles prior to embarkation.

(4) Restrict all civilians and civilian traffic from entering the area concerned, including vehicles.

(5) Establish designated parking areas for privately owned vehicles belonging to members of the embarked unit.

(6) Assign a minimum of one member of the security element to the forward echelon.

(7) Establish liaison with the activity from which the unit will

embark.

(8) Formulate a positive means of identifying members of the unit and others involved in the embarkation phase.

(9) Ensure that there is no unnecessary use of radios or military telephones. Assume that individuals do not make or receive personal calls on these phones. This action reduces the possibility of security breaches from within the embarked unit.

(10) Ensure that areas visited by the embarked unit are thoroughly searched subsequent to the unit's departure to ensure no material of an intelligence nature is left behind.

SECTION VIII

801. FIELD OPERATIONS SECURITY

1. GENERAL. Security is equally important in the field as in garrison. The following paragraphs will serve as a guide toward implementing and enhancing security measures during field operations. It should be noted however that the following factors are not all inclusive but rather are to assist the commander in formulating adequate security measures.

2. CAMOUFLAGE. No matter how applied, camouflage can be successful only by observing the three fundamental principles of: Choice of position, camouflage discipline, and camouflage construction. These subjects are covered in detail in FM 5-20 and FM 6-5.

3. BLACKOUT

a. Blackout restrictions will be rigidly endorsed during field operations. Lights necessary for work will be shielded by using them inside an enclosure, such as blackout tent, bunker, pancho, etc..

b. A blackout line, forward of which vehicles will be restricted to blackout lights, will be maintained. The Force Logistic Command Motor Transport Officer will post signs on all main supply routes within the Force Logistic Command sector indicating the blackout line and will ensure its enforcement.

c. All units forward of the blackout line will maintain complete blackout.

4. COMMUNICATIONS. Radio traffic will be strictly controlled. Communications security instructions will be in Force Logistic Command Order P02000.1, Communications Standing Operating Procedures, pertinent operation plans and this order.

5. COMMAND POST POLICING

a. All command posts, bivouacs and other installations will be thoroughly policed prior to being abandoned, to insure that no classified material or other official documents have been overlooked and left behind. Furthermore, such policing actions must remove all evidence, i.e., garbage, waste, signs, etc., that could relay to the enemy information regarding the size, mission and organization of the unit concerned.

b. Counterintelligence personnel, when available, will recommend and assist the commander with command post policing procedures.

6. PERSONNEL INDOCTRINATION

a. Prior to entering a combat operation, all personnel will be instructed in the following:

(1) The code of conduct.

(2) The danger of "loose talk", gossip, idle speculation, "scuttle-butt",

etc. This will be included in the deactivation phase also.

(3) The necessity to reveal, if captured, ONLY the name, rank/grade, serial number, and date of birth when questioned.

(4) The removal of letters, cards, insignia, and all other items, which if found on the individual when captured, might assist the enemy in determining the identity and/or location of friendly organizations.

7. DIARIES. The keeping of diaries by personnel of the Force Logistic Command subsequent to the outbreak of hostilities or declaration of a national emergency is strictly forbidden.

8. TACTICAL MARKINGS

a. Tactical and unit identification markings will be covered or removed from clothing, vehicles and other equipment prior to embarkation under combat conditions. They should be replaced with coded markings when necessary.

b. Tactical markings should consist of a color which will facilitate camouflage. (See FMFPacO 4600.1.)

9. DECEPTIVE MEASURES

a. Deceptive measures are employed in order to mislead and/or surprise the enemy. Feints, ruses, demonstrations, dummy positions and plants of false information are examples of some of the deceptive measures that may be employed. These measures will be well coordinated with all participating organizations, as failure on the part of one organization may expose the deception and render the entire operation worthless.

b. Active deceptive measures will be initiated by this or higher headquarters.

10. PASSES

a. Subordinate commanders will institute pass systems only for sensitive areas under their jurisdiction, except as approved by this headquarters.

b. Passes for indigenous personnel will be in accordance with the Civil Affairs Military Government Annex to the Operations Order.

11. SUBVERSION, SEDITION AND DISAFFECTION

a. Incidents which indicate possible acts of subversion, sedition or disaffection will be immediately reported to this headquarters (G-2).

b. Investigation into such matters will be initiated and conducted by this headquarters, unless otherwise directed.

12. SIGNS

a. The use of signs for directional purposes will be kept to a minimum.

b. Signs will be of such color combinations and size as to preclude reading with the naked eye beyond 30 yards.

13. PRISONERS OF WAR

a. People constitute one of the primary assets for intelligence acquisition. Under Human interest are grouped:

- (1) Prisoners of War (POW)
- (2) Returnees.
- (3) Persons whose combatant status has not been firmly established.
- (4) Those persons who provide information for whatever reason.

b. Commanders must exploit all categories of HUMINT. Priority should be on tactical intelligence and order of battle information with initial reports transmitted electrically. Initial and follow up interrogation reports are described fully in Force Order 03461.2, Processing, Exploiting, Evacuation and Accounting for Prisoners of War.

c. An interrogation officer or staff noncommissioned officer of an assigned interrogation translation team should make the status determination of each detainee in accordance with current regulations governing this procedure. The capturing unit must complete USARV FORM 365, Detainee Card, on all detained personnel.

d. The basic principles of Search, Segregate, Silence, Speed and Safeguard will govern at all times the actions concerning those personnel taken as prisoners of war. These actions will embody those rights guaranteed by the Geneva Convention. At no time will prisoners of war receive hostile or inhumane treatment from personnel of this command. Disregard for these guaranteed rights will render the individual responsible/liable under the Uniform Code of Military Justice, and disciplinary action, to include trial by courts-martial, deemed suitable to the crime committed.

14. CHALLENGE AND PASSWORDS

a. REQUIREMENTS. Commanders will ensure that all personnel of their commands are thoroughly familiar with the challenge and password, and the alternate challenge and password then in effect. FM 6-5, Marine Rifle Squad, establishes the procedures to be used.

b. DISSEMINATION. Challenges and passwords will be transmitted by message from III MAF on a monthly basis, with identifying code number disseminated weekly in the following format:

<u>IDENTIFYING CODE NUMBER</u>	<u>CHALLENGE</u>	<u>PASSWORD</u>
60	Big	Bear
61	Tree	Leaf
62	Round	Table

c. TRANSMISSION. Code numbers may be transmitted by electrical or

visual means. The challenge and password itself will never be transmitted in the clear.

d. COMPROMISE. Only the Commanding General, III MAF, has the authority to order a shift to the alternate challenge and password. When compromise is suspected or known, this Headquarters will be notified immediately.

e. TIME. The challenge and password will normally be effected from 1200 to 1200.

15. TELEPHONE SECURITY

a. Telephone security will be observed at all times. Under no circumstances will the unit designation and call sign be used together over the telephone, nor will any classified or sensitive information be discussed.

b. Use of personal names on the telephone will be kept to a minimum.

16. SECURITY CLEARANCE/ACCESS PROCEDURES

a. All procedures as outlined in this order will remain in effect until modified by this or higher headquarters.

(1) Upon implementation of paragraph 1516 of OPNAVINST 5510.1_, commanders of groups/battalions will be authorized to issue clearances and access authority to classified material up to and including Secret by waiving the normal investigative requirements.

(2) All request for Top Secret clearance and access will be addressed to this headquarters (G-2).

(3) All clearances and access authorizations granted under the conditions stated in subparagraph 15.a(1) above will be reported to this headquarters (G-2).

(4) When a clearance is issued under these provisions, one copy of the clearance certificate will be prepared for inclusion in the individual's service record. Reference (b) on the certificate will be the Commanding General, Force Logistic Command, message or letter implementing the provisions of paragraph 1516, OPNAVINST 5510.1_. The following notation will be placed at the bottom of the certificate:

"ISSUED UNDER THE PROVISIONS OF PARAGRAPH 1516, OPNAVINST 5510.1_."

(5) When feasible, units will forward to this headquarters (G-2), the necessary clearance forms on all individuals granted a clearance under paragraph 1516, OPNAVINST 5510.1_. Results of completed investigations will be reported to the requesting unit.

(6) Denial or termination of any clearance will be accomplished in the manner previously outlined within this order.

(7) Overall cancellation of clearance and access issued under the provisions of paragraph 1516 of OPNAVINST 5510.1_ will be controlled by this headquarters.

SECTION IX

901. VISITOR CONTROL1. GENERAL

a. Commanding Officers and Force Logistic Command Special and General Staff Section heads will be responsible for the security control of visitors within the limits of their jurisdiction. They will promulgate such additional measures deemed necessary for the control of visitors within their respective commands or staff sections.

b. OPNAVINST 5510.1 and OPNAV 005510.48 provide information and visitor control policy to be followed by organic, attached and reinforcing units of the Force Logistic Command and this Headquarters.

c. The term visitor used herein for security purposes is a person who is not assigned to or employed by this Headquarters.

2. CATEGORIES OF VISITORS

a. Persons who are considered visitors, as described in paragraph 901.1.c. above, are divided into three basic categories as follows:

(1) CATEGORY ONE. United States citizens and immigrant aliens, except those representing a foreign government or a foreign private interest.

(2) CATEGORY TWO. United States citizens and immigrant aliens not described in Category One above.

(3) CATEGORY THREE. Foreign nationals.

b. These three categories of visitors are further broken down into letter sub-categories with respect to their employers and in the interests they represent. This information is contained in OPNAVINST 5510.1, paragraph 1403.

3. RESPONSIBILITIES OF THE COMMANDS AND STAFF SECTIONS VISITED

a. The granting of visit authorization by authority higher than the command being visited will be interpreted as an indication that competent authority has no objection to the visit at the time and under the conditions specified.

b. The term "subject to any restriction deemed necessary" when used in connection with the authority of visits, will be interpreted as permitting the Commanding Officer of the activity being visited to impose any and all restrictions necessary to exercise his responsibility for safeguarding the classified material and information under his jurisdiction.

c. Commanding Officers and Staff Section heads will recognize security clearances granted visitors by competent authority. The Commanding Officer or Staff Section head of the Command or Section being visited, however, is responsible for determining the visitors "need-to-know" and he will withhold

classified information and material when he considers such action appropriate. MCO 05510.8_ covers the policy governing the disclosure of classified information to foreign nationals.

d. In order to protect the classified information under his jurisdiction, the Commanding Officer or Staff Section head will cause movements of all visitors to be restricted, as he may deem necessary.

(1) Escorts will be utilized to ensure that the visitor has access only to that information which he has been authorized to receive.

(2) Personnel in Categories Two, Alpha and Bravo, and Three will be accompanied by competent escort, except during general visiting. (Refer paragraph 1403, OPNAVINST 5510.1_.

4. VISITORS RECORDS AND REPORTS

a. This headquarters will maintain a record of all visitors as required by paragraph 1405 of OPNAVINST 5510.1_ and will further submit reports as required by CINCPACFLTINST 03820.2_.

b. When any visitor expresses an undue interest regarding information or material that he is not authorized to receive, or expresses feelings inimical to the best interest of the United States, Commanding Officers or Staff Section heads concerned will notify this headquarters (G-2) immediately. Furthermore, a complete report of the circumstances will be made and forwarded to this headquarters (Assistant Chief of Staff, G-2). Reports will be in the format shown in paragraph 1406 of OPNAVINST 5510.1_.

