

HEADQUARTERS
Force Logistic Support Group Bravo
1st Service Battalion (Rein)
Force Logistic Command, FMFPac
FPO San Francisco 96602

3/JAW/drw
5750-06
Ser: 071-70
5 Sep 1970

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From: Commanding Officer
To: Commandant of the Marine Corps (Code A03D)
Via: (1) Commanding General, Force Logistic Command
(2) Commanding General, III Marine Amphibious Force
(3) Commanding General, Fleet Marine Force, Pacific

Subj: Command Chronology for the period 010001H to 312400H Aug 1970 (U)

Ref: (a) MCO P5750.1A
(b) FMFPacO 5750.8A
(c) FLCO 5750.1B

Encl: (1) Force Logistic Support Group Bravo Command Chronology

1. (U) In accordance with the provisions of references (a) through (c), enclosure (1) is submitted.

2. (U) This letter is unclassified upon removal of the enclosure.

[Handwritten Signature]
D. J. BURGER

FLSG Bureau / 1st Serv Bn

FLSG-B	S&C FILES
CONTROL NO.	
0216-70	
COPY NO. 1 OF 5	

DOWNGRADED AT 3 YEARS INTERVALS;
DECLASSIFIED AFTER 12 YEARS.
DOD DIR 5200.10

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Aug 1970

Tab D

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HEADQUARTERS
Force Logistic Support Group Bravo
1st Service Battalion (Rein)
Force Logistic Command, FMFPac
FPO San Francisco 96602

3/JAW/drw
5750-06
5 Sep 1970

COMMAND CHRONOLOGY
01001H to 312400H Aug 1970

- PART I - Organizational Data
- PART II - Narrative Summary
- PART III - Sequential Listing of Significant Events
- PART IV - Support Statistics

Enclosure (1)
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PART I

1. (C) DESIGNATION

COMMANDING

Force Logistic Support Group Bravo LtCol D. J. BURGER 1-31 Aug 1970

SUBORDINATE UNITS

Headquarters and Service Company	1stLt D. E. BRADSHAW	1-31 Aug 1970
Truck Company	Capt D. L. BAYSE	1-31 Aug 1970
LSU #1	Capt D. L. DICKERSON	1-14 Aug 1970
	2ndLt R. G. MOCKRIDGE	15-31 Aug 1970
LSU #3	1stLt J. P. CHASE	1-31 Aug 1970
LSU #4	Capt A. J. LISTWAN	1-31 Aug 1970
LSU #5	1stLt P. H. PELISSIER	2-31 Aug 1970

2. (C) LOCATION

1-31 August 1970, Camp Books, Red Beach, Da Nang, Republic of Vietnam

3. (C) STAFF OFFICERS

Executive Officer	Capt J. A. WOODHEAD III	1-31 Aug 1970
S-1/Adj	Capt F. A. GUILLE	1-31 Aug 1970
S-2/S-3	Capt J. A. WOODHEAD III	1-31 Aug 1970
S-4	Capt S. C. SKROBALOWSKI	1-31 Aug 1970
S-5	2ndLt M. C. PALLO	1-15 Aug 1970

4. (C) AVERAGE MONTHLY STRENGTH

<u>USMC</u>	
<u>OFF</u>	<u>ENL</u>
11	202

<u>USN</u>	
<u>OFF</u>	<u>ENL</u>
0	3

<u>OTHERS</u>	
<u>OFF</u>	<u>ENL</u>
0	0

Enclosure (1)

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PART II

NARRATIVE SUMMARY

(C) GENERAL

FLSG-Bravo continued to provide Supply and Maintenance Support to major elements of the First Marine Division and First Marine Air Wing. This support is provided through four Logistic Support Units (LSU's) located at An Hoa Combat Base, LZ Baldy, Hill 37 and Chu Lai Combat Base.

This month saw continued major effort to redistribute organic equipment to meet the 15 Sept date for transferring the colors to Camp Pendleton.

(C) ORGANIC SUPPLY (M11660)

During the month of August the Organic Supply Office made significant progress in the redistribution of the Groups equipment:

	<u>On Hand</u> <u>1 Aug</u>	<u>Turned</u> <u>In</u>	<u>On Hand</u> <u>31 Aug</u>
Ordance Equipment	1,408	1,003	405
General Supply Equipment	16,382	4,947	11,435
Comm/Elect Equipment	473	327	146
Engineer Equipment	156	83	73
Motor Transport Equipment	318	108	210

(C) CIVIC AFFAIRS

In accordance with phasedown plan FLSG-B Civic Affairs Program was terminated on 15 August; the two hamlets, Chahu Huong and Chanh Phuoc were turned over to FLC for continuation of the effort.

