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MAY 7 1968

 (NOFORN) (unclassified upon removal of basic correspondence)

SECOND ENDORSEMENT on CG, 1stMarDiv ltr 3:HIST:rjv over 5750 Ser:  
0057-68 of 6Mar68

From: Commanding General, Fleet Marine Force, Pacific  
To: Commandant of the Marine Corps (Code AO3D)

Subj: 1st Marine Division (Rein) Command Chronology for  
1-31 January 1968

1. Forwarded.

  
W. E. DEEDS  
By direction

Copy to:  
CG, 1stMarDiv

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5750

Ser: 00104768

17 Mar 1968

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FIRST ENDORSEMENT on CG 1stMarDiv ltr 3:HIST:rjv 5750 Ser:  
0057-68 dtd 6Mar68

From: Commanding General, III Marine Amphibious Force  
To: Commandant of the Marine Corps (Code AO3D)  
Via: Commanding General, Fleet Marine Force, Pacific

Subj: 1st Marine Division (Rein) Command Chronology for  
1-31 January 1968

1. Forwarded.

*Thomas L. Randall*  
THOMAS L. RANDALL  
By direction

Copy 1 of 6 copies

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

3 HIST: rjv  
5750  
Ser: 0057-68  
8 MAR 1968

Unclassified when enclosure (1) is removed

From: Commanding General  
To: Commandant of the Marine Corps (Code AO3D)  
Via: Commanding General, III Marine Amphibious Force  
Commanding General, Fleet Marine Force, Pacific

Subj: 1st Marine Division (Rein) Command Chronology for 1-31 January 1968

Ref: (a) MCO 5750.2  
(b) FMFPacO 5750.8

Encl: ✓(1) 1st Marine Division (Rein) Command Chronology for January 1968

1. In accordance with the provisions of references (a) and (b), enclosure (1) is submitted.

*John N. McLaughlin*  
JOHN N. MC LAUGHLIN  
Acting

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HEADQUARTERS  
1st Marine Division (Rein), FME  
FPO, San Francisco, California 96602

COMMAND CHRONOLOGY  
1 JANUARY to 31 JANUARY 1968

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COMMAND CHRONOLOGY

PART I - ORGANIZATION DATA

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PART IORGANIZATIONAL DATA1. (U) DESIGNATION

Commanding General	MajGen Donn J. ROBERTSON
Assistant Division Commander	BGen F. C. LAHUE (To 4Jan68)
Commanding General, Task Force X-Ray	BGen F. C. LAHUE (Fr 5Jan68)

SUBORDINATE UNITSUNITCOMMANDING OFFICER

Headquarters Bn (Rein)	Col J. F. DONAHOE (To 6Jan68)
1st Marines (Rein) (-)	Col W. R. EARNEY (Fr 7Jan68)
5th Marines (-)	Col H. E. ING JR. (To 20Jan68)
7th Marines	Col S. S. HUGHES (Fr 21Jan68)
11th Marines (Rein) (-)	Col R. D. BOHN
3rd Bn, 5th Marines	Col R. R. MINER
2nd Bn, 3rd Marines	LtCol C. V. HENDRICKS
1st Recon Bn (Rein) (-)	LtCol W. K. ROCKEY
1st Engr Bn (-)	LtCol H. ENGLISH
7th Engr Bn*	LtCol B. C. STINEMETZ
9th Engr Bn*	LtCol L. CASSEY
1st SP Bn (-)	LtCol R. FUNDERBURK
1st MT Bn	LtCol H. E. PEREA
11th MT Bn	LtCol N. KAVAKICH
3rd Amtrac Bn (-)	Maj C. F. CRESSWELL (To 12Jan68)
7th Comm Bn (-)	LtCol C. C. KSYCEWSKI (Fr 13Jan68)
1st Tank Bn (-)	LtCol J. B. BROWN JR.
1st Med Bn	LtCol R. L. SHUFORD (To 5Jan68)
1st Hospital Co	LtCol R. HAEBEL (Fr 6Jan68)
1st Dental Co	LtCol H. COWING
	LtCol V. GENTILE
	Cdr C. H. LOWERY MC, USN
	Cdr J. S. MAUGHON MC, USN
	Capt T. J. PAPE DC, USN

\* ADCON ONLY

2. (U) LOCATION

1-31 January 1968; Danang, RVN

3. (U) STAFF OFFICERS

Chief of Staff	Col H. J. WOESSNER II
Deputy Chief of Staff	Col R. E. COREY (Fr 15Jan68)
Staff Secretary	Capt F. L. LOVING

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Assistant Chief of Staff, G-1	Col W. R. EARNEY (To 1Jan68)
Assistant Chief of Staff, G-2	Col E. W. PAYNE (Fr 2Jan68)
	Col R. E. COREY (To 14Jan68)
Assistant Chief of Staff, G-3	LtCol J. H. BUTLER (15-21Jan68)
Assistant Chief of Staff, G-4	Col H. E. ING JR. (Fr 22Jan68)
Assistant Chief of Staff, G-5	Col J. C. SHORT (To 30Jan68)
Assistant Chief of Staff, Compt	Col P. G. GRAHAM (Fr 31Jan68)
Adjutant	Col E. K. VICKERS JR.
Air Officer	Col H. BECKINGTON
Artillery Officer	LtCol R. L. BARRETT
Band Officer	LtCol J. POLIDORI
Career Advisory Officer	Col H. J. FINN
Chaplain	LtCol C. V. HENDRICKS
Comm-Electronics Officer	WO T. J. COOK
Dental Officer	Maj R. W. TOPPING
Disbursing Officer	Capt J. A. KEELEY CHC, USN
Clubs Officer	Col A. CORDES
	Capt T. J. PAPE DC, USN
	Maj G. W. COLBURN
	Capt J. J. BOWE
Exchange Officer	Capt C. E. LAND
Embarkation Officer	LtCol C. B. WEBSTER
Engineer Officer	LtCol J. W. WILSON
Field Historian	Capt P. J. HOCKERSMITH
Food Services Officer	Capt N. J. ANGELO
Industrial Relations Officer	Capt J. D. KINDER
Informational Services Officer	Capt H. C. JOHNSTON
Inspector	Col S. S. HUGHES (To 20Jan68)
Legal Officer	Col C. R. MANN
Motor Transport Officer	LtCol V. PATRICK
Naval Gunfire Officer	LCdr T. N. GILES USN
Ordnance Officer	Major R. HOXIE
Photographic Officer	CWO H. L. HUNTLEY
Postal Officer	WO E. GARCIA
Provost Marshal	Maj C. A. FOLSOM
Reproduction Officer	2ndLt J. N. WHEATLEY
Special Services Officer	Maj M. V. YOUNG
Supply Officer	Col C. J. EDELMANN
Surgeon	Capt R. W. JONES MC, USN
Tank Officer	LtCol V. GENTILE

4. (U) AVERAGE MONTHLY STRENGTH

<u>USMC</u>	
<u>OFF</u>	<u>Enl</u>
1215	21355

<u>USN</u>	
<u>OFF</u>	<u>ENL</u>
157	1117

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COMMAND CHRONOLOGY

PART II - NARRATIVE SUMMARY

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## PART II

NARRATIVE SUMMARYPERSONNEL AND ADMINISTRATION1. (C) Replacement and Rotation of Personnel

a. Total of Marine replacements received and Marines rotated during January 1968 were:

Replacements:  
     Officer           88  
     Enlisted       2235

Rotated  
     Officer           60  
     Enlisted       1685

b. There were 17 officers and 483 enlisted personnel medically evacuated. 2 officers and 32 enlisted who were previously evacuated were returned to duty. 20 personnel departed on emergency leave/permanent change of station orders.

c. A total of 9 officers and 196 enlisted personnel extended their overseas tour for 30 days special leave. 5 officers and 167 enlisted departed on special leave.

2. (C) Casualty and Graves Registration. The following casualties were sustained by units ADCON to the 1st Marine Division during January 1968:

	KIA	WIA	**DOW	MIA	CPT	OTHER	*NON-BATTLE DEATH INJURED		**TOTAL
USMC									
OFF	1	33	2			1	1		36
ENL	69	769	19			12	4	18	872
USN									
OFF		2							2
ENL	3	22							25
TOTAL	73	826	21			13	4	19	935

\* Injuries which result in absence from duty for more than 24 hours.

\*\* DOW figures included in WIA totals and not in horizontal total.

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3. (C) Awards. 228 award recommendations were processed and forwarded to higher headquarters for approval. In addition, 754 Purple Heart Medals were awarded. 26 Commanding General Certificates of Commendation were awarded.

4. (C) Discipline, Law and Order. The following criminal investigations were reported for the month of January 1968:

<u>Offenses</u>	<u>Number</u>
Narcotics/marijuana	11
Larceny of government property	1
Larceny of private property	4
Vehicle theft	6
Total	22

Thirty-six traffic violations were reported.

One hundred and forty one offense reports were issued as follows:

<u>Offense</u>	<u>Number</u>
Wrongful appropriation of vehicle	6
Disrespect	1
Possession of pornography	2
Illegal possession of alcohol	2
Assault	1
Currency violation	4
Weapons violation	13
Unauthorized ration card	2
Unauthorized absence	6
Curfew violations	12
Off limits	75
No ID Card/Tags	8
Out of uniform	9
Total	141

5. Industrial Relations (C)

a. Current utilization totals

<u>Number authorized</u>	<u>On Board</u>
661	634

6. (U) Personnel and Morale Services

a. Chaplain. At the end of January the on-board strength of

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Chaplains assigned to the 1st Marine Division was as follows:

<u>Number</u>	<u>Denomination</u>
20	Protestant
10	Catholic
<u>1</u>	Orthodox
TOTAL 31	

The following services were conducted during the month:

	<u>Number</u>	<u>Number Attending</u>
Catholic Sunday Divine Services	115	2873
Catholic Weekday Services	139	1748
Protestant Sunday Divine Services	148	2799
Protestant Weekday Services	35	530
Orthodox Services	10	111
Latter Day Saints Services	6	49
Jewish Services	6	29
Catholic Instruction Classes	2	18
Memorial Services	28	2331
Personal Response Program	32	1254

b. Division Clubs. Gross income was \$176,401.05. Three officers, eight Staff NCO's and nine enlisted personnel operated the accounts for 54 clubs and 11 battalion accounts.

c. Division Exchange System. Gross sales were \$326,929.79. Two officers and 45 enlisted operated 13 stores and one mobile unit.

d. Division Band. The band performed at 13 military formations and 4 civic action programs.

e. Informational Services. 115 news releases and 2695 Fleet Home Town news releases were produced during January. 261 Fleet Home Town radio interviews and 22 feature tapes were produced for release to major networks. 45 minutes of live news coverage were broadcast on AFTV Danang.

f. Postal. The following figures represent pounds of U. S. mail received and dispatched during January:

<u>Total Received</u>	<u>Total Dispatched</u>	<u>Total Handled</u>
562,294	219,536	781,830

Air letter mail was not received at Danang on 3 and 28 January.

(1) The following financial business was transacted:

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U. S. Money Orders and Fees	\$791,221.97
Stamps, Postage and Insurance	\$18,310.00

(2) Eleven unit post offices were inspected and audited as well as the main stamp stock retained by the Division Postal Chief.

g. Career Advisor. Career Advisory results were as follows:

(1) Reenlistment percentages:

(a) First Term	15.4%
(b) Career	86.2%
(c) Total	27.9%

(2) Extensions of Enlistments

(a) Career	4
(b) Short Term	24
(c) Total	28

7. (U) 1st Marine Division ARVN Interpreter Program

a. Significant Events

(1) During the month of January the following ARVN Interpreters were recommended to Commanding General, I Corps for Special Battlefield Promotions to the rank of Master Sergeant:

SSgt Duong Cam HUY 64/194949 ARVN  
 SSgt Tao KIET 56/124238 ARVN  
 SSgt Hua Trung QUAN 60/140942 ARVN

(2) During the month of January the following ARVN Interpreters received a Commanding General Certificate of Commendation for meritorious service:

SSgt Le Van XUAN 57/178013 ARVN  
 SSgt Tran To PHU 65/161875 ARVN  
 SSgt Nguyen Van VANG 62/159244 ARVN

This certificate is of particular importance to these men as, due to current COMUSMACV policy, it is the only award for meritorious service that can be given to a Vietnamese.

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b. The TET offensive found the 1st Marine Division ARVN Interpreters once again in the thick of the fight, in the northern most provinces, in Operation HUE CITY, and in engagements elsewhere in I Corps.

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UNCLASSIFIEDINTELLIGENCE UNIT1. ADMINISTRATIVE UNIT

a.(U) Services and Support. During the period the unit provided general administrative services for the G-2 Section.

b.(C) Personnel. During the period the G-2 Section operated with an average of 55% of its assigned manning level of 29 officers and 53 enlisted. There is a lack of SNCO's in the OF O2.

c.(U) Logistics and Allowances. During the period approximately 30 percent of materials and supplies necessary for the operation of the Section and its attached teams were received as ordered. There is a need for typing chairs and filing cabinets.

2. ACQUISITION UNIT

a.(C) Acquisition section collected information from all areas of interest within the Division AO. AO/VR flights were conducted into the G-3, G-4, G-6, G-7 and G-8 areas and the Reconnaissance Zone throughout the reporting period.

b.(C) The Airborne Personnel Detector (APD) mounted on a UH-1E, when available has continued to provide reliable and timely intelligence through the accurate location of enemy units while in their harbor sites and following their movement during their infiltration into friendly areas. The APD was requested for 31 separate missions with seven (7) being flown.

(1) On 24 January 1968 an APD mission was flown indicating extremely strong enemy concentrations in the 1/7 and 2/7 areas. On 30 January 122mm rockets were launched 4 km east of the indicated concentrations.

c.(C) IR missions have achieved extremely limited success due to the areas swept. The increased need to resume IR flights within the RZ necessitated a change in flight patterns which will substantially increase the success of IR missions.

d.(C) The 245th Aviation Reconnaissance Company, USA, continue to provide SLAR coverage for target acquisition in flat areas, especially the rivers and waterways of Dia Loc, Dien Ban, Hieu Nhon, and Duy Xuyen. The SLAR Data Link Van was in a down status for the entire month. resulting in readouts being received too late for targeting information. In-flight radio relay readouts via G-2 Air Observers TAC net have proved successful in obtaining timely information on acquired targets.

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The 245th Aviation Reconnaissance Company, USA, continued to provide deep AO/VR on alternate days in the C-3, C-4, C-6, C-7 and C-8 areas, and have been used for photo missions with a great degree of success.

d.(C) Photo Imagery Interpretation Unit: The PIU continues to support the 1st Marine Division with vertical aerial photography, high and low altitude panoramic photography, photo mosaics and various overlays associated with photo intelligence. The intensified infra-red program continued during the month of January with a total of eighty-six hot reports being received during the month. During the period 13 photo missions were requested, 9 were received, and the remaining 4 are still pending.

f.(C) Air Observation Unit: During the month of January, the Aerial Observation Unit flew 420 sorties for 985.3 hours of visual surveillance in the 1st Marine Division TAOR. In conjunction with normal visual reconnaissance missions the following missions were performed: 6 photo, 137 artillery, 201 airstrikes TAC(A), and 7 Naval gunfire. The AO's also accounted for the following: 27 KIA(C), 65 bunkers destroyed/damaged, 374 structures destroyed, 226 structures damaged, 3 boats destroyed/damaged, 8 tunnels/caves sealed, 180 meters of trench destroyed/damaged, 7 A/W positions destroyed, and 11 secondary explosions. During the month of January, the AO Unit provided support for Operation "AUBURN".

g.(C) Interrogation-Translation Team (3rd, 9th, and 13th ITT) and Interpretation Team (1st and 7th IT): During the reporting period a total of 404 detainees were interrogated. These were classified as 8 PW's, 9 civil defendants, 7 returnees, and 380 innocent civilians. Number of documents translated totaled 52 batches.

h.(C) Combat Operations Center. COC-2 continues to serve as a focal point for the receipt of spot reports from ITT, CIT, tactical units, adjacent units and higher headquarters. Immediate intelligence requirements generated or suggested by reports, verbal and written, are disseminated to collectors.

3.(C) PRODUCTION UNIT: The Basic Intelligence Section continues to maintain background and technical studies, briefings, files on intelligence estimates, enemy units, spot reports, situation reports, climate, population, etc. This information is being constantly being updated. Basic intelligence also continues to receive, evaluate and process captured enemy ordnance and material.

The Estimative Section also disseminates a daily intelligence summary on enemy activity within the 1st Marine Division TAOR.

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The following are among the accomplishments of the Basic/Estimates Section during the month of January:

- (1) Completed special projects for CG's use.
- (2) Screened, processed and forwarded captured weapons, plus assorted equipment.
- (3) Issued permits for the retention of war trophies.
- (4) Update of Arizona Area.
- (5) Institution of Staff Liaison visits to local commands in an effort to provide a vehicle by which an effective exchange of current intelligence information can be exchanged.
- (6) Conducted intelligence study of Hue Duc District and Charlie Ridge Area.
- (7) Participation of Production Unit officers in G-2 Technical inspections of the Division in order to gain information as to the functioning of Regimental and Battalion S-2 Sections.
- (8) Completion and dissemination of astronomical data for year 1968.
- (9) Continued updating of intelligence files.

4.(C) STAFF COUNTERINTELLIGENCE UNIT: During the period the unit provided routine administrative counterintelligence services to the Division Staff. The unit processed three (3) denials of Security Clearances, forwarded one hundred eighteen (118) completed NAG/ENT-NAG's to the Regiments, processed six (6) requests for COFRAM access, prepared nine (9) Top Secret accesses, granted four (4) Top Secret Clearances, initiated twelve (12) requests for Security Investigations and conducted two (2) inspections of Division units. A total of nineteen (19) liaison visits were conducted during the period and the unit received two (2) investigations of possible subversive literature and disseminated them to the proper units for investigation. The Staff Counterintelligence section received rosters from all Staff sections with the names, clearances and degree of access which were checked for discrepancies. Two (2) cases of possible compromise of classified material were conducted. One (1) was completed and the other is presently being investigated.

a.(C) Kit Carson Scouts (KCS): During the period nine (9) KCS trainees were accepted to the program and two (2) scouts were dropped. Reports from the field units show KCS's are continuing to prove their effectiveness against the enemy. During the TET offensive KCS's provided valuable assistance to Marine units. Every attempt is being made to procure better qualified people for the program, by diligent screening at the Chieu-Hoi Centers.

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NOFORNENEMY, WEATHER AND TERRAIN1. ENEMY

a.(C) Main Force. The following Main Force enemy units are located within the 1st Marine Division's AOR: The 368B Artillery Regiment continues to operate from bases in "Happy Valley". The Regimental Headquarters is believed to be in the vicinity of (AT 7961).

Two Battalions of the 31st Regiment, 341st NVA Division are in the Hieu Duc area according to a rallier from the 102nd Battalion.

A Sapper Battalion designated F-75, may also be using central Hieu Duc as it's base of operations. The source of information of the F-75 is a POW captured by 1/7 in mid January.

The 2nd NVA Division Headquarters is located in the vicinity of base area 116. The 1st VC Regimental Headquarters and possibly a Battalion thereof is reported in the vicinity of (AT 9942). Elements of the 3rd NVA Regiment, 2nd NVA Division and possibly one battalion are located in the vicinity of (AT 8037).

The 1st Battalion, 68th Artillery Regiment is located in the vicinity of (ZC 2040). To the north in the 5th Marines area, the K-4B Battalion and 1st Battalion, 4th Regiment are considered to be located in the Phu Loc area. The 802nd Battalion and 804th Battalion are considered operating in the eastern Nam Hoa District. The Hue city Sapper Battalion is considered operating southeast of Base Area 115.

b.(C) Local Force. The R-20th Battalion continues to operate in Dai Loc District, but may have moved units to Hieu Duc District for operations. The V-25th Battalion is currently operating in Dien Ban and Duy Xuyen Districts. Sources position the V-25th Battalion in the vicinity of (BT 0058). The Danang city committee is in the vicinity of (AT 9257) and the 402nd Sapper Battalion is located in the vicinity of (AT 8162).

A rallier from the 11th Company, 105th Battalion who rallied on 22 January at Duc Duc Headquarters reports his battalion is now utilizing area in the vicinity of (AT 9237) as a base of operations.

c.(C) Irregulars. Irregular activity in the 1st Marine Division's TAOR continued to inflict a significant portion of USMC casualties during January. Mines and other explosive devices accounted for 55% of Marine casualties taken in January. Irregular forces also continue to employ command detonated mines throughout the TAOR.

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NOFORN2. WEATHER AND TERRAIN

a.(U) General. The weekly maximum and minimum temperatures averaged 81 and 65 degrees respectively for the month of January. The average humidity was 85%. The skies were partly cloudy with 1.37 inches of rain falling in the Danang area during the month of January.

b.(C) Effects of the Weather. The weather for the month of January had no appreciable effect on any air operations including reconnaissance insertion and extraction.

c.(C) Effects of the Weather on Terrain. Weather had little or no effect on terrain. Rainfall was at a minimum and had no appreciable effect on troop movement or trafficability.

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ORGANIZATION AND OPERATIONS

1. (S) During the month of January, one major search and destroy operation was conducted by Division units. Recent Intelligence activity and sightings in the GO NOI Island area initiated operation AUBURN, a two Battalion Search and Destroy operation conducted by the Fifth Marines. Operation AUBURN commenced 28 December and terminated 3 January 1968. The First Marine Division continued operation CHECKERS, a tactical move by the Fifth Marines from the Da Nang TAOR to the Phu Bai TAOR. Operation CHECKERS also included the movement of the First Marines ( - ) from the Quang Tri TAOR to the Phu Bai TAOR.

2. (C) The major operation and the controlling headquarters was as follows:

OPERATION	HEADQUARTERS
AUBURN	5TH MARINES

3. (U) Extensive patrolling, security operations and other small unit activities as well as the major search and destroy operation accounted for enemy casualties of 710 VC KIA, 190 NVA KIA, 79 VC PW, 498 DETAINEES, 125 INDIVIDUAL WEAPONS CAPTURED and 8 CREW SERVED WEAPONS CAPTURED.

4. (C) Normal fixed wing and helicopter support was utilized by the Division with a large troop lift being conducted in operation AUBURN. Five Naval Gunfire ships fired in support of the Div during the month of January. The USS FRANK M. EVANS (DD 754) supported the Division for 6 days firing 2391 rounds of 5" HE. The USS PROVIDENCE (CLG-6) supported the Division for 12 days firing 1299 rounds of 6" HE and 974 rounds of 5" HE. The USS PERKINS (DD 877) supported the Division for 8 days firing 1898 rounds of 5" HE. The USS CHANDLER (DD 717) supported the division for 8 days firing 1957 rounds of 5" HE. The USS LEONARD F. MASON (DD 852) supported the division for 3 days firing a total of 545 rounds of HE.

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1. (S) The Combined Campaign Plan Quarterly Summary and Review was published and forwarded to III MAF on 5 January 1968. This review was a summary of the accomplishment of those tasks assigned the division by III MAF Campaign Plan 1-67, and outlined plans for further or improved means for implementation of assigned tasks.
2. (C) On 7 January 1968 change #1 to Division Order 03120.19 (Counter-Rocket) was published. This change deleted the 1st Marines from the units tasked with counter-rocket defense functions, reflecting that unit's move to THUA THIEN Province from the DA NANG TAOR.
3. (S) On 14 January 1968 change #1 to 1st Marine Division Operation Order 309-68 (Operation CHECKERS) was published. This change consisted of new unit boundaries between the 1st Marines and 5th Marines and between the 7th Marines and the 1st Marine Division AO. The change was published by issuing two revised sheets to Annex C (Operations Overlay) to the basic order.
4. (S) Planning continued on the revision of Operation Order 306-68 (Counter-Rocket). Changes will reflect the relocations of tasked units, changed responsibilities in and around the rocket belt and a revised artillery annex. It is planned to publish this revised order in late February 1968.
5. (C) Planning for the revision of Operation Order 308-68 (Waterway Control) continued. Changes to this order will reflect unit displacements resulting from execution of Operation CHECKERS and will include modified areas of responsibility and realignment of tasks of units remaining in the DA NANG TAOR. Publication of this revised order is contingent upon issuance of a new waterway control plan by Commanding General, I Corps, and its dissemination by Commanding General, III MAF, however, it is tentatively planned for late February 1968.

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TRAINING

1. During the month of January 1968 24 officers and 159 enlisted men attended formal schools both in and out of country.
2. The 1st Engineer Battalion conducted several three day Demolitions, Land Mine Warfare and VC Booby Trap courses. 198 Marines attended.
3. The 11th Marine Regiment conducted a one day course for non-artillerymen in the adjustment of artillery fire. 13 Marines attended.
4. The Division Embarkation Section conducted a three day course on Embarkation. 33 Marines attended.
5. The Division Scout Sniper Section conducted a one day class on nomenclature, functioning, assembly/disassembly and care and cleaning of the M-16A1 rifle. 21 officers and staff NCOs attended from 1st MT Bn.
6. A two day training period was conducted for the ARVN on the US Rifle M16A1. The first day classes consisted of discription, basic nomenclature, clearing the weapon, disassembly and assembly, cycle of operation, functioning, loading and unloading the magazines and weapon, stoppages and immediate action, care and cleaning, how to inspect the weapon and range procedures.  
  
The second day consisted of zeroing the individuals weapon and fam firing, using 225 rounds per man. Approximately 437 officers and enlisted men attended classes and approx 169 of these zeroed in their weapons and fam fired.
7. Division Leadership School officially opened on 8 January 1968 with a class of 31 NCOs, of which 28 graduated. A staff NCO class was conducted with 18 staff NCOs graduating. The Personal Response course has been incorporated into the Division Leadership School.
8. One officer attended a one day training seminar at LONG BINH RVN.

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## LOGISTICS, EQUIPMENT AND SUPPLY NARRATIVE SUMMARY

- (U) 1. Major logistical activity during this period was directed towards support of combat operations.
- (U) 2. During this reporting period, the G-4 Operations Officer, assisted by other special staff officers, conducted Material-Management Inspections of ten units. In addition, numerous informal visits and inspections were conducted by G-4 staff and special staff officers.
- (U) 3. A complete study of significant events and history of the M16A1 rifle has been completed during this month.
- (U) 4. Deadlining of major ordnance items is a matter of constant concern and attention because of unit displacement and delays in supply response to parts and component requirements. Logistics early warning and forecasts have been submitted on the LVTH-6 guntube and M110 S.P. 8" Howitzers for this month.
- (U) 5. Shortages this month occurred in 155 Howitzer propellant, primers, and MTSQ 501A1 fuzes. These items never ran out, but required constant monitoring and redistribution. At the close of the month, because of increased tempo of operations, the following items of supply were short:
- a. 45 cal ball ✓
  - b. E-8 dispensers for CS ✓
  - c. MTSQ 501A1 fuzes for 155 illum ✓
  - d. 81 MM illumination ✓
  - e. 40 MM HE ✓
  - f. M81 claymore mines ✓
  - g. Illuminating hand grenades ✓
  - h. White star parachutes (signal) ✓
  - i. Non-electric blasting caps ✓
  - j. Frag hand grenades ✓
- (U) 6. Distribution has commenced on the initial shipment of 81 MM ammo in the new waterproof packaging, however it will be 2 or 3 more months before we can expect to purge the older plastic packaged rounds.
- (S) 7. Information was received that certain selected COFRAM munitions are in country. An Army instruction team visited Division and instructed a cadre of personnel in characteristics and employment. G-3 is planning further instruction to lower echelons.
- (U) 8. Received word that 5.56 MM munition with IMR propellant will be purged from system. Action initiated to determine quantity on hand.
- (U) 9. Seven Rough Rider Convoys were conducted from Da Nang to Phu Bai and one from Da Nang to Ham Phu Gia for this period.
- (U) 10. On the evening of 9 January 1968, the staging area at checkpoint #5 on route 1 was mortared which caused nine USMC WIA's and minor damage to three vehicles.

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- (U) 11. On 27 January 1968, 1st MT Battalion (-) moved to <sup>A</sup>new base camp at Phu Bai.
- (U) 12. As of 28 January 1968, the road to Phu Bai has been closed for repairs which are currently underway.
- (U) 13. Available vehicles of 1st and 11th MT Battalions were heavily committed to the Division and III MAF. However, since personnel shortages have been alleviated, higher availabilities occurred for the second half of the month.
- (U) 14. A combined mileage figure for both MT Battalions is 156,230 with 10,855 tons of cargo and 58,141 personnel transported.
- (U) 15. The total number of surface lifts for this month was thirteen for a combined total of 194 personnel, 105 vehicles and 1060.76 short tons.
- (U) 16. Airlifts for the same period moved 1820 personnel, 111 vehicles and 637.82 short tons in eleven lifts.
- (U) 17. A three day Embarkation School was conducted from 2-4 January 1968.
- (U) 18. The 1st Engineer Battalion continued to provide close support to the Division. The 7th and 9th Engineer Battalions continued supporting III MAF.
- (U) 19. During the month 1st Engineer and 1st Shore Party Battalions received 78 Division work orders with a total of 47 completed, 53 are still pending from previous submissions.
- (U) 20. Major cantonment projects in progress include the LVT Cantonment and renovation of 1st Medical Battalion Messhall.
- (U) 21. January saw 38 bridge and culvert incidents which resulted in major concentrated efforts by 7th Engineer and Naval Construction Battalions. Most damage occurred between coordinates AT 932894 (Hai Van Pass) North to 2D 085007 (Phu Loc). As of 30 January there are four tactical bridges requiring repair.
- (U) 22. Non-Engineer Units reported 43 mine/booby trap incidents with 22 resulting in detonation. Damages to lives and vehicles were 3 KIA's (MC), 38 WIA's, 2 LVT's, 2 Tanks, 1 Ontos, 2 2 1/2 Ton cargo trucks.
- (U) 23. Aerial road recon flights totaled thirty-six for this month.
- (U) 24. Division CP area connected to commercial power on 21 January 1968
- (U) 25. Visited by Mr. BRESLOW, U. S. Naval Ordnance Test Center, III MAF representative, who requested technical assistance with demolition charges to clear helo landing zones and the use of napalm/bunker oil mixture to detonate M16A1 antipersonnel mines. First Engineer Battalion interested and will provide assistance. Testing scheduled for February 1968.
- (U) 26. Dental Company has 18 facilities providing support. Civic action

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treatment totaled 2234 patients with a total of 3607 patients seen during January 1968.

- (U) 27. Fresh eggs became a shortage during January. This problem is not expected to be resolved until March 1968.
- (U) 28. A shortage of OF33 personnel still remains a hardship.

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UNCLASSIFIEDCIVIL AFFAIRS/CIVIC ACTION

1. (U) By 15 January, the 2nd Battalion, 7th Marines had completed nine civic action projects within their CAAOR. Significant among these were a dormitory annex and a pump installation built at St. Joseph's Orphanage (AT 905764).
2. (U) On 16 January, a road repair project was completed at Hoa My Hamlet (AT 975769). This civic action project was sponsored by Headquarters Battalion.
3. (U) On 29 January, a total of 16,000 toys were distributed to the Vietnamese children throughout the 1st Marine Division Civic Action Area of Responsibility. These toys were received prior to the start of the TET truce period, subsequently cancelled.
4. (U) Projects underway in the 1st Marine Division CAAOR include: 4 schools, 2 pig breeding farms, 5 wells, 2 dispensaries, 2 maternity hospitals, 1 Buddhist Temple, 1 way station, and 1 school addition.
5. (U) Assistance rendered within the 1st Marine Division CAAOR during the month of January 1968 was as follows:

SERVICES

MedCaps	15,976 cases
DentCaps	704 cases
Medical Evacuation Assistance	79 cases
English Language Classes	16 hours

COMMODITIES

Animal feed (garbage)	69,800 lbs
Lumber (truck loads)	12
Tin (sheets)	300
Cement (bags)	94
Soap (bars)	3,406
Foodstuffs	1,835 lbs
Garden Kits	35
Clothing	2,635 lbs
Bricks	8,000
Gravel (truck loads)	4

FINANCIAL ASSISTANCE

Contributions (piasters)	16,470 \$VN
Scholarships (piasters)	32,000 \$VN

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## PSYCHOLOGICAL OPERATIONS

Narative summary for the period 1-31 January 1968.

1. The 1st Marine Division continued to run an extensive Rewards Campaign.
2. The TET/Chieu Hoi campaign was extensively supported.
3. Several incidents of Vietnamese civilians being wounded and killed by VC booby traps have been exploited by Armed Propaganda Teams and leaflet drops.
4. Two County Fairs were held in the 3rd Amtrac Area utilizing HB Teams, Audio/Visual Teams and Armed Propaganda Teams.

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COMMUNICATIONS-ELECTRONICS  
NARRATIVE SUMMARY

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1. (C) On 5 January 1968 Major LIGHT, Communications Officer, 7th Marines and LtCol MITCHELL, Commanding Officer, Division Communications Company visited CEO to discuss plans for realignment of communication assets in the An Hoa area upon departure of 2nd Battalion, 5th Marines. The Communication responsibilities of 7th Marines relative to this situation were also discussed. Decisions were made and will be implemented upon movement of these units.

2. (U) On 8 January 1968 through 10 January 1968 transmission security lectures were delivered to various units in the Division by a representative of Sub Unit #1, 1st Radio Battalion. These presentations, which were coordinated through CEO, were delivered to Headquarters, 11th Marines, Division Communications Company, 1st Reconnaissance Battalion, 1st Shore Party Battalion, 7th Communications Battalion, 1st Tank Battalion, 1st Motor Transport Battalion and 4th Battalion, 11th Marines.

3. (C) On 18 January 1968 Col CORDES visited Task Force XRAY to discuss III MAF proposal concerning establishment of an area communications center in the Phu Bai area with representatives of III MAF, 3rd Marine Division and Task Force XRAY. It was agreed that the responsibility for such a project should not be given to a tactical unit. Additional discussions were held concerning other communication problems in the Phu Bai area incident to the move of Task Force XRAY into 3rd Marine Division area.

4. (U) On 19 January 1968 Col CORDES attended the monthly Commanders Conference held in the Division Conference Room. All Division General and Special Staff Officers, as well as regimental and separate organizational commanders, were in attendance.

5. (U) On 25 January 1968 Col CORDES, Major VERDON and Capt MCKNIGHT attended the Monthly Area Coordinators Communication Conference, a Frequency Allocation Conference, and a Frequency Security Conference. All the conferences were held at III MAF. Various communications problems were discussed and views exchanged.

6. (U) During January 1968 LtCol HOUCK, Assistant CEO, assumed the duty as the CEO of Task Force XRAY. Capt SMITH of 7th Communication Battalion assumed the duty as Assistant CEO of Task Force XRAY.

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7. (U) During January 1968 Materiel Management Inspections were conducted at the following units:

1. 3rd 8" Howitzer Battery
2. 7th Communication Battalion
3. 3rd Battalion, 7th Marines
4. 1st Hospital Company
5. 9th Engineer Battalion
6. 1st Bridge Company
7. 3rd Bridge Company
8. 7th Engineer Battalion
9. 3rd 155MM Gun Battery
10. 1st Battalion, 1st Marines
11. 2nd Battalion, 1st Marines
12. 3rd Amphibian Tractor Battalion

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COMMAND CHRONOLOGY

PART III. SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

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PART IIISEQUENTIAL LISTING OF SIGNIFICANT EVENTS

1. (U) The following distinguished visitors toured/visited the command during the month of January:

<u>DATE</u>	<u>NAME</u>	<u>BILLET</u>
1Jan68	Rep Alphonzo BELL	Rep, Calif
1Jan68	Rep Paul N. MCCLOSKEY	Rep, Calif
3Jan68	Rep George BUSH	Rep, Texas
5Jan68	Rep Seymour HALPERN	Rep, N. Y.
5Jan68	Rep Williamson STUCKEY	Dem, Ga.
5Jan68	Rep Peter N. KYROS	Dem, Me.
10Jan68	Gen Leonard F. CHAPMAN Jr.	CMC
11Jan68	Rep Chet HOLIFIELD	Dem, Calif
11Jan68	Sen Birch BAYH	Dem, Ind.
14Jan68	Rep William L. HUNGATE	Dem, Mo.
15Jan68	Rep Donald D. CLANCY	Rep, Ohio
15Jan68	Rep Robert T. STAFFORD	Rep, Vt.
15Jan68	Rep Charles H. WILSON	Dem, Calif
16Jan68	Sen Stephen M. YOUNG	Dem, Ohio
19Jan68	Rep Ed EDMONDSON	Dem, Okla
27Jan68	MajGen A. L. MACDONALD	COMAFV (Designate)
31Jan68	BGen W. C. CHIP	CG, 9th MAB
31Jan68	Sen Frank E. MOSS	Dem, Utah

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1-2 January (C)

In the vicinity of (AT 8148) recon patrol Musk Ox observed four groups totaling 170 VC between the first and second of January. The majority of the enemy were moving northeast.

2 January (C)

Recon patrol Grim Reaper at (AT 8835) observed 300 enemy moving northeast at 1800H on the 2nd. Over 200 more enemy were observed in the same area during 2-5 January.

At (AT 9337) Texas Pete observed 100 VC, the majority moving northeast on the 5th.

2-3 January (C)

On the night of 2-3 January, between 0100H and 0300H, there were well-coordinated enemy attacks against Dien Ban, Dai Loc, Hieu Nhon District Headquarters, at the 2/5, 1/7, and 7th Marines CP's consisting of enemy small arms fire and/or mortar.

At 0100H, on 3 January, an estimated enemy company conducted a sapper type attack against the Hieu Duc District Headquarters at (AT 9269).

At 0215H on January, at (BT 1858) an unknown size enemy force overran CAP S-1.

At approximately 0400H on the 3rd, the airfield received approximately 49 122mm rockets from enemy firing positions located in the vicinity of (AT 9568).

7 January (C)

Recon patrol Pearl Chest in the vicinity of (AT 8835) observed a group of 34 VC at 1450H and 170 enemy at 1730H on the 7th. An artillery mission killed 24 of these VC.

FLC received 42 122mm rockets at 2206H on the 7th from enemy firing positions located at (AT 8679). The artillery complex at (AT 9279) also received 4 122mm rockets and mortars.

7-21 January (C)

Elements of 1/5 in the Phu Loc area received harassing mortar fire during the last three weeks of January.

8-12 January (C)

Recon patrol War Cloud observed approximately 80-100 enemy in the vicinity of (AT 8835) during 8-12 January.

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The majority of the enemy were moving northeast. Artillery was fired on each of the enemy sightings.

- 9 January (C) Recon patrol Barkeep at (AT 8048) observed two groups of enemy totalling 65 moving north on the 9th. Artillery and air were employed against the enemy and one secondary explosion was observed.
- 10-11 January (C) Barkeep observed a group of 35 VC in the vicinity of (AT 8048) on the 10th and Cowpoke observed a total of 41 enemy on the 11th. Artillery missions were called resulting in 3 VC KIA.
- 12 January (C) At 1430H on the 12th at (AT 9251) an H/2/7 squad combat patrol received heavy small arms fire from an estimated 60-70 VC in a fortified area. A two squad reaction force reinforced the marines and close air support was employed. Results of the contact were 11 VC KIA.
- 14 January (C) Recon patrol Stone Pit observed several groups of enemy totalling 75 moving southeast in the vicinity of (AT 8048).
- 14-16 January (C) Recon patrol Gunsmoke observed several groups of enemy totalling 220 moving north/northeast in the vicinity of (AT 8835) between 14 and 16 January.
- 14-21 January (C) Recon patrols Lucky Lark and Saddle Bag had several enemy sightings totalling approximately 170 during 14 to 21 January in the vicinity of (AT 9049-8150-8251) of which the majority were moving southwest and northeast.
- 20-21 January (C) Recon patrols Quizmaster, Barkeep, Cowpoke observed several groups of enemy totalling approximately 210 all moving northeast in the vicinity of (AT 8632-8837-9037-9038).
- 21-28 January (C) CAPS C-1, C-3, C-4 all received small arms and mortar fire during the period 21 to 28 January.

Recon inserts sighted numerous groups of enemy ranging in size from 19-100 totalling approximately 500 plus in the Antenna Valley area during 21 to 28 January. The majority of the enemy were moving northeast and southwest.

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23 January (C)

Recon patrol Quizmaster encountered an estimated 100 enemy on 23 January. The team was extracted and a TPQ-10 called for the area.

26 January (C)

At 0130H on the 26th, TF X-Ray's CP received 50 82mm mortars.

28 January (C)

At 1825H on 28 January at (AT 9069) a C/1/7 squad ambush patrol apprehended one detainee WIA, along with pistol, three documents, notebook, and map of hill 10. The wounded prisoner was taken to NSA and stated before dying that he was NGUYEN VAN LAM, the CO of the R-20th Bn (also AKA of VO XUAN LAM). Positive identification of body proved inconclusive, however, it is felt that the deceased was that of NGUYEN VAN LAM, CO of the R-20th Bn. Notebook captured had name of VO XUAN LAM and generally accepted description of NGUYEN VAN LAM fit that of deceased.

29 January (C)

At 1600H on 29 January near (AT 8635) recon patrol Saddle Bag observed approximately 75 enemy with helmets, packs, mortars and cylindrical objects approximately 4 feet long and 8 to 12 inches in diameter. Artillery fire was unobserved.

Near (AT 8737) at 1650H on the 29th, recon patrol Air Hose observed in excess of 50 enemy moving east. Artillery fire resulted in one large secondary explosion.

At 1520H, recon patrol Sailfish on the 29th observed 40 VC moving northeast near (AT 8666). Results of the fire missions called were unknown.

At 1920H, recon patrol Sailfish observed approximately 200 VC in the same vicinity, also moving to the northeast. Fire mission results were undetermined.

30 January (C)

Beginning at approximately 0140H and lasting throughout the early morning of the 30th, units within the First MarDiv's area came under attacks by fire and ground assaults. Initial attacks were launched between 0140H and 0200H. Near (AT 9492) "A" Battery, 1st LAAM Bn received 30 rounds of mixed mortar and RPG fire from (AT 9191) and (AT 9391). Artillery and Naval gunfire

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was returned. The M/4/11 Battery at (AT 9180) received approximately 15 rockets from (AT 8678). Artillery was returned. At (AT 9971) 7th Comm Bn/7th Engineer Battalion defensive position was hit by approximately 20 enemy with satchel charges and grenades. The enemy lost four KIA when their attack was repelled by small arms fire. At (AT 9574) HqBn, subsector "B" had an attack by approximately 10-15 VC sappers directed at the communications bunker.

Attacks by fire made at Red Beach (AT 9481) at 0135H, on CAP C-1 (AT 8256) at 0200H; on L/3/7's bridge security near (AT 9157) at 0215H, on L/3/7 near (AT 8757) at 0220H, on CAP C-4 at (AT 8657) at 0230H, and on CAP Q-4 near (AT 9482) at 0236H.

At 0300H near (BT 0658) Dien Ban District Headquarters received 30-35 rounds of 82mm mortar fire and a ground attack. Small arms and artillery fire was returned resulting in 11 enemy KIA and one enemy captured.

At 0305H near (BT 0653) the Marble Mountain Air Facility received 30-40 mortar rounds.

At 0330H the Danang Airfield near (BT 0174) was hit by 25-30 122mm rockets.

At 0330H ITOC reported receiving 40-50 mixed 60/82mm mortar fire. Other attacks by fire were launched at MCB-53 at (BT 0573), at 1st Shore Party defensive position near (AT 9774), at 0345H A/1/7's 00 defensive position near (AT 9071), and at 0350H the 7th Marines Hq Co defensive position near (AT 9660).

At 0500H, L/3/7 and K/4/11 on Hill 65 at (AT 8757) received approximately 15 mortar rounds from unknown enemy positions.

At 0730H, the I Corps bridge at (BT 0476) received a ground attack.

Recon patrol Rummage observed 400 plus NVA between 1900 and 2245H on the 30th. The enemy were moving northeast in the vicinity of (AT 9847). An artillery ambush was initiated against the first 200 enemy resulting in 50 VC KIA. Spookey worked area over resulting in one secondary explosion. Air Force planes delivered napalm killing another 30 enemy, following by bombs with unobserved results.

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The Main body marching in columns of four were last observed heading over ridge line to the southwest.

At 1100H recon patrol Icebound observed 25 VC moving southwest near (AT 8585). The patrol's 50 caliber machinegun and artillery fire accounted for 11 enemy KIA.

Recon team Pearl Chest at 1734H ambushed an estimated VC company near (ZC 1198), resulting in 15 VC KIA.

31 January (C)

Near (YD 8813) at 1330H on the 31st, Hq Company 5th Marines defensive position received 1 122mm rocket.

At 1335H the 1st FAG at (YD 8712) received approximately 5 122mm rockets. Artillery missions were returned.

Near (YD 8814) at 1345H, MAG-36 received approximately 7 122mm rockets.

At 2015H, MAG-36 defensive position at (YD 8814) again received 18 rounds of unknown type rockets.

At (BT 0051) recon patrol Rummage observed in excess of 50 NVA at 1800H on the 31st. The enemy were moving southeast and artillery went unobserved.

At 0100H, the Danang airfield at (BT 0174) received approximately 12 122mm rockets from suspected firing positions in the vicinity of points (BT 0464-0562-AT 9962).

At 0220H on the 31st TF X-Ray reported its CP at YD 8914 received mortar. At 0405H, it was reported again receiving mortar rounds.

At 1800H, a squad from C/1/7 enroute to its ambush site was hit by an estimated 125 enemy set up in an L shape ambush at (AT 8967). Small arms fire and artillery were returned. The initial patrol was joined by two other patrols and a platoon reaction force from C/1/7. The combined units assaulted the enemy positions and the enemy broke contact at 1955H. Artillery missions were continued on their routes of egress.

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ORGANIZATION AND OPERATIONS

- 01 Jan (U) CG 1st MarDiv published DIVO 15.00.32, the establishment of Division Schools.  
Ref: DIV O 1500.32  
TAB B
- 01 Jan (S) CG 1st MarDiv published Frag Order 1-68 (Rough Rider from Da Nang to Phu Bai 5 Jan 68)  
Ref: CG 1st MarDiv 011400Z Jan 68  
TAB F
- 01 Jan (S) CG 1st MarDiv published the Task Organization as of 31 Dec 67.  
Ref: CG 1st MarDiv 010859Z Jan 68  
TAB F
- 01 Jan (C) CG 1st MarDiv published the Order of Battle and CP Location Report.  
Ref: CG 1st MarDiv 010905Z Jan 68  
TAB F
- 03 Jan (S) CG 1st MarDiv published concept for Amphibious Operation ARG/SLF B.  
Ref: CG 1st MarDiv 030558Z Jan 68  
TAB F
- 03 Jan (S) CG 1st MarDiv terminated operation AUBURN 031200H.  
Ref: CG 1st MarDiv 021222Z Jan 68  
TAB F
- 04 Jan (S) CG 1st MarDiv rescheduled portions of the 5th Marines move to Phu Bai.  
Ref: CG 1st MarDiv 040902Z Jan 68  
TAB F
- 05 Jan (S) Rough Rider Convoy departed from Da Nang, destination Phu Bai.  
Ref: CG 1st MarDiv 011400Z Jan 68  
TAB F
- 06 Jan (S) Rough Rider Convoy returned from Phu Bai to Da Nang.  
Ref: CG 1st MarDiv 011400Z Jan 68  
TAB F
- 07 Jan (S) CG 1st MarDiv published Frag Order 3-68 (Rough Rider Convoys from Da Nang to Phu Bai 10, 13, and 15 Jan).  
Ref: CG 1st MarDiv 070738Z Jan 68  
TAB F
- 09 Jan (S) CG 1st MarDiv published Frag Order 2-68 directing the execution of CG 1st MarDiv 040902Z Jan 68.  
Ref: CG 1st MarDiv 091102Z Jan 68  
TAB F

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- 10 Jan (S) CG 1st MarDiv issued change # 1 to Frag Order 2-68 changing 2nd Platoon 29 CA Company to 5th Platoon 29 CA Company.  
Ref: CG 1st MarDiv 101053Z Jan 68  
TAB F
- 11 Jan (U) CG 1st MarDiv "Welcome Back" the USS PROVIDENCE.  
Ref: CG 1st MarDiv 110305Z Jan 68  
TAB F
- 11 Jan (S) CG 1st MarDiv requested SLF Bravo Employment for Antenna Valley Area.  
Ref: CG 1st MarDiv 110330Z Jan 68  
TAB F
- 12 Jan (C) CG 1st MarDiv directed CG NSDC to provide security for construction site vic AT 950813 from 141200H Jan 68 until further notice.  
Ref: CG 1st MarDiv 121000Z Jan 68  
TAB F
- 12 Jan (S) CG 1st MarDiv assumed OPCON 2nd Bn, 3rd Marines and 3rd Bn, 5th Marines.  
Ref: CG 1st MarDiv 120938Z Jan 68  
TAB F
- 13 Jan (S) CG 1st MarDiv rescheduled Rough Rider convoys originally scheduled for 13 Feb and 15 Feb and 16 Feb.  
Ref: CG 1st MarDiv 131326Z Jan 68  
TAB F
- 14 Jan (S) Rough Rider convoy departed Da Nang, destination Phu Bai.  
Ref: CG 1st MarDiv 131326Z Jan 68  
TAB F
- 15 Jan (S) Rough Rider convoy from Phu Bai to Da Nang.  
Ref: CG 1st MarDiv 131326Z Jan 68  
TAB F
- 15 Jan (S) Rough Rider convoys originally scheduled for 15 Jan and 17 Jan 68 are now rescheduled for 16 Jan and 18 Jan 68.  
Ref: CG 1st MarDiv 150515Z Jan 68  
TAB F
- 16 Jan (U) CG 1st MarDiv published DivO 1500.28E, land mine warfare, demolitions and booby trap training.  
Ref: DivO 1500.28E  
TAB B
- 16 Jan (S) Rough Rider convoy departed Da Nang destination Phu Bai.  
Ref: CG 1st MarDiv 150515Z Jan 68  
TAB F

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- 17 Jan (S) Rough Rider convoy returned from Phu Bai to Da Nang.  
Ref: CG 1st MarDiv 150515Z Jan 68  
TAB F
- 17 Jan (S) Rough Rider convoy scheduled for 18 Jan 68 is cancelled.  
Ref: CG 1st MarDiv 171406Z Jan 68  
TAB F
- 18 Jan (S) CG 1st MarDiv published Frag Order 5-68 (Rough Rider convoy from Americal Div to arrive in Da Nang 19 Jan and depart 20 Jan for Phu Bai).  
Ref: CG 1st MarDiv 181516Z Jan 68
- 18 Jan (S) CG 1st MarDiv published Frag Order 6-68 (Rough Rider convoy from Da Nang to Phu Bai to be conducted 19 Jan 68).  
Ref: CG 1st MarDiv 181409Z Jan 68
- 18 Jan (S) CG 1st MarDiv directed 2ndBn 3rd Marines to conduct operation NOAH, one day blocking operation to commence 19 Jan 68.  
Ref: CG 1st MarDiv 181042Z Jan 68  
TAB F
- 19 Jan (S) Rough Rider convoy departed Da Nang to Phu Bai.  
Ref: CG 1st MarDiv 181409Z Jan 68  
TAB F
- 19 Jan (S) First Air Cav Rough Rider convoy scheduled for 19 Jan 68 was delayed until 21 Jan 68.  
Ref: CG 1st MarDiv 191351Z Jan 68  
TAB F
- 19 Jan (S) CG 1st MarDiv published Frag Order 8-68 (Rough Rider convoy in support of Bridge and Road repair operations to be conducted 20 Jan 68).  
Ref: CG 1st MarDiv 191353Z Jan 68  
TAB F
- 19 Jan (S) CG 1st MarDiv cancelled operation NOAH  
Ref: CG 1st MarDiv 190116Z Jan 68  
TAB F
- 20 Jan (S) Rough Rider convoy in support of bridge and road repair work departed Da Nang.  
Ref: CG 1st MarDiv 191353Z Jan 68  
TAB F

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- 20 Jan (S) Rough Rider convoy returned from Phu Bai to Da Nang.  
Ref: CG 1st MarDiv 181409Z JAN 68  
TAB F
- 20 Jan (S) CG 1st MarDiv published Frag Order 7-68 (Additional instructions concerning the Americal Div's Rough Rider convoy).  
Ref: CG 1st MarDiv 200232Z Jan 68  
TAB F
- 21 Jan (S) Americal Div Rough Rider convoy arrived in Da Nang.  
Ref: CG 1st MarDiv 181516Z Jan 68  
TAB F
- 21 Jan (S) CG 1st MarDiv issued Frag Order 9-68 (ARVN Rough Rider convoy scheduled to arrive in Da Nang 22 Jan 68).  
Ref: CG 1st MarDiv 210517Z Jan 68  
TAB F
- 22 Jan (S) Americal Div Rough Rider convoy departed from Da Nang, destination Phu Bai.  
Ref: CG 1st MarDiv 210517Z Jan 68  
TAB F
- 22 Jan (S) ARVN Rough Rider convoy from Saigon arrived in Da Nang  
Ref: CG 1st MarDiv 210517Z Jan 68
- 23 Jan (S) ARVN Rough Rider convoy from Saigon departed Da Nang, destination Hue Ron  
Ref: CG 1st MarDiv 210517Z Jan 68
- 23 Jan (S) CG 1st MarDiv published Frag Order 11-68 (Operation Checkers)  
Ref: CG 1st MarDiv 231005Z Jan 68  
TAB F
- 23 Jan (S) CG 1st MarDiv published Frag Order 10-68 (Rough Rider convoy from hill 63 to Da Nang to Phu Bai).  
Ref: CG 1st MarDiv 230045Z Jan 68  
TAB F
- 23 Jan (S) Rough Rider convoy moved from hill 63 to Da Nang.  
Ref: CG 1st MarDiv 230045Z Jan 68
- 24 Jan (S) Rough Rider convoy departed Da Nang, destination Phu Bai.  
Ref: CG 1st MarDiv 230045Z Jan 68  
TAB F
- 24 Jan (S) CG TF XRAY assumed OPCON of First Marines (-).  
Ref: CG 1st MarDiv 241345Z Jan 68  
TAB F

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- 24 Jan (S) CG 1st MarDiv published Frag Order 12-68 (1st Air Cav Rough Rider convoy from hill 63 to Camp Evans.  
Ref: CG 1st MarDiv 241347Z Jan 68  
TAB F
- 24 Jan (S) CG 1st MarDiv published Frag Order 13-68. (Operation NOAH a one day blocking operation to be conducted 25 Jan 68.)  
Ref: CG 1st MarDiv 241347Z Jan 68
- 25 Jan (S) 1st Air Cav Div Rough Rider convoy arrived in Da Nang.  
Ref: CG 1st MarDiv 241347Z Jan 68  
TAB F
- 25 Jan (S) 2nd Bn, 3rd Marines supported by LVT's commenced operation NOAH.  
Ref: CG 1st MarDiv 241215Z Jan 68  
TAB F
- 25 Jan (S) CG 1st MarDiv published Frag Order 14-68 (Rough rider convoy from Da Nang, destination Phu Bai to be conducted 26 Jan 68.  
Ref: CG 1st MarDiv 251501Z Jan 68
- 26 Jan (S) Rough Rider convoy departed Da Nang, destination Phu Bai.  
Ref: CG 1st MarDiv 251501Z Jan 68  
TAB F
- 26 Jan (S) 1st Air Cav Rough Rider convoy departed Da Nang, destination Camp Evans.  
Ref: CG 1st MarDiv 241347Z Jan 68
- 26 Jan (S) CG 1st MarDiv published Frag Order 16-68 (Rough Rider convoy from Da Nang to Phu Bai and return to be conducted on 27 Jan, 29 Jan, 30 Jan and 31 Jan 68.  
Ref: CG 1st MarDiv 260400Z Jan 68
- 26 Jan (S) CG 1st MarDiv published Frag Order 15-68 (Rough Rider convoy from Da Nang to Phu Bai to be conducted 27 Jan 68).  
Ref: CG 1st MarDiv 260400Z Jan 68  
TAB F
- 27 Jan (S) Two Rough Rider convoys departed Da Nang, destination Phu Bai.  
Ref: CG 1st MarDiv 260400Z Jan 68  
CG 1st MarDiv 260355Z Jan 68  
TAB F
- 28 Jan (S) CG 1st MarDiv published instructions for the TET Cease Fire.  
Ref: CG 1st MarDiv 281227Z Jan 68  
TAB F

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29 Jan (S) Rough Rider convoy departed Da Nang, destination Phu Bai  
Ref: CG 1st MarDiv 260355Z Jan 68  
TAB F

29 Jan (S) CG 1st MarDiv cancelled instructions for TET cease fire.  
Ref: CG 1st MarDiv 291210Z Jan 68  
TAB F

29 Jan (S) CG 1st MarDiv published Frag Order 16-68 (Addition of 61 Air  
Cav Div vehicles to the Rough Rider convoy scheduled for 30 Jan)  
Ref: CG 1st MarDiv 290405Z Jan 68  
TAB F

30 Jan (S) Rough Rider convoy departed Da Nang, destination Phu Bai.  
Ref: CG 1st MarDiv 260355Z Jan 68

31 Jan (S) Rough Rider convoy departed Da Nang, destination Phu Bai  
Ref: CG 1st MarDiv 260355Z Jan 68  
TAB F

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LOGISTICS, EQUIPMENT AND SUPPLY

2-4 January Division Embarkation School conducted

21 January Division CP area and 1st Recon Bn connected to commercial power.

27 January 1st MT Bn moved to Phu Bai

30 January Tactical Bridge closed (AT-906952)  
Culvert closed (AT 910948)  
Tactical bridge closed (AT 932894)  
Tactical bridge closed (AT 923895)

30 January Rt # 1 from Hai Van Pass to Phu Loo closed as a result of enemy action.

31 January Bridge closed (ZD 073010)

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15 January 1968

9 projects completed including one dormitory annex and a pump installation at St. Joseph's Orphanage sponsored by 2nd Battalion, 7th Marines.

16 January 1968

Road repair completed at Hoa My Hamlet sponsored by Headquarters Battalion.

29 January 1968

16,000 toys distributed throughout 1st Marine Division CAAOR for TET.

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## PSYCHOLOGICAL OPERATIONS

1. Sequential listing of Psychological Operations in support of 1st Marine Division units for the period 1-31 January 1968.

<u>Date</u>	<u>Leaflets Air Dropped</u>	<u>Leaflets Hand Distributed</u>	<u>Aerial Broad- casts (hours)</u>	<u>Ground Broad- casts (hours)</u>
1 Jan 68	2,400,000	-----	03:10	-----
2	1,700,000	8,075	03:45	02:00
3	1,100,000	850	01:00	03:00
4	2,400,000	2,725	04:00	03:00
5	2,200,000	4,850	03:10	04:00
6	1,600,000	4,000	04:15	03:00
7	2,750,000	3,525	01:30	03:00
8	1,700,000	3,250	02:00	02:00
9	2,100,000	2,750	03:10	06:00
10	200,000	3,750	05:05	06:00
11	4,800,000	4,050	03:40	04:00
12	2,450,000	1,575	04:00	09:00
13	1,948,000	2,200	02:50	03:00
14	3,500,000	2,225	04:50	04:00
15	7,100,000	4,550	09:55	09:00
16	3,000,000	5,882	03:15	-----
17	3,000,000	4,350	04:40	06:00
18	5,550,000	5,125	02:40	06:00
19	3,200,000	4,550	04:00	04:00
20	1,200,000	5,275	1:15	14:00
21	4,300,000	650	1:30	-----
22	2,850,000	3,020	03:15	09:30
23	3,700,000	2,050	04:00	07:00
24	3,600,000	2,225	03:35	03:00
25	2,850,000	6,100	1:25	02:30
26	3,750,000	1,465	03:40	07:30
27	700,000	5,250	06:00	06:00
28	4,650,000	2,350	05:00	03:00
29	1,250,000	3,950	02:35	08:00
30	3,250,000	3,900	02:55	05:00
31	3,400,000	4,100	07:00	07:00

Themes employed were:

- |  |                                |
|--|--------------------------------|
| 1. GVN Provides a Better Life                    | 7. VC Unjustly Tax/Force Labor |
| 2. USMC Comes in Peace                           | 8. VC/NVA Hardships            |
| 3. Reward for Mines, Booby Traps and Information | 9. VC/NVA Face Defeat          |
| 4. Don't Harbor VC                               | 10. VC Not Welcome by People   |
| 5. VC Use Force/Terrorism                        | 11. GVN/US/FWMAF Offer Peace   |
| 6. VC Destroy the Youth                          | 12. Chieu Hoi                  |
|  | 13. Rocket Rewards             |



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**COMMUNICATIONS-ELECTRONICS  
SEQUENTIAL LISTING OF SIGNIFICANT EVENTS**

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- 2 January 1968 (U) Materiel Management Inspection 3d 8" Howitzer Battery conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967
- 2 January 1968 (U) Major BISHOP, S-3 7th Communication Battalion, visited CEO to discuss communication needs of Task Force XRAY.
- 3 January 1968 (O) MSgt CONLON, Communications Chief 2nd Battalion, 3rd Marines, visited CEO to discuss communication requirement for 2nd Battalion, 3rd Marines move into 5th Marine area of operation.
- 3 January 1968 (O) Major PIERCE, Communications Officer, 5th Marines, visited CEO to discuss communication requirements for Operation CHECKERS.
- 3 January 1968 (O) Maj WHALEY, Communications Officer, 11th Marines, visited CEO to discuss mission of 11th Marines relative to Task Force XRAY (FAG).
- 4 January 1968 (U) Materiel Management Inspection of 7th Communications Battalion conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967
- 5 January 1968 (U) LtCol MITCHELL, Commanding Officer, Division Communications Company, visited CEO to discuss reallocation of officer personnel within Division Communications Company.
- 7 January 1968 (U) Major SCHNEIDER assisted Division Schools in obtaining communication equipment required for instruction.
- 8 January 1968 (U) Materiel Management Inspection of 3rd Battalion, 7th Marines conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967
- 10 January 1968 (U) Materiel Management Inspection of 1st Hospital Company conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967

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- 11 January 1968 (U) Materiel Management Inspection of 9th Engineer Battalion conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967
- 15 January 1968 (U) Materiel Management Inspection of 1st Bridge Company conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967
- 16 January 1968 (U) LtCol MITCHELL, Commanding Officer, Division Communication Company and Lt NEEDLES, Wire Platoon Commander, visited CEO to discuss intercomm requirements for Division Command Post area..
- 17 January 1968 (U) Materiel Management Inspection of 3rd Bridge Company conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967
- 18 January 1968 (C) Col CORDES visited III MAF to discuss establishment of an area communications center at Phu Bai and the AUTOSEVOCOM and AUTODIN Programs within 1st Marine Division. The communication requirements of the Army units moving into I Corps were also discussed.
- 19 January 1968 (U) Materiel Management Inspection of 7th Engineer Battalion conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967
- 22 January 1968 (U) Materiel Management Inspection of 3rd 155 Guns conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967
- 24 January 1968 (U) Materiel Management Inspection of 1st Battalion, 1st Marines conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967
- 26 January 1968 (U) Materiel Management Inspection of 2nd Battalion, 1st Marines conducted by CWO PETERS.  
Ref: DivBul 5041 of 11 June 1967

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29 January 1968 (U) Materiel Management Inspection of 3rd AMTrac Battalion  
conducted by CWO PETERS.

Ref: DivBul 5041 of 11 June 1967

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COMMAND CHRONOLOGY

PART IV - SUPPORTING DOCUMENTS

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PART IVSUPPORTING DOCUMENTS

✓TAB A	1-68+3-68 First MarDiv Perintrops	
✓TAB B	1-49 Operational Documents	
✓TAB C	Situation Reports	<i>Filed</i>
✓TAB D	Photographs and News Releases	<i>Sep</i>
✓TAB E	Command and Telephone Directories	
✓TAB F	G-3 Journal	
✓TAB G	T.F. X-RAY Command Chronology	
✓TAB H	Hq Bn Command Chronology	
✓TAB I	First Marines Command Chronology	<i>Filed</i>
✓TAB J	Fifth Marines Command Chronology	
✓TAB K	Seventh Marines Command Chronology	
✓TAB L	Eleventh Marines Command Chronology	
✓TAB M	Second Bn, Third Marines Command Chronology	
✓TAB N	1st Reconnaissance Bn Command Chronology	
✓TAB O	1st TANK Bn Command Chronology	
✓TAB P	1st Engineer Bn Command Chronology	<i>Sep</i>
✓TAB Q	1st Motor Transport Bn Command Chronology	
✓TAB R	1st Shore Party Bn. Command Chronology	
✓TAB S	1st Medical Bn. Command Chronology	
✓TAB T	1st Hospital Co. Command Chronology	
✓TAB U	Third Antrac Bn. Command Chronology	
✓TAB V	Seventh Communication Bn Command Chronology	
✓TAB W	Seventh Engineer Bn Command Chronology	
✓TAB X	Ninth Engineer Bn Command Chronology	
✓TAB Y	Eleventh Motor Transport Bn Command Chronology	

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OPERATIONAL DOCUMENTS

SUBJECT	ORIGINATOR & DTG
1 CHANGE OF COMMAND	CG 1ST MARDIV 010750Z JAN 68 (U)
2 TASK ORGANIZATION	CG 1ST MARDIV 010859Z JAN 68 (S)
3 CHIEF OF STAFF ASSIG.	CG 1ST MARDIV 011515Z JAN 68 (U)
4 SECURITY OF INFO LZ'S	CG 1ST MARDIV 020730Z JAN 68 (C)
5 SECNAV VISIT	CG 1ST MARDIV 021304Z JAN 68 (C)
6 SECNAV VISIT	CG 1ST MARDIV 040826Z JAN 68 (C)
7 CHANGE OF COMMAND	CG 1ST MARDIV 050850Z JAN 68 (U)
8 PROGRESS	CG 1ST MARDIV 061052Z JAN 68 (S)
9 DISPLACEMENT	CG 1ST MARDIV 070343Z JAN 68 (S)
10 BOUNDARY	CG III MAF 100732Z JAN 68 (S)
11 BOUNDARY	CG III MAF 111514Z JAN 68 (S)
12 REASSIGNMENT ARMY UNITS	CG III MAF 111616Z JAN 68 (S)
13 TACR	CG III MAF 120220Z JAN 68 (S)
14 COMBAT SUPPORT	CG III MAF 120918Z JAN 68 (C)
15 COUNTER MORTAR RADARS	CG 1ST MARDIV 121145Z JAN 68 (S)
16 KIT CARSON SCOUT	CG 1ST MARDIV 130520Z JAN 68 (S)
17 KIT CARSON SCOUT	CG III MAF 140300Z JAN 68 (S)
18 MEDICAL SUPPORT	CG 1ST MARDIV 141430Z JAN 68 (S)
19 1ST AC DIV CONVOY	CG III MAF 171348Z JAN 68 (S)
20 REDEPLOYMENT	CG III MAF 182250Z JAN 68 (S)
21 TACR	CG 1ST MARDIV 190115Z JAN 68 (S)
22 ORCON	CG 1ST MARDIV 241345Z JAN 68 (S)
23 ONE BOBBY HORSE	CG 1ST MARDIV 280230Z JAN 68 (S)
24 1ST MARDIV ANNIVERSARY	CG MARCORB CAMLEJ 291649 JAN 68 (U)
25 APPRECIATION	CG 1ST MARDIV 300230Z JAN 68 (U)
26 ANNIVERSARY	CG 3D MARDIV 300231Z JAN 68 (U)
27 ANNIVERSARY	CG FMFLANT 312330Z JAN 68 (U)
28 DIVISION SCHOOLS	DIV O 1500.32 1 JAN 68 (U)
29 DIVISION SCHOOLS	DIVBUL 1500 2 JAN 68 (U)
30 GEN ORDER 309-68 TAB A	CG 1ST MARDIV 030800H JAN 68 (C)
31 UCMJ	DIVBUL 6710 5 JAN 68 (U)
32 CIVIC ACTION	DIV O 5080.3C CH 1 6 JAN 68 (U)
33 WEAPONS SAFETY	DIV O 5101.2 9 JAN 68 (U)
34 REPORTING	DIV O 5101.1B 9 JAN 68 (U)
35 TERMINATION DIRECTORY	DIVBUL 2000 10 JAN 68 (U)
36 GEN ORDER 301-68	CG 1ST MARDIV 121200Z JAN 68 (S)
37 DIVISION SCHOOLS	DIVBUL 1500 CH 1 15 JAN 68 (U)
38 POSTAL SERVICES	DIV O P2700.4B CH 1 15 JAN 68 (U)
39 LAND MINE WARFARE	DIV O 1500.28E 16 JAN 68 (U)
40 CIVIC ACTION	DIV O P5080.1A 17 JAN 68 (U)
41 SUPPLY SOP	DIV O P4400.7C 19 JAN 68 (U)
42 ANNUAL TRAINING DIRECTIVE	DIV O 1500.30B 19 JAN 68 (U)
43 SOLA TUN PAYMENTS	DIV O 7200.3 20 JAN 68 (U)

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44 SOP MEMO SUPPORT TEAM  
45 SOP FOR INTELLIGENCE  
46 CLASSIFICATION  
47 FLETC VISIT  
48 MISSING OR DETAINED PERSONNEL  
49 OPM 0 309 CH 1

50 Arty SITREP

DIV O 3120.15A CH 1 23 JAN 68 (U)  
DIV O P3800.1G 24 JAN 68 (U)  
DIV O 11200.1 CH 2 25 JAN 68 (U)  
STAFF MEMO 200 30 JAN 68 (S)  
DIV O 03850.2A UNK DTD JAN 68 (C)  
CG 1ST MARDIV UNK DTD (S)

Msg 021045Z CO 1st Bn, 44th Arty (C)  
USArmy

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**70 JANUARY 68**

# 1st MARINE DIVISION (REIN), FMF



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DECLASSIFIED AFTER 12 YEARS  
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PERINTREP NO. 1-68

RELEASABLE TO FVNAF  
AND RVNAF

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*Tab A*

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1st Marine Division (Rein)  
Danang, Republic of Vietnam  
080900H January 1968

PERINTREP No. 1-68

Period covered: 311200 Dec 1967 - 071200 January 1968

Ref: (a) Maps, Vietnam, AMS Series L7014

1. Mission. There has been no change in the 1st Marine Division's mission.
2. Enemy Situation

a. Characteristics of the Area of Operation

(1) Military Geography

(a) Climate and Weather. The maximum and minimum temperatures averaged 71 and 62 degrees respectively with an average humidity of 86%. Approximately .07 inches of rain fell in the Danang area.

The seven day forecast calls for generally overcast skies with intermittent rainshowers. Maximum and minimum temperatures are predicted to average 72 and 65 degrees respectively. The humidity is predicted to average 86% and no more than 2 inches of rain is expected in the Danang area. Lunar illumination will range from 54% on the 8th to 97% on the 14th.

b. Enemy Military Situation

(1) Strength and Composition. See Annex A, PERINTREP No. 38-67

(2) Locations. Enemy unit locations are based on the best intelligence information available. For last reported locations of enemy units refer to Annex A, PERINTREP No. 38-67. Those enemy units whose last reported locations have changed recently will be reflected below:

MAIN FORCE

<u>Unit</u>	<u>Last Rpted Loc/Date</u>
2nd NVA Div Hq	(AT 9328)/6Jan
3rd NVA Regt	(AT 9831)/5Jan
21st NVA Regt	(AT 9133)/5Jan
1st VC Regt	(AT 9526)/5Jan
368B Arty Regt	(AT 7963)/6Jan

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Local Force

<u>Unit</u>	<u>Last Rpted Loc/Date</u>
Danang City Comm.	(AT 9754)/06 Jan
V-25th Bn	(BT 0558)/06 Jan

(3) Availability of Reinforcements and Replacements. Replacements may be obtained from infiltration groups or by in-country recruiting. Reinforcements may come from elements of the 2nd NVA Division which have the capability of moving north from Quang Tin and from the possible 4th Regiment in Nam Hoa (D), Thua Thien (P).

(4) Aggregate Strengths. The estimated strengths of enemy forces within the 1st Marine Division's AOR are: Main Forces 2,000 and Local Forces, 1735. Irregular strength has been carried as 17,500. However, a study of irregular strength in the division AOR is currently underway. It is anticipated that upon completion this study will reflect a significant reduction in Irregular strength. It is estimated that no more than 4,000 full time guerillas operate in the AOR, with the remainder of the Irregular strength accounted for by Self Defense and Secret Self Defense forces. Projected completion date of the aforementioned study is 26 January.

(5) Movements and Activities. There were 147 enemy initiated incidents the past week of which 85 were the result of small arms fire, 36 due to mines and booby traps, 11 grenade incidents, 14 mortar incidents, and 1 rocket incident. 68% of all Marine casualties taken the past week were the result of mines and other explosive devices.

(a) Events of morning of 3 Jan.

On the morning of 3 Jan, the enemy launched a series of coordinated attacks against the various combat bases, CAP's and district headquarters throughout the division area. This incident will be discussed as a whole to provide continuity in describing the related enemy activities.

Beginning at approximately 022200H, various outposts throughout the TAOR received harassing enemy fire. At 2230H, the 7th Marines CP (AT 9761) received heavy small arms/automatic weapons fire and B-40 rockets from an estimated 15 enemy.

At 030045H, the 1/7 CP and "G" Battery 3/11 (AT 9269) began receiving mortar fire. Hieu Duc District Headquarters and the MAC-V Compound in the same vicinity came under a sapper attack from an estimated enemy company; an estimated 20 VC penetrated the perimeter and utilized grenades and satchel charges within the positions. A platoon-sized reaction force with 2 tanks was

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sent from 1/7 to the MAC-V Compound, and received RPG fire from an unknown number of enemy. The reaction force reached the MAC-V Compound at 0125H, and the enemy broke contact shortly thereafter. 1/7 reported receiving a total of 40 rounds of 81mm mortar. G/3/11 received 30 rounds of 82mm and the MAC-V Compound received 30-35 rounds of 60mm mortar. Eight enemy were killed at the MAC-V area.

There were several other harassing type incidents between 0130H and 0215H, in which friendly forces received small arms and/or mortar fire. Such activity occurred at 2/5's CP (AT 8747) at 0134H, at Dien Ban District Headquarters (BT 0658) at 0135H, at a bridge security position (AT 9157) at 0140H, CAP C-4 (AT 8657) and CAP B-3 (AT 9469) at 0145H, Dai Loc (AT 9057) and CAP D-4 (BT 0856) at 0200H, and Hieu Nhon (AT 1557) and the Ba Ren bridge (BT 1051) at 0215H.

At approximately 0215H, CAP S-1 (BT 1858) began receiving mortar fire from an unknown number of enemy. This was followed by a ground attack during which the enemy overran the CAP position.

At approximately 0404H, the enemy began firing 122mm rockets at the Danang Airbase from launch sites located to the south-west (AT 9568). There were 3 distinct battery positions and a total of 18 individual rocket sites. 49 rockets impacted at the airbase, inflicting moderate damage.

(b) Activity in the Phu Loc area: 7 Jan 1968.

A second series of coordinated enemy efforts took place in the Phu Loc area on the morning of 7 January. Commencing at approximately 0335H, the Phu Loc District Headquarters and CAP H-5 (ZD 0800), CAP H-6 (ZD 1400) and CAP H-7 (ZD 2001) came under a coordinated attack with the enemy combining mortar and ground attacks. Shortly thereafter, 1/5's CP (ZC 0798) began taking heavy mortar fire and 10-20 rounds of recoilless rifle. At 0430H, D/1/5's combat base (AT 8399) received mortar and recoilless rifle fire.

The action continued through the night, with the enemy maintaining pressure on 1/5's CP and D/1/5 in an apparent attempt to prevent reinforcement. Ground assaults, meanwhile, were conducted at CAP H-6 and CAP H-7, and both positions were overrun and largely destroyed. D/1/5 again received mortars and recoilless rifle fire at 0700H, and the 1/5 CP received mortar fire at 0845H.

Three bridges were blown by the enemy during the course of this activity (ZD 0800, 1501, 2001). Enemy casualties of 50 KIA were reported by ARVN sources, and 34 KIA were reported by Marines.

(c) 5th Marines

There was an increase in enemy mining activity in the 5th Marines area during the week. The most significant activity reported consisted of recon sightings indicating ~~large~~ enemy movements in 2/5's TAOR.

