

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

3/PCGC/rlw
5750-06
Ser: 065-70
6 August 1970

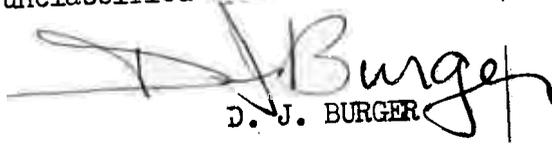
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From: Commanding Officer
To: Commandant of the Marine Corps (Code A03D)
Via: (1) Commanding General, Force Logistic Command
(2) Commanding General, III Marine Amphibious Force
(3) Commanding General, Fleet Marine Force Pacific
Subj: Command Chronology for the period 010001H to 312400H July 1970 (U)
Ref: (a) MCO P5750.1A
(b) FMFPacO 5750.8A
(c) FLCO 5750.1B

FLSG Bravo

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.


D. J. BURGER

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FLSG-B S&C FILES

CONTROL NO.
0184-70
COPY NO. 1 OF 8

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GROUP-4
Downgraded at 3 year intervals
Declassified after 12 years

TAB D of ENCL 119

ALL 1970

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

3/PCGC/rlw
5750-06
6 Aug 1970

COMMAND CHRONOLOGY
010001H to 312400H Jul 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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TAB 2 of ENCL (1)

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PART I

1. (C) DESIGNATION COMMANDING

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

SUBORDINATE UNITS

Headquarters and Service Company	1stLt J. A. BEKERIS III	1-7 Jul 1970
	2ndLt D. E. BRADSHAW	8-31 Jul 1970
Truck Company	Capt E. A. WEARE	1-20 Jul 1970
	Capt D. L. BAYSE	21-31 Jul 1970
LSU #1	Capt D. L. DICKERSON	1-31 Jul 1970
LSU #3	1stLt J. P. CHASE	1-31 Jul 1970
LSU #4	Capt A. J. LISTWAN	1-31 Jul 1970

2. (C) LOCATION

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

3. (C) STAFF OFFICERS

Executive Officer	Maj N. L. YOUNG	1-26 Jul 1970
	Capt J. A. WOODHEAD III	27-31 Jul 1970
S-1/Adj	Capt F. A. GUILLE	1-31 Jul 1970
S-2/S-3	Capt J. A. WOODHEAD III	1-31 Jul 1970
S-4	Capt S. C. SKROBIALOWSKI	1-31 Jul 1970
S-5	2ndLt M. G. PALLO	1-31 Jul 1970

4. (C) AVERAGE MONTHLY STRENGTH

	<u>USMC</u>		<u>USN</u>		<u>OTHER</u>
<u>OFF</u>	<u>ENL</u>	<u>OFF</u>	<u>ENL</u>	<u>OFF</u>	<u>ENL</u>
22	221	∅	10	∅	∅

GROUP-4

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Declassified after 12 years

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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 the operation of three widely dispersed Logistic Support Units (LSU's) located at An Hoa Combat Base, Landing Zone Baldy (Hill 63) and at the Chu Lai Combat Base.

During the month of July the LSU at An Hoa began to phasedown as the 5th Marine Regiment was redeployed in I Corps. Preparation of a site for a new LSU at Hill 37 began with the assistant Officer-in-Charge of the LSU at An Hoa being assigned as the Officer-in-Charge of the new LSU.

The operation of the Logistic Support Units is directed from the FLSG-Bravo cantonment area at Red Beach, Da Nang.

LtCol D. J. BURGER relieved Major N. L. YOUNG as Commanding Officer FLSG-Bravo.

(C) ORGANIC SUPPLY (ML1660)

During the month of July, the Organic Supply office made significant progress in the redistribution of excess organic assets on hand following the merger of FLSG-Alpha and FLSG-Bravo in November 1969. Following is a breakdown, by commodity area, of the excess redistribution activity:

	<u>On Hand</u> <u>1 July</u>	<u>Turned</u> <u>In</u>	<u>On Hand</u> <u>31 July</u>
Ordnance Equipment	1856	448	1408
General Supply Equipment	48,821	32,439	16,382
Comm/Elect Equipment	683	210	473
Engineer Equipment	229	73	156
Motor Transport Equipment	487	169	318

(C) CIVIC AFFAIRS

During this period the Group S-5 Section made a total of thirty-five contacts with the two Hamlets under its jurisdiction. Chahu Huong was contacted eighteen times and Chanh Phuoc was contacted seventeen times.