(C) TRUCK COMPANY

During the month of August 1970, Truck Company's mission was further reduced to providing internal support only. On 15 August 1970, Truck Company "Stood Down" operationally. In accomplishing this mission, Truck Company vehicles traveled 10,665 miles, transported 9,705 personnel and 1,021 tons of cargo.

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(C) LOGISTIC SUPPORT UNIT #1

Logistic Support Unit #1 is located at the An Hoa Combat Base approximately 46 road miles south, south-west of Da Nang.

LSU #1 provided the following types of support to its customers: (1) Class I support, (2) Class III support, (3) Class V support, (4) Forklift support, (5) Laundry services, (6) RUC line service. The LSU was phased down to 1 officer and 10 enlisted men with the move of Hq's 5th Marines to Hill 37.

Units supported during the month of August 1970 were:

2ndBn, 5th Marines
"E" Btry, 2ndBn, 11th Marine
"C" Co., 1st Shore Party (One platoon)
Detachment Bulk Fuel Co., SupBn, 1stFSR
Detachment Air Traffic Control, MAG-16

(C) LSU #1 STATISTICS
1-31 Aug 1970

Average Monthly Strength - 1 Officer, 10 Enlisted

Laundry Processed (one unit)
27,830 pounds

Class I (Issue)

"A" and "B" rations for an average daily strength of 1870 persons
17,108 Rations, Meals Combat Individual 2,311 Rations, Long Range
Patrol Rations 75,200 pounds of Ice (All received from FLC)

Class III(Issues)

409,405 gallons of JP-4
10,995 gallons of MoGas
44,490 Gallons of Diesel

Class V (W) Ground Ammunition

Received - 857 S/T
Issued - 970 S/T
On Hand - 338 S/T (31Aug70)
DODICS - 88

(C) LOGISTIC SUPPORT UNIT #3

Logistic Support Unit #3 is located at Hill 63, Landing Zone Baldy, approximately 27 miles southeast of Da Nang, Republic of Vietnam.

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LSU #3 provides the following support to its customers: (1) Overflow 2nd echelon and all 3rd echelon repair in four technical categories of material; motor transport, engineer, communications-electronics, and ordnance. (2) Class I support, (3) Class III support, (4) Class V support, (5) 3rd and 4th echelon "End Items Maintenance Float Items" for ordnance and limited engineer equipment, (6) Forklift support, (7) Laundry services, and (8) RUC line service.

Units supported during the month of August 1970 were:

7th Marines
Hq Co., 7th Marines
1st Bn., 7th Marines
2nd Bn., 7th Marines
3rd Bn., 7th Marines
3rd Bn., 11th Marines
"K" Btry., 4th Bn., 11th Marines
"M" Btry., 4th Bn., 11th Marines
3rd 8" How Btry (one platoon)
"C" Co., 1st Shore Party Bn., (one platoon)
Detachment MCB-62
Detachment MAG-16

(C) LSU #3 STATISTICS
1-31 August 1970

Average Monthly Strength - 2 Officers/70 Enlisted

DX Items, "Secondary Reparable Items Program"

160 requisitions
146 fills
91% fill rate

Shop Stores Requirements

138 requisitions (127RO/11 NRO)
105 fills
82% fill rate (RO)
76% fill rate (All Items)

Laundry Processed (two units)

25,310 pounds

Class I (Issues)

"A" and "B" rations for an average daily strength of 5500 persons
37,431 Meals, Combat Individual
285 Sundries Packs
23,218 Long Range Patrol Rations
258,800 Pounds of Ice (81,000 produced at the LSU)

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Class III (Issued)
315,336 gallons of JP-4
32,889 gallons of MoGas
92,825 gallons of Diesel

Class V (W) Ground Ammunition
Received - 326 S/T
Issued - 277 S/T
On Hand - 751 S/T
DODICS - 127

Customers Work Request (TERO's)
Received - 737
Completed - 659

Maintenance Float Exchanges - 15

(C) LOGISTIC SUPPORT UNIT #4

Logistic Support Unit #4 is located at Chu Lai, 73 miles south, south-east of Da Nang. LSU #4 provides (1) Class V (A) for MAG-13 (2) Provides limited 3rd echelon maintenance for Marine units at Chu Lai (3) Provides Shipping and Receiving operations for Marine units in the Chu Lai TAOR.