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On the 31st, recon observed a total of 51 VC in 4 groups at (AT 9847). Most of these enemy were moving to the north-west. In the same vicinity, 20 enemy were observed moving north-east at 1400H on the 1st. At 1500H, Quizmaster observed an estimated 90 enemy moving back and forth on a trail between (AT 9746) and (AT 9950). Artillery and air were run in this area, and at least 3 VC were killed.

At 1800H on the 2nd, Grim Reaper saw an estimated 300 enemy with packs and weapons moving to the north-east (AT 8835). An artillery mission was fired in this area, but the onset of darkness prevented the patrol from observing the results. At 1855H on the 4th, Grim Reaper observed 80 VC moving to the east in the same vicinity, and at 0700H on the 5th the patrol saw a group of 70 enemy moving west. Fire missions were called on both groups of enemy with unknown results.

At 050715H, Texas Pete observed a group of 55-60 enemy moving north-east (AT 9337). The enemy has packs and rifles, and were carrying 5 silver-gray cylindrical objects 4-5 feet long, described by Texas Pete as rockets. Artillery and airstrikes were employed against the enemy resulting in 5 secondary explosions. Enemy casualties could not be determined. Texas Pete observed a group of 15 enemy moving north-west in the same area at 1030H on the 5th, and 22 moving south-west at 1810H. Artillery was again fired, killing 3 VC.

On the 5th, Panama Hat observed 3 groups of enemy totalling 40 VC (AT 9848). The enemy had packs and rifles, and the trend of movement was toward the north-east. Artillery was fired on these enemy groups with unknown results. At 1730H on the 6th, the patrol observed 42 enemy assembling in the same area. The enemy wore helmets, packs, rifles and web gear. Artillery and airstrikes were run in this area.

#### (d) 7th Marines

With the exception of the events on the morning of 3 Jan. (discussed above), there was little significant activity in the 7th Marines area. Recon teams and AO's continued to sight groups of enemy in the Arizona area.

On the 1st at 1410H, Musk Ox observed 40 VC with packs moving toward the north-east in groups of 5 to 10 (AT 8149). At 1840H the patrol observed 55 enemy with packs and rifles moving to the north-east (AT 8254). Artillery was fired but darkness prevented the patrol from observing the results. At 1830H on the 2nd, Musk Ox observed 63 enemy with packs and rifles, again moving north-east (AT 8147). An artillery mission was fired, with unknown results.

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At 1645H on the 4th, AO-15 observed 40-50 enemy in a heavily fortified area (AT 8751), and ran artillery and airstrikes which resulted in 19 structures destroyed. The aircraft received heavy ground fire and took one hit, but no casualties or serious damage resulted.

At 042300H, CAP Q-2 was attacked by an estimated 50 enemy. The enemy fired small arms and 12 B-40 rockets, and employed 5 satchel charges. The CAP returned fire including artillery, and reaction forces from CAP Q-1 and E/2/7 went to assist. There were no friendly casualties in the contact, and enemy losses were 3 VC KIA.

(e) Operation Auburn secured at 1530H on the 3rd, with only light contact during the reporting period. Cumulative enemy losses were 34 NVA and 3 VC KIA, and 5 individual weapons captured.

(f) Other

(1) A rallier who returned to GVN control in the Phu Loc area on 13 Dec says he is from the 1st Battalion of the 4th Regiment, and that his unit was formerly known as the 4th Battalion of the 9th Regiment. He says that the new designation took effect when his unit reached the Phu Loc forward mountain region in November of 1967. The returnee says that, following orders from the Tri-Thien Military Region, all the combat units in the Tri-Thien area will carry out a large campaign sometime before Tet. He said that the VC would attack like lightning and occupy a few ARVN bases and that they will use the (Tet) cease-fire period for resupply of food. During the initial phase of the attack they would blow bridges on Highway One to paralyze the supply route, and then conduct a coordinated attack against the Phu Loc sub-sector using both infantry and sapper units.

A PW previously captured in the Phu Loc area said he was from the 2nd Battalion of the 4th Regiment, lending credence to the possible existence of a 4th Regiment in the southern Thua Thien province.

(g) IR, APD, and SLAR Emissions

(1) There were no significant IR readouts within the 1st Marine Division's AOR the past week.

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(2) There were no APD flights during the reporting period.

(3) There were no significant SLAR readings during the reporting period.

(h) Summary: There was a considerable increase in enemy activity during the period 31 December 1967 - 7 January 1968. There were 147 enemy initiated incidents during the week, as compared with 86 the previous week.

On the morning of 3 Jan. the enemy launched a series of well-coordinated attacks against friendly installations within the TAOR. Several district headquarters and command posts received small arms and/or mortar fire, while CAP S-1 (BT 1858) and the MAC-V Compound near Hill 10 (AT 9269) received ground attacks. At 0404H the enemy launched 49 rockets at the Danang Airbase, firing from positions located to the south-west.

On the morning of 7 Jan., a second series of combined attacks was launched in the Phu Loc area. Commencing at 0335H, the enemy fired mortars at the 1/5 CP (ZC 0798), CAP H-5 (ZD 0800), CAP H-6 (ZD 1400) and CAP H-7 (ZD 2004). At 0430H, D/1/5 (AT 8399) received mortar fire. The contact lasted through the night, and 1/5's CP was still receiving mortar fire at 0845H. CAP's H-6 and H-7 were overrun, and the positions largely destroyed.

In the 5th Marines TAOR there was a noticeable increase in mining activity. The most significant activity reported consisted of recon sightings in 2/5's area. A group of 300 VC was observed (AT 8835) moving north-east on the 2nd. 200 more enemy were observed in the same area during the next three days. In the vicinity of (AT 9848), about 185 enemy were observed during the week. No definite pattern of movement could be established. Texas Pete saw 100 VC, most of them moving to the north-east, on the 5th (AT 9337).

With the exception of the events on the morning of 3 Jan., there was little singularly significant activity in the 7th Marines area. On the 1st and 2nd, Musk Ox observed 4 groups totalling 170 VC (AT 8148). Almost all of the enemy were moving toward the north-east.

(6) Tactics. At 0810H on the 3rd, H&S/2/5 found 6 dud satchel charges on or near the An Hoa Airstrip (AT 8447). It was reported that the satchel charges appeared to have been fired into the area, because

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2 other charges had detonated in the air. An agent report discusses a possible VC method for aerial delivery of satchel charges. A cylindrical parcel of explosives is placed in a hole in the ground with an electrical-type command detonation device. Dirt is placed on top of the bottom charge, and a 5-10 pound satchel charge with a time delay fuse is placed in the hole on top of the dirt. When the bottom charge is detonated, the satchel charge is propelled toward the target with a range of 150-200 meters.

(7) Operational Capability to Launch Rockets. The enemy's operational capability to launch rockets remains unchanged.

### 3. Enemy Capabilities

a. To conduct acts of terrorism and harassment with emphasis on countering the Revolutionary Development Program, and to continue interdiction of LOC's with the objective of increasing VC control over population and denying the GVN/US/FWMAF use of waterways and highways.

b. To conduct attacks by fire against friendly military positions, airfields, and logistics installations.

c. To conduct less than regimental size attacks against isolated friendly forces and installations.

d. To continue increasing his strength in Quang Nam/Thua Thien Provinces by adding new units and replacements through infiltration and in-country recruitment.

### 4. Analysis of Enemy Capabilities

a. The enemy has the capability to conduct unconventional warfare throughout the TAOR. Past activities indicate that the enemy places a high priority on lines of communication and the RD and CAP Programs. The increased requirements for the use of Route #1 will make it an even more likely target.

b. The enemy can attack by fire utilizing rockets or mortars. The 368B Artillery Regiment continues to have the capability to launch 122 or 140mm rockets against the Danang Airfield or other vital installations. Although the enemy has tended to attack at night, the possibility of daylight attacks, particularly at first light and just prior to sunset, cannot be disregarded.

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c. Less than regimental size attacks may be conducted within the 1st Marine Division's AOR. The past attacks on District Headquarters and key bridges may be an indication of the type of target to be hit in the future, however, any isolated unit or installation may expect an attack. The presence of two enemy battalions in Phu Loc (D) poses a major threat to friendly positions and Highway #1 in that area. There are indications that the enemy can reinforce his forces in Phu Loc (D) with up to two additional battalions located to the west and/or northwest.

## 5. Conclusions

a. Mining incidents, acts of terrorism, harassment and other forms of guerrilla warfare will continue throughout the TAOR. There were 36 mines or boobytraps detonated during the reporting period as compared with 17 the previous week. Additionally, an increased number of explosive devices were found and destroyed during the reporting period.

b. There is a continued threat of an attack by fire against the vital area from anywhere in the rocket belt. 5th Marines has received several agent reports indicating the possible presence of a 130 Battalion in the southern portion of its TAOR. 130 is an AKA for the 1st Battalion of the 68th Artillery Regiment, and a possible AKA for the 1st Battalion of the 368B Artillery Regiment.

c. The presence of at least two enemy battalions in Phu Loc (D) and two more battalions nearby poses a major threat to friendly units and Highway #1. Attacks similar to those of 7 January are possible at any time.

d. CAP units have been a major enemy target recently. Four CAP's received enemy ground attacks during the week, and over 30 additional harassing-type incidents were directed at CAP's. There is a continued threat to these units throughout the AOR.

e. There is an increased threat to the Dai Loc District Headquarters and other friendly units in the area. A CI report indicates the possibility of a major effort against friendly installations in the Dai Loc (D) Headquarters area, to be made prior to Tet. The possible presence of elements of the 31st Regiment in western Duc Duc and the continued presence of the R-20th Battalion in Dai Loc indicates that a 2 or 3 battalion enemy attack may be possible. The possible presence of the 31st Regiment also offers a

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threat to friendly positions in the An Hoa/Nong Son complex. The shift of the V-25th Battalion to the north-east, as reported by usually reliable sources poses a threat to the Dien Ban District Headquarters.

*R. E. Corey*

R. E. COREY  
COLONEL, U. S. MARINE CORPS  
ASSISTANT CHIEF OF STAFF, G-2

ANNEX: A. Astronomical Data

DISTRIBUTION "E"

Copy To:	2nd ROKMC Bde	(1)
	SA, Quang Tin	(1)
	SA, Quang Ngai	(1)
	FLC	(1)
	MCB 1	(1)
	MCB 9	(1)
	MCB 128	(1)
	CICV	(1)
	1st Air Cav (3rd Bde)	(2)
	3rd MAW	(2)
	1st Marines	(5)
	5th Marines	(15)
	2nd Bn, 5th Marines	(6)
	7th Marines	(15)
	9th MAB	(4)
	USMC Rep, USA, Infantry School, Ft. Benning, Ga.	(2)
	Americal Division	(15)
	III MAF	(5)
	1st Recon Bn	(2)
	3rd ITT	(2)
	11th Marines	(5)
	9th ITT	(20)
	1st At Bn	(2)
	3rd CIT	(5)
	7th CIT	(9)
	CTG 79.5	(5)
	CTG 79.4	(5)

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NSDC

SSDC

7th Comm Bn

MOB 58

3rd AmTraos

1st Tanks

G-3

3rd MP Bn

C/S 1st MarDiv

5th MarDiv

MOB 53

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ANNEX A (ASTRONOMICAL DATA) FOR PERINTREP NO 1-68

<u>DATE</u>	<u>BMCT</u>	<u>SUNRISE</u>	<u>SUNSET</u>	<u>EECT</u>	<u>MOONRISE</u>	<u>MOONSET</u>	<u>% ILLUM</u>
8 Jan	0642	0717	1830	1852	1257	0055	54
9	0642	0717	1831	1853	1332	0142	63
10	0643	0718	1831	1853	1408	0230	72
11	0643	0718	1832	1854	1449	0320	80
12	0643	0718	1833	1855	1533	0413	87
13	0643	0718	1833	1855	1623	0507	93
14	0643	0718	1834	1856	1717	0602	97
15	0643	0718	1834	1856	1815	0656	99
16	0643	0718	1835	1857	1913	0748	100
17	0643	0718	1836	1858	2011	0836	98
18	0643	0718	1836	1858	2107	0920	94
19	0643	0718	1837	1859	2203	1000	88
20	0643	0718	1837	1859	2258	1040	80
21	0643	0718	1838	1900	2353	1119	70

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22 JANUARY 1968

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# 1st MARINE DIVISION (REIN), FMF



DOWNGRADED AT 3 YEAR INTERVALS  
DECLASSIFIED AFTER 12 YEARS  
DOD DIR 8200.10

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PERINTREP NO. 3-68

RELEASABLE TO FVNAF  
AND RVNAF

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1st Marine Division (Rein)  
Danang, Republic of Vietnam  
220900 January 1968

PERINTREP No. 3-68

Period Covered: 141200 Jan 1968 - 211200 January 1968

Ref: (a) Maps, Vietnam, AMS Series L7014

1. Mission. There has been no change in the 1st Marine Division's mission.

2. Enemy Situation

a. Characteristics of the Area of Operation

(1) Military Geography

(a) Climate and Weather. The maximum and minimum temperatures averaged 78 and 68 degrees respectively with an average humidity of 79%. Approximately .30 of an inch of rain fell in the Danang area.

The seven day forecast calls for generally cloudy skies with periods of intermittent rainshowers. Maximum and minimum temperatures are predicted to average 78 and 69 degrees respectively. The humidity is predicted to average 83% and less than an inch of rain is expected in the Danang area. Lunar illumination will range from 59% on the 22nd to 1% on the 29th.

b. Enemy Military Situation

(1) Strength and Composition. See Annex A, PERINTREP No. 38-67

(2) Locations. Enemy unit locations are based on the best intelligence information available. For last reported locations of enemy units refer to Annex A, PERINTREP No. 38-67. Those enemy units whose last reported locations have changed recently will be reflected below:

MAIN FORCE

<u>UNIT</u>	<u>Last Rpted Loc/Date</u>	<u>Source</u>	<u>(Source Legend)</u>
2nd NVA Div	(AT 9641)/21Jan		A - Agent
3rd NVA Regt	(AT 8831)/21Jan		I - Interrogation
2nd Bn	(AT 9734)/03Jan		D - Document
3rd Bn	(AT 9734)/03Jan		C - Contact
21st NVA Regt	(AT 9014)/21Jan		
1st VC Regt	(AT 9942)/21Jan		
368B Artillery Regt	(AT 8462)/21Jan		

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1st Bn	(ZC 0648)/08Jan	I	
2nd Bn	(ZC 2060)/08Jan	I	
3rd Bn	(ZC 1483)/08Jan	I	
1st Bn 68 Arty Regt	(ZC 2142)/23Jan	I	(Recently Confirmed)
102nd Bn/31st NVA Regt	(AT 8770)/14Jan	I	(Probable)
103rd Bn/31st NVA Regt	(AT 8770)/14Jan	I	(Probable)
802nd Bn	Pbu Loc Dist/Dec67	I	
804th Bn	(YC 9397)/18Dec	I	
1st Bn/4th Regt	(ZC 0592)/12Jan	I	
Hue City SAPPER Bn/H-1 Bn	(Ham Hoa Dist)/Nov67		

LOCAL FORCE

<u>Unit</u>	<u>Last Rpted Loc/Date</u>	<u>Source</u>
105th Bn	(BT 0636)/06Jan	A
Danang City Comm	(AT 9755)/21Jan	
V-25th Bn	(BT 0558)/21Jan	
402nd SAPPER Bn	(AT 8265)/21Jan	
R-20th Bn	(BT 0453)/19Jan	A
Q-12	(BT 1957)/11Jan	A
Q-13	(BT 1154)/05Jan	A
Q-14	(AT 8960)/20Jan	A
Q-15	(BT 0965)/16Jan	A
Q-16	(AT 9873)/08Jan	A

(3) Availability of Reinforcements and Replacements. Replacements may be obtained from infiltration groups or by in-country recruiting. Reinforcements may come from elements of the 2nd NVA Division which have the capability of moving north from Quang Tin and from the possible 4th Regiment in Nam Hoa (D), Thua Thien (P).

(4) Aggregate Strengths. The estimated strengths of enemy forces within the 1st Marine Division's AOR are: Main Forces 5400, Local Forces 1735, and approximately 17,500 Irregulars.

The increase in Main Force strength in the 1st Marine Division's AOR for the reporting period is reflected by the movement into the AOR by elements of the 2nd NVA Division, the presence of the 1st Bn, 68th Artillery Regt. in the southwestern portion of the AOR and the probable presence of two battalions of the 31st NVA Regiment in the southeastern Hieu Duc area. Main Force units in the AOR and their estimated strengths are as shown:

368B Arty Regt	1250
1st Bn, 68th Arty Regt	400
2nd NVA Division HQ	200
1st VC Regt (-)	600
3rd NVA Regt (-)	400

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802nd Bn	350
804th Bn	350
Hue City SAPPER Bn (or H-1 Bn)	250
1st Bn/4th Regt	450
K-4B Bn	350
102nd Bn/31st Regt	400 (Probable)
103rd Bn/31st Regt	400 (Probable)
TOTAL	5,400

A study of irregular strength in the division AOR is currently underway. It is anticipated that upon completion this study will reflect a significant reduction in Irregular strength. It is estimated that no more than 4,000 full time guerillas operate in the AOR, with the remainder of the Irregular strength accounted for by Self Defense and Secret Self Defense forces. Projected completion date of the aforementioned study is 26 January.

(5) Movements and Activities. There were 86 enemy initiated incidents last week as compared to 135 incidents for the week of 7-14 January. Of the incidents during the reporting period, 39 were the result of small arms fire, 28 due to mines and booby traps, five grenade incidents, 12 mortar incidents, and two B-40 rocket incidents.

(a) TF-Mary

14 Jan:

At 1740H on the 14th, recon patrol Cold Lemon observed 12 VC moving northwest in the vicinity of (AU 8103) carrying one mortar tube, mortar ammunition and two large boxes. An artillery mission was conducted by the patrol with unknown results.

A D/1/5 patrol (AT 8895) received eight rounds of 82mm mortar between 1810H and 1835H. Countermortar fire was conducted with unknown results.

At 2030H on the 14th, a D/1/5 patrol (AU 8000) received one round of 60mm mortar fire, six rounds of M-79 fire and heavy small arms fire. The patrol conducted an artillery mission on the suspected enemy position and contact was broken.

Between 2230H on the 14th and 0715H on the 15th, recon patrol Burlap (AT 8382) received sporadic automatic weapons fire and grenades from an estimated 10 to 15 VC. The patrol reported that the enemy were trying to overrun their position. Artillery was employed against the enemy with outstanding coverage and Spooky was on station. No friendly casualties were reported.

15 Jan:

Between 0940H and 1220H of the 15th, an H&S/1/5 road sweep patrol received 30 rounds of 82mm mortar fire at (AU 8000). Countermortar fire was conducted on the enemy position with unknown results.

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At 0945H recon patrol Petrify received automatic weapons fire when attempting to insert in the vicinity of (YD 8205). The patrol returned small arms fire killing 3 VC and requested immediate extraction. The team extraction was complete at 0950H and airstrike and artillery were employed against the enemy with unknown results.

A D/1/5 patrol received eight rounds of 82mm mortar at 1845H in the vicinity of (AT 8895). Artillery was conducted on the suspected enemy position with unknown results.

16 Jan:

At 0445H on the 16th, a B/1/5 patrol ambushed 3 VC at (ZD 1601) resulting in one VC KIA and one IWC.

The Phu Loc District Headquarters (ZD 0900) received two rounds of mortar fire at 1130H. Both rounds landed outside the compound.

At 1300H in the vicinity of (AT 9095), the lead vehicle of a convoy headed to Phu Bai was hit by a B-40 rocket causing major damage to the vehicle. No friendly casualties were reported.

At 1500H, two trucks in the same convoy detonated mines at (AT 9095). There were no casualties but both vehicles were badly damaged.

At (ZC 0898), an A/1/5 patrol observed 30 enemy moving north at 1730H carrying packs and rifles and one mortar tube. Artillery was called on the enemy position with unknown results.

At 2100H, a B/1/5 patrol (ZD 1601) received small arms fire and three B-40 rockets from an estimated ten to 15 enemy. The patrol returned small arms and conducted mortar fire. A search of the enemy position revealed enemy losses of four VC KIA and one AK-47.

17 Jan:

At 0250H on the 17th, recon patrol Burlap (AT 8382) received one round of unknown type mortar and at 0335H, the patrol took an unknown number of grenades and sporadic mortar fire. At 0450H the patrol received small arms fire from an unknown number of enemy. The patrol conducted continuous artillery fire on the enemy position and enemy fire ceased at 0500H.

18 Jan:

At 0755H on the 18th at (ZD 1201), a 1/5 road sweep team while checking culverts received four grenades from an unknown number of enemy. While the team was dismounting their vehicle, the enemy detonated two claymore mines. The road sweep team returned fire and the enemy broke contact.

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19 Jan:

At 1345H on the 19th, in the vicinity of (AT 9292), the first of two trucks carrying a squad sweep security team from C/1/5 detonated an AP mine and an estimated ten enemy opened fire on the trucks with small arms, automatic weapons and one B-40 rocket. The rocket hit the second truck causing slight damage. Marines returned fire and searched the enemy ambush site with negative results.

At 1355H an unknown number of mortar rounds impacted near Phu Loc District Headquarters (ZC 0998). Countermortar fire was returned with unknown results.

20 Jan:

At 0005H on the 20th, a squad ambush patrol from Cap H-1 received small arms fire from an estimated ten enemy at (YD 9210). The patrol returned small arms fire killing one VC and capturing one AK-47 rifle.

At 0950H, elements of B/1/5 located at the Phu Loc District Headquarters (ZD 0900) received eight rounds of mortar. Thirty-five rounds of 81mm counter-mortar was fired on the suspected enemy position with unknown results.

At 1105H, Cap H-6 (ZD 1300) received ten rounds 81 or 82mm mortar fire. A patrol dispatched to search suspected enemy positions was told by Vietnamese civilians that 50 VC had moved into the vicinity of (ZD 1403). An artillery mission was fired in the area and a search was conducted with negative results.

At 1800H an H/2/5 platoon defensive position at (ZD 0003) received 11 rounds of 60mm mortar. An artillery mission conducted on the suspected enemy position resulted in two secondary explosions.

(b) 7th Marines

14 Jan:

From 1300H to 1830H on the 14th, recon patrol Stone Pit observed five groups of VC carrying packs and rifles totalling 84 in the vicinity of (AT 8047) and (AT 8048). Enemy movement was primarily from the northwest to the southeast. Artillery and airstrikes were conducted throughout the afternoon resulting in 15 VC KIA and 10 structures destroyed or damaged.

15 Jan:

At 0510H on the 15th, a C/1/7 patrol made contact with an estimated five to ten VC at (AT 8967). A search was conducted of the enemy position following the contact revealing enemy losses of two VC KIA, one AK-47, three ohlocom grenades and three 150 pound bags of rice.

At 1410H on the 15th, an I/3/7 road sweep team observed an estimated

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20 VC with weapons at (AT 9150). A tank in support of the team took the enemy under fire with unknown results.

16 Jan:

Between 1435H and 1705H, recon patrol Lucky Lark observed two groups of VC totalling 17 with helmets, packs and rifles moving east in the vicinity of (AT 8251). Artillery missions were conducted with unknown results.

At 2240H, a M/3/7 patrol received grenades and small arms fire from an estimated ten enemy at (AT 8056). The patrol returned fire and the enemy broke contact.

17 Jan:

At 0920H on the 17th, AO-4 observed 8 VC entering a structure at (AT 9552). The AO called artillery on the enemy position resulting in a direct hit on the structure harboring the eight VC. Four additional structures were also destroyed.

At 1040H recon patrol Lucky Lark observed ten VC with packs and rifles moving to the west in the vicinity of (AT 8150). The patrol called artillery on the enemy resulting in two VC KIA. At 1720H Lucky Lark observed 15 enemy at (AT 8149) moving southwest carrying packs and rifles. Artillery was conducted with unknown results.

18 Jan:

At 0430H on the 18th, a D/1/7 squad ambushed an enemy supply column in the vicinity of (AT 8966). The enemy returned fire and broke contact. A search of the area by Marines resulted in three VC KIA, two AK-47 rifles and one pistol captured and 15x50 pound bags of rice.

At 1335H in the vicinity of (AT 8184), a fire team from E/2/7 ambushed two enemy, killing one and capturing two AK-47's.

At 1945H in the vicinity of (AT 8054), a M/3/7 squad ambush patrol killed two VC and captured one M-14 rifle.

At 2015H a G/2/7 bridge security platoon (AT 9183) received a report from a Vietnamese civilian that there was a 1200 pound rice cache stored at (AT 916836). A patrol dispatched to the area found the 1200 pounds of rice and received small arms fire from an unknown number of enemy. Small arms fire was returned resulting in two VC KIA, one AK-47 rifle captured, and one chicom grenade captured.

Throughout the day on the 18th, recon patrol Lucky Lark observed a total

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of 65 enemy in the vicinity of (AT 8049) carrying packs and rifles moving east and northeast. Artillery missions conducted killed three of the enemy.

19 Jan:

At 0530H on the 19th, four VC walked into a B/1/7 squad ambush in the vicinity of (AT 9070). One of the enemy was killed and one AK-47 was captured.

In the vicinity of (AT 9254) a patrol from K/3/7 fired at five enemy at 1310H killing one and capturing one carbine, one M-16 and one chicom grenade.

On the afternoon of the 19th, recon patrols Lucky Lark and Saddle Bag observed a total of 41 VC with packs and rifles in the vicinity of (AT 8150) and (AT 8249). Results of fire missions directed on the enemy could not be determined.

20 Jan:

At 0922H on the 20th a squad from M/3/7 observed five enemy moving south in the vicinity of (AT 8357). Marines engaged the enemy with small arms and M-79 fire. A search of the area revealed five VC KIA, one AK-47 and one chicom grenade.

In the vicinity of (AT 9055), a fire team patrol from H/2/7 observed 10-15 enemy at 1515H. A scout sniper with the patrol killed one of the VC.

During the afternoon of the 20th, recon patrol Saddle Bag had five sightings of VC totalling 27 in the vicinity of (AT 8149). The enemy had no distinct pattern to their direction of movement. Artillery missions and airstrikes resulted in three VC KIA and eight secondary explosions.

At 1935H, in the vicinity of (AT 8056) a M/3/7 squad ambush patrol observed approximately 25 enemy. The Marines engaged the enemy killing eight and capturing three AK-47 rifles.

At 2020H another squad patrol from M/3/7 ambushed 14 enemy crossing the Vu Gia River in the vicinity of (AT 8154). One VC was killed in the action.

21 Jan (up to 1200H)

Between 0725H and 0945H on the 21st, recon patrol Saddle Bag observed four groups of enemy totalling 48 carrying packs and rifles moving east and west in the vicinity of (AT 7948), (AT 8149), (AT 8049) and (AT 8451). Results of artillery missions fired on the enemy could not be determined.

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(c) ROKMC, 3/5 - 2/3 TAOR

14 Jan:

At 0900H on the 17th, seven LVT's in support of a ROK Marine troop movement received small arms fire from an unknown number of enemy in the vicinity of (BT 0955). The amtracs returned .30 Caliber fire and the enemy broke contact.

At 1525H, a K/3/5 patrol (BT 0461) received small arms fire from an estimated six VC. The patrol returned small arms fire and the enemy broke contact.

At 1830H, a Cap G-6 patrol, a patrol from 3rd Amtracs, and the perimeter defense 3rd Amtracs all received small arms fire. Small arms fire was returned in each instance causing the enemy to break contact. No friendly casualties were reported.

18 Jan:

Between 0930H and 1100H on the 18th at (BT 0261), a platoon from K/3/5 received 16 rounds of what was believed to be 60mm and/or 82mm mortar fire.

19 Jan:

At 1330H in the vicinity of (BT 0261), a squad patrol from K/3/5 received small arms fire from a treeline. The patrol returned fire and a search of the enemy position revealed numerous fighting holes.

On the 19th at (BT 0464), a squad patrol from F/2/3 received small arms fire from an unknown number of enemy between 2020H and 2100H. The Marine squad returned fire and called 60mm and 81mm mortar fire on the enemy position causing the VC to break contact.

(d) Antenna Valley Area.

On the 14th, 15th and 16th, recon patrol Gunsmoke observed several groups of enemy totalling 220 moving north and northwest in the vicinity of (AT 8835). On the 20th and 21st, recon patrols Quizmaster, Bar Keep and Cowpoke observed several groups of enemy totalling approximately 210, all moving northeast in the vicinity of (AT 8637, 8837, 9037 and 9038).

(e) Other.

(1) A PFC named Ta Binh Sau who rallied to Cap B-5 in 1/7's area on 16 January has stated he was a runner for the 102nd Battalion of the 31st NVA Regiment. Sau stated that the 31st Regiment, or Red River Regiment, consists

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of three battalions, the 101st, 102nd, and 103rd. He further stated that the 31st Regiment entered South Vietnam in October 1967 and arrived in the Dai Loc area in December. The returnee said that on 14 January, the 102nd and 103rd Battalion's moved from Dai Loc District to Hieu Duc District. In preliminary interrogation, the Hoi Chanh revealed that the present location of these battalions was in the vicinity of (AT 9165), but in later interrogation, he gave (AT 8770) as the location. Sau stated that he had no idea of the location of the 101st Battalion. The returnee said on the night of 15 January, a reconnaissance element from supporting units was sent to make a reconnaissance of Hieu Duc and 1st Battalion, 7th Marines. He stated that an attack was planned for the coming days. There have been suspicions that the 31st Regiment was located in the Dai Loc, Thuong Duc area, but until now, there has been little hard intelligence to corroborate these suspicions. Despite the fact that the returnee gave two locations of his unit, there is still definite indications of elements of the 31st Regiment in 1/7's area.

(2) The preliminary interrogation of a PW named Ho Ty captured on 19 January by a Cap B-2 patrol in 1/7's area has revealed that he was a squad leader in the F-75th Battalion. Ty claims this is an infantry/SAPPER unit of about 400-500 men and that its last location was near (AT 8566). The unit, which is 70% NVA, arrived in Quang Nam (Quang Da) (P) in November 1967. When he was captured, the 23 year old prisoner said he was on a recon mission of the Hieu Duc District Headquarters with his XO, and one other man.

(f) IR, APD, and SLAR Emissions

(1) Infra-red coverage flown between 1812H and 1850H on the 19th recorded 60 emissions or a very heavy concentration of enemy activity in the vicinity of (AT 8866).

(2) An APD mission flown on the 17th between 1330H and 1430H on the 17th, south of Elephant Valley, recorded heavy readings in the vicinity of (AT 8278), (AT 8478), (AT 8177), (AT 8477), (AT 8276), (AT 8475), (AT 8473), (AT 8470), (AT 8568), and (AT 8567).

An APD mission on the 19th between 1300H and 1500H covering the entrance to Happy Valley, the area north of Elephant Valley, and the area north of the Hai Van Pass, revealed heavy enemy activity at the following locations: (AT 8173), (AT 8273), (AT 8268), (AT 8368), (AT 8267), (AT 8987), (AT 8886), (AT 8389), (AT 8390), (AT 9893), and (AT 9792).

(3) On the 14th, SLAR detected one target at (AT 8674), one at (AT 8875), and three targets at (AT 8573).

On the 16th, single targets were detected at (AT 8193), (ZC 1894), (ZC 1995), (ZC 1996). Two targets were detected at (ZC 1793) and two more at (ZC 1998).

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On the 17th, one target was detected at (AT 9285) and two targets at (AT 9680).

On the 18th, single targets were detected at (YD 9722), (YD 9511), and (ZD 0614).

On the 20th, 4 targets were detected in the vicinity of (ZD 1509).

(g) Summary.

(1) Task Force X-Ray. In the TF X-Ray area elements of 1/5 continued to receive harassing mortar fire during the reporting period. On the 14th, 15th, 19th, 20th, and 21st, mortar attacks took place at (AT 8895), (AU 8090), (ZC 0998), (ZD 0900), (ZD 1300), and (ZD 1901).

(2) 7th Marines. Elements of the 7th Marines, particularly units from 1/7 and 3/7 made several small unit contacts during the week.

On the 14th, recon patrol Stone Pit observed several groups of enemy totalling 75 moving southeast in the vicinity of (AT 8048).

Throughout the week, recon patrols Lucky Lark and Saddle Bag had several enemy sightings totalling approximately 170 in the vicinity of (AT 9049), (AT 8150), and (AT 8251). The majority of the enemy groups were moving southwest and northeast.

(3) 3/5, 2/3, and ROKMC. Activity involving 3/5, 2/3, and the ROKMC, was primarily limited to small unit contacts and mining incidents during the week.

(4) Antenna Valley. Recon patrols had sightings of heavy enemy movement in the Antenna Valley area throughout the week in the vicinity of (AT 8835), (AT 8637), (AT 8837), (AT 9037), and (AT 9038). Primary direction of movement was to the northeast.

(6) Tactics (Anti-Aircraft)

(a) At 2305H on the 15th, an Air Force F4-C pilot while making a GOA (Ground Controlled Approach) into DaNang at 3000 feet stated that he observed an air burst about 200 feet off his starboard wing. The initial burst was followed by an additional six bursts at 2 to 3 second intervals. The bursts were in a line indicating that a single weapon was firing. The enemy firing position was suspected to be in the vicinity of (AT 9893).

(b) At 0500H on the 17th, a Marine pilot in an F-8 was approaching DaNang at 3000 feet when he saw three or four large flashes ahead of his aircraft.

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(c) At 0125H on the 24th, an Air Force pilot flying at 13,000 feet stated that he saw what he believed to be .50 caliber tracer fire being directed against another aircraft from the vicinity of (AT 9993). Upon returning to the DaNang Airfield at 0215H, the pilot approached the air strip at 3000 to 3500 feet and observed a yellow flash at about 4000 feet approximately one half mile from his aircraft.

G-2 representatives at the 1st MAW states that a GCA is very stable, controlled by radio, and is consistent in altitude and direction of flight. Wing G-2 personnel feel that the enemy may be monitoring these radio transmissions in an attempt to deliver accurate fire at aircraft approaching the DaNang runways.

Throughout the past week, recon patrols have been inserted into the area (AT 9893) of the suspected anti-aircraft position and have searched the area

(7) Operational Capability to Launch Rockets. The enemy's operational capability to launch rockets remains unchanged.

### 3. Enemy Capabilities

a. To conduct acts of terrorism and harassment with emphasis on countering the Revolutionary Development Program, and to continue interdiction of LOC's with the objective of increasing VC control over population and denying the GVN/US/PwMAF use of waterways and highways.

b. To conduct attacks by fire against friendly military positions, airfields, and logistic installations.

c. To conduct less than regimental size attacks against isolated friendly forces and installations.

d. To continue increasing his strength in Quang Nam/Thua Thien Provinces by adding new units and replacements through infiltration and in-country recruitment.

### 4. Analysis of Enemy Capabilities.

a. The enemy has the capability to conduct unconventional warfare throughout the TAOR. Past activities indicate that the enemy places a high priority on lines of communication and the RD and CAP Programs. The increased requirements for the use of Route #1 will make it an even more likely target.

b. The enemy can attack by fire utilizing rockets and mortars. The 368B Artillery Regiment continues to have the capability to launch 122 or 140mm rockets against the DaNang Airfield or other vital installations. The 1st Battalion, 68th Artillery Regiment, which has recently entered the Duc Duc area in the southern portion of the AOR, also has the capability to launch 122 or 140mm rockets and could very possibly do so against military installations located in the An Hoa and Dai Loc areas.

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c. Less than regimental size attacks may be conducted within the 1st Marine Division's AOR. The past attacks on District Headquarters and key bridges may be an indication of the type of target to be hit in the future, however, any isolated unit or installation may expect an attack. The presence of three enemy battalions in Phu Loc (D) poses a major threat to friendly positions and highway #1 in that area. There are indications that the enemy can reinforce his forces in Phu Loc (D) with one additional battalion located to the west and/or northwest.

##### 5. Conclusions.

a. From now until the end of Tet, the enemy will probably make an extra effort to rocket the Danang Airfield and other installations within the vital area. The recent attacks by fire against friendly units in the Khe Sanh area indicates that the enemy has possibly entered the initial phase of a campaign to attack by fire, major installations throughout I-Corps.

b. The probable presence of two battalions of the 31st Regiment located in the southeastern Hieu Duc area in conjunction with heavy IR readouts in the vicinity of (AT 8866) and heavy APD readings obtained in the area indicates the possibility of forthcoming attacks on the Hieu Duc District Headquarters, and the 1/7 CP. It is probable that rocket attacks on the vital area could be coordinated with the aforementioned course of action.

Also, the possible presence of an additional infantry SAPPER unit, the F-75th Battalion, in the Hieu Duc area as indicated by the interrogation of the PW captured by 1/7 may further increase the threat to this area.

c. The presence of main force units in the Nam Hoa/Phu Loc area poses a serious threat to the Phu Bai combat base and the 1/5 CP south of Phu Loc. The enemy will undoubtedly continue to harass friendly forces in the area and has the capability to launch attacks in up to regimental strength.

d. The presence of the 1st Battalion, 68th Artillery Regiment in the vicinity of (ZC 2041) and the fact that the 3rd Battalion, of the 68th Artillery Regiment was reported to have launched a rocket attack on American artillery positions in the Que Son area indicates that the enemy may employ his rocket launching capability against friendly positions, particularly artillery positions, at An Hoa and Dai Loc.

e. There is a continued threat to the Dien Ban District Headquarters and friendly installations in the Dien Ban area.

Low-level agent reports continue to indicate plans by the V-25th Battalion supported by local force companies to conduct attacks within the area.

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f. It is anticipated that acts of terrorism and harassment and attempted interdiction of LOC's will continue at an increased rate, particularly in the Phu Loc area.



H. E. ING

COLONEL, U. S. MARINE CORPS  
ASSISTANT CHIEF OF STAFF, G-2

ANNEX: A. Astronomical Data

DISTRIBUTION: "E"

Copy To:

III MAF	(5)
3rd MarDiv	(5)
TF X-Ray	(5)
1st MAW	(5)
1st Marines	(10)
5th Marines	(15)
7th Marines	(15)
11th Marines	(5)
2nd Bn, 3rd Marines	(5)
3rd Bn, 5th Marines	(5)
3rd Amtracs	(2)
1st Tanks	(5)
1st Recon Bn	(2)
1st MP Bn	(2)
3rd MP Bn	(2)
7th Comm Bn	(2)
1st MT Bn	(2)
11th MT Bn	(2)
1st Engr Bn	(2)
7th Engr Bn	(2)
9th Engr Bn	(2)
1st S.P. Bn	(2)
Hq Bn	(2)
1st Med Bn	(2)
MCB 12	(2)
MCB 9	(2)
MCB 53	(2)
MCB 62	(2)
FLC	(2)
2nd ROKMC Bde	(2)

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Americal Division	(15)
1st Air Cav (3rd Bde)	(2)
LNO, 1st Bn, 525 M.I. Grp	(2)
SA, Quang Tin	(2)
SA, Quang Ngai	(2)
CICV	(2)
1st CIT	(2)
3rd ITT	(5)
9th ITT	(5)
13th ITT	(5)
CTG 79.4	(5)
CTG 79.5	(5)
C/S 1st MarDiv	(2)
G-3, 1st MarDiv	(2)

## OUT OF COUNTRY

9th MAB	(5)
5th MarDiv	(2)
USMC Rep, USA, Infantry School, Ft. Benning, Ga.	(2)

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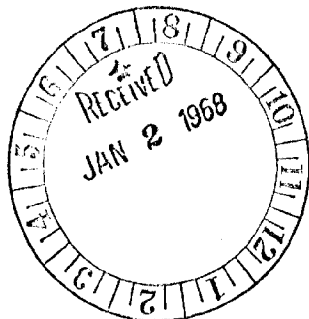
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ANNEX A (ASTRONOMICAL DATA) FOR PERINTREP NO 3-68

<u>DATE</u>	<u>BMCT</u>	<u>SUNRISE</u>	<u>SUNSET</u>	<u>ELOT</u>	<u>MOONSET</u>	<u>MOONSET</u>	<u>% ILLUM</u>
25 JAN	0656	0719	1840	1903	0251	1418	26
26	0656	0719	1841	1904	0356	1514	17
27	0656	0719	1842	1905	0500	1616	09
28	0656	0719	1842	1905	0602	1720	04
29	0656	0719	1843	1906	0658	1822	01
30	0656	0719	1844	1907	0748	1922	00
31	0656	0719	1844	1907	0832	2017	02
1 FEB	0655	0718	1845	1908	0911	2110	06
2	0655	0718	1845	1908	0947	2159	12
3	0654	0717	1845	1908	1021	2246	19
4	0654	0717	1846	1909	1054	2334	27
5	0653	0716	1846	1909	1128	—	36
6	0653	0716	1846	1909	1204	0022	45
7	0652	0715	1847	1910	1243	0112	55

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DRAFTER FOURTH BN ELEVENTH MAR  
RELEASES G-1

UNCLAS E F T O

CHANGE OF COMMAND

1. MAJOR F.B. HOLCOTT III WILL RELIEVE LT COL J.S. HOLLINGSHEAD  
AS COMMANDING OFFICER, FOURTH BATTALION, ELEVENTH MARINES AT A  
CHANGE OF COMMAND CEREMONY TO BE CONDUCTED AT FOURTH BATTALION,  
ELEVENTH MARINES CP 081403H JAN 68.

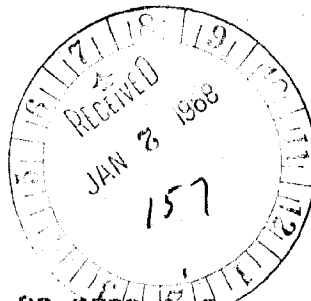
ADDRESSES ARE CONSIDERED INVITED TO ATTEND.

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FIRST MARDIV

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Tab B 1

**SECRET**

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DRAFTER 157  
RELEASES G-3

INFO ZEN-2/FIRST MARDIV OPCON/GUARD MAIL  
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SECRET SEC 1 OF 11 SEC  
TASK ORGANIZATION (U)

4. FONG 5213.2

1. IAW REF A TASK ORGANIZATION AS OF 31 DEC 67 FOLLOWS:

A. 1ST MARDIV (REIN)

(1) HQ BN (REIN)

(A) HQ BN

1 H- CO (-)

COMM CO (-)

3 SERV CO

4 MP CO

(B) 1ST DENTAL CO

(C) D SSC TM, FMP

(D) 3D CIT, FMP

(E) 1H CIT, FMP

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PAGE TWO RUMHLA 044 SECRET

(2) 1ST MED BN (-)

(A) H&S CO

(B) CO A

(C) DET, CO B

(D) CO C

(E) CO D (-)

(3) 7TH COMM BN (-), FMP

(A) HQ CO (-)

(B) COMM CO (-)

(C) RAD REL & CONST CO (-)

(D) 8TH IAT, REIN FMP

(E) 9TH IAT, FMP

(F) 1ST IT, FMP

(G) 7TH IT, FMP

(H) 3D IT, FMP

(I) 10TH IT, FMP

(J) 31ST MAR (REIN)

(K) 1ST BN (-)

(L) 1ST BN (REIN), 31ST MAR

(M) 1ST BN

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PAGE 1 OF 4

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**SECRET**

PAGE THREE RUMHLA 044 S E C R E T

1 1ST PLAT, CO B, 1ST ENGR BN  
 3 3RD PLAT, CO A, 1ST AT BN  
 4 1ST PLAT, CO C, 1ST MT BN  
 5 1ST PLAT, CO B, 1ST SP BN  
 6 DET, RAD REL & CONST CO,  
 7TH COMM BN, FMF  
 (C) 1 BN, 5TH MAR  
 (D) 2 BN, 3D MAR  
 (E) 2 PLAT, 29TH CA CO, USA  
 (F) 7TH MAR (REIN)  
 (A) 7TH MAR  
 (B) 3 PLAT, 29TH CA CO, USA  
 (C) 1D BN (REIN), 5TH MAR  
 (D) 2D BN  
 (E) DET HQ CO 5TH MAR  
 (F) 5TH PLAT, 29TH CA CO, USA  
 (G) 11TH MAR (-) (REIN)  
 (A) HQ BTRY  
 (B) 2D BN  
 (C) HQ BTRY

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PAGE FOUR RUMHLA 044 S E C R E T

1 BTRY B, 1ST BN, 12TH MAR  
 (6-105 HOW ID)  
 2 BTRY D, (6-105 HOW ID)  
 4 BTRY E, (6-105 HOW ID, 4-155 HOW ID)  
 (2-8IN HOW SP, 2-155 GUN SP)  
 3 BTRY F, (6-105 HOW ID)  
 (C) 3D BN  
 1 HQ BTRY  
 BTRY G (6-105 HOW ID)  
 3 BTRY H (6-105 HOW ID)  
 4 BTRY I (6-105 HOW ID)  
 5 MORT BTRY (-) (1-107 MM HOWTAR  
 (3-4.2 IN MTR)  
 (4-155 HOW ID)  
 6 DET, MORT BTRY (2-4.2 IN MTR)  
 (B) 4TH BN  
 1 HQ BTRY  
 BTRY K (6-155 HOW SP)  
 3 BTRY L (-) (2-155 HOW SP)  
 4 DET, BTRY L (3-155 HOW SP)

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PAGE 2 OF 4

**SECRET**

**SECRET**

PAGE FIVE RUMHLA 044 S E C R E T

(B) BTRY M (6-155 HOW SP)

DANANG

(C) 3D 8IN HOW BTRY (SP), FMF

DANANG

(4-8IN HOW SP)

(F) 3D 155 GUN BTRY (SP)(REIN), FMF

DANANG

1 3D 155 GUN BTRY (SP)

DO

(3-155 SP)

2 2D PLAT, 5TH 155 GUN (SP), FMF

DO

(1-155 GUN SP)

(G) 1ST ARMD AMPHIB CO (-), FMF

DANANG

1 CO HQ (-)

DO

2 SERV PLAT (-)

DO

3 1ST PLAT (6-LVTH-6)

DO

4 3D PLAT (6-LVTH-6)

DO

(H) BTRY, B, 8TH BN, 4TH ARTY (SP), USA

DANANG

(4-175MM GUN SP)

(I) BTRY G, 29TH ARTY, (SEARCHLIGHT) USA

DANANG

(19 SEARCHLIGHTS)

(J) 1ST RECON BN (REIN)

DANANG

(K) 1ST RECON BN

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(L) 1ST FORCE RECON CO, FMF

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PAGE SIX RUMHLA 044 S E C R E T

(10) 1ST TANK BN (44-M48, 6-M 67, 2-TRV)

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(A) H&amp;S CO (-)

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(B) CO A (REIN)

DO

1 CO A

DO

2 DET, H&amp;S CO

DO

(C) CO B (REIN)

DO

1 CO B

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2 3D PLAT, CO C

DO

3 DET, H&amp;S CO

DO

(D) CO C (-) (REIN)

DANANG

1 CO CO (-)

DO

2 DET, H&amp;S CO

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(11) 3D AMTRAC BN, FMF

DANANG

(77-LVIP-5, 10-LVIP-5 QMD, 6-LVTE-1

2-LVTR)

(A) H&amp;S CO

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(B) CO A (-)

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(C) CO B (-) (REIN)

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1 CO B

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1ST PLAT, CO B, 1ST AMTRAC

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PAGE 3 OF 4

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 TO CG III MAF  
 INFO ZEN-2/FIRST MARDIV OF CON/GUARD MAIL  
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S E C R E T

FINAL SECTION OF TWO SECTIONS

BN, FMF

(12) 1ST ENGR BN (-)  
 (A) H&S CO (-)  
 (B) CO B (REIN)  
 1 CO B  
 DET, SUPPORT CO  
 (C) CO C (REIN)  
 1 CO C  
 1ST PLAT, CO A, 3D ENGR BN  
 (D) SUPPORT CO (-)  
 (13) 1ST MT BN (-)  
 (A) H&S CO  
 (B) CO A  
 (C) CO C (-)  
 (14) 11TH MT BN, FMF  
 (15) 1ST SP BN (-)

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PAGE TWO RUMILA 045 S E C R E T

(A) H&S CO (-)  
 (B) CO B (-)  
 (C) CO C (REIN)  
 1 CO C  
 2 1ST PLAT, CO A  
 (16) 1ST HOSPITAL CO (REIN), FMF  
 (A) 1ST HOSPITAL CO  
 (B) CLEARING PLAT, CO D, 1ST MED BN  
 GP-4  
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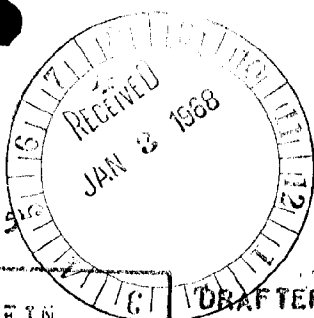
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PAGE 4 OF 4

**SECRET**



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FM CG FIRST MARDIV REIN  
TO RUMHRA/CG FMFPAC (K030)

DRAFTER G-1  
RELEASER C/S  
CONCUR G-1  
CG

UNCLAS E F T O

GENERAL OFFICER ASSIGNMENTS

A. CG FMFPAC 272257Z DEC67

1. REF A REQ NAMES AND DUTY ASSIGNMENTS, TO INCLUDE INCLUSIVE DATES, OF ALL GENERAL OFFICERS WHO WERE OR ARE NOW MEMBERS OF THIS COMMAND FROM MAR 1965 TO DATE.

2. THE FOLLOWING INFORMATION IS SUBMITTED AND IS BASED ONLY ON THOSE RECORDS IMMEDIATELY AVAILABLE THIS HEADQUARTERS:

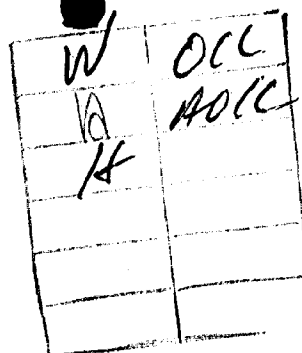
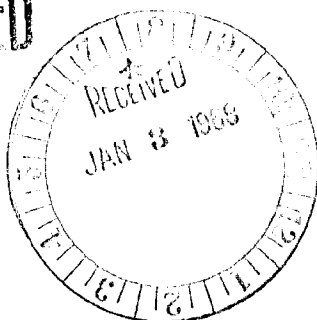
NAME	DUTY ASSIGNMENTS	DATES
MAJGEN W.T. FAIRBOURN	CG	12APR 63-9JUL 65
BGEN E. H. HURST	ASST DIV CMDR	NOT AVAIL-9JUL 67
	CG	12JUL 65-10AUG 65
	ASST DIV CMDR	11 AUG 65-27AUG 65
	CG (REAR)	28AUG 65-30SEP 65
MAJGEN L.J. FIELDS JR	CG	11AUG 65-30SEP 66
	CG, FMFPAC/I MAC (FWD)	9DEC 65-20DEC 65

PAGE TWO RUMHRA 094 UNCLAS E F T O  
BGEN W.A. STILES

NAME	DUTY ASSIGNMENTS	DATES
BGEN W.A. STILES	CG (REAR)	12OCT 65-15FEB 66
	ASST DIV CMDR	16FEB 66-23MAR 66
	CG 9TH MAB	29MAR 66-15APR 66
	ASST DIV CMDR	16APR 66-26APR 66
	CG, TF X-RAY	27APR 66-2MAY 66
	ASST DIV CMDR	3MAY 66-31MAY 66
	CG, TF X-RAY	1JUN 66-28JUN 66
	ASST DIV CMDR	29JUN 66-31AUG 66
	CG (ACTING)	1SEP 66-7SEP 66
	ASST DIV CMDR	8SEP 66-9OCT 66
	CG, TF X-RAY	12OCT 66-23MAR 67
MAJGEN H. NICKERSON JR	CG	10OCT 66-31MAY 67
BGEN F.C. LAHUE	CG, TF X-RAY	24MAR 67-16 JUL 67
	ASST DIV CMDR	17JUL 67-6SEP 67
	CG, TF X-RAY	7SEP 67-15SEP 67
	CG (ACTING)	27OCT 67-28NOV 67
	ASST DIV CMDR	29NOV 67-CURRENT
MAJGEN D. J. ROBERTSON	CG	1JUN 67-CURRENT

FIRST MARDIV

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TO FIFTH MARINES

SEVENTH MARINES

INFO CG FIRST MAW

FIRST MARINES

ELEVENTH MARINES

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CONFIDENTIAL

SECURITY OF HELO LZS

1. AIRCRAFT HITS AND PERSONNEL CASUALTIES DURING HELICOPTER BORNE ASSAULT OPERATIONS HAVE BEEN STEADILY INCREASING IN FIRST MARDIV AREA DURING PAST SIX WEEKS. A SIGNIFICANT NUMBER OF THE INCIDENTS HAVE OCCURRED AFTER INITIAL WAVES HAVE BEEN LANDED. AT THIS POINT (OF COURSE) SUPPRESSIVE FIRES BY SUPPORTING AIR AND ARTILLERY ARE INHIBITED BY FRIENDLY PRESENCE IN THE AREA.

2. THE ENEMY TACTIC OF WITHHOLDING FIRE UNTIL HELICOPTERS ARE ON THE DECK AND UNTIL FIRST TROOP WAVES ARE LANDED IS WELL ESTABLISHED. TWO COUNTER TACTICS ARE INDICATED:

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PAGE TWO RUMHLA 0144 CONFIDENTIAL

A. MORE INTENSIVE AND MORE INCLUSIVE LANDING ZONE PREP. THIS SHOULD INCLUDE A LIBERAL USE OF ARTILLERY IN "FLAK - SUPPRESSION" MISSIONS WHERE APPLICABLE.

B. CAREFUL AND DETAILED PLANS BY TROOP UNIT TO SECURE LANDING ZONE ASAP AND TO KEEP IT SECURE UNTIL HELICOPTER OPERATIONS ARE COMPLETED.

3. THE DESIRE OF GROUND COMMANDERS TO COMMENCE THE ATTACK AND SECURE TACTICAL OBJECTIVES WITH ALL POSSIBLE SPEED IS A HALLMARK OF MARINES. SO ARE PRUDENCE, ECONOMY OF FORCE AND THE PRINCIPLE OF THE OBJECTIVE. THESE LATTER PRINCIPLES USUALLY INDICATE THE NEED TO HAVE ALL THE FORCE AVAILABLE IN POSITION BEFORE CROSSING THE LINE OF DEPARTURE. IN A VERY REAL SENSE, HELICOPTER LIFTS BELONG TO THE APPROACH MARCH PHASE OF OFFENSIVE COMBAT. THE EXPERIENCED COMMANDER WILL ALWAYS END THIS PHASE (WHEN HE POSSIBLY CAN) IN A SECURE ATTACK POSITION FROM WHICH THE CLIMACTIC PHASE OF THE ATTACK CAN BE LAUNCHED.

(P)

BT

FM CG FIRST MARDIV REIN

1ST MARDIV 2100/4 (9/67)

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BE

C O N F I D E N T I A L

SECNAV VISIT TO FIRST MARDIV (C)

A. CG FIRST MARDIV REIN 170930Z DEC 67

1. (C) REF A REPORTED ITINERARY FOR VISIT OF HON PAUL R. IGNATIUS  
SECNAV TO FIRST MARDIV ON 8 JAN 68. DATE OF VISIT CHANGED TO 9 JAN 68.  
VISIT WILL BE CONDUCTED IAW FOL ITINERARY:

DATE/TIME

EVENT

REMARKS

9 JAN 68

1400

1340-1345

1345-1445

1445-1450

ARR HILLTOP

ENR CONF RM

GENERAL STAFF BRIEF

ENR FIRST RECON BN

BY HELO FROM 1ST MAW

BY VEH

CONF RM

BY VEH

**UNCLASSIFIED**

NO - BOX  
CODE WORD FOR  
SECNAV IS  
"CONGRESSIONAL"  
P.A.W.

**UNCLASSIFIED**

PAGE TWO RUMHLA 0186 C O N F I D E N T I A L

1400-1530 BRIEF/VISIT FIRST RECON BN

1530-1535 ENR LZ 401

1535-1545 ENR FIFTH MARINES

1545-1635 BRIEF/VISIT FIFTH MARINES

1635-1645 ENR FIRST BN SEVENTH MARINES

1645-1715 VISIT FIRST BN SEVENTH MARINES

1715-1730 ENR III MAF

NOTE: CG FIFTH MARINES COORDINATE ITINERARY FOR VISIT TO  
HARLET OF VEN NE (AT 983687) DURING VISIT TO FIFTH MARINES.  
REPORT DETAILED ITINERARY FOR VISIT TO THIS MLI 041500H

JAN 68.

3. (C) CG III MAF AND CG FIRST MARDIV WILL ACCOMPANY OFFICIAL  
PARTY DURING VISIT. COMPOSITION OF PARTY:

HON PAUL R. IGNATIUS, SECNAV

CAPT W. H. BACLEY, USN, EXEC ASST AND NAVAL AIDE

CAPT W. THOMPSON, USN, SPEC ASST FOR PUBLIC AFFAIRS

COL H. E. SPIELMAN, USMC, USMC AIDE TO SECNAV

CAIT/CDR, USN, FROM PACFLT

WISMAN

3. (C) EFFECTIVE IMMEDIATELY THROUGH 15 JAN 68 ALL REFERENCE TO

CG FIRST MARDIV REIN

PAGE 1 OF 2

**CONFIDENTIAL**  
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**CONFIDENTIAL**  
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**UNCLASSIFIED**

PAGE THREE RUMH.A 0186 C O N F I D E N T I A L  
ITINERARY OF SECNAV WILL BE BY MAGV CALL WORD "CONGRESSIONAL".  
CALL WORD WILL BE USED WHENEVER REFERENCE TO ITINERARY IS REQUIRED  
OVER NONSECURE COMMUNICATIONS MEDIA. COMMANDING OFFICERS INSURE  
DISSEMINATION TO ALCON TO INCLUDE RADIO OPERATORS INVOLVED WITH  
AIR GROUND COMMUNICATIONS DURING VISIT.

4. (C) SECNAV HAS SPECIFIED THAT THIS IS A WORKING VISIT AND HE  
DESIRES THAT BRIEFINGS BE HELD TO THE MINIMUM NECESSARY FOR  
UNDERSTANDING OF OPERATIONS. HE DESIRES TO MEET AND TALK WITH  
JUNIOR OFFICERS AND ENLISTED MARINES/NAVY PERSONNEL. HE PREFERS  
TO LEARN THINGS FROM PEOPLE ACTUALLY CONDUCTING OR IMMEDIATELY  
RESPONSIBLE FOR OPERATIONS/FUNCTIONS/ACTIVITIES AND GET A  
VIEWPOINT APPROPRIATE TO THE LEVEL OF RESPONSIBILITY.

5. (C) ADC WILL CONDUCT VISIT REHEARSAL 5 JAN 68 IAW FOR ITINERARY:

DATE/TIME	EVENT	REMARKS
1500	ARR FIFTH MARINES	BY HELO FROM THIRD AMTRAC BN

1500-1550 REHEARSE FIFTH MARINES

1550-1615 CRITIQUE  
BY HELO FOR LZ 400

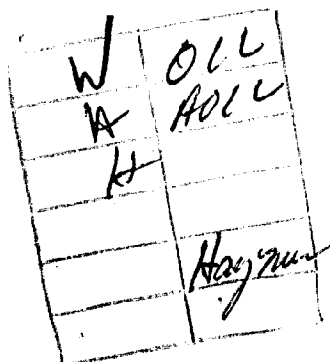
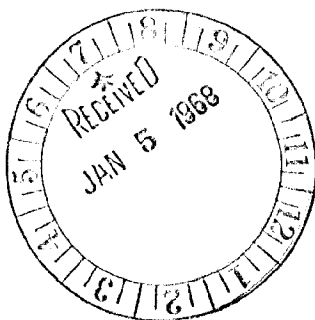
1615 DEP FIFTH MARINES

6. (C) PROJECT OFFICER MAJ LENNARTZ (FIRST MARDIV 138 OR 105).

GP-4  
E8

PAGE 2 OF 2

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**CONFIDENTIAL**

COC

DE RUMHLA 0435 0042826  
ZNY CCCCC

P 040826Z JAN 68

CG FIRST MARDIV REIN  
TO FIFTH MARINES  
FIRST BN SEVENTH MARINES  
FIRST RECON BN

DRAFTERPROTOCOLCOL  
RELEASES C/S

INFO SEVENTH MARINES

HQ BN

BT

**CONFIDENTIAL**

SECNAV VISIT TO FIRST MARDIV (C)

A. CG FIRST MARDIV 021304Z JAN68

1. CANCEL REF A. SECNAV VISIT CANCELLED.

GP-4

BT

CG FIRST MARDIV REIN

040826Z JAN 68

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NNNN

1ST MARDIV 2100/4 (9/67)

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COC

PERMITS  
RUMBLE 0603 0050350  
NY DEEE  
RUMBLE I NEW HENRY BN  
FIRST HOSP CO

050850Z JAN 68  
FM CG FIRST MARDIV REIN  
TO FIRST MARDIV AD COM/OPCON

DRAFTER ADJ  
RELEASER G-1  
CONCUR O/S

EXCLASE PT O  
CHANGE OF COMMAND

1. COL W. R. EARNEY WILL RELIEVE COL J. F. DONAHUE AS COMMANDING  
OFFICER, USMC FIRST MARDIV AT A CHANGE OF COMMAND CEREMONY TO BE  
CONDUCTED AT FIRST RECON BN HELICOPTER PAD 071500 JAN 68.  
2. ADDRESSEES ARE CORDIALLY INVITED TO ATTEND.

CG FIRST MARDIV REIN

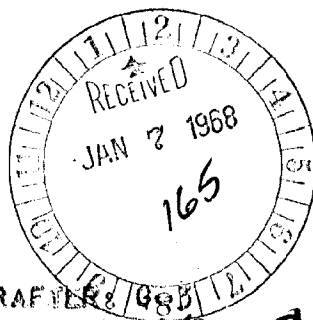
050850Z JAN 68

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CONCURR: G-4  
 DIV ENGO  
 MTO  
 OPNS 0  
 G-3

DE RUMILA 2761 0061252  
 ZNY 85888

FM 061052Z JAN 68

FM CG FIRST MARDIV REIN

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MEASUREMENT OF PROGRESS (U)

A. CG 111 MAP 251518Z DEC 67

1. IAW WITH REF A THE FOLLOWING ANALYSIS OF CY 67 GOALS FOR ATTAINMENT OF NVA BASE AREA NEUTRALIZATION ARE SUBMITTED:

A. DURING CY 67 DIV MAINTAINED SURVEILLANCE OVER AND CONDUCTED LIMITED OPNS TO NEUTRALIZE BASE AREAS 116, 117, 118, 120 AND 121. IN MAY 67 BASE AREA 116 REMAINED AS THE ONLY BASE AREA WITHIN DIV AO, WITH PREVIOUSLY MENTIONED BASE AREAS FALLING WITHIN AO OF OTHER FMARF IN I CORPS. CONTINUOUS PROGRAM OF ARTY FIRE MISSIONS, ART STRIKES AND ARC LIGHTS, WHEN WARRANTED, WERE CONDUCTED IN BASE AREA THROUGHOUT THE YEAR RESULTING IN MODERATE CASUALTIES TO EN FORCES SIGHTED. STING RAYS WERE USED MOST EFFECTIVELY IN REQUESTING AND CONTROLLING THESE FIRES ON TARGETS WITHIN BASE AREAS, AND ON EN FORCES ENTERING AND EXITING THEREFROM.

B. FROM 25 JUN - 1 JULY 67 A DIV (-) (REIN) S & D OPN WAS

PAGE TWO RUMILA 2761

CONDUCTED WITH THE SPECIFIC MISSION TO DESTROY EN FORCES AND CAPTURE OR DESTROY EN LOGISTIC SUPPORT INSTALLATIONS IN BASE AREA 116. THIS OPN WAS CALHOUN, AND WAS SUPPORTED BY SLF OPN BEACON FORCH. PRIOR TO OPN A DETAILED STUDY OF AO SIGHTINGS, RECON RPTS, AND AGENT REPORTS INDICATED THAT NO EN FORCE LARGER THAN A CO SUPPORTED BY SCATTERED GUERRILLAS WOULD BE ENCOUNTERED. TOTAL RESULTS OF THE OPN WERE: 24 VC KIA, 3 VC PW, 31 DET, 5 IWC, 8 LONG RICE CAPTURED, AND 37 STRUCTURES DESTROYED.

C. NO SIGNIFICANT EN FORCE WAS ENCOUNTERED. IN TERMS OF LOSS INFLECTED ON THE EN IN PERSONNEL AND EQUIP THE OPN WAS NOT SIGNIFICANT. HOWEVER IT DID DISPEL MAY LOW-LEVEL AGENT REPORTS THAT BASE AREA 116 HAD BEEN USED FREQUENTLY AS A STAGING/TRAINING AREA FOR LARGE ELEMENTS OF MAIN FORCE/ NVA UNITS. THERE WAS NO EVIDENCE OF EN FORTIFICATIONS, FACILITIES, OR STAGING AREAS DISCOVERED, AND THE APPARENT LACK OF WATER SOURCES THEREIN MAKES IT EVIDENT THAT THE AREA IS NOT A MAJOR VC STAGING AREA FOR ATTACKS ON THE DA NANG TACK.

D. LACK OF SUBSEQUENT SUFFICIENT EVIDENCE OF MAIN FORCE/ NVA ACTIVITY IN THE BASE AREA 116 COUPLED WITH THE MAJOR TASKS OF DEFENSE OF THE DA NANG VIETAL AREA, DESTRUCTION OF THE VC INFRA-

CG FIRST MARDIV REIN

PAGE ONE OF TWO

061052Z JAN 68

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1ST MARDIV 2100/5 (9/67)

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PAGE THREE RUMKLA 2761 SECRET  
STRUCTURE IN THE POPULATED AREAS, AND THE DESTRUCTION OF ORGANIZED  
EN FORCES IN THE DIV AO HAS PRECLUDED ADDITIONAL GROUND FORCE OPNS  
THEREIN.

1. IAW REF A THE FOLLOWING CY 67 GOALS FOR ATTAINMENT OF LOC  
CLASSIFICATION ARE SUBMITTED:

A. OPERATIONS TO KEEP NATIONAL ROUTE NR 1 OPEN FROM HAI VAN PASS  
(AT 285 956) TO THANG BINH (31175418) HAVE BEEN CONTINUOUS.

(1) SEVENTEEN (17) CULVERTS AND SMALL BRIDGES WERE DESTROYED  
OR WASHED OUT AND REPLACED ON THIS HIGHWAY DURING THE PERIOD.

(2) THE FLOATING BRIDGE OVER THE SONG CAU DO (AT 998 706) WAS  
WASHED OUT ON 8 OCT AND RESTORED.

(3) THE NAM O BRIDGE WAS RE-OPENED ON 14 NOVEMBER AND THE  
FERRY AT THIS SITE WAS REMOVED.

(4) ROUTE NR 1 HAS REMAINED OPEN AND PASSABLE. CONDITION  
GREEN HAS BEEN MAINTAINED.

B. OPERATIONS TO KEEP MSR NR 5 OPEN FROM DA NANG TO AN HOA HAVE  
BEEN CONTINUOUS.

(1) FOUR (4) MAJOR BRIDGES WERE DESTROYED OR WASHED OUT  
AND REPLACED DURING THIS PERIOD.

(2) EIGHT (8) CULVERTS AND ONE MINOR BRIDGE ON THIS ROUTE

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PAGE FOUR RUMKLA 2761 SECRET  
WERE DESTROYED OR WASHED OUT AND REPLACED DURING THIS PERIOD.

(3) MSR NR 5 HAS REMAINED OPEN TO TRAFFIC. CONDITION GREEN  
EXISTS FROM DA NANG TO THE LIBERTY BRIDGE SITE (AT 922532), AND  
CONDITION AMBER EXISTS FROM THIS LOCATION TO AN HOA.

C. SECONDARY ROUTES THAT HAVE SUSTAINED DAMAGE FROM WATER  
OR MINING HAVE BEEN REPAIRED AND RETAINED OPEN.

D. CONDITION RED HAS NOT PREVAILED ON ANY ROAD IN THE 1ST  
MAR DIV TAOR DURING THIS PERIOD.

E. THE 1ST MAR DIV HAS NOT BEEN TASKED WITH THE RESTORATION OF  
RAIL LOC. CONDITION GREEN EXISTS ON THE VNRS FROM THE ESSO PLANT  
(AT 935 866) TO DA NANG.

GP-4

BT

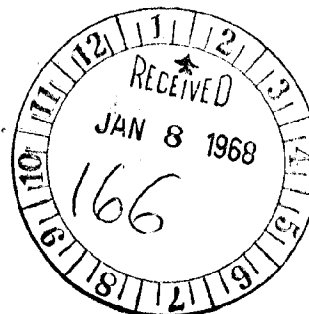
PAGE TWO OF TWO

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R 070343Z JAN 68  
 FM CG FIRST MARDIV REIN  
 TO ZAN/FIRST MAR

DRAFTER G-4  
 RELEASER G-4

INFO RUMHVP/CG THIRD MAR

**SECRET**

FIRST MAR DISPLACEMENT TO CAMP EVANS (S)

- A. FIRST MAR 011440Z JAN 68
- B. III MAF 241124Z NOV 67 (NOTAL)
- C. III MAF 141342Z DEC 67 (NOTAL)
- D. FIRST MARDIV 040559Z JAN 68 (NOTAL)
- 1. INTENTIONS STATED IN PARAS ONE AND TWO REF A IN CONSONANCE WITH REFS B AND C.
- 2. TENTAGE. 38 GP TENTS REQ BY REF D TO MEET YOUR RGR ON ARR CAMP EVANS.
- 3. IMMEDIATE REQUIREMENTS
  - A. WELL CONSTRUCTION PROGRAMMED. THREE FIVE TON TRUCKS EQPD WITH TANKS WILL BE ASSG UNTIL WELL PRODUCES ADEQUATE SUPPLY.
  - B. 150 KW GEN NOT AVAIL. WILL AUGMENT PRESENT GEN WHEN AVAIL.
  - C. UTILIZE ATTACHED ENGR CO TO REP ROADS. WILL ASSIST AS

PAGE TWO RUMHLA 0844 S  
 REQUIRED.

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4. FUTURE RGR

- A. ELEC AND WATER DISTRIB SYSTEMS ARE PROGRAMMED.
- B. CONSTRUCTION OF 500 MAN MESSHALL AND BUTLER BLDG IN NEAR FUTURE RESTRICTED BY REF B.
- C. SEABAGS, SUPPLIES, EQUIP IN REAR WILL BE DEL ON REQ.

GP-4

BT

CG FIRST MARDIV REIN

070343Z JAN 68

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1ST MARDIV 2100/5 (9/67)

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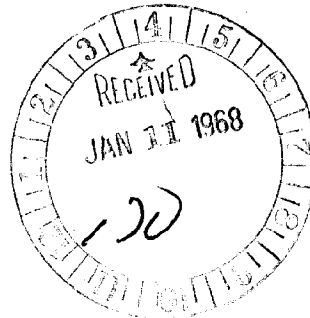
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 OO RUHIB  
 DE RU WAA 1049 0100732  
 ZNY SSSSS

0100732Z JAN 68  
 FM CG III MAF DANANG  
 TO ZEN/CG FIRST MARDIV  
 RUHIB/CG ROKYC BDE

G-3 100921Z JAN 68  
 CGN 5194  
 ADV RT

1. REQ REPS YR CMD MEET AND CONDUCT AERIAL RECON WITH III MAF REP WITH PURPOSE TO DEFINE PHYSICAL TRACE SUBJ BOUNDARY.  
 2. EL REQUESTED BY THIS CMD WILL ARRIVE LZ 400 TO PICK UP 1ST MARDIV REP AT 100900H JAN, PROCEED VIC BT 105583 TO MEET WITH ROKYC BDE REP ABT 100920H AND SUBSEQUENTLY CONDUCT AERIAL RECON.  
 3. REQUEST ACK REC THIS MSG AND ADVISE NAME YR REP. III MAF REP LTCOL GOODSON III MAF 461.

MP-4  
 10

CG III MAF DANANG

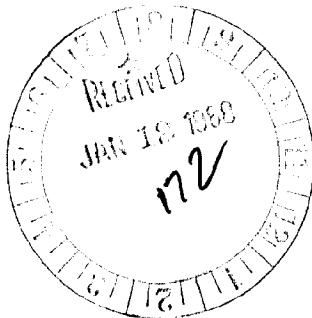
100732Z JAN 68

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DE RUMWAA 1217 011151 &  
ZNY SSSSS

P 111514Z  
FM CG III MAF  
TO CG IET MARDIV  
CG 2ND FDI ROKMC

G-3 111555Z JAN 68  
CCN 5746  
ADV RT

BT  
S E C R E T  
BOUNDRY BETWEEN FIRST MARDIV AND ROKMC BDE  
A. CG III MAR 107 732Z JAN 68

1. PHYSICAL TRACE SUBJ BOUNDARY DEFINED FOLLOWING RECON IAW REF A.
2. SUBJ BOUNDARY DEFINED AS FOLLOWS FROM BT 115650 WEST ALONG E-W GR D LINE TO BT 103650, THEN ALONG WEST BANK OF SONG HA MU TO JUNCTURE OF STREAM AND SONG HA XAU AT BT 098642, THEN ALONG STREAM UNTIL STREAM ENDS AT BT 083640, THEN WSW IN A STRAIGHT LINE TO BT 070637, THEN WSW ALONG RELATIVELY STRAIGHT STREAM (NOT SHOWN ON MAP) UNTIL STREAM INTERSECTS WITH SONG VINH DIEN UNTIL IT INTERSECTS WITH SONG THANH QUIT AT 057627, THEN ALONG NORTH BANK SONG THANH QUIT UNTIL IT INTERSECTS WITH SONG LA THO AT BT 020607, THEN ALONG NORTH BANK OF SONG LA THO TO AT 974612, THEN ON A STRAIGHT LINE SSE TO AT 977592, THEN ALONG WEST BANK OF STREAM UNTIL IT INTERSECTS WITH THE SONG K LAM AT AT 977567,

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PAGE TWO RUMWAA 1217 S E C R E T  
THEN ALONG EAST AND NORTH BANK OF SONG KY LAM TO AT 983542, THEN SSE ON A STRAIGHT LINE TO ROUTE 537 AT BT 001519.

GL-4  
BT

CG III MAF

111514Z JAN 68

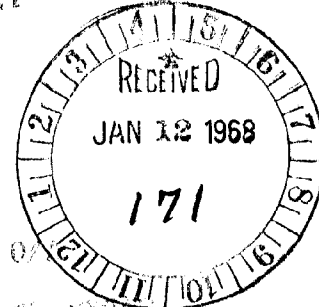
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6-3 1117382 JAN 68  
CIN 5795  
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1. 1ST MARDIV (CIN) 1007 0000Z  
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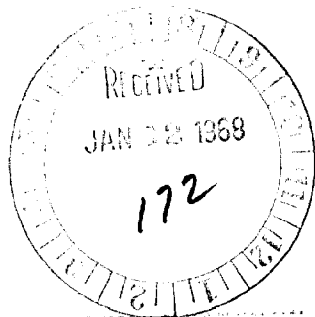
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111630Z JAN 68

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R RUMVH

RUMVH.

