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

3/FHW/hgl  
5750  
Ser: 0072-70

13 APR 1970

~~\_\_\_\_\_~~ Unclassified upon removal of enclosure (1)

From: Commanding General  
To: Commandant of the Marine Corps (Code:HD)  
Via: (1) Commanding General, III Marine Amphibious Force  
(2) Commanding General, Fleet Marine Force, Pacific

Subj: Command Chronology

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

Encl: ✓(1) 1st Marine Division Command Chronology for February 1970

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

  
E. B. WHEELER

S & C FILES	
1st MARINE DIVISION	
70	1113
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MAY 04 1970

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SECOND ENDORSEMENT on CG, 1st MarDiv ltr 3/FHW/hgl over  
5750 Ser: 0072-70 dtd 13Apr70

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

Subj: Command Chronology for the period 1 - 28 February 1970

1. The subject chronology has been reviewed for completeness  
and is forwarded herewith.



R. D. WHITE  
By direction

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CG, 1st MarDiv

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Ser:

25 April 1970

0032470

~~SECRET~~ (unclassified upon removal from basic correspondence)

FIRST ENDORSEMENT on CG, 1st MarDiv ltr 3/FHW/hgl over 5750 Ser: 0072-70  
dtd 13 April 1970

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

Subj: Command Chronology, 1st Marine Division FMF;  
period 1 - 28 February 1970

1. The subject chronology has been reviewed for completeness and is  
forwarded herewith.

*H. L. Wilkerson*  
H. L. WILKERSON  
By direction

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CG, 1st MARDIV

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COMMAND CHRONOLOGY  
1 February to 28 February 1970

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COMMAND CHRONOLOGY

PART I

ORGANIZATIONAL DATA

Enclosure (1)

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PART IORGANIZATIONAL DATA1. (U) DESIGNATION

Commanding General  
Assistant Division Commander

MGen E. B. WHEELER  
BGen W. F. DOEHLER

SUBORDINATE UNITS

<u>UNIT</u>	<u>COMMANDING OFFICER</u>
HqBn	Col W. C. PATTON
1stMar	Col H. L. WILKERSON (1-9Feb)
	Col E. A. WILCOX (10-28Feb)
5thMar	Col N. L. BECK (1-10Feb)
	Col R. F. ESTEY (11-28Feb)
7thMar	Col G. S. CODISPOTI (1-27Feb)
	Col E. G. DERNING Jr (28Feb)
11thMar	Col D. D. EZELL
26thMar	Col J. E. HARRELL
1stReconBn	LtCol W. C. DRUMWRIGHT
1stEngrBn	LtCol W. F. GLOWICKI
7thEngrBn	LtCol W. G. BATES
9thEngrBn	LtCol E. K. MAXWELL (1-18Feb)
	LtCol J. P. KRAYNAK (19-28Feb)
1stSPBn	LtCol R. F. ARMSTRONG
1stMTBn	LtCol M. S. SHIMANOFF
11thMTBn	LtCol W. R. KEPHART (1-14Feb)
	LtCol R. L. PRATHER (15-28Feb)
1stTkBn	Maj J. J. LOUDER
1stMedBn	Capt J. W. LEA MC USN
1stHospCo	Capt J. W. HART MC USN (1-26Feb)
1stDentCo	Capt P. C. ALEXANDER DC USN

2. (U) LOCATION

1-28 February 1970, Danang, RVN

3. (U) STAFF OFFICERS

Chief of Staff	Col C. E. WALKER (1-27Feb)
	Col N. L. BECK (28Feb)
Staff Secretary	Capt T. E. PITTS
Assistant Chief of Staff, G-1	Col R. E. BARDE
Assistant Chief of Staff, G-2	Col E. A. WILCOX (1-9Feb)
	LtCol C. M. MOSHER (10-28Feb)
Assistant Chief of Staff, G-3	Col F. H. WALDROP

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Assistant Chief of Staff, G-4

Assistant Chief of Staff, G-5

Assistant Chief of Staff, Comptroller

Adjutant

Air Officer

Artillery Officer

Band Officer

Career Planning Officer

Chaplain

Clubs Officer

Comm-Electronics Officer

Dental Officer

Disbursing Officer

Exchange Officer

Embarkation Officer

Engineer Officer

Field Historian

Food Service Officer

Ground Safety Officer

Industrial Relations Officer

Inspector

Staff Judge Advocate

Motor Transport Officer

Naval Gunfire Officer

Ordnance Officer

Public Affairs Officer

Photographic Officer

Postal Officer

Provost Marshal

Special Services Officer

Reproduction Officer

Supply Officer

Surgeon

Tank Officer

Col N. A. CANZONA (1-27Feb)

Col M. M. BLUE (28Feb)

Col L. S. HOLLIER Jr

LtCol N. M. LASLAVIC Jr.