5. GENERAL VISITING

a. General visiting will be allowed only when the best interests of the United States and the Marine Corps will be served. All general visiting will be on an unclassified basis, subject to prior approval by this headquarters.

b. Visits by special groups or visits designed to achieve a special purpose may be permitted on an unclassified basis, subject to prior approval by this headquarters.

c. During periods of general visiting, Commanding Officers and Staff Section heads will prepare orders indicating those areas which are open to general visiting. Since the differentiation between individuals during general visiting is impractical, these orders will be based on the probable presence of foreign agents among the visitors.

d. Bona-fide friends and relatives of Armed Forces personnel or other persons on legitimate business, may visit Force Logistic Command organizations and Staff Sections, subject to local regulations, provided no classified information is disclosed.

6. CLASSIFIED VISITS

a. Clearance requests for visits to Force Logistic Command organizations and Staff Sections by persons who will require access to classified information

will be processed by this Headquarters in accordance with Section 3, Chapter 14, OPNAVINST 5510.1_. Commanders and Staff Sections concerned will forward all such requests to this Headquarters (G-2) for processing.

b. Any visitor who is authorized access to classified information must present adequate identification at the time of the visit. Commanding Officers and Staff Section heads, will not permit access to classified information or material until they are satisfied as to the identity of the visitor, his security clearance, his degree of access, and his "need-to-know".

c. Classified documents will not be released to visitors for permanent or temporary retention unless specifically authorized by this Headquarters.

SECTION X

1001. COMMUNICATION SECURITY1. GENERAL

a. Commanding Officers are responsible for maintaining communications security within their respective command.

b. Detailed regulations and instructions regarding communications security are contained in joint, combined and Navy communications instructions, the Registered Publications Manuals, operating instructions for the various cryptographic systems, KAG-1_, and OPNAVINST 5510.1_.

c. The Force Logistic Command Communication-Electronics Officer will prescribe those communication security measures applicable to the Force Logistic Command.

2. CRYPTO ACCESS

a. Crypto Access and matters relative thereto are under the cognizance of the Force Logistic Command Communication-Electronics Officer.

b. Personnel engaged in duties involving cryptographic material will be cleared for cryptographic access in accordance with current regulations and this order.

3. CRYPTOSYSTEM COMPROMISE. Refer to paragraph 201.20.c(1) herein and paragraph 0806 and 0807 of OPNAVINST 5510.1_.

SECTION XI

1101. SECURITY INVESTIGATIONS1. PERSONNEL INVESTIGATIONS

a. Units will conduct LRC's prior to the granting of Confidential Security Clearance. An LRC will be accomplished by a thorough check of an individual's service record book and medical records.

b. Results of LRC's will be indicated on request for investigations.

2. COMPLAINT INVESTIGATIONS

a. Complaint investigations encompass activities wherein sabotage, espionage, treason, sedition, subversion activities, disaffection or related crimes are suspected. These investigations may be conducted in regard to incidents or individuals.

(1) Incident investigations concern acts or activities which are committed by or involve an unknown person or groups. Examples of such cases are:

(a) Fire of suspicious origin in a sensitive area or installation.

(b) Theft of or loss of classified documents from a military office.

(c) Distribution of subversive or seditious literature within a military installation or to military personnel.

(d) Unexplained damage to equipment or supplies which is obviously man made and malicious in nature.

(2) Individual investigations involve one or more known persons. Examples of activities by individuals which might result in an individual complaint investigation includes:

(a) Membership or affiliation with known subversive organizations by a member of the Marine Corps.

(b) Collaboration with the enemy or misconduct as a prisoner of war by a member of the Marine Corps.

(c) Negligent loss or failure to promptly report loss of defense information.

(d) Destruction or theft of government property.

b. Incidents of actual attempted, or suspected sabotage, espionage or subversion will be reported immediately by the command concerned to this Headquarters (G-2), at which time appropriate action will be directed. Under no circumstances will subordinate units make reports of such matters outside this Command without approval of this Headquarters.

(1) Sabotage consists of an act with an intent to injure, interfere

with, or obstruct the national defense of the United States by wilfully injuring, destroying, or attempting to injure or destroy, any national defense materials, premises, or activities. (See 2151-2156, Title 18, USC.)

(2) Espionage is generally the practice of obtaining transmitting, communicating or receiving information pertaining to the national defense of the United States and with the intent or reason to believe that said information may be used to injure the United States, or that it will be used to advantage by any foreign nations. (See 792-798, Title 18, USC.)

(3) Treason consists of the levying of war against the United States, or the adherence to our enemies by anyone owing allegiance to the United States. (See 2381, Title 18, USC.)

(4) Sedition is inflammatory speech or conduct directed against the public order and the tranquility of the state. (See 2384-2390, Title 18, USC.)

(5) Subversion activity includes wilfull acts which do not fill the categories of sabotage, espionage, treason or sedition, but which are intended to lend comfort, aid or normal support to individuals, groups, or organizations advocating the overthrow of the government of the United States.

(6) Disaffection is the alienation or estrangement from those in authority or lack of loyalty for the government and Constitution of the United States.

3. CRIMINAL INVESTIGATIONS

a. Counterintelligence personnel will not be utilized for the conduct of routine criminal investigations unless such cases involve matters of counterintelligence interest, such as theft of classified material, security violations, and similar incidents.

b. All criminal investigations conducted in garrison or in the field by counterintelligence personnel will be conducted in accordance with MCO 3850.1, OPNAVINST 5520.7 and this order.

4. LIMITATIONS

a. INVESTIGATION WHILE IN GARRISON

(1) Jurisdiction and responsibility for investigations by counterintelligence personnel while in a garrison status, are set forth in MCO 3850.1 and the Delimitation A agreement. Generally, these investigations are limited to preliminary inquiries and/or other action deemed necessary to prevent serious or irreparable damage to this Command in cases of actual, attempted or suspected espionage, sabotage or subversion.

(2) Additional investigations by Marine Corps Counterintelligence personnel into such matters will be at the request or approval of the District Naval Intelligence Office.

b. INVESTIGATIONS WHILE IN COMBAT AREAS

- (1) Jurisdiction and responsibility for investigation by counter-intelligence personnel in a combat area are set forth in Annex B to the appropriate Operations Order.

(2) In general, all acts of actual, attempted or suspected espionage, sabotage or subversion originating in the Force Logistic Command zone of responsibility will be investigated completely by Marine Corps Counter-intelligence personnel.

SECTION XII

1201. SECURITY ORIENTATION, EDUCATION AND TRAINING

1. RESPONSIBILITY. Under the provisions of Article 0101, OPNAVINST 5510.1, Commanding Officers are responsible for instruction of their personnel in security practices and procedures and are directly responsible for establishing security orientation, educations, and training programs.

2. GENERAL

a. Security orientation, education and training will be designed to:

(1) Familiarize all personnel with security requirements which they require for proper performance of their positions and assignments.

(2) Remind all echelons of command of their responsibility for assuring that classified defense information is effectively and economically safeguarded.

(3) Ensure willing compliance with security regulations, procedures, and practices.

(4) Advise all personnel who have access to classified information of the hazards of its disclosure to any person not authorized to receive it and of their responsibility for exercising personal vigilance for its protection.

(5) Inform all personnel of the techniques and devices employed by foreign intelligence activities in attempting to obtain United States classified defense information and of their responsibility for reporting such attempts.

3. BRIEFINGS

a. INITIAL BRIEFING. Persons being assigned duties requiring access to classified information, prior to being given access, shall be given an initial briefing on the security aspects and responsibilities of their assignment or position. The initial briefing will also provide instructions in basic principles cited in Article 1604, OPNAVINST 5510.1.

b. REFRESHER BRIEFINGS. Refresher briefings will be prescribed as follows:

(1) The quantity of sensitivity of classified defense information handled or generated increases substantially.

(2) The types or number of security violations are excessive.

(3) Other circumstances indicate that additional or special security training is desirable or necessary.

c. SPECIAL BRIEFINGS. Persons having access to classified defense information will be given a Defense Security Briefing prior to travel to or

through Sino-Soviet Block countries. In addition these briefings shall provide for persons whose duties present unusual or unique security hazards or problems.

d. DEBRIEFINGS. Security Termination Statements and debriefing procedures will be administered in accordance with Article 0618, CPNAVINST 5510.1.

(1) Familiarize all personnel with security regulations and procedures which require for proper performance of their positions and assignments.

(2) Reorient all personnel of command of their responsibility for ensuring that classified defense information is effectively and economically safeguarded.

(3) Ensure willing compliance with security regulations, procedures, and practices.

(4) Advise all personnel who have access to classified information of the hazards of its disclosure to any person not authorized to receive it and of their responsibility for exercising personal vigilance for its protection.

(5) Inform all personnel of the techniques and devices employed by foreign intelligence activities in attempting to obtain United States classified defense information and of their responsibility for reporting and attempting to prevent such attempts.

3. BRIEFINGS

a. INITIAL BRIEFING. Persons being assigned duties requiring access to classified information, prior to being given access, shall be given an initial briefing on the security aspects and responsibilities of their assignment or position. The initial briefing will also provide instruction in basic principles cited in Article 1004, CPNAVINST 5510.1.

b. RENEWAL BRIEFING. Refresher briefings will be prescribed as follows:

(1) The quantity of sensitivity of classified defense information handled or generated increases substantially.

(2) The types or number of security violations are extensive.

(3) Other circumstances indicate that additional or special security training is desirable or necessary.

c. REMOVAL BRIEFING. Persons having access to classified defense information will be given a Defense Security Briefing prior to removal to or

APPENDIX A
SAMPLE LETTER OF DENIAL
ORGANIZATIONAL HEADING

7/JFV/twm
5500
30Nov 69

From: Commanding Officer
To: Commandant of the Marine Corps (Code A02)
Via: (1) Commanding Officer, Group/Battalion (If applicable)
(2) Commanding General, Force Logistic Command, FMFPac
(3) Commanding General, Fleet Marine Force, Pacific
Subj: Denial of Security Clearance, case of (Rank, name, servno, MOS, component)

Ref: (a) OPNAVINST 5510.1_
(b) MCO 5521.3_

Encl: (1) Statement of (Rank and last name) relative to this letter

1. A review of the service record, performance of duty and conduct of the subject named Marine was conducted on (Date) to determine his suitability for a (category of clearance) security clearance.

2. (Marine's complete identifying information) is denied a (category of clearance) security clearance in that he fails to meet the requirements set forth in paragraph 1515.1 of reference (a). (Set forth in sufficient detail that information which establishes the basis for this denial.)

3. Enclosure (1) is the subject named Marine's statement relative to this denial of security clearance, as required by reference (b).

4. By copy of this letter, the Commanding Officer, (custodian of the Marine's service records) is directed to comply with paragraph 4.d.(3) of reference (b) citing this letter as authority.

/s/ Commanding Officer

Copy to:
CNO(DNI)
USNISO, Japan
CO(Organization holding service records)

NOTE: (1) Do not refer to the Office of Naval Intelligence (ONI) nor make reference to an ONI report of investigation in this letter.

(2) Forward all copies (original and seven) of this letter to Force Logistic Command, (G-2). Distribution of the letter, after review, will be effected by the Assistant Chief of Staff, G-2.

APPENDIX B

SAMPLE LETTER OF TERMINATION

ORGANIZATIONAL HEADING

7/JFV/twm
5500
30Nov69

From: Commanding Officer
To: Commandant of the Marine Corps (Code AO2)
Via: (1) Commanding Officer, Group/Battalion (If applicable)
(2) Commanding General, Force Logistic Command, FMFPac
(3) Commanding General, Fleet Marine Force, Pacific
Subj: Termination of Security Clearance, case of (rank, name, servno, MOS, component)

Ref: (a) Reference appropriate certificate of clearance
(b) OPNAVINST 5510.1_
(c) MCO 5521.3_

Encl: (1) Statement of (State rank and last name) relative to this letter

1. Reference (a) granted subject named Marine a (category of clearance) security clearance.

2. (Marine's complete identifying information) conduct has fallen within the purview of paragraph 1515. (list appropriate paragraph or subparagraph of reference (b)). (Set forth in sufficient detail that information which establishes the basis for this termination.) Accordingly, (Rank and last name) no longer meets the criteria required of persons handling classified material.