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The Group BAS conducted a total of six MEDCAPS in the two Hamlets. As a result of these MEDCAPS, a total of three hundred civilians were treated. Also, in order to provide the Hamlets with needed building materials, numerous truck-loads of materials were sent to the two hamlets. One hundred gallons of paint were given to both Hamlets, along with two hundred and twenty sheets of tin. Fifty bags of cement were delivered to both Hamlets, twenty of these went to Chauh Huong and thirty to Chauh Phuoc. Twenty truckloads of lumber were divided between the two Hamlets in order to complete home construction. One box of clothing was given to Chauh Phuoc. Finally, two rolls of wire screening and one truck load of miscellaneous trunks, pillows, and mattresses were divided between the two Hamlets.

The number of Local National Civilians (LNC's) employed by the Group through appropriated funds dropped by one from twenty-seven to twenty-six. Those hired with non-appropriated funds went from nineteen to seventeen.

(C) TRUCK COMPANY

During the month of July 1970, Truck Company continued to provide for the internal motor transport requirements of the Group. The Company provided a weekly convoy to Chu Lai and daily runs to the LSU's at An Hoa and LZ Baldy. The mission also included collecting, repairing, and cleaning equipment for redistribution as directed by higher authority.

Truck Company also provided limited support to the Force Logistic Command. As the Motor Transport assets of the Group were redistributed, the external commitments were reduced. By the end of the month Truck Company had no external commitments from the Force Logistic Command.

In accomplishment of its mission, Truck Company vehicles traveled 33,945 miles, transported 2,245 tons of cargo, 16,800 gallons of water, and 12,680 personnel.

(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, Republic of Vietnam.

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. From the 1st of July through 18 July the LSU also provided 3rd echelon maintenance in four technical categories of material, (motor transport, communications-electronics, ordnance, and engineer) and 3rd and 4th echelon "End Item Maintenance Float Items" for ordnance and limited engineer equipment. From the 18th through the 25th customer equipment received for maintenance was evacuated to Maintenance Battalion, 1stFSR/FLC.

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Units supported during the month of July 1970 were:

5th Marines
Hq Co., 5th Marines
2nd Bn., 5th Marines
"E" Btry., 2nd Bn, 11th Marines
"M" Btry., 4th Bn, 11th Marines
"W" Btry., 2nd Bn, 11th Marines
1st Plt., 3rd 8th How. Btry.
"B" Co., 1st Engr Bn.
CBMU 301
"A" Co., 1st M.T. Bn (One platoon)
"C" Co., 1st Tank Bn (One platoon)
"C" Co., 1st Shore Party (One platoon)
7th Separate Bulk Fuel Co (One platoon)
Air Traffic Control Detachment, MAG-16

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

Average Monthly Strength - 2 Officers, 62 Enlisted

DX Items "Secondary Repairable Items Program"

101 requisitions
91 fills
90% fill rate

Shop Stores Requirements

93 requisitions (91 RO/2 NRO)
84 fills
92% fill rate RO items
91% fill rate all items

Laundry Processed (two units)

27,970 pounds

Class I (Issue)

"A" and "B" rations for an average daily strength of 3964 persons
21,056 Meals, Combat Individual
6,812 Long Range Patrol Rations
122,700 pounds of Ice (ALL received from FLC)

Class III (Issues)

390,192 gallons of JP-4
18,518 gallons of MoGas
120,048 gallons of Diesel

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Class V (W) Ground Ammunition

Received - 863 S/T
Issued - 1362 S/T
On Hand - 451 S/T (31 July 1970)
DODICS - 88

Customers Work Requests (TERO's)

Received - 418
Completed - 638 (Includes 140 closed out when the maintenance facility was closed.)

Maintenance Float "End Items" Exchange - 11

(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.