(C) LSU #4 STATISTICS
1-31 August 1970

Average Monthly Strength - 2 Officers/73 Enlisted

DX Items "Secondary Repairable Items Program"
12 requisitions
11 fills
92% fill rate

Shop Stores Requirements
22 requisitions (20 RO/2 NRO)
18 fills
90% fill rate (RO)
81% fill rate (All Items)

Laundry Processed (one unit)
4,489 pounds

Class V	<u>Received</u>	<u>Issued</u>	<u>On Hand</u>
(A) Air S/T	87	2,039	4,363
(W) Ground S/T	6,897	301	13,186
(A) Inert S/T	47	298	3,826

Total Class V moved in and out of the ASP, 9669 S/T

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Customers Work Requests (TERO's)

Received - 49
Completed - 92
(28 completed administratively)

	<u>S/T</u>	<u>M/T</u>
Shipping and Receiving		
Cargo shipped by surface	217	801.9
Cargo received by surface	0	0

Sea Land Vans
Loaded - 20
Received - 24
Shipped - 20

WIA Baggage
Received - 3
Shipped - 3
On Hand - 2

(C) LOGISTIC SUPPORT UNIT #5

LSU #5 was established on 2 Aug 1970 to provide support to elements of the 5th Marines. It is located approximately 22 roads miles south, southwest of Da Nang at Hill #37 (966581).

LSU #5 provides the following services: (1) Class I, (2) Class III, (3) Class V, (4) Laundry Service, (5) Forklift Support.

The following units were supported by LSU #5

5th Marines
 Hq Co.
 3rd Bn.
 "L" Btry., 4th Bn., 11th Marines
 "W" Btry., 2nd Bn., 11th Marines
 3rd 8" How Btry (one platoon)
 3rd 175 Guns (one Platoon)

(C) LSU #5 STATISTICS
2-31 August 1970

Average Monthly Strength - 1 Officer/9 Enlisted

Laundry Processed
1080 pounds (one unit)

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Class I (Issues)

18,176 Meals, Combat Individual
224 Long Range Patrol Rations
42 Sundries Packs

"A" and "B" rations to support an average daily strength of 1840 persons
62,300 pounds of Ice

Class III (Issues)

7,923 gallons of MoGas
8,738 gallons of Diesel

Class V (Issues)

Received - 70 S/T
Issued - 45 S/T
On Hand - 25 S/T (31August)
DODICS - 63

Enclosure (1)

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PART III

(C) SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

DATES

EVENTS

2 August 1970

Established LSU #5 at Hill 37, 1stLt P. H. PELISSIER assigned as OIC.

9 August 1970

Operations Pickens Forest II began this date, support provided by LSU's #1 and #3.

15 August 1970

Truck Company stood down operationally in accordance with Bravo phaseout plan.

16 August 1970

Operation Pickens Forest I ended this date.

24 August 1970

Operation Pickens Forest II ended this date.

31 August 1970

LSU #1 received (3) rockets in vicinity of LSU ASP, no damage or casualties. OPCON/ADCON of LSU's transferred to Supply Battalion, 1st FSR effective 312400H Aug.

Enclosure (2)
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CLUBS INSPECTION CHECK-OFF LIST

Clubs Inspection of CAMP MONAHAN STAFF NCO CLUB (S-9)

GRADE:

- Satisfactory X
- Satisfactory with minor discrepancies
- Satisfactory with major discrepancies
- Unsatisfactory

1. Verification of Cash Funds. Use Enclosure (1) YES NO

- a. Petty Cash Fund
- b. Change Fund
- c. Slot Machine Change Fund
- d. Undeposited Receipts

2. Do funds or substantial receipts presently in the managers possession agree with the amount for which he is held responsible? See below X

PETTY CASH \$ 25.00

CHANGE FUND \$ 50.00

SLOT MACHINE CHANGE FUND \$ 400.00

UNDEPOSITED RECEIPTS \$ 85.90
(Amounts per Daily Activity Records)

3. Is adequate security provided for cash?
4. Are funds for which the manager is responsible maintained separately? (Para 201.4F FICO P1746.2A) X

5. Do all petty cash vouchers reflect prenumbered serialization and are they accounted for numerically?

6. Does the manager have on file a copy of his appointment order? X

7. Is the copy of the manager's "invoice and receipt" on file? X

8. Was the manager appointed in sufficient time to properly relieve his predecessor? (Para 101.3A FICO P1746.2A) X

YES NO

9. Does the manager have at his disposal a copy of FLCO P1746.2A and FLC Club System ltr 45/rrt 1746 of Dec 68 which outlines his basic duties and responsibilities?

X

Is an orderly system of filing maintained by the manager and is filing container adequate?

X

Are the blank forms stocked by the manager those currently authorized for use within the club system?

X

Are safe combinations changed every six months or when a change of management occurs are safe combinations and locks promptly changed? (MCO P1746.13B)

X

13. Has a copy of the manager's safe combination been submitted to the Treasurer in a double envelope, sealed, dated, and marked with the activities name? (FLC Clubs ltr 45/rrt 1746 of Dec 68)

X

Are slot machine payment slips properly prepared and accounted for in prenumbered serial sequences? (MCO P1746.13B)

X

Are income, payout and malfunction records kept on each slot machine by number? (Para 501.13F FLCO P1746.2A)

X

16. Was a person who is not affiliated with club management, been appointed in writing by the command to verify juke box collections, slot machine collections, and payout certificates on a weekly basis? (Para 501.13A FLCO P1746.2A)

X

Has the individual who has been appointed to verify collections in no. 16 above, been instructed as to his duties and responsibility?