3. The security clearance issued by reference (a) is terminated for cause. Enclosure (1) is (rank and last name) statement relative to this termination.

4. By copy of this letter the Commanding Officer, (custodian of service record) is directed to comply with paragraph 4.d.(3) of reference (c), citing this letter as authority.

/s/ COMMANDING OFFICER

Copy to:
CNO(DNI)
USNISO, Japan
CO, (Organization holding service records)

NOTE: (1) Do not refer to the Office of Naval Intelligence (ONI) nor make reference to an ONI report of investigation in this letter.

(2) Forward all copies (original and seven) of this letter to the Force Logistic Command, (G-2). The Assistant Chief of Staff, G-2, will effect distribution of the letter after review.

APPENDIX C

INSTRUCTIONS FOR COMPLETING REQUEST FOR INVESTIGATION FOR SECURITY CLEARANCE (OPNAV FORM 5520-1) (REV. 4-63)

1. GENERAL

a. Appropriate blocks in section A must be completed.

b. This form is received in pre-carboned sets of four copies and will be used as such. The original sheet and first carbon copy will be forwarded with the request for the clearance. The second and third carbon copies will be retained in the OQR/SRB until such time as the requested investigation is completed and the report of completion is returned to the command at which time they will be removed.

c. In the event the applicant being investigated is transferred from another command to Force Logistic Command prior to the investigation being completed, his new command will complete either section B or D on one of the carbon copies of the form retaining the OQR/SRB and forward same to the agency as noted in section A, via this headquarters. The remaining carbon of the form shall be retained in the OQR/SRB showing what action was taken.

d. Ensure that all copies are legible.

2. SPECIFIC INSTRUCTIONS

a. Item number 1 - FROM - Commanding Officer of requesting unit.

b. Item number 2 - TO - For Background Investigations forward to U.S. Naval Investigative Service, Headquarters, Fairmont Building, 4420 North Fairfax Drive, Arlington, Virginia, 22203. For National Agency Check forward to Director, Department of Defense, National Agency Check Center, Post Office Box 4, Fort Holabird, Maryland, 21219.

c. Item number 3 - SUBJECT - Enter full and complete name. Last name in upper case letters. Include full middle name(s). If first and/or middle name(s) are initials only, indicate by placing quotation marks on either side of the initial, e.g., "H". If no middle name, indicate by use of "(NMN)". Include the Social Security Number in this block.

d. Item number 4 - REFER TO FILE - Unit file number.

e. Item number 5 - DATE - Date the report is typed.

f. Item number 6 - DATE OF BIRTH - Enter day, month and year, e.g., 26AUG69; DO NOT USE 8/26/69.

g. Item number 7 - PLACE OF BIRTH - Enter city and state.

h. Item number 8 - RANK, RATE OR GRADE - Rank of the individual in abbreviated form, e.g., SSgt, LCpl, PFC, etc.

i. Item number 9 - SERIAL OR FILE NUMBER - Service number of the individual.

j. Item number 10 - ENCLOSURE(S) - All three must be checked. All enclosures must be complete to process the investigation.

k. Item number 11 - CLASSIFICATION - Check one as applicable.

l. Item number 12 - REASON FOR INVESTIGATION - Self explanatory.

m. Item number 13 - REQUESTED INVESTIGATION - Check one.

n. Item number 14 - PREVIOUS CLEARANCES - Check one. If previous clearance is claimed, the appropriate entry shall be made, e.g., "SECRET - DIO 11ND RPT OF NAC/BI of 2Feb69 - CG, 3rdMarDiv".

o. Item number 15 - AUTHORIZED BY - This form shall be signed by the Commanding Officer of the unit or his designated representative. Name, grade, and title shall be typed in all capital letters.

p. Item number 16 - SECTIONS "B" AND "D" - These sections shall be filled in as applicable and as noted in paragraph 1.c. above.

q. Item number 17 - Should the request be for a Background Investigation, this form must be accompanied by a completed LRC. Should the LRC reveal no derogatory information the following statement will be typed in the space available in the right side of the form just below the middle of the page: "Subject is assigned to this command and available records have been checked revealing no derogatory or questionable information."

APPENDIX D
INSTRUCTIONS FOR COMPLETING FINGERPRINT CARD (OPNAV FORM 5510-2)

1. GENERAL. It is necessary that fingerprints be taken with regular fingerprint ink by someone qualified and equipped to do the work. Fingerprints must be completed and contain all necessary identifying characteristics or they cannot be processed and unacceptable delays will result. All previous editions of the current fingerprint card form are obsolete.

- a. Ensure that fingers are DRY and clean.
- b. Roll the fingers away from the body, and roll the thumb toward the body to take advantage of the natural roll of the digits.
- c. Roll the fingers from nail edge to nail edge. Include the first crease or joint of the finger. DO NOT roll the finger back again.
- d. Use ink sparingly
- e. Submit one set of fingerprints.

2. SPECIFIC INSTRUCTIONS. In the case of an amputation, the word "AMPUTATION" and the date of the amputation will be placed in the appropriate block. All marks and scars will be noted. Explain on additional sheet of paper if necessary and staple to card.

a. Item number 1 - NAME BLOCK - Give complete name. Last name will be in upper case letters. Be sure to indicate full middle name. If initial only indicate by placing quotation marks on either side of the initial, e.g., "J". If no middle name indicate by (NMN).

b. Item number 2 - SEX - Self explanatory.

c. Item number 3 - RACE - Use only one of the following: Caucasian, Negroid, Mongolian, Indian or Malayan.

d. Item number 4 - HEIGHT - Enter the height in inches ONLY. Use the quotation mark to represent inches, e.g., 72".

e. Item number 5 - WEIGHT - Enter the weight. It is not necessary to enter "lbs" after the number.

f. Item number 6 - DATE OF BIRTH - Use day, month and year, e.g., 26AUG69; DO NOT use 8/26/69.

g. Item number 7 - HAIR - Brown, Black, Blond, Auburn, etc.

h. Item number 8 - EYES - Blue, Brown, Green, Hazel, etc.

i. Item number 9 - COMPANY AND ADDRESS - In the case of personnel being assigned to embassy duty, leave this space blank. In all other cases enter unit address.

j. Item number 10 - CONTRIBUTOR AND ADDRESS - Printed in block on form.

k. Item number 11 - RESIDENCE OF PERSON BEING FINGERPRINTED - If subject is stationed at a military installation but living off the installation or in public quarters the address of his residence shall be listed.

l. Item number 12 - SIGNATURE OF PERSON TAKING FINGERPRINTS - Self explanatory.

m. Item number 13 - SIGNATURE OF PERSON BEING FINGERPRINTED - Full signature of person whose prints appear on the card. (Example: John Joseph Jones.) Must be in ink.

n. Item number 14 - NUMBER - Leave blank.

o. Item number 15 - DATE FINGERPRINTED - Self explanatory.

p. Item number 16 - PLACE OF BIRTH - Enter City, County and State.

q. Item number 17 - CITIZENSHIP - Place "U. S." in this block if person claims U. S. citizenship. All others enter the correct country as applicable.

APPENDIX E
SAMPLE EMERGENCY DESTRUCTION PLAN
ORGANIZATIONAL HEADING

7/JFV/twm
5500
6Jul69

From: Custodian, Secret and Confidential Files
To: Personnel Concerned

Subj: Emergency Destruction of Classified Material

Ref: (a) KAG-1, Chapter 6
(b) OPNAVINST 5510.1, Chapter 6
(c) RPS-4
(d) CSEM1

Encl: (1) Specific Instructions for Assigned Personnel
(2) Emergency Notification Plan

1. In an emergency involving the danger of capture of classified material, the importance of beginning its early destruction cannot be over-emphasized. The consequences of such destruction may be relatively unimportant when measured against compromise through capture.

2. When directed by the Commanding Officer, Executive Officer, Classified Material Control Officer, RPS Custodian S&C Files or the Officer of the Day, all classified material will be destroyed according to the priority of destruction indicated herein. In the absence of orders from the foregoing, the senior person present shall use maximum initiative and sound judgement to insure prompt and thorough destruction.

a. Listed below is the order in which the destruction will be completed:

<u>MATERIAL</u>	<u>LOCATION</u>
RPS Material	Safe #, RPS Stowage Locker
Secret Documents	Safe#
Confidential Documents	Safe#
Secret and Confidential Messages	Safe#

b. The combinations of the containers in this area are known by:

<u>NAME</u>	<u>RANK</u>	<u>QUARTERS</u>	<u>SAFE NO.'S</u>
I.M. LAW	CAPT	HUT # 69	Safes ,
I.O. YOU	GYSGT	HUT # 5069	Safes ,
U.R. WRONG	LCPL	HUT # 1369	Safe

c. Destruction materials, i.e., gasoline, thermites and sledge hammer, are available and located in the immediate area of the S&C Files.

d. Material will be taken to the burn area located in front of the headquarters building and will be destroyed using gasoline or other inflammable substances to insure their immediate destruction. All materials

duced to ashes.

102

104-10400 (16)

1) Specific Instructions for Assigned Personnel
2) Emergency Notification Plan

1. When directed by the Commanding Officer, Executive Officer, Classified Material Control Officer, RPS Controller 222 files or the Officer of the day, all classified material will be destroyed according to the authority of destruction indicated herein. In the absence of orders from the foregoing the senior person present shall use maximum initiative and sound judgment to insure prompt and thorough destruction.

... Listed below in the order in which the destruction will be complete

SECRET and Confidential Messages	_____	SECRET
Confidential Documents	_____	SECRET
Secret Documents	_____	SECRET
RPS Material	_____	SECRET
UNCLASSIFIED	_____	SECRET

...The combinations of the containers in this area are known by

NAME	DATE	QUANTITY	DATE	NAME
I.M. LAW	12/1	100 #	12/1	WAL
I.O. YOU	12/1	100 #	12/1	WAL
R. WROTH	12/1	100 #	12/1	WAL

are available and located in the immediate area of the SAC Office.

5. Material will be taken to the burn area located in front of the headquarters building and will be destroyed using gasolene or other inflammable materials to insure their immediate destruction. All materials

SPECIFIC INSTRUCTIONS FOR PERSONNEL ASSIGNED TO THE SECRET AND CONFIDENTIAL SECTION FOR THE DESTRUCTION OF CLASSIFIED MATERIAL

1. In the event of emergency destruction becoming necessary, the assignment of personnel to specific safes for destruction of the material contained therein is as follows:

<u>SAFE NO.</u>	<u>MATERIAL</u>	<u>PERSONNEL RESPONSIBLE</u>
—	RPS	I. M. LAW, Captain, USMC
—	Secret Documents	I. M. LAW, Captain, USMC I. O. YOU, GySgt, USMC
—	Confidential Documents	I. O. YOU, GySgt, USMC U. R. WRONG, LCpl, USMC
—	Secret and Confidential Messages	I. O. YOU, GySgt, USMC U. R. WRONG, LCpl, USMC

2. Procedures for the destruction of RPS material is located on safe number one.

NAME _____ GRADE _____ PLANT _____ LOCATION _____ PHONE NO. _____

THE CLASSIFIED MATERIAL CONTROL OFFICER/EXECUTIVE OFFICER SHALL BE NOTIFIED AS SOON AS POSSIBLE OF THE OCCURRENCE AND A COMPLETE REPORT SHALL BE MADE IMMEDIATELY TO THE COMMANDING OFFICER AFTER THE INVENTORY OF THE (CONTAINER) (ROOM) (BUILDING) HAS BEEN ACCOMPLISHED.