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 July 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
"C" Co., 1st Engr Bn
"D" Co., 9th Engr Bn
"C" Co., 1st Shore Party (One platoon)
"B" Co., 9th Engr Bn
1st 8" How Btry (two platoons)
Detachment MCB-62
Air Traffic Control Detachment - MAG 16

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

Average Monthly Strength - 2 Officers/68 Enlisted

DX Items, "Secondary Reparable Items Program"
222 requisitions

Enclosure (1)

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TAB D of ENCL (1)

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186 fills
84% fill rate

Shop Stores Requirements

253 requisitions (224 RO/29 NRO)
205 fills
90% fill rate (RO Items)
81% fill rate (All Items)

Laundry Processed (two units)
31,750 pounds

Class I (Issues)

"A" and "B" rations for an average daily strength of 5557 persons
22,656 Meals, Combat Individual
272 Sundries Packs
20,196 Long Range Patrol Rations
258,800 Pounds of Ice (81,000 lbs produced at the LSU/177,800 provided by FLC)

Class III (Issued)

362,096 gallons of JP-4
30,533 gallons of MoGas
89,007 gallons of Diesel

Class V (W) Ground Ammunition

Received - 1579 S/T
Issued - 1580 S/T
On Hand - 450 S/T
DODICS - 127

Customers Work Request (TERO's)

Received - 704
Completed - 783

Maintenance Float (End Items) Exchanged - 10

(C) LOGISTIC SUPPORT UNIT #4

Logistic Support Unit #4 is located at Chu Lai, 73 miles south, southeast of Da Nang. LSU #4 provides the following support to its customers: (1) Class V (Air and Ground) for MAG 13 and First CAG, (2) Performs 2nd and 3rd echelon maintenance for First CAG and limited 3rd echelon maintenance for MAG-13, (3) Provides laundry service, water and fuel for First CAG, (4) Provides Shipping and Receiving operations for Marine units in the Chu Lai TAOR, (5) The OIC of the LSU is the Marine Corps Contracting Officers' representative in the Chu Lai TAOR for Sealand Service (VANS), Inc.

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TAB 01 ENCL 10

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

Average Monthly Strength - 2 Officers/78 Enlisted

DX Items "Secondary Repairable Items Program"
51 requisitions
46 fills
92% fill rate

Shop Stores Requirements
89 requisitions (64 RO/25 NRO)
59 fills
92% fill rate (RO Items)
67% fill rate (All Items)

Laundry Processed (one unit)
4,393 pounds

Water Transported
72,500 gallons potable
189,000 gallons non-potable

Class III
2,304 gallons of MoGas
8,011 gallons, Diesel

Class V	<u>Received</u>	<u>Issued</u>	<u>On Hand</u>
(A) Air S/T	2,987	3,506	6,315
(W) Ground S/T	3,885	292	6,590
(A) Inert S/T	76	430	4,077
Total Class V moved in and out of the ASP, 11,176 S/T			
Class V (A) repalletized 150 S/T			
Class V (W) repalletized 975 S/T			

Customers Work Requests (TERO's)
Received - 145
Completed - 195

Shipping and Receiving	<u>S/T</u>	<u>M/T</u>
Cargo Shipped by Air	Ø	Ø
Cargo Shipped by Surface	975.96	1258.10
Cargo Shipped by Rough Rider	Ø	Ø
Cargo Received by Air	Ø	Ø
Cargo Received by Surface	5783.00	6342.00
Cargo Received by Rough Rider	Ø	Ø