X

Are the keys for all slot machines in the custody of the Commanding Officer, Executive Officer or Adjutant? (MCO P1746.13B)

X

19. Does the individual appointed to verify collections from slot machines and juke boxes prepare the required report by his own hand? (MCO P1746.13B)

X

YES

NO

20. Are duplicate copies of slot machines payout certificates on file in numerical sequence?

X

21. Are the rules for slot machine play, payment of jackpots and what jackpots consist of posted in the area of play?

X

22. Is a slot machine collection report prepared by the verifying agent before an inoperative machine is returned to normal play?

N/A

23. Has an inventory board of at least three officers who are not affiliated with club management, been appointed in writing by the Commanding Officer? Two Staff Noncommissioned Officers may be appointed vice officers when the assignment of officers cannot be accomplished. (Para 3007.1 MCO P1746.13B)

X

24. Are all employees of the activity assigned their duties in a current job description? Is the original initialed by the employees and filed in the personnel records? (Para 10051.3 MCO P1746.13B)

IR0

25. Has an employee training program been developed by the manager to train employees in the proper performance of their assigned duties to ensure maximum employee potential? (Para 10251 MCO P1746.13B)

X

26. Is the employee training program being conducted on a continuing basis?

AS REQUIRED DAILY

27. How many off duty military personnel are employed by the activity?

3

- A. Bartenders
- B. Waiters
- C. Floorwalkers 2
- D. Administrative
- E. Token Cashier
- F. Projectionist 1

28. How many foreign nationals are employed full time by the activity?

3

- A. Bartender 1
- B. Waitress 1
- C. Cashiers 1
- D. Laborers
- E. Administrative

	YES	NO
29. Are the number of employees who are working on a full time basis considered adequate?	<u>X</u>	_____
30. Is the activity considered to be over-staffed?	_____	<u>X</u>
31. Are all employees given physical examinations prior to the handling of food or beverages? Are the results of the physical examinations by the medical officer on file in the employee personnel records? (Para 10054 MCO P1746.13B)	<u>X</u>	_____
32. How often do foreign nationals employed at the activity receive medical examinations?	_____	<u>EVERY SIX MONTHS</u>
33. Does the medical officer or his representative inspect the activity for proper sanitation? How often? <u>WEEKLY</u>	<u>X</u>	_____
34. Are the results of sanitation inspections discrepancies and follow up action required maintained on file at the activity?	<u>X</u>	_____
35. Are Daily Activity Records prepared daily for receipts of cash? Are duplicates on file at the activity? (Para 201.1E FLCO P1746.2A)	<u>X</u>	_____
36. Does the manager prepare daily inventories of stock for the purpose of retail accountability?	<u>X</u>	_____
37. Is the security on consumable stock considered adequate?	<u>X</u>	_____
38. Are employees time records maintained on a daily basis? (Para 801 FLCO P1746.2A)	_____	_____
39. Is Club owned and government property being properly utilized and cared for?	<u>X</u>	_____
40. Are copies of property custody records on hand and up to date? (Para 401 FLCO P1746.2A)	<u>X</u>	_____
41. Are minor repairs to the structure and property accomplished promptly by the Command?	_____	_____
42. Are consumable stock items properly rotated?	_____	_____
43. Is a current price list of bar items posted?	<u>X</u>	_____
44. Are the following posted within the activity?	<u>X</u>	_____
A. Copy of the Constitution and By-Laws	<u>X</u>	_____
B. Copy of the House Rules	<u>X</u>	_____
C. Minutes of the last Board of Advisory Meeting	<u>X</u>	_____
D. The latest Financial Statement	<u>X</u>	_____

NO

- | | | |
|---|------------|---------------|
| 45. Are preventive maintenance check lists current on all items of equipment? | <u>N/A</u> | |
| 46. Is the activity in a proper state of police and sanitation? | <u>X</u> | |
| 47. Are items of Club property in good repair? | X | |
| 48. How many personnel on an average utilize the facility daily? <u>50</u> | | |
| 49. Is the facility considered to be adequate for the number of personnel who utilize it? | | |
| 50. Is all club property decaled? | | |
| 51. Desk top procedure being maintained? | <u>X</u> | |
| 52. Turnover files being kept current? | | <u>X</u> |
| 53. Has a bottle breaking officer been assigned in writing? | <u>X</u> | |
| 54. Decal control log being maintained? | <u>X</u> | <u> </u> |