COMMANDING OFFICER

(S) 1000 (000)

EMERGENCY NOTIFICATION PLAN

Date _____

DATE OF LAST COMBINATION CHANGE: _____

CLASSIFICATION OF MATERIAL STOWED: _____

PROCEDURES TO BE FOLLOWED IF (CONTAINER) (ROOM) (BUILDING) IS FOUND OPEN AND UNATTENDED OR IN CASE OF AN EMERGENCY THAT ENDANGERS THE CONTENTS OF THIS (CONTAINER) (ROOM) (BUILDING).

1. NOTIFY THE DUTY OFFICER IMMEDIATELY.
2. GUARD THE (CONTAINER) (ROOM) (BUILDING) UNTIL ARRIVAL OF THE DUTY OFFICER.
3. THE DUTY OFFICER SHALL:
 - a. INSPECT THE CLASSIFIED MATTER INVOLVED.
 - b. LOCK THE CONTAINER.
 - c. NOTIFY THE CUSTODIAN OF THE (CONTAINER) (ROOM) (BUILDING) IMMEDIATELY.

(1) THE CUSTODIAN SHALL IMMEDIATELY RETURN AND CONDUCT AN INVENTORY OF THE SECURITY CONTAINER TO DETERMINE IF ANY OF THE MATERIAL STOWED THEREIN IS MISSING. THE CUSTODIAN (RESPONSIBLE PERSONS) IS (ARE) LISTED BELOW:

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>	<u>LOCATION</u>	<u>PHONE NO.</u>
-------------	-------------	---------------	-----------------	------------------

4. THE CLASSIFIED MATERIAL CONTROL OFFICER/EXECUTIVE OFFICER SHALL BE NOTIFIED AS SOON AS POSSIBLE OF THE OCCURRENCE AND A COMPLETE REPORT SHALL BE MADE IMMEDIATELY TO THE COMMANDING OFFICER AFTER THE INVENTORY OF THE (CONTAINER) (ROOM) (BUILDING) HAS BEEN ACCOMPLISHED.

/s/ COMMANDING OFFICER

Enclosure (2)

APPENDIX F

INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF CLEARANCE FOR HANDLING CLASSIFIED MATTER (OPNAV 5521-429)

1. GENERAL. The number of copies of this form executed by the command in issuing a final clearance is an original and one copy, distributed as follows:

a. Original to the Commandant of the Marine Corps (Code DG).

b. Duplicate will be inserted in the individual's OQR/SRB, becoming a permanent part of that document. Both documents will bear the signature of the granting officer and the impression of the Marine Corps Seal. In the case of an Interim Clearance, only one copy will be produced, signed and the seal placed thereon, after which it will be immediately filed in the individual's OQR/SRB.

2. SPECIFIC INSTRUCTIONS

a. Item number 1 - FROM - Enter name and address of activity. Serial number and date are self explanatory.

b. Item number 2 - TO - In all cases of Final Clearance concerning Marine Corps Officers or enlisted personnel, the block, COMMANDANT OF THE MARINE CORPS (CODE AO2) will be checked. In the case of Naval Officers and enlisted personnel, the block, CHIEF OF NAVAL PERSONNEL will be checked. In cases of INTERIM clearances, the block LOCAL CIVILIAN PERSONNEL FILE will be checked and the word "CIVILIAN" will be crossed out.

c. Item number 3 - SUBJECT - Example: JONES, William Francis, SSgt., 123456, USMC.

d. Item number 4 - DATE AND PLACE OF BIRTH - Example: 2Aug69, Chicago, Illinois.

e. Item number 5 - REFERENCE - In subparagraph (b), always make reference to the correspondence reporting the results of the completed National Agency Check or Background Investigation. Authorized abbreviations will be used, e.g., OIG, DIO, 11ND ltr 11ND/OF14/wjc Ser: 1235 of 24Aug69.

f. Item number 6 - In paragraph (1) of this form, the date would read as of the date the form was made up. Also strike out either (INTERIM) or (FINAL), whichever is appropriate, and enter the clearance category for which the individual is being cleared. Also to be entered in this paragraph is the type of investigation conducted and upon which the clearance is granted, i.e., National Agency Check (NAC) or Background Investigation (BI). In case of interim clearances the basis for granting the clearance will appear on this line and the type of investigation initiated for final clearance will also be entered along with the date of submission of the forms. (Examples: NAC plus submission of BI forms on 2Jan69.)

g. Item number 7 - SIGNATURE - Commanding Officer or his designated representative, will sign copies of the form and the Marine Corps Seal

will be affixed to all copies.

h. Item number 8 - Interim Clearance copies of OPNAV Form 5521-429 are for OQR and SRB use only. They are not to be sent to the Commandant of the Marine Corps or the Chief of Naval Operations.

DOUBLE SECURITY INSPECTION RECORD SHEET

[illegible][illegible]

- G-1

APPENDIX H
SAMPLE LOG SHEET WITH SAMPLE ENTRIES

INCOMING LOG SHEET AND SAMPLE ENTRIES

DATE RECEIVED	ORIGINATOR AND SER NO	DATE OF DOCUMENT	SUBJECT	CLASS AND REGIS NO.	ROUTE TO	RECEIPT SIGNATURE
10Jul69	FMFPac 00123-69	6Jul69	OpOrder 6-69	SECRET 123456	G-3 G-2	I. M. LAW U. R. SAFE

OUTGOING LOG SHEET AND SAMPLE ENTRIES

SER NO OF DOCUMENT	DATE OF DOCUMENT	SUBJECT	ADDRESSEE	POSTAL REGIS NO.	DATE RECEIPT RETURNED
0050-69	10Jul69	OPLAN 17-69	FMFPac.	456789	2Aug69

APPENDIX I
COMMUNICATION-TACTICAL PUBLICATIONS INVENTORY REPORT
HEADING

7/JFV/twm
5500
6Jul69

From: COMTAC Publications Control Officer
To: Commanding General, Force Logistic Command, FMFPac(CEO)
Subj: COMTAC Publication Inventory Report
Ref: (a) FLCO P5510._

1. An inventory of COMTAC publications in the COMTAC Publications Library of this command has been conducted in accordance with reference (a).
2. (No) (The following) discrepancies were noted in conducting this inventory.

SHORT TITLE

NO. OF COPIES

/s/
(Type name, grade, serv no., of
COMTAC Publications Control
Officer)

/s/
(Type name, grade, serv no., of
Witnessing Officer)

APPENDIX J
SAMPLE REPORT OF AFTER HOURS SECURITY INSPECTION

HEADING

Originator's Symbols
File Number
Date

From: Commanding General
To: Commanding Officer, _____
Via: (If Applicable)

Subj: After Hours Security Inspection; Report of

Ref: (a) FLGO P5510._

Encl: (1) Original receipt for documents, as necessary

1. In accordance with paragraph 401.2 of reference (a), an after-hours security inspection was conducted on the evening of _____ (date) in the _____ (location). The result of this inspection is _____
(Explain in full detail those facts uncovered by this inspection).

2. The following security violations and/or discrepancies, were noted:

(Signature)

APPENDIX K

FORMAT FOR LETTER TO ACCOMPANY REQUEST FOR SECURITY CLEARANCE INVESTIGATION

ORGANIZATIONAL HEADING

7/CFG/cfg
5500
6 Jul 1969

From: Commanding Officer
To: Commanding General, FLC (Attn: ACofS, G-2)
Subj: Request for Security Clearance Investigation, case of (Rank, Name,
Serv No, MOS, Component)
Ref: (a) FLCO 5510a.____

1. In accordance with the instructions contained in reference (a), a request for security clearance investigation for the subject named Marine is forwarded.
2. The below supplemental information is forwarded for assistance in the expeditious handling of this security clearance investigation:

- a. REBD: _____
- b. Date Joined Unit: _____
- c. Present MOS and Billet: _____
- d. Proposed MOS and Billet: _____
- e. Justification for Investigation: (Utilize space enough for a complete detailed report of justification).
- f. RTD: _____
- g. EAS: _____
- h. Remarks: (Utilize space necessary for those remarks considered applicable)

/s/ COMMANDING OFFICER

K-1

TAB N 01 ENCL (1)

APPENDIX L

HEADQUARTERS
Force Logistic Command
Fleet Marine Force, Pacific
FPO San Francisco 96602

(Date)

From: Commanding General
To:

Subj: Access Authorization; granting of

Ref: (a) OPNAVINST 5510.1C

1. _____ is hereby granted access to classified material up to and including () within this Headquarters.

2. _____ is directed to familiarize himself with the information and instructions contained in reference (a), to include Appendix B, Extracts from the Espionage Laws and Federal Statutes, United States Code, Title 18, Section 793.

3. This access authorization terminates upon transfer, or re-assignment from his duties.

Acknowledged _____

Copy to:
G-2
S&C Files
Individual

APPENDIX M

HEADQUARTERS
Force Logistic Command
Fleet Marine Force, Pacific
FPO San Francisco 96602

(Date)

From:
To: Commanding General (Attn: ACofS, G-2)
Subj: Access Authorization; request for
Ref: (a) Staff Memorandum 12-68

1. In compliance with instructions contained in reference (a), it is requested that the below listed person be granted access to classified material within this headquarters:

NAME:
Serial Number/Rank
Degree of Access required:

2. The above listed individual requires requested degree of access in order to accomplish their assigned duties (Indicated dates and need to know within section).

Signature

FIRST ENDORSEMENT

From: Commanding Officer, Bn., 1st FSR/FLC
To: Commanding General, FLC (Attn: ACofS, G-2)

Subj: OQR/SRB check; Medical Records check; report of

1. Records of this command indicate the following information concerning subject individual:

Degree of Security Clearance:	Recruit-NAC Investigation
Based on:	Completed on:
Completed on:	Pending:
Issued on:	SS#:
Page 12, SRB:	Date of Enlist:
RTD:	Place of Birth:
DOB:	

2. The Medical Records of _____ has been reviewed by authorized medical personnel and it has been determined that the subject meets/does not meet the requirements of OPNAVINST 5510.1C and 1545.T.

TAB 11 of ENCL (1)
M-1

HEADQUARTERS
Force Logistic Command
Fleet Marine Force, Pacific
FPO San Francisco 96602

FLCO 11000.1
4/FCW/lcp
15 DEC 1969

FORCE LOGISTIC COMMAND ORDER 11000.1 w/ch 1

From: Commanding General
To: Distribution List

Subj: Disposal of Excess Force Logistic Command Controlled
Real Property and Related Property in the Republic
of Vietnam

Ref: (a) ICCI 11018.6
(b) MACV Directive 735-3 (NOTAL)

1. Purpose. To promulgate guidance for the disposal of excess real property and related property within I Corps Tactical Zone (ICTZ). Additional guidance shall be promulgated as required.

2. Definitions

a. "Excess Force Logistic Command Controlled Real Property" includes the real property and related property that becomes excess to the owning units current and projected requirements. Unit fund property, non-appropriated fund property, and organizational are not included.

b. "Real Property" is all lands, buildings, structures, utilities systems, improvements and appurtenances thereto, including equipment attached to and made part of buildings and structures.

c. "Related Property" is all property on installation property records other than real property.