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O P 120220Z JAN 68

FM CG III MAP/1 CORPS COORDINATOR

TO ZEN/CG FIRST HADIV

RUMHIC/CG AMERICAN DIV

ZEN/CG SECOND ROING BDE

INFO RUMHIC/CG I CORPS

RUMHIC/CG I CORPS

ZEN/CG FIRST HADIV

ZEN/CG FORLOSCOD

JUAL CINAUSUPACT DNO

ZEN/ROK THIRD MOEDE

RUMVH/CTO 110.1

RUMHIC/THREE SIX SIX TF WING

RUMHIC/DANANG SUB AREA CNO

RUMHIC/COMUSMACV SAIGON

RUMHIC/CG FM PAC

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ZNY 58888

ZNY 58888

ZNY 58888

A. III MAP ORDER P03121.5 (TOP FOR GROUND AND AIR OPERATIONS)

PAGE TWO RUMHIC 1246

1. EFFECTIVE 121800H JAN 68, THE AREA DESCRIBED BELOW IS DESIGNATED AS SECOND FOKO JOE TAOR AND IS ASSIGNED TO CG SECOND ROING BDE FOR OPERATIONS IN CONSONANCE WITH REF A:

FROM SEA AT BT 113650 WEST ALONG E-W GRID LINE TO BT 103650, THEN ALONG WEST BANK OF SONG NA XAU TO JUNCTURE OF STREAM AND SONG NA XAU AT BT 098642, THEN ALONG STREAM UNTIL STREAM ENDS AT BT 083642, THEN WEST ON A STRAIGHT LINE TO BT 070637, THEN WSW ALONG RELATIVELY STRAIGHT STREAM NOT SHOWN ON MAP UNTIL STREAM INTERSECTS WITH SONG VINH DYEN AT BT 058631, THEN ALONG WEST BANK OF SONG VINH DYEN UNTIL IT INTERSECTS WITH SONG THANH QUIT AT BT 057627, THEN ALONG NORTH BANK SONG THANH QUIT UNTIL IT INTERSECTS WITH SONG LA THO AT BT 020607, THEN ALONG NORTH BANK OF SONG LA THO TO AT 974512, THEN ON A STRAIGHT LINE SSE TO AT 977598, THEN ALONG WEST BANK OF SONG LA THO UNTIL IT INTERSECTS WITH THE SONG KY LAM AT AT 977598, THEN ALONG EAST AND NORTH BANK OF SONG KY LAM TO AT 063642, THEN SSE ON A STRAIGHT LINE TO ROUTE 537 AT BT 001519, THEN ALONG SOUTH AND WEST SIDE OF RAILROAD EMBANKMENT TO BT 000479, THEN STRAIGHT LINE TO BT 075492, THEN STRAIGHT LINE TO BT 000413, THEN STRAIGHT LINE TO BT 110498, THEN STRAIGHT LINE TO BT 135505, THEN ALONG SOUTH BANK SONG BA REN TO BT 139505,

111 MAP M

PAGE 1 OF 2

120220Z JAN 68

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PAGE THREE RUMKMA 1202 0 0 0 R E T  
THEN SOUTH EAST TO OKC DASHNET BOUNDARY TO BT 163495, THEN SOUTH  
EAST ALONG WEST BANK OF RUONG GIANG TO BT 193480, THEN STRAIGHT  
LINE TO SEA AT BT 231490.  
2. EFFECTIVE 120000Z JAN 68, CG FIRST MARDIV AND CG AMERICAL DIV  
ARE RELIEVED OF ANY AND ALL RESPONSIBILITIES THEY MAY HAVE BEEN  
ASSIGNED OR HAVE ASSUMED FOR ANY AND ALL AREAS INCLUDED WITHIN  
THE BOUNDS OF THE TAO ASSIGNED TO CG SECOND ROKMC BDE BY PARA  
1 OF THIS MESSAGE.

GP-4

BT

111 000

PAGE 2 OF 2

120220Z JAN 68

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Z NY CCCC  
COC - 1 - SECOND ROKMC BDE

P 120918Z JAN 68  
FM CG III MAF DNG  
TO CG FIRST MARDIV  
INFO CG THIRD MARDIV

ADV  
G-3

RT

TOR 121412  
CCN 6097

INFO CG THIRD MARDIV  
CG SECOND ROKMC BDE  
CG FLC  
BT

COMBAT SUPPORT FOR SECOND ROKMC BDE

1. CG III MAF LTR 38WLM OF 28DEC68 TO CG SECOND ROK C BDE.

1. REQUEST YOU PROVIDE COMBAT SUP ORT INDICATED REF A WITH EXCEPTION THAT SUPPORT INDICATED PARA 13 REF A WILL CONSIST OF LVT CO (-) IN DIRECT SUPPORT AS OPPOSED TO GENERAL SUPPORT.

2. CONSIDER III MAF LVT ASSETS AS CRITICAL. DIVISION OF ASSETS AS INDICATED ABOVE MAY REQUIRE TEMPORARY AUGMENTATION OF LVT'S FROM TIME TO TIME TO OR FROM ROKMC BDE TO MEET III MAF OPERATIONAL COMMITMENTS.

3. REQ CO'S OF DIRECT SUPPORT ORGANIZATIONS BE DIRECTED TO REPORT TO CG 2ND ROKMC BDE NLT 121800H JAN68.

49 DIRLAUES WITH ROKMC BDE CONCERNING SUBJECT SUP ORT WITH INFO TO THIS HEADQUARTERS. GP-4

BT  
CG III MAF DNG

1DIV 2100/4 (2-65)

120918Z JAN 68  
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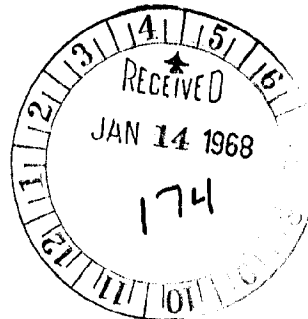


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ZNY SSSSS

P 121145Z JAN 68  
FM CG FIRST MARDIV REIN  
TO CG III MAF  
TO ELEVENTH MARINES

DRAFTER ELEVENTH MAR  
RELEASER CEO

BT  
SECRET  
COUNTER MORTAR RADARS  
REF: A. CG III MAF 071450Z OCT67  
B. CG FIRST MARDIV 090405Z OCT67

1. REFERENCE A ADVISED OF AVAILABILITY SIX AN/MPQ-4 IN ICTZ. REFERENCE B STATED PLANNED USE OF TWO ADDITIONAL AN/MPQ-4 COUNTER-MORTAR RADARS.
2. SINCE MID DECEMBER THE ONE SET IN THE DIVISION HAS BEEN EMPLOYED AT HILL 37 WITH EXCELLENT RESULTS. DUE TO THE EXPANDED DIVISION TAOR AND CRITICAL SITUATION EXSITING AT PHU LOC, REQUEST ONE ADDITIONAL AN/MPQ-4 WITH GENERATORS BE PROVIDED 1ST MARINE DIVISION.

GP-A  
BT CG FIRST MARDIV

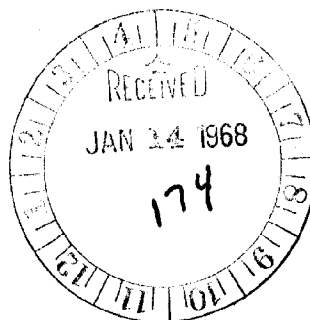
121145Z JAN 68

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**SECRET**

RES	OIL
R	ROLL
14	



COC

DE RUMHLA 1651 0130520  
ZNY SSSSS

R 130520Z JAN 68  
FM CG FIRST MARDIV REIN  
TO CG III MAF

DRAFTER SCI  
RELEASER G-2

1. E C R E 1  
KIT CARSON SCOUT RECRUITING

1. DUE TO MOVEMENT OF TASK FORCE XRAY TO THUA THIEN PROVINCE  
CONSIDER IT DESIRABLE TO RECRUIT POSSIBLE SCOUTS FROM RUE  
CHIEU HOI CENTER.

2. REQUEST CORDS BE APPROACHED TO SECURE PERMISSION TO PLACE A  
NCO OF THIS DIVISION IN RUE CHIEU HOI CENTER FOR THIS  
PURPOSE.

GP-4  
BT

CG FIRST MARDIV REIN

130520Z JAN 68

NNNN

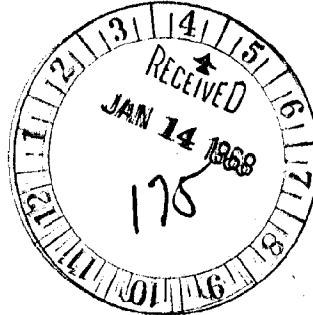
1ST MARDIV 210015 (9/67)

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028	OIC
IA	A01C
IV	



VV MFL554

DE RUMMWAA 14 0 014030Z  
ZNY SSSSS

P 140300Z JAN 68  
FM CG III MAF DANANG  
TO CG FIRST MARDIV  
INFO CG THIRD MARDIV

G-3

ADV RT: G-3 & CQC  
TOR: 140735Z  
CCN: 6819

BT  
SECRET  
ATTN: KCS COORDINATOR  
KIT CARSON SCOUT RECRUITING

A. CG 1ST MARDIV 130520Z JAN 68.

1. SUBJECT TO CONCURRENCE BY TF X-RAY AND CG 3RD DIV PROPOSE  
TF X-RAY DRAW FROM 3RD DIV KCS ASSETS ON AS NEEDED QUOTA BASIS.

3P-A

BT

CG III MAF DANANG

140300Z JAN 68

16

17

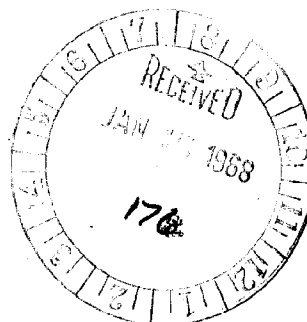
1ST MARDIV 2100/5 (9/67)

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**SECRET**



E RUMH A 1888 0141430  
ZNY SSSSS

FIFTH MARINES 1 TF XRAY  
P 141430Z JAN 68  
FM CG FIRST MARDIV REIN  
TO FIRST MED BN  
INFO TF X-RAY

DRAFTER DIV SURG  
RELEASER G-4

BT  
SECRET  
MEDICAL SUPPORT TF X-RAY

1. PROVIDE ONE COMPLETE COLLECTING AND CLEARING COMPANY FOR  
OPERATION OF MUST UNIT AT PHU BAI NL 16 JAN 68.

GP-4  
BT

CG FIRST MARDIV REIN

141430Z JAN 68

1ST MARDIV 2100/5 (9/67)

**SECRET**

DECLASSIFIED

**SECRET**

DE RUMHLA 2333 0172321

ZNY SSSSS

O 172321Z JAN 68

FM CG FIRST MARDIV

INFO CG IF XRAY

O 171348Z JAN 68

FM CG III MAF

TO CG FIRST MARDIV

CG AMERICAL DIV

CG FORLOGCOMD

CG SECOND BDE ROKMC

CG FIRST AIR CAVALRY DIV

NINTH ENGR BN

INFO DSA I CORPS

ELEVENTH ENGR

CG FIRST MAW

BT

**SECRET**

1ST AIR CAVALRY DIV CONVOY

1. 1ST ACD WILL COMMENCE MOVING CONVOY OF APPROX 70 VEHICLES AND 250 MEN FROM PHU CAT TO PHU BAI ON 18 JAN 68. CONVOY WILL RON AT CHU LAI 18 JAN 68 AND DANANG ON 19 JAN 68. CALL SIGNS AND FREQUENCIES HAVE BEEN PROVIDED TO ENABLE 1ST ACD TO COMMUNICATE WITH AMERICAL DIV, 1ST MARDIV AND 2ND ROKMC BDE.

2. ORGANIC SECURITY FOR CONVOY WILL CONSIST OF EQUIVALENT OF ONE RIFLE

PAGE TWO RUMMWAA 1866 S E O R E T

PLATOON IN ADDITION TO FOUR GUN JEEPS AND TWO JEEP MOUNTED 106'S.

3. FOR CG AMERICAL DIV, REQUEST YOU

A. PROVIDE ROAD MINE SWEEP, ENGINEER SUPPORT (WITH ASSISTANCE FROM 5TH ENGR BN AS REQD) AND ASSUME RESPONSIBILITY FOR SUPPORTING ARMS FOR SECURITY OF CONVOY FROM II CORPS BORDER UNTIL CONVOY PASSES INTO 2ND BDE ROKMC TAOR.

B. MAINTAIN REACTION FORCE ON 30 MINUTE ALERT WHILE CONVOY MOVING IN YOUR AREA.

C. PROVIDE BILLETING AND MESSING FOR APROX 250 MEN AND REFUELING FOR APROX 70 VEHICLES DURING NIGHT OF 18 JAN IN CHU LAI AREA.

4. FOR CG 2ND ROKMC BDE, REQUEST YOU:

A. PROVIDE MINE ROAD SWEEP, ENGINEER SUPPORT (WITH ASSISTANCE FROM 7TH ENGR BN AS REQD) AND ASSUME RESPONSIBILITY FOR SUPPORTING ARMS FOR SECURITY OF CONVOY WHILE CONVOY IN YOUR TAOR.

B. MAINTAIN REACTION FORCE ON 30 MIN ALERT WHILE CONVOY MOVING IN YOUR AREA.

5. FOR CG FIRST MARDIV, REQUEST YOU:

A. PROVIDE MINE ROAD SWEEP, ENGINEER SUPPORT (WITH ASSISTANCE FROM 7TH ENGR BN AS REQD) AND ASSUME RESPONSIBILITY FOR SECURITY OF CONVOY FROM EXIT ROKMC TAOR TO DESTINATION PHU BAI.

THIRD MAF

PAGE 1 OF 2

171348Z JAN 68

**SECRET**

**SECRET**

- AGE THREE RUMWAA 1866 ~~SECRET~~
- B. MAINTAIN REACTION FORCE ON 30 MIN ALERT WHILE CONVOY MOVING IN YOUR AREA.
6. FOR CG FLC, REQUEST YOU:  
PROVIDE BILLETING AND MESSING FOR APROX 250 MEN AND REFUELING FOR APROX 70 VEHICLES DURING NIGHT OF 19 JAN 68 IN FLC AREA.
7. ADDITIONAL 1ST ACD CONVOYS WILL FOLLOW. TIME SCHEDULE NOT NOW AVAILABLE. CONCEPT OF CONTROL FOR INITIAL CONVOY WILL APPLY TO ADDITIONAL 1ST ACD CONVOYS BY REFERENCE TO THISMSG AND GIVING DATES AND TIMES CONVOY WILL BE IN EACH AREA.
8. THIS HQ WILL ESTABLISH PRIORITIES IN EVENT OF CONFLICT IN LOC'S.
9. DIRLAUTH ALCON WITH INFO THIS HQ.

GP-4

BT

THIRD MAF

PAGE 2 OF 2 171348Z JAN 68

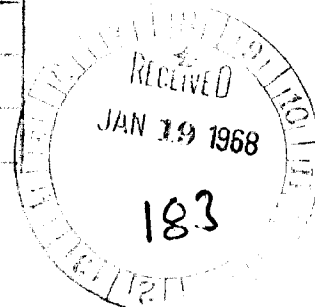
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**SECRET**

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 PP RUM4VH  
 DE RUMM4A 1993 0182250  
 C0C -T- SECOND RDE ROKMC  
 ZNY SSSSS

0182250Z JAN 68  
 FM CG III MAF  
 TO ZEN/CG FIRST MARDIV  
 ZEN/CG FIRST MAW  
 RUMHIC/CG AMERICAL DIV  
 ZEN/CG FORLOGMD  
 ZEN/CG SECOND ROKMC RDE

G-3 190038Z JAN 68  
 CGN 0832  
 ADV RT G-3

INFO ZEN/COMNAVSUPACT DNG  
 RUMH4VH/FIRST TRAFFIC REGION DNG

**SECRET**  
 REDEPLOYMENT OF 2D ROKMC RDE

- A. CG III MAF 020714Z JAN 68 (C)
1. REF A PROVIDES INSTRUCTIONS FOR MOVEMENT OF 2D ROKMC RDE INCLUDING HELO AND SEA TRANS FOR 2D AND 3D ECHELON.
  2. FOLLOWING TRANS AVAIL FOR MOVEMENT OF 4TH AND 5TH ECHELONS.  
 A. HELO MOVEMENT OF APPROX 900 PERS ON 23 AND 30 JAN 68.
  3. LSTS FOR MOVEMENT OF REMAINING PERS AND EQUIP FROM CHU LAI TO DNG. LSTS WILL BE REQUESTED TO PROVIDE ARRIVAL AT DNG ON 23, 25, 27, 29 AND 30 JAN.

PAGE TWO RUMM4A 1993 **SECRET**  
 3. SUPPORT PROVIDED BY REF A WILL ASSIST MOVEMENT OF 4TH AND 5TH ECHELONS.  
 4. FOR 2D ROKMC RDE: AS ORGANIC MT ASSETS ARE DISPLACED TO HOI AN REQUEST PROVIDE INCREASED TRUCK ASSISTANCE TO FLC FOR PORT CLEARANCE OF LST LOADS.

3P-4

BT

CG III MAF

182250Z JAN 68

**SECRET**

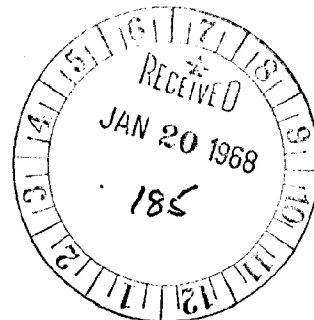
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REF	OIC
CO	ADIC



FP RUMFKB RUMHIE RUMHVH RUMNVHE  
 DE RUMHLA 2505 0190115  
 ZRY SSSSS

RUMHIE I FIRST HOSP CO

190115Z JAN 68

FM CG FIRST MARDIV REIN

TO ZEN/FIFTH MAR

ZEN/ELEVENTH MAR

INFO ZEN/CG III MAF

RUMHVH/CG I CORPS

ZEN/CG FIRST MAW

ZEN/CG SECOND BDE ROKMC

RUMHVH/I CORPS ADV GRP

RUMHVH/DIR/DEP DIR I CORPS DASC

RUMHVH/SA QUANG NAM SECTOR

RUMNVHE/CTG ONE ONE FIVE POINT ONE

RUMFKB/SA COASTAL GRP FOURTEEN

ZEN/FIRST MARDIV OPCON

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REF C R E T

A. CG III MAF 061534Z JAN68

B. CG III MAF 120220Z JAN68

C. CG FIRST MARDIV 210901Z SEP67 (OPN TATTOO)

D. CG FIRST MARDIV 080815Z OCT67

DRAFTER: C/S  
 RELEASER: C/S  
 CONCUR: G-3

PAGE TWO RUMHLA 2505 SECRET  
 1. REF A REQUESTED CG SECOND BDE ROKMC TO ASSUME RESPONSIBILITY  
 AS COORDINATOR OPN TATTOO UPON ASSUMPTION CONTROL OF OPNS IN HOI  
 AN AREA. REF B ASSIGNED THE SECOND BDE ROKMC RESPONSIBILITY FOR  
 THEIR TAOR WHICH INCLUDES HOI AN VIC EFFECTIVE 121800H JAN68 AND  
 RELIEVED FIRST MARDIV OF ANY AND ALL RESPONSIBILITY WITHIN  
 THAT TAOR.

2. ACCORDINGLY, REF C AS EXECUTED IAW REF D IS CANCELLED. COPIES  
 MAY BE DESTROYED WITHOUT REPORT TO THIS HQ.

GP-4

BT

CG FIRST MARDIV

190115Z JAN 68

1ST MARDIV 2100/5 (9/67)

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(4)<sup>21</sup>

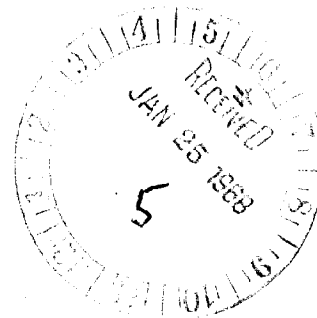


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COC

CG FORM 100-10  
 DT RUMBLE 3512 0241345  
 71X 88888

0 241345Z JAN 68  
 FM CG FIRST MARDIV  
 TO SECDEF AT XRAY

DRAFTER G-3  
 RELEASER G-3

INFO RUMBLE/CG 111 MAF  
 1ST MARDIV  
 1ST MARDIV/CG FIRST AIRCADDIV  
 1ST MARDIV/CG SEVEN SIX PT FOUR  
 1ST MARDIV/CG SEVEN NINE PT FOUR

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1. TO 111 MAF 221640Z JAN 68  
 2. CG THIRD MARDIV 240350Z JAN 68  
 3. FOR REFS A AND B THIS HQ ASSUMES AND PASSES UPON FIRST MARINES  
 (C) REIN INCLUDING SELECTED FILMS PLT 2/4 TO CG TF XRAY  
 EFFECTIVE 250000H JAN 68.  
 CG-4  
 FC

CG FIRST MARDIV REIN

241345Z JAN 68

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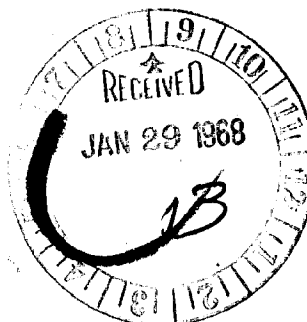
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✱	A01C
H	



DE RUMHLA 3769 0280230  
ZNY SSSSS

P 280230Z JAN 68  
FM CG FIRST MARDIV REIN  
TO CG 1F XRAY  
ELEVENTH MAR  
SEVENTH MAR  
FIRST RECON BN  
SECOND BN THIRD MAR  
THIRD BN FIFTH MAR  
THIRD ANTRAC BN

DRAFTER: G-2  
RELEASER: G-2  
CONCUR: G-3

BT  
SECRET  
OPERATION HOBBY HORSE (U)

- A. COMUSMACV 241259 JAN (PASEP)
1. TO IMPLEMENT OPERATION HOBBY HORSE AS OUTLINED IN REF A IT IS ESSENTIAL THAT ALL AVAILABLE INTELLIGENCE COLLECTION MEANS BE EMPLOYED TO THE MAXIMUM DURING THE TET CEASEFIRE PERIOD SCHEDULED 291800H TO 310600H JAN 1968 TO DETERMINE ENEMY STRENGTHS, WEAKNESSES AND MOVEMENTS FOR LUCRATIVE POST CEASE FIRE TARGETS.
  2. COMMANDERS WILL DEVELOP PLANS FOR AND CONDUCT A

PAGE TWO RUMHLA 3769 ~~SECRET~~  
COMPREHENSIVE AND INTENSIVE INTELLIGENCE COLLECTION PROGRAM STARTING IMMEDIATELY AND CONTINUING DURING TZT WITH OPTIMUM UTILIZATION OF ORGANIC COLLECTION RESOURCES.  
3. COLLECTION REQUIREMENTS IN EXCESS OF LOCAL CAPABILITIES (E.G. AERIAL PHOTO, VR, APD, IR, SLAR, ETC) MAY BE SUBMITTED TO THIS HQ STATING DATE, TIME, AREA AND PRIORITY FOR EACH REQUIREMENT.  
4. INTELLIGENCE ACQUIRED THROUGH THIS INTENSIVE EFFORT WILL BE IMMEDIATELY REPORTED IN ACCORDANCE WITH EXISTING PROCEDURES. CDRS ARE DIRECTED TO FORMULATE PLANS TO EXPLOIT ANY INTELLIGENCE DEVELOPED USING MAXIMUM AVAILABLE COMBAT POWER.

GP-4  
BT

CG FIRST MARDIV

28 230Z JAN 68

NNNN

1ST MARDIV 2100/5 (9/67)

~~SECRET~~

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COC

100K0VV LA0087VV PHA830VV HPA631TYVV MCC506 0903  
RE RUMBLA  
DE R001NNA0015 0291649  
ZNY EEEEL

100K0VV JAN 68  
100K0 MARCORB CAMLEJ  
100K0 MARCORB CAMLEJ  
100K0 MARCORB CAMLEJ

S/S

TOR 300238  
CCN 13980

UNCLAS E F T O

FIRST MARINE DIVISION ANNIVERSARY  
ON THE OCCASION OF THE 27TH ANNIVERSARY OF YOUR ILLUSTRIOUS  
DEPT. EXTEND CONGRATULATIONS ON BEHALF OF THE MARCORB CAMLEJG.  
AGAIN, AS IN YEARS PAST, YOUR GALLANT OFFICERS AND MEN FIND  
THEMSELVES DEEPLY INVOLVED WITH AN AGGRESSOR WHO WOULD DENY  
THE RIGHT OF FREEDOM TO HONORABLE MEN. AS YOU STAND WATCH  
OVER THE RAMPARTS DESIGNED TO DENY THIS INTRUSION, LOCKED IN  
BATTLE COMBAT IN SOUTHEAST ASIA, WE HERE AT CAMLEJ PROUDLY  
HAIL YOU AND ALL MEMBERS OF THE 1ST DIV AS CHAMPIONS OF TRUTH  
AND RIGHT, WHO THROUGH SELFLESS SACRIFICE HAVE ENDEARED  
YOURSELVES TO FREE MEN EVERYWHERE. MAY YOUR FEATS OF VALOR  
BE AS GUIDES TO ALL WHO SEEK A LASTING PEACE AND GRIM REMINDERS  
TO THOSE WHO WOULD DENY THE RIGHT OF CHOICE TO MEN WHO LONG  
TO OVERCOME TYRANNY AND OPPRESSION.

100K0 MARCORB CAMLEJ UNCLAS E F T O  
WISHES AND MUCH CONTINUED SUCCESS. MAJGEN A.O. BUTCHER  
S. 00.

MARCORB

291649Z JAN68

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24

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COL

R 300230Z JAN 68  
11 CG FIRST MARDIV  
1.0 HQBN FIRST MARDIV

DRAFTER C/S  
RELEASER C/S

UNCLAS E F T O

1. PLEASE PASS MY APPRECIATION TO THE FOLLOWING MEMBERS OF YOUR BATTALION FOR THEIR PERFORMANCE DURING THE 30 JANUARY ENEMY ATTACK ON THE PERIMETER OF THE DIVISION COMMAND POST BY BANGALORES, SATCHEL CHARGES, ROCKET LAUNCHERS, GRENADES AND SMALL ARMS FIRE:
    - A. THE SECURITY AND COMM PLATOONS FOR THEIR CONDUCT OF THE DEFENSE.
    - B. THE SECURITY GUARD FOR THEIR RAPID REACTION IN REINFORCING THE PERIMETER, SECURING THE BUNKER, AND PROVIDING A MOBILE RESERVE.
    - C. THE OFF-DUTY PERSONNEL FROM THE BUNKER AND STAFF SECTIONS FOR THEIR PROVISION OF SECURITY OF THE IMMEDIATE BUNKER AREA.
  2. MAJGEN ROBERTSON SENDS.
- R HQBN 1ST MARDIV

300230Z JAN 68

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CO

NNNNHVVV LAA138VV FVA441  
RR RUMMLA  
DE RUMHVP 82050 0300231  
ZNY TEXT

R 300231Z JAN 68

FM CG THIRD MARDIV  
TO RUMMLA/CG FIRST MARDIV

BT

UNCLAS E F T O

IT IS WITH WARM PERSONAL FEELINGS THAT THE OFFICERS  
AND MEN OF THE 3D MARINE DIVISION EXTEND THEIR BEST WISHES  
TO THE OFFICERS AND MEN OF THE 1ST MARINE DIVISION ON ITS  
4TH ANNIVERSARY.

2. SINCE 1 FEBRUARY 1941 YOUR DIVISION HAS SERVED WITH  
DISTINGUISHED EVERY CLIME AND PLACE THE "FIGHTING FIRST"  
IS WELL KNOWN THE WORLD AROUNDGM  
AS YOUR COMBAT RECORD AS OUR NEIGHBORS IN VIETNAM HAS  
EARNED THE 1ST DIVISION  
THE HIGHEST RESPECT OF THE OFFICERS  
AND MEN OF THIS DIVISION AND MILITARY MEN OF ALL NATIONS  
FAR AND NEAR.  
AS THE COMING YEAR BRING FURTHER VICTORIES AND LAURELS  
TO AN EXCELLENT COMBAT DIVISION.  
FM THIRD MARDIV

S/S

TOR 300547  
CCN 13954

300231Z JAN 68

26

RR RUEEYE  
 DE RUEELA 0142 053000Z  
 ZNY RUEEYE  
 RUMHEE 1 NINER ENGR BN  
 FIRST MASH CO  
 N 020000Z FEB 68  
 FM CG FIRST MARDIV REIN  
 TO FIRST MARDIV ADCON  
 N 312330Z JAN 68  
 FM ADJUTANT GENERAL  
 TO CG FIRST MARDIV

DRAFTER S/S  
 RELEASER S/S

BT

UNCLAS F T O

27TH ANNIVERSARY FIRST MARDIV

1. MY HEARTIEST CONGRATULATIONS AND BEST WISHES TO ALL  
 MEMBERS OF THE FIRST MARDIV ON THIS, YOUR 27TH  
 ANNIVERSARY OF DEDICATED AND DISTINGUISHED SERVICE TO CORPS  
 AND COUNTRY.

2. YOUR EXPLOITS ON THE BATTLEFIELD DURING WORLD WAR II,  
 KOREA AND NOW IN VIETNAM HAVE DEMONSTRATED THE LOYALTY,  
 PROFESSIONAL COMPETENCE AND DETERMINATION EXPECTED OF THE  
 MARINE CORPS.

3. YOURS IS A PROUD AND GLORIOUS HERITAGE TO WHICH MARINES  
 EVERYWHERE CAN POINT WITH PRIDE.

4. I AM CONFIDENT THAT THE FIRST MARINE DIVISION WILL CONTINUE  
 DEMONSTRATE TO THE WORLD THAT IT CAN MEET ANY SITUATION IN  
 ANY TIME AND PLACE. LTJEN WEEDE SENDS.

BT

ADJUTANT GENERAL

312330Z JAN 68

HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

W	COLL
A	ADIC
H	
	DivO 1500.32
	3/DNR:dl
	JAN 1968

DIVISION ORDER 1500.32

From: Commanding General  
To: Distribution List

Subj: Division Schools, establishment of

Encl: (1) Table of Organization  
(2) Table of Allowances

1. Purpose. The purpose of this Order is to establish the Division Schools organization within the 1st Marine Division (Rein), FMF.

2. Information

a. The combat efficiency of each Marine is a matter of highest concern for all unit commanders. When not actually engaged in combat operations, personnel must attain increased proficiency through training. Certain training is most effective for the individual Marine and is most efficient for the command if conducted through a formal school system. Accordingly, a Division Schools organization is activated, effective this date, within the 1st Marine Division (Rein), FMF.

b. The Division Schools is a separate administrative unit within the office of the Assistant Chief of Staff, G-3. Tables of Organization and Allowances are indicated on enclosures (1) and (2).

c. The mission of the Division Schools is to provide formal training within the 1st Marine Division (Rein), FMF, for selected officer and enlisted personnel, in specific military subjects as designated by the Commanding General.

d. Initially the Division Schools will conduct an Officer/Staff Non-Commissioned Officer Leadership Course and a Non-Commissioned Officer Leadership Course. Information regarding these courses will be promulgated by separate directive. Other courses will be established as directed by the Commanding General.

3. Action

a. The Commanding Officer, Headquarters Battalion, 1st Marine Division (Rein), FMF will provide the required administrative and logistical support.

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DivO 1500.32

b. The Director, Division Schools, will periodically review enclosures (1) and (2) and submit appropriate recommended changes to the Commanding General via the Assistant Chief of Staff, G-3 as required.

  
S. S. HUGHES  
Acting Chief of Staff

DISTRIBUTION: "A" & "B"

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DivO 1500.32

TABLE OF ORGANIZATION

<u>BILLET</u>	<u>RANK</u>	<u>MOS</u>	<u>OFFICER</u>	<u>ENLISTED</u>
DIRECTOR	LT COL	0302	1	
ASST. DIRECTOR	MAJOR	9910	1	
OPERATIONS OFF.	MAJ/CAPT	9910	1	
NCOIC	SGTMAJ/ MGYSGT	9999 0369		1
OIC OFF/SNCO COURSE	CAPT	0302	1	
OIC NCO COURSE	CAPT/LT	0302	1	
ASST OIC/INSTRUCTOR	LT/WO	9910	2	
NCOIC/INSTRUCTOR	SNCO	0369		2
INSTRUCTOR	SNCO	ANY		2
INSTRUCTOR	NCO	ANY		1
OPERATIONS CHIEF	GYSGT	0369		1
OPERATIONS ASST.	SSGT	0369		1
INSTRUCTOR/CLASS GUIDE	SGT	0311		2
ADMIN CHIEF	SGT	0141		1
ADMIN MAN	LCPL/ PVT	0100		1
POLICE SGT	SGT/ CPL	8911		1
SUPPLY NCO	SGT/ CPL	3041		1
COOK	SGT/ CPL	3371		1
COOK	LCPL/ PVT	3371		2
MESSMAN	LCPL/ PVT	ANY		4

ENCLOSURE (1)

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Div0 1500.32

<u>BILLET</u>	<u>RANK</u>	<u>MOS</u>	<u>OFFICER</u>	<u>ENLISTED</u>
ILLUSTRATOR	CPL/ LCPL	1461		1
DRIVER	CPL/ PVT	3531		1
			<u>7</u>	<u>23</u>

ENCLOSURE (1)

DivO 1500.32

TABLE OF ALLOWANCESENCAMPMENT PROPERTY

<u>ITEM</u>	<u>QUANTITY</u>
Desk, single pedestal	7
Desk, double pedestal	2
Desk, typewriter	4
Chair, swivel w/arms	4
Chair, straight w/arms	12
Chair, typist	4
Chair, folding	25
Chair, student, w/writing arm	65
Cots, folding	95
Cabinet, storage	2
Cabinet, filing	2
Table, folding	2
Table, 3' x 5'	4
Fan, 16"	24
Rack, hat	1
Rack, rifle	2
Stand, typewriter fixed	3
Stand, typewriter, portable drop leaf	2
Dispenser, drinking water	4
Lamp, desk	6
Net, Mosquito w/bar	95

ENCLOSURE (2)

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Div0 1500.32

ORGANIZATIONAL PROPERTY

<u>ITEM</u>	<u>QUANTITY</u>
Easels, A-Frame	3
Projector, movie 16mm	1
Projector, opaque	1
Projector, viewgraph	1
Projector, slide 35mm	2
Recorder, tape	2
Screen movie	2
Megaphone, battery powered portable	1
System, public address	2
Machine, transparency	1
Compasses, lensatic	50
Rifle, air, (BB gun)	20
Typewriter	4
Blackboard, portable	5
Lettering set, Leroy	1
Cans, water 5 gal.	20
Vehicle, 1/4T, 4x4, M151 Jeep	1

ENCLOSURE (2)

HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

W	OIC
10	Div 1500
3	DNRI:WWK
4 2	Jan 1968

DIVISION BULLETIN 1500

From: Commanding General  
To: Distribution List

Subj: Division Schools Leadership Courses; Class Convening Dates and Unit Quota Assignments, 3rd Quarter FY '68

Ref: (a) DivO 1500.32

Encl: (1) Class Convening Dates and Unit Quota Assignment

1. Purpose. To publish class convening dates and unit quota assignments for The Officer/ENCO Leadership Course and The NCO Leadership Course, 3rd Quarter, FY '68.

2. Information

a. Reference (a) established the Division Schools and activated the Officer/ENCO and NCO Leadership Courses.

b. Class convening dates and unit quotas for the Officer/Staff Non-Commissioned Officer and Non-Commissioned Officer Courses, 3rd Quarter, FY '68 are as indicated on enclosure (1).

c. Personnel eligible for assignment to the subject leadership courses are:

- (1) Officers Course - WO, CWO-2, 2ndLt, 1stLt
- (2) ENCO Course - SSgt, GySgt
- (3) NCO Course - LCpl, Cpl, Sgt

d. The Division Schools are located within the 1st Engineer Battalion cantonment (AT 947754).

3. Action. Unit commanders will:

a. Issue written orders directing Marines to report to the Director, Division Schools, to arrive not later than 1300 hours the day prior to the class convening date. A copy of student orders will be forwarded to this Headquarters (Attn: Division Schools) to arrive prior to class convening date.

DivBul 1500  
2 Jan 1968

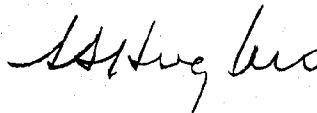
b. Insure that students bring the following items of clothing and equipment:

- (1) Helmet
- (2) Flak Vest
- (3) Gas Mask
- (4) Poncho or Rain Suit
- (5) Air Mattress
- (6) Normal Arms w/Cleaning Equipment
- (7) Cartridge Belt with BA Ammo; 2 Canteens and First Aid Packet
- (8) Mess Gear
- (9) 3 Sets of Utilities, Socks and Underwear
- (10) 2 Pair Boots
- (11) Toilet Articles and Towel
- (12) Poncho Liner and 1 Blanket or 2 Blankets
- (13) Sheets, If Available
- (14) Bag, Waterproof (WP)

c. Provide transportation to and from school. Students departing from the preceding course may be picked up at the same time students are brought aboard for the next class, i. e. before 1300 the day prior to class convening date.

d. Insure that all students have sufficient funds to provide health and comfort items during duration of the course. (Unit pay officers may pay students at Division Schools during class breaks or meal hours. Mail should be hand carried to The Division Schools Administrative Office. DO NOT readdress and forward through the postal system.

4. Self-cancellation. 5 April 1968.



S. S. HUGHES  
Acting Chief of Staff

DISTRIBUTION: "A" & "B"

DivBul 1500  
2 Jan 1968

## CLASS CONVENING DATES AND UNIT QUOTA ASSIGNMENT

UNIT	COURSE NO.	CONVENING DATES													
		NCO 1-68	8-20 Jan	SNCO 1-68	15-20 Jan	NCO 2-68	29Jan - 10Feb	SNCO 2-68	5-10 Feb	OFF 2-68	29Jan - 3Feb	NCO 3-68	12-24 Feb	SNCO 3-68	19-24 Feb
HqBn		1	1	1	0	1	1	1	0	1	0	1	0	1	0
1st Marines		9	4	9	4	4	9	4	4	9	4	4	9	4	4
5th Marines		9	4	9	4	4	9	4	4	9	4	4	9	4	4
7th Marines		9	4	9	4	4	9	4	4	9	4	4	9	4	4
11th Marines		5	1	5	2	1	5	1	2	5	2	1	5	1	2
1st Med Bn		1	0	1	0	0	1	0	0	1	0	0	1	0	0
1st MT Bn		1	0	1	1	0	1	0	1	1	1	0	1	0	1
1st Engr Bn		1	1	1	0	1	1	1	0	1	0	1	1	1	0
1st Recon Bn		2	1	2	1	1	2	1	1	2	1	1	2	1	1
1st Tank Bn		1	0	1	1	0	1	0	1	1	1	0	1	0	1
3rd Amtrc Bn		1	1	1	1	1	1	1	1	1	1	1	1	1	1
7th Comm Bn		1	1	1	0	1	1	1	0	1	0	1	1	1	0
1st Shore Party Bn		1	1	1	0	1	1	1	0	1	0	1	1	1	0
11th MT Bn		1	0	1	1	0	1	0	1	1	1	0	1	0	1
7th Engr Bn		1	1	1	0	1	1	1	0	1	0	1	1	1	0
9th Engr Bn		1	0	1	1	0	1	0	1	1	1	0	1	0	1
TOTAL		45	20	45	20	20	45	20	20	45	20	20	45	20	20

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1st Marine Division (Rein), FMP, 1st  
 DA NANG, Republic of Vietnam  
 030800H JANUARY 1968

Tab A (Call Signs) to Appendix 1 (Radio Plan) to Annex F (Communications-  
 Electronics) to Operation Order 309-68

**TASK FORCE XRAY CALL SIGNS****S & C FILES****HEADQUARTERS****1ST MARINE DIVISION, FMP****UNIT****RADIO CALL**

CG 1st MarDiv

SEASIDE

CG Task Force Xray

SANDHURST

FSCC

SANDHURST BAILEY

DASC (DA NANG)

CARSTAIRS ONE

DASC (DONG HA)

PLUTOCRAT ONE

DASC (PHU BAI)

PLUTOCRAT TWO

Air Observers

BENCH MARK

1st Mar Regt

BIG FLOWER

1st Bn, 1stMar

MILLBROOK

2nd Bn, 1stMar

CAROUSEL

5th Mar Regt

OFFSPRING

1st Bn, 5thMar

NAIL BRUSH

2nd Bn, 5thMar

ROCKMAT

3rd Bn, 5thMar

TERRAPIN

1st FAG

HALLMARK

Hq Btry

HALLMARK YANKEE

1st Bn, 11thMar

DESK WORK

2nd Bn, 11thMar

HEAD COLD

Btry 1, 4thBn, 11thMar

PATTY SHELL LIMA

Btry 8, 2ndBn, 11thMar

HEAD COLD SIERRA

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F-1-A-1

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1st 155MM Gun Btry	BAZAAR	JAN 1950
2nd Plt, 3rd 8" HowBtry	RUSH ACT TWO	
1st MedBn	DURHAM	
1st MTBn	RAZOR BILL	
B Co, 3rd AmTracBn	FUDGECAKE BRAVO	
* Co, 1st TankBn	ALBROOK	
A Co, 1st EngrBn	MOVABLE ALPHA	
1st Force Recon Co	NIGHT SCHOLAR	
	THIN MAN	
	DEER LODGE	
	PETRIFY	
	VEAL STEW	
	WEST ORANGE	
	MOOSE PEAK	
	LUNGA POINT	
	PURPLE HEART	
	SWIFT SCOUT	
	RIO GRANDE	
	SENATOR	
	SANFORD	
C Co, 1st Recon Bn	PAL JOEY CHARLIE	
	WAR CLOUD	
	MAD HATTER	
	PANAMA HAT	
	MUSK OX	
	PONY BOY	
	PEARL CHEST	
A Co, 1st SPBn	PARKER PEN ALPHA	
SLF BRAVO	GOOD BRANDY	
BLT 3/1	FLAKY SNOW	

\* When supporting Task Force XRAY, "Letter" Company voice call formed by adding "ALPHA", "BRAVO" etc., to basic voice call of parent Battalion.

BY COMMAND OF MAJOR GENERAL ROBERTSON

S. S. HUGHES

Colonel, U. S. Marine Corps  
Acting Chief of Staff

DISTRIBUTION: Annex H (Distribution) to Operation Order 509-50

F-1-A-2

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**CONFIDENTIAL**1st Marine Division (Rein), FMF  
DA NANG, Republic of Vietnam  
030800H JANUARY 1968Tab B (Frequency Assignments) to Appendix 1 (Radio Plan) to Annex F  
(Communications-Electronics) to Operation Order 309-68EFFECTIVE FOR TASK FORCE XRAY OPERATIONS

<u>NET</u>	<u>FREQUENCY</u>	<u>FREQUENCY DESIGNATOR</u>	<u>EMISSION</u>	<u>POWER WATTS</u>
TFX Cnd (V/RATT)	(P) 4431 KC (S) 3676 KC	M-958 M-833	G (trans)	100 100
TFX Tac # 1	(P) 63.2 MC (S) 65.45 MC	M-617 M-113	G G (wolly)	40 40
TFX Tac # 2	(P) 63.6 MC (S) 59.1 MC	M-439 M-706	G G	40 40
TFX Spl Purpose # 1	37.45 MC	M-20	G	16
TFX Spl Purpose # 2	4424 KC	M-896	G	100
TFX Spl Purpose # 3	58.3 MC	M-326	G	16
TFX Convoy Control	(P) 32.3 MC (S) 35.3 MC	M-321 M-269	G G	16 16
TFX Convoy COF # 1	58.5 MC	M-140	G	16
TFX Convoy COF # 2	10285 KC	M-938	G	16
TFX Convoy COF Spare	321.3 MC	M-333	G	40
TFX Comm Coordination	15022 KC	M-821	G	40
TFX Recon Cnd	12763 KC	M-999	G	40
TFX AO # 1	35.6 MC	M-93	G	16
TFX AO # 2	47.8 MC	M-567	G	16
TFX FSCC Common	63.85 MC	M-570	G	16
TFX NGF Support	3271 KC	M-925	G	100
TFX NGF Spot	47.4 MC	M-1060	G	16

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<u>NET</u>	<u>FREQUENCY</u>	<u>FREQUENCY DESIGNATOR</u>	<u>EMISSION</u>	<u>POWER WATTS</u>
TFX NGF Air Spot	239.9 MC	M-64	F	100
TFX TAR # 5	(P) 5565.5 KC (5564 KC)	M-920	E	180
	(S) 2201.5 KC (2200 KC)	M-971	AD	180
TFX TAD # 7 (Lime)	248.7 MC	M-202	F	100
TFX TAD # 8 (Tan)	314.6 MC	M-426	F	40
TFX HD # 10 (Khaki)	258.8 MC	M-566	F	100
TFX HD # 4/TAR # 4 (Yellow)	43.5 MC	M-135	G	16
TFX LZ Control (Common)	49.8 MC	M-527	G	16
*TFX Med Evac Common (Vermillion Alpha)	45.7 MC	M-242	G	16
Med Evac (Vermillion)	35.5 MC	M-177	G	16
TFX HST/LOG	2542 KC	M-955	F	100

MED EVAC INFORMATION1. PROCEDURE FOR REQUEST:

a. Evacuation of casualties by helicopter will be requested via the TAR #5 or HD #4/TAR #4 button (YELLOW) or by telephone to the DASC.

b. Request for med-evac will include:

(1) Precedence of evacuation, ROUTINE, PRIORITY or EMERGENCY.

(2) Radio call sign of unit requesting med-evac.

2. COORDINATION:

a. For coordination between ground forces and the med-evac helicopter after initial med-evac request has been made, unit will guard med-evac net 35.5 MC, M-177, color (VERMILLION), to assist the med-evac helicopter to the landing zone.

\* b. In certain designated areas in the Northern sector I Corps Zone (PHU BAI) Med Evac net will be 45.7 MC, M-242 (VERMILLION ALPHA) vice that net listed in para 2 a. above.

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"PAGE CHANGE AT LATER DATE"1st MARINES

NET	FREQUENCY	FREQUENCY DESIGNATOR	EMISSION	POWER WATTS
Regt Cnd	(P)	M-	C	100
	(S)	M-	C	100
Regt Tac # 1	(P)	M-	G	40
	(S)	M-	G	16
Regt Tac # 2	(P)	M-	C	100
	(S)	M-	G	40
TACP Local		M-	G	16
106 MM RR Cnd		M-	G	16

1st BATTALION 1st MARINES

Bn Tac # 1		M-	A	100
Bn Tac # 2	(P)	M-	G	40
	(S)	M-	G	40
81 MM Mort COF		M-	G	16
Co A Tac		M-	G	16
Co B Tac		M-	G	16
Co C Tac		M-	G	16
Co D Tac		M-	G	16

2nd BATTALION 1st MARINES

Bn Tac # 1		M-	A	16
Bn Tac # 2	(P)	M-	G	16
	(S)	M-	G	16
81 MM Mort COF		M-	G	16
Co E Tac		M-	G	16
Co F Tac		M-	G	16
Co G Tac		M-	G	16
Co H Tac		M-	G	16

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5th MARINES

<u>NET</u>	<u>FREQUENCY</u>	<u>FREQUENCY DESIGNATOR</u>	<u>EMISSION</u>	<u>POWER WATTS</u>
Regt Cmd	(P) 4066 KC	M-810	C	100
	(S) 11427 KC	M-1012	C	100
Regt Tao # 1	(P) 43.05 MC	M-507	G	40
	(S) 65.65 MC	M-473	G	16
Regt Tao # 2	(P) 3217 KC	M-800	C	100
	(S) 36.5 MC	M-178	G	40
TACP Local	39.55 MC	M-156	G	16
106 MM RR Cmd	44.05 MC	M-482	G	16

1st BATTALION 5th MARINES

Bn Tao # 1	9270 KC	M-765	A	100
Bn Tao # 2	(P) 67.55 MC	M-174	G	40
	(S) 46.9 MC	M-73	G	16
81 MM Mort COF	64.65 MC	M-472	G	16
Co A Tao	66.85 MC	M-573	G	16
Co B Tao	59.95 MC	M-42	G	16
Co C Tao	61.95 MC	M-50	G	16
Co D Tao	60.3 MC	M-327	G	16

2nd BATTALION 5th MARINES

Bn Tao # 1	4137 KC	M-926	A	100
Bn Tao # 2	(P) 30.3 MC	M-293	G	40
	(S) 68.1 MC	M-697	G	16
81 MM Mort COF	37.25 MC	M-602	G	16
Co E Tao	31.2 MC	M-663	G	16
Co F Tao	33.1 MC	M-680	G	16
Co G Tao	35.75 MC	M-244	G	16
Co H Tao	40.0 MC	M-512	G	16

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3rd BATTALION 5th MARINES

NET	FREQUENCY	FREQUENCY DESIGNATOR	EMISSION	POWER WATTS
Bn Tac # 1	9871 KC	M-899	A	100
Bn Tac # 2	(P) 41.45 MC	M-21	G	40
	(S) 63.9 MC	M-56	G	16
81 MM Mort COF	39.4 MC	M-11	G	16
Co I Tac	35.95 MC	M-119	G	16
Co K Tac	36.25 MC	M-601	G	16
Co L Tac	37.35 MC	M-313	G	16
Co M Tac	37.8 MC	M-553	G	16

1st FIELD ARTY GROUP

Arty Group Cnd	(P) 7510 KC	M-819	A	180
	(S) 2075 KC	M-939	A	180
Arty Group Tac	45.0 MC	M-337	G	40
Arty Group FD	(P) 45.6 MC	M-453	G	40
	(S) 50.0 MC	M-338	G	40
Arty Airspot	37.3 MC	M-271	G	16
Arty Survey	36.65 MC	M-456	G	16
FSOC Common	53.8 MC	M-529	G	40

1st BATTALION 11th MARINES

Bn Cnd/FD	(P) 66.05 MC	M-347	G	16
	(S) 64.5 MC	M-145	G	16
Btry A COF	51.2 MC	M-638	G	16
Btry B COF	53.6 MC	M-90	G	16
107 MM Mort Btry COF	45.65 MC	M-431	G	16

2nd BATTALION 11th MARINES

Bn Cnd/FD	(P) 62.5 MC	M-142	G	16
	(S) 60.0 MC	M-515	G	16
Btry D COF	45.35 MC	M-286	G	16

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2nd BATTALION 11th MARINES (Cont.)

<u>NET</u>	<u>FREQUENCY</u>	<u>FREQUENCY DESIGNATOR</u>	<u>EMISSION</u>	<u>POWER WATTS</u>
Btry E COF	46.35 MC	M-334	G	16
Btry F COF	45.85 MC	M-549	G	16
Btry S COF (155" How Towed)	59.25 MC	M-593	G	16

4th BATTALION 11th MARINES

Btry 1 COF	46.95 MC	M-121	G	16
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1st 155" HOWITZER BTRY (-) (SP) FMF

COF	61.55 MC	M-163	G	16
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2nd PLT 3rd 8" HOWITZER BTRY (SP)

COF	50.2 MC	M-594	G	16
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PROV BTRY 155" HOWITZER BTRY TOWED

COF	63.1 MC	M-729	G	16
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1st FORCE RECON COMPANY

Co C Cmd # 1	2056 KC	M-892	F	100
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Co C Cmd # 2	44.6 MC	M-441	G	16
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1st ENGINEER BATTALION

Co A Cmd	62.55 MC	M-164	G	16
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"A" Co (-) (Rein) (AT). 1st TANK BN

Co A Cmd	36.35 MC	M-300	G	16
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1st Plt Cmd	44.25 MC	M-619	G	16
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2nd Plt Cmd	45.05 MC	M-519	G	16
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3rd Plt Cmd	44.65 MC	M-430	G	16
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Co "A" (-) (Rein). 1st SP BN

Co A/HST LOG/Control	(P) 2799 KC	M-408	F	100
	(S) 58.75 MC	M-250	G	16

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3rd AMPHIBIAN TRACTOR BN (-)

<u>NET</u>	<u>FREQUENCY</u>	<u>FREQUENCY DESIGNATOR</u>	<u>EMISSION</u>	<u>POWER WATTS</u>
Co B Cmd	56.65 MC	M-458	G	16
1st Plt Cmd	62.65 MC	M-471	G	16
2nd Plt Cmd	52.0 MC	M-339	G	16
3rd Plt Cmd	51.8 MC	M-528	G	16
4th Plt Cmd	67.95 MC	M-32	G	16

BY COMMAND OF MAJOR GENERAL ROBERTSON

  
S. S. HUGHESColonel, U. S. Marine Corps  
Acting Chief of Staff

DISTRIBUTION: Annex H (Distribution) to Operation Order 309-68



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1st Marine Division (Rein), FMF  
DA NANG, REPUBLIC OF VIETNAM  
030800 JANUARY 1968  
8.10

Appendix 2 (Radio Relay Plan) to Annex F (Communications-Electronics) LRI  
to Operation Order 309-68

**TASK FORCE XRAY RADIO RELAY PLAN****LINK # 1**

Unit: 1stMarDiv to Task Force XRAY Headquarters

Equipment: AN/TRC-97 (Tropo Mode)

Freq: 1stMarDiv Transmit Channel (P) 575 (S) 450

TFX Hq Transmit Channel (P) 920 (S) 100

**Initial Channelization:**

Channel # 1 - Order wire

Channel # 2 - Div PSOC Bd to XRAY PSOC Bd

Channel # 3 - Div COC Bd to XRAY COC Bd

Channel # 4 - CU

Channel # 5 - CU

Channel # 6 - CU

Channel # 7 - CU

Channel # 8 - 5th Mar Bd to 5th Mar Rear Bd

Channel # 9 - 5th Mar Bd to 5th Mar Rear Bd

Channel # 10 - 11th Mar Bd to 1st FAG Bd

Channel # 11 - Teletype Channels

a. DivCommCtr to XRAY CommCtr. 100wpm, FDUX, ORESTES

b. Div COC to XRAY COC. 60wpm, HDUX, ORESTES

**LINK # 2 (30 Min Standby)**

Unit: 1stMarDiv to Task Force XRAY Headquarters

Equipment: AN/MRC-62

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## CONFIDENTIAL

Freqs: 1stMarDiv Transmit: 54.4

TFX Transmit: 67.6

## Initial Channelization:

Channel # 1 - CU

Channel # 2 - CU/100wpm TTY, HDUX, ORESTES. DivCommCtr to TFX  
CommCtr (XRAY Transmit)

Channel # 3 - Div COC Bd to XRAY COC Bd/60wpm TTY, HDUX, ORESTES,  
COC-COC

Channel # 4 - CU/100wpm, TTY, HDUX, ORESTES. Div CommCtr to XRAY  
CommCtr (Div Transmit)

LINK # 3

Units: TF XRAY to 1st Marines

Equipment: AN/TRC-27

Freq: (Use present assignment on 3rdMarDiv, PHU BAI - 4thMar, Camp Evans  
Link)

Be prepared to shift to following channelization on order:

Channel # 1 - Order wire

Channel # 2 - CU

Channel # 3 - TF XRAY COC Bd to COC/FSCC

Channel # 4 - 60wpm, HDUX TTY, KW7 (1stMar Transmit)

Channel # 5 - 60wpm, HDUX TTY, KW7 (TF XRAY Transmit)

Channel # 6 - CU

Channel # 7 - CU

Channel # 8 - FAG Bd to FirstBn, 11thMar Bd.

LINK # 4

Unit: TF XRAY to 1st Marines

Equipment: AN/MRC-62

Freq: TF XRAY Transmit: (Use present freq PHU BAI to Evans)

1stMar Transmit: (Use present freq Evans to PHU BAI)

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JAF/SECDEF

## Channelization:

Channel # 1 - CU

Channel # 2 - CU

Channel # 3 - TF XRAY COC Bd to COC/FSOC Bd

\*Channel # 4 - CU

\* Be prepared to operate superimposed TTY, HDUX 60wpm, KW7

LINK # 5

Unit: 5th Marines to 1st Bn, 5th Marines

Equipment: AN/MRC-62

Freq: 5th Marines Transmit: (As Presently Assigned)

1st Bn, 5th Marines Transmit: (As Presently Assigned)

Channelization: As determined by 5th Marines.

LINK # 6

Equipment: AN/TRC-27

Freq: Channel to be assigned

Use: Employed for Intra Task Force XRAY use.

When Established Channelization Will Be:

Channel # 1 - Order wire

Channel # 2 - CU

Channel # 3 - CU

Channel # 4 - TF XRAY COC Bd to COC Bd

Channel # 5 - 60wpm, HDUX, ORESTES. CommCtr to CommCtr.

Channel # 6 - TF XRAY FSOC Bd to FSOC Bd

Channel # 7 - CU

Channel # 8 - CU

F-2-3

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BY COMMAND OF MAJOR GENERAL ROBERTSON

*S. S. Hughes*  
S. S. HUGHES

Colonel, U. S. Marine Corps  
Acting Chief of Staff

DISTRIBUTION: Annex H (Distribution) to Operation Order 309-68

F-2-4

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DivBul 6710  
16/RWJ:jmh  
5 January 1968

From: Commanding General  
To: Distribution List

Subj: Use of Caffeine Citrate in Decreasing Article 113 (Sleeping on Post)  
UCMJ Violations

1. Purpose. To provide guidelines for the use of Caffeine Citrate in decreasing the incidents of sleeping on post.

## 2. Background.

a. Commencing in late August and extending into October, the Security Platoon of Headquarters Battalion experienced a significant increase in the number of cases involving sentinels falling asleep on post. The Security Platoon's routine closely paralleled that of any standard infantry unit that is primarily oriented towards static defense of a combat base.

b. In September, an informal study was conducted by Headquarters Battalion in order to examine all the causative factors of the problem and to consider remedial action, both long range and immediate. The use of coffee as a stimulant was discussed, but due to its unpopularity with many of the younger men, and the problems of distribution, it was determined that coffee would not completely satisfy the needs. It was determined that Caffeine Citrate powder mixed with fruit juice to approximate the caffeine content of coffee would produce the same stimulative effect, would be more palatable to the troops, and easier to distribute.

o. Approximately one month after the juice was made available to the Security Platoon, an evaluation of the program produced the following facts:

- (1) Approximately 75% of the Security Platoon regularly drank the fruit juice with caffeine. Most of the men prefer the juice to coffee.

(2) The total amount of solution per man ranges from four to thirty-two ounces per night. The effect varies with each individual, but generally lasts from one to two hours.

(3) There were no significant adverse side effects produced by the caffeine juice.

(4) The most tangible evidence supporting the program was the sharp reduction in the number of Marines falling asleep on post. Since instituting the program, the Security Platoon has had only two incidents of sentinels falling asleep on post.

DivBul 6710  
5 Jan 1968

3. Action

a. Unit commanders will initiate the following procedures to insure the availability of caffeine-juice to guard duty personnel who prefer the juice to coffee.

(1) Caffeine Citrated NF 1/4 lb, FSN 6505-110-8700 will be procured through the regular medical supply system. Stocking objectives will be based on a usage rate of 150mgm of Caffeine Citrate to every 4 oz of juice. This mixture provides approximately the same amount of caffeine contained in one cup of coffee.

(2) Orange juice has been proven most acceptable. Other juices such as grape, grapefruit and apple are satisfactory. These juices will be procured through normal Food Service supply channels. Sugar can be added to increase the palatability of the mixture.

(3) Caffeine-juice for guard duty personnel will be provided in the mess hall following the evening meal. Preparation of the caffeine-juice must be done under the direct supervision of a medical officer or senior enlisted medical department representative.

(4) Each Marine preferring the caffeine-juice will be provided with one full canteen. Personnel should be cautioned to dispose of any unused caffeine-juice following their tour of guard duty, and rinse out their canteen thoroughly.

b. This Bulletin in no way is intended to imply that it is mandatory for guard personnel to consume caffeine-juice. Their participation will be on a voluntary basis only. However, personnel should be properly indoctrinated in the effectiveness of its use.

4. Self-cancellation. 30 June 1968.

*H. J. Woessner*  
H. J. WOESSNER  
Chief of Staff

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
APO San Francisco, California 96602

W  
DivO 5080.3C Ch 1  
46/HLB/jah  
6 Jan 1968

DIVISION ORDER 5080.3C Ch 1

From: Commanding General  
To: Distribution List

Subj: Assignment of Civic Action Areas of Responsibility within the 1st  
Marine Division TAOR

1. Purpose. To direct a pen change to the basic order.
2. Action. On page 1 of enclosure (2), change numbers 27, 28, 29 and 31 as indicated below:

	<u>Hamlet</u>	<u>Village</u>	<u>Coordinates</u>	<u>Unit</u>
27.	Yen Bac		AT987703	
28.	Cam Hoa (1)	Hoa Thinh	AT975702	
29.	Cam Hoa (2)	Hoa Thinh	AT967703	
31.				4thBn, 11thMar

*H. J. Woessner*  
H. J. WOESSNER  
Chief of Staff

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California, 96602

DivO 5101.2  
5/EMD/mlb  
9 Jan 1968

DIVISION ORDER 5101.2

From: Commanding General  
To: Distribution List

Subj: Weapons Safety

Encl: (1) Listing of Accidental Discharges by Type of Weapon  
(2) Weapons Safety Program

1. Purpose. To establish a vigorous small arms safety training program within this command.

2. Information

a. Sixteen men were killed and 156 wounded between 1 January and 31 December 1967 as a result of accidental discharges of small arms and ordnance. This represents the loss of four rifle platoons.

b. Analysis of accidental discharges is a continual process at this Headquarters. Enclosure (1) is a listing categorized by weapon type of the 200 accidental discharges that took place last year. This listing clearly points to the weapons for which intensive safe handling education and supervision is required.

c. The experience of this Division during the past year shows that most accidental discharges take place during the first four and the last four months of a man's tour. The preponderance of these occur when a man is physically exhausted or run down, mentally bored or distracted, and result from:

- (1) Lack of total familiarity with a weapon and its operations
- (2) Carelessness
- (3) Shortcutting of established safe handling procedures
- (4) Lack of respect for the lethality of the weapon

3. Responsibility

a. The investment of command and leadership carry with them a responsibility not only for the tactical employment of troops but also for the training, discipline, health and welfare of these men at every echelon of command.

b. Every commander who does not fully train and supervise his men in the safe handling of weapons is as much responsible for the deaths and injuries resulting from accidental discharges of weapons in his unit as is the man who is responsible for the discharge.



DivO 5101.2

9 Jan 1968

4. Weapons Safety Program. Enclosure (2) contains the basic requirements and actions that will be carried out by commanders. This safety program establishes only minimum standards. Imaginative thinking and scheduling at the small unit level are encouraged to ensure that these standards are exceeded by all units.

5. Action.

a. Organizational and separate Company/Battery Commanders will institute and supervise the weapons safety program outlined in enclosure (2).

b. The Division Ordnance Officer or his representative will conduct an inspection of each weapon involved in an accidental discharge to determine if the weapon was in a safe mechanical condition. This inspection will be accomplished within 24 hours of receipt of initial accidental discharge report. The Division Safety Officer will be advised of results.



H. J. WOESSNER  
Chief of Staff

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DivO 5101.2  
9 Jan 1968

## ACCIDENTAL DISCHARGES BY TYPE OF WEAPON - 1 JAN TO 22 DEC 67

<u>WEAPON</u>	<u>INCIDENTS</u>
.45 Pistol	78
M-14 Rifle	26
M-16 Rifle	51
M-79 Grenade Launcher	5
M-60 MG	9
.30 MG	3
.45 MG	1
.50 MG	7
.50 Spotting Rifle	1
M-26 Grenade	7
.30 Carbine	1
12 Gauge Shotgun	4
.22 Pistol	1
Blasting Cap	1
.22 Pellet Pistol	1
81mm Mortar Fuze	1
Claymore Mine	1
.38 Pistol	2
TOTAL	<u>200</u>

ENCLOSURE (1)

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9 Jan 1968

WEAPONS SAFETY PROGRAM

1. Organizational and Separate Company/Battery Commanders will establish a weapons safety program within their command.

a. This program will require each member of the command to receive at least one hour of weapons safety training per week on the weapon with which he is armed. In addition, instruction will be conducted to cover safe handling procedures for other weapons that the man may be required to employ (e.g., M-26 Grenade, M-79, M-60 MG, etc; in this regard see enclosure (1) ).

b. This training will include:

(1) Safety features of the weapon.

(2) Inherent safety hazards of the weapon.

(3) Safety procedures to be observed when loading/arming, unloading/disarming, firing, assembling/disassembling, handling, carrying, cleaning and inspecting of the weapon.

(4) Review of organizational/unit orders regarding loading, carrying and security of weapons and small arms ammunition, in the field and in garrison.

(5) Relationship between small arms safety and the rules of engagement.

(6) Basic safety procedures which must be observed in a combat environment.

(7) Instruction that weapon will never be pointed at another unless authorized and intended to fire.

c. Weapons safety instruction will be reflected in the unit Training Schedules. Training accomplished will be noted on an Individual Training Record under a heading entitled "Weapons Safety".

d. Commanders will further require:

(1) Daily inspection of weapons in the hands of their men, particularly after return to camp from actions/activities, ensuring that weapons are in a safe operating condition and that each man understands the safety procedures required in the use of his weapons.

(2) Supervised cleaning of weapons, whenever practicable.

(3) Weekly inspection of weapons not in the hands of individuals to ensure that they are in a safe mechanical condition; and repair or replacement of weapons not meeting minimum safety standards.

(4) Immediate withdrawal from use of weapons involved in an accidental discharge, and retention under adequate security until inspected and released by a representative of the Division Ordnance Officer (see paragraph 5 of the basic order).

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DivO 5101.2

9 Jan 1968

2. In cases where accidental discharges occur, in spite of an intensive safety program, commanders will ensure prompt and complete reporting of Accidental Discharges of Weapons and other follow up reporting required by DivO 5101.1\_.

ENCLOSURE (2)

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California, 96602

22	011
#	AD11
H	
DivO	5101.1B
1/EMD/mlb	
9 Jan	1968

DIVISION ORDER 5101.1B

From: Commanding General  
To: Distribution List

Subj: Procedures for Reporting Accidental Discharges of Weapons

Ref: (a) Force Order 5101.2  
(b) DivO 5101.2

Encl: ✓(1) Format for Initial Reporting of Accidental Discharges of Weapons  
✓(2) Format for Training/Supervision Report  
✓(3) Format for Report of Disciplinary Action in Negligent Discharge Cases

Report Required: I. Initial Accidental Discharge Report (Report Symbol 1 Div 5100/1) par. 5  
II. Training/Supervision Report (Report Symbol 1 Div 5100/2) par. 5  
III. Disciplinary Action Report (Report Symbol 1 Div 5100/3) par. 5

1. Purpose. To promulgate policy and procedures for reporting accidental discharges of weapons.

2. Cancellation. Division Order 5101.1A.

3. Background

a. Reference (a) prescribes the policy and procedures for reporting the accidental discharge of a weapon.

b. Reference (b) states policy and establishes a program for weapons safety.

4. Action. In cases where accidental discharges occur, in spite of the safety program, the following actions will be taken:

a. Withdraw weapon involved from service in accordance with paragraph 5 reference (b).

b. Conduct a complete investigation to ascertain the cause of the accident.

DivO 5101.1B

9 Jan 1968

c. Submit reports as directed by paragraph 5 of this order.

d. Take appropriate disciplinary action against:

(1) The individual who fired the accidental discharge, if negligence or malingering is involved.

(2) The appropriate seniors in the chain of command, if inadequate training, inspection, supervision or exercise of leadership are involved.

#### 5. Reporting Procedures

a. Initial Report. The initial report will be made to this Headquarters within 24 hours after the occurrence of an accidental discharge, using the format in enclosure (1). All accidental discharges will be reported. This report does not eliminate the requirement for a Serious Incident Report when necessary. The initial report may be made by message or in letter form. Information will be as accurate and complete as possible.

b. Training/Supervision Report. Training/supervision report will be submitted as soon after an accidental discharge as possible, but no later than 48 hours after the incident. The format shown in enclosure (2) will be used for this report. This report will include a copy of the Weapons Safety Program lesson plan in use in the man's unit for the type of weapon involved, and a copy of the Individual Training Record for principals involved.

c. Report of Disciplinary Action. A report of disciplinary action taken will be submitted within 24 hours of such action, using the format of enclosure (3).

*H. J. Woessner*  
H. J. WOESSNER  
Chief of Staff

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DivO 5101.1B  
9 Jan 1968

FORMAT FOR INITIAL REPORTING OF ACCIDENTAL DISCHARGES

ORGANIZATIONAL HEADING

From: Commanding Officer  
To: Commanding General, 1st Marine Division (Rein), FMF (Attn:  
Assistant Chief of Staff, G-1)

Subj: Accidental Discharge of Weapon; initial report of

Ref: (a) DivO 5101.1\_\_

1. In compliance with reference (a), the following report is submitted:

DATE OF ACCIDENT:

ORGANIZATION:

TYPE AND CALIBER OF WEAPON:

GENERAL LOCATION OF ACCIDENT: (Tent, barracks, etc.).

CAUSE OF ACCIDENT: (Narrative summary of reason for handling of weapon, conduct of persons involved, direct cause of discharge).

RESULTS OF ACCIDENT: (Number of person(s) killed or wounded and nature of wounds).

PROPERTY DAMAGE:

DISCIPLINARY ACTION: (If any).

DATE PERSON CAUSING ACCIDENTAL DISCHARGE REPORTED IN COUNTRY:

ENCLOSURE (1)

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DivO 5101.1B  
9 Jan 1968

FORMAT FOR TRAINING/SUPERVISION REPORT

ORGANIZATIONAL HEADING

From: Commanding Officer  
To: Commanding General, 1st Marine Division (Rein), FMF (Attn:  
Assistant Chief of Staff, G-1)

Subj: Accidental Discharge of Weapon; training/supervision report

Ref: (a) DivO 5101.1\_  
(b) (Refer to initial report)

Encl: (1) Weapons Safety Program Lesson Plan  
(2) Copy(ies) of Individual Training Records

1. In compliance with reference (a), the following report is submitted with regard to the accidental discharge reported by reference (b):

a. State of individual training of the Marine who fired the weapon. (Refer also to enclosures (1) and (2)).

b. When that Marine was last instructed in proper weapons handling and by whom (Squad Leader, Platoon Leader, etc.).

c. What inspection/supervision procedures were employed or omitted that would allow the incident to happen.

d. Any additional facts bearing on the incident and any action contemplated.

ENCLOSURE (2)



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DivO 5101.1B

9 Jan 1968

FORMAT FOR REPORT OF DISCIPLINARY ACTION IN NEGLIGENT DISCHARGE CASES

ORGANIZATIONAL HEADING

From: Commanding Officer  
To: Commanding General, 1st Marine Division (Rein), FMF (Attn:  
Assistant Chief of Staff, G-1)

Subj: Accidental Discharge of Weapon; disciplinary action report

Ref: (a) DivO 5101.1\_  
(b) (Reference initial report)

1. In compliance with reference (a), the following report is submitted with regard to the accidental discharge reported by reference (b).

SUBJECT: (Name, rank, serial number, parent company)

TYPE OF DISCIPLINARY ACTION: (NJP, Summary Court, etc.)

ARTICLE VIOLATED:

FINDINGS:

SENTENCE:

2. This is the final report on the accidental discharge reported in reference (b).

ENCLOSURE (3)

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HEADQUARTERS

1st Marine Division (Rein), FMF  
FPO San Francisco, California 96602

0005 JAWED  
8091 and 10

DivBul 2000  
10/BMM/drp  
10 Jan 1968

DIVISION BULLETIN 2000

From: Commanding General  
To: Distribution List

Subj: Division Headquarters Telephone Directory, January 1968 Edition

Encl: (1) Distribution List

1. Purpose. To publish information and instructions concerning the subject directory.

2. General

a. Effective 25 January 1968, the Division Telephone Switching Central will convert to the three digit numbering plan contained in the January 1968 Edition of the Division Headquarters Telephone Directory. The plan has been approved for the following reasons:

(1) To improve manual telephone service by providing a simple, logical arrangement of drops on the face of the switchboards.

(2) To prepare for future technical improvements in the telephone system by adopting a numbering plan which is compatible with automatic dial switching equipment.

b. An information operator will be provided to render assistance in completing calls. He may be reached by asking the Division Operator for the INFORMATION OPERATOR.

c. The information operator will provide directory service for both office and quarters' numbers for General Officers, Colonels, Captains (USN); and quarters' numbers for selected field grade officers.

3. Action. The following actions are directed for units under the administrative control of this Division. Other addressees who call through the Division Switching Central are requested to comply, in the interests of improving telephone communications.

a. The January Edition of the 1st Marine Division Headquarters Telephone Directory shall be distributed in advance of the effective date, and subscribers shall be instructed concerning the number conversion, to include the effective date and time. Subscribers should be urged to read the instructions contained in the new edition of the Directory, and to call by number whenever possible.

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DivBul 2000  
10 Jan 1968

b. The September 1967 Edition of the Directory shall be destroyed when the new edition becomes effective.

c. Units and activities served by the Division Switching Central are responsible for the review of their respective listings and for informing the Division Wire Officer (231) of errors or required changes in listings.

4. Effective Date. The January 1968 Edition of the 1st Marine Division Headquarters Telephone Directory will become effective at 0001H on 25 January 1968, coincident with the conversion to the new numbering plan.

5. Self-cancellation. 30 June 1968.



H. J. WOESSNER  
Chief of Staff

DISTRIBUTION: Enclosure (1)

DivBul 2000  
10 Jan 1968

DISTRIBUTION LIST

HQBN (30)  
CommCo (20)  
HqCo (5)  
MPCo (5)  
ServCo (5)  
1stMar (15)  
1/1 (10)  
2/1 (10)  
3/1 (10)  
5thMar (15)  
1/5 (10)  
2/5 (10)  
3/5 (10)  
7thMar (15)  
1/7 (10)  
2/7 (10)  
3/7 (10)  
11thMar (15)  
1/11 (10)  
2/11 (10)  
3/11 (10)  
4/11 (10)  
3rd 155mmGunBtry (10)  
3rd 8"HowBtry (10)  
1st ArmdAmphibCo (5)  
1st ReconBn (15)  
1st TankBn (15)  
1st MTBn (15)  
1st DentCo (5)  
1st EngrBn (15)  
1st MedBn (15)  
1st SPBn (15)  
7th EngrBn (15)  
9th EngrBn (15)  
7th CommBn (20)  
3rd AmTracBn (10)  
11th MTBn (15)

DIVISION HQ  
S/Secty (10)  
G-1 (5)  
G-2 (5)  
G-3 (5)  
G-4 (5)  
G-5 (5)  
Compt (5)  
CMO (9)  
Adj (5)  
S&C (2)  
Ord (2)  
AirO (2)  
Eng (2)  
Surg (2)  
Legal (5)  
Disb (5)  
Chap (2)  
Supply (2)  
NGFO (2)  
PMO (3)  
Insp (2)  
MTO (2)  
ISO (2)  
SplServ (4)  
Emb (2)  
FoodDir (2)  
CRCC (2)  
Band (2)  
Exchange (2)  
Clubs (2)  
DASO (2)  
FSOC (2)  
COC (5)  
MARS (2)  
Postal (5)  
Dent (2)  
Officers Qtrs (1 ea)

COPY TO  
CMC (3)  
CG FMFPac (5)  
CG FMFPacFwd (10)  
CG 9thMAB/CTF 79 (5)  
Camp Butler (5)  
3rd FSR (5)  
CG III MAF (100)  
CG 3rd MarDiv (50)  
CG 1st MAW (50)  
CG FLC (50)  
Comdr, NSA (25)  
CO, 30th NCR (25)  
COMUSMACV (5)  
COMNAVFORV (5)  
COMNAVFORV Rep Dng (5)  
SA 2nd ARVN Div (10)  
CG 1st CavDiv (Airmobile) (5)  
Det C-1, 5th SFG (5)  
Amer Red Cross (2)  
CG RokMarBde (10)  
CG Americal Div (10)  
1972nd Commsqdn USAF (5)  
37th SigBn (5)  
Task Force X-Ray (25)

SECRET

Task Force XRAY, 1st Marine Division (Rein)  
 PHU BAI, Republic of Vietnam  
 121200H January 1968

Operation Order 301-68

**SECRET**

- Ref: (a) MAPS: VIETNAM 1:50,000 AMS Series 17014; Sheets 6441 I, II, III, IV; 6442 II, III; 6541 I, II, III, IV; 6542 III; 6641 III, IV  
 (b) 1st MarDiv Operation Order 309-68 (Operation CHECKERS)  
 (c) 1st MarDiv Operation Order 301-68  
 (d) DivO P3410.1 (Psychological Operations SOP)  
 (e) 1st MarDiv Admin Order 309-68  
 (f) DivO 5510.1  
 (g) DivO P02000.2 (CEOI)

Time Zone: H

Task Organizations: Annex A (Task Organization)

**S & C FILES**  
**HEADQUARTERS**  
**1ST MARINE DIVISION, FMF**  
**68 0172**  
 Copy 120 of 211 copies

## 1. SITUATION

- a. Enemy Forces. See Annex B (Intelligence) to reference (b), current INTSUMS and PERINTREPS.
- b. Friendly Forces
- (1) 1st Marine Division (Rein) defends DA NANG and PHU BAI Vital Areas, designated vital installations in QUANG NAM and THUA THIEN Provinces; conducts unilateral and joint offensive and reconnaissance operations in TAOR and in AO and RZ in coordination with appropriate ARVN Commanders as applicable, and exterior to TAOR, AO and RZ as approved by CG III MAF.
  - (2) 3rd Marine Division conducts operations within assigned AOR (QUANG TRI Province).
  - (3) 1st Marine Aircraft Wing provides fixed and rotary wing all-weather air support to Task Force XRAY.
  - (4) 1st FAG provides artillery support for Task Force XRAY.
  - (5) 1st Engr Bn (-) provides engineer support for Task Force XRAY.
  - (6) 1st Shore Party Bn (-) provides shore party support for Task Force XRAY.
  - (7) 1st Tank Bn (Rein) FMF provides anti-tank support for Task Force XRAY.