Sea Land Vans
Loaded - 32

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Received - 34
Shipped - 32

WIA Baggage

Received - 7
Shipped - 7
On Hand - 0

Motor Transport

14,084 Miles Traveled
2,943 Tons of Cargo Transported
2,949 Persons Transported

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PART III

(c) SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

<u>DATES</u>	<u>EVENTS</u>
1 July 1970	Major N. L. YOUNG relieved as Commanding Officer of FLSG-Bravo by LtCol D. J. BURGER. Capt J. A. WOODHEAD III was relieved as executive Officer of FLSG-Bravo by Major N. L. YOUNG.
9 July	III MAF team inspected the ASP at LSU #3 (LZ Baldy, Hill 63). The grade received was satisfactory with Minor Discrepancies and one Noteworthy comment.
16 July	LSU #3 began support of Operation Pickens Forrest which the 7th Marine Regiment, 1st MARDIV, began this date.
18 July	Began final phasedown of LSU #1 (An Hoa Combat Base) Maintenance section. All items received on or after this date were evacuated directly to Maintenance Battalion, 1st FSR/FLC.
	Began preparation of site for LSU #5 at Hill 37. LSU #5 will be in support of the 3rd Battalion, 5th Marine Regiment, 1st MARDIV. 1st Lt P. H. PELISSIER assigned as Officer-in-Charge. LSU to begin operations on 1 August 1970.
25 July	The final items for evacuation, to Maintenance Battalion 1st FSR/FLC, were received from supported units by LSU #1. All open workorders were closed out by passing the yellow copy of the TERO to the customer.
28 July	Commanding General, Force Logistic Command, BGen M. J. PADALINO, visited FLSG-Bravo. He toured the Redistribution Facility, Organic Supply warehouse, and the Agricultural Inspection Preparation Station.
30 July	All workorders at LSU #1 closed out with no items being contested or unresolved customer claims for equipment.

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TAB D of ENCL 118

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PART IV

(C) STATISTICS OF THE GROUP SUPPLY
SUPPORT FOR THE MONTH OF JULY 1970

1. Class I Transferred

"A" and "B" rations for an average daily strength of	9,521
Ice Issued by LSU's (lbs)	381,500
Meals, Combat Individual (Rations)	43,712
Long Range Patrol Rations (Rations)	27,008

2. Class III (Issues)

752,288 gallons of JP-4
49,051 gallons of MoGas
209,055 gallons of Diesel

3. Class V

Issued	7,021 S/T
Received	9,539 S/T

4. Laundry Processed

LSU's 64,113 lbs

5. Motor Transport - (Organic Assets only)

Miles Traveled	48,029
Tonnage Transported S/T	5,188
Passengers Transported	15,629
Water Transported (Non-Potable) (gal)	189,000
Water Transported (Potable) (gal)	89,300

6. Recap of TERO's

	<u>O/H BOP</u>	<u>REC'D</u>	<u>COMPL/EVAC</u>	<u>O/H EOP</u>
Elect	<u>273</u>	<u>635</u>	<u>783</u>	<u>125</u>
Engr	<u>16</u>	<u>149</u>	<u>147</u>	<u>18</u>
GSM	<u>62</u>	<u>0</u>	<u>62</u>	<u>0</u>
MTM	<u>47</u>	<u>93</u>	<u>116</u>	<u>24</u>
Ord	<u>278</u>	<u>390</u>	<u>508</u>	<u>160</u>
Total	<u>676</u>	<u>1267</u>	<u>1616</u>	<u>327</u>

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CLUBS INSPECTION CHECK-OFF LIST

Clubs Inspection of

H & S BATTALION OFFICERS' CLUB (C-3)

GRADE:

Satisfactory

X

Satisfactory with minor discrepancies

Satisfactory with major discrepancies

Unsatisfactory

YES

NO

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

- 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

PETTY CASH	\$	<u>25.00</u>
CHANGE FUND	\$	<u>300.00</u>
SLOT MACHINE CHANGE FUND	\$	<u>350.00</u>
UNDEPOSITED RECEIPTS	\$	<u>118.65</u>

(Amounts per Daily Activity Records)

3. Is adequate security provided for cash?

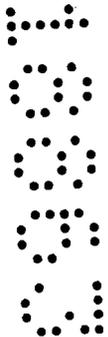
4. Are funds for which the manager is responsible maintained separately? (Para 201.4F FICO P1746.2A)

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?