3. Action. Disposition of property will be accomplished in accordance with references (a) and (b) and the below guidance:

a. Organizations will report facilities and real estate for which there is no longer a requirement to this Headquarters (G-4). Excess facilities will be reassigned to fill a facility deficiency or reported to higher authority as excess to the needs of the Force Logistic Command.

FLCO 11000.1

15 DEC 1969

b. Facilities and equipment will be transferred in usable condition, but rehabilitation beyond that required for usability will not be accomplished. In addition, facilities and real property to be transferred will be vacant, clean and in a high state of police at all times. This police shall include removal of extraneous supplies and equipment not required by the departing organization.

c. No facilities will be disassembled, relocated or demolished regardless of their state of maintenance or repair unless written permission has been granted by this Headquarters.

d. Commanders will ensure that facilities being vacated are not vandalized. Damages resulting from misconduct will be repaired, and installed equipment such as electrical lights, light fixtures and utilities which are removed without authorization will be replaced prior to clearance of the departing unit.

e. Garrison property and organization equipment such as window air conditioners, desks and filing cabinets shall be removed but installed equipment such as central air conditioning, which is part of the structure, shall be left in place.

J. L. Tobin
J. L. TOBIN
Chief of Staff

DISTRIBUTION: "A" and "B"

HEADQUARTERS
Force Logistic Command
Fleet Marine Force, Pacific
FPO San Francisco 96602

FLCO 11013.1

4/TJG/lcp

12 DEC 1969

FORCE LOGISTIC COMMAND ORDER 11013.1

From: Commanding General

To: Distribution List

Subj: Standing Operating Procedure for Bunkers

Ref: (a) FORO 11013.1B of 17 Feb 1969

Encl: (1) Listing of Erection Diagrams and Bill of Material
of 8'X8'X8'; 8'X12'X8'; 10'X24'X8' and 20'X32'X8'
Bunkers

(2) Format for Bunker Request

(3) Format for DD Form 1149

1. Purpose. To promulgate instructions on policy and procedures for the construction of bunkers within this command.

2. Background. Bunkers within the Force Logistic Command are of varied sizes, designs and types. Many of these bunkers are of non-standard design and have been emplaced according to individual desires. In many cases these bunkers are built on top of the ground. Other bunkers are constructed with up to one-half of their height below ground level and are subject to flooding since many areas are in a high water table area.

3. Policy. Reference (a) sets forth information relating to requesting standard Tactical Support Functional Component (TSFC) bunkers.

a. The policy for bunkers is outlined as follows:

(1) When required, existing bunkers will be replaced with a standard (TSFC) bunker which will be erected as shown in enclosure (1).

(2) In the future, all bunkers will be placed on top of the ground.

TAB P 01 ENCL (1)

FLCO 11013.1

12 Dec 1969

(3) Sheets of steel plating, armor plating or steel stock used in welding shops will not be utilized in bunker construction. Organizations will turn in to the appropriate supply source all sheets of steel plating now used on ground bunkers as well as living spaces (SEA Huts).

(4) Bunkers will not be utilized as sleeping quarters and all bunks, mattresses and all garrison property will be removed.

(5) This directive is not applicable to bunkers utilized for perimeter security. Bunkers for perimeter security shall be of the type deemed appropriate by the cognizant Camp Commander.

4. Procedures

a. Organizations of this command will report bunker requirements on a monthly basis in the format shown in enclosure (2). This report will reflect bunker requirements as of the 25th of the reported month and will reach this Headquarters (G-4) not later than the first of the following month.

b. On notification of approval the organization will be directed to prepare a complete set of DD Form 1149's (one 1149 for each line item contained in the Bill of Material) and, forward to the Commander, Third Naval Construction Brigade (NCB) (Attn: III MAF Expediter) via this Headquarters (G-4). DD Form 1149 to be filled out as illustrated in enclosure (3) and forwarded as a package.

c. Inquiries concerning the status of TSFC bunker requests will be directed to this Headquarters (G-4 Engineer Section).

d. Urgent requirements may be submitted anytime.

e. The requesting organization will state on the request if construction of the bunker is within their capability.

f. All bunker requests will be fully justified.

FLCO 11013.1

12 DEC 1969

5. Applicability. This directive is applicable to all organizations of this command located in secure areas.

DISTRIBUTION: "A" and "B"


J.L. TOBIN
Chief of Staff

NOTES:

	FOR STOCK NO'S - SEE LATEST EDITION OF APPROPRIATE SL2
2	BRACING IS SIMILAR ON ALL FOUR SIDES
3	SCABS WILL BE NAILED TO THE POST GIRDER CONNECTIONS
4	SAND BAGS WILL BE STACKED THREE WIDE ON ALL FOUR SIDES
5	EMPTY SAND BAG WILL BE NAILED TO BUNKER WALL EVERY FIFTH LAYER TO PREVENT DISPLACEMENT (USED LIKE BRICK TIE)
6	CUT 3'-0"x0" APERTURE ON ALL FOUR SIDES (AS REQUIRED)
7	HEX SYMBOL ON BILL OF MATERIAL ITEM NO. DENOTES ITEM IS SHOWN ON DWG.

Enclosure (1)

TAB *P* 01 ENCL (1)

FLCO 11013.1
12 DEC 1969

ITEM	DESCRIPTION	UNIT	ASSEMBLY	QUAN	ZONE
	BUNKER-8'x8'x8' ASSEMBLY 1162				
1	BAG SAND	HD		10	
2	DRIFT PIN 1/2 x 16	EA		9	
3	NAIL COMMON BRITE 60 D	LB		70	
4	LUMBER 2x6	BF		16	
5	LUMBER 4x6	BF		80	
6	LUMBER 6x6	BF		287	
7	LUMBER 3x12	BF		1580	
8	ROOFING FELT	RL		1	

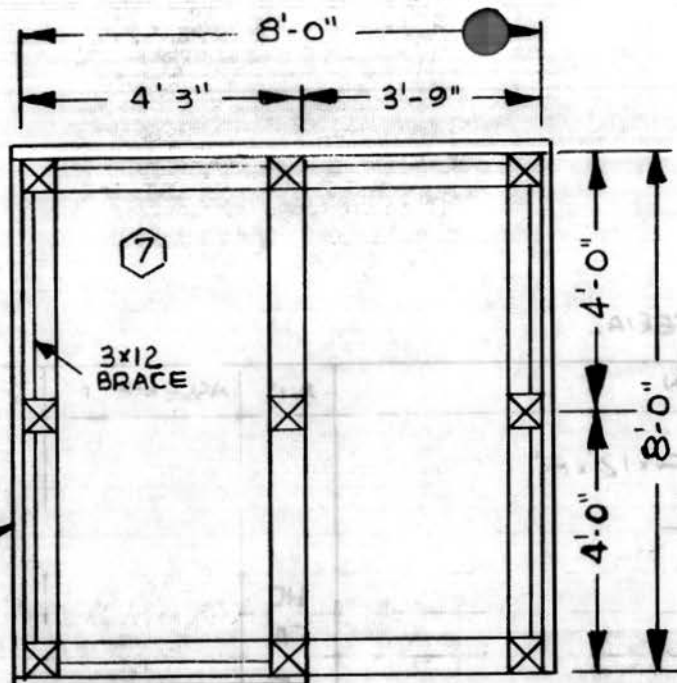
FLCO 11013.1

12 DEC 1960

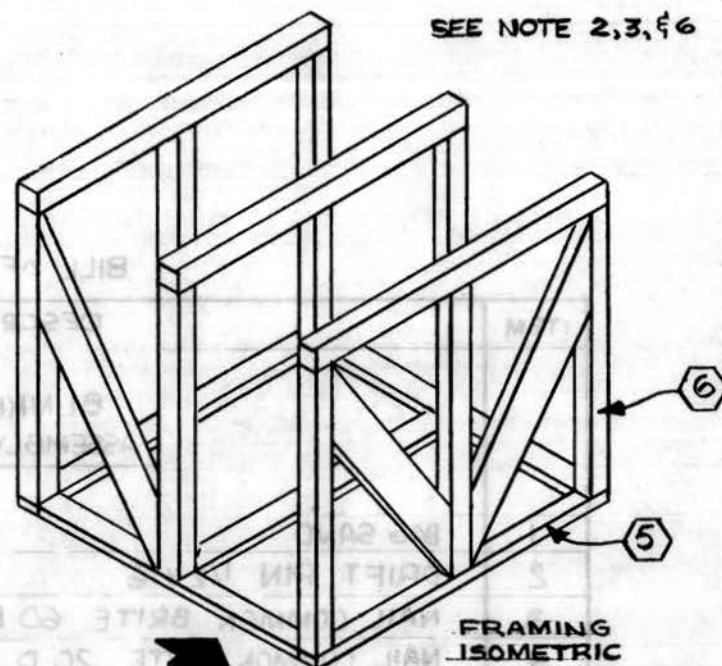
Enclosure (1)

SEE NOTE 2,3, & 6

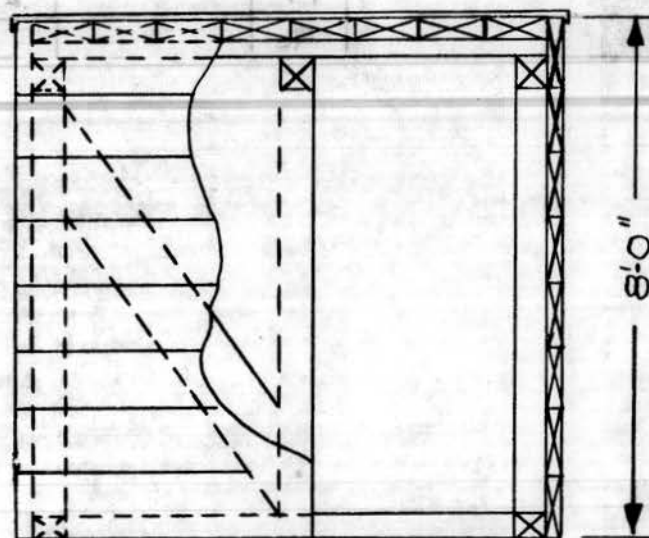
JOIST & SHEATHING
NOT SHOWN
(FOR CLARITY)



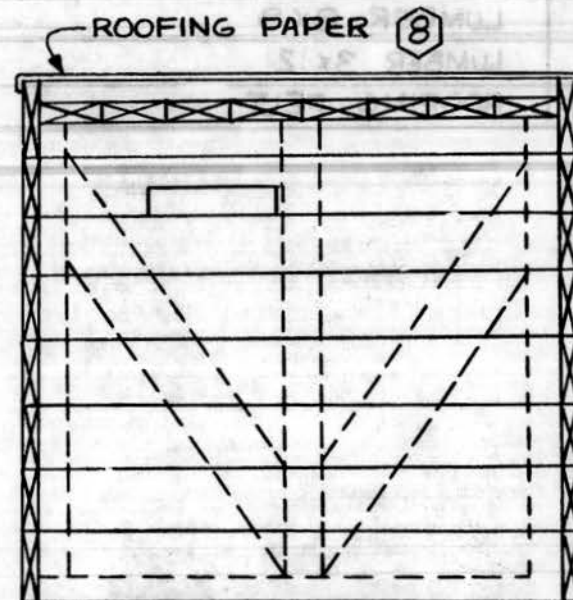
PLAN



3x12 SIDING



FRONT VIEW



SIDE VIEW

Enclosure (1)