DOWNGRADED AT 3 YEAR INTERVALS  
 DECLASSIFIED AFTER 12 YEARS  
 DOD DIR 5200.10

**SECRET**  
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## SECRET

- (8) 3rd Amphibian Tractor Bn (-) (Rein) FMF provides amphibian tractor support to Task Force XRAY.
- (9) MACV Advisory Groups provide advice to RVNAF and performs liaison functions between RVNAF and US and other FWMAF.
- (10) 1st ARVN Division conducts operations and supports the RD Program in the 11th DTA (QUANG TRI and THUA THIEN Provinces).
- (11) 10th Political Warfare Battalion (ARVN) conducts psychological operations in ICTZ.

## 2. MISSION

Task Force XRAY defends the PHU BAI Vital Area; defends or participates in the defense of other US or GVN vital installations; conducts unilateral and joint offensive operations within assigned TAOR; conducts unilateral and joint offensive and reconnaissance missions within AO and RZ after coordination with appropriate ARVN headquarters; supports RD Program within assigned TAOR and AO; and conducts offensive operations exterior to assigned TAOR, AO and RZ upon approval of CG, 1st Mar Div and in coordination with appropriate ARVN authority.

## 3. EXECUTION

a. Concept of Operations

- (1) Task Force XRAY deploys forces in AO with permanent bases within the PHU BAI TAOR, and at Camp EVANS, provides security for these bases, and establishes necessary control and coordination facilities to direct, control, coordinate and supervise the execution of assigned tasks and missions.
- (2) Task Force XRAY defends the PHU BAI Vital Area and participates in the defense or defends designated US and GVN vital installations or facilities.
- (3) Task Force XRAY deploys forces and conducts offensive operations within and exterior to the AO and RZ as approved by CG, 1st Marine Division, in coordination with and, when specified, in conjunction with appropriate ARVN commands.
- (4) Task Force XRAY conducts reconnaissance operations within and exterior to the PHU BAI TAOR and Task Force XRAY AO and within assigned RZ in coordination with appropriate ARVN authority. These operations are designed to:

(1) Identify and locate all US and GVN vital installations.

SECRET

- (5) Task Force XRAY supports the GVN Revolutionary Development Program both directly, by COUNTY FAIR, GOLDEN FLEECE AND ELECTION operations, and indirectly, by Marine Corps presence, upgrading of LOC's and independent security operations in the vicinity of RD areas.
- (6) Task Force XRAY designates and provides ready forces for deployment on short notice elsewhere within the 1st Marine Division AOR and in such other areas as may be directed by higher authority.

b. Task Force XRAY Headquarters

Provide certain administrative, operational, logistical and service support and maintenance for Task Force XRAY command post and reinforcing activities.

c. 1st Marines (-) (Rein)

- (1) Conduct offensive operations within assigned AO.
- (2) Conduct offensive operations exterior to Task Force AO as directed
- (3) Be prepared to conduct offensive operations throughout I CTZ as directed.
- (4) Occupy and provide for defense of Camp EVANS cantonment.
- (5) Be prepared to deploy anywhere in RVN within indicated time from first warning order:
  - (a) One reinforced rifle company within four hours.
  - (b) One reinforced infantry battalion (minus above company) within 12 hours.
  - (c) The remainder of the regiment within an additional 12 hours.
- (6) Support the Revolutionary Development Program as directed. Prepare specific reaction plans for each District Headquarters in assigned AO and for the Province Headquarters at HUE. Coordinate with ARVN forces as applicable.
- (7) Support the Combined Action Program within assigned AO.

d. 5th Marines (Rein)

- (1) Conduct offensive operations within PHU BAI TAOR and within assigned AO.

SECRET

- (2) Conduct offensive operations exterior to AO as directed.
- (3) Be prepared to conduct offensive operations throughout I CTZ as directed.
- (4) Occupy specified installations in and participate in defense of PHU BAI Vital Area.
- (5) Be prepared to deploy anywhere in RVN within indicated time from first warning order:
  - (a) One reinforced rifle company within four hours.
  - (b) One reinforced infantry battalion (minus above company) within 12 hours.
  - (c) The remainder of the regiment within an additional 12 hours.
- (6) Support the Revolutionary Development Program within PHU BAI TAOR and within assigned AO as directed. Prepare specific reaction plans for each District Headquarters in assigned TAOR. Coordinate with ARVN forces as applicable.
- (7) Support the Combined Action Program within assigned AO.
- (8) Provide security for the following bridges:
  - (a) No 106 (YD 838176)
  - (b) No 118 (YD 913118)
  - (c) No 123 (YD 927103)
  - (d) No 130 (YD 949069)
- (9) Provide security for the NCB rock crushing operations at the following locations:
  - (a) YD 743136 (NAM HOA).
  - (b) ZD 018019 when directed.

e. 1st Medical Battalion (-)

- (1) General Support.
- (2) Be prepared to provide direct support as required.



SECRET

f. 1st Motor Transport Battalion (-) (Rein)

- (1) General Support.
- (2) Be prepared to provide direct support as required.
- (3) Be prepared to provide motor transport support to infantry units assigned contingency tasks.

g. 1st Force Reconnaissance Company (Rein), FMF

- (1) Annex B (Intelligence) to ref (b).
- (2) General Support.
- (3) Conduct reconnaissance operations in the Task Force XRAY AO and RZ.
  - (a) Provide intelligence of enemy activity.
  - (b) Provide early warning of enemy incursion into the AO or TAOR.
  - (c) Deny the enemy the opportunity of launching an organized attack against US installations, designated vital GVN facilities or installations, or the PHU BAI Vital Area.
  - (d) Disrupt enemy LOC either through ground action instituted as a result of intelligence derived from reconnaissance, or as a result of observed fires controlled by ground or aerial reconnaissance.

h. Coordinating Instructions

- (1) Be prepared to provide local defense, or participate in the defense of other US or GVN installations within the TAOR.
- (2) Be prepared to provide alert forces as required.
- (3) Conduct all operations so that noncombatant casualties and damage to civilian property are minimized. Annex J (Rules of Engagement) to ref (c).
- (4) Establish control measures to limit enemy access to foodstuffs, weapons, medicine and money. Annex F (Controlled Items) to ref (c).
- (5) Defense Readiness Conditions and MACV Security Conditions. Annex I (Alert/Defense Postures) to ref (c).

## SECRET

- (6) Make maximum use of VN liaison personnel.
- (7) Establish liaison with GVN official at district and village level, as appropriate. TF XRAY will establish liaison at province level.
- (8) Infantry regimental and battalion commanders be prepared to field a primary and a secondary command group, each capable of exercising tactical control of two or more maneuver elements.
- (9) Supplement and assist the RD Program wherever and whenever appropriate. Annex M (Revolutionary Development) to ref (c).
- (10) Psychological Operations
  - (a) Annex G (Psychological Operations) to ref (b).
  - (b) Reports required by ref (d) will be submitted direct to 1st MarDiv with an information copy to CG TF XRAY (Attn: G-5).
- (11) Reports. Annex D (Reports).
- (12) Annex E (Fire Support Coordination) to ref (c) applies except that all reports and requests will be submitted via TF XRAY.
- (13) Annex F (Artillery) to ref (c) applies except that all reports and requests will be submitted via TF XRAY.
- (14) Annex G (Naval Gunfire) to ref (c) applies except that all reports and requests will be submitted via TF XRAY.
- (15) Annex E (Air Support).

## 4. ADMINISTRATION AND LOGISTICS

- a. Ref (a).
- b. Annex B to ref (e) in effect, except as modified herein:

(1) Postal Service

- (a) 3rd Marine Division Post Office will provide all postal services and operate a mail distribution terminal for TF XRAY.
- (b) Mail orderlies of units in PHU BAI area will pick up mail at 3rd MarDiv Post Office.

SECRET

(c) Mailing address for TF XRAY headquarters personnel:

Rank, Name, Serial Number  
 Sub Unit #1, Svc Co, Hq Bn, 1st MarDiv, FMF  
 c/o FPO, San Francisco, Calif. 96602

(2) Registered Publications

In accordance with ref (f) with the exception that RPS monthly issues will be drawn from TF XRAY S&C Office.

(3) S&C

In accordance with ref (f).

(4) Casualty Reporting

(a) Ref (e).

(b) CRCC sub-station will be established in accordance with para 206.1 of DivO P3040.1. All CasReps will be submitted to that office.

(5) Industrial Relations

Initially 3rd MarDiv IRO will assist units in hiring LNC's. On or about 15Feb68, 1st MarDiv IRO will establish office co-located with 3rd MarDiv IRO.

(6) Clubs

TF XRAY units will remain in 1st MarDiv Club System but will make purchases from 3rd MarDiv Club Office.

(7) Special Services

Units will order Special Services equipment and supplies from 1st MarDiv Special Services. Units will send representative to 1st MarDiv Special Services Office to receipt for and accompany equipment and supplies back to units. 1st MarDiv Special Services Officer will arrange for return transportation to units, via the Rough Rider Convoy.

(8) PW's

(a) 1st Marines and 5th Marines will establish stockades with capacity of 20 PW's each. TF XRAY MP Detachment will provide assistance in establishing and operating these stockades.

SECRET

(b) Chain of evacuation will be direct from Regimental Stockades to III MAF Compound.

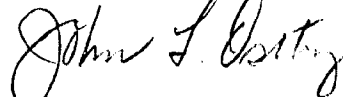
(9) Civil Defendants

Detainees classified as civil defendants will be retained at Regimental Compounds pending legal approval by 3rd MarDiv Legal Officer. Once approval is received, the individual will be given directly to GVN from the Regimental Stockade.

5. COMMAND AND COMMUNICATION-ELECTRONICS

- a. Annex F (Communication-Electronics) to ref (b) and ref (g).
- b. Command Relations.
  - (1) Ref (c).
  - (2) TF XRAY is under command of CG 1st MarDiv.
- c. Command Posts.
  - (1) Annex B (Operations Overlay).
  - (2) Subordinate units report CP's when established.

BY COMMAND OF BRIGADIER GENERAL LAHUE



JOHN L. OSTBY  
Colonel, U. S. Marine Corps  
Chief of Staff

ANNEXES:

- ✓ A - Task Organization
- ✓ B - Operations Overlay
- ✓ C - Civic Action Areas of Responsibility
- ✓ D - Reports
- ✓ E - Air Support
- ✓ G - Distribution

DISTRIBUTION: Annex G (Distribution) to Operation Order 301-68

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Task Force XRAY, 1st Marine Division (Rein)  
 PHU BAI, Republic of Vietnam  
 121200H January 1968

Annex A (Task Organization) to Operation Order 301-68

Ref: None

Time Zone: H

(All attachments effective as of 131200 Jan 1968 except as noted)

**Task Force XRAY**

TF Hq and Hq Co (Rein)

TF Hq and Hq Co

Det, Hq Bn

1st CIT, FMF

Sec, 2d SSCT (SI), FMF

Comm Co (-) (Rein), 7th Comm Bn, FMF

Comm Co (-)

Det, Radio Relay & Constr Co

Det Comm Co, Hq Bn

Det, 1st Dental Company, FMF

7th IT, FMF

13th ITT, FMF

1st Marines (-) (Rein) (attached on order on or about 24 January 1968)

1st Marines (-)

Hq Co

1st Bn

2d Bn

A Co (-) (Rein) (AT), 1st Tank Bn

A Co (-) (AT)

Det, H&S Co (AT)

Det, Rad Relay & Constr Co, 7th Comm Bn

Co A (-) (Rein), 1st Engr Bn

Co A (-)

Det, H&S Co

Det, Support Co

Co A (-) (Rein), 1st SP Bn

Co A (-)

Det, H&S Co

Co B, 1st MT Bn

Clearing Flat, Co B, 1st Med Bn

5th Marines (Rein)

5th Marines

Hq Co

1st Bn

2d Bn

3d Bn (-) (attached on order on or about 28 January 1968)

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DOD DIR 5200.10

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 CONFIDENTIAL

CONFIDENTIAL

H&S Co

Co -

Co -

Co -

Det, Rad Relay & Constr Co, 7th Comm Bn  
1st Medical Battalion (-) (attached on order)

H&S Co

Co A

Co B (-)

Co C

Co D (-)

1st Motor Transport Bn (-) (Rein)

1st MT Bn (-)

H&S Co

Co A

Co C

Plat, Transport Co, 11th MT Bn, FMF

1st Force Reconnaissance Company (Rein), FMF

1st Force Recon Co

Co C, 1st Recon Bn

BY COMMAND OF BRIGADIER GENERAL LAHUE

*John L. Ostby*

JOHN L. OSTBY

Colonel, U. S. Marine Corps

Chief of Staff

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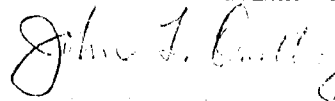
Task Force XRAY, 1st Marine Division (Rein)  
PHU BAI, Republic of Vietnam  
121200H January 1968

Annex B (Operations Overlay) to Operation Order 301-68

Ref: (a) MAPS: VIETNAM, 1:50,000, AMS Series L7014, Sheets 6441 I, II, III, IV; 6442 II, III; 6541 I, II, III, IV; 6542 III; 6641 III, IV  
(b) Annex C (Operations Overlay) to 1st Marine Division Operation Order 309-68

1. Operations overlays applicable to this order are contained in ref (b), sheets 1 through 6 and Appendix 1 (Overlay PHU BAI TAOR) to this annex.

BY COMMAND OF BRIGADIER GENERAL LAHUE



JOHN L. OSTBY  
Colonel, U. S. Marine Corps  
Chief of Staff

APPENDIX

✓ - Overlay PHU BAI TAOR

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TF XRAY, 1st Marine Division (Rein), FMF  
PHU BAI, Republic of Vietnam  
121200H January 1968

Annex C (Civic Action Areas of Responsibility) to Operation Order 301-68

Ref: (a) DivO 5080.1\_  
(b) DivO 5080.3\_  
(c) ICGI 5080.2\_

Time Zone: H

1. Purpose. To assign civic action areas of responsibility (CAAOR) in THUA THIEN Province concurrently with assuming tactical responsibility for the area.

2. Background

- a. Task Force XRAY will assume civic action responsibility in THUA THIEN Province concurrently with assuming tactical responsibility for the area.
- b. Elements of the 3d Marine Division will remain in the THUA THIEN Area for an undetermined period.
- c. Combined Action units listed in Appendix 1 are conducting significant civic action programs in their assigned hamlets.
- d. The Province Priority areas shown by Appendix 2 are primarily areas in which the GVN is concentrating its nation building effort.
- e. HUE is an autonomous city and civic action activities within the city are the responsibility of the MACV Sector S-5.

3. Discussion

- a. To effect coordination and provide for civic action continuity, it will be necessary to assign civic action area coordinators.
- b. Duplication of civic action effort must be avoided where possible.
  - (1) Hamlets with Combined Action Units will be excluded from civic action activities by Task Force XRAY units. Assistance may be provided where and when needed, but the main focus of the civic action effort in these hamlets will be through the Combined Action Units.
  - (2) Close coordination will be required by Task Force XRAY units with those 3d Marine Division units remaining in the THUA THIEN Area to continue civic action projects in progress and to formulate appropriate programs for new projects not previously undertaken.

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- (3) To properly support and supplement the nation building efforts in THUA THIEN Province, Task Force XRAY units should concentrate their civic action efforts on the periphery of the Province Priority areas Appendix 2. Where these priority areas fall within an assigned CAAOR, coordination must be effected with the District Advisor to positively identify these areas on the ground.

#### 4. Concept

- a. The civic action area coordinators for Task Force XRAY will be Commanding Officer, 5th Marines, Commanding Officer, 1st Marines (when chopped to 1st MarDiv), Commanding Officer, 1st FAG, Commanding Officer, 1st MT Bn and Commanding Officer, 1st Med Bn.
- b. The Commanding Officer, 1st Marines (-) (Rein), will be responsible for civic action in THUA THIEN Province to include that portion of NAM HOA District west of the SONG HUONG, the Districts of PHONG DIEN, HUONG DIEN, HUONG TRA, less those areas outlined as Province Priority Areas, the hamlets occupied by Combined Action units and the city of HUE.
- c. The Commanding Officer, 5th Marines (-) (Rein), will be responsible for civic action in THUA THIEN Province to include that portion of NAM HOA District east of SONG HUONG, the Districts of PHU VANG, HUONG THY, PHU THU, VINH LOC, PHU LOC, less those areas outlined as Province Priority Areas and the hamlets occupied by Combined Action units, the city of HUE, and the villages assigned to 1st FAG, 1st MT Bn and 1st Med Bn.
- d. The Commanding Officer, 1st FAG (FMF) will be responsible for civic action activities in the villages of THUY LUONG and THUY TAN in HUONG TUY District less those areas outlined as Province Priority areas and the hamlets occupied by Combined Action units.
- e. The Commanding Officer, 1st MT Bn (-) (Rein), will be responsible for civic action activities in the villages of THUY DUONG and THUY PHONG in HUONG TUY District, less those areas outlined as Province Priority areas and the hamlets occupied by Combined Action units.
- f. The Commanding Officer, 1st Med Bn (-), will be responsible for civic action activities in the village of THUY CHAU, HUONG TUY District less those areas outlined as Province Priority areas and the hamlets occupied by Combined Action units.

#### 5. Action

- a. Units will perform civic action in the areas as defined in paragraph 4.

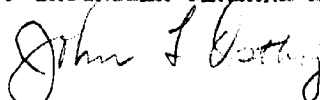
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- b. Civic Action area coordinators designated in paragraph 4 may further sub-divide the areas assigned by mutual agreement with other units physically located in the same area. Notify Task Force XRAY Headquarters of this assignment by unit and hamlet/village area.
- c. All projects must be coordinated with CORDS, GVN and other FVMAF units in the area.
- d. Requests for materials not available from CORDS will be requested from Task Force XRAY.
- e. Requests for civic action material that cannot be obtained through GVN sources will be requisitioned through Task Force XRAY and be issued from the Civic Action Warehouse in PHU BAI. Forms for requisitioning may be obtained from Task Force XRAY Headquarters.

6. Reports

- a. Civic Action area coordinators designated in this Annex will be responsible for coordinating and consolidating civic action reports of other Task Force XRAY units assigned to the same areas.
  - (1) Reports will be made to Commanding General, 1st Marine Division with information copies to Task Force XRAY.
  - (2) Units conducting civic action in an area which is coordinated by a Headquarters not in their tactical chain of command, will submit civic action reports to the civil affairs area coordinator with information copies to parent organizations.

BY COMMAND OF BRIGADIER GENERAL LAHUE



JOHN L. OSTBY  
Colonel, U. S. Marine Corps  
Chief of Staff

## APPENDIXES:

- ✓ 1 - Locations of Combined Action Units
- ✓ 2 - Overlay of Province Priority Areas
- ✓ 3 - Overlay of Village Boundaries

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TF XRAY, 1st Marine Division (Rein), FMF  
 PHU BAI, Republic of Vietnam  
 121200H January 1968

Appendix 1 (Combined Action Platoon Designations and Locations) To Annex G  
 (Civic Action Area of Responsibility) to Operation Order 301-68

Time Zone: H

Ref: (a) Map, VIETNAM 1:50,000 AMS, Series L7014; Sheets 6441 I, II, III,  
 IV; 6442 II, III; 6541 I, II, III, IV; 6452 III; 6641 III, IV.

1. The following gives the designations and locations of Combined Action  
 Platoons within the Task Force XRAY civic action area of responsibility.

<u>CAP</u>	<u>COORDINATES</u>	<u>NEAREST VILLAGE</u>
A-1	YD882174	THU LUONG
A-2	YD910150	THUY TAN
A-3	YD912118	LOC BON
A-6, 9	YD820181	THUY DUONG
A-7	YD797194	THUY DUONG
H-1	YD925104	LOC BON
H-2	YD934084	LOC BON
H-3	YD967063	LOC AN
H-4	ZD038024	LOC DIEN
H-5	ZD086007	LOC TRI
H-6	ZD139009	LOC THUY
H-7	ZD201011	LOC TU
H-8	YD971059	LOC DIEN
H-9	ZD873991	AN HAO

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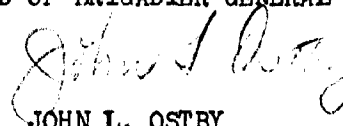
Task Force XRAY, 1st Marine Division (Rein)  
PHU BAI, Republic of Vietnam  
121200H January 1968

Annex D (Reports) to Operation Order 301-68

Ref: (a) DivO 3480.1\_  
(b) DivO 5420.4\_

1. Operational reports will be submitted in accordance with reference (a) as modified by Appendix 1 (Operational Reports) and/or as indicated in par 3 and 4 of Task Force XRAY Operation Order 301-68.
2. Civic action reports will be submitted as indicated in Appendix 2 (Civic Action Reports).
3. Serious Incident Reports will be submitted in accordance with ref (b) direct to CG, 1st Marine Division with an information copy to CG Task Force XRAY.

BY COMMAND OF BRIGADIER GENERAL LAHUE



JOHN L. OSTBY  
Colonel, U. S. Marine Corps  
Chief of Staff

APPENDIXES:

- ✓1 - Operational Reports
- ✓2 - Civic Action Reports

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Task Force XRAY, 1st Marine Division (Rein)  
 PHU BAI, Republic of Vietnam  
 121200H January 1968

Appendix 1 (Operational Reports) to Annex D (Reports) to Operation Order  
 301-68

Ref: (a) DivO 3480.1\_

1. Format and references for below listed reports are contained in ref  
 (a).

REPORTS TITLE	REPORTING UNIT	DATE DUE TF XRAY	DATE DUE 1stMARDIV
<b>1. <u>QUARTERLY</u></b>			
a. Commander's Qtrly Combat Readiness Rpt	TF XRAY Hq,		15th of Feb, May, Aug and Nov. OIC Sub Unit #1 ltr to CO HqBn IAW ref (a)
	Regts, FAG, Sep Bns, Cos & Btrys	Copy	
b. Ground Based Defoliation Rpt	Regts and Sep Bns	Copy	IAW ref (a)
<b>2. <u>MONTHLY</u></b>			
a. Command Chronology	TF XRAY		20th of fol- lowing month
	Adcon Regts, FAG, Sep Bns, Cos & Btrys	10th of fol- lowing month	
b. Lessons Learned	Opcon Regts, FAG, Sep Bns, Cos & Btrys	Copy	4th of fol- lowing month
c. LOC Classification	TF XRAY	None	5th of fol- lowing month
d. Planned Operations	TF XRAY		14th of pre- ceding month
	Inf Regts & Sep Inf Bns	10th of pre- ceding month	
e. Base Area Denial Rpt	TF XRAY	None	7th of fol- lowing month
<b>3. <u>WEEKLY</u></b>			
a. Weekly Opera- tions Overlay	Inf Regts & Sep Inf Bns	Copy	Each Sunday by 1200H

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4. DAILYa. SITREP

0001-2400

TF XRAY

Regts, FAG, Sep Bns, Copy  
Cos & Btrys

By COC TT by  
0200H following  
day

Advance copy  
thru 1500H by  
afternoon  
courier flight.  
Include Scout-  
Sniper Activity  
Rpt.

Info Adee

1500-2400H period  
by immediate  
precedence msg  
ASAP after 2400H

Plans Summary  
(par 3) to  
COC by 2100

Plans Summary  
(par 3) by COC  
TT by 2200

b. HISTREP

Regts, Bns, Sep Cos,  
Btrys IAW ref (a)

None

IAW ref (a) Use  
afternoon cour-  
ier flight

c. Daily Report  
of Maneuver Bns

TF XRAY

1000H Use COC  
TT

Regts, Sep Inf Bns

0900H

d. Day and Night  
Patrol Overlay

Regts, Sep Inf Bn,  
PHU BAI Area Def  
Coordinator

By 1800H of pre-  
ceding day. Use  
afternoon courier  
flight

e. Report of In-  
coming fire

TF XRAY

0100H Use COC  
TT

5. SITUATIONa. Combat After  
Action Report

TF XRAY

20 days after  
termination

Inf Regts & Bns for  
named opns

15 days after  
termination

b. Concept of  
Operations

Regts and Sep Inf  
Bns

7 days prior to  
start of opera-  
tion

4 days prior  
to start of  
operation

c. County Fair  
Intentions

Regts & Separate  
Inf Bns

13 days prior  
to start

11 days prior  
to start

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d. OPSTAT Rpt	No change from DivO 3480.1A	Info Copy	
e. 6 Hr SITREP	Cmds directly sub- ordinate to TF XRAY for named opns	0600H, 1200H, 1800H, 2400H	As soon as received
f. Spot Rpts	Units OPCON to TF XRAY	as occurs	As soon as received

BY COMMAND OF BRIGADIER GENERAL LAHUE



JOHN L. OSTBY  
Colonel, U. S. Marine Corps  
Chief of Staff

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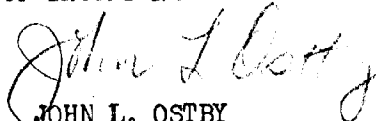
Task Force XRAY, 1st Marine Division (Rein)  
PHU BAI, Republic of Vietnam  
121200H January 1968

Appendix 2 (Civic Action Reports) to Annex D (Reports) to Operation  
Order 301-68

Ref: (a) ICCI 5080.3\_  
(b) ICCI 5080.4\_  
(c) ICCI 5080.5\_  
(d) DivO P3410.1\_  
(e) CG III MAF 180548Z Dec67 (U)

1. Reports required by references (a) through (e) will be submitted to CG, 1st Marine Division (Rein) with an information copy to CG, Task Force XRAY (Attn: G-5).
2. Project Submittal Sheets required in QUANG NAM Province are not used in THUA THIEN Province. A similar form, Project Request Record, is used to obtain Civic Action Commodity Support through GVN channels. Units of Task Force XRAY will use this form in lieu of the Project Submittal Sheet. Forms are available at Task Force XRAY Headquarters.

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Task Force XRAY, 1st Marine Division (Rein)  
 PHU BAI, Republic of Vietnam  
 121200H January 1968

Annex E (Air Support) to Operation Order 301-68

- Ref: (a) Annex B (Intelligence) to 1st MarDiv Op O 309-68  
 (b) Annex E (Tactical Air Operations) to III MAF LOI 1-66  
 (c) FMFM 7-1 (Fire Support Coordination)  
 (d) FMFM 7-3 (Air Support)  
 (e) FMFM 3-3 (Helicopterborne Operations)  
 (f) MACV Directive 95-4  
 (g) DivO 003100.2  
 (h) 1st MarDiv OpO 301-68  
 (i) 1st MarDiv OpO 304-67 (Revised)  
 (j) DivO 03400.9  
 (k) Annex F (Communication-Electronics) to 1st MarDiv OpO 301-68

Time Zone: H

## 1. SITUATION

- a. Enemy forces. Ref (a), current INTSUMS and PERINTREPS.
- b. Friendly Forces
  - (1) III MAF. Conducts tactical air support operations in RVN in accordance with doctrines, procedures and responsibilities outlined in ref (b) through (g).
  - (2) 1st Marine Aircraft Wing (FMAW). Conducts offensive and defensive tactical air operations in support of III MAF ground forces, other US and ARVN forces as directed.
  - (3) 7th Air Force, USAF. Conducts offensive and defensive tactical air operations in RVN and supports US and GVN ground forces as directed.
  - (4) US Seventh Fleet. Conducts air operations in support of the GVN military campaign against the NVA/VC in RVN.
  - (5) Vietnamese Air Force (VNAF). Conducts air operations in support of ARVN forces.

## 2. PROCEDURES

### a. General

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- (1) Tactical air operations coordination responsibilities and procedures conform to existing doctrine as contained in references (b) through (e).
- (2) General procedures and operational restrictions governing the use of U.S. military air delivered fire power in RVN are contained in reference (f).
- (3) Air strikes within AO/RZ must be under the positive control of a TACP, TAC(A) or ASRT. Air activities outside the TF XRAY AO/RZ are in accordance with Annex G (Rules of Engagement) to ref (h).

b. Execution

- (1) Air requests are submitted via normal air channels. Routine requests are submitted to the TF XRAY Air Officer by 0930H for consolidation and submission to the Division Air Officer by 1000H. Priority requests are submitted to the TF XRAY Air Officer by 1630H for similar consolidation. Emergency requests are submitted at any time through normal air channels, or to the Direct Air Support Center (DASC). Complete justification for the emergency classification is included in each request. All requests for air support are submitted in the formats set forth in Appendixes 1 and 2 to Annex H (Air Support) to ref (h). Routine and priority requirements submitted subsequent to the above time frames will either be delayed or supported only at the expense of earlier acknowledged requirements of a lower priority.
- (2) Air-ground planning and liaison is established for all company strength and larger unit operations involving air support. This planning liaison is initiated by the TF XRAY Air Officer at the request of the ground unit. To ensure adequate and timely support, planning and liaison is established a minimum of 48 hours prior to the operation. Air requirements derived from these planning conferences are submitted to the TF XRAY Air Officer by 0930H of the day prior to the operation in accordance with Appendix 1.
- (3) On-call missions (par 3a(3) below) may be scheduled in support of a particular operation. Aircraft scheduled for this purpose are not normally available for missions other than those for which specifically scheduled.
- (4) In keeping with the doctrine outlined in reference (d) maximum utilization of the forward air controller with assault units is essential for effective air support.

E-2

SECRET

SECRET

## 3. RESOURCES AND CONSIDERATIONS

a. Resources

- (1) Fixed wing tactical air support may be provided from either the DA NANG (MAG-11) or CHU LAI (MAG-12 and MAG-13) based air groups depending on the missions to be accomplished and the availability of aircraft. When FMAW aircraft are providing close and deep support for 1st Marine Division forces actively engaged in combat, standard Marine Corps close air support doctrine applies as outlined in reference (d).
- (2) Helicopter support for 1st Marine Division (Rein) is normally provided by MAG-16 or MAG-36. Helicopter support doctrine is outlined in reference (e). Overall coordination for the employment of helicopter resources rests with CG, III MAF.
- (3) On Call Support
  - (a) MED EVAC. UH-34 with UH-1E escort are available on Condition III alert at Marble Mountain (MMAF), PHU BAI and QUANG TRI day and night. MED EVAC aircraft are requested through the DASC by use of the TAR net using the format shown in Appendix 3 to Annex H (Air Support) of ref (h). Units without entry into the TAR net may obtain this service through adjacent units or by landline. Appendix 3 to Annex H of ref (h) contains guidelines for assigning priorities to MED EVAC requests.
  - (b) Sparrow Hawk. Two CH-46 and two UH-1E escort aircraft are on Condition III alert during daylight hours at MMAF for lifting of a reinforced rifle squad. Sparrow Hawk is requested through the normal air request channels, using the format as outlined in Appendix 4 to Annex H of ref (h). Ref (i) applies. Sparrow Hawk flights will be reconstituted from available helicopter assets as soon as possible. The time delay is dependent on the disposition of aircraft.
  - (c) Bald Eagle. Two CH-46 aircraft are on Condition V alert. In the lifting of a Bald Eagle force they are combined with the two CH-46's and the two UH-1E gunship escort of the Sparrow Hawk mission. Ref (i) applies. Bald Eagle flights will be constituted from available helicopter assets as soon as possible. The time delay is dependent on the disposition of aircraft.
  - (d) Fast Reaction Gunships. Two UH-1E gunships are on Con-

SECRET

dition III alert at MMAF, PHU BAI and DONG HA. They are normally launched as escort for Sparrow Hawk/Bald Eagle Forces, to escort a MED EVAC or as TAC(A).

- (e) Aerial Observer. One visual reconnaissance observation aircraft is airborne within the DA NANG TAOR during the hours of darkness. A second aircraft on Condition IV alert is available through normal air request channels.
- (f) Flaeship. One aircraft is airborne in the DA NANG area throughout the hours of darkness. Priority service is provided to units in contact. An additional aircraft is kept on Condition IV alert at the DA NANG or CHU LAI airfields. Flaeship requests are passed via normal air request channels.
- (g) Close Air Support. Strike aircraft on Condition III alert at DA NANG and CHU LAI are available at all times through normal air request nets. These aircraft are loaded with mixed ordnance. During periods of marginal weather a "Scud Alert" is available. Aircraft are normally armed with low level delivery ordnance such as Snakeye retarded bombs, napalm and 20mm cannon.
- (4) The use of herbicides for defoliation are requested as outlined in reference (g) through normal request channels.
- (5) Aerial delivered Riot Control Agents (CS) are available for use by ground forces through normal air request channels. Reference (j) provides guidelines for use of RCA. Normal lead time is given when requesting RCA.

b. Considerations

- (1) The daily commitments of FMAW limited helicopter assets dictate the restraints be observed in their employment. To this end, every effort is made at all levels of command to consolidate helilift requirements, thereby ensuring efficient utilization of assets. When time is not a factor, helicopters are not used for routine transportation of personnel and materials between points connected by serviceable roads or reasonably timely fixed wing transport flights.
- (2) Tactical air request form. Appendix 1 to Annex H, ref (h).
- (3) Aircraft mission request form. Appendix 2 to Annex H, ref (h).
- (4) Alert status of aircraft. Appendix 5 to Annex H, ref (h).

## SECRET

- (5) Aircraft armament codes. Appendix 2.
- (6) Target weather minimums. Appendix 3.
- (7) Priority system. Appendix 8 to Annex H, ref (h).

## 4. COMMAND COMMUNICATIONS-ELECTRONICS

a. Communication-Electronics Ref (k)b. Control Agencies

- (1) FSCC. Annex E (Fire Support Coordination) to ref (h).
- (2) TACC(TADC). FMAW TACC(TADC) is located within the DA NANG TAOR.
- (3) DASC. The DASC serving the TF XRAY AO/RZ is located in the TF XRAY CP. The DASC serving the DA NANG TAOR/RZ is located in the 1st MarDiv CP.

BY COMMAND OF BRIGADIER GENERAL LAHUE

*John L. Ostey*  
 JOHN L. OSTY  
 Colonel, U. S. Marine Corps  
 Chief of Staff

## APPENDIXES:

- ✓1 - Air Support Format for Planned Operations
- ✓2 - Aircraft Armament Codes
- ✓3 - Target Weather Minimums

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Task Force XRAY, 1st Marine Division (Rein)  
 PHU BAI, Republic of Vietnam  
 121200H January 1968

Appendix 1 (Air Support Format for Planned Operations) to Annex E (Air Support) to Operation Order 301-68

FORMAT FOR HELO ASSAULT OPERATIONS REQUEST

FM: \_\_\_\_\_ (UNIT)  
 TO: CG TF XRAY  
 INFO: \_\_\_\_\_  
 SECRET (WHEN FILLED IN)  
 HELO FIXED WING REQUIREMENTS FOR OP \_\_\_\_\_

PASS TO AIRO ASAP

1. GENERAL

- A. D-DAY \_\_\_\_\_
- B. L-HOUR \_\_\_\_\_
- C. UNITS TO BE LIFTED \_\_\_\_\_
- D. DURATION \_\_\_\_\_
- E. LZ/COORDINATES
  - (1) \_\_\_\_\_
  - (2) \_\_\_\_\_
  - (3) \_\_\_\_\_
  - (4) \_\_\_\_\_
- F. LSA LOCATION \_\_\_\_\_
- G. MED EVAC LOCATION \_\_\_\_\_
- H. COMMAND POST LOCATION \_\_\_\_\_

2. TASKS

- A. LIFT \_\_\_\_\_ TROOPS, \_\_\_\_\_ CARGO AS FOLLOWS:
  - (1) EVENT 1. LIFT \_\_\_\_\_ TROOPS/CARGO FROM \_\_\_\_\_ TO LZ \_\_\_\_\_  
 AT L-HOUR. CONTACT \_\_\_\_\_ ON \_\_\_\_\_. REQ \_\_\_\_\_  
 TROOPS MIN IN FIRST WAVE. RMKS \_\_\_\_\_.
  - (2) EVENT 2. LIFT \_\_\_\_\_ TROOPS, \_\_\_\_\_ CARGO FROM \_\_\_\_\_  
 TO LZ \_\_\_\_\_ AT L+ \_\_\_\_\_. CONTACT \_\_\_\_\_  
 ON \_\_\_\_\_. RMKS \_\_\_\_\_.
- B. REQ \_\_\_\_\_ AIRCRAFT FOR LOGISTIC SUPPORT FROM \_\_\_\_\_ TO  
 LSA, \_\_\_\_\_ TO \_\_\_\_\_ D-DAY AND \_\_\_\_\_ TO \_\_\_\_\_  
 DAILY THEREAFTER.
- C. REQ 1 UH-34/1 UH-1E (GUN) AIRCRAFT FOR MEDEVAC FROM \_\_\_\_\_ TO  
 \_\_\_\_\_ D-DAY AND \_\_\_\_\_ TO \_\_\_\_\_ DAILY THEREAFTER.  
 THE ABOVE IN ADDITION TO THE REGULAR MED EVAC PACKAGE.
- D. REQ \_\_\_\_\_ AIRCRAFT FOR GROUND UNIT COMMAND AND CONTROL AT  
 \_\_\_\_\_ CP FROM \_\_\_\_\_ TO \_\_\_\_\_ D-DAY AND \_\_\_\_\_  
 TO \_\_\_\_\_ DAILY THEREAFTER. CONTACT \_\_\_\_\_ ON \_\_\_\_\_.

## UNCLASSIFIED

- E. REQ TAC(A) ON STATION \_\_\_\_\_ FOR LZ PREP D-DAY AND ROS AS REQ FOR DURATION OF OP.
- F. REQ AO ON STATION FROM \_\_\_\_\_ TO \_\_\_\_\_ D DAY AND \_\_\_\_\_ TO \_\_\_\_\_ DAILY THEREAFTER. THIS REQ IN ADDITION TO NORMAL SUPPORT.
- G. REQ AIR PREP OF LZS FROM \_\_\_\_\_ TO 1-HOUR. CONTACT (CARSTAIRS) (PLUTOCRAT) ON \_\_\_\_\_. TAC(A) CONTROL ON \_\_\_\_\_ OR \_\_\_\_\_ AS ASSIGNED.
- H. REQ SMOKE AREA \_\_\_\_\_ OF LZ \_\_\_\_\_ FROM 1-5 TO 1-HOUR. TAC(A) CONTROL ON \_\_\_\_\_ OR \_\_\_\_\_ AS ASSIGNED.
- I. REQ VMA/VMFA CAP/CAS OF OPERATION FROM \_\_\_\_\_ TO \_\_\_\_\_ D-DAY COND III THEREAFTER. TAC(A)/FAC CONTROL.
- J. REQ TWO ADDL ARMED HELO ON STATION AS TAC(A) AND TO ATTACK TROOPS IN OPEN AND SOFT TARGETS AFTER EVENT 2 AND 0800 TO 1800 DAILY THEREAFTER.

3. COORDINATING INSTRUCTIONS

- A. REQ FIXED WING/GUNSHIP ESCORT FOR ALL HELO TROOP LIFTS.
- B. REQ FLARESHIP ON COND IV SUNSET TO SUNRISE DAILY.
- C. AL P/U LZS MARKED WITH SMOKE ON CALL.
- D. UTILIZE SPARROW HAWK BALD EAGLE FOR RAPID REACTION RESERVE COMMITMENT.
- E. ALL AIRCRAFT CONTACT (CARSTAIRS) (PLUTOCRAT) \_\_\_\_\_ ON \_\_\_\_\_ FOR SAV-A-PLANE INFO. CONTACT \_\_\_\_\_ ON \_\_\_\_\_ FOR SPECIFIC SAV-A-PLANE/AIR STRIKE COORDINATION IN THE OBJECTIVE AREA.
- F. SAV-A-PLANE WILL APPLY FOR THIS OPERATION, EFFECTIVE FROM \_\_\_\_\_ H D-DAY FOR DURATION OF OP. MAX ORDINATE. CONTACT \_\_\_\_\_ -14 ON \_\_\_\_\_ SAV-A-PLANE \_\_\_\_\_ IS DESCRIBED AS FOLLOWS:

4. COMMUNICATIONS

- A. COMMAND POST LOCATED \_\_\_\_\_ CONTACT \_\_\_\_\_ 14 ON \_\_\_\_\_.
- B. LZ \_\_\_\_\_ ON \_\_\_\_\_  
 LZ \_\_\_\_\_ ON \_\_\_\_\_  
 LZ \_\_\_\_\_ ON \_\_\_\_\_  
 LZ \_\_\_\_\_ ON \_\_\_\_\_
- C. \_\_\_\_\_ LSA. \_\_\_\_\_ ON \_\_\_\_\_
- D. ALL FIXED WING USE \_\_\_\_\_ OR \_\_\_\_\_ AS ASSIGNED  
 BY (PLUTOCRAT) \_\_\_\_\_  
 (CARSTAIRS) \_\_\_\_\_

DECLASSIFIED

UNCLASSIFIED

BY COMMAND OF BRIGADIER GENERAL LAHUE



JOHN L. OSTBY  
Colonel, U. S. Marine Corps  
Chief of Staff

DISTRIBUTION: Annex G (Distribution) to Operation Order 301-68

E-1-3

UNCLASSIFIED

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**SECRET**

Task Force XRAY, 1st Marine Division (Rein)  
 PHU BAI, Republic of Vietnam  
 121200H January 1968

Appendix 2 (Aircraft Armament Codes) to Annex E (Air Support) to Operation Order 301-68

Time Zone: H

1. GENERAL

- a. Aircraft will be loaded as indicated by the aircraft schedule. All loads include full internal ammunition for automatic weapons.
- b. Flight leaders are directed to report flight ordnance status using the following codes to the controlling agency after each CAS mission.

2. CLOSE AIR SUPPORT AIRCRAFT ORDNANCE CODES

<u>CODE</u>	<u>ORDNANCE</u>
a. D-1	MK 81 250# Low Drag GP Bomb
D-1A	MK 81 Snakeye
b. D-2	MK 82 500# Low Drag GP Bomb
D-2A	MK 82 Snakeye
c. D-3	MK 83 1000# Low Drag GP Bomb
d. D-4	MK 84 2000# Low Drag GP Bomb
e. D-5	Aero 7D Pod 2.75" FFAR (19)
f. D-6	AN-M66A2 2000# High Drag GP Bomb
g. D-7	LAU-10A Pod 5" ZUNI FFAR (4)
h. D-8	AN-M64 500# High Drag GP Bomb
i. D-9	MM77 Fire Bomb 500# NAPALM
j. D-10	MM79 Fire Bomb 1000# NAPALM
k. D-11	AN-M57A1 Banded Lug 250# GP Bomb
l. D-12	AN-M81 Banded Lug 260# Frag Bomb

DOWNGRADED AT 3 YEAR INTERVALS  
 DECLASSIFIED AFTER 12 YEARS  
 DOD DIR 5200.10

E-2-1

**SECRET**

## SECRET

m. D-13	AN-M88 Banded Lug 220# Frag Bomb
n. D-14	CBU 1 A/A
o. D-15	CBU 2 A/A
p. D-16	AIM 7E Sparrow Missile
q. D-17	AIM 9B Sidewinder Missile
r. D-18	AGM 12B Bullpup 565#
D-18A	AGM 12C Bullpup 1800#
s. D-19	AGM 45 Shrike
t. D-20	20mm Ammunition
u. D-21	FS Smoke (MK 12 Smoke Tank)
v. D-22	MK 24 Parachute Flare
w. D-23	MK 44 Lazy Dog
D-23A	Aero 7E Lazy Dog
x. D-24	MK 4 Gun Pod
y. D-25	AN-M65 1000# High Drag GP Bomb
z. D-26	MK 117 750# Low Drag Demolition Bomb
aa. D-27	CBU-24
bb. D-28	XM-47 (Gravel) Mine Dispenser
cc. D-29	AN/M59A1 1000# Semi AP Bomb
dd. D-30	CBU-29
ee. D-31	MK 12 Smoke Tank w/CS
ff. D-32	MK 77 Napalm Tank w/CS
gg. D-33	CBU-19 w/CS Cannister Cluster

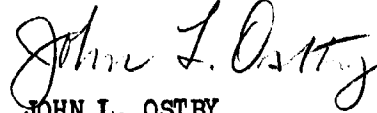
SECRET

## 3. FUZES

<u>CODE</u>	<u>DELAY</u>
V	VT (Proximity)
C	Chemical Delay (Delay stated in hours)
M	Mechanical Delay (Delay stated in seconds)
Y	Instantaneous
Z	Point detonating
E	Electric (in seconds)

4. NWIP 20-1, Naval Weapons Selection-Aircraft, contains the conditional kill probability, lethal area, and effective miss distance for each type of ordnance against a wide variety of targets.

BY COMMAND OF BRIGADIER GENERAL LAHUE



JOHN L. OSTBY  
Colonel, U. S. Marine Corps  
Chief of Staff

DISTRIBUTION: Annex G (Distribution) to Operation Order 301-68

UNCLASSIFIED

Task Force XRAY, 1st Marine Division (Rein)  
 PHU BAI, Republic of Vietnam  
 121200H January 1968

Appendix 3 (Target Weather Minimums) to Annex E (Air Support) to Operation Order 301-68

Time Zone: H

# 1. GENERAL

- a. The following weather minimums are prescribed for air support within the target area. Weather minimums must meet, or exceed, the following criteria. A cloud condition of broken to overcast constitutes a ceiling.
- b. When weather minimums are not met, air support missions will be cancelled or delayed.

# 2. HOSTILE AREA WEATHER MINIMUMS

<u>Type Mission</u>	<u>Mission Precedence</u>		
	<u>Routine</u>	<u>Priority</u>	<u>Emergency</u>
a. Helicopters			
Day	1500/2	1500/2	500/1
Night	1500/2	1500/2	500/1
Notes(s)	1	1	
b. Fixed Wing, Air to Ground			
Day	3000/5	2000/4	1000/3
Night	6000/5	4000/4	2000/3
Notes	2&3	2&3	2&3
c. Aerial Resupply, Fixed Wing			
Day	1000/3	1000/2	750/1
Night	1000/3	1000/2	1000/2
Notes	4	4	4
d. Fixed Wing, Observation			
Day	1500/3	1000/2	800/2
Night	1500/3	1500/3	1500/3

## NOTES:

1. In areas where .50 caliber or heavier hostile fire has been recently reported, the required weather minimums are raised to 2500' ceiling and 2 miles visibility.

E-3-1

UNCLASSIFIED

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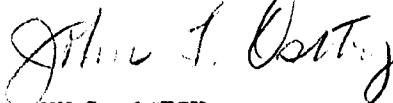
## 2. Weather criteria for air to ground ordnance delivery.

Ordnance	True Air Speed	Ceiling/Visibility
Free Fall Bombs	350K	3500/5
Snakeye Retarded Bombs	350K	1000/3
20mm Stafe	350K	1000/3
2.75" Rockets	350K	2000/3
5" Zuni Rocket	450K	3000/5
CBU 24/29	450K	3500/5
Napalm	350K	1000/3
Helicopter Escort		2000/3

3. Minimums do not apply to TPQ-10 controlled flights, nor to full systems operation of the A6A Intruder.

4. These minimums do not apply if aerial resupply is controlled by TPQ-10 Radar, or by a Ground Controlled Approach Radar.

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Task Force XRAY, 1st Marine Division (Rein)  
PHU BAI, Republic of Vietnam  
121200H January 1968

Annex G (Distribution) to Operation Order 301-68

Ref: (a) Div Order 5605.1\_

Time Zone: H

1. Distribution of this order is as follows

CG FMFPAC	2	NCC	1
COMUSMACV	5	NAVSPACT	1
COMSEVENTHFLT	2	CO I Corps Adv Gp	4
CG III MAF	10	Nav Const Regt 32	3
CG 3d MarDiv	20	CTG 115.1	1
CG 1st MAW	20	I Corps River Patrol GP	2
CG FLC	5	CO, Unilat Opns Bn, 149 MI Gp	2
CTG 70.8	2		
CTG 70.8.9	2		

Task Force XRAY Staff

G-1, G-2, G-4, G-5, Air Off, Comm Elect Off, FSCC, DASC, Hq Cmt, COC  
(2); G-3 (6)

Ref: (a): Indicated Number of Copies

E 1,2,4,8,10,12,14,15,16,21,23,26,27,32,34,35,39,46,65, (1); 84,87,88,  
90,91,92,93,97, (2); 85 3, (6); 7a, 68,72,76,80, (10)

BY COMMAND OF BRIGADIER GENERAL LAHUE



JOHN L. OSTBY  
Colonel, U. S. Marine Corps  
Chief of Staff

DISTRIBUTION: Annex G (Distribution) to Operation Order 301-68

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

611
H
DivBul 1500 Ch 1
3/DNR:WJW
15 Jan 1968

DIVISION BULLETIN 1500 Ch 1

From: Commanding General  
To: Distribution List

Subj: Division Schools Leadership Course; Class Convening Dates and Unit  
Quota Assignments, 3rd Quarter FY '68

Encl: (1) New Page insert to DivBul 1500 dtd 2 Jan 1968

1. Purpose. To transmit new page insert to subject order.
2. Action. Remove and destroy the present enclosure (1) and replace it with enclosure (1) hereto.

*H. J. Woessner*  
H. J. WOESSNER  
Chief of Staff

DISTRIBUTION: "A" & "B"

DECLASSIFIED

DivBul 1500  
2 Jan 1968

## CLASS CONVENING DATES AND UNIT QUOTA ASSIGNMENT

UNIT	COURSE NO. CONVENING DATES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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ENCLOSURE (1)  
Ch 1 (15 Jan 1968)



DIV. O. P2700.4



S.O.P.

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A01C  
H



# POSTAL SERVICES AND HANDLING OF U.S. MAIL



HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

DivO P2700.4B Ch 1  
20/EG/bcr  
15 Jan 1968

DIVISION ORDER P2700.4B Ch 1

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedures for Postal Services and Handling  
of U. S. Mail

Encl: (1) New page inserts to DivO P2700.4B

1. Purpose. To transmit new page inserts and direct pen changes to the subject manual.

2. Action

a. Remove and destroy the present pages 4-7, 4-8 and 4-9 and replace them with the corresponding pages of enclosure (1) hereto.

b. On page iv Section IV of the Table of Contents make the following pen changes:


(1) After the words "Transportation Provided Military Mail" change "4-8" to "4-9".

(2) After the words "Special Delivery Mail" change "4-9" to "4-10".

(3) After the words "COD Mail" change "4-9" to "4-10".

3. Change Notation. Significant changes contained in the revised pages are denoted by an asterisk (\*) shown in the outer left margin.

4. Certification. Reviewed and approved this date.

  
H. J. WOESSNER  
Chief of Staff

DISTRIBUTION: "A" & "B"

408.4

- a. Transportation will be furnished by the using organization.
- b. The mobile money order unit will be picked up not later than 0900 at the Division Post Office, and returned no later than 1600 unless prior arrangements have been made with the Division Postal Officer, or the Marine Corps Postal Clerk.
- c. Rations will be provided the Assistant Marine Corps Postal Clerk operating the mobile money order unit, by the using organization.
- d. Armed security will be provided to the mobile money order unit during transit and at the site where the unit is open for business.
- e. The vehicle transporting the mobile money order unit will not normally be utilized for other purposes such as liberty parties, PX runs, etc.

#### 408. Nonmailable Matter

1. Military postal clerks shall inquire as to the nature of contents of all parcels offered for mailing to avoid acceptance of anything that is nonmailable.
2. Nonmailable matter includes all matter which is by law, regulations or treaty stipulation prohibited from being sent in the mails, or which cannot be forwarded to its destination because of illegible, incorrect or insufficient address.
3. Some of the most common items classified as nonmailable are:
  - a. Obscene and indecent matter.
  - b. Lotteries, fraudulent and libelous matter.
  - c. Intoxicating liquors or illicit drugs.
  - d. Firearms.
  - e. Explosive, flammable or poisonous matter.
  - f. Bombs, grenades, live rounds, percussion caps and chemical warfare agents in toxic form.
4. Severe penalties, by fine or imprisonment, or both, are provided for persons who knowingly mail, or cause to be mailed, any matter which has been declared nonmailable under law. Serving post offices will provide patrons with information in specific cases.

4-7

408.5

\*5. All parcels, including foot lockers and seabags, prepared for mailing by enlisted personnel, will be inspected by an officer and wrapped, sealed and/or banded in his presence prior to entering into the U. S. Postal System. Each inspecting officer will certify that the parcel inspected contains no items which are misappropriated, contraband or nonmailable. Commanding officers will requisition through normal supply channels sufficient rubber stamps in the below format, 10 point type, style B, total size not to exceed 1" X 3". In the absence of rubber stamps, it is permissible to write the certification in long hand. This certification will be placed in the lower left hand corner on the address side of the package or the lower right corner of the customs tag. Officers are permitted to certify their own parcels.

RUBBER STAMP FORMAT

I certify that the contents of this package or parcel have been inspected and it contains no nonmailable items, in accordance with current postal instructions.

\_\_\_\_\_  
(Inspecting Officer)

\_\_\_\_\_  
(DATE)

409. Postal Zoning Improvement Plan (Zip Code)

1. The Zip Code is an expansion of the outmoded postal delivery zone system. It has been designated by the Post Office Department to provide a uniform coding arrangement by which mail may be mechanically pre-sorted and more speedily handled by postal employees.
2. All personnel, organizations/units of the 1st Marine Division will use the Zip Code 96602 as part of their mailing address. This Zip Code will be included as part of the printed address when stationery, envelopes and forms are ordered by Marine Corps Activities.

410. Use of Penalty Indicia/Postage and Fees Paid Envelopes

1. Envelopes, labels, endorsements with penalty indicia/Postage and Fees Paid affixed, are to be used for official business only. Private use of these envelopes, labels or endorsements, to avoid payment of postage or registry fees, is in violation of the Uniform Code of Military Justice.
2. The crossing out, or otherwise obliterating of the printed penalty indicia/Postage and Fees Paid statement, in order to facilitate private use, is in violation of the Uniform Code of Military Justice.

4-8

Ch. 1 (15Jan68)

412.3

3. Penalty Indicia/Postage and Fees Paid envelopes will not be utilized for items being transferred within the Division Guard Mail System.

411. Transportation Provided Military Mail

1. Air Mail, including air parcel post is normally provided commercial air transportation over the entire route of travel.
2. First Class Mail, including letter mail and parcels marked "First Class" is provided air transportation to CONUS by commercial air carriers at approximately one-half the cost of air mail or by MATS at a further reduced rate. Upon arrival at the port of entry, this mail is provided rapid surface transportation within the continental United States.
3. Official fourth class mail marked "Special Handling" is provided the same handling and transportation as first class mail.
4. The above information is provided commanding officers of this Division, in order that the most economical class of mail may be used, consistent with delivery requirements.

412. Marine Corps Institute Mail

1. Marine Corps Institute mail, addressed to "Commanding Officer \_\_\_\_\_" or "Commanding Officer of \_\_\_\_\_" shall be delivered to the authorized representative of the commanding officer indicated in the address for opening and processing as "Official Mail".
2. In the event the individual to whom the correspondence pertains has been reassigned to another organization (except to a separation section), the correspondence will immediately be readdressed by endorsement and forwarded to the individual's new commanding officer.
  - a. Post Cards addressed to "Commanding Officer (of) \_\_\_\_\_" will not be forwarded by endorsement, but "Returned to Writer".
3. If the individual Marine to whom the correspondence pertains has been declared a deserter, is deceased, pending discharge, retired or released from active duty, the correspondence will be appropriately endorsed and returned to the originator.

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413. Special Delivery Mail

1. Special Delivery Mail is handled and transported in the same manner and with the same expedition as first class mail. No special delivery service will be given to mail delivered through Marine Corps Post Offices or the mail orderly system. Although such mail is given immediate delivery at a civilian office, or address, this special handling is not provided by military activities. Personnel are reminded that payment of a Special Delivery fee does not insure safety of delivery or provide for the payment of indemnity.

414. COD Mail

1. Collection on Delivery (COD) service is not authorized in this Command. COD mail which inadvertently is forwarded to this Command by the Fleet Post Office will be returned to the sender as undeliverable. In accordance with current regulations, no attempt will be made by the Division Postal Section to deliver COD mail within this Command.



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DivO P2700.4B  
11 Aug 67

LOCATOR SHEET

Subj: Standing Operating Procedures for Postal Services and Handling of  
U. S. Mail

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

ENCLOSURE (1)

DECLASSIFIED



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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

DivO P2700.4B  
20/WN/ltg  
11 Aug 67

DIVISION ORDER P2700.4B

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedures for Postal Services and Handling of U. S. Mail

Ref: (a) OPNAVINST P2700.14, U. S. Navy Postal Instructions  
(b) MCO P5000.3, MARCORPERSMAN, Chapter 10  
(c) FMFPac Order 2700.3, Subj: SOP for Postal Affairs

Encl: (1) LOCATOR SHEET

Reports Required: I. Report of Inspection of Postal Clerk's Accounts, par. 102.1e  
II. Quarterly Statistical Report of Navy Postal Operations (Report Symbol OPNAV 2700-1), par. 102.1h  
III. Quarterly Report of Domestic Registered, Insured, COD Business, par. 102.1h  
IV. Military Post Office (MPO) Report of Money Order Business, par. 405.2

1. Purpose. To define the responsibilities of personnel concerned with handling U. S. Mail and providing mail services within this Division and to publish general information concerning the handling of such mail in accordance with references (a) through (c).

2. Cancellation. Division Order 2700.4A.

3. General. The postal service and mail handling functions within this Command operate as part of the U. S. Navy Postal Service. The Navy Postal Service is part of, and complements, the U. S. Postal Service, and must conform to the mail handling procedures established by the Postal Manual, and such supplementary instructions as may be published by proper authority. Efficiency in the handling of mail depends upon active command supervision of mail handling functions, with particular emphasis on supervision of the services rendered by unit mail orderlies.

4. Action. Commanding Officers shall be guided by the provisions of this order in the conduct of U. S. Mail procedures in their organizations.

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DivO P2700.4B  
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5. Recommendations. Recommendations concerning the contents of this Division Order are invited. Submit via appropriate chain of command for evaluation.

6. Certification. Reviewed and approved this date.

  
H. J. WOESSNER  
Chief of Staff

DISTRIBUTION: "A" & "B"

## SECTION I

DUTIES AND RESPONSIBILITIES FOR HANDLING MAIL WITHIN THIS DIVISION

101. General. In order that postal service within this Division may be administered efficiently and expeditiously, the duties and responsibilities of those personnel concerned are defined and explained in the following paragraphs.

102. Division Postal Officer

1. The Division Postal Officer is responsible for the supervision, operation and administration of postal services within this Command to include, but not be limited to, the following:

- a. Organization of the Division Postal Section.
- b. Proper handling and security of U. S. Mail.
- c. Functioning as Custodial Officer for custody, control and distribution of money order forms.
- d. Functioning as Custodial Officer for all Post Office Department and Marine Corps equipment issued for use in the 1st Marine Division Post Office and the postal units assigned thereto.
- e. Inspections and audits of the Division Post Office and postal units thereof, in accordance with current directives and submission of Report of Inspection of Postal Clerks' Accounts (POD Form 6019-I (NPO)) upon completion of the inspection.
- f. Monthly inspections of mail orderlies and unit mail handling facilities, reporting any unsatisfactory inspections to the Commanding General (Attn: Division Inspector). A copy of all completed inspection check lists (NAVMC 10487-PD) will be sent to the Commanding Officer concerned.
- g. Keeping the Division Adjutant informed of requirements and conditions of the Division Postal Section.
- h. Submission of the Quarterly Statistical Report of Navy Postal Operations (OPNAV Report Symbol 2700-1), the Quarterly Report of Domestic Registered, Insured, C.O.D. Business, and any other statistical reports which may be required from time to time.
- i. Effecting designation, detail to duty, relief from duty and, when necessary, revocation of designation of postal clerks.
- j. Maintaining liaison with civilian postal officials and other commands concerning postal matters.

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k. Conducting or assisting in the conduct of investigations involving U. S. Mail depredations and irregularities.

l. Scheduling and expediting postal service by insuring that adequate personnel, transportation, security and storage facilities are available.

### 103. Commanding Officer

1. Commanding officers are responsible for administration and operation of postal services within their commands to include, but not limited to the following:

a. Assigning an officer, in writing, additional duty as postal officer.

b. Ensuring that changes of postal officers and mail orderlies are kept to a minimum.

c. Publishing a mail handling order in accordance with MCO P5000.3, MARCORPERSMAN, paragraph 10003.

d. Establishing mail rooms when deemed necessary.

e. Expediting the handling of U. S. Mail by providing the serving post office with adequate security for the mail, postal funds and effects, adequate living and working facilities for efficient operations, and transportation for the dispatch and receipt of U. S. Mail for the organization. Vehicles assigned for transporting U. S. Mail will not be utilized for any other purpose as long as mail is aboard the vehicle.

f. Appointing a minimum of two mail orderlies in accordance with MCO P5000.3, MARCORPERSMAN, paragraph 10151. At least one mail orderly should be appointed on a full time basis if a mail room has been established. Where it is impracticable for addressees to receive registered, certified and insured mail direct from the serving post office, commanders will require mail orderlies to receipt for all registered, certified and insured mail turned over to them for delivery. This authorization will be so indicated on the Mail Orderly Appointment Card (DD Form 285), and the notation "All Mail" will be entered in the appointment log adjacent to the name of the individual. Mail Orderly Appointment Logs will be maintained, utilizing NAVMC Form 10594-PD, by all organizations, staff sections and other activities who may appoint mail orderlies. Logs of appointments issued will be retained for a period of two years, and appointment forms will be retained only until revoked. Mail Orderly Appointment Logs and blank mail orderly appointment cards will be retained in the custody of the unit postal officer and not in the mail room or serving post office.

g. Ensuring all appointed mail orderlies (primary and alternate at all echelons) are thoroughly indoctrinated in their assigned mail handling duties.

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ding duties prior to such appointment, and that mail orderlies read and understand applicable mail handling directives received from this and higher headquarters.

h. Providing mail orderlies with necessary current information to permit proper delivery or forwarding of mail. Such information shall include copies of leave papers, and orders.

i. Requiring mail orderlies operating mail rooms to maintain a complete and current directory, to include personnel transferred or discharged during the preceding six months.

j. Furnishing one legible copy of the Personnel Action Report (PAR) (Sheet Format) to the post office servicing the organization as soon as possible after preparation. Copies of the PAR (Sheet Format) should normally be delivered not later than the day following the date of preparation. Units not serviced by Division Post Offices will submit copies of the PAR (Sheet Format) directly to the Division Postal Officer, via U. S. Mail.

k. Ensuring that OPNAV Form 2700-5 (New 6-61) (Notice of Change of Address) cards are available to individuals and are properly utilized as required by MCO P5000.3, MARCORPERSMAN, paragraph 10008.

l. Ensuring that, upon revocation of a mail orderly appointment, the serving mail room or post office is promptly notified of the revocation.

m. Keeping the Division Postal Officer informed, as far in advance as practicable, of all matters which will affect the timely delivery, dispatch or routing of U. S. Mail.

n. Submitting a report of corrective action taken on all discrepancies noted on the Division Monthly Mail Room Inspection check list when such check list contains an "Unsatisfactory" marking, to the Commanding General, 1st Marine Division (Attn: Division Inspector) not later than ten working days after the date of receipt of the inspection check list. Forward one copy of the check list direct to the Division Postal Officer, via U. S. Mail, for information.

o. Retaining the duplicate key(s) to the mail room. Duplicate keys will be sealed in an envelope, endorsed to show the contents, and retained by the commanding officer. Flaps of the envelope will be endorsed by the mail orderly and unit postal officer after sealing.

p. Requisitioning and maintaining a 30 day supply of:

(1) DD Form 285 (Mail Orderly Appointment Card)

(2) OPNAV Form 2700-5 (New 6-61) (Notice of Change of Address) (approximately five cards per man).

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(3) NAVMC 10487-PD (Unit Mail Room Inspection Check List).

(4) NAVMC 10572-PD (Mail Directory File Card).

(5) NAVMC 10594-PD (Mail Orderly Appointment Log).

2. In addition to the above, the Commanding Officer, Headquarters Battalion will furnish the Division Postal Officer or his authorized representative daily transportation to conduct surprise inspections of unit post offices and mail rooms. Commanding officers will also provide sufficient daily transportation to adequately meet all incoming and outgoing mail schedules.

#### 104. Organizational Unit Postal Officers

1. Unit postal officers will advise and assist the commanding officer in the detailed supervision of postal matters within the command to include, but not be limited to, the following:

a. Instructing mail orderlies in the proper procedures for processing and safeguarding U. S. Mail.

b. Inspecting mail orderlies, mail rooms and mail handling procedures once weekly to insure compliance with existing directives and regulations. NAVMC 10487-PD (Unit Mail Room Inspection Check List) will be prepared and maintained in the mail room. This inspection will not be conducted on the same day each week.

c. Retention and accountability of the NAVMC 10594-PD (Mail Orderly Appointment Log) and all blank DD Form 285 (Mail Orderly Appointment Card). Ensure that all completed appointment cards are serialized for strict accountability and that they correspond with the serial number assigned in the appointment log.

d. Keeping the Division Postal Officer informed of complaints, inquiries and suggestions relative to mail service.

e. Ensuring immediate corrective action is taken on all discrepancies noted during inspections conducted by the Division Postal Officer or his representative, and those inspectors representing higher headquarters.

2. Upon deployment of a unit, to which a Division Postal Unit is assigned, and when directed by the Commanding General, the unit postal officer will conduct the monthly inspection and audit of the postal unit, in accordance with OPNAVINST P2700.14-, paragraph 6105, submitting original and four copies of the inspection report to the Commanding General (Attn: Division Postal Officer).

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**105. Marine Corps Postal Clerk/Assistant Marine Corps Postal Clerks**

1. The Marine Corps Postal Clerk and Assistant Marine Corps Postal Clerks assigned to the Division Postal Section will perform, but not be limited to, the following duties:

- a. Expeditiously process all incoming and outgoing mail matter.
- b. Conduct postal finance business in accordance with current postal regulations.
- c. Report to the Division Postal Officer all inquiries and claims concerning loss, rifling, delay and damage of mail matter.
- d. Maintain in the Division Post Office an up-to-date postal directory of all personnel assigned and attached to the 1st Marine Division. The Postal Directory will include the names of all personnel transferred or separated during the preceding six months. The directory will be kept up-to-date from information obtained from PAR (Sheet Format), transfer orders and Notice of Change of Address cards (OPNAV Form 2700-5 (New 6-61)).
- e. Maintain daily statistical information as may be required.
- f. Ensure prompt preparation and submission of Military Post Office (MPO) Report of Money Order Business, by the money order clerk, as required by OPNAVINST 2700.144, paragraph 6104, and in accordance with the instructions contained in paragraphs 405.1 and 405.2 of this order.

2. Assistant Marine Corps Postal Clerks in Charge of unit post offices will conduct a weekly surprise audit of Assistant Marine Corps Postal Clerks' accounts assigned to their units, using POD Form 3294 (Stamp Stock Inventory). Assistant Marine Corps Postal Clerks in Charge will verify the audit as to its correctness by initialing POD Form 3368 (Fixed Credit Inventory Record) after proper entries have been made. Whenever the authorized fixed credit or money order business does not properly balance within \$10.00 over or short, immediate notification will be made to the Division Postal Officer.

**106. Mail Orderlies**

1. Mail orderlies maintaining mail rooms shall:

- a. Maintain a log showing the date and time mail has been received by authorized mail orderlies serviced by the mail room.
- b. Maintain a current and correct postal directory of personnel serviced by the mail room, utilizing NAVMC 10572-PD (Mail Directory File Card). Mail room directory cards shall be filed alphabetically, regardless of service, grade, component or physical location of the

106.1

individual and shall be retained in file for a period of six months after the individual has permanently left the organization/unit or area.

c. Upon receipt of OPNAV Form 2700-5 (New 6-61) (Notice of Change of Address), record the information on the individual's Mail Directory Card and forward the Notice of Change of Address card to the serving post office immediately. Both Mail Directory File Card and Notice of Change of Address card will be signed by the individual requesting disposition of mail.

d. Advise personnel completing OPNAV 2700-5 (New 6-61) (Notice of Change of Address) card, that the label should be removed from magazines, newspapers, etc., and attached to the card in order to provide publishers the publication key number and letters. This will assist publishers in correcting their address plates.

e. Immediately backstamp all mail upon receipt, by stamping the date of receipt on the reverse side with a line dater. This may be handwritten if no line dater is available.

f. Instruct all newly arrived personnel to check with the serving post office for any "hold" mail which may have been forwarded from their last mailing address.

g. Surrender mail only to actual addressees, authorized mail orderlies, or other designated Marine Corps personnel assigned to this Division.

h. Return all mail for which a forwarding address is not readily available to the serving post office for immediate directory service.

i. Deliver "Returned to Writer" mail to the serving post office for processing and directory service at the Division Postal Directory.

## SECTION II

GENERAL INFORMATION RELEVANT TO THE MARINE CORPS POSTAL CLERK,  
ASSISTANT MARINE CORPS POSTAL CLERKS AND MAIL ORDERLIES

201. Marine Corps Postal Clerk. Only one Marine Corps Postal Clerk will be assigned to the Division Postal Section. The designated Marine Corps Postal Clerk shall assume responsibility for the function of the specific office for which designated, including all financial transactions connected therewith.

202. Assignment. The number of Assistant Marine Corps Postal Clerks shall be in accordance with the current effective Table of Organization.

203. Designation and Relief. The Marine Corps Postal Clerk and Assistant Marine Corps Postal Clerks shall be designated, detailed, revoked and relieved from duty in accordance with MCO P5000.3, MARCORPERSMAN, paragraphs 10104, 10105 and 10106. Form 10244-PD (Marine Corps Postal Clerk Identification Card) shall be issued and accounted for by the Division Postal Officer.

204. Postal Funds, Effects and Duties

1. Designated Division Postal Officers, Marine Corps Postal Clerks, and Assistant Marine Corps Postal Clerks are the only personnel authorized to handle postal funds and effects in the Division Postal Section.

2. Postal clerks will not be required to handle funds other than stamp or money order funds.

3. Designated postal clerks shall not be assigned to duties other than postal.

4. Enlisted personnel designated and/or detailed to duty as Marine Corps Postal Clerk and Assistant Marine Corps Postal Clerks will be carried on the rolls of Headquarters Company, Headquarters Battalion, 1st Marine Division.

205. Primary Instruction of Mail Orderlies. All newly appointed mail orderlies who will be performing duties in mail rooms will report to the Assistant Marine Corps Postal Clerk in Charge of the serving post office for basic indoctrination and instruction on proper mail handling procedures.

206. Mail Orderly Appointment Card. DD Form 285 (Mail Orderly Appointment Card) shall be carried by the mail orderly when collecting mail. A signed copy of the appointment card will be on file at the office from which he receives the mail, and in the files of the organization from which appointed.

## SECTION III

INSTRUCTIONS FOR OPERATION OF MAIL ROOMS

301. General. Mail rooms may be established as deemed necessary by commanding officers. A room of wired enclosure, the doors of which may be locked, is considered the minimum acceptable security requirement for storage of U. S. Mail. Windows shall be reinforced with bars or heavy wire mesh screen. When in a combat zone, a locked field desk or foot locker, etc., secured in a tent, is acceptable as minimum security for storage of U. S. Mail.

302. Posting of Directives and Appointments

1. The following documents will be maintained in each mail room.

- a. Copy of this order.
- b. Organization and/or unit mail handling order.
- c. Copy of paragraphs 2700 and 2710, Marine Corps Manual. (Will be furnished by commanding officer.)
- d. OPNAVINST P2700.14\_\_, U. S. Navy Postal Instructions. (Will be furnished by commanding officer.)
- e. Chapter 10, MARCORPERSMAN. (Will be furnished by commanding officer.)
- f. Applicable instructions and memoranda periodically published by the Division Postal Officer.
- g. A properly completed and signed DD 285 for each mail orderly authorized to receive mail from the mail room.
- h. Unit postal officer's appointment.
- i. Copy of each NAVMC 10487-BD (Unit Mail Room Inspection Check List) completed during the preceding six months.
- j. POD Form 3850 or DD Form 434 (Record of accountable mail).
- k. If applicable, a letter of authorization for personnel to receipt for official, registered, certified and insured mail for the commanding officer.

303. Space Utilization and Admittance. Mail rooms must provide sufficient space for processing the volume of mail handled. Wall lockers, field desks, etc., are not considered adequate for proper storage or

303.1

security except as noted in paragraph 301. 350 cubic feet with 50 square feet, (5X10) floor space, is considered the minimum space requirement.

1. Mail rooms shall not be utilized for any other purpose than the processing of U. S. Mail. Guard mail will not be processed or intermingled with U. S. Mail.
2. Only personnel indicated in OPNAVINST 2700.14, paragraph 8104.2 will be admitted into a mail room within this Division.

SECTION IVGENERAL INFORMATION CONCERNING U. S. MAIL AND MONEY ORDERS401. Mail Readdressal

1. Mail for personnel who are temporarily absent from their unit will be forwarded in accordance with the provisions of MCO P5000.3, MARCOR-PERSMAN, paragraph 10010, and supplementary instructions contained herein.

2. The words "Brig", "Confined", "Deserter", or other derogatory notations will NOT be entered on any mail matter or used as part of an address.

3. Mail from the President of the United States, or members of Congress will not be readdressed, returned to sender or forwarded, but will be returned to the serving post office with all information as to the status and location of the individual to whom the mail is addressed, on a sheet of paper attached to the letters.

4. The following instructions apply to the disposition of all undeliverable mail by mail orderlies:

a. Mail orderlies who do not maintain mail rooms are required to return all undeliverable mail, in their possession at the end of the day, to the post office or mail room from which obtained. That mail which can be delivered at a later date will be retained in the mail room until delivery can be accomplished. Mail for personnel on whom there is no record will be suitably endorsed and promptly forwarded. In cases of widely deployed companies where undeliverable mail cannot be returned to the serving mail room because of safety reasons, such mail may be retained overnight in the Commanding Officer's safe, or other locked receptacle, for safekeeping. All mail returned from the section mail orderlies shall immediately be backstamped on the reverse side.

b. Mail for deceased personnel, deserters, and those missing in action shall NOT be endorsed in any matter but shall be promptly returned to the serving post office under separate cover with a notation indicating the status of the individual. Verification by the commanding officer will be obtained before mail in this category is returned.

c. Mail for personnel on unauthorized absence shall NOT be endorsed in any matter but shall be retained in the mail room until the individual has returned, been declared a deserter, or until further information is received which will provide a suitable forwarding address.

d. Mail for casualties who have been evacuated out of the Republic of Vietnam will be readdressed as follows, and forwarded under separate cover to the Division Postal Officer:

401.4

Casualty Mail Section  
Camp S. D. Butler  
FPO San Francisco 96673

e. Mail for casualties who are admitted to the USS REPOSE, USS SANCTUARY, Naval Support Activity Hospital, 6th Convalescent Center, Cam Ranh Bay, or 12th USAF Hospital, Cam Ranh Bay will NOT be readdressed to Casualty Mail Section, but will be readdressed as follows and forwarded under separate cover to the Division Postal Officer:

To sk  
USS REPOSE  
FPO San Francisco 96601

To sk  
USS SANCTUARY  
FPO San Francisco 96601

To sk  
NSA Hospital  
FPO San Francisco 96601

To sk  
6th Convalescent Center  
APO San Francisco 96326

To sk  
12th USAF Hospital  
APO San Francisco 96326

f. Mail for personnel who are confined in the brig at Camp Butler will be readdressed and forwarded to:

Box 10  
Camp S. D. Butler  
FPO San Francisco 96673

g. Mail for personnel who are confined at the III MAF Brig at Danang, RVN will be readdressed and forwarded to:

Box A, 3rd MP Bn  
Force Logistic Command  
FPO San Francisco 96602

h. Mail for personnel temporarily absent will be handled in accordance with the instructions contained in MCO P5000.3, MARCORPERSMAN, paragraph 10153.1d(1). To preclude the return of such mail to the sender, commanding officers will insure that all personnel who will be absent in the line of duty for a period of ten days or more, check out with the unit mail orderly prior to departure, for the purpose of indicating desired disposition of personal mail during their absence. Hospitalized personnel are not considered in this category, and mail for such personnel shall be forwarded promptly as outlined in subparagraph d. or e. above.

i. Mail addressed to personnel for whom there is no record in the mail directory file shall be endorsed, on the reverse side of the cover,



to indicate the activity at which directory service was rendered, the initials of the mail orderly endorsing the mail, and the current date.

j. In the event registered, certified or insured mail is undeliverable as addressed, the Mail Arrival Notice (POD Form 3849) will be suitably endorsed and processed in accordance with MCO P5000.3, MARCORPERSMAN, paragraph 10153.2j(1).