LtCol J. J. HUDSON

Col J. M. MITCHELL

Col D. D. EZELL

CWO2 J. M. POE

Maj E. G. WERNER

Capt G. A. RADEMACHER CHC USN

Maj K. L. BOURGEOIS

Col C. G. DAHL

Capt P. C. ALEXANDER DC USN

Maj J. E. STEVENS

Capt G. L. NASH

Maj L. D. COKER

Capt E. L. RENN (1-12Feb)

Maj R. A. KERR (13-28Feb)

Maj G. MARINO

Capt C. WATSON

Maj E. G. MILONE

1stLt A. T. AUGULIS

Col C. ASHTON

Col R. M. LUCY

Maj V. D. SUTTON

LCDR E. C. YOE USN

Capt G. L. DARST

Capt J. P. NOVAK

CWO3 A. A. HUMPHREYS

Capt E. M. JENNINGS

LtCol F. L. DIXON (1-16Feb)

LtCol J. A. SCHIMMENTI (17-28Feb)

LtCol W. J. GALYON

Capt D. A. ZEFERJOHN

Col J. J. HOLICKY Jr.

Capt E. F. LATHAM MC USN

Maj J. J. LOUDER

Enclosure (1)

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COMMAND CHRONOLOGY

PART II

NARRATIVE SUMMARY

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PART IINARRATIVE SUMMARYANDPERSONNEL/ADMINISTRATION

## 1. (C) Replacement and Rotation of Personnel

a. Total Marine Replacements received and Marines Rotated during February 1970 were:

## Replacements:

Officer	100
Enlisted	2757

## Rotated:

Officer	168
Enlisted	3499

b. There were 14 officers and 511 enlisted medically evacuated from RVN. Two officers and 27 enlisted returned to duty who were previously evacuated from RVN. A total of 51 personnel departed on emergency leave/permanent change of station orders. A total of 130 personnel departed on emergency leave/TAD orders.

c. A total of four officers and 78 enlisted extended their tour for 30 days special leave. Four officers and 154 enlisted departed on special leave.

2. (C) Casualty and Graves Registration. The following casualties were sustained by units ADCON to 1st Marine Division during February 1970:

	KIA	WIA	**DOW	MIA	CPT	OTHER	*NON-BATTLE DEATH-INJURED	**TOTAL
USMC								
OFF		16						16
ENL	46	406	11				7 3	462
USN								
OFF								
ENL	3	18	1					21
TOTAL	49	440	12				7 3	499

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\*Injuries which result in absence from duty for more than 24 hours.  
 \*\*DOW figures included in WIA totals and not in horizontal totals.

3. (C) Awards. 624 award recommendations were processed and forwarded to higher headquarters for approval. In addition, 477 Purple Heart Medals were awarded.

4. (C) Discipline, Law and Order. The following criminal investigations were reported for the month of February 1970:

<u>a. Crimes against Persons and Property</u>	<u>Number</u>
Assault	6
Aggravated Assault	2
Fraud	1

b. 75 traffic violations were reported.

c. 294 military offense reports were issued as follows:

<u>Offense</u>	<u>Number</u>
Drunkenness	1
Non-narcotics Abuse Drugs	53
Weapons Violation	45
AWOL	19
Off Limits	96
Curfew Violations	36
Disorderly Conduct	1
Other	43
TOTAL	294

5. (C) Industrial Relations. Utilization totals as of 28 February 1970 were:

<u>Authorized</u>	<u>On Board</u>
790	644

6. (U) Personnel and Morale Services

a. Chaplain. At the end of February 1970, the on board strength of Chaplains was:

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<u>Denomination</u>	<u>Number</u>
Protestant	19
Catholic	11
Total	30

The following services were conducted during the month:

	<u>Number</u>	<u>Number Attending</u>
Catholic Sunday Divine Services	96	1452
Catholic Weekday Services	95	793
Protestant Sunday Divine Services	139	2682
Protestant Weekday Services	56	1195
Memorial Services	16	1323
Religion and Customs of RVN	39	1076

b. Division Clubs. During the month there were 12 Officer, 21 SNCO and 26 Enlisted Clubs in operation. The gross income for the clubs system during February 1970 was \$214,120.45.

c. Division Band. The band performed at two memorial services, 9 military formations and played at 14 concerts during the month of February 1970. The band also performed 1 concert in connection with the Civic Action Program. In addition, the band was used as a security platoon/reaction force for the Division CP.

d. Division Exchange. Total sales during February 1970 were \$872,012.09 from 16 stores.

e. Informational Services. 55 news releases and 2545 Fleet Hometown News Releases were produced during February 1970. In addition, 1st Marine Division correspondents covered operations with the 5th Marines in Arizona Territory, and the 7th Marines in the Que Son Mountains.

f. Postal. The following figures represent pounds of U. S. Mail received and dispatched during February 1970.