 BRANCH CASH COUNT

 PIC CLUBS SYSTEM

Tab F

BRANCH ACTIVITY _____

DATE _____

UNDEPOSITED RECEIPTS

PETTY CASH

CHANGE FUND

<u>Description</u>	<u>Amount in \$</u>	<u>Sub-Total</u>	<u>Description</u>	<u>Amount in \$</u>	<u>Sub-Total</u>	<u>Description</u>	<u>Amount in \$</u>	<u>Sub-Total</u>
.05	<u>.05</u>		.05	<u> </u>		.05	<u>2.00</u>	
.10	<u>.10</u>		.10	<u> </u>		.10	<u>11.50</u>	
.25	<u>.25</u>		.25	<u> </u>		.25	<u>13.50</u>	
.50	<u>.50</u>	\$ <u>.90</u>	.50	<u> </u>	\$.50	<u>10.00</u>	\$ <u>37.00</u>
1.00	<u>10.00</u>		1.00	<u> </u>		1.00	<u>13.00</u>	
5.00	<u>35.00</u>		5.00	<u>5.00</u>		5.00		
10.00	<u>-0-</u>		10.00	<u> </u>		10.00		
20.00	<u>10.00</u>	\$ <u>85.00</u>	20.00	<u>20.00</u>	\$ <u>25.00</u>	20.00		\$ <u>13.00</u>
Money Order			Checks			Checks		\$ <u>50.00</u>
U.S. Check			Vouchers		\$	TOTAL		\$ <u>50.00</u>
Other Check		\$ <u>85.90</u>	TOTAL		\$ <u>25.00</u>			
TOTAL		\$ <u>85.90</u>						

SLOT CHANGE FUND

SLOT MACHINE TOKEN FUND

<u>Description</u>	<u>Amount in \$</u>	<u>Sub Total</u>	<u>Description</u>	<u>Amount in \$</u>	<u>Sub Total</u>	<u>Total Undeposited Receipts</u>
.05	_____	_____	<u>Machine Tubes</u>	_____	_____	<u>Total Petty Cash</u> \$ 25.00
.10	_____	_____	.05	_____	_____	<u>Total Change Fund</u> \$ 50.00
.25	_____	_____	.10	_____	_____	<u>Total Slot Change Fund</u> \$ 100.00
.50	_____	_____	.25	_____	_____	<u>Total Slot Token Fund</u> \$ _____
1.00	_____	_____	<u>Drop Box</u>	_____	_____	
5.00	_____	_____	.05	_____	_____	
10.00	_____	_____	.10	_____	_____	
20.00	_____	_____	.25	_____	_____	
<u>Checks</u>	_____	_____	<u>Safe</u>	_____	_____	
<u>Jackpot Pay Slips</u>	_____	_____	.05	_____	_____	
<u>TOTAL</u>	_____	_____	.10	_____	_____	
			.25	_____	_____	
			<u>Juke Box</u>	_____	_____	
			.05	_____	_____	
			.10	_____	_____	
			.25	_____	_____	
			<u>TOTAL</u>	_____	_____	

Counted/Verified By _____
 Manager _____

Non FIC Coin _____

CLUBS INSPECTION CHECK-OFF LIST

Clubs Inspection of CAMP MONAHAN ENLISTED CLUB (E-9)

GRADE:

Satisfactory

Satisfactory with minor discrepancies

Satisfactory with major discrepancies

Unsatisfactory

 X

1. Verification of Cash Funds. Use Enclosure (1)

YES NO

- a. Petty Cash Fund
- b. Change Fund
- c. Slot Machine Change Fund
- d. Undeposited Receipts

2. Do funds or substantial receipts presently in the managers possession agree with the amount for which he is held responsible? See below

 X _____

PETTY CASH \$ 25.00

CHANGE FUND \$ 200.00

SLOT MACHINE CHANGE FUND \$ N/A

UNDEPOSITED RECEIPTS \$ 321.60
 (Amounts per Daily Activity Records)

0
0
0
0
0
0

3. Is adequate security provided for cash?

 X _____

4. Are funds for which the manager is responsible maintained separately? (Para 201.4F FICG P1746.2A)

 X _____

5. Do all petty cash vouchers reflect prenumbered serialisation and are they accounted for numerically?

 X _____

6. Does the manager have on file a copy of his appointment order?

 X _____

7. Is the copy of the manager's "invoice and receipt" on file?

 X _____

8. Was the manager appointed in sufficient time to properly relieve his predecessor? (Para 101.3A FICG P1746.2A)

 X _____

20. Are duplicate copies of slot machines payout certificates on file in numerical sequence? N/A

Are the rules for slot machine play, payment of jackpots and what jackpots consist of posted in the area of play? N/A

Is a slot machine collection report prepared by the verifying agent before an inoperative machine is returned to normal play? N/A