5. Mail for which a forwarding address is available will be forwarded without delay. The name of the addressee will not be written, marked, or stamped over. If the name, grade, or service number of the addressee is not complete, the omitted parts must be furnished to aid later delivery. A single line will be drawn through the incorrect portion of the address, so as not to obliterate it, and the complete forwarding address, date of transfer, UD/PAR number and the mail orderly's initials shall be written neatly and legibly on the face of the envelope in the lower left hand corner, if space permits. Subsequent endorsements, whenever possible, will be placed above previous endorsements, the word "over" will be written on the front, and additional endorsements will be written on the reverse side of the cover. Abbreviations shall not be used as part of the forwarding address, except those which are normally used in civilian addresses. For example, CLNC will not be used for Camp Lejeune, North Carolina, PISC will not be used for Parris Island, South Carolina, etc.

6. All endorsements on U. S. Mail shall be made in pencil and must be initialed by the mail orderly making the endorsement.

7. Mail which has received directory service shall be returned to the serving post office separately from uncanceled (raw) mail.

#### 402. U. S. Mail Received or Opened by Mistake.

1. A person or office receiving mail not intended for them will immediately return such mail, unopened, to the mail orderly or serving post office for proper delivery to the addressee.

2. A person opening mail by mistake will immediately endorse such mail on the face of the cover, as indicated below, and return it to the mail orderly or serving post office.

Opened by mistake (Date)  
(Full name and legible signature)  
(Grade and service number)  
(Organization)

a. Personnel shall not examine the contents of mail opened by mistake, but will treat it as though it were sealed.

b. The serving post office will affix the gummed label "Officially Sealed" provided by the Post Office Department, and stamp the letter or

403.1

parcel with that office's all-purpose chop. The postal clerk will then place his initials on the seal and immediately forward the mail to the proper addressee.

#### 403. Registered, Certified and Insured Mail

1. Handling of registered, certified and insured mail by Marine Corps Postal personnel will be in accordance with the instructions contained in OPNAVINST P2700.14, paragraph 11201, and current postal regulations.

2. The delivery of all personal registered, certified and insured mail will be made at the serving post office to the addressee or his agent, as applicable.

3. Mail orderlies are not authorized to handle personal registered, certified and insured mail except when specifically authorized by the commanding officer as outlined in OPNAVINST P2700.14, paragraph 8108, or the addressee in writing in each specific case.

4. Official registered, certified and insured mail may be handled by mail orderlies, at the discretion of the commanding/responsible officer. Accountable type mail addressed to the commanding officer may be delivered by the mail orderly to an authorized agent of the commanding officer. The authorized agent shall be designated in writing, by title; e.g. Adjutant, Executive Officer, SgtMaj, Supply Officer, etc, and a copy of such designation posted in the serving mail room.

5. When mail orderlies are authorized to receipt for accountable type mail, they will be required to maintain a log of receipts in accordance with the instructions contained in OPNAVINST P2700.14, paragraph 8101.3.

#### 404. Main Post Office and Unit Post Office Hours of Operation

1. Hours of operation of the Division Post Office will be as prescribed by the Division Postal Officer.

2. Hours of operation of unit post offices will be prescribed by the Division Postal Officer, in coordination with the area commander of the area being served.

#### 405. Issuance of Domestic Money Orders

1. The daily audit of money order business transacted by the Division Post Office and unit post offices shall be conducted by disbursing officers or their deputies in accordance with the provisions of OPNAVINST P2700.14, paragraph 1406, and NAVCOMPTMAN, paragraphs 041411 and 141412.

2. The Military Post Office Report of Money Order Business will be in accordance with the instructions contained in MCO P5000.3, MARCOMPERMAN, paragraph 10011.3 and OPNAVINST P2700.14, paragraph 7405.

4-4

3. The custody control and distribution of blank money order forms will be regulated in accordance with OPNAVINST P2700.14, paragraph 7402, except that Assistant Marine Corps Postal Clerks in charge of outlying unit post offices may be authorized to retain custody of reserve blank money order forms that have been issued to them as authorized by MCO P5000.3 MARCORPERSMAN, paragraph 10011.2.

4. The following procedures will be followed for the purchase of money orders:

(a) Each purchaser of a money order will be required to produce his identification card and a completed MACV Form 311, available at the post office, prior to the postal clerk issuing such money order. One copy of the MACV Form 311 is required for each money order purchased, except that purchasers applying for more than one money order to the same payee will complete one MACV Form 311 and place the total amount applied for in the space provided on the form.

(b) The postal clerk will print, in ink, in the appropriate space on each money order issued, the name and service number of the purchaser. If the purchaser is a civilian, the address on his ID card will be entered in lieu of the service number.

(c) Unit mail orderlies, when purchasing money orders as an agent for other members of his organization, will produce a letter signed by a commissioned or warrant officer of the organization concerned. This letter must contain the name, rank, service number and total dollar value of money orders the mail orderly is authorized to purchase for each member of the command. One copy of this letter of authorization must be given to the postal clerk for the post office files. Legible, hand written letters of authorization are acceptable. Unit mail orderlies will maintain appropriate records as indicated in OPNAVINST P2700.14, paragraph 8111.5a. For the purpose of this Order, each name listed on such an authorization is defined as a "primary purchaser".

(d) Agents purchasing money orders will insure that primary purchasers are authorized the use of military postal facilities.

5. All blank money order forms will be strictly accounted for at all times. DD Form 885 (Money Order Control Form) will be used for this purpose. Assistant Marine Corps Postal Clerks in Charge will issue blank money order forms to Assistant Marine Corps Postal Clerks on a daily basis using DD Form 885 for accountability. The exchange of blank money order forms between units is prohibited.

6. Money orders will be issued only to payees residing in the U. S.,

406.1

U. S. Territories or possessions (which include Guam, Virgin Islands, Puerto Rico, Samoan Islands, Wake Island, etc.) and the countries listed below:

Antigua	Dominica
Bahamas	Grenada
Barbados	Jamaica
British Honduras	Saint Kitts-Nevis-Anguilla
British Virgin Islands	Saint Lucia
Canada	Saint Vincent
Canal Zone	Trinidad and Tobago

f. Individuals who refuse to complete a MACV Form 311 for money orders desired, or refuse to show their identification card, will not be permitted to purchase a money order.

g. The MACV Form 311 and letters of authorization will be submitted by the postal clerk to the appropriate postal officer with the Daily Report of Money Order Business. Postal officers will retain letters of authorization in the post office files and forward all MACV Form 311 to the Commanding General, III Marine Amphibious Force (Attn: Provost Marshal), FPO San Francisco 96602 on a sixty day basis.

#### 406. Payment of Money Orders/U. S. Treasury Checks

1. U. S. Postal Money Orders may be cashed during the money order business hours if cash on hand is available in the money order account. The money available to pay U. S. Postal Money Orders will depend on the amount of money orders issued. No money order reserve is provided the Division Post Office or unit post offices, and money order accounts are closed out daily.

2. U. S. Treasurer checks issued by disbursing officers in Vietnam will NOT be cashed. Other U. S. Treasurer checks may be cashed, provided funds are available. The checks must be drawn in favor of the person who presents it for payment. Second Endorsement checks will not be honored.

3. Military Postal Clerks are not authorized to pay money orders issued by banks, express, or telegraph companies.

#### 407. Mobile Money Order Unit

1. A mobile money order unit is available to service those units not located near a stationary unit post office. Commanding Officers of battalion size units, or larger, desiring this service may make reservations by contacting the Division Postal Officer.

2. The conditions for obtaining a mobile money order unit are set forth as follows:

4-6

- a. Transportation will be furnished by the using organization.
- b. The mobile money order unit will be picked up not later than 0900 at the Division Post Office, and returned no later than 1600 unless prior arrangements have been made with the Division Postal Officer, or the Marine Corps Postal Clerk.
- c. Rations will be provided the Assistant Marine Corps Postal Clerk operating the mobile money order unit by the using organization.
- d. Armed security will be provided to the mobile money order unit during transit and at the site where the unit is open for business.
- e. The vehicle transporting the mobile money order unit will not normally be utilized for other purposes such as liberty parties, PX runs, etc.

#### 408. Nonmailable Matter

1. Military postal clerks shall inquire as to the nature of contents of all parcels offered for mailing to avoid acceptance of anything that is nonmailable.
2. Nonmailable matter includes all matter which is by law, regulations or treaty stipulation prohibited from being sent in the mails or which cannot be forwarded to its destination because of illegible, incorrect or insufficient address.
3. Some of the most common items classified as nonmailable are:
  - a. Obscene and indecent matter.
  - b. Lotteries, fraudulent and libelous matter.
  - c. Intoxicating liquors or illicit drugs.
  - d. Firearms.
  - e. Explosive, flammable or poisonous matter.
  - f. Bombs, grenades, live rounds, percussion caps and chemical warfare agents in toxic form.
4. Severe penalties, by fine or imprisonment, or both, are provided for persons who knowingly mail, or cause to be mailed, any matter which has been declared nonmailable under law. Serving post offices will provide patrons with information on specific cases.

409.1

409. Postal Zoning Improvement Plan (Zip Code)

1. The Zip Code is an expansion of the outmoded postal delivery zone system. It has been designated by the Post Office Department to provide a uniform coding arrangement by which mail may be mechanically pre-sorted and more speedily handled by postal employees.
2. All personnel organizations/units of the 1st Marine Division will use the Zip Code 96602 as part of their mailing address. This Zip Code will be included as part of the printed address when stationery, envelopes and forms are ordered by Marine Corps Activities.

410. Use of Penalty Indicia/Postage and Fees Paid Envelopes

1. Envelopes, labels, endorsements with penalty indicia/Postage and Fees Paid affixed are to be used for official business only. Private use of these envelopes, labels, or endorsements to avoid payment of postage or registry fees is a violation of the Uniform Code of Military Justice.
2. The crossing out, or otherwise obliterating of the printed penalty indicia/Postage and Fees Paid statement, in order to facilitate private use is a violation of the Uniform Code of Military Justice.
3. Penalty Indicia/Postage and Fees Paid envelopes will not be utilized for items being transferred within the Division Guard Mail Section.

411. Transportation Provided Military Mail

1. Air Mail, including air parcel post is normally provided commercial air transportation over the entire route of travel.
2. First Class Mail, including letter mail and parcels marked "First Class" is provided air transportation to CONUS by commercial air carriers at approximately one-half the cost of air mail or by MATS at a further reduced rate. Upon arrival at the port of entry, this mail is provided rapid surface transportation within the continental United States.
3. Official fourth class mail marked "Special Handling" is provided the same handling and transportation as first class mail.
4. The above information is provided commanding officers of this Division, in order that the most economical class of mail may be used, consistent with delivery requirements.

4-8

414.1

412. Marine Corps Institute Mail

1. Marine Corps Institute mail, addressed to "Commanding Officer \_\_\_\_\_" or "Commanding Officer of \_\_\_\_\_" shall be delivered to the authorized representative of the commanding officer indicated in the address for opening and processing as "Official Mail".

2. In the event the individual to whom the correspondence pertains has been reassigned to another organization (except to a separation section), the correspondence will immediately be readdressed by endorsement and forwarded to the individual's new commanding officer.

a. Post Cards addressed to "Commanding Officer (of) \_\_\_\_\_" will not be forwarded by endorsement, but "Returned to Writer".

3. If the individual Marine to whom the correspondence pertains has been declared a deserter, is deceased, pending discharge, retired or released from active duty, the correspondence will be appropriately endorsed and returned to the originator.

413. Special Delivery Mail

1. Special Delivery Mail is handled and transported in the same manner and with the same expedition as first class mail. No special delivery service will be given to mail delivered through Marine Corps Post Offices or the mail orderly system. Although such mail is given immediate delivery at a civilian office, or address, this special handling is not provided by military activities. Personnel are reminded that payment of a Special Delivery fee does not insure safety of delivery or provide for the payment of indemnity.

414. COD Mail

1. Collection on Delivery (COD) service is not authorized in this Command. COD mail which inadvertently is forwarded to this Command by the Fleet Post Office will be returned to the sender as undeliverable. In accordance with current regulations, no attempt will be made by the Division Postal Section to deliver COD mail within this Command.

4-9

## SECTION VI

MAIL ROUTING

601. General. When any unit is scheduled for deployment from its usual camp confines, the Division Postal Officer will be notified as soon as possible prior to the move to properly process mail routing instructions.

602. Mail Routing Requests

1. All requests for mail routing from organizations of this Command will be submitted to this Headquarters (Attn: Postal Officer) by an appropriately classified message, or in writing. To avoid errors and to minimize delay in effecting mail routing changes, the following information is required when submitting requests for mail routing:

- a. Effective date.
- b. Organization title.
- c. Mail delivery point.
- d. Classes or types.
- e. Date new routing should be terminated, if necessary.

EXAMPLE: Effective immediately route all mail for  
2nd Battalion, 5th Marines to Danang.

2. A mail routing request must be received at the Division Post Office in sufficient time to preclude mail continuing to the old delivery point after the unit departs. Air and First Class Mail normally takes about six weeks before the change of routing can be properly executed.

603. Excessive Delay After Movement. Any unit that deploys from its usual camp confines and does not receive mail within a reasonable length of time upon reaching its final destination will notify this Headquarters (Attn: Postal Officer) immediately by message.



SECTION VII

FREE MAILING PRIVILEGE

701. Conditions of Entitlement

1. Upon arrival in Vietnam or its contiguous waters, personnel may utilize the free mailing privilege, providing the below listed requirements are met:

a. In the upper left hand corner of the address side of the envelope, the sender uses his complete military address including his name, rank, service number and service.

b. The sender writes the word "Free" in the upper right hand corner on the address side of the envelope.

c. Letter mail addressed to foreign countries will not bear the notation "Free". The endorsement "Postage Paid" and "Port Paye" must be machine or rubberstamped in the upper right hand corner. It will not be handwritten, handprinted or typewritten. If stamp or machine is not available, individual letters will be delivered to the serving post office for necessary endorsement.

d. Only personal letters, including post cards and personal magnetized tapes, in the usual and generally accepted form, will be sent free.

e. Any person hospitalized in a facility under the jurisdiction of the Armed Forces of the United States as a result of disease or injury incurred as a result of military service or operation in Vietnam or contiguous waters and air space thereover may utilize the free mailing privilege.

f. Matter mailed free may not be registered, insured or certified. It may be accepted as Special Delivery mail upon payment of the required fee.

g. Personnel away from Vietnam may not utilize the free mailing privilege except as indicated in subparagraph e above.

## SECTION VIII

CUSTOMS

801. General. Compliance with customs laws is the responsibility of the individual concerned. Postal personnel will assist personnel to the extent of ensuring that the appropriate customs declarations forms are attached to parcels presented for mailing.

1. All personal mail, except letter mail in its usual accepted form, must bear a customs declaration. Postal personnel will ensure that the appropriate customs declaration is prepared in accordance with current customs regulations.
2. Customs assessment on dutiable articles is made by the customs agent at port of entry and is paid by the addressee. Customs duty is collected at the post office servicing the addressee.
3. Customs declarations are not required on official mail being transmitted between military post offices and the United States provided the words "Official Business" appear on the parcels. Customs declarations are required on official mail addressed to geographic locations in foreign countries in accordance with instructions contained in the Directory of International Mail.
4. Customs duty is not normally imposed on:
  - a. Bonafide gifts not exceeding \$50.00 in value. Parcels will be endorsed "Bonafide Gift" \$50.00 Exemption Claimed under Public Law". The aggregate value of articles received by one person on one day, and exempt from the payment of duty, will not exceed \$50.00. Bonafide gifts do not include items which are:
    - (1) Purchased with funds provided by persons other than the sender.
    - (2) Purchased as an accommodation for others.
    - (3) To be held in the United States for future use of the sender.
    - (4) Returned to the United States for repair.
  - b. Personal and household effects of individuals returning to CONUS upon termination of extended duty overseas. This doesn't include effects of individuals on temporary duty for less than 140 days duration, employees of the American Red Cross, contractors employed by the U. S. Government, technical representatives, missionaries, employees of military banks, and persons in comparable categories which are not con-

800.5

sidered to be in the service of the United States within the meaning of Public Law 126. The address side of the parcel will be endorsed "Free Entry Claimed Under Public Law 126: Movement Orders Enclosed/Attached". A copy of the orders must be enclosed in, or attached to, the parcel.

c. For articles grown, produced, or manufactured in the United States which, after having been exported, are returned to the United States, unless advanced in value or improved in condition, the Customs Declaration will be endorsed "United States Merchandise".

5. Items normally imported by military personnel are appraised at the wholesale price within the country of origin. This is generally the export price. When wholesale appraisals cannot be determined, the articles would then be appraised at (1) U. S. value, (2) constructed value, or (3) American selling price. Postal personnel are in no position to advise patrons of the amount of duty they may be assessed on items mailed.

## SECTION VIII

CUSTOMS

801. General. Compliance with customs laws is the responsibility of the individual concerned. Postal personnel will assist personnel to the extent of ensuring that the appropriate customs declarations forms are attached to parcels presented for mailing.

1. All personal mail, except letter mail in its usual accepted form, must bear a customs declaration. Postal personnel will ensure that the appropriate customs declaration is prepared in accordance with current customs regulations.

2. Customs assessment on dutiable articles is made by the customs agent at port of entry and is paid by the addressee. Customs duty is collected at the post office servicing the addressee.

3. Customs declarations are not required on official mail being transmitted between military post offices and the United States provided the words "Official Business" appear on the parcels. Customs declarations are required on official mail addressed to geographic locations in foreign countries in accordance with instructions contained in the Directory of International Mail.

4. Customs duty is not normally imposed on:

a. Bonafide gifts not exceeding \$50.00 in value. Parcels will be endorsed "Bonafide Gift" \$50.00 Exemption Claimed under Public Law". The aggregate value of articles received by one person on one day, and exempt from the payment of duty, will not exceed \$50.00. Bonafide gifts do not include items which are:

- (1) Purchased with funds provided by persons other than the sender.
- (2) Purchased as an accommodation for others.
- (3) To be held in the United States for future use of the sender.
- (4) Returned to the United States for repair.

b. Personal and household effects of individuals returning to CONUS upon termination of extended duty overseas. This doesn't include effects of individuals on temporary duty for less than 140 days duration, employees of the American Red Cross, contractors employed by the U. S. Government, technical representatives, missionaries, employees of military banks, and persons in comparable categories which are not con-

80.5

sidered to be in the service of the United States within the meaning of Public Law 126. The address side of the parcel will be endorsed "Free Entry Claimed Under Public Law 126: Movement Orders Enclosed/Attached". A copy of the orders must be enclosed in, or attached to, the parcel.

c. For articles grown, produced, or manufactured in the United States which, after having been exported, are returned to the United States, unless advanced in value or improved in condition, the Customs Declaration will be endorsed "United States Merchandise".

5. Items normally imported by military personnel are appraised at the wholesale price within the country of origin. This is generally the export price. When wholesale appraisals cannot be determined, the articles would then be appraised at (1) U. S. value, (2) constructed value, or (3) American selling price. Postal personnel are in no position to advise patrons of the amount of duty they may be assessed on items mailed.

## SECTION IX

PERSONAL MAILING ADDRESS

901. General. Commanding officers operating established mail rooms will insure that a personal mailing address is published in their mail handling order. Mailing addresses will be verified for accuracy with the Division Postal Officer prior to being published in the mail handling order.

1. The structure of the address will be four lines as follows:

1st Line .....Pvt John D. Doe 1234567 USMC  
 2nd Line .....3rd Battalion, 7th Marines (UNDERLINED)  
 3rd Line .....Co 1, 3rd Platoon or  
                   Btry E, 2nd Bn, 11th Mar  
 4th Line .....FPO San Francisco 96602

a. 1st Line. Rank, name, service number, and "USMC" or "USN" in all cases.

b. 2nd Line.

(1) Indicate the unit which operates the mail room or post office which is responsible for final delivery to companies, sections, etc. This title is the key factor in the mailing address, since sorting and routing is determined by this title at sorting and routing activities, particularly at FPO San Francisco. These titles will be the only ones entered into the Fleet Mail Routing Guide, Pacific, and are the only titles for which mail routing changes should be requested. Only those units listed in FMFPacO P2700.3, Appendix B may be shown on this line.

(2) Do not abbreviate this unit title, unless it is too long for a one line entry.

(3) This unit title should be underlined.

c. 3rd Line.

(1) This title signifies the company, section, detachment, etc. within the mail room/post office distribution scheme of the unit listed on the second line.

(2) Individuals assigned to one unit who are attached to a unit which has been assigned mail handling responsibility for attached units, will show their parent unit on this line, bearing in mind that the unit to which attached must be indicated on the 2nd line.

(3) Abbreviations may be used on this line.

901.2

d. 4th Line. "FPO San Francisco, 96602" will be shown in all cases.

2. a. The title "1st Marine Division" will not be included as part of the mailing address, except in the case of personnel assigned to Headquarters Battalion. In this instance, the title 1st Marine Division will appear on the 2nd line after the words "Hq Bn".

b. Personnel assigned to Headquarters Battalion will indicate their appropriate Division or Battalion Staff Section, on the 3rd line, or, if assigned to a company section, the company section will be shown thereon; e.g.:

Hq Bn 1st Marine Division  
Div Adj Section

Hq Bn 1st Marine Division  
S-2 Section

Hq Bn 1st Marine Division  
Hq Co. Supply Section

## SECTION X

CENSORSHIP

1001. General. In the event censorship is implemented, current Armed Forces Censorship Regulations and other applicable instructions issued by the Area Commanders or Senior Officers present will apply. FMFPACO 5530.1, supplements and amplifies those instructions on Primary Censorship applicable to the 1st Marine Division, and prescribes the manner in which Primary Censorship is established.



## SECTION XI

EMERGENCY DESTRUCTION

1101. Issuance of Incendiary Grenades. Upon entering a hostile area, 40 G-900 incendiary grenade hand (AN -M14) will be requisitioned by the Division Postal Officer for the emergency destruction of mail and equipment in the Main Post Office and 16 unit post offices.

1102. Destruction Procedures

1. Upon notification by this Headquarters or other appropriate authority, destruction of U. S. Mail and post office equipment will be accomplished by the Marine Corps Postal Clerk/Assistant Marine Corps Postal Clerk in Charge, only as a last resort, when evacuation has already been effected, and in accordance with the following priority:

- a. Official registered mail.
- b. Directory service cards (if applicable).
- c. Postage stamps.
- d. Currency and coins.
- e. Blank money order forms.
- f. Print punch money order machine.
- g. Accountable mail other than official.
- h. All remaining mail.
- i. P.O. Department Money Order Control, all-purpose, and cancelling stamps.
- j. Rotary keys, IA keys and locks.
- k. All other records, equipment, mail sacks, furniture, etc.

1103. Witnessing and Reporting

1. Whenever possible, the destruction of postal effects and funds will be witnessed by three officers, otherwise by other personnel as available.
2. A report of items destroyed is of great value and, whenever possible, the Marine Corps Postal Clerk/Assistant Marine Corps Postal Clerk in Charge will prepare an itemized list indicating the following:

1103.2

a. Number, originator, addressee, and description of contents, if other than personal letter material, of all registered, certified and insured mail.

b. Inclusive money order serial numbers of money order forms destroyed.

c. Serial number(s) of money order machine(s).

d. Stamps, checks, currency and coins shall be listed in accordance with destruction schedules contained in NAVCOMPTMAN, paragraph 042553.

e. Serial number of each Rotary and LA key destroyed.

f. Description and quantity of other postal equipment destroyed.

11-2

HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

PES	OIC
H	
DivO 1500.28E	
B/RWS/ckm	
16 Jan 1968	CC

DIVISION ORDER 1500.28E

From: Commanding General  
To: Distribution List

Subj: Land Mine Warfare, Demolitions and Boobytrap Training

Ref: (a) ForceO 1550.3

Encl: (1) Syllabus for the Land Mine Warfare, Demolitions and Boobytrap Course

Report Required: Monthly Attendance Report (Report Symbol 1stDiv 3400-14)  
(Par 4.c.)

1. Purpose. To establish the requirement for personnel to attend the subject training course and to establish the approved course of instruction.

2. Cancellation. DivO 1500.28D.

3. General

a. The enemy continues to place heavy reliance on the use of land mines and boobytraps. During recent months, more than 50% of the casualties sustained by 1st Marine Division personnel were the result of enemy mines and boobytraps. Use of land mines and boobytraps has been a favorite enemy tactic since the Viet Minh fought the French in the late 1940's and early 1950's, and the present enemy is not expected to change his tactics.

b. An effective counter mine/boobytrap program encompasses four phases: denying the enemy the materiel required to fabricate mines and boobytraps, offensive operations to deny the enemy the opportunity to emplace mines and boobytraps, training in the detection of emplaced mines and boobytraps, and passive measures to reduce the effectiveness of detonations. An ancillary program of rewarding GVN civilians who turn in or report the location of mines and boobytraps also contributes to the success of the countermeasures program.

c. Reference (a) provides guidance on counter land mine, boobytrap and demolition training to be conducted. The 1st Engineer Battalion operates a school to accomplish the required training. Three-day courses are convened every Monday and Thursday. Enclosure (1) contains the

DivO 1500.28E  
16 Jan 1968

syllabus for the Land Mine Warfare, Demolitions and Boobytrap Course. As a minimum training requirement, all infantry company commanders and gunnery sergeants, all infantry platoon leaders and platoon sergeants, and all rifle squad and fire team leaders will attend the subject course. This course should be attended prior to or as soon as possible after assignment to one of the aforementioned billets, but no later than one month after such assignment.

d. Organizations other than infantry may request quotas to the school; however, infantry units qualifying personnel in accordance with paragraph 3c will be given priority.

e. The 1st Engineer Battalion also conducts a one-day Flame Fougasse Course. This course is normally conducted on Sunday. Units desiring quotas to this course are authorized direct liaison with the 1st Engineer Battalion for scheduling and other pertinent details.

#### 4. Action

a. Infantry units under the administrative control of the 1st Marine Division will require the personnel holding the billets listed in paragraph 3c above to be qualified by having attended the three-day course offered by the 1st Engineer Battalion. Replacement personnel will be trained to maintain the standards of proficiency. Other units may send personnel as available quotas permit.

b. The scheduling of personnel is to be accomplished by direct liaison between the unit concerned and the 1st Engineer Battalion. Units should try to maintain a uniform input of personnel to the school to avoid overcrowded classes or the cancellation of classes due to insufficient student input. Submit quota requests by Wednesday for the two courses for the following week.

c. The 1st Engineer Battalion will report by the 5th of each month the number of personnel, by battalion, who attended the subject school during the previous month. Submit report to this Headquarters (Attn: G-3).

#### d. Administrative Instructions

(1) Organizations will issue TAD orders for a period of about four days directing the students to report to the 1st Engineer Battalion at coordinates AT947754 by 1800 the day prior to the first day of school.


(2) Units will arrange transportation for their students to and from the school.

(3) The 1st Engineer Battalion will billet and feed students.

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DivO 1500.30B  
16 Jan 1968

(4) Units will ensure that each student arrives with the following equipment: Individual weapon, helmet, appropriate web equipment with jungle kit, two canteens, flak jacket, pencil and note paper, blanket, clothing and personal effects for four days. Sergeants and below will require mess gear.

  
H. J. WOESSNER  
Chief of Staff

DISTRIBUTION: "A" & "C"

Copy to:

CG FMFPac (Fwd)	5
CG III MAF	5
CG 3d MarDiv	5
CG 9th MAB	5
CO Camp Butler	5

DECLASSIFIED

DivO 1500.28E  
16 Jan 1968

SYLLABUS

LAND MINE WARFARE, DEMOLITIONS AND BOOBYTRAP COURSE

1ST MARINE DIVISION

ENCLOSURE (1)

DECLASSIFIED

DECLASSIFIED

DivO 1500.28E  
16 Jan 1968

PROGRAM OF INSTRUCTION

COURSE: Land Mine Warfare, Demolitions and Boobytrap

PURPOSE: To teach students employment of standard U. S. explosives used for priming and firing military demolitions and to develop the students' working knowledge of US/VC mine/boobytrap doctrine, employment methods, detection and removal techniques.

- SCOPE: 1. U. S. land mines and fuzes
2. Viet Cong mines, boobytraps, methods of employment and detection and countermeasures.
3. Military explosives

PREREQUISITES: None

COURSE LENGTH: 3 days

SIZE OF CLASS: Approximately 30 students

FREQUENCY: 2 classes per week

LOCATION: 1st Engineer Battalion, 1st Marine Division, FMF

ENCLOSURE (1)

2

DECLASSIFIED

DivO 1500.28E  
16 Jan 1968SYLLABUS FOR DEMOLITIONS COURSE

8.75 hours

This course is designed to develop the student's working knowledge of explosives, methods of priming and techniques of employing standard U. S. military explosives.

<u>TIME</u>	<u>SUBJECT</u>
.5 hr	<u>Introduction:</u> To introduce the student to the range facilities and the scope of instruction.
1.0 hr	<u>Demolition Equipment:</u> To give the student a working knowledge of the equipment and accessories used in demolition work.
1.0 hr	<u>Military Explosives:</u> The characteristics and primary use of military explosives.
1.0 hr	<u>Non-electric Priming:</u> Preparing, priming and firing of non-electric firing systems.
.75 hr	<u>Electric Priming:</u> Preparing, priming and firing of electric firing systems.
2.5 hr	<u>Practical Application:</u> Preparing, priming and firing of electric and non-electric firing systems to include the pack and pole charges.
1.0 hr	<u>Special and Improvised Charges:</u> The characteristics, use and methods of priming shape charges, bangalore torpedoes and the flame fougasse.
1.0 hr	<u>Demolition Card:</u> The calculation and placement of steel-cutting, woodcutting and pressure and breaching charges.

SYLLABUS FOR LAND MINE WARFARE AND VC BOOBYTRAP COURSE

17.0 hours

This course is designed to provide the student with a basic knowledge of US/VC anti-personnel mines and boobytraps, to include detection and removal procedures.

<u>TIME</u>	<u>SUBJECT</u>
1.0 hr	<u>Fundamentals of Mines:</u> The types of initiating actions, firing chains and classification of any type mine.
1.0 hr	<u>U. S. Firing Devices:</u> The characteristics and employment of U. S. firing devices.



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DivO 1500.28E  
16 Jan 1968

1.0 hr	<u>U. S. AP Mines:</u> The characteristics, functioning and employment of U. S. AP mines.
1.0 hr	<u>Soviet Mines and Fuzes:</u> The characteristics, functioning and employment of Soviet mines and fuzes.
1.0 hr	<u>VC Explosive Devices:</u> The characteristics and functioning of standard and improvised devices employed by the Viet Cong.
1.5 hr	<u>VC Boobytrapping:</u> To familiarize the student with the employment, functioning and characteristics of Viet Cong boobytraps.
1.0 hr	<u>VC Trail Markings:</u> To familiarize the students with the methods and types of trail markers employed by the Viet Cong.
1.0 hr	<u>VC Caves, Bunkers and Tunnels:</u> To familiarize the student with the various types of caves, bunkers and tunnels used by the Viet Cong and the methods employed to destroy them.
2.0 hr	<u>Electronic Mine Detectors:</u> To introduce the student to the P-153 and the AN/PRS-4 mine detectors to include the characteristics, functioning and maintenance.
1.0 hr	<u>Sweep Team Procedure:</u> To give the student a general knowledge of the composition, tasks and the employment of an engineer sweep team.
2.5 hr	<u>Mine Detection:</u> To give the student a working knowledge of detecting mines and boobytraps by using the P-153 and AN/PRS-4 mine detectors.
1.0 hr	<u>Flame Fougasse:</u> The construction, placement, priming and firing of a flame fougasse.
1.0 hr	<u>Demonstration Trail:</u> To give the student a working knowledge of the detection and removal of Viet Cong boobytraps.
1.0 hr	<u>Examination:</u> To evaluate the student's progress and the effectiveness of the instruction.

ENCLOSURE (1)

## DECLASSIFIED

DivO 1500.28E  
16 Jan 1968LAND MINE WARFARE, DEMOLITIONS AND BOOBYTRAP TRAINING SCHEDULE

<u>TIME</u>	<u>SUBJECT</u>
First Day	
0730-0800	Introduction
0800-0900	Demolition Equipment
0900-1000	Military Explosives
1000-1100	Non-Electric Priming
1100-1145	Electrical Priming
1300-1530	Practical Application (priming)
1530-1630	Special and Improvised Charges
1630-1730	Demolitions Card
Second Day	
0730-0830	Fundamentals of Mines
0830-0930	U. S. Firing Devices
0930-1030	U. S. AP Mines
1030-1130	Soviet Mines and Fuzes
1300-1400	VC Explosive Devices
1400-1530	VC Boobytrapping
1530-1630	VC Trail Markers
1630-1730	VC Caves, Bunkers and Tunnels
Third Day	
0730-0830	P-153 Mine Detector
0830-0930	AN/PRS-4 Mine Detector
0930-1030	Sweep Teams
1030-1130	Practical Application (P-153)
1300-1400	Practical Application (Flame Fougasse)
1400-1530	Practical Application (AN/PRS-4)
1530-1630	Practical Application (Demonstration Trail)
1630-1730	Final Examination

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO San Francisco, California 96602

DivO P5080.1A  
46/HLB/jah  
17 Jan 1968

DIVISION ORDER P5080.1A

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedures for Civil Affairs

Ref: References (a) thru (t) listed on pages vi & vii

Encl: (1) LOCATOR SHEET

Reports Required: Listed on page viii

1. Purpose. To establish procedures for the conduct of civil affairs within the 1st Marine Division (Rein), FMF.
2. Cancellation. Division Order P5080.1.
3. Action. The procedures set forth in references (a) thru (t) herein shall govern the conduct of civil affairs within the 1st Marine Division (Rein), FMF.
4. Recommendations. Recommendations concerning the contents of this order are invited. Submit to the Commanding General, 1st Marine Division (Rein), FMF (Attn: G-5).
5. Applicability. This order is applicable to all units under operational and/or administrative control of the 1st Marine Division (Rein), FMF.
6. Certification. Reviewed and approved this date.

  
H. J. WOESSNER  
Chief of Staff

DISTRIBUTION: "A" & "B"

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DivO P5080.1A  
17 Jan 1968

LOCATOR SHEET

Subj: Standing Operating Procedures for Civil Affairs

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

ENCLOSURE (1)

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## RECORD OF CHANGES

Log completed change below as indicated.

[illegible]

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## REFERENCES

- (a) ICCI 1730.4 - Implementation of Personal Response Projects in I Corps.
- (b) Force/SA I Corps Order 3040.3 - Establishes policy designed to minimize noncombatant casualties and requires the development of civic action/psychological warfare plans in support of operations.
- (c) ForO 5080.2(NOTAL) - Provides information regarding the availability of supplies, other than MEDCAP, from civic action sources and the procedures to obtain them.
- (d) ICCI 5080.3-(NOTAL) - Provides information of the organization and logistic support of Medical Civic Action Program (MEDCAP) Teams. It sets forth the procedures for the preparation and submission of the MEDCAP Team monthly Activity Report.
- (e) ICCI 5080.4-(NOTAL) - Established policy and requirements for reporting civic action programs, pacification progress and Revolutionary Development.
- (f) ForO 5080.7(NOTAL) - Provides the basic concepts for civic action in the Republic of Vietnam.
- (g) ForO 5080.8(NOTAL) - Prescribes the criteria for civic action projects in the Republic of Vietnam.
- (h) ForO 7200.2 - Provides policy and instructions pertinent to solatium condolence payments.
- (i) DivO P3410.1(NOTAL) - Standing Operating Procedures for Psychological Operations.
- (j) DivO 5080.3- - Publishes Civic Action Areas of Responsibility within the 1st Marine Division TAOR.
- (k) DivO 5080.4- - Outlines the operating guidelines for utilizing the Free World Military Assistance Fund in conjunction with civic action projects.
- (l) DivO 5080.5(NOTAL) - Publishes instructions for the composition and maintenance of Unit Civic Action Area Folders by units engaged in civic action programs.
- (m) DivO 5080.8 - Publishes procedures in reporting of Civic Action Activity, Revolutionary Development, and Pacification Progress.

## REFERENCES (continued)

- (n) DivO 5710.2 - Establishment of Division Personal Response council to review the status of Vietnamese American relationships, to isolate particular problem areas, and to focus command interest in their solution.
- (o) DivO 5710.3 - Personal Response Project in the 1st Marine Division. To outline the method by which the Personal Response Project will be conducted and supervised.
- (p) DivO 5710.4 - Personal Response Course, publishes information as to the syllabus and commencement of the Personal Response school to be conducted at 1st Marine Division Headquarters.
- (q) DivO 5710.5 - Personal Response Contact Team and to define its function.
- (r) DivO 5710.6 - Quarterly Report for Personal Response Project, establishes times and procedures for this report.
- (s) DivO 5720.4 - Establishes procedures for submitting serious incident reports.
- (t) 1stMarDiv OP Order 307-66 (County Fair) - Provides direction in conducting County Fair Operations

REPORTS REQUIRED

- I. Weekly Civic Action Activity Report (Report Symbol ICCI 5080-4)  
Paragraph 602
- II. Pacification Progress Report (Report Symbol ICCI 5080-4)  
Paragraph 603
- III. MEDCAP Activity Report (Report Symbol MACV-303)  
Paragraph 604
- IV. Daily Report of Refugee Control  
Paragraph 1004
- V. After Operation Report (Refugee portion)  
Paragraph 1004

## SECTION I

GENERAL INFORMATION

101. GENERAL. This order is applicable to all units of the 1st Marine Division (Rein), FMF. Should the provisions of this SOP conflict with directives of higher authority, the latter shall prevail.

1. CIVIL AFFAIRS. Those phases of the activities of a commander which embrace the relationship between military forces and civil authorities and people in a friendly country or area where military forces are present. This relationship includes programs designed to aid in economic and social betterment of the local people.

2. CIVIL AFFAIRS OPERATIONS. Those activities which directly support a commander's political-military mission. Any project or activity of a military unit involving points of contact with, or designed to influence or control civilians and civil organizations outside the military establishment can be classified as civil affairs operation regardless of the location of the activity or the size of the participating military unit.

3. Military Civic Action is defined as that action performed by military forces utilizing military manpower, skills, equipment, or supplies designed to improve the economic and social conditions of an area and the people.

a. Civic Action covers a wide spectrum, from an individual Marine or sailor imparting his particular technical skill or knowledge to a civilian in order to help the civilian solve a problem or better his condition, to a unit sponsoring the construction of a school.

b. Effective Civic Action will enhance the stature of the military and civil government, gain the goodwill and active cooperation of the people, create an effective military/civilian structure to cope with insurgency, strengthen the economy, and increase the stability of an area.

102. POLITICAL STRUCTURE OF THE REPUBLIC OF SOUTH VIETNAM

1. The civil government of Vietnam extends from the Central government in Saigon, through the Province to the District, and down to the Village and Hamlet level.

2. The Province may be roughly equated to the state in U.S. Government, although the Province Chief in Vietnam is appointed by the central government. During the current military crisis, the Province Chief is a military man, usually of the rank of lieutenant colonel. Advising the province chief is a civilian from Civil Operations for Revolutionary Development Support (CORDS), who helps control the use of materials

102.2

supplied by the U.S. Also advising the province chief is a military advisor from MACV who has the additional duty of Deputy Advisor for CORDS.

3. At the district level, similar to the county in the U.S., is another military chief. Usually a captain, he is appointed by the President upon the recommendation of the province chief. He, too, is advised by a CORDS official who acts as the Deputy to the MACV advisor at district.

4. Villages, which approximate a U.S. township, are run by a village chief assisted by a council, police officer, and fiscal officer, all of whom are appointed by the province chief, under the authority of a Presidential decree of October 1956. There is no CORDS advisor at this level. Also, there exists a Village Citizen's Council which is an elective legislative body intended to provide democratic representation in the local government, but in some cases the people have not awakened to their responsibility to contribute to their own government. The Village Administrative Council, composed of the village chief, his assistant, and one to four members, are appointed by the province chief upon recommendation of the district chief. The Village Administrative Council actually manages the government.

5. Hamlets are administered by the hamlet chief, one or more deputies, and a Hamlet committee of five; Hamlet Chief, Political, Security, Youth, and Finance Commissioners. All committee members except one are elected for two-year terms just as on the Village Citizens Council. The youth commissioner and the hamlet chief are appointed by the district chief.

103. CUSTOMS AND TRADITIONS. Consideration must be given to the customs and traditions of the country.

1. RESPECT FOR ELDERS. Vietnamese elders are held in high esteem by the people and are usually treated with a high degree of respect. It is well to consider this with respect to civic action. Elders' festivals are a good means of conveying our approval for this respect for elders and will prove beneficial to efforts aimed at creating good rapport within a community. Organization of elders' festivals is highly recommended and close coordination should be maintained with Vietnamese officials during the planning and execution stages.

2. RESPECT FOR OTHER ADULTS. In addition to elders, mothers, religious leaders, teachers and government officials are normally shown respect. This should be considered throughout all facets of civic action.

3. RESPECT FOR NATIONAL SYMBOLS. Every effort should be made to instill a sense of national pride in the minds of the people. Such honors as saluting the flag, and singing the national anthem should be encouraged and when practical made a part of the ceremonies on such occasions as dedications of structures, festivals, etc.

## SECTION II

CONCEPT OF CIVIC ACTION

201. GENERAL. The 1st Marine Division concept for civic action in South Vietnam is based on guidance from higher authority and is aimed at supporting the Revolutionary Development Program. The term "Revolutionary Development" describes the total counterinsurgency effort. Basically, it includes military suppression of the insurgent Viet Cong, and behind the protective screen of military force, the exercise of government, political, economic and social measures designed to demonstrate to the populace that life under the GVN is practicable and desirable.

202. PHASES OF REVOLUTIONARY DEVELOPMENT. The major phases of revolutionary development are: Clearing, Securing, and Development.

1. CLEARING. Clearing is primarily a military phase during which VC military forces are eliminated from a specific area. This phase is not completed until all VC influence has been eliminated. The purpose of military civic action during this phase is to attain a favorable attitude from the inhabitants, and to foster collaboration in intelligence matters. These can be achieved by:

- a. Providing immediate assistance to the injured.
- b. Providing assistance to refugees and evacuees.
- c. Making temporary repairs to damaged structures.
- d. Making minor repairs to roads and bridges.
- e. Improving sanitation.
- f. Disciplined, well-behaved military forces, showing friendly interests in the people, respecting their rights and properties, and having due regard for their traditions and the pattern of their social structure.

2. SECURING PHASE. During the securing phase, the ground work is laid for the development phase, and residual military tasks from the previous established, and political, social and economic programs are instituted. Search and destroy operations are necessary in adjacent areas to relieve VC pressure on the zone being secured. Military civic action during the securing phase might include:

- a. Teaching sanitation, personal hygiene and first aid.
- b. Providing outpatient medical care.
- c. Improving waste disposal methods.

201.2

d. Stressing the use of military managerial/technical skills and equipment.

Close coordination is required with district and province officials to ensure successful implementation of this phase.

3. DEVELOPMENT PHASE. This phase occurs in fully secured areas. The civilian police should be capable of maintaining law and order after a period of time. As a perpetual phase, continued economic, social and cultural growth is the goal. Military civic action during the development phase is centered around those functions which influence community relations.

#### 203. GENERAL RESPONSIBILITIES

1. COMMANDERS. Commanders are responsible for the development of plans for the conduct of civic action in support of operations. When units are not actively engaged in operations of a direct military nature, every effort should be made to employ the resources at the disposal of the commander in the conduct of meaningful civic action which does not interfere with the accomplishment of the overall mission. The initiative and imagination of subordinate leaders should be exploited.

2. ASSISTANT CHIEF OF STAFF, G-5. General staff responsibility for the formulation and execution of civic action plans and policies and the supervision of civic action operations within the 1st Marine Division rests with the Assistant Chief of Staff, G-5. He will submit recommendations to the Commanding General on matters pertaining to the population, government, economy, social mores, and institutions in the area of operations. Fundamental considerations governing the staff action of the Assistant Chief of Staff, G-5 include:

- a. Support of military operations.
- b. Fulfillment of obligations arising from treaty, agreement or international law.
- c. Support and implementation of national policies of the U.S. Additionally, the G-5 will provide guidance for and coordinate the conduct of military civic action programs within the 1st Marine Division area of responsibility.

#### 204. SPECIFIC RESPONSIBILITIES

1. REGIMENTAL, BATTALION AND SEPARATE COMPANY/BATTERY COMMANDERS. In addition to his general responsibilities for planning and conducting operations, the commander has specific civic action responsibilities to include:

204.1

a. Publishing instructions as the situation demands, in accordance with this order, for the conduct of civic action within his command. One copy of such instructions will be furnished this Headquarters (Attn: G-5) for information and retention.

b. Planning and training for civic action operations by his organization.

c. Designating a civic action team consistent with the mission of the unit and personnel availability. It is strongly recommended that an officer be assigned primary duties as S-5 at the battalion and regimental level.

d. Through his own examples and leadership, conduct thorough and continuing indoctrination of the personnel in his command with basic principles of civic action.

e. Planning and conduct of civic action on an individual and unit basis, where such actions are considered advisable. In this regard, a basic program of troop indoctrination and information will improve the effectiveness of the actions undertaken by providing the personnel involved with a sense of purpose and an appreciation of the mutual benefits which can accrue to the military and civilian population through effectively conducted civic action.

f. Accomplishment of such civic action operations as may be directed by higher authority.

2-3



## SECTION III

CIVIC ACTION GUIDANCE

301. GENERAL. The extent of a unit's involvement in civic action will depend upon the tactical situation, attitude of the people, and environment. In a secure area, or one undergoing development, participation in civic action may be extensive. Conversely, when involved in active combat operations, civic action will understandably be minimized. The salient feature of the overall civic action effort is that Marines are "helping the people to help themselves." Military efforts in civic action are aimed toward enhancing the prestige of the civil government.

302. COORDINATION. All civic action projects must be closely coordinated from the planning stage through completion. Not only must projects be coordinated within the Division but with GVN advisory personnel. This is necessary to guard against overlap and to ensure that the project is desired and will be supported. Coordination with civil officials at province level will usually be conducted at Division level. Coordination at district, village, and hamlet level will normally be conducted at regimental and/or battalion level.

1. PROCEDURES. The following procedures are recommended when entering a new area:

a. Learn the names and locations of all GVN officials and local notables.

b. Contact the U.S. district advisor, if appropriate. He is the most effective link with the district chief and is familiar with problem areas within the district.

c. Arrange a meeting between the commanding officer and the district/village/hamlet chief. This should be followed by an introduction to the village elders and PF leaders.

2. INITIATION OF CIVIC ACTION PROJECTS. In order to ensure that projects have prior approval of GVN at the province level and by CORDS at province level, major civic action projects will be submitted to province through use of the Projects Submittal Sheet, Appendix D.

a. One copy of the Project Submittal Sheet will be forwarded through GVN chain of command to the Province Chief, Quang Nam Province.

b. A second copy will be sent through this headquarters to Senior Province Representative of CORDS, Quang Nam Province. Approval will be made at province level.

302.2

c. Request for materials not available from CORDS will be submitted to CG, III MAF, via this Headquarters (Attn: G-5).

303. PROJECT GUIDANCE. It is important that no projects, however minor, be started without first consulting with the appropriate GVN officials, such as hamlet, village and district chief. It may be learned that the project in question is not really needed or desired or that other projects have a higher priority. Further, it may be that the project is already programmed through a different source. Lessons learned indicate that if a project is not sincerely desired, very little assistance can be expected from the local populace. Criteria for civic action projects are contained in Chapter IV.

## SECTION IV

CIVIC ACTION PROJECTS IN RVN

401. GENERAL. Reference (f) outlines the basic concepts for civic action in the Republic of Vietnam. Reference (g) establishes the criteria for civic action projects.

402. CRITERIA FOR CIVIC ACTION PROJECTS. Reference (g) is amplified below as it pertains to civic action within the 1st Marine Division based on experience gained since arrival of units in country.

1. A project originated by the local people is more desirable than one developed elsewhere.
2. A project should have a short completion time or have phases which provide opportunity for easy evaluation.
3. Results must be observable, measurable or tangible. They should lend themselves to publicity designed to inspire emulation.
4. Results should make visible to the public the benefits to be derived from association with military authorities and the civil government. Credit for results should be attributed to both the local military and the local civil administration.

403. INITIATION OF A PROJECT. In addition to the procedures outlined in Chapter III of this order, the following three basic steps are recommended when initiating a civic action project or program.

1. In order to establish the credibility and stability of the GVN within the minds of the local Vietnamese, civil officials should be contacted to determine which type of program would be most useful. It is also important to contact other key members of the community to show the Vietnamese we respect their political and social structure.
2. OBSERVE. There is a need for civic action in every hamlet. Observe what possibilities exist. Note all possibilities, but start only the projects which can be completed. High impact, short completion projects are most desirable.
3. PLAN. Determine which projects offer the best chance of success and highest impact. Above all, before starting a project, be certain it can be completed and that it is desired by the people.

404. EXAMPLES OF CIVIC ACTION PROJECTS

1. PUBLIC HEALTH

- a. MEDCAP/DENTCAP team.

404.1

- b. Construction and improvement of wells.
- c. Construction of showers.
- d. Teaching basic sanitation, personal hygiene and first aid.
- e. Instructing local health workers.
- f. Elimination of health hazards and improving sanitary conditions to include insect and rodent control programs.
- g. Construction of toilet facilities, if appropriate.

## 2. PUBLIC EDUCATION

- a. Construction and repair of school buildings.
- b. Providing school supplies.
- c. Construction of simple playgrounds.
- d. Teaching classes in such subjects as English language, sanitation, personal hygiene, and first aid.
- e. Assist and develop youth activity programs, namely scouting and sports instruction.

## 3. AGRICULTURE

- a. Construction of simple irrigation and drainage systems.
- b. Livestock improvement projects.
- c. Transporting crops to market.
- d. Fisheries work: farm pond construction and stocking; boat-motor distribution; technical advice.
- e. Assisting in organizing farmer cooperatives and providing technical assistance.
- f. Market improvement projects.
- g. Distribution of fertilizer and other supplies.
- h. Monitor Marine-Civil cooperative ventures such as distribution of garbage for hog raising projects and commercial vegetable programs.

4-2

**4. CIVIL INFORMATION**

- a. Construction of bulletin boards.
- b. Showing movies.
- c. Conducting musical concerts.
- d. Establishing communications between hamlets/villages.
- e. Assisting in the procurement of transition training.
- f. Establishing a newspaper.

**5. PUBLIC TRANSPORTATION**

- a. Improving roads and bridges.
- b. Training mechanics.

**6. EMERGENCY SUPPLY**

- a. Providing emergency supplies and relief.
- b. Providing emergency foodstuffs.
- c. Providing emergency evacuation.

**7. PUBLIC SAFETY**

- a. Assisting in the protection of farmers while harvesting.
- b. Assisting in extinguishing fires.

**405. COMPLETION AND/OR DEDICATION OF A PROJECT.** The people of South Vietnam place great emphasis on dedication ceremonies upon completion of construction projects such as schools, dispensaries and market places. Ceremonies should be planned and coordinated with GVN officials, the Vietnamese conducting the ceremony with USMC assistance. Assistance provided may include: a Marine band, drum and bugle corps, refreshments, presentation of school kits, etc.

SECTION V

CIVIC ACTION SUPPLIES AND SUPPORTING AGENCIES

501. GENERAL. Reference (c) provides information regarding supplies available, sources, and the procedures for obtaining supplies other than MEDCAP and explains the functions of civilian agencies providing these supplies. Reference (d) outlines procedures for requisitioning MED CAP supplies.

502. REQUISITIONING. All requisitions for civic action supplies submitted in accordance with reference (c) must be submitted via the civic action chain of command.

1. Requisitions for supplies other than MEDCAP pursuant to reference (c) may be submitted at any time.

2. As described in reference (d) MEDCAP supplies are requested along with normal requests for military medicine.

## SECTION VI

CIVIC ACTION REPORTING

601. GENERAL. An effective civic action program is vital to the accomplishment of the overall mission of the Division. This program must be constantly improved. It is important, therefore, that each unit document its civic actions carefully and report them weekly to higher headquarters. Reference (e) describes reports required for submission to III MAF, other than the MEDCAP Activity Report. All reports will be submitted through the normal chain of command and regimental/battalion commanders may require copies of reports submitted by units conducting civic action within their assigned TAOR.

602. WEEKLY CIVIC ACTION ACTIVITIES REPORT. Division Order 5080.8 establishes the procedures and format for submission of this report.

603. PACIFICATION PROGRESS REPORT. DivO 5080.8 describes the procedures and the format for submission of this report.

604. MEDCAP ACTIVITY REPORT. The purpose of the report is to furnish justification for the issue of MEDCAP supplies. Reference (d) outlines procedures for submitting this report. The report is due at this Headquarters (Attn: G-5) by the ninth day of each month.

SECTION VII

SOLATIUM PAYMENTS

701. GENERAL. Reference (h) provides instructions pertinent to solatium presentations to residents of Vietnam as the result of incidents involving personnel of the III Marine Amphibious Force.



SECTION VIII

FINANCIAL ADMINISTRATION US/FWMAF CIVIC ACTION FUND

801. GENERAL. An imprest fund for the purpose of financing high impact civic action projects that require rapid accomplishment and for which other funds are not available is established with the Division,

802. Reference (k) sets forth the criteria for the utilization of funds available under this program.

SECTION IX

COUNTY FAIR OPERATIONS

901. GENERAL

1. Reference (t) provides direction in conducting County Fair operations.

2. County Fair operations are primarily tactical in nature; however, civic action plays an important role. A checklist is included as Annex C to assist unit commanders in preparing for that portion involving civic action.

## SECTION X

CIVIC ACTION PLANNING FOR TACTICAL OPERATIONS1001. GENERAL

1. Civic Action must be considered when planning tactical operations regardless of the area of the operation. Reference (b) states in part:

a. A civic action plan will be developed to support each operation, even if the area has been controlled by the Viet Cong.

b. Include in each operation plan or order a psychological warfare annex and a civil affairs annex and assure that all concerned are familiar with their provisions. Fragmentary orders will include references to SOPs, including Force Orders, on civil affairs and psychological warfare.

1002. ASSIGNMENT OF U.S. ARMY CIVIL AFFAIRS UNITS. U. S. Army Civil Affairs Platoons have been attached to the Division. Civil Affairs Specialty Teams from the Civil Affairs Company may be requested for missions in technical fields. Platoons have the capability of advising tactical commanders on a broad range of generalized civil affairs problems. Civil affairs teams have special missions and can aid and assist commanders on specific problems such as labor, agriculture, economics, etc. Platoons and teams should be employed to best assist in the overall pacification effort.

1003. REFUGEE CONTROL

1. PLANNING. Operational planning must include, as one of many considerations, the potential of generating refugees who must be removed from the tactical area. Planning for refugee control must be accorded the same attention and detail as the scheme of maneuver and logistic support requirements and must include:

a. Determination of the number of refugees expected to be generated within an area of operation. This determination should be from intelligence estimates/reports and from liaison with GVN military and civil officials concerned.

b. Determination of the number of refugee teams required to handle the number of refugees anticipated, in excess of those teams attached to tactical units by Commanding Officer, 29th Civil Affairs Company, in accordance with Force Order 5401.3

c. Selection of refugee collection points based on:

(1) Access to a road network to permit movement of GVN Refugee Teams to the collection points.

1003.1

(2) Access by refugees from different portions of the area of operation.

(3) Security of the collection point(s) from enemy forces.

(4) Distance to the point(s) of re-settlement. This point is of particular concern when the area of operations is divided by district boundary lines.

4. Notification of the populace in order to assist refugees in locating collection point(s). Psychological warfare leaflets and aerial preparation should be accomplished in advance of anticipated/desired time of use.

2. RESPONSIBILITY. Overall responsibility for the movement, care, feeding, and shelter of refugees is a function of the GVN. However, subordinate commanders of this Division must be prepared, based on coordinated/combined planning accomplished with GVN military and civil officials, to assist in accomplishing this responsibility in order to assure that refugee control measures are effective and that the tactical units' efforts are not diverted from their primary missions.

a. Refugee collection point(s) will be manned by GVN personnel (Refugee Team(s)) provided normally by GVN sub-sector commander(s) within the area of operation. Refugee teams provide the following:

(1) Screening of refugees to prevent escape of VC infiltrators.

(2) Collection of intelligence (of immediate tactical importance) from refugees concerning VC forces.

(3) Determination of ultimate destination of refugees collected.

(4) Security at the collection point(s) and during evacuation to rear areas.

(5) Transportation of refugees where overland transportation is possible and tactically desirable.

(6) Resettlement of refugees and provision for emergency shelter/food at a point designated by the sub-sector commander(s) concerned.

(7) Employment of GVN Psychological Warfare Teams at the collection point(s).

3. Subordinate 1st Marine Division tactical commanders are responsible for the following:

10-2

1004.4

a. Informing the senior GVN military commander in the area concerned of operational intentions and requesting refugee team(s) to support operation.

b. Establishing early communications and liaison between committed units and the MACV Advisory Staff and/or sub-sector commander(s) concerned.

c. Providing a means of communications to refugee team(s) at collection point(s) to permit rapid requests for tactical assistance/support from GVN collection point security forces and during evacuation of refugees to secure areas; and to secure intelligence of immediate value.

d. Transportation support, helicopter or vehicular, within tactical commander's operating capability, when such support is necessary and has been requested from GVN sources.

e. Transportation/and or procurement of emergency shelter (tents) or food when it is not available from GVN sources.

f. Submission to this headquarters, requests for special psychological warfare leaflets designed to notify and direct refugees to designated collection point(s). Such requests must be submitted sufficiently in advance of desired use to permit preparation; normally 72 hours advance notice is required.

g. Submitting requirements for additional civil affairs refugee teams required to this Headquarters (Attn: G-5) as soon as the requirements are known.

h. Notification of CORDS representatives in the area of operation and coordination to ensure the provision of emergency food and shelter to the re-settlement areas provided by sub-sector commander.

#### 1004. REPORTS

1. Figure 1, Appendix A is the Daily Report of Refugee Control to be submitted to the Commanding General, 1st Marine Division (Attn: G-5), by operational units.

2. Daily reports should cover the period from 1800 one day to 1800 the next and should be submitted by 2000 daily. Negative reports are desired. Reports will be submitted by message.

3. Figure 2, Appendix A is the format for the refugee portion of the unit after-operation report.

4. The after-operation report will be submitted within 72 hours of the termination time.

## SECTION XI

LEADERSHIP AND PERSONAL RESPONSE

1101. INTRODUCTION. The company and battery commander and his subordinate leaders have a key role in the conduct of effective limited civil affairs operations. Small unit leaders at these levels control the Marines whose actions at point of contact with the basic elements of the civilian population will set the stage to a significant degree for the conduct of further civil affairs operations by succeeding echelons. In military operations where large numbers of civilians are encountered and in the counter-insurgency environment in particular, the initial relationships established between the military and the people will determine the extent of cooperation the commander can expect from the population in the accomplishment of his mission. Accordingly, Marines at these lower echelons must be particularly alert to avoid acts which can alienate the population and seek to accomplish simple, friendly actions consistent with their assigned mission and designed to gain the confidence of the people. Training and orientation with emphasis on attitudes must be continuous. The individual may arrive in Vietnam with little background in the Vietnamese way of life or social structure. Consequently, he may be ill-prepared for one of the most important facets of his job. Though initial indoctrination is vital, repeated reminders, as well as more detailed information, are necessary. The individual must understand the problems of the Vietnamese and respect their traditions and social structure in order to win their loyalty. The following information is set forth as specific guidance for the conduct of small unit leaders and the Marines for whom they are responsible.

1102. PERTINENT DIVISION ORDERS ARE AS FOLLOWS:

1. REFERENCE (c). Outlines the method by which the Personal Response program will be conducted and supervised.
2. REFERENCE (r). Establishes the Personal Response School, its syllabus and dates.
3. REFERENCE (q). Provides for a Personal Response Contact Team and defines its functions.
4. REFERENCE (r). Establishes procedures for a quarterly report on the Personal Response Program.

1103. CONDUCT OF THE INDIVIDUAL MARINE

1. Impress your men with the importance of establishing friendly relations with the civilian population.

1103.1

3. Encourage your men to be constantly alert for their own protection whether on or off duty. In populated areas especially, the enemy can mingle with the people to avoid detection, so constant alertness coupled with the buddy system is the rule.
4. Suppress any incipient "black market" activities between your men and the people. Such dealings are not only illegal, but tend to degrade the prestige of the military and render the accomplishment of your mission more difficult.
5. Insist that your men observe curfew and "off-limits" areas when such are designated.
6. Require that drivers exercise due caution when operating vehicles in the vicinity of civilians and in built-up areas. Excessive speeds through villages can result in accidents among the people who are unaccustomed to vehicular traffic.

#### 1104. INFORMATION FOR TROOPS

1. Develop among your men a basic understanding of civil affairs and relate it to your assigned mission.
2. Impress your men with their individual importance and responsibilities in the effective conduct of civic action tasks by your unit. Provide your unit with current information concerning your area of operations, its people, customs and other useful information which will assist in development of mutual respect and understanding. In the insurgency environment in particular, a well informed Marine is a more effective Marine.
3. Keep your men informed of developments which may cause changes in the conduct of your unit's civil affairs activities.
4. Avoid causing unnecessary changes once your unit's civic action activities are underway. Plan what you are going to do, brief everyone concerned, then carry out your plan and supervise its execution. Frequent changes will reduce the effectiveness of your unit's civil affairs efforts and render the accomplishment of your mission more difficult.

#### 1105. GATHERING INFORMATION OF MILITARY VALUE

1. Impress your troops with the fact that the civilian population is a prime source of obtaining information of the enemy and of the importance of timely, accurate reporting of any and all information received. In this regard, personnel should be made aware of the rewards program for Vietnamese civilians who report intelligence information concerning the Viet Cong. DivO 7000.4A provides detailed information on this subject.

1107.1

2. Avoid threatening individuals or groups when seeking to obtain information as this will usually produce negative results and further complicate your task.
3. Ensure that your men practice acts of kindness and, when indicated, simple civic actions in order to develop a favorable attitude among the people, and thereby an improved means of gathering information.
4. Inform your men as to what indications they should watch for among the local population in order to obtain meaningful information of military value.
5. Be alert to detect and report unusual civilian activities such as large public gatherings, reluctance of the people to leave their houses or work in their fields. Such departures from normal patterns are often good indicators of enemy intentions.

#### 1106. TREATMENT OF THE CIVILIAN POPULATION

1. Encourage your men to be friendly and courteous while maintaining military decorum. Ensure that troops respect the dignity of individual civilians in general, and older people in particular.
2. Shun making promises to individuals or groups unless absolutely necessary.
3. Refrain from displays of military arrogance. Effective cooperation on the part of the civilian population will not be gained by acting in a haughty, demanding manner. Avoid the use of unnecessarily harsh or repressive measures in controlling the population. Never take hostages or conduct reprisals.
4. Provide emergency medical attention when it is necessary and does not interfere with the accomplishment of your mission.
5. Exercise care not to expose civilians and their property to undue danger when it can be avoided.
6. Do not condone dishonesty in dealings with civilians. The Marine who takes three apples while paying for one, is destroying part of the good will and cooperation which exists between the local population and your unit.
7. Request approval of higher authority when civilian labor is needed. Refrain from impressing civilians to perform unauthorized labor.

#### 1107. LOCAL CUSTOMS, LAWS AND RESOURCES

1. Observe local laws and customs to the extent feasible. Be especially

11-3



1107.1

careful to avoid interfering with religious matters and trespassing on or defacing religious property such as temples, shrines, cemeteries, idols, or monuments.

2. Obtain approval from higher authority before using private property for military use. The quartering of troops in public domiciles should be avoided.

3. Refrain from excessive use of local resources such as foodstuff, construction materials, fuel and the like even when use of these and like items is authorized. The drain on the local economy works against the people and ultimately increases the burden on the military commander.

4. Stress elders' festivals, patriotic gestures/symbols such as respect for the flag and pledge of allegiance.

#### 1108. MILITARY CIVIC ACTIONS (PEOPLE TO PEOPLE)

1. Be alert to recognize situations where simple civic actions can enhance the prestige of your unit and materially assist individuals or the local community.

2. Be careful when direct military civic actions are authorized, not to undertake long term projects or actions which may be a duplication of effort or beyond the capabilities of your unit.

3. Determine the individual skills available within your unit and use them to full effect when civic action is called for.

4. Encourage your men to volunteer their assistance during off-duty periods in order to foster good individual and community relations and improve mutual understanding and respect.

#### 1109. SEARCH AND SEIZURE

1. Keep troops under positive control to prevent unauthorized acts.

2. Brief your troops in detail on the area of operations, local customs and any special considerations prior to conducting search and seizure operations.

3. Avoid seizure of items which have no military value but which may be essential to the livelihood of individuals or the economy of the community. A single truck or cart may be of little military use, but an absolute necessity to a village in transporting its produce to market.

4. Prevent unnecessary rough handling of the people, indiscriminate detention of civilians and similar actions which could result in lessening the potential for cooperation with your unit.

11-4

5. Obtain local representatives and interpreters whenever feasible to accompany your unit.
6. Ensure that your troops exercise restraint in conducting hasty searches of individuals. Searching the persons of civilians and their personal effects for concealed weapons and contraband can be accomplished effectively without undue affront to the dignity of the individual.
7. Direct your men to practice utmost care in physical searches of females to preclude any suggestion of molestation. Whenever feasible, local representatives should be used to conduct the physical search of females.

#### 1110. PRIVATE AND PUBLIC PROPERTY

1. Avoid destroying buildings, houses, crops, supplies and other property unless absolutely necessary. Troops must refrain from needless damage or wanton destruction of private and public property.
2. Be judicious in the military use of civilian property when such use is authorized. The disruptive effect on the local economy must be kept to an absolute minimum consistent with the needs of the military.
3. Ensure that troops are especially careful not to damage or violate the premises of religious establishments and other property of particular significance to the local population.
4. Post temporary security for the safeguarding of critical public facilities such as radio stations, power generation plants, key bridges, etc., and request military police or other required security forces from the next higher echelon.

#### 1111. INFORMATION FOR CIVILIANS

1. Consistent with security of military information, keep the local inhabitants informed of your overall mission, why certain control measures are necessary and what is expected of them.
2. Use local officials when available to relay instructions and information to the people. Acceptance by the inhabitants is usually enhanced when they are addressed by one of their own people.
3. Avoid obvious propaganda messages. Proper conduct on your part and by your troops will of itself provide a form of highly effective propaganda.
4. Minimize the necessity to "change the word". Frequent modifications of instructions tend to confuse the people and result in less understanding and cooperation on their part.
5. Post proclamations, curfew notices and other instructions promptly and allow time for "the word to get around".

1112.1

1112. NINE GENERAL RULES OF CONDUCT

1. Remember we are guests here: We make no demands and seek no special treatment.
2. Know the people, understand their life, use phrases from their language and honor their customs and laws.
3. Treat women with politeness and respect.
4. Make personal friends among the soldiers and common people, where ever this is possible.
5. Always give the Vietnamese the right of way.
6. Be alert to security and ready to react with your military skill.
7. Don't attract attention by loud, rude or unusual behavior.
8. Avoid separating yourself from the people by display of wealth or privilege.
9. Above all else, you are members of the U. S. Military Forces on a difficult mission, responsible for all your official and personal actions. Reflect honor upon yourself and the United States of America.

CHAPTER XII

CIVIC ACTION AREA FOLDER

1201. GENERAL. The displacement of units in the Division TAOR along with turnover of personnel assigned duties in Civic Action necessitates the provision for means of providing continuity in programs/projects.

1202. Reference (1) sets forth the procedures for the establishment and maintenance of Unit Civic Action Area Folders.

## APPENDIX A

DAILY REPORT OF REFUGEE CONTROL

(FOR NAMED OPERATIONS ONLY)

- a. Unit submitting report:
- b. Time of report (date time group).
- c. Number of refugees reporting to or brought to collection points as of 1800:
- d. Number of refugees forwarded to district headquarters as of 1800. Include separate totals by district.
- e. Status of refugees at District Headquarters.
- f. Status of refugees remaining at collection point:
- g. District Chief's count by district. This may be obtained from MACV sub-sector advisor at District Headquarters.
- h. Narrative Summary:

(The narrative should include problems encountered and lessons learned in the collection and processing of refugees as well as at the district headquarters, and support required for the next day's activity at the collection point and/or the district headquarters).

\_\_\_\_\_

\_\_\_\_\_

Figure 1. Daily Report of Refugee Control

AFTER OPERATION REPORT

(FOR NAMED OPERATIONS ONLY)

Name of Operation:

From: (date time group) to (date time group):

REFUGEES

- a. Number of refugees processed. Include totals evacuated to each District Headquarters to which refugees were taken.
- b. Location(s) of refugees: (include separate data for each District Headquarters).
- c. Status of refugees at each District Headquarters.
- d. Problems encountered:

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- e. Recommendations for future operations:

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Figure 2. After Operation Report

## APPENDIX B

CHECK LIST FOR RECURRING CIVIL AFFAIRS OPERATIONS

Information contained in this appendix will be of assistance to commanders and civic action officers when planning operations and/or occupying new areas.

1. Civil Government

- a. What village and hamlets will be uncovered during the operation?
- b. Which local leaders are likely to remain in the area through whom control may be exercised? (Include religious leaders, teachers and other respected persons).
- c. What government organization needs to be established?
- d. What are the personnel requirements?
- e. What personnel are available?
  - (1) Civilian cadre.
  - (2) ARVN Civil Affairs Units.
  - (3) U. S. Civil Affairs personnel.
- f. Are troops available to perform civic action duties on a temporary or provisional basis?
- g. What deficiencies exist which should be brought to the attention of the commander?

2. Public Safety

- a. Is the civilian population likely to be passive or actively hostile?
- b. Do military plans include a house-to-house search of the area by the troops?
- c. What control measures will be required?
  - (1) Gordon and search.
  - (2) Registration.
  - (3) Curfew or other restriction on circulation.

Figure 1. Check List for Recurring Civil Affairs Operations

(4) Static checkpoints. If so, how many and route?

d. What personnel and equipment will be required to institute and maintain the selected control?

e. What personnel and equipment are available?

(1) Are suitable individuals likely to be found in the area who can be deputized as police?

(2) Are National Police available to accompany the force?

(3) Are civilian cadre available to perform police functions?

(4) Will military police (ARVN and/or US) be available to assist in controlling civilians?

(5) What troops will be required if the above are not adequate or available?

(6) What are the transportation requirements?

(7) What are the communication requirements?

(8) What administrative material such as notices, passes, I.D., etc., is required?

f. What deficiencies exist which should be brought to the attention of the commander?

### 3. Public Health

a. Will the military operation involve air strikes or artillery fire on populated areas?

b. Is there likely to be extensive combat in built-up or populated areas?

c. What percentage of battle casualties among the civilian population can be expected?

d. What medical personnel are available to treat civilian casualties?

(1) Civil affairs medical personnel.

(2) Unit medical personnel.

(3) Other sources (temporary assistance from MILCAP, MEDCAP, or Vietnamese agencies).

Figure 1. Check List for Recurring Civil Affairs Operations (Continued)



e. What are the anticipated requirements for medical supplies to treat civilians? Are these available?

f. What are the requirements for evacuation of civilian casualties? Where will civilian casualties be evacuated?

g. What other public health actions will be required?

(1) Dusting of areas for insect control.

(2) Immunizations.

(3) Environmental sanitation.

h. What personnel and equipment will be required to accomplish these actions?

i. What deficiencies exist which should be brought to the attention of the commander?

#### 4. Civilian Supply

a. What is the normal status of food supply in the area of operations?

b. What destruction of foodstocks or disruption of normal food distribution is anticipated from combat?

c. What is the population of the area?

d. What estimated percentage of the population will require emergency food relief?

e. What is the food requirement in terms of rice? (The Vietnamese normally allow 400 grams or slightly less than a pound per person per day for emergency relief).

f. Can these requirements be programmed into the military logistical system?

g. Can military food supplies be diverted for consumption by civilians in emergencies?

h. Are there indications of stored surplus foodstocks or Viet Cong food storage dumps in the area? Have arrangements been made for early recovery of these? Are rice bags available? In this connection, bags should be requisitioned through the normal supply source.

i. What method of distribution is anticipated; communal feeding or individual distribution?

j. What is required in the way of personnel and equipment to effect the distribution as planned?

Figure 1. Check List for Recurring Civil Affairs Operations. (Continued)

k. Is there an anticipated need for anything other than food or medical supplies to be transported to the area of operations?

l. What deficiencies exist which should be brought to the attention of the commander?

##### 5. Civil Information

a. What languages or dialects are prevalent in the area?

b. What means will be used to communicate orders and instructions to civilians in the area?

(1) Loudspeakers.

(2) Posted and/or printed material.

(3) Other.

c. Are the means prepared and available?

d. What are the personnel requirements, particularly interpreters?

e. Is the area to be forewarned to minimize civilian casualties?  
If so, how?

f. Have civil information activities been coordinated with psychological operations?

g. What deficiencies exist which should be brought to the attention of the commander?

##### 6. Refugees

a. Are the people to be advised to leave their homes?

b. What degree of destruction of homes is anticipated?

c. Is combat in built-up areas anticipated which will force people to flee their homes?

d. Based on the above factors and the population of the area? What is the anticipated flow or lines of drift of refugees?

e. How many collecting points will be required and where?

f. What organization will be required to handle refugees?

g. What personnel are available to man this organization?

Figure 1. Check List for Recurring Civil Affairs Operations (Continued)

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- (1) U. S. Civil Affairs VN Displaced Persons Team.
- (2) Civilian cadre.
- (3) ARVN Civil Affairs personnel.
- (4) Military Police.
- (5) Troops

(h) Are there religious, school or other communal facilities available where refugees can be temporarily cared for?

(i) Are refugees to be evacuated? If so, how?

(j) What deficiencies exist that should be brought to the attention of the commander?