<u>Total Received</u>	<u>Total Dispatched</u>	<u>Total Handled</u>
586,074	265,105	851,179

Financial Transaction Totals:

U. S. Money Orders and Fees	\$831,699.27
U. S. Money Orders Cashed	31,491.68
Stamps, Postage and Insurance Sales	73,632.50

The Main Office and 11 unit post offices were inspected and audited during February 1970. 42 mail rooms were also inspected during the month.

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g. Career Planning. Career Planning results during February 1970 were:

Reenlistment Percentages:

First Term (30-65)	46.1
Career	97.6
Total	66.3

Extensions of EnlistmentCareer LengthShort

First Term	18	20
Career	6	4
Total	24	24

7. (U) 1st Marine Division ARVN Interpreter Program. On 28 February 1970, the number of ARVN Interpreters assigned to this Division was 140.

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## INTELLIGENCE SECTION

1. ACQUISITION UNIT

a. General. This reporting period started with a brief series of enemy attacks by fire with mortars against A/1/7 CUPP defensive positions and rockets against the An Hoa Combat Base on 1 February. The remainder of the enemy activity during the month consisted mainly of harrassing RPG, M-79 and small arms fire against outposts and isolated friendly defensive positions. The reporting period was characterized by increased reconnaissance and surveillance efforts throughout the Division TAOR in anticipation of a high point in enemy activity relating to the TET holiday period; however, the expected enemy offensive failed to materialize.

b. Ground Reconnaissance

(1) The Division's Ground Reconnaissance activities were directed primarily towards screening the main avenues of approach into the Division TAOR from the north, west and southwest during the expected TET enemy offensive. Reconnaissance teams sighted a total of 1,730 enemy personnel, called 110 artillery fire missions and 48 air strikes resulting in 202 enemy KIA. The 1st Reconnaissance Battalion conducted 98 patrols, including teams assigned to the four permanent observation posts and suffered only five WIA's.

c. Photo Imagery Interpretation Sub-Unit

(1) General. During February the PIU produced 13 photo mosaics and 55 overlays for 1st Reconnaissance Battalion patrols. Two photo mosaics and one visibility diagram were constructed for the Ground Surveillance Sub-Section for planning sensor employment. In other significant activity a photo interpreter, using a special Hand Held Photo Mission which was flown, annotated and delivered on 7 February, assisted the 1st Marines in locating six bunkers and a tunnel complex at (AT 9556). In addition, an extensive though unsuccessful attempt was made by a Photo Interpreter/Interrogation-Translation Team to locate a rocket cache in the Que Son Mountain Area on 14 February.

(2) Detector Concealed Personnel (DCP). Twenty-eight DCP missions were requested, of which 24 were flown; providing 20 sensor readings. The mission results were targeted and struck with artillery and immediate air, resulting in three secondary explosions. The DCP aircraft received ground fire on three missions with negative damage to aircraft or personnel. Minimum weather conditions and aircraft non-availability were responsible for the four missions not being flown.

(3) Infra-Red (IR). A total of 206 IR missions were requested,

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of which 103 missions were flown, resulting in 607 IR emissions being recorded.

(4) Side Looking Airborne Radar (SLAR). There were 56 SLAR missions flown in the Division TAOR, of which 79 Moving Target Indicators (MTI) were recorded. The MTI's were scattered throughout the TAOR with no major concentrations noted.

d. Aerial Observation Sub-Unit

(1) During February the AO Sub-Unit conducted 493 sorties for a total of 1,119.7 flight hours of visual reconnaissance and supporting arms control in the Division TAOR.

(2) The following supporting arms and photo missions were conducted:

Airstrikes FAC(A)	169
Artillery Missions	73
Hand Held Photo Missions	20

(3) The damage estimates resulting from supporting arms missions are as follows:

Killed by Air/Artillery	65
Structures destroyed	149
Bunkers destroyed	106
Boats destroyed	3
Treeline destroyed (meters)	7,440
Trench line destroyed (meters)	550
Caves destroyed	38
Secondary explosions	29
AA positions destroyed	1

(4) Ground fire was received on 16 missions; however, no aircraft were hit.