Has an inventory board of at least three officers who are not affiliated with club management, been appointed in writing by the Commanding Officer? Two Staff Noncommissioned Officers may be appointed vice officers when the assignment of officers cannot be accomplished. (Para 3007.1 MCO P1746.13B) X

24. Are all employees of the activity assigned their duties in a current job description? Is the original initialed by the employees and filed in the personnel records? (Para 10051.3 MCO P1746.13B) X

25. Has an employee training program been developed by the manager to train employees in the proper performance of their assigned duties to ensure maximum employee potential? (Para 10251 MCO P1746.13B) X

Is the employee training program being conducted on a continuing basis? X

How many off duty military personnel are employed by the activity? 3

- A. Bartenders
- B. Waiters
- C. Floorwalkers 2
- D. Administrative
- E. Token Cashier
- F. Projectionist 1

How many foreign nationals are employed full time by the activity? 7

- A. Bartender
- B. Waitress
- C. Cashiers
- D. Laborers
- E. Administrative
- F. BAR WAITER/
WAITRESS 7

	YES	NO
29. Are the number of employees who are working on a full time basis considered adequate?	<u>X</u>	_____
30. Is the activity considered to be over-staffed?	<u>X</u>	_____
31. Are all employees given physical examinations prior to the handling of food or beverages? Are the results of the physical examinations by the medical officer on file in the employee personnel records? (Para 10054 MGO P1746.13B) IRO	<u>X</u>	_____
32. How often do foreign nationals employed at the activity receive medical examinations? EVERY SIX MONTHS	<u>X</u>	_____
33. Does the medical officer or his representative inspect the activity for proper sanitation? How often? <u>WEEKLY</u>	<u>X</u>	_____
34. Are the results of sanitation inspections discrepancies and follow up action required maintained on file at the activity?	<u>X</u>	_____
35. Are Daily Activity Records prepared daily for receipts of cash? Are duplicates on file at the activity? (Para 201.1E FLCO P1746.2A)	<u>X</u>	_____
36. Does the manager prepare daily inventories of stock for the purpose of retail accountability?	<u>X</u>	_____
37. Is the security on consumable stock considered adequate?	<u>X</u>	_____
38. Are employees time records maintained on a daily basis? (Para 801 FLCO P1746.2A)	<u>X</u>	_____
39. Is Club owned and government property being properly utilized and cared for?	<u>X</u>	_____
40. Are copies of property custody records on hand and up to date? (Para 401 FLCO P1746.2A)	<u>X</u>	_____
41. Are minor repairs to the structure and property accomplished promptly by the Command?	<u>X</u>	_____
42. Are consumable stock items properly rotated?	<u>X</u>	_____
43. Is a current price list of bar items posted?	<u>X</u>	_____
44. Are the following posted within the activity?	<u>X</u>	_____
A. Copy of the Constitution and By-Laws	<u>X</u>	_____
B. Copy of the House Rules	<u>X</u>	_____
C. Minutes of the Last Board of Advisory Meeting	<u>X</u>	_____
D. The latest Financial Statement	<u>X</u>	_____

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NO

45. Are preventive maintenance check lists current on all items of equipment? "

X

46. Is the activity in a proper state of police and sanitation?

X

47. Are items of Club property in good repair?

X

48. How many personnel on an average utilize the facility daily? 200

49. Is the facility considered to be adequate for the number of personnel who utilize it? "

X

50. Is all club property decaled?

51. Desk top procedure being maintained?

X

52. Turnover files being kept current?

X

53. Has a bottle breaking officer been assigned in writing?

N/A

54. Decal control log being maintained?

N/A

⋮
⋮
⋮



BRANCH ACTIVITY CAMP MONAHAN

DATE _____

UNDEPOSITED RECEIPTS

PETTY CASH

CHANGE FUND

Description	Amount In \$	Sub-Total	Description	Amount In \$	Sub-Total	Description	Amount In \$	Sub-Total
.05	_____	_____	.05	_____	_____	.05	_____	_____
.10	_____	_____	.10	_____	_____	.10	_____	_____
.25	_____	_____	.25	_____	_____	.25	_____	_____
.50	_____	_____	.50	_____	_____	.50	_____	_____
1.00	_____	_____	1.00	_____	_____	1.00	_____	_____
5.00	_____	_____	5.00	_____	_____	5.00	_____	_____
10.00	_____	_____	10.00	_____	_____	10.00	_____	_____
20.00	_____	_____	20.00	_____	_____	20.00	_____	_____
Money Order	_____	_____	Checks	_____	_____	Checks	_____	_____
U.S. Check	_____	_____	Vouchers	_____	_____	TOTAL	_____	_____
Other Check	_____	_____	TOTAL	_____	_____	TOTAL	_____	_____
TOTAL	_____	\$ 321.60						\$ 200.00