FLCO 11013.1
12 DEC 1968

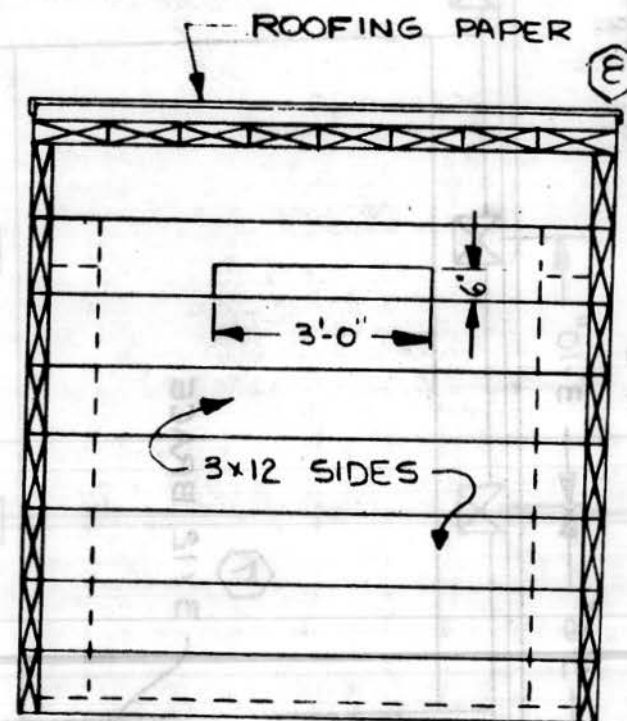
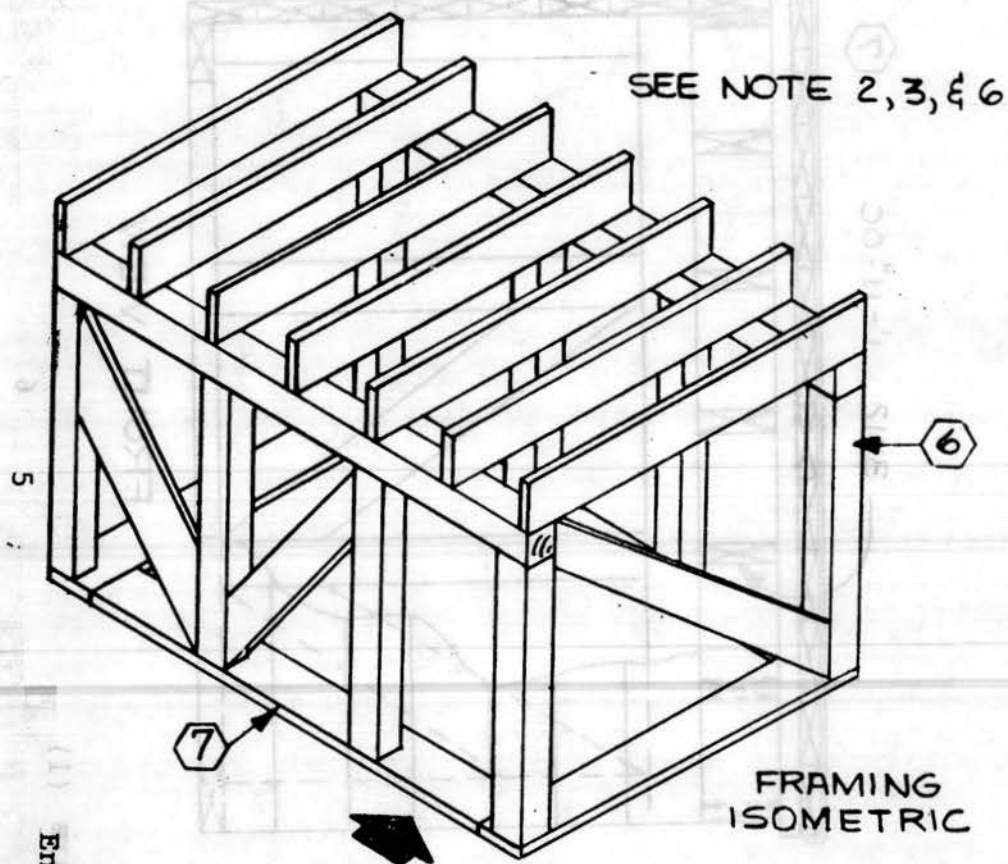
TAB 2 of ENCL (1)

FLCO 11013.1
28 DEC 1969

BILL OF MATERIAL

ITEM	DESCRIPTION	UNIT	ASSEMBLY	QUANTITY	ZONE
	BLINKER - 2'x12'x8'				
	ASSEMBLY 1161				
1	BAG SAND	HC		11	
2	DRIFT PIN 1/2x16	EA		8	
3	NAIL COMMON BRITE 60 D	LB		75	
4	NAIL COMMON BRITE 20 D	LB		4	
5	LUMBER 2x8 945	BF		15	
6	LUMBER 8x8	BF		610	
7	LUMBER 3x12	BF		2300	
8	ROOFING FELT	RL		1	

Enclosure (1)

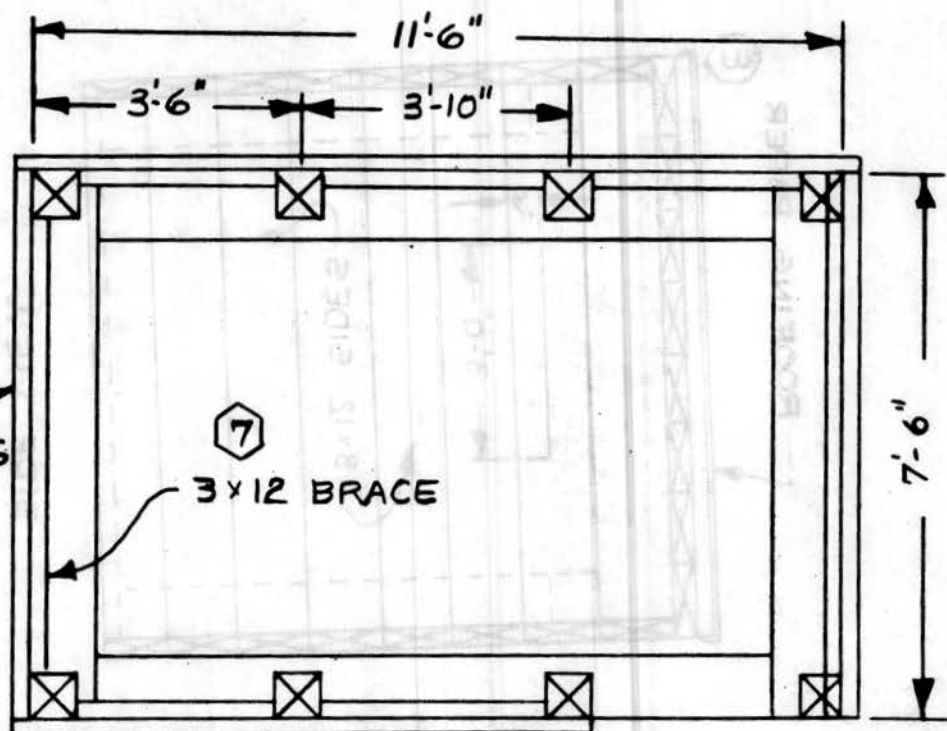


SIDE VIEW

Enclosure (1)

TAB P 01 ENCL (1)

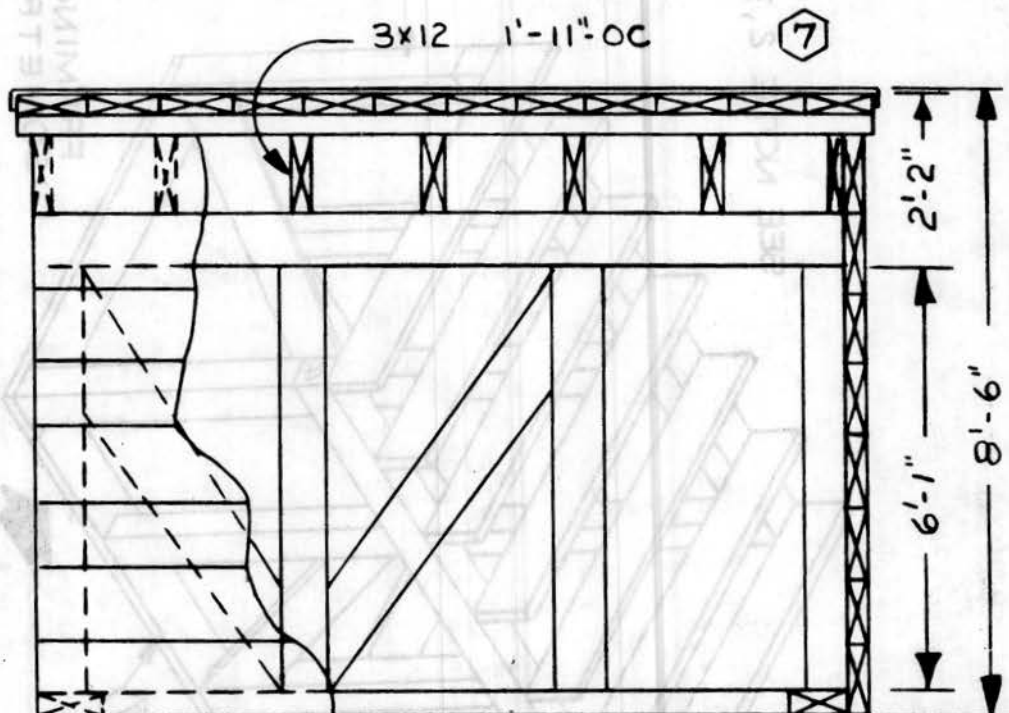
FLCO 11013.1
11-61-1582



⑦
3x12 SIDING
JOIST & SHEATHING
NOT SHOWN
(FOR CLARITY)

⑦
3x12 BRACE

PLAN



FRONT VIEW

30' 0" S.O. DE
PINKER-10' 0" 1/2
BILL OF MATERIALS

ITEM	DESCRIPTION	UNIT	ASSEMBLY	QUAN	ZONE
	ASSEMBLY 1160				
1	BAG SAND	HE		4	
2	DRIFT PIN 1/2 X 16	PA		20	
3	NAIL COMMON BRITE 60D	LP		11	
4	LUMBER 10X10 RGH	BF		862	
5	LUMBER 3X12	RF		421	
6	ROOFING FELT	RL		6	