Figure 1. Check List for Recurring Civil Affairs Operations (Continued)

## APPENDIX C

COUNTY FAIR CHECK LIST

## 1. Prior to County Fair:

## a. Civic Action Preparations

- (1) One GP tent per 50 persons expected \_\_\_\_\_
- (2) One lister bag per two tents \_\_\_\_\_
- (3) 1.1 pounds Vietnamese rice per day per person \_\_\_\_\_
- (4) Soup or canned goods \_\_\_\_\_
- (5) Water trailer and water cans \_\_\_\_\_
- (6) Cooking pots \_\_\_\_\_
- (7) MEDCAP team briefed \_\_\_\_\_
- (8) GVN officials briefed \_\_\_\_\_
- (9) ARVN warned against looting and unnecessary  
destruction \_\_\_\_\_
- (10) Working party briefed \_\_\_\_\_
- (11) Census forms provided \_\_\_\_\_
- (12) Route reconnaissance to collection point to avoid  
unnecessary crop destruction \_\_\_\_\_
- (13) Transportation arranged \_\_\_\_\_
- (14) Rice available to pay for crop damage \_\_\_\_\_
- (15) Sledge hammers \_\_\_\_\_
- (16) Soap, clothing, and miscellaneous commodities \_\_\_\_\_
- (17) Tea and sugar \_\_\_\_\_

## b. Psy Ops Preparation

- (1) Audio Team (I Corps) available \_\_\_\_\_
- (2) Audio Team can reach collection point in wheeled  
4x4 vehicle or has portable equipment and can move with tracked  
vehicle \_\_\_\_\_
- (3) Audio Team has: \_\_\_\_\_

Figure 1. County Fair Check List. -1

- (a) Taped music and news
- (b) Loudspeaker system
- (c) Interpreter
- (d) Movies
- (e) Prepared messages
- (f) Psy-war leaflets
- (g) Magazines and newspapers
- (h) Bullhorn
- (i) Radio
- (j) Electric power supply
- (4) Sports equipment available:
  - (a) Volleyballs
  - (b) Volleyball nets
  - (c) Soccer balls
  - (d) Baseballs and bats
- (5) Band or Drum and Bugle Corps
- (6) Quy Chanh (Ralliers) and Kit Carson Scouts
- (7) PsyOps plan established
- (8) Collection point planned to support PsyOps plan
- (9) Provisions made to support AV Team
- (10) Daily Schedule prepared

Figure 1. County Fair Check List (Continued)

## APPENDIX D

PHIEU TRINH DU-AN  
PROJECT SUBMITTAL SHEET\_\_\_\_\_  
Ngày - Date

NOI GOI:

FROM :

\_\_\_\_\_  
Ten; Chuc vu; Dai chi nguoi xin-Name; Title; Address of Requestor.

NOI NHAN: TINH-TRUONG, TINH. QUANG NAM

TO : PROVINCE CHIEF, QUANG NAM PROVINCE

DU-AN :

PROJECT: -

Chi tiet, gom nhung chuong trinh hay the thuc dung de zac dinh so luong  
da zin, dinh kem theo day ban phu, neu can. Project in detail, to  
include plans or formula used to determine quantity requested. Attach  
extra sheets if necessary.

DAI CHI :

LOCATION:

\_\_\_\_\_  
Quan - District Xa - Village Ap - Hamlet Toa do - Coordinates

VAT LIEU CAN DUNG :

MATERIALS REQUESTED:

\_\_\_\_\_  
Vat Lieu - Materials\_\_\_\_\_  
So Luong - Amount

NEU DAN SU VU :

IF CIVIC ACTION:

\_\_\_\_\_  
Su dong gop cua dai tho. Contribution of sponsoring unit.

NEU TO TUC :

IF SELF HELP:

\_\_\_\_\_  
Su dong gop cua dan. Contribution of the people.

NHAN XET :

JUSTIFICATION:

\_\_\_\_\_  
(Va so nguoi thu huong) (And number of people to benefit)

Figure 1. Phieu Trinh Du-An. Project Submittal Sheet

SIGNATURE OF HAMLET CHIEF  
CHU KY CHA AP TRUONG

SIGNATURE OF VILLAGE CHIEF  
CHU KY CUA THON TRUONG

\*\*\*\*\*  
Y KIEN QUANG - OPINION OF DISTRICT:

Quan Truong - District Chief      Co Van My Quan - District Advisor  
\*\*\*\*\*  
Y KIEN TINH - OPINION OF PROVINCE:

Ty Truong - Service Chief      Ty Truong - Service Chief  
\*\*\*\*\*  
QUYET-DINH - DECISION:

Tinh Truong-Prov Chief    Dai Dien CORDS-CORDS Rep    Co Van MACV - MACV Advisor

Figure 1. Phieu Trinh Du-An. Project Submittal Sheet (Continued)

DECLASSIFIED

DIV.O. P4400.7C



# 1ST MARINE DIVISION SOP FOR SUPPLY



DECLASSIFIED



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HEADQUARTERS:  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California, 96602

DivO P4400.7C  
21/GJE/av  
19 Jan 1968

DIVISION ORDER P4400.7C

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedures for Supply

Encl: (1) LOCATOR SHEET


1. Purpose. To prescribe standard procedures for the conduct of supply operations in the 1st Marine Division by amplifying existing directives and by providing guidance in areas peculiar to operations in the Republic of Viet Nam.

2. Cancellation. DivO P4400.7B

3. Action. This Order is effective upon receipt.

4. Recommendations. Recommendations concerning the contents of this order are solicited. Submit such recommendations to this Headquarters via the appropriate chain of command.

5. Certification. Reviewed and approved this date.

  
H.J. WOESSNER  
Chief of Staff

DISTRIBUTION: "A" & "B"

Copy to: CG, III MAF  
CG, 3rd MAR DIV  
CG, 1st MAW  
CG, FLC/1st FSR  
FSAO-4

(2)  
(2)  
(2)  
(4)  
(2)

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DivO P4400.7C  
19 Jan 1968

LOCATOR SHEET

Subj: Standing Operating Procedures for Supply

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

ENCLOSURE (1)

DECLASSIFIED

## RECORD OF CHANGES

[illegible]

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## SECTION I

GENERAL INSTRUCTIONS

101. PURPOSE. The purpose of this order is to prescribe procedures that will ensure the efficient and effective supply operations within the 1st Marine Division (Rein).

102. APPLICABILITY. The instructions contained in this order are applicable to all Division organic units, as well as those Marine Corps units temporarily under the administrative or operational control of the Commanding General, 1st Marine Division (Rein).

103. COMMAND AND STAFF RELATIONSHIPS

1. The Division Supply Officer is responsible to the Commanding General, 1st Marine Division for the procurement and management of supplies within the Division, technical supply inspections and the employment of the Division Supply Material Management Teams.

2. The Division Supply Officer performs such duties as the Commanding General may direct with respect to the managerial and technical aspects of supply. The Division Supply Officer's staff responsibilities include:

a. Planning, coordinating, and supervising the acquisition, storage, control, security, issue, recovery and redistribution of all supplies and equipment.

b. Furnishing advice and information relative to supply procedures, including property accounting, property responsibility and standardization of material.

104. ASSIGNMENT OF SUPPLY PERSONNEL. The Division Supply Officer will continually review Division requirements for officer and enlisted supply personnel in Occupational Field (OF) 30, and will make appropriate recommendations for assignment and reassignment of supply personnel within the Division.

105. RELIEF OF COMMANDING OFFICERS, SUPPLY OFFICERS, AND RESPONSIBLE OFFICERS. The relief of all officers responsible for government property will be conducted in accordance with Marine Corps Order P4400.15. The requirement for the physical inventory of materiel has been waived; however, the value of a thorough inventory to the efficient administration of the supply account should not be overlooked. Whenever conditions permit, this inventory action should be taken.

106. DIVISION SUPPLY MATERIAL-MANAGEMENT TEAMS

1. The responsibility for the conduct of all inspections from the Division level concerning supply accounting procedures is vested in the Division Supply Officer. To assist in this effort, Division Supply

106.2

Material Management Teams are organized within the Division Supply Office to perform these inspections, observe trends to determine deficiencies in supply operations, and make recommendations for corrective action.

2. The primary purpose of the Division Supply Material Management Teams is to assist unit commanders in management of the unit's supply operations. Deficiencies will be brought to the attention of the unit commander for corrective action. Further assistance may be furnished by the Division Supply Officer when required.

3. Each command will be visited for a period of one to six days, depending upon the size and scope of the supply mission/operation. The commanding officer of the unit to be visited will be notified in advance of the team's arrival date.

4. The Material Management Teams will examine supply records and procedures for errors of commission and omission and provide "on-the-job" guidance and instruction, as appropriate, to correct the discrepancies noted. Attention will be directed to:

- a. The proper maintenance of property records for both formal and informal accounts.
- b. The preparation and maintenance of unit allowance lists.
- c. Procedures for warehousing of materiel.
- d. Requisitioning procedures.
- e. Internal supply management procedures.
- f. Procedures in accounting for public funds and cash collection.
- g. Procedures for handling personal effects.
- h. Proper issue control procedures.
- i. Reconciliation with customers.

107. SUPPLY DISCIPLINE. To help ensure the availability of supplies for current and future requirements, commanders at all levels must closely supervise the use of supplies and equipment. To obtain maximum availability of assets within this Division, commanders will institute the following:

1. Review supplies and equipment on hand for possible excesses. Process excesses as directed in Section VIII of this order.
2. Establish an aggressive program to reduce loss and misuse of individual equipment and weapons. Frequent inspections and inventories

will appraise all personnel aware of individual responsibilities as pertains to supply discipline. Supply Officers will inspect records maintained by responsible officers once each quarter.

3. Conduct a periodic review and reconciliation of repair parts and other supplies on requisition internally between the customers and supply source.

4. Ensure that reconciliation cards from the supply source are accurately checked and appropriate action taken to update unit records. As a part of this check, all outstanding unit requisitions will be reviewed to ensure that the items are still required.

5. Control pyramiding requirements by establishing procedures for review of all requisitions submitted, to eliminate the duplication of requirements on the supply system. The review will include an analysis of previous supply action taken and an evaluation of the requirement as justified by the user.

6. Take steps to protect supplies and equipment in storage from the elements to prevent undue deterioration.

7. Conduct periodic inspections to ensure that organic equipment and repair parts are being properly controlled at the user level.

#### 108. DELEGATION OF AUTHORITY

1. The unit commander's delegation of authority to approve Inventory Loss Adjustments of Miscellaneous Adjustments will be limited to the Executive Officer, the S-4 or an officer "Acting". Under no circumstances will these transactions be approved by the unit supply officer.

#### 109. BASIC REFERENCES AND PUBLICATIONS

1. The Marine Corps publishes procedural instructions and reference publications for supply officer's guidance. In certain instances, as prescribed below, directives of other commands may be used. The significant references and publications required by supply officers of the 1st Marine Division are listed in the following paragraphs:

a. The Marine Corps Supply Manual. This manual contains prescribed policies and regulations for the management and control of supply operations. The Marine Corps Supply Manual is comprised of the following volumes:

VOL. I	MCO P4400.19, Introduction to Supply
VOL. II	MCO P4400.20, Supply Management
VOL. IV	MCO P4400.21, Supply Services
VOL. V	MCO P4400.22, Facilities Management

b. Marine Corps Subsistence Management Manual. The Subsistence Management Manual (MCO P10110.14) is published as a separate order and is not incorporated in the Marine Corps Supply Manual. It contains

109.1

instructions for the administering of the Marine Corps subsistence programs at all management levels.

c. Individual Clothing Regulations. Individual Clothing Regulations (MCO P10120.28) contain instructions relative to the implementation by the Marine Corps of the Armed Forces Clothing Monetary Allowances Policies and Regulations prescribed by the Secretary of Defense. In addition, other administrative data published by the Supply Department, Headquarters, U. S. Marine Corps affecting individual clothing matters are included within these regulations.

d. Table of Allowances. The purpose of the Marine Corps Table of Allowances (NAVMC 1017-DP) (T/A) is to identify Marine Corps furnished materiel with pertinent logistical planning data to the Fleet Marine Force and Organized Marine Corps Reserve units. The T/A provides a listing of items for which allowances are established in unit and activity Tables of Equipment.

e. Tables of Equipment. Tables of Equipment are published by the Marine Corps and list the allowances of Class II, type I items authorized Division units.

f. Marine Corps Stock List. Marine Corps Stock List is the name established for various types of stock list publications prepared by the Marine Corps. These lists are tailored to the different supply requirements and are published as indicated below:

- SL-1 INTRODUCTION AND INDEX
- SL-2 END ITEMS LIST
- SL-3 COMPONENTS LIST
- SL-4 REPAIR PARTS LIST
- SL-5 PRICE LIST
- SL-6 APPLICATIONS LIST
- SL-7 CROSS REFERENCE LIST
- SL-8 SPECIAL LIST

g. Marine Corps Directives System Quarterly Checklist. This is published as a Marine Corps Bulletin in the 5215 series and specifies applicable publications authorized for use in addition to those specified in SL-1.

h. Marine Corps Publications and Printing Regulations. The Marine Corps Publications and Printing Regulations (MCO P5600.31) contain the authorized distribution established by the Marine Corps for subordinate commands. When unit requirements change, request for such changes will be submitted in accordance with the instructions contained therein.

i. Marine Corps Orders and Bulletins. Marine Corps Orders and Bulletins are published containing guidance and instruction applicable to units of the 1st Marine Division. These instructions are usually

subject to rapid change and will not be listed in these procedures with the exception of Marine Corps Order P4400.15. This Order contains applicable accounting instructions for all Division units.

j. Fleet Marine Force, Pacific References and Publications. Supply officers are required to have on hand only those Fleet Marine Force, Pacific orders and bulletins necessary for the operation of the supply section.

k. III Marine Amphibious Force References and Publications. Supply officers are required to have on hand only those III Marine Amphibious Force orders and bulletins as may be necessary for the operation of the supply section.

l. 1st Marine Division Orders, Bulletins and Directives. Supply officers are required to have on hand only those 1st Marine Division orders, bulletins, and directives necessary for the operation of the supply section.

m. Force Logistic Command Orders, Bulletins and Directives. Supply officers are required to have on hand only those Force Logistic Command orders and bulletins necessary for the operation of the supply section.

n. Other Military Service Publications.

(1) The Marine Corps has common interest and common application in numerous subjects and equipments with one or more of the other military services. In many cases, such subjects and equipment are supported by a full range of publications of which part or all are adequate for Marine Corps use when modified by Marine Corps directives.

(2) Such publications are listed in the Marine Corps Stock List, SL-1 series and the Marine Corps Publications and Printing Regulations. Authorization to hold will be on an "as required" basis.

#### 110. MATERIAL PROCUREMENT ASSISTANCE.

1. Units of this command have a requirement to request Division Staff Assistance in expediting materiel procurement. Experience has indicated that for the most timely and effective results, units must provide the following minimum information:

- a. Federal Stock or Part Number
- b. Document Number (M21335/7252/0020)
- c. Priority (Priority 02 only)
- d. Last known holder
- e. Quantity requested
- f. Latest status or delivery information
- g. End item application (FSN, Nomenclature and ID Number)
- h. If a Federal Stock Number is not available for the item requested, furnish the part number, page number, and applicable technical manual for

111.1

the end item involved, as was indicated on the requisition when originally submitted.

2. This assistance is limited and it is imperative that units take advantage of all established avenues of contact with supporting supply activities before requesting assistance from this Headquarters.

#### 111. MAINTENANCE OF RECORDS

1. Responsibility for maintenance of unit stock records lies with the unit commander and is executed through the unit supply officer. Irrespective of the location of various technical items and related stock records (e.g. repair parts of tool kits held in maintenance shops or tool rooms), these items and stock records continue to be a basic responsibility of the unit supply officer.

2. Personnel issuing such material will be trained and supervised by the unit supply officer in the technical execution of such duties.

## SECTION II

REQUIREMENTS DETERMINATION/STOCK LEVELS

201. ACQUISITION AND LEVEL OF SUPPLIES. The acquisition and level of supplies is governed by established allowances and/or realistically computed stockage objectives. Replenishment of supplies for which no allowances are established will be based upon usage data. In order that commanders may exercise command responsibility relative to the supply function, it is essential that item control, based upon established allowance tables and/or usage data, as applicable, be rigidly enforced.

202. ALLOWANCES AND STOCK LEVELS, T/A ITEMS

1. Class I Supplies. The Table of Allowance Revision No. 15 provides logistical planning information for Class I Supplies. Division units are authorized a 2-day stock level of Meal, Combat Individual and Fuel, Compressed Trioxane. Levels for Operational Rations "A" and "B" are contained in separate directives. The basis of issue for Ration, Supplemental Sundries Pack and additional information applicable to the sundries pack are contained in paragraph 209 of this Order.

2. Class II, Type I Supplies. These supplies consist of those items appearing in the Tables of Equipment (T/E's). The allowances published in the T/E's constitute the maximum amount of an item authorized to be on hand, unless additional quantities are authorized under a special allowance published by a higher headquarters. Division units are authorized a 30-day operating level of expendable Class II, Type I items, based on usage data.

3. Class II, Type II Supplies. These supplies consist of T/A items authorized on an "as required" basis. Firm allowance cannot be established for these items as requirements may vary due to assigned missions, operations and unit location. Division units are authorized a 30-day Operating level of expendable Class II, Type II items, based on usage data.

4. Class III. The Table of Allowance Revision No. 15 provides logistical planning information for Class III supplies. Division units are authorized a two day operating level of fuel, diesel, gasoline and kerosene. A five-day level of packaged oils and lubricants and a 30-day operating level of other Class III supplies are authorized.

5. Class IV Supplies. The Table of Allowance Revision No. 15 provides logistical planning information for Class IV supplies. The provisions of paragraph 202.2 apply for those units authorized specific allowances of Class IV items by the T/A, except that a 30-day stock level of expendables is not authorized. The authorization to stock or maintain Class IV items allocated to the 1st Marine Division, III MAF, or FMFPAC is the subject of separate correspondence. All requests for Class IV materiel will be approved by the cognizant staff section of this Headquarters, in



202.6

accordance with paragraph 406 of this order. The current edition of Marine Corps Order 4000.10 provides additional guidance concerning Class IV items.

6. Class V Materiel. Class V planning factors, basic allowances and unit package data are contained in the current edition of Marine Corps Order 8010.1. Operating levels are contained in separate directives or correspondence.

7. Allowance Publications. An index of allowance publications is contained in paragraph 7 of the General Instructions of Table of Allowance Revision No. 15.

### 203. ALLOWANCE LISTS

1. The supply officer of each unit is required to prepare an Allowance List for each responsible unit/section. A sample of such a list is shown in Figure 2-1, Chapter II, MCO P4400.15. This list is designed to aid unit commanders in determining the status of authorized allowances in relationship to material actually held. Based upon such determinations, remedial action can be taken to eliminate overages/shortages. Allowance lists will be prepared in duplicate by the supply officer. One copy is for the responsible officer; the master copy is maintained by the supply officer. Instructions for maintaining the allowance list and the equipment concerned will be published as a unit directive or as a part of the unit SOP for supply. Instructions for the establishment and preparation of an allowance list are contained in Chapter II of Marine Corps Order P4400.15.

2. The responsible officer will review the allowance list quarterly and furnish the supply officer a completed inventory showing the status of equipment on hand. The supply officer, in turn, will abstract the information to the master copy to provide the commander with an overall status of the supplies and equipment of the organization.

### 204. LEVEL(S) OF SUPPLY

1. A level of supply is the quantity of material authorized to be on hand at the unit supply activity to meet the replenishable demands of customers. For the purpose of this Order, the level of supply consists of six parts. These levels and the number of days authorized Division units are as follows:

Mount Out. . . . .	None
Safety Level . . . . .	None
Leadtime . . . . .	15 days
Reorder point. . . . .	See 204.2.
Operating level. . . . .	30 days
Requisitioning objective . . . . .	45 days

2. The reorder point is the sum of the stock represented by the safety level and the leadtime quantity.

2-2.

3. Inventory Control Data will be entered on the NAVMC 708-SD for lead time (1/2), reorder point (1/2), operating level (1) and requisitioning objective (1 1/2); mount out and safety level blocks will not be used.

205. STOCK LEVELS. Stock levels will be based upon valid usage data except when the maximum number is authorized to be on hand by allowance publications. Exceptions are contained in paragraphs 206, 207, 208, and 209 of this Order. Paragraphs 3007.2, 3 and 4 of Marine Corps Order P4400.15 provide specific instructions for the adjustments of stock levels. These instructions will be used to compute AMRD for stock levels except that stock record cards and back order cards will be reviewed at least quarterly and the AMRD will be computed when there are at least two movements during the previous six-month period. If an item has less than two movements during the previous six-month period, the item will not be stocked; but will be obtained on an as-required basis.

206. PROVISIONING. Provisioning (repair parts, assemblies, tools) for new end items will be stocked initially in quantities prescribed in MCO's 4400.32 and 4423.1. When an item is introduced in the provisioning status, the unit will establish the prescribed operating level, if not furnished by higher headquarters, and will operate within that level for a period encompassing two complete quarters of usage data. The operating level will be an anticipated 30-day usage and this quantity will be entered in the "oper-level" block of the NAVMC 708. The reorder point and requisitioning objective will also be entered on the NAVMC 708-SD. The reorder point is 50% of the operating level. The letters "PROV" will be entered in the AMRD block of the NAVMC 708. When AMRD is computed, stock levels will be adjusted in accordance with paragraph 205 of this Order.

207. INSURANCE ITEMS.

1. Insurance items are defined as materiel which may be required occasionally or intermittently, and experience requires a nominal quantity be stocked due to the essentiality or the leadtime of the items. For purposes of prescribing stock levels, an item is considered to be required "occasionally or intermittently" if it has an average movement of less than one issue for a period equal to the unit's requisitioning objective.

2. Insurance items, if authorized by the unit commander, may be stocked; however, the quantity to be stocked will be limited to one of an item, or the minimum quantity to make one issue; e.g., in the latter case, if spark plugs are designated as insurance items, a set of four, six, eight, etc., depending upon end item application, may be stocked. For insurance items, the quantity one, or more than one, based on the preceding example, will be entered in the operating level block of the stock record card, and the letters "INS" will be entered in the AMRD block.

207.3

3. When a requirement exists to stock an insurance item, a letter or memorandum approved by the commanding officer, will be on file in the supply office to support stockage. This correspondence will contain the following elements of information for each insurance item:

- Federal Stock Number
- Nomenclature
- End Item Application
- Quantity used in past 4 quarters
- Computed Requisitioning Objective
- Quantity established for insurance stock level

4. Quantities of insurance items to be requisitioned will be based on the difference between the stock level and the quantity on hand. An additional 15-day requisitioning objective is not authorized.

#### 208. DIRECT EXCHANGE ITEMS.

1. Specific allowances for direct exchange (DX) items are published by this Headquarters. Accounting instructions for DX items are contained in paragraph 6041 of Marine Corps Order P4400.15\_.

2. DX allowances will be entered in the allowance block of the NAVMC 708-SD. The letters "DX" will be entered in the AMRD block. The mount out through requisitioning objective blocks of the NAVMC 708-SD will be left blank.

#### 209. SUNDRIES PACK.

1. This item is designed for issue when exchange facilities are not available and will be issued on the basis of one rations supplement sundries pack per 100 rations.

2. This item is packaged in quantities to support 100 men for one day. It is a ration supplement containing three categories of PX supplies; tobacco pack, toilet article pack, and confection pack. It is intended for use with the "B" ration when post exchange support is not available. It is not normally issued for operations of short duration when personnel are subsisting on packaged operational rations, or when PX support is provided.

#### 210. STOCK REPLENISHMENT.

1. Stock Record Cards must be continually reviewed during the posting of issue/receipt transactions to ensure timely replenishment of stocks.

2. Procedures to determine the quantity to order are contained in paragraph 3007.5 of Marine Corps Order P4400.15\_.

SECTION IIIPROPERTY CONTROL PROCEDURES

301. GENERAL. MCO P4400.15C is the basic publication of Marine Corps organic accounting procedures, and its provisions apply to all units of the 1st Marine Division unless specifically modified.

302. LOCATION OF RECORDS AND FILES. In order to provide for efficient administration of the organic supply account and maintain effective control of materiel, property control records and files will be maintained under the control of the unit supply officer.

303. MAINTENANCE OF INVENTORY CONTROL RECORDS.

1. Maintenance of stock records will be accomplished in strict conformity with current directives, as amplified by this Order, and such other directives as may be issued. Accurate and comprehensive stock records provide the basis for a unit commander's analysis of the materiel requirement of the past, the forecast of the materiel requirements of the future, and a comparison of present materiel status with these requirements. Each unit commander must ensure that personnel are properly trained and supervised in the maintenance of stock records and in the performance of related supply functions.

2. Unit stock records for all materiel will be maintained on the Stock Record and Inventory Control Card (NAVMC 708-SD) in accordance with the provisions of Marine Corps Order P4400.15. Figure 3-1 of Marine Corps Order P4400.15 provides an example of a properly maintained stock record card. Particular attention is invited to the necessity for complete and accurate identification of the item for which data is being recorded, including comprehensive reference to applicable substitute and/or replacement items. Such data must be up-dated on a continuing basis in order that subsequent actions and decisions may reflect an item identification that is current throughout the supply system. A Phrase Code is a mandatory entry on all applicable stock records.

3. Quantitative data contained on the unit stock record must be carefully entered, physically verified by inventory, and periodically audited if accuracy is to be maintained. Quantitative data is affected by both clerical and arithmetical errors. Either type of error can make it impossible for a unit commander to maintain prescribed stock levels and thereby ensure his capability to support his unit. The following additional guidance is furnished in regard to quantitative data:

a. Erasures and "write-overs" for certain entries on the NAVMC 708-SD are prohibited. When correction of an entry is necessary, the erroneous entry should be lined out with a single line and corrected entry inserted as near as possible thereto.

b. The following entries on the 708 card will be made in pencil as erasures are authorized when necessary:

303.3

1. Balances brought forward from another card
2. Unserviceable stock quantities
3. Available for issue
4. Balances carried forward to another card; last entries
5. Inventory Control Data
6. Substitute items
7. Unit of issue
8. Phrase Code
9. Unit Price
10. AMRD Quantity

c. Ensure the accurate, cumulative recording of recurring demand data to the "Cuml. Repl Demands" column of the stock record card by comparison with entries in the "Quantity Decrease" column and by spot-check verification against the original issue document(s).

d. Post all unit requisition submissions to the "expected receipts" portion of the stock record cards and record all partial and complete deliveries as they occur. Verify this data against unit requisition files to ensure completeness and accuracy.

e. Record all obligations to furnish materiel to subordinate elements on Back Order Record Card (NAVMC 10123-SD) in accordance with paragraph 3001.2.b and figure 3-2 of Marine Corps Order P4400.15. This card will be affixed to the unit's stock record card for the same item to assist in effecting issue of materiel to requiring elements of the unit when such materiel is finally received in unit stocks. Entries should be verified against retained requisitions submitted by subordinate elements of the unit, simultaneously analyzing such requisitions for excessive or unrealistic quantities. Outstanding obligations shown on these cards will be computed as recurring demands when computing the Average Monthly Recurring Demand (AMRD).

304. BACK ORDER RECORD CARDS. All organic supply accounts will utilize Back Order Record Card (NAVMC 10123-SD) to record all customer obligations. Requisitions for stock will not be posted to the Back Order Record Cards. The use of this card will isolate customer demands, which can be added into the computation of the average monthly recurring demands.

305. ACCOUNTING FOR INDIVIDUAL WEAPONS AND EQUIPMENT. The following accounting instructions apply for intra/inter Division transfer of individual weapons and equipment for units in III MAF.

1. Individual weapons, with equipment, will be invoiced on DD-1348-1 along with the completed NAVMC 10576-SD, NAVMC 10577-SD and a copy of the individual's orders attached. MCO P4400.15 outlines the procedures to be used.

2. Individual equipment will be issued and controlled as outlined in MCO P4400.15. When an individual is transferred with all individual equipment, equipment issued on the NAVMC 10577-SD will be dropped from the account by Miscellaneous Loss Adjustment(B9Z).

3-2

306.3

The receiving unit will take up the item by Miscellaneous Gain Adjustment (B8Z). Preparation of "voucher" documents are not required.

3. Individual weapons and equipment will be recovered from casualties prior to evacuation if the tactical situation permits. When it is necessary to evacuate weapon and equipment with the casualty, it becomes the responsibility of the unit to recover the weapons and equipment from the medical facility to which the casualty was evacuated. The weapons and equipment will be recovered by the unit from the medical facility within 72 hours. The medical facility will identify by unit and tag all weapons and equipment received. Proper security, care and cleaning will be provided by the medical facility during the 72 hour period. The medical facility will report to this Headquarters (Division Supply Officer) weapons and equipment not recovered by the responsible unit. This report will identify unit involved, serial number of weapon, quantity of equipment, and length of time items have been held in excess of the 72 hour period.

4. All other accounting instructions contained in MCO P4400.15\_ pertaining to issue and control of individual weapons remain in effect.

5. There will be subsidiary record cards maintained on all weapons within an organization. The records will be maintained in the Battalion Armory in serial number sequence.

#### 306. SET, KITS AND CHESTS

1. Sets, kits, chests and other items which consist of components will be accounted for on the property account as complete items regardless of the fact that one or more components may be unserviceable and/or missing.

2. Normally, sets, kits, and chests are collection type items and are assigned Phrase Code P. Except for initial issue, these items will be replaced and/or replenished by submitting requisitions for the individual components. Initial issue requisitions for an entire set are authorized only as a result of Table of Equipment changes. The change or other authority for the increase will be referenced in the remarks block on the requisition.

3. Organic supply officers issuing collection type items to responsible officers will:

a. Complete two copies of the component listing reflecting the items physically therein at the time of issue. One copy will be furnished to the responsible officer for signature acknowledging receipt of the items physically received and will be retained by the supply officer. Copies of the appropriate Marine Corps Stock Lists, SL-3, may be used as component listings.

b. Issue incomplete sets only after ensuring that the missing components are on requisition and the requisition numbers are recorded on both copies of the component listing.

3-3

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c. Cause both of the component listings to be updated to reflect the subsequent receipt of the missing items.

307. SIGNING OF CUSTODIAL RECORD. Formal custodial records are records of original entry and constitute the unit supply officer's receipt for non-expendable materiel issued from unit stocks. Such records will not be removed from the unit supply office and all actions related thereto (signing, adjustment, verification, etc.) will take place in the unit supply office. Within 10 days after being informed that the formal custodial records are ready for signature, the responsible officer concerned will examine the records, verify for accuracy and sign the formal custodial records.

308. DOCUMENT NUMBERS. The document number is a fourteen-position number which identifies the military service, requisitioner, requisition date and serial number. The first six digits of the document number will remain constant for each separate unit; i.e., card column 30 will always be M for Marine Corps. Card columns 31 thru 35 will contain the AC of the requisitioner. The last eight digits are variable and will be as follows:

1. Card columns 36 thru 39 will contain the current Julian Date; Calendar year, CC #36, Julian Date, CC 37 thru 39.

2. Card columns 40 thru 43 will contain the serial number.

309. SERIAL NUMBER FILE. A 3X5 card file, pre-numbered with serial number (last four digits of the MILSTRIP document number) commencing with 0001, will be maintained. The number of cards to be maintained in the file will be governed by the maximum number of documents used by the unit in any one day. When a card (number) has been used, the card will be set aside for use the next day. At the close of business each day this file will be reconstituted for use the following day starting with 0001 again. No permanent supply record of numbers so assigned will be maintained. The pending requisition file contains all required supply information.

310. COMPLETED TRANSACTION AND PENDING REQUISITION FILES. These files will be maintained in accordance with the instructions contained in paragraphs 300.2a and b of MCO P4400.15.

311. RESPONSIBLE OFFICER RECORDS. The three records that are to be maintained by responsible officers are the duplicate (blue) copy of the Equipment Custody Record, Allowance List, and pending requisition file. These records will be maintained in a current status at all times.

1. Equipment Custody Record (duplicate) will be maintained by the responsible officer for all non-expendable items. This record will be current and all data elements will be complete. Paragraphs 3022 and 6082 of MCO P4400.15 apply.

2. The Allowance List will be prepared by the unit supply officer

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as required by paragraph 203 of this Order. One copy of the Allowance List will be maintained in a current status at all times reflecting allowance, quantity on hand, quantity under allowance and quantity on requisition.

3. A pending requisition file will be maintained. This file will contain copies of all requisitions submitted to the supply office for which supply action is pending. This file will be used to perform an internal reconciliation between supply records and customer demands as set forth in paragraph 412 of this Order. A supply log book is not required by Marine Corps Supply directives. Log books will not be used to perform reconciliation. The pending requisition is the only document that will be used for this purpose.

312. SECURITY OF GOVERNMENT PROPERTY. Upon receipt of materiel from a supply source, verify the amount received against the accompanying documentation. If any discrepancy is present between amount of property received and the quantity shown, the action required by Part E, Chapter 4 of MCO P4000.15 will be taken. In the event the facts and circumstances disclosed warrant, the unit will request the services of professional investigators (CID, OSI, or ONI) which are available. All units are directed to review the procedures used for receipt, storage and transportation of supplies and, where necessary, develop new systems to preclude the loss of supplies through faulty accounting procedures and/or theft.

313. LIGHTWEIGHT UTILITIES. Allowance is three sets per individual. Lightweight utilities will not be altered; i.e. shorten the sleeves, peg the trousers, etc. Lightweight utilities will be retained by individuals who are transferred within the III Marine Amphibious Force. The following procedures apply:

1. Account for lightweight utilities in the same manner as other organic property. Issues will be recorded on the NAVMC 10577-SD to ensure recovery.
2. Entries will not be recorded in the officer qualification jacket or enlisted service record book.
3. Unit commanders will ensure that all lightweight utilities are recovered from personnel of their command prior to departure from Vietnam on permanent change of station orders.
4. Lightweight utilities recovered from personnel will be laundered and given priority of issue over new like items.

314. GREEN TOWELS. Allowance is two per individual. Green towels will be retained by individuals who are transferred within III Marine Amphibious Force. The following accounting procedures apply:

1. Account for green towels in the same manner as other organic property. Issues will be recorded on the NAVMC 10577-SD to insure recovery.



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2. Entries will not be recorded in the officer qualification jacket or enlisted service record book.

3. Unit commanders will ensure that all green towels are recovered from personnel prior to departure from Vietnam on permanent change of station orders.

4. Green towels recovered from personnel will be laundered and given priority of issue over new like items.

315. TROPICAL BOOTS. Allowance is two pair per individual. Tropical boots will be retained by individuals who are transferred within the III Marine Amphibious Force. The following accounting procedures will apply:

1. Tropical boots will be expended from the stock record cards upon issue to individuals.

2. Entries will not be recorded in the officer qualification jacket or enlisted service record book.

3. Tropical boots will not be recovered from personnel upon departure from Vietnam on permanent change of station orders.

4. Commanding officers will ensure that personnel are advised that tropical boots are not authorized for wear in CONUS or on garrison duty overseas.

316. GREEN UNDERCLOTHING. The allowance is four undershirts and four drawers per individual. Green underclothing will be retained by individuals who are transferred within the III Marine Amphibious Force. The following accounting procedures apply:

1. Green underclothing will be expended from the stock record cards upon issue to individuals.

2. Entries will not be recorded in the officer qualification jacket or enlisted service record book.

3. Green underclothing will not be recovered from personnel upon departure from Vietnam on permanent change of station orders.

4. Commanding officers will ensure that personnel are advised that green underclothing is not authorized for wear in CONUS or on garrison duty overseas.

317. MOTOR STABLES SUPPLY PROCEDURES.

1. Division Order 11240.32 sets forth procedures for Motor Stables. Handling of supply operation of motor stables is a responsibility of the unit supply officer.

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2. Before each weekly motor stables program, the supply officer will have designated items and quantities pulled from location and positioned at the site of the motor stable.
3. Each issue for the "Motor Stable Issue Point" will be recorded. On completion, Daily Drop Sheets will be delivered to stock record clerk for posting. Remaining stock will be returned to normal locations.
4. This program does not constitute authority to pre-expend any parts.

318. CONTROLLED ITEMS REPORT.

1. MCO 4440.19\_ prescribes procedures for reporting on hand quantities of controlled items as specified therein. All Stores Account Code 3 items, all secondary 5th echelon depot repairable and certain designated Stores Account Code 1 and 4 items are reportable. Reportable items are listed in Enclosures (4) and (5) of MCO 4440.19\_.
2. Accuracy in reporting cannot be over emphasized. The computer program under MUMMS compares each requisition for controlled items against the inventory reported by this command. The ICP will reject as an error those cards for which "in use" assets within this command are in excess of the authorized allowance.
3. Each battalion or separate company/battery with an organic supply account will submit an initial report and thereafter a report on an "as occurring" basis. These reports will be submitted to this Headquarters (Attn: DivSupO) as expeditiously as possible after change occurs. These reports will be submitted with the criteria set forth in paragraph 5 of MCO 4440.19\_.
4. Enclosure (2) to MCO 4440.19\_ explains the entries to be made on the Controlled Items Reporting Card, NAVMC 10578-SD. The controlled item block of the NAVMC 708-SD will be checked (/) to denote controlled items.

319. SUBSIDIARY RECORDS.

1. Supply/Property Control Officers will maintain subsidiary records on serialized equipment in accordance with paragraph 3000.3C of MCO P4400.15\_.

SECTION IVSUPPLY ACTIONS

401. SOURCES OF SUPPLY. Units of the 1st Marine Division are limited in the procurement of supplies and equipment to items appearing in allowance type publications; i.e. Table of Allowance (T/A), Table of Equipment (T/E) and Marine Corps Stock List (MCSL). The 1st Force Service Regiment is the normal source of supply and central control point for all classes of supplies for 1st Marine Division units while in RVN. Stocks located at the various Force Logistic Support Groups (FLSG) are recorded in the computer inventory record maintained at the Central Control Point. All supply transactions will be accumulated through the appropriate Force Logistic Support Group or Logistic Support Activity processed against this central record. Units supported by a Force Logistic Support Group or Logistic Support Activity will submit requisitions to the nearest collection point (FLSG, LSA) for forwarding to the Central Control Point. Regardless of the collection point used by the local supply source, the 1st Force Service Regiment (Routing Identifier MC1) will be used throughout this directive to identify all organizational elements of the 1st Force Service Regiment except Retail Clothing Outlet which is Routing Identifier Code M24.

402. REQUISITIONING.

1. All requisitions submitted to 1st Force Service Regiment (MC1) (other than Classes III and V) will be on DD Form 1348 and will be prepared as outlined in Marine Corps Order P4400.15\_, except as modified below:

<u>BLOCK</u>	<u>LEGEND</u>	<u>ADDITIONAL INSTRUCTIONS</u>
A	Send to	Enter "MC100" on all requisitions submitted to local supply source. Requisitions to 3rd FSR (Mod Kits and Force Engineer Battalion Low Density Items) will be submitted by message for release by this Headquarters in accordance with paragraph 4003 of MCO P4400.15_.
2	Routing Identifier Code	Enter MC1 (First FSR), MR1 (3rd FSR), or M24 (individual clothing.) Detailed instructions for requisitioning individual clothing are contained in Chapter 7 of this order.
3	Media and Status Codes	This entry will be left blank by the unit except Priority 02 documents will contained M&S Code W.

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<u>BLOCK</u>	<u>LEGEND</u>	<u>ADDITIONAL INSTRUCTIONS</u>
14-15	Supplementary Address	Use this block only when materiel is to be delivered to an AC other than the requisitioner.
16	Signal Code	If supplementary address is blank use B for ASA, C for SFA. If supplementary address is filled, use K for ASA, L for SFA.
17	Fund Code	Leave blank
18	Distribution Code	Leave blank except for NORS requisitions.
19	Project Code	Leave blank. (Project Code 892 will be entered automatically by 1st FSR. This code has been assigned by Headquarters Marine Corps to identify RVN based units.) To MR1, enter code 892.
23	Cost Code	Enter 12 digit cost code in card columns 69-80 constructed in accordance with Section III of DivO P7000.3 "SOP for Financial Management".

2. On requisitions for non-expendable T/E items enter advice code 4G, 4H or 5D as appropriate for justification. Definitions of advice codes are contained in Appendix A of MCO P4400.15.

3. NOT OPERATIONALLY READY SUPPLY (NORS) requisition will be used for repair parts required to remove unserviceable combat essential equipment from deadline. Marine Corps Order 4000.12 identifies combat essential equipment. Requisitions will be prepared in accordance with paragraph 4013 of Marine Corps Order P4400.15. The following entries are mandatory on all NORS requisitions:

a. Document Identifier (Block 1):	AOL
b. Serial Number (Block 12):	Letter "G" in first position
c. Service Code (Block 14):	"Y"
d. Supplemental Address (Block 15):	ID # (Drop First Digit "O")
e. Distribution (Block 18):	Will not use
f. Priority (Block 20):	02
g. RDD (Block 21):	999

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4. Material qualified for expedited handling will be identified by Code "999" as follows:

a. Insert Code "999" in the RDD field of the MILSTRIP requisition.

b. All requisitions identified by Code "999" will be approved by the commanding officer or his designated representative and by the Division Supply Officer.

5. Where requisition by message is warranted, prepare request release in accordance with instructions contained in paragraph 4003.3 of Marine Corps Order P4400.15\_ except that the Cost Code, card columns 69-80 will be included.

403. CLASS I. Rations will be drawn as indicated below:

1. "A" Rations. Direct from Ration Platoon, MCI, in accordance with schedules and requisition procedures issued by Division Mess Administrator and OIC, Ration Platoon.

2. "B" Rations. Same as "A" Rations.

3. Meal Combat Individual (MCI). Submit DD-1348 document to Ration Platoon, MCI.

4. Fuel Trioxane. Normally issued at the rate of one bar per MCI. Requisition as needed on DD-1348 document from Ration Platoon, MCI.

5. Sundries Pack. When commanders determine that sundries packs are required for a specific operation in accordance with the provisions of paragraph 209 of this order, a DD-1348 document will be submitted to Ration Platoon, MCI, via this Headquarters (DivSupO) for approval. The requisition will be accompanied by justification stating personnel density. All requisitions will be signed by the commanding officer or his designated representative.

404. CLASS II. All Class II requisitions will be submitted directly to the nearest collection point (FLSG, LSA or FSR) except as restricted by paragraph 416 of this Order.

405. CLASS III.

1. Bulk and packaged POL products will be requisitioned on DD-1348 in triplicate. Drums are provided for initial issues of drummed POL; subsequent issues require exchange of empty drums for full drums. Excess empty drums will be turned in to the Bulk Fuel Platoon. All requisitions for Federal Group 9150, except WD-40 and Dry Slide, will be submitted directly to Bulk Fuel Platoon and will be handled as walk-thru requisitions regardless of priority.

2. Ensure that vehicle drivers have the unit code (UC) of their organization recorded on the vehicle trip ticket so that all issues of MOGAS

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or diesel fuel to a unit vehicle at dispensing pumps are properly recorded. A listing of unit codes is contained in Appendix F to DivO P7000.3\_.

406. CLASS IV. Submit requisitions for Class IV to MC1 via this Headquarters for approval by Assistant Chief of Staff, G-4. Requirements for building and construction materiel are controlled by the Division Engineer Officer. Requisition for other Class IV materiel is controlled by the Assistant Chief of Staff, G-4.

407. CLASS V. All Class V will be requisitioned on DD 1348 to the Class V Dump, ASP, MC1 via the Division Ordnance Officer.

408. OPEN PURCHASE REQUEST. The supplies and services required by 1st Division units that are to be procured from commercial sources with appropriated funds shall be requisitioned and purchased in accordance with this order. The open market is a ready source for essential items not carried in the supply system and for services that must be obtained. Certain restrictions are employed by the fluctuation of the political situation and to what items can be procured on the open market. All such requests must be authorized by signature of the commanding officer or his designated representative.

1. Submit open purchase request on DD 1150; on sufficient copies to ensure that the original and four copies reach the Purchasing Office. A full description of the item or service will be shown.

2. In case of repair parts, the item name, part number, serial number, make and model of the end item, catalog identification, manufacturer and address (if known) of the repair parts, and manufacturer and address of the end item (if known), will be shown.

3. If the item is a standard stock item and local purchase is desired because of the urgency of need, annotate the DD 1150, "if not available in stock request open purchase."

4. Submit all open purchase requests to MC1 via this Headquarters (DivSupC) for approval.

409. MODIFICATION KITS. Control of Modification Kits is covered in Marine Corps Order 10010.27\_. The kits are ASA and procurement is based on the total Marine Corps assets of the item modified. To insure that the equipment requiring modifications is modified, a reporting system of completed installation is outlined in Marine Corps Order 10010.27\_. 3rd Force Service Regiment has established an issue control point for distribution of modification kits and requires that the serial numbers of the end items concerned be furnished by the parent unit when the requisitions are submitted. Accordingly, requisitions for modification kits will be submitted direct to the 3rd Force Service Regiment by message using the sample format in Figure 1 of Appendix A.

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410. RECOVERABLE ITEMS. A requisition for a replacement of a recoverable item will not be submitted until after one of the following determinations has been made.

1. The 4th Echelon maintenance facility declares the evacuated equipment as uneconomically repairable.
2. The 4th Echelon maintenance facility declares the repair would exceed the one-time or accumulated repair limits set forth in Marine Corps Order 4710.2.
3. The 4th Echelon maintenance facility determines if the repair is beyond 4th Echelon capability.
4. The 4th Echelon maintenance facility can perform the repair but, due to unacceptable repair turnaround time, the commander determines that the lack of the item will impair his state of combat readiness. Requisitions meeting this criteria will be forwarded to the Division Supply Officer by cover letter with complete and ample justification.

411. OBLIGATION RECONCILIATION.

1. Backorders at the supply source will be reconciled periodically to ascertain the validity of the records and to determine whether the materiel is required. Instruction for the Reconciliation Request card and the Reconciliation Response card is contained in paragraph 4007 of Marine Corps Order P4400.15\_.
2. When a requisition is held by the supply source for 90 days, a Reconciliation Request card (DIO AN1) and a Reconciliation Response card (DIO AP1) is created automatically by the supply source. Both cards are forwarded to the organic account. These reconciliation request/response cards are created and forwarded to the unit on an individual item basis on the date that the requisition reaches an age of 90 days from document draft date.
3. That portion of paragraph 4007.1 Marine Corps Order P4400.15\_ which states that the reconciliation will be performed from a deck of cards received quarterly is not applicable for this Division. The reconciliation will be performed on an item basis on the date the reconciliation request/response is received. All other instructions contained in Marine Corps Order P4400.15\_ paragraph 4007.10\_ are applicable.
4. After reconciliation is effected, the Reconciliation Request card (DIO AN1) will be filed with the pending requisition as the proof that a reconciliation has been made. The appropriate Advice Code (2M or 2N) will be entered in the Reconciliation Response card (DIO AP1) and returned to the supply source.

412. INTERNAL RECONCILIATION.

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1. The internal reconciliation will be scheduled by the unit supply officer. Customers will reconcile on the dates published by the unit supply officer.
2. All units with functional organic accounts, including Division Special Service (SRC 91100), will perform internal reconciliation. The following outlines the general steps to be performed to insure a total reconciliation:
  - a. Monthly, or more frequently as necessary, customers will reconcile all back orders. The customer should review and determine the validity of outstanding requests and cancel any which are no longer required.
  - b. The customers pending requisition file will be matched with the Supply Officers Back Order Record Card (NAVMC 10123-SD). If a valid unfilled demand which was not previously recorded on the NAVMC 10123-SD, is reported by the customer, the back order can be established or released at this time without further action by the customer.
  - c. By using a "tic-mark" on the NAVMC 10123-SD, those items for which no customer back order was furnished can be identified. Those back orders shown on the back order card which do not have a "tic-mark" are unmatched. If a clerical error was the cause of the back order still being shown as outstanding; i.e., item previously furnished, line out the back order and adjust the total column.
  - d. Any of the above actions may necessitate cancellation by the supply officer to the supply source. Any time a customer's back order is cancelled or modified, a review of outstanding requisitions will be made for possible cancellation action.

#### 413. MATERIAL PRIORITY DESIGNATORS

1. Guidelines for the assignment of priority designators originate with the Department of Defense. The implementation instructions for the Marine Corps are contained in Marine Corps Order 4400.15 and Marine Corps Order 4400.16. Because of geographical location, units of the 1st Marine Division utilize those priorities for Force Activity II, forces deployed. The priorities for Force Activity Designator I, forces in combat, will not be used unless specifically authorized by this Headquarters. Guidance for use of priorities 02, 03, 05, 06, 12 and 17 are contained in the following paragraphs.
2. Priority Designators are assigned by the commander dependent upon the urgency of need. Generally, required items will fall into categories as follows:

##### a. PRIORITY DESIGNATOR 02

- (1) Used for key items without which the unit cannot perform its assigned mission.
- (2) Used to requisition replacements for combat essential items.

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(3) Used to requisition critical repair parts which are dead-lining combat essential equipment.

b. PRIORITY DESIGNATOR 03. Used for requisitioning medical or disaster supplies required immediately to prolong life in cases of critical injury, fatal disease or calamity.

c. PRIORITY DESIGNATOR 05. Used for essential items, the lack of which impairs the operational capability or combat readiness of the organization. Examine requirements in the light of whether the item is of such importance that without it the commander can expect a measurable impairment of his operational capability.

d. PRIORITY DESIGNATOR 06. Used for providing a minimum of essential individual clothing to personnel.

e. PRIORITY DESIGNATOR 12. Used to provide continuing support, initial outfitting, and other basic requirements.

f. PRIORITY DESIGNATOR 17. Used to requisition routine replenishment items.

414. USE OF REQUIRED DELIVERY DATES (RDD). Normally, an RDD is not assigned to a requisition unless the time limits established for processing the various priority designators within the supply system are unacceptable and would not provide the materiel when needed. These established time frames, called Priority Delivery Dates (PDD), are an integral part of the priority system and are never assigned. Complete details are contained in MCO P4400.16 and MCO P4400.15, para. 4022.

#### 415. REQUISITION CONTROL AND ROUTING

1.. The following supply actions will be forwarded for review at Division level before submission to the supply sources:

a. All requisitions assigned priorities 02 "Walk-Thru", 02 T/E Shortages and 03.

b. All requisitions for class IV material.

c. All requisitions for class V material.

d. All open purchase requisitions.

e. All requisitions for Sundries Packs.

f. All requisitions for which the dollar value exceeds \$1000.00.

2. Each requisition meeting one or more of the established criteria will be submitted to Division Headquarters for review, and requisitions other than Class V will be accompanied by the Stock Record Card (NAVMC 708-SD) and Back Order Record Card (NAVMC 10123-SD) if an obligation exists.

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Requisitions are screened to ensure that the requirement is valid, that preferred FSN is being requisitioned and that the unit of issue, unit price, supply management code and cost code are correct. Stock record cards and back order cards are reviewed for accounting and requirements computation errors. All requisitions for which the dollar value exceeds \$1000.00 are screened by the Comptroller before approval to insure that the amount obligated is within the authorized balance of the unit concerned.

3. Commanding Officers or their designated representative will review and approve by signature all requisitions with priority designators 02, 03 and 05. To preclude unnecessary delay in the review process, furnish justification for priority along with the requisition. This justification may be furnished separately or on the reverse of the requisition.

4. Priority Designator 05, 12, 17 not affected by the restriction of this paragraph, will be submitted direct to the normal source of supply.

416. WALK-THRU REQUISITIONS. Walk-thru requisitions detract from the efficiency of supply operations. The processing of the requisition through a mechanized account, through the warehouse and through the issue point disrupts scheduled work and slows processing of other requirements. To control walk-thru requisitions and ensure that they are only used in cases of extreme emergency, the following conditions will apply:

1. Requirements for priority designator 02 or 03 must prevail.
2. Annotate walk-thru, nomenclature and unit price on the reverse side of the requisition.
3. Prepare a DD-1348-1 to accompany the DD-1348. An example of the DD-1348-1 is contained in Figure 2, Appendix A. Requisitions must be signed by the commanding officer or his designated representative.
4. Justification for the walk-thru and the requisition will be forwarded via the Division Supply Office for approval.

417. FOLLOW UP ACTION .

1. Up to date knowledge of the status of requisitions is essential for effective supply management. As a part of the routine handling of all requisitions through each successive level of the mechanized supply system, information is fed back to the customer to keep him abreast of what has happened to the requisition. Whenever a breakdown in the system occurs and this information is not furnished on a timely basis, follow up action is authorized or required depending on the priority of the requisition.

2. Information on requisition status is provided to the requisitioner in the form of a key-punched status card. Full explanation of all the codes on the instruction cards are contained in MCO P4400.15. Prior to instituting follow up action on a requisition, it is necessary to analyze these status cards so that intelligent follow up action can be taken where required.

3. Follow up action will be taken in accordance with the following:

a. Priority 02 requisitions will be followed up 10 days after date of requisition submission and every 10 days thereafter until status is received. Once status has been received, follow up submission is left to the discretion of the unit commander.

b. Priority 05 requisitions may be followed up within the same time frame as priority 02 requisitions.

c. Priority 05-12-17 will be followed up 30 days after date of requisition submission and every 30 days thereafter until status is received. Once supply status has been received, follow up action is left to the discretion of the unit commander.

d. All requisitions will be followed up 100 days from latest status from supply source. For example, if you have a priority 17 that is back ordered, a reconciliation card should be received within 90 days. If not received within 90 days, a follow up will be initiated.

4. Follow ups will be prepared in accordance with the instructions contained in paragraph 4001.6 of MCO P4400.15 and the additional instructions contained in paragraph 4003.4 of MCO P4400.15.

#### 418. CANCELLATIONS.

1. A cancellation may be submitted only by the requisitioner. Cancellations will be processed in accordance with the instructions contained in paragraph 4001.7 of MCO P4400.15 and the additional instructions contained herein.

2. All cancellations will be submitted for the total quantity remaining due on the document. Partial cancellations cannot be processed. The need for partial quantity requires a cancellation of the total quantity required and submission of a new requisition for the lesser quantity.

3. Requisition cancellation will be submitted direct to the supply source with the exception of cancellations in the following categories which will be submitted to this Headquarters (DivSupO):

a. Cancellation directed by higher authority.

b. Cancellation whose total money value exceeds \$1000.00.

c. Cancellation involving items required for units previously attached as part of BLT/RLT.

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- d. Cancellation required to upgrade priority.
  - e. Cancellations of "as required" items in which requirement no longer exists.
4. The following will be included on the reverse side of the document:
- a. Nomenclature.
  - b. Cancellation category.
5. Where cancellation by message is warranted, prepare request release in accordance with the instructions contained in paragraph 4003.4 of MCO P4400.15. Include nomenclature and cancellation category in last line of message.

419. MILSTAMP TRACERS

1. A request for MILSTAMP tracer action may be initiated by either the shipping or receiving activity. Normally a MILSTAMP tracer action will be initiated by the consignee. Before initiating tracer action the responsible activity will ensure that the following information is available:

- a. Confirmation that the normal transit time of specified RDD has elapsed.
- b. Confirmation that the shipment has not been tendered for delivery by the destination carrier.
- c. Operating experience or other statistics indicate that the normal delivery time has expired and that undue delay has occurred.
- d. Data necessary to initiate transportation tracer action has been received, i.e., transportation control number (TCN), date shipped from the consignor, and POE for export shipments.

2. Shipment tracing procedures are set forth in paragraph 2-15 of DOD Regulation 4500.32 (Military Standard Transportation and Movement Procedures).

420. RED BALL

1. FMFFAC Order 4400.7B outlines procedures for nomination of an item for Red Ball. The following is established as criteria for nomination of an item for Red Ball.

- a. Unit must have submitted Pri-02 Requisition and priority 02/999 NORS Requisition for Repair Parts.

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b. The item or part must be required to replace or repair an item of Combat Essential Equipment reported in accordance with FMFPacO 4000.13C.

2. Item nominated for Red Ball will be submitted to the Division Supply Officer in AF format and including the following information: End Item Application; Nomenclature; Last Known Holder and Status received. AF format submitted as follows:

AF1/MC1/W/6650-670-9696/EA/00001/M11000/7230/G001/R/BLNK/C/BLNK/BLNK/  
892/02/999/8AAAP11B1000/LKH \_\_\_\_\_ Status \_\_\_\_\_ End Item  
Application \_\_\_\_\_ Nomenclature \_\_\_\_\_

3. Item for nomination will be submitted, one item to any message or letter, will contain the words "Red Ball Nomination".

4. When an item that has been nominated by a unit is designated "Red Ball", a weekly report will be made to Division Supply to arrive no later than 1200 each Tuesday. This report will be made in AF format as follows:

AF1/MC1/6650-670-9696/EA/00001/M11000/7230/G001/R/BLNK/C/BLNK/BLNK/  
892/02/999/BLNK/8AAAP11B1000/LKH \_\_\_\_\_ Status \_\_\_\_\_ End Item  
Application \_\_\_\_\_ Commodity Group \_\_\_\_\_ Date de-  
signated Red Ball \_\_\_\_\_ Transaction occurring since last report  
(Example: AF1 to MC1 7240- No Status; AF1 to MC1 7250 Pass MR1; AF1  
MR1 7262 Rec BA Status.

5. Upon receipt of Red Ball Item, the receiving unit will immediately notify this Headquarters (Division Supply Officer) by letter or message. The subject line will read "Red Ball Receipt". Submit this information in the following format.

<u>NOMENCLATURE</u>	<u>DOC NO.</u>	<u>QTY</u>	<u>DATE REC</u>	<u>REC FROM</u>
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## SECTION V

FIELD OPERATIONS501. PREPARATIONS FOR DUTY IN THE FIELD

1. Operations in the combat base will emphasize procedures adaptable to combat operations. Unit plans will include procedures for disengaging from garrison type support activities. Materiel will be maintained in a constant state of readiness, listed in such a fashion that the recorded data may serve as a locator system after movement. All planning and pre-deployment action will be oriented toward facilitating issue of required materiel in a timely fashion for the support of combat operations.

2. Stock records or, in the case of detachments, substitutes therefore (e.g. manifests, locator cards) will be prepared for deployment.

3. Field warehousing containers will not be secured until immediately prior to deployment in order that stock rotation may be practiced to the fullest degree.

502. SUPPLY PROCEDURES IN COMBAT

1. Units will maintain the prescribed load consisting of supplies carried by individuals, loaded in organic attached transportation, or otherwise held by the unit. The prescribed load is designed to make each unit self-sufficient until adequate supply support is available in the objective area. It is not fixed and may vary during the operation to reflect current materiel requirements or varying supply availability conditions. The prescribed load will be replenished by unit requisitions submitted to the designated supply source.

2. Supplies will flow from source to consumer with minimum rehandling and by direct delivery to units where practicable.

3. Supply procedures in combat may vary from strictly emergency and improvised procedures to procedures which approximate formal garrison supply support procedures. It cannot be emphasized too strongly that the best supply support can be rendered in combat situations by the reinstatement of formal accounting control at the earliest possible time. Such controls will include: standardized requisition documents (typed or hand written), maintenance of stock records, proper documentation of receipts and issues, and perceptive analysis of usage data. Records are essential if supported elements are to know what supplies are on hand or on order so that unit materiel requirements may be determined with timeliness and accuracy.

4. Control of supplies will be maintained by various techniques including the use of controlled item lists, periodic logistical reports, and periodic logistical situation reports. The overall control objective will be to coordinate supply and demand with maximum effectiveness.

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5. Supplies will be safeguarded against damage by the elements, destruction or capture by the enemy, and pilferage or waste by friendly forces.

#### 503. REQUISITIONING MATERIEL IN COMBAT

1. All requisitions will be submitted direct to the designated source of supply, regardless of priority or commodity.

2. Logistical reports of materiel deficiencies and/or intelligence or operational reports of loss, damage, or destruction of materiel will not be assumed to constitute a requisition unless specifically identified as a requisition and requested by the reporting unit to be treated as such. This prohibition is imposed to ensure that duplicated supply actions do not result. As a general rule, the fastest way to obtain needed materiel is to communicate directly with the source of supply.

3. Requisitions will be accepted by supply sources in any form in emergency situations; i. e., written, telephoned, radioed, transmitted by message, etc. Whenever possible, written requisitions will be submitted to minimize possibilities for error, mis-identification, or misunderstanding.

4. To be useful as a "requisition" however, the request must contain sufficient information to permit responsive supply action to be taken. Requisition will specify quantities required. Requirements will not be expressed in terms of days of supply, hours of operation, days of ammunition or similar non-specific terms. In addition, requisitions must contain the usual information required by the source of supply. This information will include: FSN; QUANTITY; UNIT IDENTIFICATION OR AC; DOCUMENT NUMBER; PRIORITY DESIGNATOR; and COST CODE. Place and date and time of delivery should be included if necessary to ensure that the items will be delivered when and where they are needed.

#### 504. LSA OPERATION

1. LSA's may be established for particular operations or when a unit is remote from FLC and continuing support is required.

2. The request for establishment of an LSA will be the responsibility of the senior participating unit and will be coordinated by the Assistant Chief of Staff, G-4.

3. The Force Logistic Command will position all Class I, III, V Supplies and Class II and V high usage items as required by the LSA.

4. The LSA will be managed by personnel of FLC or 1st Shore Party Battalion. FLC manages premanent LSA's augmented by Shore Party Battalion and vice versa for a temporary LSA.

5. During an operation the participating units will determine their Class

II requirements for resupply needs. These supplies will be packaged, locator deck prepared, and delivered to the ISA by the participating units supply element. The units supply element will consist of sufficient personnel to properly manage the issue of the positioned supplies. The stocks positioned by the unit will be accounted for by recording these requirements in the Operation Deployment Stock portion of the stock record card (NAVMC 708) as shown in Figure 3-1 Page 3-5 of Marine Corps Order P4400.15. When the operation deployment stocks are dropped from the available for issue balance to the stock record card (NAVMC 708) the supply officer will immediately submit requisitions as indicated by the reorder point of the inventory control data on the stock record card. Upon completion of the operation and the return of the materials to the participating unit the supply officer will inventory the return materiel and pick up the Operation Deployment Stock in the available for issue column on the stock record card. The quantities used based on the inventory when stocks are returned will be recorded on the stock record cards as a recurring demand. When this has been completed review the total assets of the stock record card and cancel requisitions not justified by inventory control data. Excess stocks generated as a result of the operation may be retained only during the current quarter; i.e., when Average Monthly Recurring Demands are next computed, all excess will be disposed of in accordance with current regulations.

505. SALVAGE OPERATION. The salvage operations are the responsibility of the commander. Normally, the logistic officer will exercise staff supervision over the organization and function of the operation. The prescribed procedures and responsibilities for salvage operations are detailed in FMFPAC Order 4010.1.



## SECTION VI

WAREHOUSING, ISSUE, RECEIVING AND INVENTORY

601. GENERAL. 1st Marine Division units will maintain organic stocks in a state of readiness. This requires that such supplies be preserved, packaged, packed, marked and located in such a manner to permit their rapid and orderly access in forward areas with a minimum of confusion and loss of materiel.

602. FIELD WAREHOUSING. Chapter 3 of the Marine Corps Warehousing Manual (MCO P4450.7\_) provides instructions for field warehousing. Field warehousing techniques described therein will be employed by Division units. The Stock Location File will be a manual file as described in paragraph 303.2 of MCO P4450.7\_ and will be maintained in a current status at all times.

603. ISSUE POINTS.

1. All operating stocks are normally maintained in a centralized issue point under the control of the unit supply officer. Separate issue points, i.e., armory, communications, may be authorized by the unit commander. If separate issue points are authorized, all stock items will be carried on the stock records of the unit supply officer. Items consumed or issued will be reported to the supply officer on the Daily Drop Sheet.

2. Pre-expended consumable supplies may be authorized supported units by the unit commander. These supplies will not exceed a 10-day supply and will be limited to those items required to be on hand at all times for continuing support and with known consumption rates; i.e., toilet tissue, soap, scouring powder, foot powder, etc.

604. ISSUE PROCEDURES.

1. One of the following procedures (Method I or II) will be used for processing a responsible officers' (customer) request for supplies for those items designated for "over-the-counter" type issue. This method is normally used for issues of repair parts to support the organic maintenance effort. The detailed procedures outlined herein include certain basic steps that must be followed in any supply support operation. It is realized that any given unit may have to modify certain steps to adapt to a local situation.

2. The customer determines the requirement and prepares a request for supplies utilizing a DOD Single Line Item Requisition System Document (DD-1348) or a Tactical Equipment Repair Order. Insofar as possible, the customer researches the item and ensures a submission of a valid

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and correct stock number for the item required.

3. The customer/maintenance officer indicates the urgency of need; i.e., whether the item deadlines combat essential equipment, or other justification for determination of a priority designator by the command, and submits the request direct to the issue point.

4. The following action is taken at the issue point:

a. The issue point stockman screens the request against the locator deck; if stock is on hand, records the location, pulls the stock requested, and issues the materiel.

b. Information must now be furnished to the accounting unit for issue posting action, or other action to be taken in the event of a Not in Stock status:

(1) Method I

(a) Daily Drop Sheet (for recommended format see Figure 3, Appendix A) issues are recorded on a locally-prepared form designated "Daily Drop Sheet" to include the following information:

1. Federal Stock Number
2. Quantity issued
3. Issued To
4. Quantity Remaining in Stock (optional - but where possible, it is recommended)

(b) Not in Stock (NIS) notice - prepared on a DD-1348 to include the following information:

1. Stock Number
2. Item Name
3. Unit of Issue
4. Quantity Required
5. Customer Identification
6. Urgency of Need Justification (for assignment of a priority designator)
7. NIS

(c) In the case of a partial issue, the quantity issued is processed on the drop sheet and the quantity not furnished is processed

as a NIS.

(d) The drop sheet and NIS notices (DD-1348) are forwarded to the Accounting Unit for action. In the event a NIS is on a high priority request, provisions must be made for rapid processing.

(2) Method II

(a) The request prepared by the customer (DD-1348) is submitted to the issue point with sufficient copies for internal processing. Action is taken by the stockman as outlined in sub paragraph 4a above.

(b) If the total quantity requested can be furnished, the material and a copy of the request is turned over to the customer. The original copy of the request is forwarded to the Accounting Unit for posting.

(c) If a partial issue is effected, action for the quantity furnished is as outlined in sub paragraph (b) above. If it is determined that an immediate use requirement exists for the quantity not furnished, a new request is prepared for the quantity required and issue point action is as outlined in sub paragraph (d) below.

(d) In the event the item requested is not in stock (NIS), a minimum of two copies of the request are annotated "NIS" and forwarded to the accounting unit for action.

5. The accounting unit accomplishes the posting of items issued using the original copy of the request and takes the following action on NIS requests:

a. Determines if an acceptable substitute item is available. If so, the request is returned to the issue point directing the issue of the substitute.

b. If an available-for-issue quantity is indicated on the stock record card, a spot inventory is requested and, depending on the result, issue or adjustment action is taken.

c. If no substitute item is available or the available for issue balance is zero, the various actions outlined below are taken by the stock record clerk:

(1) If a stock replenishment requisition is outstanding, back order the customer demand (routine priority only) on the Back Order Record (NAVMC 10123-SD). Annotate the document number of the stock replenishment requisition on all copies of the request and return a copy to the customer. (The customer is to retain this copy until the item is received).

(2) If a stock replenishment requisition is not outstanding,

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a requisition is required for the requisitioning objective (RO) quantity plus the demand quantity, if applicable.

(3) In the event criteria for a high priority requisition is indicated on the customer request, two requisitions may be required; one for the demand quantity and one for the RO quantity.

6. A file (3"x5" cards) of document numbers (four-digit serial number commencing with 0001 each day) is maintained by the Accounting Unit.

a. The clerk takes the next available document number (card), annotates the document number on the customer request, posts the expected receipt and posts the back order to the NAVMC 10123-SD. The document number card can then be set aside for use the next day. (Note the advantage that pre-posting the expected receipts requires only one "pass" across the stock record cards).

b. In the case of high priority, the DD-1348 is immediately forwarded to the Requisition Section, via a control point (NCOIC Stock Records, Supply Chief/Officer) for action.

c. For routine requests the DD-1348 is forwarded to the Requisition Section at the end of the day's business or more frequently as necessary.

d. A request for an item with no stock record card on file is forwarded to the research section for determination of a valid stock number, unit price, etc., prior to preparation and posting of a stock record card. If research indicates possible substitute FSN's, the procedures of subparagraph 5a apply.

7. Prepared requisitions are reviewed by a control point for accuracy of information, format and special instructions prior to distribution. If requisitions are changed in quantity or are not submitted, they must be returned to the stock record clerk to correct stock record card expected receipt and back order card postings.

#### 8. Request for Nonexpendable Supplies

a. Request for nonexpendable supplies should be clearly annotated by the Accounting Unit, "NONEXPENDABLE ITEM" "NONEXPENDABLE COMPONENT" or "NONEXPENDABLE ACCESSORY".

b. The signed original request is retained by the supply officer as a temporary receipt for nonexpendable item issued and is to be used to post to the Stock Record and Inventory Control Card (NAVMC 708-SD), the Custody Receipt Control Record (NAVMC-713-SD) and the Equipment Custody Record (ECR) NAVMC 10359-SD. When the responsible officer signs the ECR, the temporary receipt may be destroyed.

c. The signed original request for a nonexpendable component or accessory may also be used to support the Miscellaneous Adjustment Voucher

required to drop a nonexpendable component or accessory received and subsequently issued/installed.

#### 605. RECEIVING PROCEDURES

1. The detailed procedures outlined herein include certain basic steps that must be followed by any supply unit.

2. The following procedures will be used for processing supplies received from the supply source or other sources external to the unit:

a. The NCOIC of the Storage Section is directly responsible for the Receiving Section.

b. A central receiving area will be designated to receive and process all incoming supplies.

c. As material is received, immediately, or just as soon as possible thereafter (within 24 hours), receipt documents will be dated as to the date of receipt of materiel, and the accounting copy of the shipping document is removed from the materiel. This copy becomes the receipt document which is forwarded to a control point for transmittal to the appropriate accounting section for posting of receipts and release of backorders.

(1) Retain materiel in the receiving section until distribution is directed by the accounting unit.

(2) If only one copy of the shipping document is received, the receiving section ensures that the materiel is marked with the document number, stock number and quantity. The single copy available then becomes the accounting copy.

(3) If no shipping document is received with the material, a Report of Property Received (RPR) is prepared. A DOD Single Line Item Requisition System Document Form DD-1348-1 will be used.

d. Receipt documents and RPR's are posted by the accounting section as the first order of business daily. Backorders, if any, are also released at this time.

(1) In the event an RPR is received by the accounting unit, research is required to determine the document number applicable to the material. If the document number is found, it is annotated on the RPR. If no document number can be determined, a document number is assigned and annotated on the RPR. The RPR is then processed as a normal receipt document.

(2) In the event an expendable Phrase Code F item is received, the item is taken up on the Phrase Code G stock record and the receiving

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section is notified to re-identify the item to the Phrase Code G stock number.

(3) If review of the Back Order Record Card (NAVMC 10123-SD) indicates back orders, the following steps are taken:

(a) Determine quantity to be released contingent upon priority and quantity received; oldest back orders within priority take

(b) Post to the (NAVMC 10123-SD) to show back order furnished.

(c) Post the expendable item issue to the stock record card.

(d) Prepare back order release.

(4) Posted receipt documents and RPR's are forwarded to the pending requisition file for matching and subsequent filing in the Completed Transaction File.

(5) Receiving Section issues the back order releases and delivers the remaining materiel to the issue point for stock. At this time the Receiving Section takes action on the Phrase Code F to Phrase Code G consolidation, if any. This is done by lightly lining through the Phrase Code F stock number on the material in order not to lose the Phrase Code F identification, writing in the Phrase Code G stock number, and annotating "Phrase Code G" by the stock number.

(6) After issue of a back order release, a signed back order release document may be forwarded to the accounting unit for file with the applicable completed transaction as proof of delivery. There is no requirement to retain these documents unless desired locally.

#### 606. INVENTORIES

1. A complete physical inventory of unit stocks of materiel will be conducted annually in accordance with paragraph 6010 of MCO P4400.15. In all cases, unit stock records will be reconciled with results of the physical inventory and necessary adjustment and/or corrections made. In addition, to the requirement for an annual inventory, units should conduct "spot" inventories whenever analysis of the supply operations indicates any unusual discrepancy between the office and warehouse records.

2. Physical inventories are investments of many man-hours of work and, if not properly planned and executed, are a waste of manpower with the organization realizing little if any benefit from the effort expended. Accurate physical inventories are essential to the accuracy of stock records and warehouse locator decks. Varying circumstances; e.g., type of account, time allotted, and number of personnel available, would require certain modifications to any inventory method that may be prescribed.

The method described below is "a method" to aid in the accurate reflection of current stock on hand by the utilization of thorough and accurate physical inventory procedures.

3. Pre-inventory planning is one of the most important steps prior to taking a physical inventory. There are many steps to be taken prior to the actual count phase. They are as follows:

a. Set specific time-frames for completing the inventory. The inventory must be accomplished in the most rapid manner commensurate with accuracy.

b. Notify customers of inventory dates and process any pre-inventory material requests required to maintain customers during the inventory period.

c. Have a plan to segregate and annotate all issue/receipt documents to reflect "Before Inventory" or "After Inventory" to ensure proper counting and recording action.

d. Ensure all stock on hand is properly identified as to FSN.

e. If necessary, request additional men for this period to conduct the inventory. Get the count phase finished as quickly as possible to preclude delay in the resumption of customer service.

f. Depending on number of personnel available for the inventory, make up teams and assign specific areas to each team to ensure wall-to-wall coverage. Ensure that one stockman/supervisor with each inventory team is familiar with items in his areas. Set up a team to monitor, collect, cross-check, total inventory tickets, and verify the accuracy of the locator deck.

g. Obtain sufficient quantities of Inventory Tickets (NAVMC 105-SD) for line items and multiple locations, or prepare sufficient inventory tickets locally; i.e., cut paper into workable single line item strips. Inventory tickets should be of sufficient size to include the following information:

(1) Stock Number (FSN)

(2) Item Name

(3) Unit of Issue (If counted as other than "each" also show the U/I used when counting).

(4) Quantity

(5) Location

h. Brief inventory teams prior to inventory on areas of responsibility and the standardized procedures.

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4. Teams begin inventory in their assigned areas. Record FSN, item name, quantity, location, and unit of issue (if other than each) on the inventory slip, one line item to a single inventory slip.

5. As the inventory progresses, the inventory tickets are collected at one point by the team assigned to the locator deck verification. This team arranges the tickets in stock number sequence and may follow one of two methods.

a. METHOD I. The inventory ticket is processed against the existing locator deck. Locations that agree on the locator deck are "tick-marked" on the locator card. New locations are added and also "tick-marked". New locator cards are prepared where necessary. The inventory ticket is initialed/marked to indicate having been checked against the locator deck and forwarded to the accounting unit.

b. METHOD II. The inventory tickets are processed against the locator deck and the inventory quantity is annotated beside the related location recorded on the locator card for the purpose of this inventory only. Additional locations or new locator cards are recorded or prepared where necessary. The inventory ticket may be destroyed or retired at this time.

6. After all counts have been completed and the locator deck has been updated by METHOD I or II above, the following steps remain to be accomplished at the stock point:

a. If METHOD I was used, the locations recorded on the locator deck, but not "tick-marked", should be deleted.

b. If METHOD II was used, the locator deck is purified by deletion of locations not reflecting inventory assets. The inventory quantities are totaled (multiple locations) and a single total quantity annotated.

7. The inventory must now be checked against the stock record cards. Appropriate adjustment action and annotation of stock record cards to reflect the inventory taken is accomplished. All stock record cards must be reviewed and those stock record cards showing an available-for-issue balance but no inventory posting should be annotated and zeroed. Appropriate action must be taken on losses of nonexpendable items. The inventory tickets may be retained in stock number sequence for several months and will prove to be a valuable management tool in the event of subsequent lost locations, spot inventories, etc.

8. During the "posting" phase, inventory tickets will appear that have no related stock record card. These must be researched to the SL-7-1 and SL-5 for Phrase Code, unit price, unit of issue and possible erroneous FSN's. Phrase Code F items in stock should be consolidated with Phrase Code G items and reflected under the Phrase Code G FSN. Ensure that Phrase Code F items in stock are annotated with both the Phrase Code F and Phrase Code G FSN and that the item is reflected on the Phrase Code G locator card. Stock record cards on found assets should be prepared.

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Inventory tickets/locator cards not reflecting valid FSN's should be returned to the stock point for identification.

9. During the "count" phase some items may appear that could not be identified. These items should be removed from location and set aside for identification. Research of supply publications and/or assistance of technicians will usually identify the item. Once identified, the item should be placed on location and the inventory recorded on the stock record card. This job may or may not be completed during the inventory period.

10. The ideal method of inventory is the "two count" method, whereby all items are counted by two different teams and the results verified by a third count when differences in counts have occurred. However if time and personnel are limited, a careful "one count" with the corresponding collation and adjustment of records should suffice.

11. After the inventory the storage section should review their locator deck and consolidate multiple locations of a single line item to as few locations as possible consistent with operating requirements. Consolidation of assets on location, of course, has no accounting effect on stock record cards.

SECTION VIIINDIVIDUAL CLOTHING

701. ENTITLEMENT. Enlisted Marines are entitled to limited issues, without charge, of individual clothing while serving in the Republic of Vietnam. Officer personnel are not entitled to an issue of individual clothing without charge. Navy enlisted personnel serving with Marine Corps units in a combat area are entitled to in-kind clothing issues to maintain authorized Marine Corps uniforms. The Navy uniforms will be maintained with the monetary clothing maintenance allowance which is not suspended for Naval personnel.