SLOT CHANGE FUND

SLOT MACHINE TAKEN FUND



<u>Description</u>	<u>Amount in \$</u>	<u>Sub Total</u>
.05	_____	
.10	_____	
.25	_____	
.50	_____	\$
1.00	_____	
5.00	_____	
10.00	_____	
20.00	_____	\$
Checks		
Jackpot		\$
Pay Slips		\$
TOTAL		\$

<u>Description</u>	<u>Amount in \$</u>	<u>Sub Total</u>
<u>Machine Tubes</u>		
.05	_____	
.10	_____	
.25	_____	\$
<u>Drop Box</u>		
.05	_____	
.10	_____	
.25	_____	\$
<u>Safe</u>		
.05	_____	
.10	_____	
.25	_____	\$
<u>Juke Box</u>		
.05	_____	
.10	_____	
.25	_____	\$
TOTAL		\$

<u>Total Undeposited Receipts</u>	\$
<u>Total Petty Cash</u>	\$
<u>Total Change Fund</u>	\$
<u>Total Slot Change Fund</u>	\$
<u>Total Slot Token Fund</u>	\$

Counted/Verified By _____
 Manager _____

Non FLC Coin _____

CLUBS INSPECTION CHECK-OFF LIST

Clubs Inspection of ASP-2 ENLISTED CLUB (E-12)

GRADE:

- Satisfactory X
- Satisfactory with minor discrepancies
- Satisfactory with major discrepancies
- Unsatisfactory

1. Verification of Cash Funds. Use Enclosure (1) YES NO
- a. Petty Cash Fund
 - b. Change Fund
 - c. Slot Machine Change Fund
 - d. Undeposited Receipts

2. Do funds or substantial receipts presently in the managers possession agree with the amount for which he is held responsible? See below X

PETTY CASH \$ 25.00

CHANGE FUND \$ 100.00

SLOT MACHINE CHANGE FUND \$ N/A

UNDEPOSITED RECEIPTS \$ 100.15
(Amounts per Daily Activity Records)

- 3. Is adequate security provided for cash? X
- 4. Are funds for which the manager is responsible maintained separately? (Para 201.4F FICO P1746.2A) X
- 5. Do all petty cash vouchers reflect prenumbered serialization and are they accounted for numerically? X
- 6. Does the manager have on file a copy of his appointment order? X
- 7. Is the copy of the manager's "invoice and receipt" on file?
- 8. Was the manager appointed in sufficient time to properly relieve his predecessor? (Para 101.3A FICO P1746.2A) X

YES NO

9. Does the manager have at his disposal a copy of FLCO P1746.2A and FLC Club System ltr 45/rvt 1746 of Dec 68 which outlines his basic duties and responsibilities?

X _____

Is an orderly system of filing maintained by the manager and is filing container adequate?

X _____

Are the blank forms stocked by the manager those currently authorized for use within the club system?

X _____

Are safe combinations changed every six months or when a change of management occurs are safe combinations and locks promptly changed? (MCO P1746.13B)

X _____

13. Has a copy of the manager's safe combination been submitted to the Treasurer in a double envelope, sealed, dated, and marked with the activities name? (FLC Clubs ltr 45/rvt 1746 of Dec 68)

X _____

Are slot machine payment slips properly prepared and accounted for in prenumbered serial sequences? (MCO P1746.13B)

N/A _____

Are income, payout and malfunction records kept on each slot machine by number? (Para 501.13F FLCO P1746.2A)

N/A _____

Was a person who is not affiliated with club management, been appointed in writing by the command to verify juke box collections, slot machine collections, and payout certificates on a weekly basis? (Para 501.13A FLCO P1746.2A)

N/A _____

17. Has the individual who has been appointed to verify collections in no. 16 above, been instructed as to his duties and responsibility?

N/A _____

18. Are the keys for all slot machines in the custody of the Commanding Officer, Executive Officer or Adjutant? (MCO P1746.13B)

N/A _____

19. Does the individual appointed to verify collections from slot machines and juke boxes prepare the required report by his own hand? (MCO P1746.13B)

N/A _____

YES

NO

Are duplicate copies of slot machines payout certificates on file in numerical sequence?

N/A

Are the rules for slot machine play, payment of jackpots and what jackpots consist of posted in the area of play?

N/A

Is a slot machine collection report prepared by the verifying agent before an inoperative machine is returned to normal play?

N/A

Has an inventory board of at least three officers who are not affiliated with club management, been appointed in writing by the Commanding Officer? Two Staff Noncommissioned Officers may be appointed vice officers when the assignment of officers cannot be accomplished. (Para 3007.1 MCO P1746.13B)

X

24. Are all employees of the activity assigned their duties in a current job description? Is the original initialed by the employees and filed in the personnel records? (Para 10051.3 MCO P1746.13B)

X

....