FLCO 11013.1 10017
12 DEC 1969

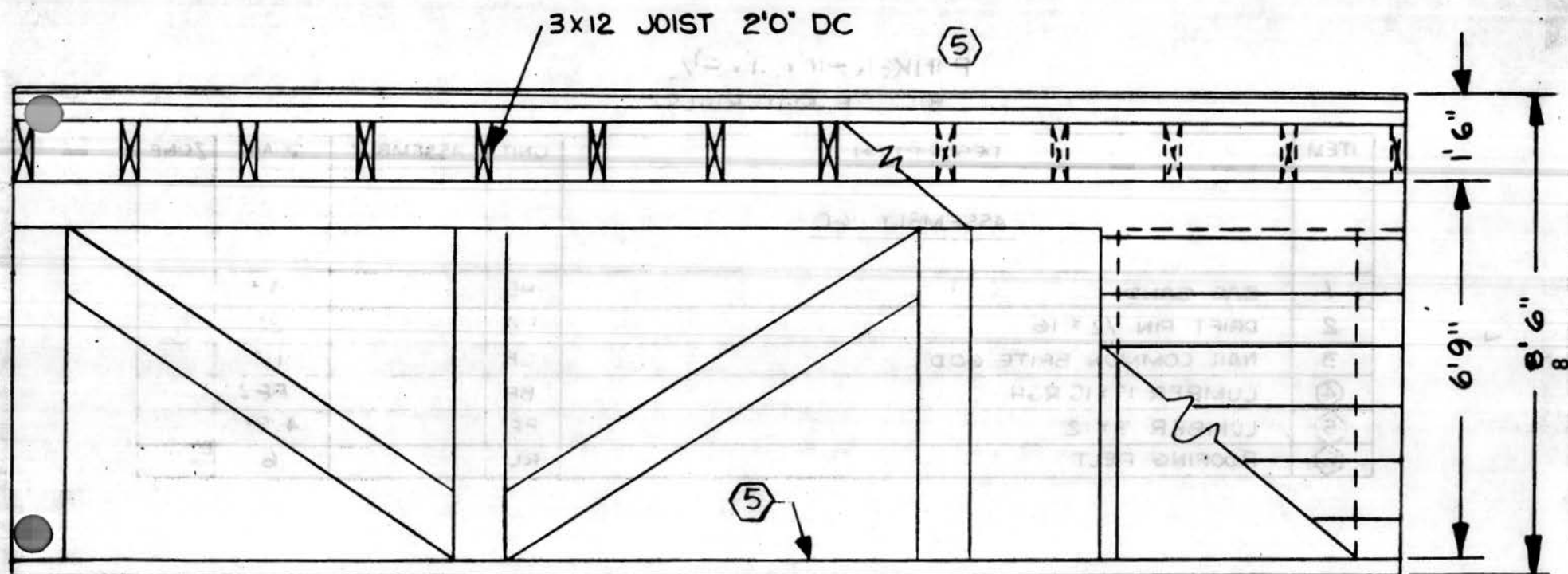
FRONT VIEW

Enclosure (1)

1 AB P 01 ENCL 11

ENCLOSURE (1)

FLCO 11013.1
12 DEC 1964 081 030 8.1



FRONT VIEW

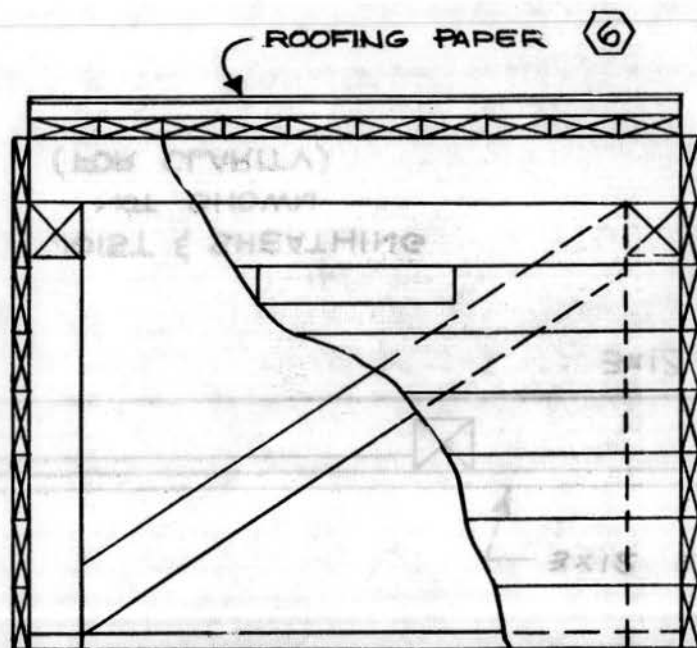
Enclosure (1)

Enclosure (1)

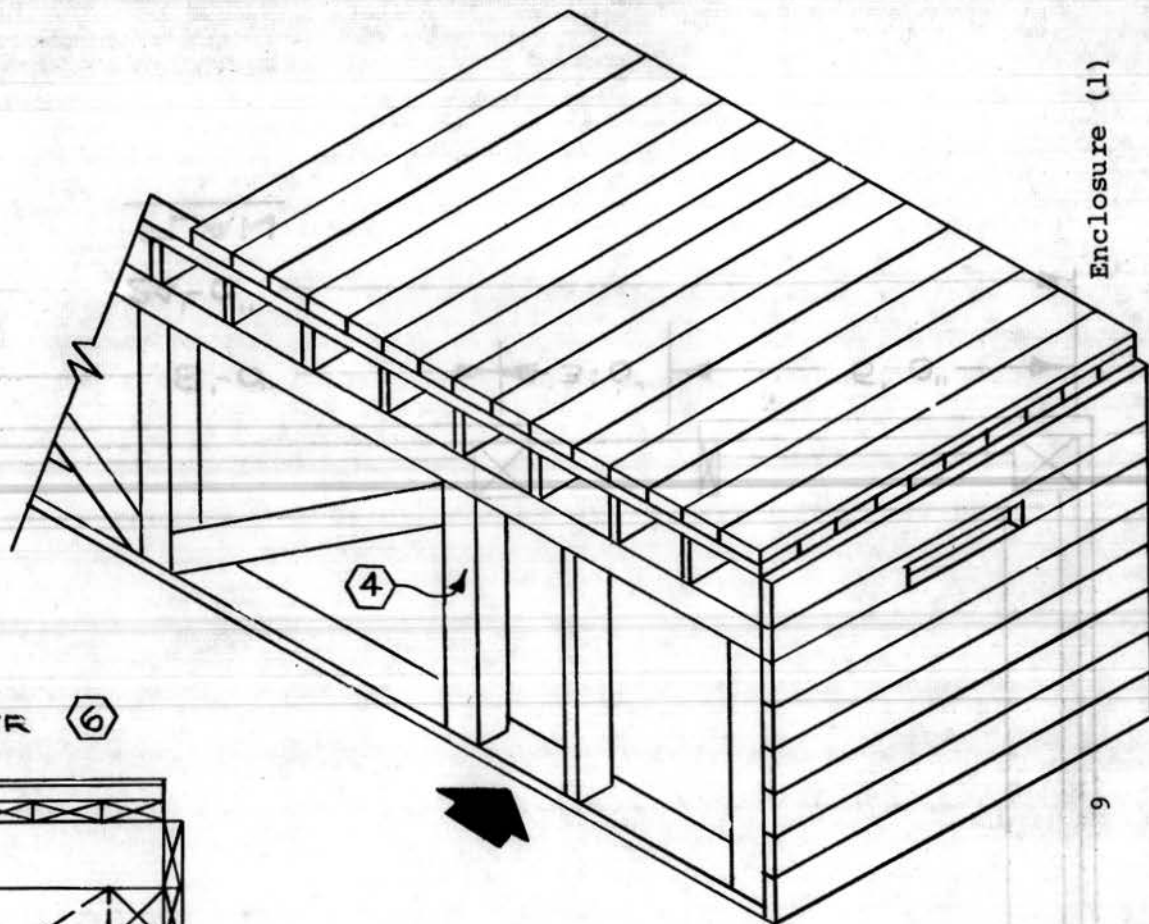
ENCLOSURE (1)

FLCO 11013.1
22 DEC 1959

FLCO 11013.1
22 DEC 1959



END VIEW

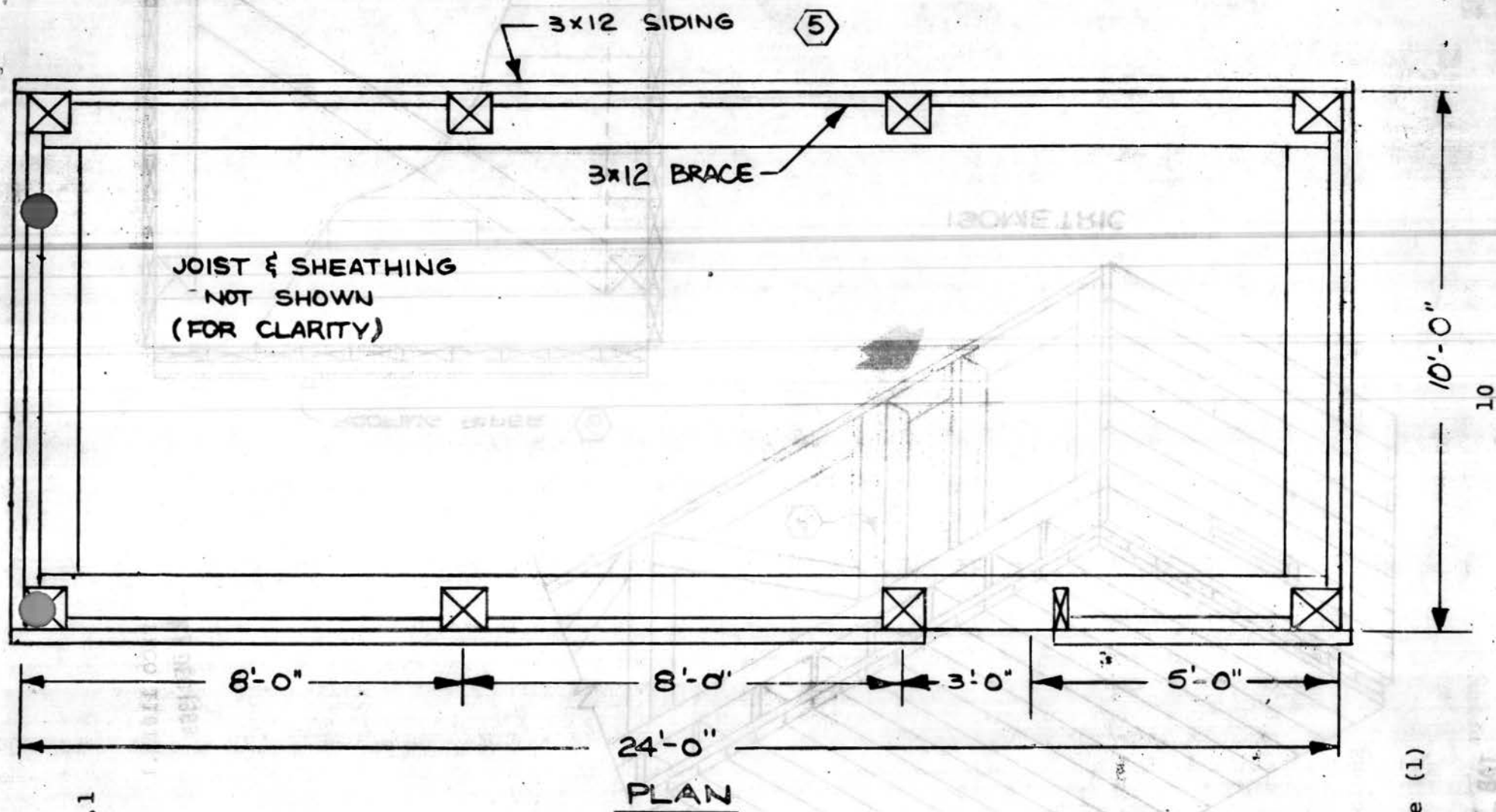


ISOMETRIC

Enclosure (1)