702. REPLACEMENT OF AUTHORIZED CLOTHING. Enlisted Marines will be furnished replacement clothing, without charge, with issues made on an item-for-item basis. Monthly survey by the individual will be limited to those quantities of individual clothing authorized to be taken into combat areas by enlisted personnel. Instructions for the issue and replacement of organizational clothing are contained in Section III of this order.

703. AUTHORIZED ITEMS FOR IN-KIND ISSUES. The following are items of individual clothing authorized to be taken into the Republic of Vietnam by enlisted personnel and are authorized for replacement issues without charge.

<u>QTY</u>	<u>ITEM</u>
2	BADGE, RATING, BLUE ON KHAKI (Dental Tech. or Hospital Corpsman)
1	BAG, DUFFLE
2	BELT, TROUSERS, WEB, KHAKI
2	BOOTS, COMBAT, LEATHER OR NYLON, PR.
1	BUCKLE, BELT, WEB, KHAKI
2	CAP, GARRISON, COTTON, KHAKI
2	CAP, UTILITY, COTTON, GREEN
6	DRAWERS, MEN'S COTTON WHITE/GREEN
2	INSIGNIA, GRADE, ENL PER, GREEN ON KHAKI, PR.
3	INSIGNIA, GRADE, ENL PER, METAL, PR.
1	INSIGNIA, BRANCH OF SERVICE, LEFT ONLY
1	INSIGNIA, BRANCH OF SERVICE, METAL (Dental Tech. or Hospital Corpsman)
2	LACES, FOOTWEAR, NYLON, 64" PR.
2	LACES, FOOTWEAR, NYLON, 30" PR.
1	RAINCOAT, MAN'S COTTON, RUBBER COATED
2	SHIRT, MAN'S COTTON, KHAKI, W/QTR LGTH SLEEVES
3	SHIRT, MAN'S COTTON, GREEN, UTILITY
1	SHOES, DRESS, PR.
4	SOCKS, MEN'S CUSHION SOLE, PR.
2	SOCKS, MEN'S BLACK, PR.
3	TROUSERS, MEN'S COTTON, GREEN, UTILITY
2	TROUSERS, MEN'S COTTON, KHAKI
6	UNDERSHIRT, MEN'S COTTON, WHITE/GREEN

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704. REPLACEMENT ISSUE. Replacement issues will be limited to authorized items worn out in normal service. Replacement issues may be made if such clothing has been lost, destroyed, damaged, or abandoned incident to the service, provided:

1. Such clothing was necessary or proper under attendant circumstances for the individual concerned.
2. The clothing lost was not in excess of authorized items.

705. INDIVIDUAL CLOTHING RECORD NAVMC -631-SD

1. The individual clothing record serves multiple purposes when used in maintaining the individual clothing for personnel transferred to and from the Republic of Vietnam. These include:

- a. Recording clothing inventory/storage data prior to the transfer of the individual to a combat area.
- b. Recording health and comfort issues.
- c. Recording inventories of return from the combat area.
- d. Recording replacement issues of clothing to personnel returned from a combat area.

2. The individual clothing record will be filed on the document side of the record book of each individual that is entitled to in-kind clothing issues. To protect the interests of both the individual concerned and the Government, ensure that the forms are properly completed and attested by competent authority on the reverse side. Chapter X of MCO P10120.28 provides detailed instructions for preparation of the forms.

706. REQUISITIONING

1. The DD Form 1348 (4 part) will be the standard means for units to requisition individual clothing.

a. The original (hard copy), signed on the reverse side by the supply officer, and the green and pink flimsy will be submitted to the clothing outlet.

(1) When a requisition is filled on a "walk-thru" basis, the individual receipting for the clothing will sign the hard copy which will be retained by the outlet. The green flimsy will accompany the material as the material release order. The pink flimsy may be destroyed.

(2) When materiel requested is not in stock and necessitates back ordering, the pink flimsy is so annotated and returned to the unit. The hard copy and the green flimsy is placed in the clothing outlet's back order file by Julian date and priority.

(3) When a partial issue is made, a "P" to indicate a partial release is placed in block 16 (signal) of all copies, the quantity

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changed to reflect the quantity released. The hard copy will be signed by the individual receipting for the materiel and the green flimsy will accompany the quantity released as the MRO. The clothing outlet will then prepare a duplicate DD Form 1348 for the remaining quantity to be back ordered. The pink flimsy will be forwarded to the unit, showing the quantity back ordered. The hard copy and the green flimsy will be in the clothing outlet's back order file.

(4) Status. Any unit may at any time request and receive the latest available status of their back orders by furnishing the outlet that holds the obligations with the document number and FSN of the subject requisitions.

b. Entries on the DD Form 1348 submitted to the clothing outlet will be printed using a ball point pen or typed. All copies must be legible. The following information is required:

<u>LEGEND</u>	<u>BLOCK</u>	<u>INSTRUCTIONS</u>
SEND TO	A	Enter "Retail Clothing Outlet _____" (FLSG "B", FLSG "A", FLSU 1 or 1st FSR) as appropriate.
REQUISITION	B	Enter "in the clear" name and address of requisitioner.
DOCUMENT IDENTIFIER CODE	1	Enter "A01".
ROUTINE IDENTIFIER CODE	2	Enter "M24".
STOCK NUMBER	4,5	Enter FSN of item required.
UNIT OF ISSUE	7	Enter two position alphabetic unit of issue for items requisitioned as reflected in current SL-8.
QUANTITY	8	Enter quantity of item requisitioned. Use zeroes preceding significant digits to complete the five digit field.
DOCUMENT	9-12	As follows.
SERVICE	9	Enter "M".
REQUISITIONER	10	Enter AC of unit submitting requisition.
DATE	11	Enter last digit of calendar year and 3 digit Julian Date.
SERIAL NUMBER	12	Enter the serial number of the requisition. Do not duplicate numbers on any one day.

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DEMAND	13	Enter appropriate demand code.
REMARKS	1.	Enter nomenclature of item requisitioned (i.e., item name and size.)

2. If the desired clothing is not in stock at the time the using units "walk-thru" their requisitions, the clothing outlet will place the requisitions on back order. Upon receipt of materiel, back orders will be released before all other transactions unless a higher priority intervenes. Using units should check at least twice monthly for materiel released to their AC.

#### 707. STOCKING OF INDIVIDUAL CLOTHING

1. The below listed items of individual clothing may be stocked on a 15 day stock level.

BELT, trouser, web khaki  
 BUCKLE, belt, web khaki  
 CAP, utility, cotton, green  
 SOCKS, men's cushions sole, etc.

No other items of individual clothing will be stocked at the unit level.

2. The articles of individual clothing listed in paragraph one (1) are the only items for which average monthly recurring demand and inventory control data will be computed. When it is computed on these items the operating level will be shown on  $\frac{1}{2}$  of the average recurring demands in order to hold the unit to a 15 day stock level.

#### 708. DETAILED PROCEDURES

1. Administration of the "in kind" issue of clothing to individuals is the responsibility of unit commanding officers. Commanders are advised that they are responsible to ensure that all "in kind" issues of clothing are within the limits prescribed in paragraph 704 of this order. Individuals will not be allowed to exceed the limit of any one item within a thirty day period. All clothing issue documents for sergeants and below will be verified and signed by the commanding officer having custody of the individual's service record book.

2. The clothing issue document (Figure 4) will be originated at the platoon/section level in an original and one copy. All entries under "quantity" will be completed by responsible individuals; e.g., platoon leader, section head, prior to approval by the commanding officer.

3. Personnel originating clothing issue documents will ascertain that all clothing requested was actually "worn out in service" and not willfully destroyed and/or damaged in order to obtain new clothing. When willful destruction is detected the individual will be required to pay for willfully destroyed clothing and will be referred to the commanding officer for disciplinary action as deemed appropriate.

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4. Company supply sections will be responsible for consolidation of all company clothing issue documents. These consolidated requirements will be submitted to the unit supply officer utilizing a form or listing as prescribed by that officer. The company supply section will be required to submit only total quantity, by size and nomenclature, to the battalion supply officer. The unit supply officer will be responsible for assigning appropriate Federal Stock Numbers and preparation of necessary requisitioning documents. The company supply section will maintain a file of completed clothing issue documents (Duplicate) to substantiate the disposition of all clothing requested and received.

5. The unit supply officer will be responsible for timely submission of clothing requisitions required by companies under his cognizance. The unit supply officer will ensure that clothing requisitions are not submitted during the last two days or the first three days of each month as inventories are conducted by the Force Logistic Command during this period as outlined in III MAF Order 10120\_.

6. Actual physical inventories will be taken by the battalion supply officer upon initial receipt of individual clothing items from the clothing outlet. Factory packed and sealed boxes will not be opened; however, if after opening these boxes during subsequent issues it is found that they are short of the actual quantity indicated, a requisition will be submitted to cover the shortages. All clothing will be segregated by requested sizes and quantities at the unit supply section. All subordinate supply sections will verify quantities received at the time of issue and prior to departure from the unit supply issue point.

7. The unit supply officer is not authorized to stock individual clothing items, except those items authorized in paragraph 707 of this order. However, it is envisioned that nondeliverable items of individual clothing will result due to rotation, transfers, etc. When this situation occurs, such clothing will be returned to the unit supply officer. Issue of these items will be made to subordinate units prior to submission of requisition documents to the clothing outlet for additional like items.

8. Individual clothing items which have not been issued after a sixty-day period will be invoiced and returned to the clothing outlet.

9. Units which originate clothing issue documents will be responsible for delivery of individual clothing to the individuals concerned. The completed original clothing issue document will be retained by the company. Company commanders will ensure that this retained copy is inserted on the document side of the individual's service record book and retained for the duration of the individual's tour in RVN. If the individual is not present at the time of the clothing issue, the company supply section will be responsible for storage and safeguarding of the clothing until such time as it can be delivered to the individual. In the event the individual has been transferred or rotated from the unit and there is no immediate requirement for the clothing requested, such items will

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be returned to the unit supply officer.

10. Company commanders will ensure that unserviceable clothing is recovered from individuals upon issue of new like items. Such unserviceable clothing will be turned over to the unit supply officer immediately upon completion of the above recoveries. The unit supply officer will in turn forward periodically all unserviceable clothing to the salvage section of the Force Logistic Command.

11. Unit supply officers are not authorized to originate clothing issue documents or process individual issues of clothing to personnel at any time.

SECTION VIIIEXCESS, MISSING, OR FOUND GOVERNMENT PROPERTY

801. DISPOSITION OF EXCESS MATERIEL. Disposition of materiel encompasses all necessary accounting and physical handling procedures involved in purging unit stock records and unit storerooms of materiel that is no longer capable of being issued, suitable, and/or authorized for issue or retention. Disposition action of one form or another is appropriate and required for: excess or obsolescent materiel; unserviceable materiel (worn out, damaged, or otherwise rendered unsuitable for its intended use); salvage or scrap materiel. Excess materiel includes all items held in unit stocks or under unit control that exceed authorized levels of supply or authorized T/E-T/A Allowances. It is the responsibility of the commanding officer to ensure that effective measures are taken to prevent accumulation of property in excess of authorized stock levels or prescribed allowances. Appropriate measures will be taken on a continuing basis for reporting and disposing of excess property to the best interests of the government. These measures are considered necessary to ensure adequate supply support, combat readiness, and effective supply management. Procedures for the disposition of excess property are contained in paragraph 3008 of Marine Corps Order P4400.15\_. Excesses will be reported on an "as occurring" basis.

802. RECOVERABLE ITEMS. Listings of recoverable items are published in Marine Corps Order 4400.4\_. Items so designated are subject to strict monitoring and control by the Commandant of the Marine Corps. Recoverable items determined to be excess to the allowance of a unit will be processed as follows:

1. The using unit will perform and complete all 1st and 2nd echelon maintenance. When such maintenance is unable to be completed due to lack of parts, the equipment will be retained by the unit until all parts are received to complete such maintenance.
2. Prepare a Tactical Equipment Repair Order (NAVMC 10245-SD) requesting condition code and limited technical inspection (when applicable). Prepare a DD 1348-1 document invoice and deliver with TERO and equipment to the applicable maintenance facility.
3. Upon completion of condition coding and/or limited technical inspection of the equipment, the maintenance facility will notify the unit and the following steps will be accomplished:
  - a. The unit will deliver the equipment with the completed copy of the TERO, a copy of the LTI and the invoice to MCI.
  - b. The equipment will be inspected for any discrepancies prior to acceptance. Upon acceptance, MCI will return an "acceptance copy" of the invoice to the unit. The unit will utilize this copy as authority to adjust their property records.



803

803. EXPENDABLE NON-RECOVERABLE ITEMS. Expendable non-recoverable items, dependent upon condition code, are processed back to the designated source. Items in condition code C or higher are turned over to salvage as scrap. Items in condition code C or lower are disposed of as follows:

1. Package one line item per container (i.e., paperbag, box, etc.).
2. Annotate the FSN and quantity on the container.
3. Prepare a DD 1348-1 invoice for each line item (FSN). In block 25 indicate the Unit of Issue, the noun name, the word "EXCESS" and the condition code. Each invoice must be signed by an officer to certify that the materiel is in the condition code indicated. If SMC F items are being turned in, comply with the instructions contained in paragraph 300126 (3) of Marine Corps Order P4400.15.
4. Deliver the original and two copies of the invoice to MC1. Additional copies may be prepared for local records.
5. The unit will coordinate with the Storage Officer, Supply Company, MC1 for the date and time that the materiel may be delivered to the Storage Warehouse.

804. NON-EXPENDABLE NON-RECOVERABLE ITEMS. Process items in this category as outlined in paragraph 802.

805. MISSING/FOUND GOVERNMENT PROPERTY. The Commandant of the Marine Corps maintains a record of all lost, stolen, missing, or recovered Government property considered to be of a highly negotiable nature, as well as other property when it is considered that the recording of the loss or recovery should be a matter for future reference. Specific procedures have been established to report the loss of these items expeditiously, and also to endeavor to recover as many of the items as possible. The instructions necessary to administer this program are contained herein.

1. MISSING PROPERTY. Immediately upon discovery that a highly negotiable or serialized item of Government property has been lost, or missing, the following action will be taken:

a. INITIAL REPORT. Unit commander concerned will submit an immediate report to Commanding General, 1st Marine Division (Attention Division Supply Officer) describing the incident. The format illustrated in Figure 5, Appendix A will be used for this report (by message or letter).

b. DIVISION-WIDE SEARCH. Upon receipt of the above written report, the Division Supply Officer will initiate a Division-wide search. The request for search will be published as a Division Bulletin.

c. UNIT SEARCH. Commanders receiving the request for search

message will:

- (1) Conduct search within unit.
- (2) If the item is found, notify the organization that reported the loss and Division Supply Officer.

d. FOLLOW-ON REPORT. In the event that the missing item is not found, the unit commander of the organization losing the item will:

- (1) Initiate investigative action in accordance with Part 17, Marine Corps Order P4400.19\_.

- (2) If no response is received within 72 hours after the deadline date of the Division search request; immediately notify the following:

Division Provost Marshal  
Division G-2  
U.S. Naval Investigative Service Representative, DaNang, Vietnam  
Federal Bureau of Investigation District Office, Honolulu,  
Hawaii  
Commandant of the Marine Corps (Code CSX)

e. Paragraphs 104116.2a and 104116.2d of Marine Corps Order P4400.19, and paragraph 6070 of MCO P4400.15\_ contains additional instruction related to missing property. A sample missing property letter is contained in Chapter 6 of Marine Corps Order P4400.15\_.

2. FOUND PROPERTY. The following actions will be taken when government property is found, but for which there is no report of loss.

- a. Item will be turned in to the nearest Marine Corps Supply Officer.
- b. The Supply Officer receiving the item will report the recovery to the Commanding General, 1st Marine Division using the same format for missing property. The report will indicate "Found" Property in subject line.
- c. In the event the item remains unclaimed in excess of 10 days after date of current Missing/Found Property Division Bulletin, the item will be picked up on the Unit Property account (if authorized and required). If the item is not authorized or not needed, it will be turned in directly to supply source.

- d. Reports of recovered property must be submitted in accordance with paragraph 104116.2 of Marine Corps Order P4400.19\_, and paragraph 6072 of Marine Corps Order P4400.15\_.

3. SPECIAL SERVICES PROPERTY. If the item found is a special services item, report as in above and annotate special services item in

paragraph E of the report.

806. REPORTS OF INVESTIGATIONS. When items in the possession of units become unserviceable or missing; where fault or negligence is suspected or known; or when responsibility must be determined; a report of investigation will be used to dispose of government property. Instructions pertaining to reports of investigations are contained in Part C, Chapter 6 of Marine Corps Order P4400.15. Instructions for accomplishing investigations are contained in Marine Corps Order P4400.19, MarCorSupMan.

807. OPERATIONAL/COMBAT LOSSES. When no neglect or fault is suspected, or when no responsibility for property condition is to be determined, a Miscellaneous Loss Adjustment will be used to drop non-expendable property which is unavoidably lost, damaged, or otherwise made unsuitable for its intended use due to operational/combat conditions. When applicable the damaged or unserviceable equipment will be sent to FSR in order that an appropriate report of unserviceable property may be issued. This report of unserviceable property will be properly "Coded" with an applicable MILSTRIP Document Identifier (B7J) and used as the basis for the loss adjustment.

## SECTION IX

CUSTODY AND HANDLING OF PUBLIC FUNDS

901. AUTHORIZED CUSTODIAN. All battalions and separate companies having an organic supply account will appoint a member as an authorized custodian to collect monies derived from the sale of government property.

902. ALTERNATE AUTHORIZED CUSTODIAN. An alternate authorized custodian will also be appointed to serve in the event of a prolonged absence of the authorized custodian.

903. APPOINTMENTS. Appointments of authorized custodians and alternate authorized custodians will be by letter to the appointee from the commanding officer. Sample format are shown in Figure 6 and 7, Appendix A. The letter of appointment must contain; (1) the effective date of the appointment, (2) the name of the individual relieved (if any), (3) duties, and (4) limitations. The duties may be enumerated in an enclosure. The appointee must endorse the original and all copies of the letter of appointment (with enclosures), stating "I accept the appointment as authorized custodian (or alternate authorized custodian), and I agree to hold myself accountable to the United States for all public funds received." The original letter of appointment (with enclosures) will be held on file for a period of five years after the authorized custodian (or alternate authorized custodian) ceases to serve. Letters of appointment need not be reissued by successors of appointing officers. A change fund will not be authorized for custodians. In addition to the duties and limitations which may be imposed by the appointing officer, the following duties and limitations are mandatory and will be included in letters of appointment. They may be rephrased to suit the individual's appointing letter:

1. The alternate authorized custodian will serve only in the prolonged absence of the authorized custodian.
2. Principal and alternate custodians must maintain separate records to show source, disposition and balance of funds on hand at all times.
3. The authorized custodian will be provided a safe for his exclusive use and accessible only to him. The combination will not be kept in a sealed envelope in another safe. During the prolonged absence of the principal, the alternate may use the same safe, provided the combination is changed by the alternate. The principal must have turned in his funds to the Disbursing Officer prior to absenting himself from duty except in emergencies. In emergencies, the authorized custodian will deliver his funds to a commissioned officer within the command and obtain a receipt and leave the safe unlocked so that it can be utilized by the alternate. The funds will then be turned over to the alternate custodian. The supply officer will prepare the necessary paperwork to deliver the funds to the Disbursing Officer. The Cash Collection Voucher resulting from the

903.3

transaction, signed by the officer delivering the funds, and by the Disbursing Officer, will become a part of the official records of the supply office.

4. Public funds collected by two or more authorized custodians will not be merged. This means that the alternate custodian cannot merge his funds with those of the principal.

5. Public funds collected by custodians will not be merged with any other funds.

6. Custodians will deliver funds collected to the Disbursing Officer when the amount on hand reaches \$100.00 and at the end of the month, regardless of the amount collected. If adequate facilities are not available custodians will deliver funds collected to the Disbursing Officer daily.

7. Custodians will be required to familiarize themselves with paragraphs 6000, 6001, 6002, 6110, and 6111 of Marine Corps Order 4400.15 and Chapter 1, Part C, Volume IV of the Navy Comptroller Manual.

904. REVOCATION OF APPOINTMENTS. Revocation of appointments of authorized custodians will be by separate letter, addressed to the authorized custodians and/or alternate authorized custodian whose appointment is being revoked, and will contain the effective date of the revocation and necessary instructions to close out his records and funds. A copy of this letter of revocation will be placed in the permanent file of letters of appointment and retained for a period of five years.

905. CASH SALES SLIPS (NAVMC 734-SD). In addition to the requirements of paragraph 6001.3 of Marine Corps Order P4400.15, each authorized custodian and/or alternate authorized custodian will have a book of cash sales slips clearly marked "CASH SALES". Each cash sales book will be prenumbered serially. The cash sales slips will be numbered in sequential order throughout the cash sales book prior to use, without regard to fiscal year or calendar year. The absence of sales does not relieve the authorized custodian of the requirement to maintain a cash sales book. Replacement sales will be abstracted and posted to the stock records in accordance with paragraph 60014C of Marine Corps Order P4400.15. The original cash sales slip will support the copy of the cash collection voucher (signed by the disbursing officer and the supply officer) held as official records by the supply office. The duplicate copy of the cash sales slip will be maintained in the cash sales book. The triplicate copy of the cash sales slip will be given to the purchaser. The purchaser will sign cash sales slips. Initials are not an authorized signature. Payroll signatures will be utilized.

906. AUDIT AND VERIFICATION OF FUNDS. Audit and verification of funds, vouchers and transactions of custodians will be performed regularly as prescribed by paragraph 6111.4 of Marine Corps Order P4400.15. A verification officer will be appointed, in writing, to conduct the audit and

verification of funds, records and transactions of custodians. Figure 8, Appendix A is a sample format for appointing the verification officer. The verification will be a surprise verification in every respect at completely unannounced and irregular intervals, not less frequently than once per quarter. The custodian will be provided a copy of the verification report submitted to the commanding officer by the verification officer and the custodian will maintain a permanent file of these reports. Individuals appointed to perform verifications of the public funds will thoroughly familiarize themselves with the following:

1. The duties and limitations in the custodian's letter of appointment.
2. Paragraphs 6000, 6001, 6002, 6110 and 6111 of Marine Corps Order P4400.15\_.
3. Chapter 1. Part C, Volume IV of the Navy Comptroller Manual.

verification of funds, records and transactions of custodians. Figure 8, Appendix A is a sample format for appointing the verification officer. The verification will be a surprise verification in every respect at completely unannounced and irregular intervals, not less frequently than once per quarter. The custodian will be provided a copy of the verification report submitted to the commanding officer by the verification officer and the custodian will maintain a permanent file of these reports. Individuals appointed to perform verifications of the public funds will thoroughly familiarize themselves with the following:

1. The duties and limitations in the custodian's letter of appointment.
2. Paragraphs 6000, 6001, 6002, 6110 and 6111 of Marine Corps Order P4400.15\_.
3. Chapter 1. Part C, Volume IV of the Navy Comptroller Manual.

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APPENDIX A

FM: UNIT SUBMITTING MESSAGE  
TO: CG FIRST MARDIV

REQUEST RELEASE

FM: CG FIRST MARDIV  
TO: THIRD FSR  
INFO: (UNIT SUBMITTING MESSAGE)

UNCLAS

MILSTRIP REQUISITION(S)

1. AO5/MR1/2520-278-4201/EA/00002/M11001/7255/0001/N/BLNK/B/BLNK/

BLNK/892/12/BLNK/BLNK/8AOAA11F1000

REF ML 882-25-25 EIA M-422 SER 230479, 274158

Figure 1. MILSTRIP Message for Modification Kit

DECLASSIFIED



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 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																																																											
DOC ID: 1001										RI FROM: 1001										STOCK ON HAND NUMBER: 1001										QUANTITY: 5										DOCUMENT NUMBER: 12835072600001										89202									
SHIP FROM: ASI MC										SHIP TO: MCI										MARK FOR PROJECT: 28350										TOTAL PRICE: 12.00																													
WAREHOUSE LOCATION: MCI										UNIT WEIGHT: 1										UNIT CUBE: 1										FREIGHT RATE: 1										QUANTITY: 1																			
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED):										FREIGHT CLASSIFICATION NOMENCLATURE:										ITEM NOMENCLATURE: SANDBAGS										RECEIVED BY AND DATE:																													
SELECTED BY AND DATE:										TYPE OF CONTAINER:										TOTAL WEIGHT:										INSPECTED BY AND DATE:																													
PACKED BY AND DATE:										NO. OF CONTAINERS:										TOTAL CUBE:										WAREHOUSED BY AND DATE:																													
REMARKS:										DATE SHIPPED:										WAREHOUSE LOCATION:										RECEIVED BY AND DATE:																													
FIRST DESTINATION ADDRESS:										DATE SHIPPED:										WAREHOUSE LOCATION:										RECEIVED BY AND DATE:																													
TRANSPORTATION CHARGEABLE TO:										DATE SHIPPED:										WAREHOUSE LOCATION:										RECEIVED BY AND DATE:																													
TRANSPORTATION CHARGEABLE TO:										DATE SHIPPED:										WAREHOUSE LOCATION:										RECEIVED BY AND DATE:																													

NOTE: The DD-1348-1 must be submitted with the DD-1348 for walk-thru requisitioning

FIGURE 2. Sample DD-1348-1

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DAILY DROP SHEET

(ORGANIZATIONAL HEADING)

\_\_\_\_\_  
(DATE)

FSN	QTY ISSUED	ISSUED TO	QUANTITY IN STOCK	REMAINING	REMARKS

\_\_\_\_\_  
(ISSUED BY)

\_\_\_\_\_  
(POSTED BY)

Figure 3. Format of Daily Drop Sheet

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CLOTHING ISSUE DOCUMENT FORMAT

CLOTHING ISSUE DOCUMENT

CO: \_\_\_\_\_  
BN: \_\_\_\_\_

\_\_\_\_\_  
(NAME) (RANK) (SER NO) (DATE)

It is requested that the below listed articles be furnished for my personal use:

\_\_\_\_\_  
(SIGNATURE OF INDIVIDUAL) (SIGNATURE OF INSPECT OFF)

<u>ITEM AUTHORIZED</u>	<u>QUANTITY</u>	<u>ITEM AUTHORIZED</u>	<u>QUANTITY</u>
BAG DUFFLE . . . .	_____	BELT, TROUSERS . . .	_____
BUCKLE, F/WEB BELT _____		CAP, GARRISON, KHAKI _____	
CAP, UTILITY . . . _____		DRAWERS, COTTON . . . _____	
INSIGNIA BOFS, LEFT _____		RAINCOAT . . . . . _____	
SHIRT, KHAKI, 1/4-LENGTH SLEEVE . _____		SHIRT, UTILITY . . . _____	
SHOES, DRESS . . . _____		SOCKS, CTN, DRESS. . _____	
BOOTS, COMBAT . . _____		SOCKS, WOOL, WORK . _____	
TROUSERS, KHAKI . _____		TROUSERS, UTILITY . _____	
UNDERSHIRT, COTTON _____			

APPROVED:

DATE \_\_\_\_\_

The individual named hereon is authorized to draw the clothing requested under the "in kind" issue system.

I CERTIFY that I have received the above listed clothing and that it fits properly.

\_\_\_\_\_  
(SIGNATURE OF COMDG OFFICER) (SIGNATURE OF INDIVIDUAL)

I CERTIFY that I have witnessed the above issue and that all clothing was delivered to the individual and was the proper size requested.

\_\_\_\_\_  
(SIGNATURE OF WITNESSING OFFICER)

Figure 4. Clothing Issue Document Format

FM: (UNIT SUBMITTING REPORT)  
TO: CG FIRST MARDIV REIN

UNCLAS

(MISSING)(FOUND) GOVT PROPERTY

1. (FSN)
2. (SERIAL NUMBER OF ITEM)
3. (ITEM NAME)
4. (ORGANIZATION REPORTING LOST/FOUND ITEM)
5. (ANY ADDITIONAL INFORMATION WHICH WILL AID IN SEARCH SUCH AS  
DATE/TIME, LOCATION, ETC.)

Figure 5. Format for Report of Missing/Found Government Property

DECLASSIFIED

HEADQUARTERS  
1st Tank Battalion, FMF  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California, 96602

21/LMW/hes.  
7210  
20 July 1967

From: Commanding Officer  
To: Master Sergeant S. SAM MOSRIE, 1102142/3091, USMC

Subj: Authorized Custodian; appointment of

Ref: (a) 1st Tank Bn ltr 21/JJ/gw over 4400 of 9Jun1966  
(b) NAVCOMPTMAN, Vol IV  
(c) MCO P4400.15  
(d) MCO P10110.14

1. In accordance with paragraph 041512 of reference (b), you are hereby appointed as Authorized Custodian for this unit.

2. Reference (a) is hereby cancelled.

3. Duties. To collect funds from the sale of government property and packaged operational ration for the First Tank Battalion. You will not serve concurrently with the alternate agent. A portable (field) safe represents the absolute minimum security that must be used for the safe-keeping of funds in your custody. No other funds will be merged with these funds. No other individual will have access (nor the sealed combination) to the place of safekeeping. You will thoroughly familiarize yourself with the instructions contained in reference (c), concerning the cash sales procedures and reference (d), which provides instructions in regard to the sale of packaged operational rations, and conduct cash sales accordingly.

4. Limitations. Funds collected will be turned in immediately after the close of business each month or when the amount exceeds \$100, whichever occurs first.

5. Effective Date. 21 July 1967

6. Individual Relieved. GySgt. EDWARD L. RIPLE, 1408643/3041, USMC

7. If you agree to accept this appointment, you will indicate by endorsement hereto your acceptance of this position and agree to hold yourself accountable to the United States for all government funds received.

A. M. VELASQUEZ

Figure 6. Format for appointment of Authorized Custodian

A-6

21:SSM:gw  
7210  
20 Jul 1967

**FIRST ENDORSEMENT**

**From:** Master Sergeant S. Sam MOSRIE, 1102142/3091  
**To:** Commanding Officer

1. Returned.
2. I accept the position of Authorized Custodian and agree to hold myself accountable to the United States for all public funds received.

S. SAM MOSRIE

Figure 7. Format for Appointment of Authorized Custodian.

DECLASSIFIED

HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

RES	OIC
DivO 1500.30B	
3/RPH/ckm	
19 Jan 1968	
	CC

DIVISION ORDER 1500.30B

From: Commanding General  
To: Distribution List

Subj: 1st Marine Division Annual Training Directive 1 July 1967 to 30 June 1968

Ref: (a) MCO 1510.2  
(b) MCO 1510.10  
(c) MCO 1500.17  
(d) FM 21-5  
(e) MCO 1550.3  
(f) FMFACO F1500.3  
(g) DivO F1500.31  
(h) Camp Butler Order 1500.1 (NOTAL)  
(i) DivO 1500.28  
(j) III MAF O 1550.1  
(k) CG 1st MarDiv ltr 3:TR:nlb over 8000 of 24Jun67  
(l) DivO 1500.32  
(m) DivBul 1500 Series  
(n) DivO 3400.4  
(o) MCO 3400.3  
(p) DivO 1306.13  
(q) DivBul 4600 Series  
(r) DivO 5710.7

Encl: (1) Formal Schools

1. Purpose. To publish guidance for the conduct of general military training in the 1st Marine Division (Rein) during FY 68 based on directives from higher authority and the requirements of the Division in the Republic of Vietnam.

2. Cancellation. Division Order 1500.30A.

3. Background. References (a), (b) and (c) provide Marine Corps policy concerning general military training. Reference (d) is a guide to training management. Reference (e) describes General Military Subjects (GMS) and MOS training available through MCI. References (f) and (g) provide instructions for the conduct of training within Fleet Marine Force, Pacific and the 1st Marine Division (Rein) in the form of SOP's for training. Reference (h) pertains to Vietnamese Language School conducted on Okinawa.

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DivO 1500.30B  
19 Jan 1968

Reference (i) contains information regarding the availability of Land Mine Warfare, Demolitions and Booby Trap Training and assigns quotas for this training. Reference (j) promulgates instructions concerning the Vietnamese Language School conducted by III MAF. Reference (k) promulgates policy regarding the M16 rifle. Reference (l) establishes the Division Schools and reference (m) assigns quotas to the courses conducted by the Schools. References (n) and (o) establish procedures for protection against NBC attack and prescribe standards of proficiency to be attained by individuals and units. Reference (p) promulgates instructions regarding indoctrination of newly arriving personnel. Reference (q) establishes an embarkation training course and assigns quotas for the course. Reference (r) establishes a Personal Response course and assigns quotas to that course.

4. General. The need for all personnel to be fully trained in their specialties and to maintain their proficiency in basic combat skills is of paramount importance. To satisfy this need, the conduct of training programs within a combat environment must be flexible and responsive to operational requirements. Because of restrictions on training time imposed by operational commitments, the available time and means for training must be fully utilized and the training effort must emphasize those individual skills required for operations in the Republic of Vietnam.

5. Training Emphasis. Emphasis will be placed on those subjects and skills essential to operations in the combat environment. Training is to include:

a. Vietnam indoctrination concerning the political, economic and religious aspects of the country and the customs and traditions of the people, as required by reference (b).

b. Mines and booby traps. Ambushes and immediate action drills, and scouting and patrolling as required by reference (b).

c. Frequent pacification mission indoctrination to include success achieved to date, the PF and RF program, Combined Action Platoons and Companies, the expansion of GVN control, and the individual Marine's and unit's role in civic action.

d. First aid and sanitation training, with emphasis on tropical sanitation, personal hygiene and the effects of sun, heat and rain.

e. Evasion and escape techniques and survival in a tropical environment.

f. T/O weapons marksmanship and FAM firing of all other individual and crew served weapons utilized by the unit.

g. Leadership Training.

h. Map reading, land navigation and use of the compass.

i. Supporting arms fire adjustment and control.



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19 Jan 1968

j. Sources of intelligence, the intelligence cycle and importance of reporting intelligence information.

k. Rules of engagement.

l. Fire team, squad, platoon and company tactics.

m. Voice radio procedures.

#### 6. General Military Subjects Training

a. Scheduled GMS training will be conducted within the capability of individual commands. Periodic examinations will be administered to determine individual proficiency and effectiveness of instruction.

b. Information contained in reference (f), FMFPac Tactical Trends and Training Tips, and Marine Corps Bulletins (3480 Series) compiling Professional Knowledge Gained from Operational Experience in the Republic of Vietnam will be utilized to ensure that lessons learned are indeed learned and not relearned at the expense of Marine Corps lives and property.

#### 7. Correspondence Courses

a. Individual training derived from MCI and USAFI courses, although not an adequate substitute for good unit GMS and technical MOS training, is nevertheless a valuable aid when applied to the needs of a properly motivated individual.

b. Personnel will be apprised of the educational program available through group or individual correspondence courses and encouraged to participate when the individual's particular circumstances are such that he is able to actively do so.

8. Formal Schools. Quotas for formal schools both in and out of country will be promulgated by this Headquarters in accordance with existing instructions. Formal schools will include but will not necessarily be limited to those indicated in enclosure (1).

#### 9. Familiarization and Test Firing

a. FAM and test firing of individual and crew served weapons will be conducted on ranges established by the unit or on ranges maintained for this purpose by specific organizations within the Division. Arrangements for use of facilities outside the Command may be made with the C-3 training WCO (1st WarDiv 313).

b. Training requirement on the M16 rifle, to include refresher and replacement training, is set forth in reference (k).

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10. Technical MOS Training

a. Technical MOS training and proficiency is to be achieved and furthered by individual commands primarily through on-the-job training and unit training programs.

b. Formal schools as set forth in enclosure (1) and as established by separate directives will be utilized to the fullest extent of their availability.

c. On-site instruction and assistance teams will be periodically scheduled to conduct and enhance technical MOS training.

d. As in the case of General Military Subjects Training, Technical MOS Training is to be oriented toward the specific need of operating in the combat environment of Vietnam.

  
H. J. WOESSNER  
Chief of Staff

DISTRIBUTION: "A" & "B"

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FORMAL SCHOOLS

1. Division School

- a. Quotas and criteria established in accordance with references (l) and (m).
- b. School held at Division Schools (1st Engineer Battalion Cantonment).
- c. Duration. Officer and Staff NCO Leadership Courses; one week each. NCO Leadership Course; two weeks.

2. Vietnamese Language Training

- a. Criteria for attendance will be in accordance with reference (h) and periodic messages originated by this Headquarters.
- b. Quotas will be assigned as received.
- c. School held at the Army Education Center, Camp Sukiran, Okinawa.
- d. Duration. Four weeks.

3. III MAF Vietnamese Language School

- a. Criteria for attendance set forth in reference (j).
- b. Quotas will be assigned by separate directive.
- c. School held at III MAF CAG School Area.
- d. Duration. Four weeks.

4. Crypto Communication Security School

- a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.
- b. School held at NavSecGru Activity, Kamiseya, Japan.
- c. Duration. One Week.
- d. Secret crypto access must be certified by commanding officer.

5. Cable Splicing School

- a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.
- b. School held at LONG BINH, RVN.
- c. Duration. Three weeks.

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6. Teletype Equipment Repair

a. Quotas and criteria will be assigned by messages or speed letter from this Headquarters.

b. School held at San Miguel, Philippines.

c. Duration. Thirty days.

7. Basic Ammunition Technician Course

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at Camp HANSEN, Okinawa.

c. Duration. Two weeks.

8. Basic Weapons Repair Course

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at Camp HANSEN, Okinawa.

c. Duration. Three weeks.

9. Land Mine Warfare, Demolitions and Booby Trap Course

a. Monthly quotas assigned in reference (i).

b. Course conducted by 1st Engineer Battalion.

c. Duration. Three weeks.

10. Registered Publications Custodian Course (Officers)

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at Fleet Training Center, Yokosuka, Japan.

c. Duration. One week.

d. Special prerequisite for this course requires that officers attending be assigned duties as Registered Publications Custodian upon completion.

11. Military Justice Course

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

2

ENCLOSURE (1)

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b. School held at Camp HANSEN, Okinawa.

c. Duration. Twelve days.

12. Nuclear Safety Officers Course

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at Yokosuka, Japan.

c. Duration. One week.

13. Career Advisory School

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at Camp HANSEN, Okinawa.

c. Duration. Six days.

d. Special prerequisite of this course precludes attendance by other than Career Advisory personnel.

14. Civic Action

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at III MAF.

c. Duration. Two days.

15. Psyops Orientation and Training Course

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at III MAF.

c. Duration. Three days.

16. Basic Airborne

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at Camp Sukiran, Okinawa.

c. Duration. Thirty days.

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d. Special prerequisites of this course preclude attendance by other than Reconnaissance personnel.

17. Scuba Course

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at SHIPREPFAC, Subic Bay, Philippines.

c. Duration. Four weeks.

d. Special prerequisites of this course preclude attendance by other than Reconnaissance and Engineer personnel.

18. Artillery and Engineer Refresher Training

a. Criteria for attendance and quotas are contained in FMFPac Order 003401.6 and periodic directives issued by the Commanding Officer, 3d Force Service Regiment.

b. School held at Camp HAGUE, Okinawa.

c. Duration. Five days.

19. Embarkation School

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at Camp HANSEN, Okinawa.

c. Duration. Three weeks.

20. Registered Publications Custodian Course (Officers)

a. Quotas and criteria will be assigned by message or speed letter from this Headquarters.

b. School held at Camp TIEN SHA RVN.

c. Duration. Five days.

d. Special prerequisite for this course requires that officers attending be assigned duties as Registered Publications Custodian upon completion.

ENCLOSURE (1)

DivO 1500.30B  
19 Jan 1968

21. Division Embarkation Course

- a. Monthly quotas assigned in reference (q).
- b. School held at 1st Marine Division.
- c. Duration. Three days.

22. Personal Response Course

- a. Monthly quotas assigned in reference (r).
- b. School held at 1st Marine Division.
- c. Duration. Two days.

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

Divo 7200.3  
12/RCR/mgt  
20 Jan 1968

DIVISION ORDER 7200.3

From: Commanding General  
To: Distribution List

Subj: Solatium (Condolence) Payments

Ref: (a) Force Order 7200.2A

Report Required: Report of Payment, Par. 10

1. Purpose. To amplify the instructions contained in reference (a) applicable to units of the 1st Marine Division presenting monetary solatium payments to the residents of Vietnam.

2. Background. In Vietnam it is the established custom to make a condolence call on the survivors of a deceased victim or injured person. Observance of this custom is expected and its omission may be taken as a discourtesy. Solatium payments as described in this directive will serve to officially express the sympathy of the 1st Marine Division and the Marine Corps in such cases.

3. Policy

a. Solatium does not constitute:

(1) An admission of liability or fault on the part of the individual concerned or the United States.

(2) A bar to the initiation of a claim by the injured party or by relatives of a deceased victim.

b. Solatium is not prohibited because an incident is combat in nature. Its use, however, should be confined to non-combat incidents or those incidents which, while technically combat, are also accidents.

c. Injury or death resulting from the alleged commission of unlawful acts within or adjacent to a U.S. compound does not preclude solatium. Normally, a solatium should be given in case of death caused by U.S. Forces personnel, since this is a regrettable incident.

d. In no case will solatium be paid where the victim or recipient of the solatium is identified as a Viet-Cong.



DivO 7200.3  
20 Jan 1968

4. Definitions. For the purpose of this directive, the following definitions apply.

a. Solatum. A monetary gift presented as an expression of regret for an incident that has resulted in death, injury, or loss of property.

b. Incident. An event which has serious, immediate, or potential military, political, or civil affairs significance and involves U.S. military personnel, DOD civilians, third country employees of the United States, or military or local national employees of the United States in the performance of their official duties, on one hand, and residents of Vietnam on the other. The term includes, but is not limited to instances of death or injury resulting from traffic or other accidents, assault or other criminal acts, accidental shootings, and the destruction or damage of property.

c. Victim. A resident of Vietnam who suffers death, injury, or property damage in an incident.

d. Responsible Commander. Unless the authority is reserved to a higher command, the responsible commander will be the immediate commanding officer of the unit whose equipment or personnel caused the death, injury, or damage for which the solatium is being paid.

#### 5. Action

a. Commanders at all echelons will insure that in cases of incidents involving U.S. Forces personnel or equipment, prompt action is taken to avoid or minimize misunderstanding or resentment by local residents. To this end, solatium will be presented wherever appropriate.

b. Responsible commanders will follow the solatium procedures outlined in enclosure (1) to reference (a), following notification of injury, or death caused by an individual or equipment of their units. Enclosure (1) to reference (a) outlines procedures to be followed in making condolence visits. Condolence visits should be made as soon as possible after the incident.

#### 6. Fiscal Instructions

a. Commanders will be guided in making solatium payments by the below listed table of payment limits:

(1) Slight Injury	200\$VN - 500\$VN
-------------------	-------------------

DivO 7200.3  
20 Jan 1968

- |                     |                       |
|---------------------|-----------------------|
| (2) Medium Injury   | 500\$VN - 1,000\$VN   |
| (3) Serious Injury  | 1,000\$VN - 4,000\$VN |
| (4) Death           | 3,000\$VN - 4,000\$VN |
| (5) Property Damage | 200\$VN - 1,000\$VN   |

b. In any case where the responsible commander believes that circumstances are so unusual as to warrant solatium in an amount higher than specified in the table above, a request for an ~~except~~ion will be forwarded to the Commanding General, 1st Marine Division (Rein), FMF (Attn: Staff Legal Officer). In all cases, approval for an exception will have been received prior to payment of solatium in amounts higher than those listed above. The request and approval thereof will be reflected on the payment report form.

c. In processing payment, the unit commanders will:

(1) Appoint or request the appointment of an officer, preferably himself, to act as a paying officer for the purpose of making the solatium payment.

(2) Appoint or request the appointment of an officer to act as certifying officer.

(3) Determine the amount of solatium to be paid in accordance with the table above.

(4) Arrange for a disinterested officer to witness the payment and to execute one of the following statements, as applicable, to be used in lieu of the signature of the payee on the reverse side of the payment voucher, SF 1034 (Public Voucher for Purchases and Service other than Personal).

d. The witnessing officer will sign one of the two statements shown below:

(1) When solatium is presented to a victim.

I have witnessed payment of solatium this date \_\_\_\_\_, in the amount of \_\_\_\_\_, to (Name and Address) who, on (date) \_\_\_\_\_, was involved in an incident also involving (Name, Rank, ServNo and Organization). Solatium was presented the payee by (Name Rank, ServNo and Organization). Local custom precludes obtaining a signature for the receipt of solatium.

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DivO 7200.3  
20 Jan 1968

- (2) When solatium is presented to individual other than victim.

I have witnessed payment of solatium this date, \_\_\_\_\_, in the amount of \_\_\_\_\_, to (Name and Address of payee), the \_\_\_\_\_ (relationship to victim) of (Name and Address of victim), who, on \_\_\_\_\_ (date), was involved in an incident also involving (Name, Rank, ServNo and organization). Local custom precludes obtaining a signature for the receipt of solatium.

e. The paying Officer will:

(1) Forward two copies of SF 1034 to Commanding General, Force Logistics Command (Attn: Comptroller) for use in obligation of funds.

(2) Obtain piaster funds in cash (unused money) from the appropriate Disbursing Officer and effect payment to the party designated by the responsible commander. In the interest of time, solatium payments may be made from personal funds or other sources of piasters and reimbursed by the Disbursing Officer at a later date.

(3) Have a disinterested officer witness the payment and execute on the back of the SF 1034 the applicable certificate as shown above. The signature of the payee will not be required.

(4) Return the completed SF 1034 to the Disbursing Officer as practicable to clear his account.

f. The certifying Officer will:

(1) Sign (certify) SF 1034 in the format as shown in reference (a) in the number of copies as prescribed by local Disbursing Office.

(2) Insure the fund citation entered in the accounting block of the SF 1034 is as follows for fiscal year 1968:

ACCOUNTING CLASSIFICATION (Appropriation Symbol must be shown; other Classification optional)

Approp. Symbol	Obj	Exp.	Chg.	Bureau Cont.	Sub-	Ident.
and Subhead	Class	Acty.	Acty.	Subauth'n	Acty. Auth'n	No.
1781106.2710	259	11039	67436	2D	8CVB1101V00	

7. The ID Number of both the victim and the payee are required. If one or the other has no number, a statement assuming that the person is not Viet Cong should be made. Positive identification must be made a part of the report.

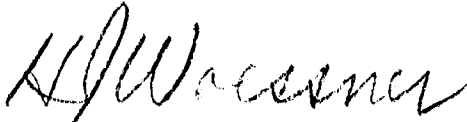
DivO 7200.3  
20 Jan 1968

8. A brief explanation as to the nature of the injury must be made on the report. On occasion, maximum payment has been made to two parties; one suffering traumatic amputation, the other superficial wounds. Common sense reveals the inequity in this case.

9. It is not intended that solatium be withheld in deserving cases; on the other hand, solatium should not necessarily be paid in every instance of injury or property damage. The organizational commander is charged with determining whether the payment will effectively avoid or minimize misunderstanding or resentment among the local populace, and then proceed accordingly.

10. Reports Required

a. Responsible commanders will report all solatium payments to Commanding General, III Marine Amphibious Force (Attn: Assistant Chief of Staff, Comptroller), using the format contained in enclosure (5) of reference (a). (All reports will be via this Headquarters (Attn: Assistant Chief of Staff, Comptroller)).



H. J. WOESSNER  
Chief of Staff

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

DivO 3120.15A Ch 1  
4/SRS/lv  
23 January 1968

DIVISION ORDER 3120.15A Ch 1

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedure for Helicopter Support Teams

Encl: (1) New page inserts to Division Order 3120.15A

1. Purpose. To transmit new page inserts and direct a pen change to the basic order.

2. Action

a. Insert enclosure (1) hereto.

b. On page 1, insert the following under Enclosures:

"(5) Retrograding of Expended Artillery Brass/Canisters by CH-53 Aircraft"

c. On page 10, under paragraph 10.c, add the following sub-paragraph:

"d. The retrograding of brass/canisters from areas not accessible by road presents problems not ordinarily encountered in helicopter lifts. To minimize handling problems and aircraft ground time in the landing zone, the procedure outlined in enclosure (5) will be utilized."

*H. J. Woessner*  
H. J. WOESSNER  
Chief of Staff

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DivO 3120.15A  
27 Sep 1967

RETROGRADE OF EXPENDED BRASS/CANISTERS UTILIZING CH-53 AIRCRAFT

1. The movement of expended brass/canisters from areas not accessible by road must be properly planned to make this retrograde of brass as efficient as possible. The following should be considered in this planning:

a. The handling of brass casings individually into a helicopter results in aircraft ground time in the landing zone that is prohibitive. It is mandatory that the brass be properly staged in an external lift configuration prior to the arrival of the helicopter for the lift.

b. The standard cargo net which is utilized for an external helicopter lift lends to spillage of the brass casings when the net is lifted. These nets must be lined with canvas or some other sturdy material such as a "fighting hole cover" to prevent spillage. Code X canvas from salvage can be obtained for this purpose. (Page 2, enclosure (5)).

c. To obtain maximum utilization of the volume of the net, the brass should be neatly stacked on the canvas lined net. (Page 3, enclosure (5)). Approximately 450 empty casings can be placed in the standard 11' x 11' net. Three men can fill one net in approximately 15 minutes. Considering the problem of the low weight/volume ratio of the lift, this stacking ensures that the volume of the lift is the most economical possible.

d. Once the individual nets are stacked, a standard cargo sling is attached to the net. (Page 4, enclosure (5)). Care should be taken to ensure a tight lift package by using rope to hold the net in place around the brass.

e. To produce a lift of 7500 pounds, three loaded nets and three slings should be combined into one lift and staged together for one pickup. (Page 5, enclosure (5)).

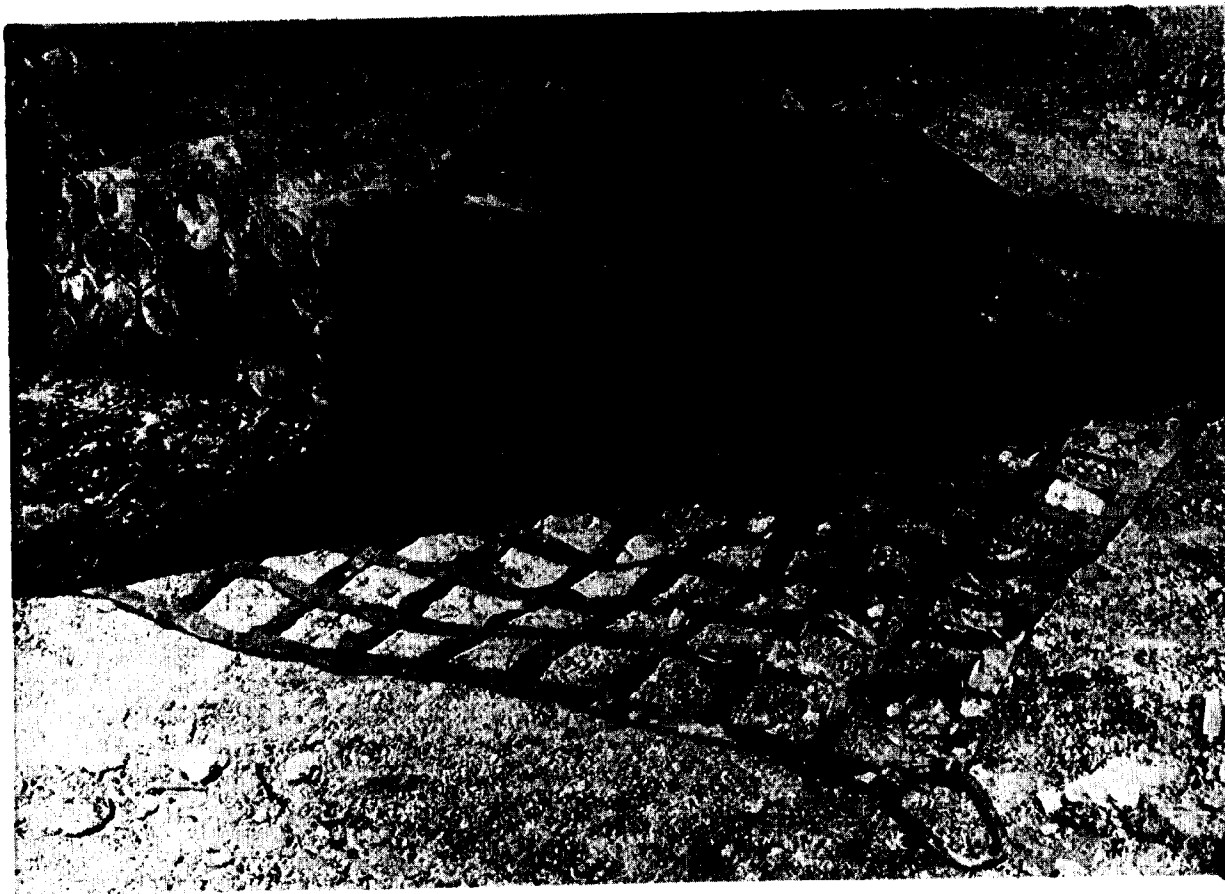
f. Upon arrival at the LSA, the aircraft should be directed to a salvage point which will eliminate handling in the landing zone.

2. The planning for the retrograde movement of brass should be concurrent with the planning of aircraft resupply of ammunition. The retrograde lift should be returned by the aircraft delivering ammunition, thus making maximum use of the aircraft. Further, this prevents large build-ups of brass which would require a separate aircraft to be committed solely for the purpose of retrograding brass.

ENCLOSURE (5)  
Ch. 1

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DivO 3120.15A  
27 Sep 1967



ENCLOSURE (5)  
Ch. 1

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

DivO P3800.1G  
2/JHB/fpb  
JAN 24 1968

DIVISION ORDER P3800.1G

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedure for Intelligence

Ref: (a) FMFPAG O P3800.1\_

Encl: (1) LOCATOR SHEET

Reports Required: I. Spot Reports par 701 page 7-1  
II. Daily Intelligence Summary par 701 page 7-1

1. Purpose. To establish a Standing Operating Procedure for Intelligence within this command as required by reference (a).

2. Cancellation. Division Order P3800.1F.

3. Scope. The intelligence guidance and procedures set forth herein are applicable to this Command under field and operational situations.

4. Action. Subordinate organizations and units will publish such amplifying instructions as are deemed necessary to implement the procedures and requirements set forth herein as applicable to the unit.

5. Recommendations. Addressees are encouraged to submit comments and/or recommendations for the improvement of this Order.

6. Certification. Reviewed and approved this date.

*H. J. Woessner*  
H. J. WOESSNER  
Chief of Staff

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DivO P3800.1G

LOCATOR SHEET

Subj: Standing Operating Procedure for Intelligence

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

ENCLOSURE (1)

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## SECTION I

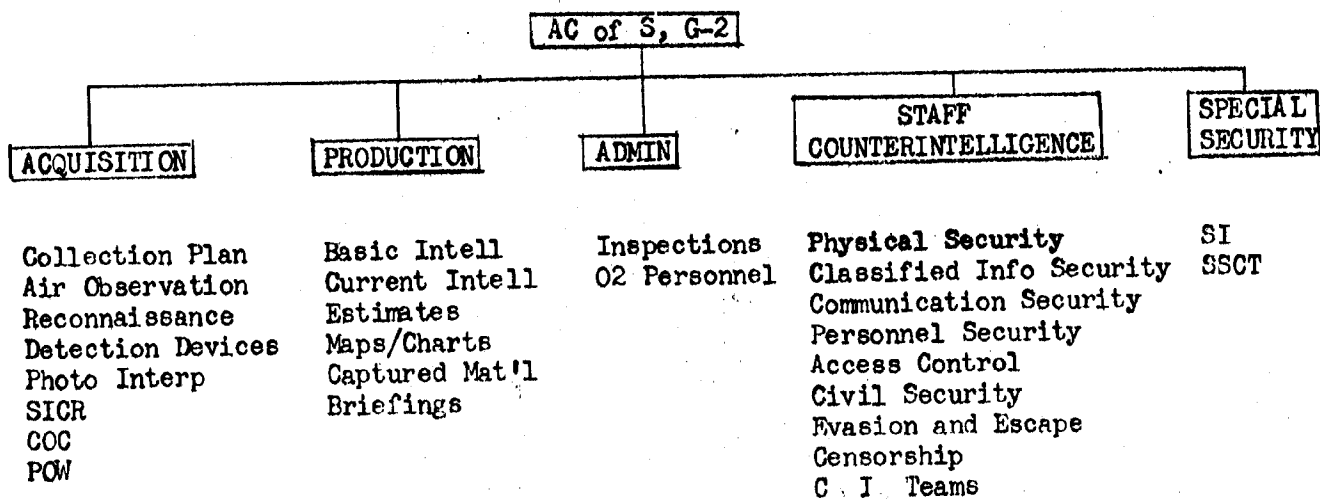
101. PURPOSE

1. The purpose of this SOP is to (a) promote efficiency in intelligence functioning through uniform application of procedures and techniques, (b) provide a basis for intelligence orientation, and (c) inform subordinate units of intelligence support available.

2. This material makes specific reference to, but does not duplicate the orders of Division and higher headquarters pertaining to intelligence. All references cited have been distributed down to the battalion level.

102. MISSION. The intelligence mission is to collect, produce, and disseminate information on (a) the political and military situation; (b) enemy order of battle, i.e. composition, disposition, strength, tactics, logistics, training and combat efficiency of NVA, VC, and irregular forces; (c) terrain, weather, and hydrography; and (d) enemy counterintelligence activities.

103. ORGANIZATION. The specialized intelligence functions of the ACofS, G-2 have been organized into five functional areas for greater economy and efficiency.



## SECTION II

201. BASIC REFERENCES AND APPLICABLE ORDERS1. BACKGROUND

FMFM 3-1, Command and Staff Action  
 FMFM 6-1, Marine Division  
 FMFM 6-2, Marine Infantry Regiment  
 FMFM 6-3, Marine Infantry Battalion  
 FMFM 6-5, Marine Rifle Squad  
 FMFM 8-2, Operations Against Guerrilla Units  
 FMFM 31-16, Counterintelligence Operations

2. GENERAL INTELLIGENCE

FMFMACO P3800.1, SOP for Intelligence  
 FMFM 2-1, Landing Force Intelligence  
 FMFM 30-5, Combat Intelligence

3. SECURITY AND COUNTERINTELLIGENCE

MCO 3850.2, Employment of FMF CI Teams  
 OPNAVINST 5510.1, Department of the Navy Security Manual for Classified Information  
 OPNAVINST 5530.1, (FM 30-28) Armed Forces Censorship  
 III MAF O 05530.1, Primary Censorship  
 FM 30-17, Counterintelligence Operations  
 Div O 3410.2, Kit Carson Scout Program  
 Div O 03850.2, Missing or Detained Personnel  
 Div O 5510.1, SOP for Security of Military Information  
 Div O 5510.7, Crypto Access  
 Div O 5511.2, Security of Classified Information  
 Div O 5512.1, Control of Local Nationals  
 Div O 7000.4, Rewards Fund Program

4. POWs, CAPTURED DOCUMENTS AND MATERIEL

Div O 3460.1, Handling of Captured Enemy Materials, War Trophies and War Trophy Firearms  
 Div O 3461.2, Evacuation Processing and Accounting for Detainees  
 III MAF O 3461.2, Processing, Exploiting, Evacuating and Accounting for Prisoners of War

5. MAPS, CHARTS AND DOCUMENTS

FM 21-26, Map Reading  
 Div O 3840.1, Maps, Charts and Map Substitutes

6. SPECIALIZED INTELLIGENCE AND REPORTING

MCBul 3480, Professional Knowledge Gained from Operational Experiences in the Republic of Vietnam

201.6

FMFPAC O P003430.1\_, SOP for Electronic Warfare  
III MAF O 3820.2\_, Submission of Intelligence Reports  
Div O 3100.1 SOP for Staff Planning for Recon Operations  
Div O 3120.2\_, Target Selection and Target Priority  
Div O 3430.1\_, SOP for Electronic Warfare  
Div O 3480.1\_, Operational Reports  
Div O 3820.1\_, Reporting Information on Mine and Booby Trap Incidents  
Div O 5050.6, Briefing Requirements for Incoming Officers  
Div O 5050.7, Staff Visits Following Certain Operations  
Div O 5720.4\_, Operational/Serious Incident Reports  
FMFM 2-3. Signal Intelligence/Electronic Warfare Operations

## SECTION III

301. ADMINISTRATIVE FUNCTIONS1. INTELLIGENCE INSPECTIONS

a. Intelligence sections of this Command will be inspected by the G-2 section on a regular basis, normally quarterly or semi-annually, with prior notification to the units concerned.

b. The objective of the inspections is to evaluate the ability of subordinate intelligence sections to support the requirements of the Division, their own unit and subordinate units. The inspection is non-punitive in nature. It is designed to serve as an administrative aid in assessing the overall ability of the Command to respond to its intelligence requirements, and to rectify discrepancies resulting from inadequate support.

c. Intelligence inspection questionnaires are published as Division Bulletins.

2. INTELLIGENCE PERSONNEL ASSIGNMENTS

a. The ACofS, G-2, monitors and recommends to the ACofS, G-1, the assignment of qualified intelligence (O2 MOS) and Air Observer (0805 MOS) personnel joining this Command.

b. Officers unqualified in the intelligence field, if assigned to an intelligence billet, should serve not less than 6 months in that assignment. Consideration should also be given to recommending the assignment of an additional intelligence MOS to those officers and enlisted men who meet the requirements.

c. Intelligence officers will not be assigned duties as S&C Files Officer. This function is the responsibility of the Adjutant. The assignment of Intelligence Assistants to S&C Files duty is discouraged.



## SECTION IV

401. ACQUISITION FUNCTIONS. The intelligence acquisition effort of the Division includes (a) the recognition of intelligence requirements, (b) the direction of collection activities to satisfy these requirements, and (c) the rapid dissemination of the information acquired for the production of intelligence.

402. SPECIFIC INTELLIGENCE COLLECTION REQUIREMENTS (SICR)

1. SCOPE. SICR is a means used to close an explicit gap in intelligence holdings which can be satisfied only by collection action. As opposed to the Essential Elements of Information (EEI) which cover broad and continuing intelligence requirements, an SICR is limited in its scope and is assigned a definite expiration date.

2. CRITERIA. To be approved for collection action, a proposed SICR will be:

- a. An identified gap in intelligence holdings.
- b. For a valid purpose.
- c. Specific as to area and purpose.
- d. Coordinated, where appropriate.
- e. Clearly and concisely stated, and supported with pertinent guidance.
- f. Processed to eliminate undesirable duplication.

3. ACTION.

a. All units of the Division may initiate SICRs. SICRs may be submitted to the ACofS, G-2, in letter form, or by message when the need for information is critical.

b. The ACofS, G-2, will initiate collection effort, establish priorities and disseminate results to the requesting unit.

403. AERIAL VISUAL RECONNAISSANCE

1. GENERAL

a. Aerial visual reconnaissance is conducted by Air Observers (AOs) (MOS 0805) of the Division G-2 AO Unit. Other AOs available to the Division are in the Artillery Regiment and, when attached, the Field Artillery Group, Force Troops.

b. The Division Chief Air Observer, under the direction of the G-2 Acquisition Officer, is responsible for the control of the Division G-2 AO Unit. The Artillery Regimental Commander is responsible for the control of the artillery AO's but may make them available for priority targets to the Division G-2 AO Unit.

403.2

2. LOCATION. All AOs are normally located with the supporting aviation unit. The Division G-2 AO Unit provides liaison personnel to the Division Combat Operations Center (COC).

3. MISSION. The primary mission of the AO Unit is to support the Division by providing intelligence not readily available from ground sources regarding the enemy, the terrain and weather. It is capable of performing the following auxiliary missions:

- a. Acquisition of targets and adjustment of supporting arms.
- b. Acting as forward air controller airborne.
- c. Selection and marking of helicopter landing zones and guidance of helicopter waves.
- d. Aerial photography with hand-held cameras.
- e. Serving as airborne radio relay.
- f. Conducting message drop and pickup service.
- g. Conducting radiological surveys
- h. Conducting road, rail and bridge reconnaissance.
- i. Reporting friendly front lines and positions.
- j. Reporting movement of boat and helicopter waves.
- k. Making map corrections.
- l. Reporting damage assessment on air, artillery or naval gunfire strikes.

4. COMMUNICATIONS AND CONTROL.

a. Air Observation radio nets #1 (FM) and #2 (UHF) are assigned for aerial observation and reporting. Net control is normally by the Division COC. Subordinate, attached, and supporting units will monitor AO nets at every opportunity.

b. All units should be prepared to communicate with AOs airborne by the alternate means of apnel signal code (see Communications SOP), and message pickup.

5. REQUEST PROCEDURES. Requests for aerial observation will be submitted to the G-2 Section by the most expeditious communications.

6. REPORTS. AOs will report information as obtained. Debriefing reports using the format shown in Appendix A, will be submitted to the G-3 Section by the morning following completion of the flight.

404. AERIAL PHOTO AND ELECTRONIC SURVEILLANCE. There are four (4) reconnaissance sensor systems in support of the Division that can provide terrain intelligence from radiant energy.

1. HIGH PERFORMANCE AIRCRAFT PHOTOGRAPHY. The following methods are described to assist subordinate units in selecting the aerial photography that best fits their requirements.

a. Forward oblique and vertical photography. With the use of photo flare cartridges, vertical night photography can be provided over normal terrain.

b. Vertical photography and oblique photography of  $5^{\circ}$ ,  $15^{\circ}$  and  $30^{\circ}$  depression angles. Split vertical photography is also possible. This product is particularly suitable for mapping, targeting, bomb damage assessment, and beach and road reconnaissance.

c. Low altitude panoramic with  $180^{\circ}$  sweep or horizon to horizon photography. This is designed for low altitude operation and will provide photography from 250 feet to 10,000 feet with optimum results from the lower extreme to 4,000 feet. Use is limited to daylight. The photography is useful for low, fast passes giving wide coverage, for bomb damage assessment, road and river reconnaissance, supplemental photography for other sensors and looking under jungle canopy. One advantage of this photography is that it is almost impossible to miss the target.

d. Panoramic vertical photography with a  $90^{\circ}$  sweep across the line of flight. Use is limited to daylight hours. Usable altitudes are from 10,000 feet to the limitations of the aircraft. The sensor is useful in providing area coverage for relatively large areas.

e. High altitude panoramic photography and split vertical photography cannot be accomplished on the same sortie.

## 2. INFRARED (IR) MAPPING

a. The IR mapper produces a continuous high resolution thermal map of the terrain, photographed from a display on a cathode ray tube. The terrain is scanned at  $120^{\circ}$  traversing the line of flight and a continuous map is produced. Operational limits are from 250 feet above ground level to the limits of the aircraft. Optimum tactical results are obtained from 250 feet to 2,000 feet. At 250 feet a map is produced that covers 800 feet across the line of flight and up to 163 miles long. Thermal mapping can be performed either day or night, and can show such enemy activities as cooking fires, tunnel vents, kilns, and buildings under jungle canopy. A highly trained technician is required.

b. All IR readouts are passed to the units concerned immediately following receipt of the IR report from III MAF.

## 3. SIDE LOOKING AIRBORNE RADAR (SLAR)

a. This side looking radar records the radar return from the terrain and can produce a map of an area at a scale of 1:50,000. Moving target information and/or high resolution maps can be made.

b. The tactical usefulness of this system is considered excellent, especially for river traffic. Simultaneous readout is available through a SLAR Data Line Van positioned at Division Headquarters.

404.4

4. AIRBORNE PERSONNEL DETECTOR (APD)

a. The APD is helicopter mounted. It can detect the presence of human activity in any area through a chemical sampling of the ammonia emitted from the human body through perspiration.

b. This system requires close timing and coordination. It is particularly useful for detecting enemy presence in rugged and heavily canopied areas.

5. REQUEST PROCEDURES

a. All requests for aerial photo and electronic surveillance will be directed to the ACofS, G-2, using the format for aerial photo request, contained in FMFM 2-1, Landing Force Intelligence.

b. Aerial photography is scheduled by III MAF. The IR, SLAR, and APD are scheduled by the ACofS, G-2, Division.

c. Interpretation reports will be disseminated to Division units as received or prepared. Units will maintain all imagery reports received for a period of one year. In the event of OPCON - ADCON to areas outside of the Division area of operations, imagery reports and enemy activity overlays based on imagery reports will be delivered to the next higher headquarters for retention, or to the relieving unit.

405. GROUND RECONNAISSANCE

1. INFANTRY UNITS. Ground reconnaissance/surveillance is employed continuously by combat and combat supporting units throughout their assigned sectors of the tactical area of responsibility (TAOR). Subordinate units may request Division Reconnaissance Battalion assistance for specific operations when reconnaissance requirements are beyond the capability of the requesting unit.

2. RECONNAISSANCE BATTALION

a. Ground reconnaissance/surveillance from the limits of the Division's TAOR throughout the Reconnaissance Zone (RZ) is normally conducted by the Division Reconnaissance Battalion.

b. The Battalion will not normally be employed for counter-reconnaissance, reconnaissance in force, or combat assault missions. Recon teams must be capable of employing artillery, air and naval gunfire. When operating in close proximity to another unit, the reconnaissance unit will establish liaison and communications with the unit concerned. For details of staff planning see DivO 3100.1, SOP for Staff Planning for Reconnaissance Operations.

c. The Force Reconnaissance Company under the operational control of the Reconnaissance Battalion is normally assigned deep recon missions to include the detection and surveillance of enemy infiltration routes, storage areas, and harbor sites.

406. GROUND DETECTION DEVICES. Several electronic devices for ground surveillance or detection of movement are currently available to units of the Division. The effectiveness of these devices is directly dependent on equipment maintenance and the degree of training of the operators.

4-4

407.2

1. RADAR SET AN/TPS-21. This set is the current standard battlefield surveillance radar.
2. RADAR SET AN/PPS-6. This set is a lightweight transistorized battlefield radar which is replacing the AN/TPS - 21.
3. SEISMIC INTRUSION DEVICE AN/PRS-1. The Seismic Intrusion Device (SID) operates by detecting ground vibrations and thereby provides a simple warning of enemy activity in the area.
4. STARLITE SCOPE. This device is a light intensifier that permits surveillance under minimal light conditions.
5. META-SCOPE/IMAGE, INFRARED. This set is used for night transmission, receipt, and detection of infrared signals at relatively close ranges.

#### 407. HUMAN INTELLIGENCE (HUMINT)

1. GENERAL. People constitute one of the primary assets for intelligence acquisition. Under the term HUMINT are grouped (a) prisoners of war (POW), (b) Chieu Hoi (Returnee), (c) persons whose combatant status has not been firmly established (Detainee), and (d) those persons who provide information for whatever reason.

#### 2. ACTION.

a. Regimental and battalion commanders with the assistance of an assigned Interrogation Translator Team 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 III MAF 03461.2, Processing, Exploiting, Evacuating and Accounting for Prisoners of War.

b. An interrogation officer or non-commissioned officer of an assigned Interrogation Translator Team will make the status determination on each detainee in accordance with Div O 3461.2, Processing, Exploiting, Evacuating and Accounting for Detainees. The capturing unit, however, must complete USARV Form 365 (Detainee Card) on all detained personnel.

## SECTION V

501. PRODUCTION FUNCTIONS1. GENERAL

a. Production functions that are utilized to convert information into intelligence involve (1) recording of information systematically, (2) evaluating the information, (3) interpreting the results for significant meaning, and (4) disseminating the intelligence to required users.

b. The organization of these functions into sections include (1) Current Intelligence, (2) Basic Intelligence, and (3) Estimates.

502. CURRENT INTELLIGENCE1. ENEMY SITUATION

a. All information received on the Division level is recorded and evaluated for immediate display on the enemy situation map, for inclusion in Order of Battle material, or passed to the Basic Intelligence files.

b. Short term trends in enemy activity, or indications, are prepared based on this data.

2. TARGETING

a. Based on evaluated intelligence, a selection of appropriate targets is made and priorities are assigned. This intelligence is then passed to the Division FSCC for determination of the ordnance and weapons systems to be employed.

b. After the targets have been struck, damage assessments are returned to Current Intelligence for evaluation of damage inflicted. See Div O 3120.2, Target Selection and Target Priority, for specific details.

503. BASIC INTELLIGENCE1. REPOSITORY

a. Intelligence files are maintained on all aspects of the enemy situation, terrain, weather, politics, and economics. Current intelligence is constantly updated for briefings and studies.

2. MAPS AND CHARTS

a. Map requirements for all subordinate units are carried by on-hand stocks of tactical and intermediate scale maps and charts. Distribution details are contained in Div O 3840.1, Maps, Charts and Map Substitutes.

3. TECHNICAL INTELLIGENCE

a. Technical intelligence is produced by examination of captured foreign material. Specific details are contained in Div O 3460.1, Handling of Captured Enemy Materials, War Trophies and War Trophy Firearms.

504

504. ESTIMATES

1. Interpretation of all sources of Division current intelligence is made daily in order to reach accurate conclusions concerning the enemy's capabilities and probable courses of action. Intelligence Briefings will be given to all incoming officers as outlined in Div O 5050.6, Briefing Requirements for Incoming Officers.

2. The intelligence sections of subordinate units must also estimate daily the enemy's capabilities and probable courses of action in their assigned areas of operation. Copies of all collateral intelligence pertaining to a particular unit's area of operation will be disseminated to that unit. For further assistance, see Div O 5050.7, Staff Visits Following Certain Operations.

## SECTION VI

601. COUNTERINTELLIGENCE

1. GENERAL. Counterintelligence activities are devoted to destroying the effectiveness of foreign intelligence activities and to the protection of information against espionage, individuals against subversion, and installations or materials against sabotage. FM 30-17, Counterintelligence Operations, applies.
2. SUPPORT. Counterintelligence teams, employed either in general support of the Division or in direct support of Division units, conduct counterintelligence operations as directed by the Staff Counterintelligence Officer.

602. COUNTERINTELLIGENCE OPERATIONS

1. MILITARY SECURITY. Unit intelligence officers, with the advice and assistance of the Staff Counterintelligence Officer will plan, implement, and supervise the following unit measures.
  - a. Physical security of installations and material.
  - b. Security of classified military information and material.
  - c. Communication Security.
  - d. Personnel security indoctrination.
  - e. Access control.
2. CIVIL SECURITY (VISITOR/EMPLOYEE CONTROL)
  - a. VISITORS. A strict pass system is administered by the Military Police to accurately account for all visitors aboard main installations.
  - b. EMPLOYEES. Prior to employment of indigenous personnel, a security clearance must first be obtained through the Industrial Relations Office. See Div O 12000.1, Employment of Local Civilians; and Div O 5521.1, Pass and Identification Control.
  - c. REFUGEES
    - (1) Civilians will not be permitted to interfere with tactical operations. Welfare of civilians is secondary to the accomplishment of the assigned mission. However they must be safe guarded in accordance with the Rules of Engagement.
    - (2) Civilians will be kept under close surveillance and will be passed expeditiously through tactical areas of operation to rear area assembly/collecting points.
    - (3) Check points, roadblocks and refugee control points will be established as required in order to keep routes of advance and supply open at all times. GVN assistance should be used at each point.



602.3

(4) All Marines will be alert to detect the introduction and infiltration of agents, saboteurs, and guerrillas into civilian evacuation/refugee columns.

3. CENSORSHIP. Censorship establishes surveillance over non-official communications media and will be accomplished by systematic monitoring and examination of all communications other than official matter. When established, censorship operations will be conducted in accordance with Division Order P5510.1\_, SOP for the Security of Military Information.

4. EVASION AND ESCAPE. The procedures outlined in DivO 03850.2\_, Missing or Detained Personnel, will be followed to process Marines who escape from or evade capture.

### 603. CHALLENGE AND PASSWORD

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

2. 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 form:

<u>Identifying Code Number</u>	<u>Challenge</u>	<u>Password</u>
60	Big	Bear
61	Tree	Leaf
62	Round	Robin

3. TRANSMISSION. Code numbers may be transmitted by electrical or visual means. The challenge and password itself will never be transmitted in the clear.

4. COMPROMISE. Only the CG 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.

5. TIME. The challenge and password will normally be effective from 1200 to 1200.

604. REWARDS PROGRAM. The Staff Counterintelligence Unit has staff cognizance and administrative responsibility for the rewards program. This program rewards indigenous personnel for information of significant intelligence value. Reference Div O 7000.4\_, Rewards Fund Program.