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)



TAB H

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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 _____

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

X

12. 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 _____

14. 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 _____

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

17. 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

20. Are duplicate copies of slot machine 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? X _____

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 1746.13B)

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? X 5

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

28. How many foreign nationals are employed full time by the activity? 6

- A. Bartender 1
- B. Waitress 1
- C. Cashiers 1
- D. Laborers _____
- E. Administrative _____
- F. Bar Waiter/ Waitress _____

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>	<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>	
How often do foreign nationals employed at the activity receive medical examinations?		<u>6 MONTHS</u>
Does the medical officer or his representative inspect the activity for proper sanitation? How often? _____	<u>X</u>	
Are the results of sanitation inspections discrepancies and follow up action required maintained on file at the activity?	<u>X</u>	
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>	_____
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>	_____
Are minor repairs to the structure and property accomplished promptly by the Command?	<u>X</u>	_____
Are consumable stock items properly rotated?	<u>X</u>	
Is a current price list of bar items posted?	<u>X</u>	
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>	_____

	YES	NO
Are preventive maintenance check lists current on all items of equipment?	<u>X</u>	
Is the activity in a proper state of police and sanitation?	<u>X</u>	
Are items of Club property in good repair?	<u>X</u>	
48. How many personnel on an average utilize the facility daily? <u>60</u>		
Is the facility considered to be adequate for the number of personnel who utilize it?	<u>X</u>	
50. Is all club property decaled?	<u>X</u>	
51. Desk top procedure being maintained?	<u>X</u>	
Turnover files being kept current?	<u>X</u>	
Has a bottle breaking officer been assigned in writing?	<u>X</u>	
54. Decal control log being maintained?	<u>X</u>	

BRANCH CASH COUNT
FLC CLUBS SYSTEM

1000

TAB # 01 ENCL 010

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			.05	<u>.15</u>		.05	<u>2.00</u>	
.10	<u>.10</u>		.10	<u>.10</u>		.10	<u>5.00</u>	
.25	<u>1.75</u>		.25			.25	<u>25.50</u>	
.50	<u>1.50</u>	\$ <u>3.65</u>	.50		\$ <u>.25</u>	.50	<u>20.50</u>	\$ <u>123.00</u>
1.00	<u>10.00</u>		1.00	<u>3.00</u>		1.00	<u>72.00</u>	
5.00	<u>5.00</u>		5.00			5.00	<u>25.00</u>	
10.00	<u>20.00</u>		10.00			10.00	<u>60.00</u>	
20.00	<u>80.00</u>	\$ <u>115.00</u>	20.00	<u>20.00</u>	\$ <u>23.00</u>	20.00	<u>60.00</u>	\$ <u>177.00</u>
Money Order			Checks	<u>1.75</u>		Checks		\$
U.S. Check			Vouchers		\$ <u>1.75</u>	TOTAL		\$ <u>300.00</u>
Other Check		\$	TOTAL		\$ <u>25.00</u>			
TOTAL		\$ <u>118.65</u>						

SLOT CHANGE FUND

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

BRANCH CASH COUNT
 FLC CLUB SYSTEM (Cont'd)
SLOT MACHINE TOKEN FUND

Description	Amount in \$	Sub Total
Machine Tubes	_____	_____
.05	_____	_____
.10	_____	_____
.25	_____	_____
Drop Box	_____	_____
.05	_____	_____
.10	_____	_____
.25	_____	_____
Safe	_____	_____
.05	_____	_____
.10	_____	_____
.25	_____	_____
Juke Box	_____	_____
.10	_____	_____
.25	_____	_____
Non FLC Coin	_____	_____
TOTAL	_____	_____



Total Undeposited Receipts	\$ 118.65
Total Petty Cash	\$ 25.00
Total Change Fund	\$ 300.00
Total Slot Change Fund	\$ 350.00
Total Slot Token Fund	\$ N/A

Counted/Verified By _____
 Manager _____

CLUBS INSPECTION CHECK-OFF LIST

Clubs Inspection of CAMP BOOKS STAFF NCO CLUB (S-3)

GRADE:

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

YES NO

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

- 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 \$ 300.00

SLOT MACHINE CHANGE FUND \$ 1,000.00

UNDEPOSITED RECEIPTS \$ 330.65
(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

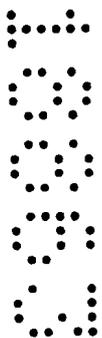
6. Does the manager have on file a copy of his appointment order?