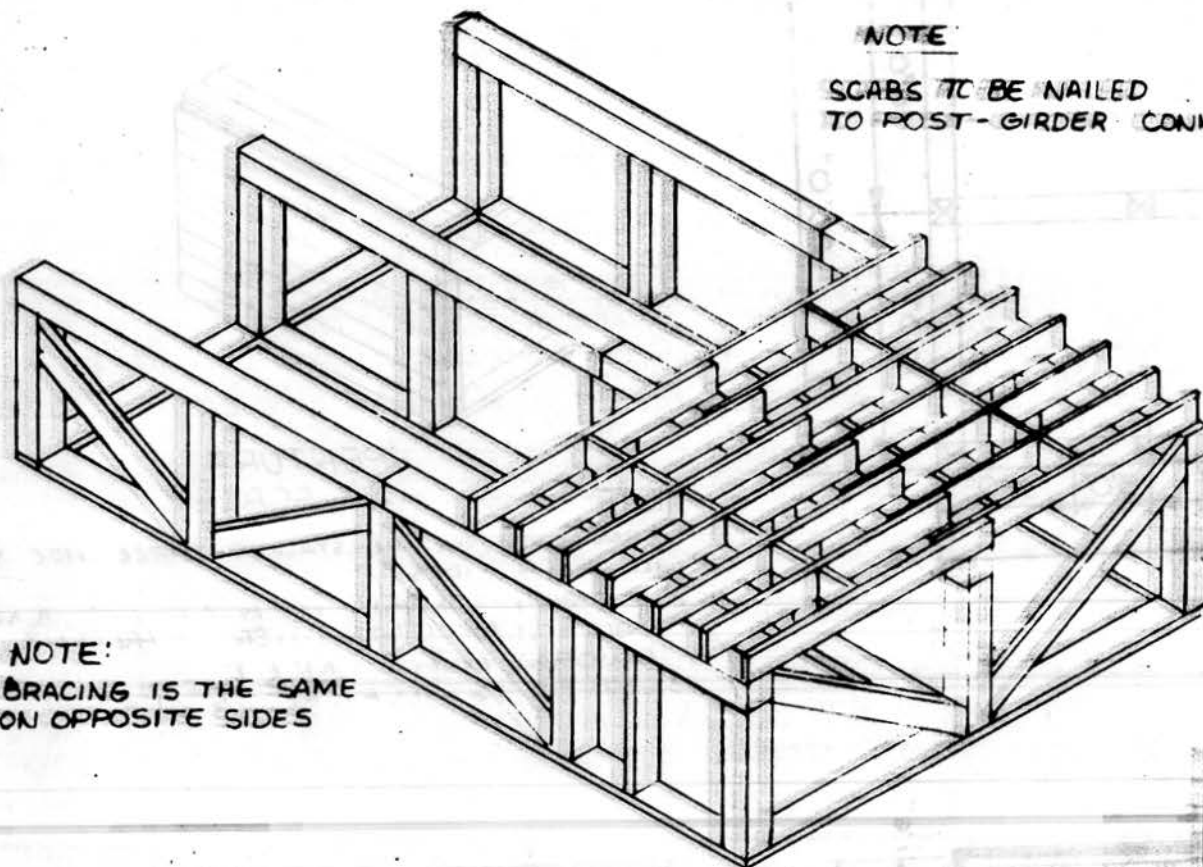
TAB P 01 ENCL (1)

END VIEW



FLCO 11013.1
12 DEC 1969

NOTE
SCABS TO BE NAILED
TO POST-GIRDER CONNECTIONS



NOTE:
BRACING IS THE SAME
ON OPPOSITE SIDES

BUNKER - 20'x32'x8'6"

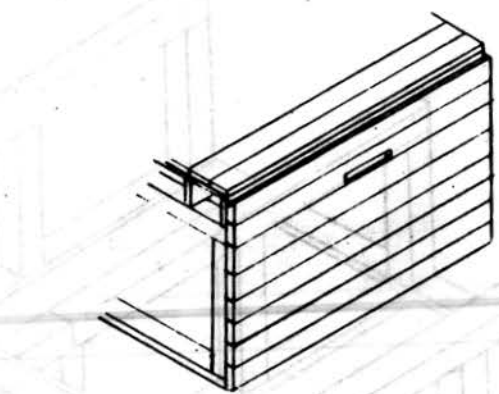
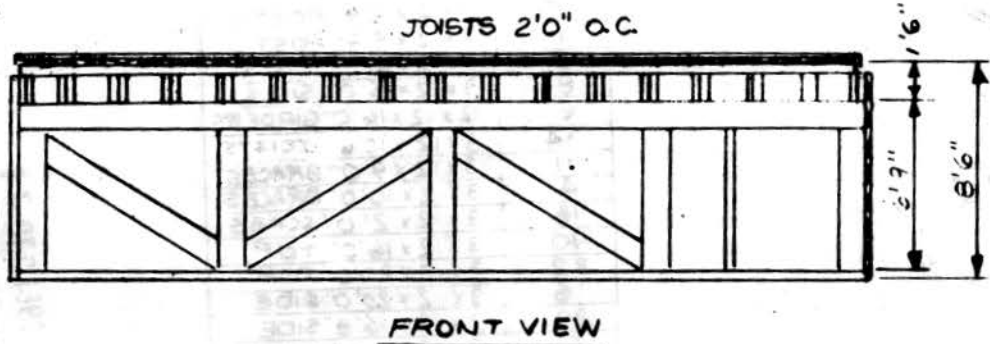
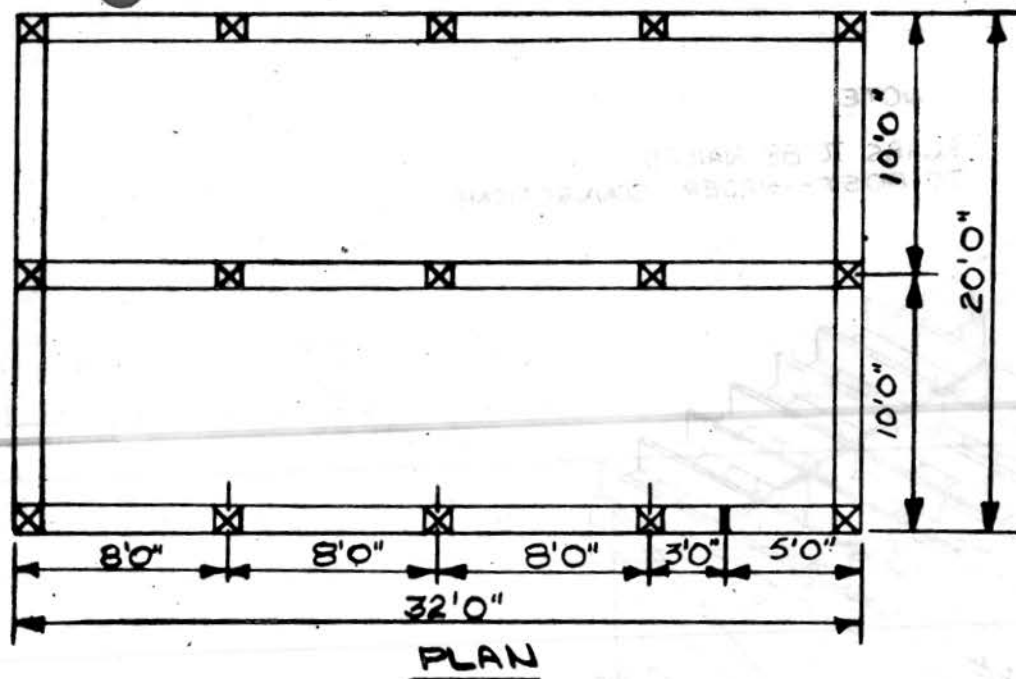
BILL OF MATERIAL	
15	3x2x5'9" POSTS
1	3x2x5'9" POST
2	3x12x20'0" SILLS
8	3x12x15'0" SILLS
6	12x12x16'0" GIRDERS
34	3x12x10'6" JOISTS
11	3x12x9'0" BRACES
4	3x12x10'0" BRACES
16	3x12x2'0" SCABS
40	3x12x16'0" TOP
32	3x12x20'0" TOP
16	3x12x20'0" SIDE
24	3x12x16'8" SIDE
8	3x12x11'0" SIDE
20	DRIFT PINS 1/2x16"
28	3x12x16'9" BRIDGING
4	3x12x17'7 1/2" BRIDGING
350lbs	60D NAILS
6 ROLLS	ROOFING PAPER
3x12	9520 B.F.
12x12	1980 B.F.

FLCO 11013.1
12 DEC 1963

Enclosure (1)

TAB F of ENCL (1)

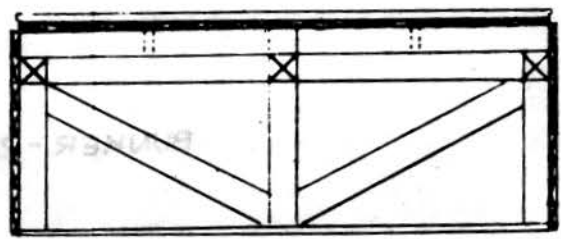
FLCO 11013.1
12 DEC 1969



APERTURE
NO. SCALE

NOTE

1. SAND BAGS WILL BE STACKED THREE HIGH ON ALL FOUR SIDES
2. ALL EMPTY SANDBAGS WILL BE 1' HIGH AND 1' WIDE. ALL VERY FORTH LAYER - PREVENT SANDBAG DISPLACEMENT.
3. ALL 4'0" X 6'0" APERTURE ON EACH SIDE.



Enclosure (1)

12 DEC 1969

HEADING

File Code

From: Commanding Officer,
To: Commanding General, Force Logistic Command
(Attn: G-4 Eng rO)

Subj: TSFC Bunker Requests; report of Bunker Size
8'X8'X8'; 8'X12'X8'; 10'X24'X8'; 20'X32'X8'

- A. Last Report.
- B. Issued.
- C. Deleted.
- D. New Requirements.
- E. Net Change.
- F. New Total.
- G. Justification for new requirements, item D above.

SHIPPING CONTAINER TALLY

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

FORMAT FOR DD FORM 1149

REQUISITION AND INVOICE/SHIPPING DOCUMENT										SHEET NO.	NO. OF SHEETS	8. REQUISITION DATE DATE	8. REQUISITION NUMBER UIC/JULIAN DATE/UNIT RE			
1. FROM: UNIT INDICATOR CODE/NAME OF UNIT REQUESTING TSFC										7. DATE MATERIAL REQUIRED		8. PRIORITY NUMBER				
2. TO: LOGISTICS OFFICER, THIRD NAVAL CONSTRUCTION BRIGADE										9. AUTHORITY OR PURPOSE						
3. SHIP TO - MARK FOR PROVIDE COMPLETE SHIPPING DATA IN THIS SPACE										10. SIGNATURE UNIT S-4 OFFICER		11. VOUCHER NUMBER AND DATE				
										12. DATE SHIPPED		13. MODE OF SHIPMENT				
										14. BILL OF LADING NUMBER		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.				
4. APPROPRIATION SYMBOL AND SUBHEAD III MAP JOB NUMBER										OBJECT CLASS (From)		EXPENDITURE ACCOUNT (To)				
										CHARGEABLE ACTIVITY		BUREAU CONTROL ACTIVITY NO.				
										BUREAU CONTROL NO.		AMOUNT				
1. FN NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)									UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON- TAINER (f)	CON- TAINER NO. (g)	UNIT PRICE (h)	TOTAL COST (i)
1	NOMENCLATURE/DESCRIPTION FEDERAL STOCK NUMBER //////////////////////////////////// ONLY ONE LINE ITEM FOR EACH F.S.N. IN TSFC ASSEMBLY NO ON ONE DD FORM 1149.										AMT.					
16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO																
18. ISSUED BY		TOTAL CONTAINERS	TYPE CON- TAINER	DESCRIPTION				TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE	BY	SHEET TOTAL		
CHECKED BY										QUANTITIES RECEIVED EXCEPT AS NOTED		DATE	BY	GRAND TOTAL		
PACKED BY										POSTED		DATE	BY	20 RECEIVER'S VOUCHER NO.		
		← TOTAL →														

DD FORM 1149 (9-PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

ORIGINAL

2 DEC 1965
FICO 11013.1

ENCLOSURE (3)

TAB P 01 ENCL (1)