605. KIT CARSON SCOUTS (KCS). KCS are recruited through the Chieu Hoi (Open Arms) program established by the Vietnamese government. The Counterintelligence Unit is responsible for selecting, recruiting and screening former VC personnel for employment with Marine tactical units. Reference Div O 3410.2\_, Kit Carson Scout Program.

606. DISTRICT OPERATIONS INTELLIGENCE COORDINATION CENTER (DOICC). DOICC's are established at selected District Headquarters to channel the collection efforts of participating agencies and focus the attack on the VC infrastructure. Each DOICC will be staffed by an intelligence-trained Marine when trained personnel are available.

607. COUNTERINTELLIGENCE TEAMS

1. CONTROL

a. A Counterintelligence Team (CIT) is organized for employment as an entire team, one or more sub-teams, or by individuals according to requirements. A sub-team normally consists of one officer and two men.

b. Control of the teams is normally retained by the ACofS, G-2. This centralized control provides greater flexibility and coordination; however, sub-teams may be placed in direct support of subordinate units when the situation dictates.

c. CIT personnel will identify themselves to commanding officers or their respective duty officers when conducting activities within units, by presenting credentials issued by CMC. The number and names of team personnel and their methods of operation may not be released to the public without the prior authorization of Headquarters, Marine Corps. When the nature of the duties dictate, the team commander may authorize personnel to wear civilian clothes.

d. Guidance for the employment and operational control of CIT's is set forth in MCO 3850.2, Employment of FMF Counterintelligence Teams.

2. SUPPORT

a. INSPECTION AND SURVEYS. Upon request, the CITs are prepared to conduct formal or informal security inspections and surveys, and provide assistance, both of a physical and technical nature, in installing or improving facilities and security measures. DivO P5510.1, SOP for Security of Military Information provides additional information as to the extent, nature and requesting procedures for the various inspections and surveys available.

3. TROOP INDOCTRINATION. Upon request to the ACofS, G-2 team personnel are available to provide instruction or instructional materials on the following subjects at unit schools.

- a. Mission and organization of FMF Counterintelligence Teams.
- b. Combat Counterintelligence.
- c. Security.
- d. Conduct if captured and resistance to enemy interrogation.
- e. Enemy espionage and sabotage techniques.

607.4

4. INVESTIGATIONS. Within the Division area of responsibility, counterintelligence teams will conduct investigations of all cases of actual, suspected or potential espionage, sabotage and subversion. Reports of such investigations will be made directly to the ACofS, G-2.

## SECTION VII

701. INTELLIGENCE REPORTING

1. GENERAL. The critical factor in the reporting of intelligence information is quality. To distinguish the pertinent from the insignificant or irrelevant must be a continuing objective of all reporting units of this Command. All reports must be carefully analyzed for accuracy and validity. The task of evaluating and interpreting information is immeasurably aided when the analyst has at hand some indication, preferably from those most closely associated with the source of the information, as to both the reliability of the source and the accuracy of the information.

2. EVALUATION. All intelligence sections of the Division will on the initial reporting of intelligence information, rate that information as to the reliability of the source, and the accuracy of the data provided. The evaluation of each item of information is determined by using a standard system. A letter is used to show the evaluation of reliability and a numeral is used to show the evaluation of accuracy.

a. RELIABILITY OF SOURCE

- A - Completely reliable
- B - Usually reliable
- C - Fairly reliable
- D - Not usually reliable
- E - Unreliable
- F - Reliability cannot be judged

b. EVALUATION OF ACCURACY

- 1 - Confirmed by other sources
- 2 - Probably true
- 3 - Possibly true
- 4 - Doubtfully true
- 5 - Improbable
- 6 - Truth cannot be judged

3. REPORTS REQUIRED

a. SPOT REPORTS. All units will make Spot Reports direct to the COC of all significant intelligence incidents as they occur. Details may follow in written message form. Timeliness is of the essence. Spot Reports will not be delayed by the drafting and transmission of written messages. Accuracy and clarity are essential. Reporting details are contained in Div O 3820.1, Reporting Information on Mine and Booby Trap Incidents, Div O 3480.1, Operational Reports, Div O 5720.4, Operational/Serious Incident Reports and III MAF O 3820.2, Submission of Intelligence Reports.

b. INTSUM. The Daily Intelligence Summary (INTSUM) will be submitted by all designated units to reach this Headquarters by 1200. It will include required information to 0800 of the day of the report. Appendix B is the Form to be used for submission of the daily INTSUM.

701.3

c. PERINTREP. The Periodic Intelligence Report (PERINTREP) is prepared by the Division G-2 Section on a weekly basis. Subordinate units may be required to submit PERINTREPS when on extended operations; however, PERINTREPS will not normally be required below the Division level. FMFM 2-1 Format for Periodic Intelligence Report, will be used when PERINTREPS are to be submitted.

## SECTION VIII

801. SPECIAL SECURITY FUNCTIONS. The sophistication of modern warfare has placed an increased reliance on radio, radar and associated electronic equipment to facilitate command. Defense against enemy exploitation of electronic devices must receive continuous attention. Likewise, enemy forces depend on electronic devices which are vulnerable to friendly exploitation. Effective exploitation of these vulnerabilities is a command function vested in the ACofS, G-2.

802. SPECIAL SECURITY OFFICER. As Special Security Officer, the ACofS, G-2 supervises the Special Intelligence Unit (SI) and the Special Security Communications Team (SSCT).

## APPENDIX A

CONFIDENTIAL (When filled in)					
MISSION DEBRIEFING FORM (To be filled out on completion of flight)					
1. PILOT (Name & Grade)	2. Takeoff Time	3. Touchdown Time	4. Date		
5. SIGHTINGS/INCIDENTS:	1	2	3	4	5
CORPS/RECON AREA/TIME:*					
7. COORDINATES.*(In <u>Tiger Code</u> When By Voice)					
8. SIGNIFICANCE*(CHECK ONE)					
a. NEW TARGET					
b. TARGET STATUS CHECK					
c. ROUTINE					
9. INDICATOR:*(Check one or more)					
a. GRD FIRE (Indicate Type in remarks)					
b. DEFENSE POSITION ACTIVITY					
c. TRANSPORT/SUPPLY ACTIVITY					
d. CHANGE IN HUMAN ACTIVITY					
e. CAMOUFLAGE					
f. CONSTRUCTION EVIDENCE					
g. NEW TRAILS					
h. OTHER (See remarks)					

Figure 1. Format for Air Observation Debriefing

10. RECOMMENDATION:*(One only)			
a. AIR STRIKE*			
b. BLACK & WHITE PHOTOGRAPHY			
c. RED HAZE CORROBORATION			
d. CONTINUOUS VR			
11. HAND HELD PHOTO ACCOMPLISHED.*		YES _____	NO _____
		If yes, enter Altitude in hundreds of feet	
12. REMARKS			
* Items to be transmitted to Corps by Voice			

Figure 1. Format for Air Observation Debriefing (continued)



## APPENDIX B

1. Issuing unit and INTSUM number
2. Period Covered (Local date/time groups for beginning and end of period)
3. Summary of Enemy Activity

A. Ground activity, to include enemy initiated incidents, incidents involving enemy KIA, and incoming mortar/artillery/rocket fire. (Use separate sub-paragraph for TAOR and RAOR; do not include named operations).

B. Other

4. Enemy Personnel and Equipment Losses

A. KIA CONF

B. DETAINEES

C. NVA PW/VC PW/NVA RETURNEE/VC RETURNEE/CIV DEFENDANT/INNOCENT CIV

D. INDIV WPNS/CREW SERVED WPNS

E. EQUIPMENT/FACILITIES/CAPTURED/DESTROYED

(1) Weapons

(2) Equipment

(3) Facilities

5. New Obstacles and Barriers to primary LOC
6. Admin Activities (Enemy logistics, infiltration routes, morale, etc)
7. New Identifications (Units, personalities and weapons)
8. Enemy Movement
  - A. Movement
  - B. Location
9. Estimated Number and Type of Enemy Vehicles or Craft

Figure 2. Format of an Intelligence Summary Report

10. Weather and Terrain Conditions
  - A. Weather
  - B. Terrain
11. Brief discussion of capabilities and vulnerabilities.
12. Conclusions
13. Number of instances of VN volunteering information about VC directly to U.S. Forces
14. Other (Include each named operation as separate sub-paragraph)
  - A. Operation Name: Brief summary, content similar to paragraph 3.A., followed by cumulative enemy losses:
    - (1) KIA CONF
    - (2) DETAINEES
    - (3) NVA PW/VC PW/NVA RETURNEE/VC RETURNEE/CIV DEF/INNOC CIV
    - (4) WEAPONS: Individual/Crew Served

Note: Paragraphs 5 through 9 and 14 may be omitted if appropriate. All other paragraphs will be included; use "None" or "No Change" if applicable. Do not renumber paragraphs to retain numerical sequence.

Figure 2. Format of an Intelligence Summary Report (continued)

DECLASSIFIED

HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

DivO 11200.1 Ch 2  
15:PLS:kmo  
25 Jan 1968

DIVISION ORDER 11200.1 Ch 2

From: Commanding General  
To: Distribution List

Subj: Bridge and Vehicle Classification Marking

Encl: (1) New page insert to DivO 11200.1

1. Purpose. To transmit a new page insert and direct a pen change to the basic order.


2. Action

a. Remove present enclosure (2) and replace it with enclosure (1) hereto.

b. In enclosure (1) paragraph 5.d, delete "Carrier, Cargo, M-76" line.

c. In enclosure (1) paragraph 5.c, change the word "W/M-199 Dolly and M0127A1 TRLR, 16, 27, 37" to read "W/M-198 Dolly and M-127A1 TRLR, 16, 28, 38". Change the words "Semitrailer, Stake, 12 Ton M127, 12, 28, 29" to read "12, 23, 29".

3. Change Notation. Paragraphs in enclosure (1) denoted by an asterisk (\*) contain changes not previously published.

  
H. J. WOESSNER  
Chief of Staff

DISTRIBUTION: "A" & "C"

DivO 11200.1  
2 Apr 1967

VEHICLE CLASSIFICATION MARKING

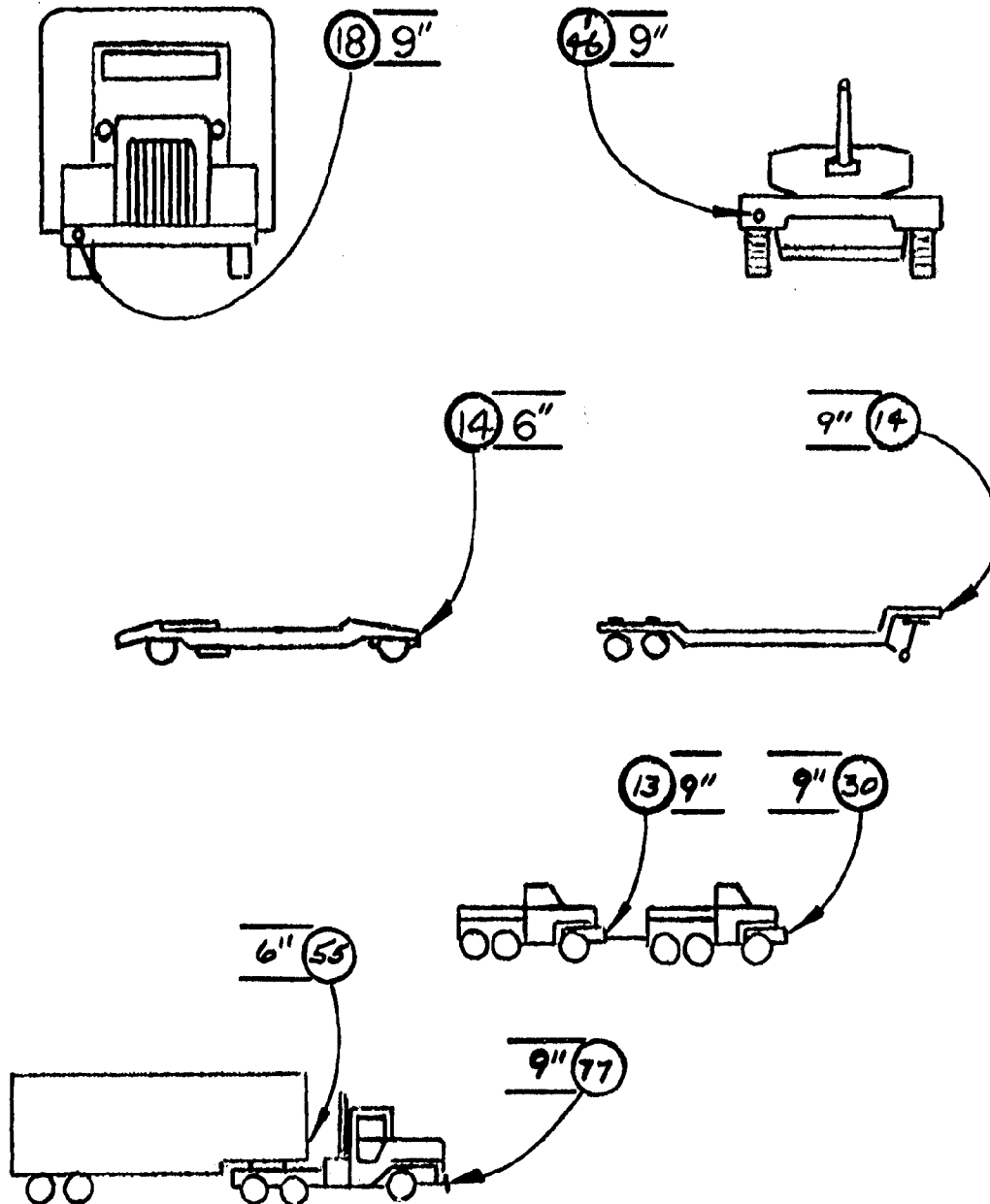
1. Vehicles will be marked as stated below and shown on page 2 of this enclosure. Marking of vehicles is accomplished by a front vehicle classification sign. This sign has a yellow background with black numerals.
2. Vehicle classification signs are circular and are the size of the vehicle bumper or 9 inches in diameter. The numerals are as large as the diameter of the sign will permit. The vehicle classification sign, where possible, will be stenciled on the front bumper, left side (facing the front of the vehicle). Heavy cargo carrying vehicles having a standard vehicle classification number larger than 10 will also carry a readily detachable vehicle classification sign inscribed with the loaded classification number of the vehicle, and the driver will be prepared to place this sign on the front of his vehicle when required. Vehicle classification signs are placed on each vehicle using the classification shown in enclosure (1), and will be affixed as stated above. Vehicles requiring detachable signs will have the unloaded classification painted on the front bumper, and will be prepared to secure a larger classification sign, as appropriate, to the front of the vehicle in such a manner that it is readily visible and will not accidentally fall off. Front vehicle classification signs of combination vehicles are marked with the letter "O", in red, above the classification number.
3. For combination and non-standard vehicles, each leading vehicle in the combination carries a front vehicle classification sign. It is inscribed with the classification number of the combination with the letter "O", in red, above the classification number.
4. Towed vehicles are usually classified as combination vehicles, as the towing and towed vehicles are usually less than 30 meters apart, and usually will be on one bridge span at the same time. In such cases, a temporary front sign is displayed.
5. Special purpose vehicles, such as motor graders, scrapers and other engineer equipment will be marked according to the general specifications in paragraph 2 above, to this enclosure. It is important that these signs be easily visible, not obstructed, and accurate.
- \*6. The Kit, sign, vehicle class, FSN 9905-565-6267 may be used to meet the requirements of this order. The kit may be affixed to vehicles without modification of the vehicle. It consists of a circular yellow sign 9 inches in diameter with interchangeable black numerals 3 3/4 inches high. Holding brackets are included in the kit.

DECLASSIFIED

DivO 11200.1  
2 Apr 1967

25

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ENCLOSURE (2)  
Oh 2 (25 Jan. 1968)

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO San Francisco, California 96602

**SECRET**

5/HJW/was  
30 Jan 1968  
SER: 0037-68

SECRET

STAFF MEMORANDUM 200

S & C FILES  
HEADQUARTERS  
1ST MARINE DIVISION, FMF  
**68 0419**  
Copy 21 of 60 copies

From: Chief of Staff  
To: Distribution List

Subj: Briefing, Fact Sheets and Briefing Scripts for Com-  
manding General, FMFPac Visit

Ref: (a) CG FMFPac 262306Z JAN 68 (S)  
(b) Staff Memorandum 193 of 22 Dec 1967 (C)

1. The Commanding General, FMFPac is scheduled to visit the 1st Marine Division from 1440 to 1600 on Monday, 5 February 1968. Reference (a) and this Memorandum contain instructions on preparation of the subject material for his visit.

2. Fact Sheets. The following Division staff officers will prepare Fact Sheets on the below topics:

- a. Deputy Chief of Staff. Ground Safety:
- b. Assistant Chief of Staff, G-1:
  - (1) Career Advisory Program
  - (2) ISO Matters and Press Relations Problems
  - (3) Critical Personnel Problems
- c. Assistant Chief of Staff, G-2: COFRAM - Use, Security, Distribution
- d. Assistant Chief of Staff, G-3:
  - (1) Problems of Air Support Planning Related to Future Operations
  - (2) Summary of Division Situation; Prospects for the Future
  - (3) Fire Support Coordination
  - (4) Helicopter Requirements by Type

**SECRET**

47

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SECRET

(5) Combined Action; Where It Stands and Where It Is Going

(6) Recommendations on Means of Improving the Basic Professionalism of Replacement Officers and Men

3. Briefing. The Commanding General, FMFPac will receive a briefing in the Division conference room at 1440, 5 February 1968.

a. The sequence of the briefing and time allocation will be:

AC/S, G-2	8 minutes
AC/S, G-3	8 minutes
AC/S, G-5	8 minutes
AC/S, G-4	8 minutes
AC/S, G-1	8 minutes

Questions and discussion 40 minutes

b. Rehearsals. A preliminary rehearsal will be conducted in the conference room at 1400 on 2 February, with a final rehearsal at 1400 on 3 February. Particular emphasis should be placed on simple, clear and self-explanatory training aids which fully complement the text of the briefing.

c. Scripts. In order to provide CG, FMFPac with a consolidated visit report upon his departure, Briefing Scripts will be required from each of the officers in paragraph 3a above.

d. In addition to the General Staff Officers presenting the briefing, and the Assistant Chief of Staff, Comptroller, all primary Special Staff Officers will be present for the actual briefing and should have a fact book with them in order to respond readily to any questions by CG, FMFPac.

4. Preparation of Material. Fact Sheets and Briefing Scripts will be prepared in accordance with the instructions contained in enclosure (1) to reference (b). Except for reproductions of training aids (slides or charts), all material will be submitted in double-spaced rough drafts. Twenty-five copies of training aids will be submitted. Fact Sheets are to be forwarded to the Staff Secretary prior to 1200, 31 January 1968, and Briefing Scripts and training aids by 0800, 3 February 1968.

*H. J. Woessner*  
H. J. WOESSNER

DISTRIBUTION: "A"

SECRET

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HEADQUARTERS  
1st Marine Division (Rein), FPO, San Francisco, California 96602

~~CONFIDENTIAL~~  
~~NOFORN~~

DivO 03850.2A  
2/RDR/jbc  
Ser: 0543-67

**UNCLASSIFIED**

DIVISION ORDER 03850.2A

From: Commanding General  
To: Distribution List

1 & C FILES  
HEADQUARTERS  
1ST MARINE DIVISION, FPO  
**88 0088**  
COPY 25 298

Subj: Missing or Detained Personnel; Reporting of (U)

Ref: (a) CG, III MAF, LOI Ser: 0042966 of 14 April 1966 (NOTAL)  
(b) Force Order 3040.2

Encl: (1) U.S. Personnel, Missing/Captured in Southeast Asia,  
Biographical Data

1. Purpose. To amplify the instructions contained in references (a) and (b) and establish procedures for the reporting of missing (non-battle), missing in action, captured or interned (detained) persons.

2. Cancellation. Division Order 03850.2.

3. Background. Background information on personnel falling within the subject category provides valuable assistance during attempts to locate and properly identify such individuals through interrogation of returnees, escapees, Viet Cong suspects and captives. Consequently, U.S. Marine Corps personnel, to include U.S. Navy Corpsmen, listed in one of the categories shown in paragraph 1., become individuals of counterintelligence interest.

4. Responsibility

a. III MAF has the overall responsibility of coordinating and reporting to proper agencies information relative to the disposition of personnel in the subject category and to provide for certain operational and administrative details to effect recovery, evacuation and debriefing.

b. This Division, through its supporting counterintelligence teams, is responsible for reporting and certain investigative action.

DOWNGRADED AT 3 YEAR INTERVALS  
DECLASSIFIED AFTER 12 YEARS  
DOD DIR 5200.10

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DECLASSIFIED



~~CONFIDENTIAL~~ ~~NOFORN~~~~UNCLASSIFIED~~5. Action

a. Upon classification of an individual as missing (battle or non-battle), subordinate commanders will immediately notify this Headquarters (Attn: G-2). This report will include the name, rank, serial number, MOS and a brief synopsis of the circumstances surrounding the individual's disappearance. Subordinate commanders will also deliver the service and health records of the individual concerned to the counterintelligence team or sub-team designated by G-2.

b. The counterintelligence team or sub-team so designated by G-2 will:

(1) Open a counterintelligence special interest case on the individual reported as missing. A synopsis of the case will be prepared on the Investigative Report form (NAVMC 10481-GS).

(2) Complete enclosure (1) on the individual, to include photograph and sample signature on each copy. This will be made an enclosure to the investigative report.

(3) The investigative report will be distributed to the following:

G-2, 1st Marine Division	(1)
Adjutant, 1st Marine Division	(1)
CG, FMFPac	(1)
CG, III MAF	(3)
Each CI team in country	(1)

(4) Upon completion of necessary case action, the service and health records will be returned to the parent organization.

c. Personnel who are released or escape from captivity will be debriefed at III MAF. Subordinate units will not question or debrief recovered personnel on any facet of their capture, captivity or release/escape. Unit commanders will immediately notify this Headquarters (Asst. CofS, G-2) upon recovery of missing or detained personnel, and will arrange for their immediate evacuation to this Headquarters, escorted by an officer. This Headquarters will immediately notify G-2, III MAF and further will provide transportation and officer escort to III MAF.

~~UNCLASSIFIED~~ ~~CONFIDENTIAL~~ ~~NOFORN~~

~~CONFIDENTIAL NOFORN~~

DINO 03850.2A

d. III MAF is responsible for release of public information concerning the recovery of personnel from enemy captivity. All subordinate commanders will insure that no information and/or photographs of returnees are released.

6. Special Notice. The reports required by paragraph 6. above are designed to aid in the accomplishment of the counterintelligence mission and are not intended to replace the normal casualty reporting procedures as required by chapter 12, Marine Corps Manual.



S. S. HUGHES

Acting Chief of Staff

DISTRIBUTION: "A" and "B"

Copy to: CG, III MAF

1st CIT (2)

3rd CIT (2)

7th CIT (2)

~~UNCLASSIFIED NOFORN~~

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~~NOT FOR~~

DivO 03850 2A

**UNCLASSIFIED**PERSONNEL, MISSING/CAPTURED IN SOUTHEAST ASIA  
BIOGRAPHICAL DATA1. MISSING/CAPTURED DATA:

- a. Name:
- b. Rank:
- c. Service Number:
- d. Date of Incident:
- e. Coordinates:

PERSONAL DATA:

- a. Branch of Service:
- b. Date and Place of Birth:
- c. Unit last assigned and duties:
- d. Prior military assignments and duties (Past 5 years):

- e. Permanent home address:
- f. Education (No. years)
- g. Civilian school last attended:
- h. Disciplinary records:

(1) Civilian

(2) Military

- i. Security clearance, degree of access, and knowledgeability:

DOWNGRADED AT 3 YEAR INTERVALS  
DECLASSIFIED AFTER 12 YEARS  
DOD DIR 5200.10

ENCLOSURE

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DivO 03850.2A  
CONFIDENTIAL NOFORN

**CONFIDENTIAL**

**NOFORN**  
**UNCLASSIFIED**

j. Linguistic capabilities

(1) Vietnamese

(2) French

(3) Others

k. Religion:

2. PERSONAL DATA (Cont'd)

a. Peculiarities (stutter, limp, nervous twitch or other distinguishing characteristics):

3. PHYSICAL CHARACTERISTICS:

a. Height:

b. Weight:

c. Build:

d. Color of eyes:

e. Hair:

(1) Color:

(2) Balding:

f. Race:

g. Tattoos (describe):

h. Scars (describe):

i. Mustache:

j. Teeth (missing, gold, etc.):

k. Physical condition when last observed:

4. FAMILY DATA:

a. Parents name and address:

ENCLOSURE (1)

**UNCLASSIFIED**

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DivO 03850.2A

b. Wife's name and address:

c. Names and ages of children:

UNCLASSIFIED

d. Parents' political beliefs:

5. OTHER DATA:

a. Uniform and equipment worn when last seen:

b. Rings, bracelet, watch, glasses:

c. Had subject ever voiced strong opinions concerning the war, the Vietnamese, or of Communism in general? Describe:

d. Types and number of security lectures given subject:

e. Classes provided subject concerning the Code of Conduct:

f. Subject's ability to get along with and mix with other members of unit:

g. Commanders estimate of individual's physical and moral courage and opinion of individual's ability and will to survive the rigors of enemy interrogation, indoctrination and imprisonment:

6. PHOTOGRAPH OF SUBJECT:7. SAMPLE OF SUBJECT'S HANDWRITING:

3

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DivO 03850.2A

~~CONFIDENTIAL~~ ~~NOFORN~~

8. List name(s) of other American(s) wounded or killed in same immediate area or battle (this pertains primarily to U.S. advisors or to crewmen of downed aircraft) and if bodies of these dead were recovered:

9. If missing as a result of aircraft crash, has the aircraft been located and a thorough ground search made of the area?

10. Give a brief summary of events leading to individual's present status:

11. Other useful information:

ENCLOSURE (1)

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~~NOFORN~~

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EMBOSSSED PLATE FORMAT/COMPLETION INSTRUCTIONS - ARVN INTERPRETER PERSONNELLINE ONE

- (1) INTERPRETERS NAME (1-18)
- (2) RANK (20-23)
- (3) SERVICE NUMBER (25-33)

EXAMPLES

"KIET, TAO" "DAM, TR. CONG"  
 "SSGT"  
 "56/124238"

LINE TWO

- (1) TYPE SECURITY CLEARANCE (2-4)
- (2) LANGUAGES IN WHICH PROFICIENT (16-33)  
 (see Language Abbrev. Codes)

"KIN" "MAT"

"VIET/ENG/CHIN/FR" etc.

LINE THREE

- (1) DATE JOINED 1ST MARDIV (1-7)
- (2) CIVILIAN EDUCATION (9-11)  
 (see Code Listing)
- (3) RELIGION (13-21)  
 (see Abbreviations List)
- (4) PISTOL NUMBER (23-33)

"21JUL66"

"306"

"EPIS" "BUDDHIST" etc.

"2186926"

LINE FOUR

- (1) NAME OF NEXT OF KIN (1-24)
- (2) RELATIONSHIP OF NEXT OF KIN (26-33)

"SON, TRINH VAN" "KUY, MAI LYN"

"FATHER" "MOTHER"

LINE FIVE

- (1) ADDRESS OF NEXT OF KIN  
 CITED IN LINE 4 (1-33)

"123 LYAUTEY ROAD, CHOLON"

LINE SIX

- (1) BLOOD TYPE (1-5)
- (2) DATE OF INITIAL ENTRY  
 INTO SERVICE (7-12)

"O POS" "B NEG"

"25APR64"

## EMBOSSSED PLATE LAYOUT - ARVN INTERPRETER PERSONNEL

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

LINE ONE

(1-18) NAME  
 (20-23) RANK  
 (25-33) SERVICE NO.

LINE TWO

(2-4) SECURITY CLEAR.  
 (6-33) LANGUAGES

LINE THREE

(1-7) DATE JD DIV  
 (9-11) CIVILIAN ED  
 (13-21) RELIGION  
 (23-33) PISTOL NUMBER

LINE FOUR

(1-24) NAME NOK  
 (26-33) RELATIONSHIP NOK

LINE FIVE

(1-33) ADDRESS NOK

LINE SIX

(1-5) BLOOD TYPE  
 (7-12) DATE OF INITIAL ENTRY INTO SERVICE



ARVN INTERPRETER PERSONNEL EMBOSSED PLATE CODES AND ABBREVIATIONS LISTING1. LANGUAGE ABBREVIATIONS AND CODES

<u>LANGUAGE</u>	<u>ABBREVIATION/CODE</u>
VIETNAMESE	VIET(1), VIET(2), VIET(3) VIET(1,2,3), etc.
(1) SOUTHERN DIALECT	
(2) CENTRAL DIALECT	
(3) NORTHERN DIALECT	
ENGLISH	ENG
CHINESE	CHIN(1), CHIN(2), CHIN(1,2)
(1) CANTONESE	
(2) MANDARIN	
FRENCH	FR
SPANISH	SP
LAO	LAO
THAI	THAI
KOREAN	KOR
JAPANESE	JAP
PORTUGUESE	PORT
CAMBODIAN	CAM
MALAY	MAL

2. CIVILIAN EDUCATION

<u>EDUCATION LEVEL</u>	<u>CODE</u>	<u>CLASS/YEAR</u>	<u>CODE</u>
KINDERGARTEN	1		
PRIMARY EDUCATION	2	CLASS 5	01
		CLASS 4	02
		CLASS 3	03
		CLASS 2	04
		CLASS 1	05
SECONDARY EDUCATION (1st GRADE)	3	CLASS 7TH	06
		CLASS 6TH	07
		CLASS 5TH	08
		CLASS 4TH	09
SECONDARY EDUCATION (2nd GRADE)	4	CLASS 3RD	10
		CLASS 2ND	11
		(1st BACCALAUREAT EXAM)	
		CLASS 1ST	12
		(2nd BACCALAUREAT EXAM)	
HIGHER EDUCATION	5	1ST YEAR	13
		2ND YEAR	14
		3RD YEAR	15

THE NUMBER OF YEARS OF EDUCATION IS IN ACCORDANCE WITH THE  
SUBJECT OF STUDY CHOSEN.

<u>3. RELIGION</u>	<u>ABBREVIATION</u>
BUDDIST	BUDDIST
CATHOLIC	CATHOLIC
ADVENTIST	ADVEN
PROTESTANT EPISCOPAL CHURCH	EPIS
BAPTIST	BAPTIST
LATTER-DAY SAINTS	LATDAYS
CHRISTIAN SCIENCE	CHRISSC
JEWISH	JEWISH
LUTHERAN	LUTH
TAOISM	TAO
METHODIST	METH
PRESBYTERIAN	PRESB
CAO DAI	CAO DAI
HOA HAO	HOA HAO
HINDU	HINDU
ISLAM	ISLAM
BA HAI	BA HAI
CONFUSIANISM	CONF

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

UNCLASSIFIED

Div O 03850.2A  
2/AGA/fpb  
28 Jan 1968

DIVISION ORDER 03850.2A Ch 1

From: Commanding General  
To: Distribution List

Subj: Missing or Detained Personnel, reporting of (U)

1. Purpose. To direct pen changes to the basic order.

2. Action

a. Page 1, under the identification block, add "5Jan68".

b. Paragraph 6, change the words "paragraph 6 above" to read "paragraph 5 above".

*H. J. Woessner*  
H. J. WOESSNER  
Chief of Staff

DISTRIBUTION: "A" & "B"  
Copy to: CG, III MAF  
1st CIT (2)  
3rd CIT (2)

S & C FILES  
HEADQUARTERS  
1ST MARINE DIVISION, FMF

68 0086/ch#1

24

298

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**SECRET**

SECRET

1st Marine Division (Rein), FMF  
DA NANG, Republic of Vietnam

Change No 1 to Operation Order 309-68

Ref: None

Time Zone: H

1. Remove and destroy sheets 2 and 7 of Annex C (Operations Overlay) and replace them with Change No 1 sheets 2 and 7 attached.
2. This change reflects the realigned boundaries between the 1st Marine Division and the 2d Brigade ROKMC, the 1st and 5th Marines, and adds the 7th Marines' AO south of the 3d Battalion 7th Marines TAOR.

BY COMMAND OF MAJOR GENERAL ROBERTSON

*H. J. Woessner*

H. J. WOESSNER  
Colonel, U. S. Marine Corps  
Chief of Staff

DISTRIBUTION: Annex H (Distribution) to Operation Order 309-68 (Operation CHECKERS)

S & C FILES  
HEADQUARTERS  
1ST MARINE DIVISION, FMF  
**67 5044**  
COPY 40 of 220 copies

DOWNGRADED AT 3 YEAR INTERVALS  
DECLASSIFIED AFTER 12 YEARS  
DOD DIR 5200.10

**SECRET**

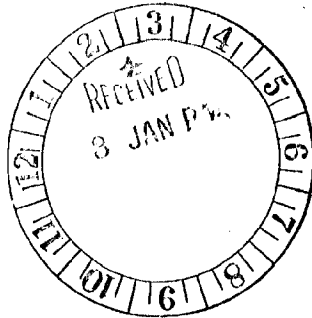
49

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**CONFIDENTIAL**

COMM CNTR

THIRD MARDIV

**SHOVE COC**

CP CHIEF

G-3 W.O.

G-2 W.O.

DPO

APO

ACTION

701061 861913207 567 777.9  
 1161 229.1, 0 2' 5.211-1, " .1, 3 0018  
 2701177 8-3700. 7 0, 2 00000 1371.1 98  
 550053 001A AND MY PR 23... 05... 05... 03

FOL XL

XNTRMUT

ZNY CCCCC

R 021045Z JAN 68

FM CO 1ST BN 44TH ARTY DHA

VN

TO CG 3D MARDIV PB RVN

INFO ZEN/CO 9TH MARINES DHA

VN

CG BTRY C 1ST BN 44TH ARTY JJC RVN

CG BTRY D 1ST BN 44TH ARTY PB RVN

BT

CONFIDENTIAL

FROM AVCLB 4C

SUBJECT: ARTY SITREP FOR PERIOD FROM 011800H TO 021900H JAN 68

(C) OPERATIONS SUMMARY

A. A/1/68 COMMITTED 13 M42'S TO PERI DEF DURING THE

EPORTING

PERIOD: DONG HA 4; GIO LINH

1. QUANG TRI 3; KHE SANH 2. IN ADDITION  
 1 M42 COMMITTED TO SECTOR II REACTION FORCE DONL HA COMBAT BASE. 2  
 M42'S DEADLINED FOR MAINTENANCE.

(2) 2 M42'S A/1/68 ESCORTED ENGR SWEEP TEAM FR DONG HA TO  
 GIO LINH AND RTN. 020730H TO 021010H JAN 68.

B. (1) B/1/68 COMMITTED 11 M42'S TO PERI DEF DURING THE

EPORT-

INTL PERIOD: DONG HA 4; CAM LO 4; CON THIEU 2; QUANG TRI 1. IN ADD

1 M42'S DEADLINED FOR MAINTENANCE

**CONFIDENTIAL**

THIRD MARDIV

**CONFIDENTIAL**

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HEADQUARTERS  
1ST MARINE DIVISION (REIN)  
FLEET MARINE FORCE  
DANANG, VIETNAM 1 JANUARY 1968



# COMMAND DIRECTORY

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Repro 1stMarDiv

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<b>1ST MOTOR TRANSPORT BATTALION</b>					
Commanding Officer	LtCol. C. C. KSYCOWSKI	Oct68	1stMTBn	6	6
Executive Officer	Maj C. F. CRESSWELL	Feb68	1stMTBn	5	5
Adjutant	2ndLt J. J. HORNAK	Jan68	1stMTBn	1	
<b>1ST RECONNAISSANCE BATTALION</b>					
Commanding Officer	LtCol. B. C. STINEBETZ	Aug68	1stReconBn	6	6
Executive Officer	Maj D. R. TIMMONS Jr.	Aug68	1stReconBn	5	5
Adjutant	1stLt E. E. SURTON	Jul68	1stReconBn	1	
<b>1st Force Reconnaissance Company</b>					
Commanding Officer	Maj E. H. WALKER IV	Jul68	ForReconCo		ForReconCo
Executive Officer	Capt W. E. NELSON	Jul68	ForReconCo		
<b>1ST SHORE PARTY BATTALION</b>					
Commanding Officer	LtCol. N. KAVAKICH	Oct68	1stSPBn	6	6
Executive Officer	Maj E. J. TOWNSEND	Feb68	1stSPBn	5	5
Adjutant	1stLt L. K. KIRKPATRICK	Nov68	1stSPBn	1	
<b>1ST TANK BATTALION</b>					
Commanding Officer	LtCol. V. J. GENTILE	Sep68	1stTnkBn	6	6
Executive Officer	Maj G. P. RADTKE	Sep68	1stTnkBn	5	5
Adjutant	1stLt C. S. SCHURING	Nov68	1stTnkBn	1	
<b>3RD AMPHIBIAN TRACTOR BATTALION</b>					
Commanding Officer	LtCol. R. E. HARNES	Jul68	3dAmTracBn	6	6
Executive Officer	Maj R. R. BERLING	Sep68	3dAmTracBn	5	5
Adjutant	1stLt B. G. BOWYER	Apr68	3dAmTracBn	1	
<b>7TH COMMUNICATION BATTALION</b>					
Commanding Officer	LtCol. H. O. COWING	Jul68	7thCommBn	6	106
Executive Officer	LtCol. D. L. MITCHELL	Sep68	7thCommBn	5	
Adjutant	WO S. RUSSIN	Dec68	7thCommBn	7	
<b>7TH ENGINEER BATTALION</b>					
Commanding Officer	LtCol. H. FUNDERBUNK	Aug68	7thEngrBn	6	6
Executive Officer	Maj J. E. HAFMAN	Sep68	7thEngrBn	5	5
Adjutant	CWO E. A. HUPFAGEL	Jan69	7thEngrBn	1	
<b>9TH ENGINEER BATTALION (CHU LAI)</b>					
Commanding Officer	LtCol. H. E. PERSEA	Sep68	9thEngrBn	6	6
Executive Officer	Maj C. N. WALL	Sep68	9thEngrBn	5	5
Adjutant	WO E. M. JOHNSON	Jul68	9thEngrBn	1	
<b>11TH MOTOR TRANSPORT BATTALION</b>					
Commanding Officer	LtCol. J. B. BROWN Jr.	Jul68	11thMTBn	6	6
Executive Officer	Maj C. H. BRAUER Jr.	Sep68	11thMTBn	6	5
Adjutant	1stLt R. H. W. CRUNWALD	Dec68	11thMTBn	1	
<b>AMERICAN RED CROSS</b>					
Field Director	W. E. BEALL	Aug68	1stMarDiv	162	

*J. A. Polidori*  
 LtCol, U. S. Marine Corps Reserve  
 Division Adjutant

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Asst CofS, COMPTROLLER	LtCol R. L. BARRETT	Sep68	1stMarDiv 50	6287	937
Asst Comptroller	Capt R. C. RAUSCH	Apr68	1stMarDiv 50		
AREA AUDITOR	Capt F. FERRANTE	Feb68	HqBn 150		
ADJUTANT	LtCol J. A. POLIDORI	Sep68	1stMarDiv 7	6218	
Asst Adjutant	CWO G. R. NEWERY	Sep68	1stMarDiv 207		
Person	WO J. W. QUINBERY	Nov68	1stMarDiv 47		
Oper/O/TADO	1stLt B. M. LISANBE	Jun68	1stMarDiv 147		
RFS Custodian	1stLt B. J. GOBLE	Jul68	1stMarDiv 507		
CasualtyO	CWO J. H. RUSSELL	Nov68	1stMarDiv 107/707		
AwardsO	Capt J. J. GAVIS	Jun68	1stMarDiv 607		
S&C Files	1stLt D. J. MEYERS	Nov68	1stMarDiv 507		
AIR OFFICER	Col E. J. PINN	Aug68	1stMarDiv 14	6115	934
Asst AirO	Maj F. M. SCHMIDT	Jun68	FSOC 14		
AMPHIBIAN TRACTOR OFFICER	LtCol R. E. HARTLE	Jul68	3dAmTracBn 6		
ARTILLERY OFFICER	LtCol C. V. HENDRICKS	Jul68	11thMar 6		
BAND OFFICER	WO T. J. COOK	Jul68	HqBn 55		
CAREER ADVISOR	Maj R. W. TOPPING	Mar68	HqBn 401		
CHAPLAIN	Capt J. A. KEELEY, USN	Aug68	1stMarDiv 19		942
Asst Chaplain	Cdr E. H. KICKLICHTER, USN	Mar68	1stMarDiv 19		
CLUBS OFFICER	Capt J. J. BOWE Jr.	Jul68	1stMarDiv 60		
COMM ELEC OFFICER	Col A. M. CORDES	Sep68	1stMarDiv 10	6275	932
Asst Comm Elec Off	LtCol G. W. HOUCK	Nov68	1stMarDiv 10		
Asst CEC/Plans/Opns	Maj D. J. VERDOT	Aug68	1stMarDiv 110		
Asst CEC/Elect	Maj L. A. SCHNEIDER	Aug68	1stMarDiv 210		
Div Comm Center Off	Capt R. F. ZUMBADO	Aug68	1stMarDiv 111		
DivSysConto	2ndLt C. E. GIRADOT	Jul68	1stMarDiv 69		
Maint Specialist	CWO B. F. PETERS	Sep68	1stMarDiv 210		
DENTAL OFFICER	Capt T. J. PAPER, USN	May68	1stMarDiv 40		935
Admin Officer	Lt(JG) R. H. REYSEN, USN	Jan68	1stMarDiv 40		
DISBURSING OFFICER	Maj G. W. COLBURN	Mar68	1stMarDiv 18		
Asst Disbursing Off	Capt J. A. PATTERSON	Feb68	1stMarDiv 18		
EDUCATION OFFICER	2ndLt G. M. MADDEN	Aug68	HqBn 137		
EMBARKATION OFFICER	LtCol C. B. WEBSTER	May68	1stMarDiv 39		
ENGINEER OFFICER	LtCol J. W. WILSON	Jul68	1stMarDiv 15	6359	939
Asst EngrO	Maj F. L. STOPPELEN	Jul68	1stMarDiv 15		
Base DevelopmentO	Maj W. C. WESSEL	Jun68	1stMarDiv 15		
Div EquipmentO	1stLt D. R. ATKINS	Dec68	1stMarDiv 115		
EXCHANGE OFFICER	Capt C. E. LAND	Mar68	1stMarDiv 44		
FOOD SERVICES OFFICER	Capt N. J. ANGELO	May68	1stMarDiv 56		
FSOC	LtCol T. L. COBB	Sep68	FSOC 22		
INFORMATIONAL SERVICES OFF	Capt H. C. JOHNSTON	Apr68	1stMarDiv 141/41	6287	
INDUSTRIAL RELATIONS OFF	Capt J. D. KINDER	Jul68	1stMarDiv 446		
INSPECTOR	Col S. S. HUGHES	Jun68	1stMarDiv 32		935
LEGAL OFFICER	Col C. R. MANN	Aug68	1stMarDiv 17	6275	936
Chief Review Off	Capt D. HIGGENBOTHAM	Apr68	1stMarDiv 417		
Chief Trial Counsel	Capt R. T. ROBERTS	May68	1stMarDiv 317		
Chief Defense Counsel	Capt J. D. REYNOLDS	May68	1stMarDiv 217		
Law Specialist	Lt J. J. MARTENS, USN	Jun68	1stMarDiv 217		
Claims/Legal Asst	Capt D. E. WITTIG	May68	1stMarDiv 317		
Admin Law Officer	Capt M. F. GEARY	Apr68	1stMarDiv 417		

MOTOR TRANSPORT OFFICER	Maj E. M. FLOYD	Oct68	1stMarDiv 35		
NAVAL GUNFIRE OFFICER	LCdr T. N. GILLES, USN	Dec68	1stMarDiv 14	6115	
ORDNANCE OFFICER	Maj R. F. HOXIE	Sep68	1stMarDiv 8		
PHOTO OFFICER	CWO H. L. HUNTLEY	Apr68	1stMarDiv 341		
PROTOCOL OFFICER	Maj F. J. LENNARTZ	Jul68	1stMarDiv 138/105		
POSTAL OFFICER	WO E. GARCIA	Feb68	III MAF 320		
PROVOST MARSHALL	Maj C. A. FOLSON	Feb68	MF Co 6		
REPRODUCTION OFFICER	1stLt J. M. WHEATLEY	Feb68	1stMarDiv 307		
SPECIAL SERVICES OFFICER	Maj M. V. YOUNG	Sep68	1stMarDiv 37		
Custodian Recreation Fund	1stLt E. J. LARKIN	Jul68	1stMarDiv 37		
SUPPLY OFFICER	Col G. J. EDELMAN Jr.	Oct68	1stMarDiv 21	6359	937
Asst SupplyO	LtCol W. E. KIRACOFFE	Jul68	1stMarDiv 121		
SURGEON	Capt R. W. JONES, USN	Jul68	1stMarDiv 16		939
Admin Officer	LCdr A. N. KENDRICK, USN	May68	1stMarDiv 16		
TANK OFFICER	LtCol Y. J. GENTILE	Sep68	1stTnkBn 6		
HEADQUARTERS BATTALION (Rein)					
Commanding Officer	Col W. R. EARNST	May68	HqBn 34		932
Executive Officer	LtCol J. W. DAVIS	Nov68	HqBn 134		A-7
Adjutant	Capt F. W. HARDING Jr.	Aug68	HqBn 7		
HEADQUARTERS, 1ST MARINES					
Commanding Officer	Col E. E. ING Jr.	Jun68	1stMar 6		6
Executive Officer	LtCol A. F. BELBUSTI	Sep68	1stMar 5		5
Adjutant	1stLt S. W. GREGORIUS	Dec68	1stMar 7		
1ST BATTALION, 1ST MARINES					
Commanding Officer	LtCol M. J. CRAVEL	Feb68	1/1 6		6
Executive Officer	Maj E. W. CALLAGHER	Sep68	1/1 5		5
Adjutant	1stLt W. L. MCIVER	Dec68	1/1 1		
2D BATTALION, 1ST MARINES					
Commanding Officer	LtCol E. L. PARKER Jr.	Aug68	2/1 6		6
Executive Officer	Maj J. T. HARRELL III	Apr68	2/1 5		5
Adjutant	1stLt H. E. COWAN Jr.	Aug68	2/1 1		
2D BATTALION, 3RD MARINES					
Commanding Officer	LtCol H. ENGLISH	May68	2/3 6		6
Executive Officer	Maj D. W. LEMON	Apr68	2/3 5		5
Adjutant	1stLt K. M. MCLEMORE	Nov68	2/3 1		
HEADQUARTERS, 5TH MARINES					
Commanding Officer	Col R. D. BOEN	Jul68	5thMar 6		6
Executive Officer	LtCol J. S. HECKER	Jul68	5thMar 5		5
Adjutant	Capt B. J. MULHERIN Jr.	Aug68	5thMar 101/1		
1ST BATTALION, 5TH MARINES					
Commanding Officer	LtCol O. W. VANDENBERG Jr.	Sep68	1/5 6		6
Executive Officer	Maj H. J. McMULLEN	Oct68	1/5 5		5
Adjutant	1stLt W. P. VACCA	Mar68	1/5 1		
2D BATTALION, 5TH MARINES					
Commanding Officer	LtCol M. C. CHEATHAM	Aug68	2/5 6		6
Executive Officer	Maj R. J. SALVATI	Jul68	2/5 5		5
Adjutant	1stLt L. D. ORLANDO	Jul68	2/5 1A		

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JANUARY

1968



1st MARINE DIVISION

DANANG



# TELEPHONE DIRECTORY



YOUR TELEPHONE IS  
NOT SECURE

FOR OFFICIAL USE ONLY

*Tab E*

DECLASSIFIED

TELEPHONE TRANSMISSION SECURITY

The increased use of non-secure telephone circuits provides enemy intelligence agents with lucrative sources of U. S. classified information. DO NOT DISCUSS CLASSIFIED MATTERS OVER THE TELEPHONE.

EMERGENCY TELEPHONE NUMBERS

AMBULANCE	416
CHAPLAIN	219/519
PROVOST MARSHAL	227
FIRE	FLC 117
RED CROSS	262/362
<u>TELEPHONE TROUBLE DESK</u>	<u>331</u>
DIVISION LOCATOR	447

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DIVISION HEADQUARTERS KEY TELEPHONE NUMBERS

COMBAT OPERATIONS CENTER	COC
FIRE SUPPORT COORDINATION CENTER	FSCC

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FREQUENTLY CALLED NUMBERS

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YOUR TELEPHONE IS NOT SECURE

XX

I N D E X

PART I

PAGE

INSTRUCTIONS:

TELEPHONE TRANSMISSION SECURITY  
 EMERGENCY TELEPHONE NUMBERS  
 DIVISION KEY TELEPHONE NUMBERS  
 SPACE FOR LISTING FREQUENTLY CALLED NUMBERS  
 INDEX  
 DISTRIBUTION  
 INSTRUCTIONS FOR USE OF YOUR TELEPHONE  
 OVERSEAS AND SOUTHEAST ASIA TELEPHONE SERVICE  
 JOINT UNIFORM TELEPHONE COMMUNICATION PRECEDENCE SYSTEM  
 TELEPHONE SERVICE AND MAINTENANCE INSTRUCTIONS

1  
 1  
 1  
 1  
 2  
 3  
 4-5  
 6-7  
 8-9  
 10

PART II

LISTINGS

DIVISION HEADQUARTERS TELEPHONE LISTINGS  
 HEADQUARTERS BATTALION LISTINGS  
 COMMUNICATION COMPANY LISTINGS  
 HEADQUARTERS COMPANY LISTINGS  
 SERVICE COMPANY LISTINGS  
 MILITARY POLICE COMPANY LISTINGS  
 OFFICERS' QUARTERS LISTINGS

11-12-13-14  
 15-16  
 17  
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 17  
 17  
 18

PART III

TRAFFIC DIAGRAM

1ST MAR DIV AND HQ BATTALION TRAFFIC DIAGRAM

19

DISTRIBUTION

CMC (3)	<u>DIVISION HQ</u>	<u>HQBN</u> (30)
CG FMFPac (5)	S/Secy (10)	CommCo (20)
CG FMFPacFwd (10)	G-1 (5)	HqCo (5)
CG 9thMAB/OTF 79 (5)	G-2 (5)	MP Co (5)
Camp Butler (5)	G-3 (5)	ServCo (5)
3rd PSB (5)	G-4 (5)	1stMar (15)
CG III MAF (100)	G-5 (5)	1/1 (10)
CG 3rd MarDiv (50)	Compt (5)	2/1 (10)
CG 1st MAW (50)	CEO (5)	3/1 (10)
CG FLC (50)	Adj (5)	5thMar (15)
Comdr, NSA (25)	S&C (2)	1/5 (10)
CG, 30th NCR (25)	Ord (2)	2/5 (10)
COMUSMACV (5)	Air O (2)	3/5 (10)
COMNAVFORV (5)	Eng (2)	7thMar (15)
COMNAVFORV Rep Dng (5)	Surg (2)	1/7 (10)
SA 2nd ARVN Div (10)	Legal (5)	2/7 (10)
CG 1st CavDiv (Airmobile) (5)	Disb (5)	3/7 (10)
Det G-1, 5th SFG (5)	Chap (2)	11thMar (15)
Amer Red Cross (2)	Supply (2)	1/11 (10)
CG RokMarBde (10)	NGFO (2)	2/11 (10)
CG Americal Div (10)	PMO (5)	3/11 (10)
197 2nd ComaSqn USAF (5)	Insp (2)	4/11 (10)
37th SigBn (5)	MTO (2)	3rd 8" HowBtry (10)
	ISO (2)	3rd 155 mmGunBtry (10)
	SplServ (4)	1st ArmdAmphibCo (5)
	Enb (2)	1st ReconBn (15)
	FoodDir (2)	1st Tank Bn (15)
	CRCC (2)	1st MT Bn (15)
	Band (2)	1st Dent Co (5)
	Exchange (2)	1st EngrBn (15)
	Clubs (2)	1st Med Bn (15)
	DASC (2)	1st SP Bn (15)
	FSOC (2)	7th Engr Bn (15)
	COC (5)	9th Engr Bn (15)
	MARS (2)	7th Comm Bn (20)
	Postal (5)	3rd AmTrac Bn (10)
	Dent (2)	11th MT Bn (15)
	Officers Qtrs (1 ea)	

INSTRUCTIONS FOR USE OF YOUR TELEPHONE

PLACING A CALL

- ... Refer to the telephone directory if at all in doubt about the correct exchange or extension number.
- ... Have an alternate person or extension number handy in case the person you are calling is out or the desired extension is busy.

IF CALLED EXTENSION IS BUSY

- ... Refer to the telephone directory for an alternate extension.
- ... Do not ask the operator to "hold" the line open for you.
- ... Do not ask the operator to call you back when the line is open.

IF CALLED PERSON IS NOT AVAILABLE

- ... Talk to an alternate person if possible.
- ... Give answering person necessary information.
- ... Determine when desired party will be available.
- ... Notify answering party that you will call back or,
- ... Request that your call be returned. Leave your name and number.

TO TRANSFER A CALL

TO SIGNAL THE OPERATOR

FROM A COMMERCIAL TYPE ("COMMON BATTERY") TELEPHONE

- ... SLOWLY depress and release either of the plungers in the handset cradle.

FROM A FIELD ("LOCAL BATTERY") TELEPHONE

- ... Briskly turn the signalling crank.

WHEN THE OPERATOR ANSWERS

- ... Identify your switchboard name and extension number. Do this anytime you desire additional service from the operator before your call is broken down.
- ... Ask the operator to transfer the incoming call from (identify) to the desired extension.



TO COMPLETE YOUR CALL

- ... From a commercial type ("Common Battery") telephone, merely replace the handset securely on the cradle bar.
- ... From a field ("Local Battery") telephone, "ring-off" by briskly turning the signalling crank. On local battery systems, this is the only means whereby the operator knows you have completed your call. If you do not "ring-off", your extension will be busy to all callers until the operator has an opportunity to individually "challenge" your extension and release the line for further calls.

IF YOU REQUIRE ASSISTANCE TO PLACE A CALL

- ... Ask the operator for the INFORMATION OPERATOR.

IF YOU WISH TO REPORT A TELEPHONE TROUBLE

- ... Ask the OPERATOR for 331.

IF YOU HAVE A COMPLAINT

- ... Do not discuss complaints regarding service with the operator.
- ... Division Headquarters subscribers please register complaints with the Division Wire Officer extension 231.

WHEN ANSWERING YOUR TELEPHONE

- ... Identify yourself by extension number, and, where appropriate, your title, i.e., Clerk, Chief, etc.

OVERSEAS AND SOUTHEAST ASIA TELEPHONE SERVICE

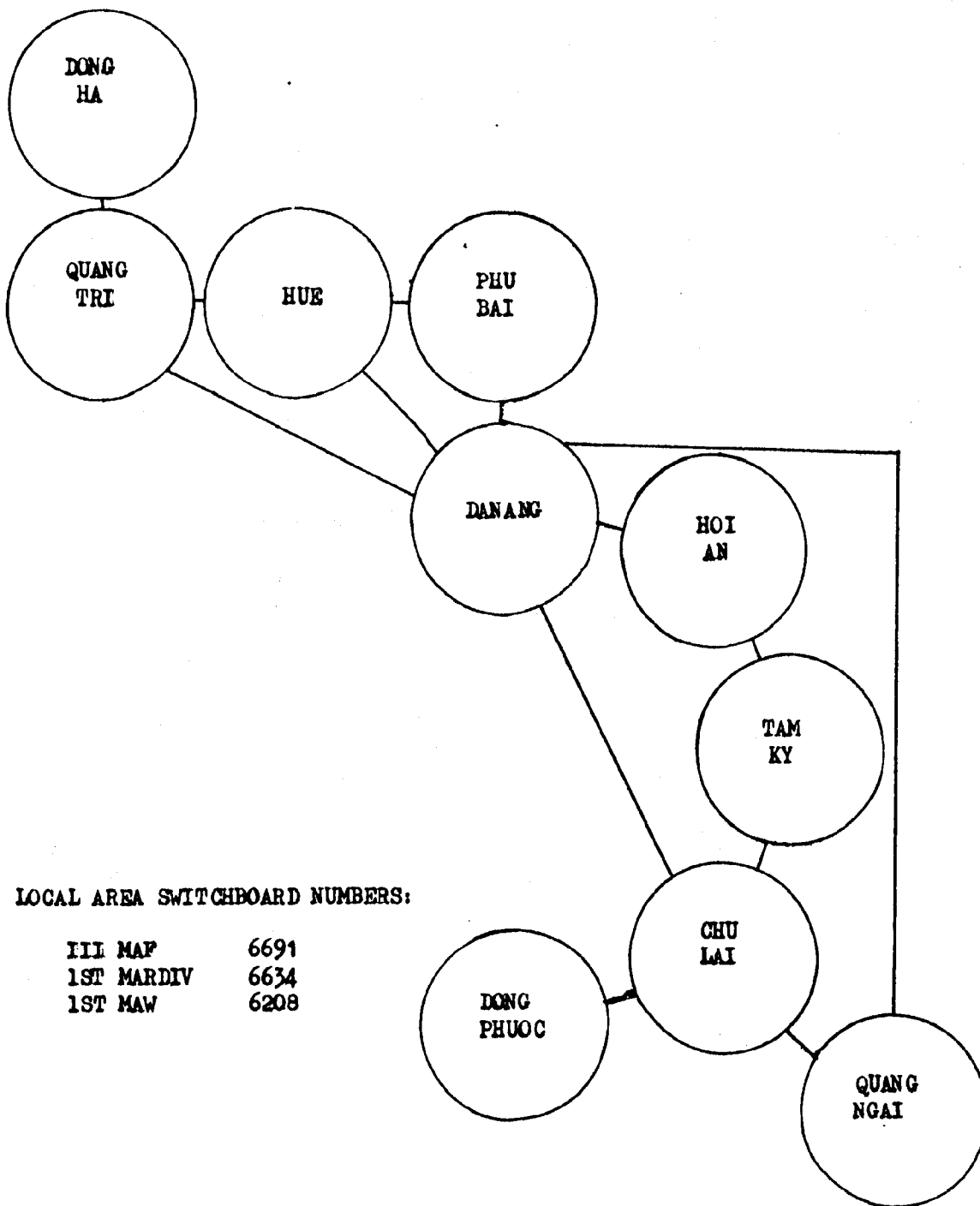
The Automatic Voice Network (AUTOVON) system in CONUS provides the Department of Defense and other Government agencies with rapid telephone service throughout the United States and to distant parts of the world. AUTOVON currently has extended to Okinawa. The SEASIA Wideband system (SEAWBS), which provides telephone and teletype service throughout RVN, also provides overseas telephone service. The 1st Marine Division interconnects into SEAWBS through the Danang Long Distance Switchboard. Routing to other locations in PACOM is accomplished through many interchanges at such sites as Guam, Okinawa, Japan, etc. Routing to the U. S. is accomplished through Danang to Clark AFB, Philippines, to the AUTOVON entry in Hawaii. Information pertaining to the SEAWBS is contained in the COMUSMACVCEI. A diagram depicting selected terminals and trunks in the SEAWBS follows these instructions.

INSTRUCTIONS

1. Subscribers may place official calls to almost any distant location. (e.g., Saigon, Bangkok, Okinawa, Philippines, Hawaii, San Francisco, Washington, D. C.) by contacting Danang Switchboard. Danang Switchboard direct long distance connections include Saigon, Bangkok, Clark AFB, and Okinawa.
2. When placing official calls:
  - a. Ask 1st Marine Division operator for "Danang L. D." (From a dial telephone, dial 0 and Danang Operator will answer.)
  - b. If 1st Marine Division lines to Danang L. D. are busy, ask the operator to route your call through III MAF.
  - c. Give Danang L. D. destination of call, i.e., Saigon, Bangkok, Hawaii, Washington, D. C., etc.
  - d. Give precedence of call in accordance with Joint Uniform Telephone Communications Precedence System. All calls will be processed as ROUTINE unless higher precedence is given.
  - e. Give name, rank and organization.
  - f. Give the desired party's rank, name, and telephone number and alternate number, if known. If a particular person is not known, calls may be placed by billet title, command, and location. For example, Assistant J-3, MACV, Saigon.
  - g. State any special instructions.
  - h. Limit call to five minutes.

3. Since the system is predicated upon service in accordance with precedence, subscribers are forewarned that higher precedence calls automatically pre-empt lower precedence calls. Additionally, manual switching through several switchboards necessitates waiting for the call to be rung through to the final switchboard.

4. Selected terminals and trunks in the I Corps area:



JOINT UNIFORM TELEPHONE COMMUNICATION PRECEDENCE SYSTEM

1. The precedence indicators listed in the following chart are directed for joint use and specify, by military precedence designator, the relative order in which telephone calls should be handled based on the urgency (content) of the call.
2. The precedence system is directed for use by all authorized users of the voice communication facilities of the Department of Defense. Since the effectiveness of the system depends upon cooperation on the part of persons authorized to employ it, users must be familiar with the purpose to be served by precedence category and the types of calls which may be assigned the respective precedences. Each authorized user should consider whether a call requires special precedence and exercise care not to request or utilize one higher than the circumstances require.
3. Calls of a given precedence will not normally pre-empt calls of an equal precedence. However, calls originated by the President of the United States, Secretary of Defense, and Joint Chiefs of Staff can pre-empt FLASH calls in progress by application of their FLASH OVERRIDE capability. In addition, commanders of unified and specified commands when declaring either Defense Condition ONE or Defense Emergency and CINCPAC when declaring either Defense Condition ONE or Air Defense Emergency may also pre-empt FLASH calls in progress by application of the FLASH OVERRIDE capability.

MILITARY PRECEDENCE DESIGNATORS**FLASH**

The military precedence designator "FLASH" is used to denote the highest precedence that may be assigned telephonic communications, and is reserved for alerts, warnings, or other emergency actions having immediate bearing on national, command or area security. Flash precedence calls may be pre-empted by the application of the "FLASH OVERRIDE" capability available to: (1) President of the United States, Secretary of Defense, and the Joint Chiefs of Staff; (2) Commanders of Unified and Specified Commands when declaring either Defense Condition One or Defense Emergency; (3) CINCPAC when declaring either Defense Condition One or Air Defense Emergency.

<b>IMMEDIATE</b>	Pre-empt all lower precedence calls, and is reserved for vital communications (1) having immediate operational effect on tactical operations; (2) which directly concern safety or rescue operations; (3) which affect the intelligence community operational role.
<b>PRIORITY</b>	Pre-empt all lower precedence calls, and is reserved for calls which require prompt completion for national defense and security, the successful conduct of war, or to safeguard life or property which do not require higher precedence. Normally PRIORITY will be the highest precedence which may be assigned to administrative matters for which speed of handling is of paramount importance.
<b>ROUTINE</b>	Has no pre-emption rights, and is reserved for all other official communication. All routine calls are handled sequentially as placed by the calling party.

4. See Chapter 8, Division Order P2300.2 for guidance concerning the use of voice precedence by 1st Marine Division subscribers.

TELEPHONE SERVICE AND MAINTENANCE INSTRUCTIONS

1. General. The telephone system is operated to provide the commander with a means of exercising command and control over his units and activities.
2. Maintenance
  - a. Communication personnel will periodically perform preventive maintenance checks on your telephone, including general inspection of the instrument, batteries, cords, and general operating condition. Telephone users can assist in this program by preventing abuse to the instrument, preventing tangling or tension of cords, and by frequently dusting or wiping instrument to remove dirt and dust.
  - b. If your telephone is inadvertently damaged, DO NOT attempt to repair it yourself - - use another instrument to report trouble to telephone number 331. If you have any difficulty with your telephone do not tamper with it - call 331.
3. Requests for Telephone Service. Requests for initial installations, additional numbers, extension, relocations or removal of telephone service by subscribers of the Division Switchboard may be submitted in letter format addressed to the Division CEO.

## DECLASSIFIED

PART II  
LISTINGS

	<u>SWB</u>	<u>DIAL</u>
COMMANDING GENERAL	206	6290
COMMANDING GENERAL'S QTRS	306	6290
COMMANDING GENERAL'S MESS	406	
GUEST QUARTERS	496	
AIDE-DE-CAMP	213	6290
AIDE-DE-CAMP/STAFF SECRETARY QTRS	313	
SERGEANT MAJOR	499	
 ASSISTANT DIVISION COMMANDER	 209	 6290
ASSISTANT DIVISION COMMANDER'S QTRS	309	6290
AIDE-DE-CAMP	213	6290
 CHIEF OF STAFF	 205	 6465
DEPUTY CHIEF OF STAFF	305	6465
CHIEF OF STAFF QUARTERS	405	6465
STAFF SECRETARY	238	6465
PROTOCOL OFFICER	338	
 ASSISTANT CHIEF OF STAFF, G-1	 201	 6218
ASSISTANT G-1	201	6218
ASSISTANT G-1	301	6218
ASSISTANT G-1	401	
SPECIAL PROJECTS OFFICER	401	
 ASSISTANT CHIEF OF STAFF, G-2	 202	 6262
ASSISTANT G-2	202	6262
PRODUCTION OFFICER	302	
AQUISITION OFFICER	402	
IMAGERY INTERP OFFICER	492	
CI OFFICER	492	
SIO	392	
OIC SSOT-2	398	
OIC 1ST IT	397	
OIC 3RD CIT	396	
OIC 3RD ITT	396	
 ASSISTANT CHIEF OF STAFF, G-3	 203	 6307
ASSISTANT G-3	303	6307
OPNS/NWBO	403	
ASSISTANT OPER OFFICER	493	
ASST OPERS/RPTS/PFO	493	
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PLANS/NCBO OFFICER	293	
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LIASON OFF TO 2D ARVN DIV	QUANG NGAI TOC	
LIASON OFF TO QUANG DA SPEC ZONE	HOI AN 103	
LIASON OFF FROM I CORPS	224	

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	<u>SMB</u>	<u>DIAL</u>
ASSISTANT CHIEF OF STAFF, G-4	204	6359
ASSISTANT G-4	304	6359
OPERATIONS OFFICER	404	
ASST OPERATIONS OFFICER	404	
PLANS OFFICER	294	
ASSISTANT PLANS OFFICER	294	
ASSISTANT CHIEF OF STAFF, G-5	246	6287
ASSISTANT G-5	246	
CIVIL AFFAIRS OFFICER	246	
PSY OPS OFFICER	346	
ASSISTANT CHIEF OF STAFF, COMPTROLLER	250	6287
ASSISTANT COMPTROLLER	250	
ADJUTANT	207	6218
	307	
PERSONNEL OFFICER	247	
OFFICERS O/TADO	347	
ENL PERS SEC/DIV LOCATOR	447	
CASUALTY OFFICER	407/264	
AWARDS OFFICER	497	
RPS CUSTODIAN	222	
S&G FILES	222	
AIR OFFICER	214	6115
ASSISTANT AIR OFFICER	214	
BAND OFFICER	255	
CAREER ADVISOR	491	
CHAPLAIN	219	
	319	
ASSISTANT CHAPLAIN	219	
	319	
CLUBS OFFICER	350	
	351	
CLUBS PURCHASING	260	
OFFICERS' CLUB	360	
STAFF N CO CLUB	271	
ENLISTED CLUB	270	
COMBAT OPERATIONS CENTER	000	6115
COMMUNICATION-ELECTRONICS OFFICER	210	6275
ASSISTANT CEO	210	6275
ASSISTANT CEO (OPERATIONS)	310	6275
ASSISTANT CEO (PLANS)	310	6275
ASSISTANT CEO (ELECTRONICS)	410	6275
COMMUNICATION CENTER OFFICER	311	



## COMMUNICATION CENTER

OIC

311

COMMUNICATION SYSTEMS CONTROL FACILITY

269  
369

CASUALTY REPORTING CONTROL CENTER

264/407

6287

FIRE SUPPORT COORDINATION CENTER

FSCC

6115

DENTAL OFFICER

240

ADMIN ASSISTANT

240

DENTAL VAN

340

DISBURSING OFFICER

218

FISCAL SECTION

218

TRAVEL SECTION

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ACCOUNTS

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1ST AT BN

298

1ST ARMORED AMPHIB CO

298

7TH COMM BN

298

1ST MT BN

298

1ST ENGR BN

418

1ST SP BN

418

7TH ENGR BN

418

1ST BRIDGE CO

418

3RD BRIDGE CO

418

HQ BN

388

1ST RECON BN

388

1ST FORCE RECON CO

388

11TH MARINES

388

3RD 8" HOW BTRY

388

2ND BN 7TH MARINES

388

3RD 155 MM GUN BTRY

388

3RD AMTRAC BN

318

1ST MED BN

318

1ST DENTAL CO

318

2ND BN 5TH MARINES

318

EMBARKATION OFFICER

239  
339

ENGINEER OFFICER

215

6359

ASSISTANT ENGR OFFICER

315

PUBLIC WORKS OFFICER

425

EXCHANGE OFFICER

244

FOOD SERVICES OFFICER

256

HEADQUARTERS COMMANDANT

234

HELICOPTER PAD (ADMIN)

254

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	<u>SW</u>	<u>DIAL</u>
HISTORICAL OFFICER	256	
INDUSTRIAL RELATIONS OFFICER	446	
INFORMATIONAL SERVICES OFFICER	241 341	6287
INSPECTOR	232	
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ASSISTANT LEGAL OFFICER	317	
ADMIN SECRETARY	317	
MILITARY JUSTICE	317	
TRIAL COUNSEL	317	
LAW SPECIALIST	417	
DEFENSE COUNSEL	377	
MARS STATION	328	
MOTOR TRANSPORT OFFICER	235 335	
NAVAL GUNFIRE OFFICER	214	
ORDNANCE OFFICER	208	
AMMUNITION OFFICER	208	
OFFICER BILLETING	450	
PHOTOGRAPHIC SECTION	441	
POSTAL OFFICER	220	
PROVOST MARSHAL	227	
R & R CENTER	495	
RED CROSS	262 362 363	
REPRODUCTION OFFICER	277	
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SPECIAL SERVICES OFFICER	237	
CUSTODIAN REC FUND	237	
SUPPLY OFFICER	221 321 322	6359
SURGEON	216	
ADMIN OFFICER	316	
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HEADQUARTERS BN, 1ST MAR DIV

COMMANDING OFFICER	234
EXECUTIVE OFFICER	334
S-1	381
S-3	383
S-4	384
ADJUTANT	387
BATTALION AID STATION	416
LEGAL OFFICER	367
SUPPLY OFFICER	421 422
DISBURSING OFFICER	218
HQ BN ACCTS	388
MOTOR TRANSPORT OFFICER	435
BAND OFFICER	255
BATTALION GUARD	227
DENTAL CLINIC	440
DENTAL SUPPLY	439
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GENERATOR SITE (HILLTOP)	414
GENERATOR SITE (MAIN CP AREA)	415
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INDUSTRIAL RELATIONS OFFICER	444
PACIFICATION SURVEY TEAM	445
MESS HALL (HQ BN)	258
RED CROSS	262 362 363
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TRANSIENT ICER QTRS

451

WATER POINT (7TH ENGR ROCK CRUSHER),

413

WATER POINT (HQ OO)

411

## COMMUNICATION COMPANY

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EXECUTIVE OFFICER	285
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ELECTRONICS MAINTENANCE PLATOON	249
HEADQUARTERS AND SERVICE PLATOON	284
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COMMANDING OFFICER	266
FIRST SERGEANT	267
COMPANY SUPPLY	268

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## MILITARY POLICE COMPANY

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FIRST SERGEANT	457
COMPANY SUPPLY	458
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QUARTERSSWBDIAL

1-A	462	
1-B	462	
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2-B	463	
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3-B	464	
4-A	465	
4-B	465	
5-A	466	
5-B	466	
6-A	467	
6-B	467	
7-A	468	
7-B	468	
8-A	469	6290
8-B	469	6290
9-A	470	
9-B	470	
11-A	471	
11-B	471	
12-A	472	
12-B	472	
13-A	473	
13-B	473	
C/S	405	6465

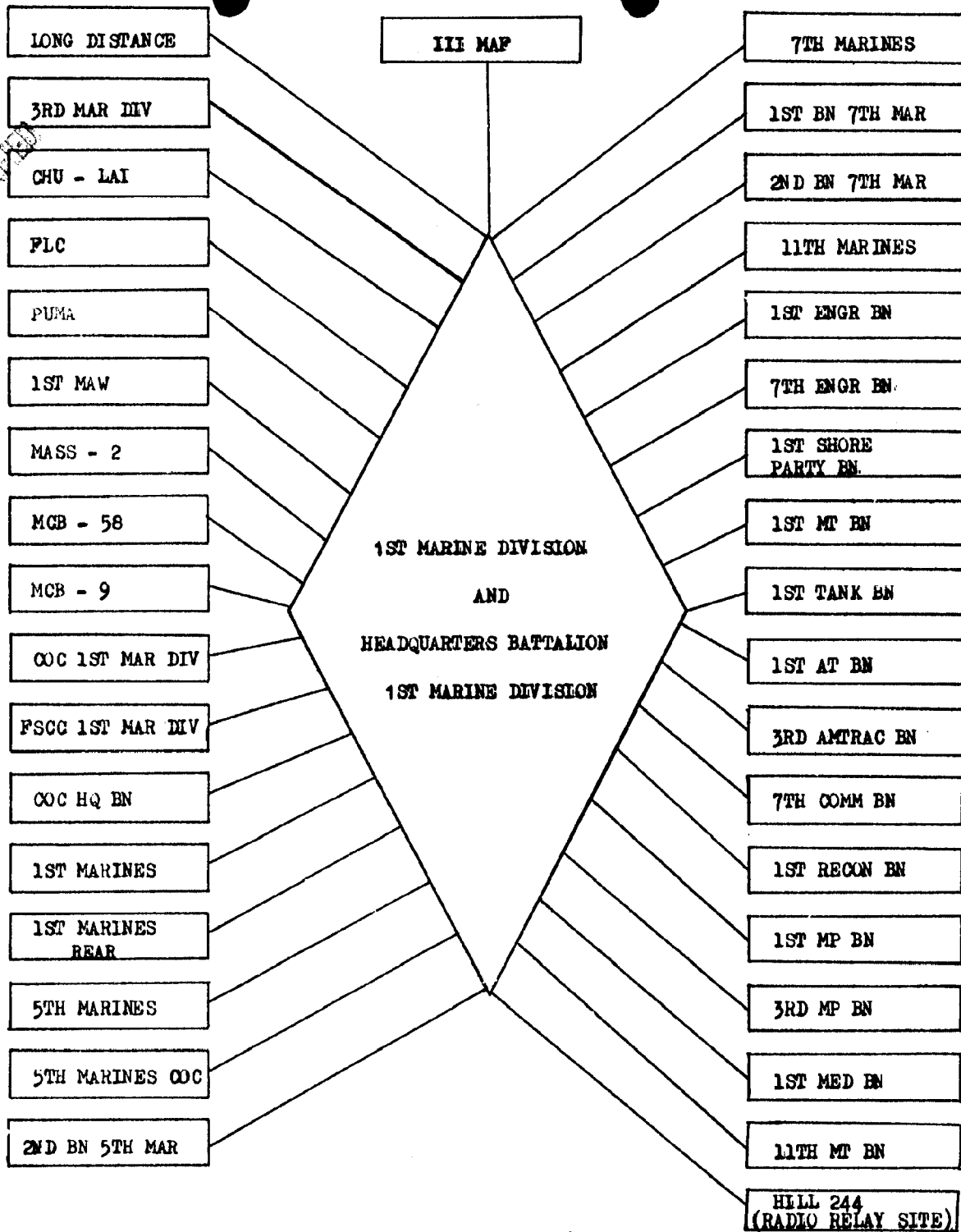
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A-1	474	
A-2	475	
A-3	476	
A-4	477	
A-5	478	
A-6	479	
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B-4	483	
B-5	484	
C-1	485	
C-2	486	
C-3	487	
C-4	488	
D-2	489	

For information concerning Officer Billeting, call 460 (Officers' Billeting).  
 Note: Telephones are not normally installed in Company Grade Officers' Quarters.

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