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)

v



- | | 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 | |
| 10. Is an orderly system of filing maintained by the manager and is filing container adequate? | X | |
| 11. Are the blank forms stocked by the manager those currently authorized for use within the club system? | X | |
| 12. 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) | | |
| 14. Are slot machine payment slips properly prepared and accounted for in prenumbered serial sequences? (MCO P1746.13B) | | |
| 15. Are income, payout and malfunction records kept on each slot machine by number? (Para 501.13F FLCO P1746.2A) | | |
| 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) | | |
| 17. Has the individual who has been appointed to verify collections in no. 16 above, been instructed as to his duties and responsibility? | | |
| 18. Are the keys for all slot machines in the custody of the Commanding Officer, Executive Officer or Adjutant? (MCO P1746.13B) | | |
| 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) | | |

20. Are duplicate copies of slot machine 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? X

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 1746.13B) 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)

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)

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

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

13

- A. Bartenders 2
- B. Waiters
- C. Floorwalkers 1
- D. Administrative 2
- E. Token Cashier 2
- F. Projectionist 1
- G. ~~SHORTHANDLER~~ 5

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

13

- A. Bartender 1
- B. Waitress 6
- C. Cashiers
- D. Laborers 6
- E. Administrative 1
- F. Bar Waiter/
Waitress

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?
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
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____
<u>6 MONTHS</u>	_____
<u>X</u>	<u>X</u>
<u>X</u>	_____
<u>X</u>	_____



	YES	NO
45. Are preventive maintenance check lists current on all items of equipment?	<u>W/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?	<u>X</u>	_____
48. How many personnel on an average utilize the facility daily? <u>250</u>		
49. Is the facility considered to be adequate for the number of personnel who utilize it?	<u>X</u>	_____
50. Is all club property decaled?	_____	<u>X</u>
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>	_____

0
1
2
3
4
5

BRANCH CASH COUNT
FLC CLUBS SYSTEM

10853

TAB # 01 ENCL 110

BRANCH ACTIVITY _____

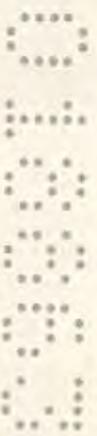
DATE _____

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			.05	<u>6.00</u>	
.10	<u>.10</u>		.10			.10	<u>18.00</u>	
.25			.25			.25	<u>36.00</u>	
.50	<u>.50</u>	\$ <u>.65</u>	.50		\$.50	<u>36.00</u>	\$ <u>96.00</u>
1.00			1.00			1.00	<u>84.00</u>	
5.00			5.00	<u>25.00</u>		5.00	<u>60.00</u>	
10.00	<u>10.00</u>		10.00			10.00	<u>60.00</u>	
20.00	<u>320.00</u>	<u>\$330.00</u>	20.00		\$ <u>25.00</u>	20.00		\$ <u>204.00</u>
Money Order			Checks			Checks		\$
U.S. Check			Vouchers		\$	TOTAL		\$ <u>300.00</u>
Other Check		<u>\$300.00</u>	TOTAL		\$ <u>25.00</u>			
TOTAL		<u>\$330.65</u>						



BRANCH CASH COUNT
FLC CLUB SYSTEM (Cont)

SLOT CHANGE FUND

Description Amount in \$ Sub Total

.05	2.00	
.10	5.10	
.25	83.25	
.50	150.00	\$ 240.35
1.00	300.00	

SLOT MACHINE TOKEN FUND
Description Amount in \$ Sub Total

<u>Machine Tubes</u>		
.05		
.10		
.25		
<u>Drop Box</u>		
.05		
.10		
.25		

Total Undeposited Receipts \$ 330.65

Total Petty Cash \$ 25.00

Total Change Fund \$ 300.00

Total Slot Change Fund \$ 1000.00

Total Slot Token Fund \$ 1655.65

Counted/Verified By _____

Manager _____

Checks

Safe

Jackpot
Pay Slips

Safe

TOTAL \$ 1000.00

.25

Juke Box

.10

.25

TOTAL \$ _____

Non FLC Coin