Has an employee training program been developed by the manager to train employees in the proper performance of their assigned duties to ensure maximum employee potential? (Para 10251 MCO P1746.13B)

X

Is the employee training program being conducted on a continuing basis?

X

How many off duty military personnel are employed by the activity?

0

- A. Bartenders _____
- B. Waiters _____
- C. Floorwalkers _____
- D. Administrative _____
- E. Token Cashier _____
- F. Projectionist _____

How many foreign nationals are employed full time by the activity?

1

- A. Bartender _____
- B. Waitress _____
- C. Cashiers _____
- D. Laborers _____
- E. Administrative _____
- F. BAR WAITER/
WAITRESS 1

29. Are the number of employees who are working on a full time basis considered adequate?
30. Is the activity considered to be over-staffed?
31. Are all employees given physical examinations prior to the handling of food or beverages? Are the results of the physical examinations by the medical officer on file in the employee personnel records? (Para 10054 MCO P1746.13B)
32. How often do foreign nationals employed at the activity receive medical examinations? SEMI ANNUALLY
33. Does the medical officer or his representative inspect the activity for proper sanitation? How often? WEEKLY
34. Are the results of sanitation inspections discrepancies and follow up action required maintained on file at the activity?
35. Are Daily Activity Records prepared daily for receipts of cash? Are duplicates on file at the activity? (Para 201.1E FICO P1746.2A)
36. Does the manager prepare daily inventories of stock for the purpose of retail accountability?
37. Is the security on consumable stock considered adequate?
38. Are employees time records maintained on a daily basis? (Para 801 FICO P1746.2A)
39. Is Club owned and government property being properly utilized and cared for?
40. Are copies of property custody records on hand and up to date? (Para 401 FICO P1746.2A)
41. Are minor repairs to the structure and property accomplished promptly by the Command?
42. Are consumable stock items properly rotated?
43. Is a current price list of bar items posted?
44. Are the following posted within the activity?
- A. Copy of the Constitution and By-Laws
 - B. Copy of the House Rules
 - C. Minutes of the last Board of Advisory Meeting
 - D. The latest Financial Statement

YES NO

X _____

_____ X

X _____

X _____

X _____

X _____

X _____

X _____

X _____

X _____

X _____

X _____

X _____

X _____

X _____

X _____

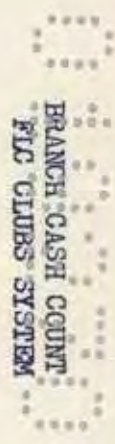
X _____

X _____

X _____

X _____

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1
2
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BRANCH ACTIVITY ASP-2

DATE _____

UNDEPOSITED RECEIPTS

PETTY CASH

CHANGE FUND

Description	Amount in \$	Sub-Total	Description	Amount in \$	Sub-Total	Description	Amount in \$	Sub-Total
.05	.05		.05			.05		
.10	.10		.10			.10		
.25			.25			.25		
.50		\$.15	.50		\$.50		\$ 50.00
1.00	3.00		1.00			1.00		
5.00	5.00		5.00	5.00		5.00	50.00	
10.00			10.00	20.00		10.00		
20.00	100.00	\$ 108.00	20.00		\$ 25.00	20.00		\$
Money Order			Checks			Receipts from Cashier		\$ 50.00
U.S. Check			Vouchers			TOTAL		\$ 100.00
Other Check			TOTAL		\$ 25.00			
TOTAL		\$ 108.15						

Tab F

SLOT CHANGE FUND

<u>Description</u>	<u>Amount in \$</u>	<u>Sub Total</u>
.05	_____	_____
.10	_____	_____
.25	_____	_____
.50	_____	_____
1.00	_____	_____
5.00	_____	_____
10.00	_____	_____
20.00	_____	_____
Checks	_____	_____
Jackpot Pay Slips	_____	_____
TOTAL	\$ _____	\$ _____

SLOT MACHINE TOKEN FUND

<u>Description</u>	<u>Amount in \$</u>	<u>Sub Total</u>
<u>Machine Tubes</u>		
.05	_____	_____
.10	_____	_____
.25	_____	_____
<u>Drop Box</u>		
.05	_____	_____
.10	_____	_____
.25	_____	_____
TOTAL	\$ _____	\$ _____

Total Undeposited Receipts \$ _____

Total Petty Cash \$ _____

Total Change Fund \$ _____

Total Slot Change Fund \$ _____

Total Slot Token Fund \$ _____

Counted/Verified By _____

Manager _____

Safe

.05	_____	_____
.10	_____	_____
.25	_____	_____
TOTAL	\$ _____	\$ _____

Juke Box

.05	_____	_____
.10	_____	_____
.25	_____	_____
TOTAL	\$ _____	\$ _____

Non FLG Coin _____