(5) Aviation support for February was provided by:

<u>Unit</u>	<u>Sorties</u>	<u>Hours</u>
VMO-2 (OV-10)	462	1029.9
21st RAC Airplane Co USA (O-1G)	31	89.8

e. Interrogation-Translation. Deployment of the Interrogation-Translation Teams (ITT) and Interpreter Teams (IT) are as follows:

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- 3d ITT - 1st Marines
- 9th ITT - 7th Marines
- 13th ITT - 5th Marines
- 15th ITT - 26th Marines
- 1st IT - Division Interrogation Center (DIC)
- 7th IT - Document Translation Center (DTC)

(1) During February a total of 281 detainees were interrogated and classified as follows: 18 PW's, 19 Civil Defendants, 14 Returnees and 230 innocent civilians. The Division Interrogation Center prepared 54 interrogation reports and 93 batches of documents totaling 1,155 items were processed by the Division Translation Center in February.

(2) Significant information gained from captured documents included cryptographic codes, cover designators and information on the Quang Da Civilian Welfare Program and Manpower Drain.

(3) Significant information gained from detainees are as follows:

- (a) Attack plans on an ARVN Training Center.
- (b) Sapper training curriculum.
- (c) Effects, success of and reaction to tactical helolift operations.
- (d) Location of ambush sites.
- (e) Location of booby traps and mine fields.
- (f) Update on enemy order of battle.

(4) Other significant team activities are as follows:

(a) The 3d Interrogation-Translation Team in support of the 1st Marines participated in nine tactical helolift operations and made immediate field interrogations of two PW's captured. The team screened 31 batches of documents that included maps, overlays and enemy attack plans for February and August against U.S. positions. Team training consisted of enemy order of battle, report preparation and proper care and handling of individual weapons. The team conducted training for the 1st Marines on proper tagging, handling and safeguarding of PW's.

(b) The 9th Interrogation-Translation Team in support of the 7th Marines screened 12 batches of documents during February. Team training consisted of interrogation techniques, report preparation, order of battle and care of individual weapons. The team conducted

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training for the 7th Marines on the mission of IIT, exploitation of human sources, proper tagging and evacuating of PW's and documents.

(c) The 13th Interrogation-Translation Team in support of the 5th Marines screened 17 batches of documents during February. The team participated in daily command briefings and visual reconnaissance flights of the 5th Marines TAOR. Team training consisted of interrogation techniques and proper care of individual weapons, also the team conducted training for new members of the 5th Marines on the proper handling of PW's and documents.

(d) The 15th Interrogation-Translation Team was in support of the 26th Marines and the NSA Hospital PW ward during most of the period. However, on 28 February the team headquarters moved to the 95th Evacuation Hospital, US Army Danang, when the 26th Marines stood down in preparation for redeployment and the NSA Hospital discontinued medical care for wounded PW's. Team training consisted of interrogation techniques, order of battle review and proper care of individual weapons. The team continued to conduct training at the Division Schools on interrogation and processing of PW's.

(e) The 1st Interpreter Team (DIC) interrogated 35 PW's and returnees evacuated to the III MAF PW compound. Two senior officers were given orientation briefing on handling and disposition of PW's. Team training consisted of interrogation techniques, order of battle, terrain studies, language training and proper care of individual weapons, plus attending a firepower demonstration of the M-48A3 gun tank.

(f) The 7th Interpreter Team (DTC) screened 93 batches of documents totaling 1,155 individual items and prepared one full translation and 95 summary translations. In addition, one summary translation and five full translations of ARVN weekly intelligence reports were prepared for the Division.

f. Ground Surveillance Sub-Unit. During February the Ground Surveillance Sub-Unit continued installation, maintenance and planning for future employment of ground sensors in the Division TAOR. In addition, classes were presented for Leadership Courses at Division Schools, subordinate units of the Division and the 51st ARVN Regiment. Also, briefings were conducted for newly assigned and visiting senior officers. Maintenance of the Danang Anti-Infiltration System continued in Phases I and II. The following is a list of activities accomplished:

(1) Sensors were installed as shown below;

<u>Amount</u>	<u>Types</u>	<u>Location</u>
4 Strings	MINISIDs/MAGIDs	Hill 55 (AT 921631)
1 String	MINISIDs/MAGIDs	LZ Ross (ZC 020330)

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1 String MINISIDs/MAGIDs Rumor Valley (AT 960736)  
 3 Strings MINISIDs/MAGIDs/GSIDs 1/26 TAOR (AT 915845)  
 2 Strings MINISIDs/MAGIDs Charlie Ridge (AT 836583)  
 \*4 Strings ADSIDs Ti Xe Corridor (ZC 200320)  
 \*2 ACOUBUOYs Nong Son (ZC 195322)  
 3 USDs LZ Ross (ZC 022342)  
 3 USDs Hill 250 (AT 793530)  
 4 USDs Liberty Bridge (AT 925531)  
 \*Air dropped into position

(2) Two MINISIDs and one MAGID were replaced near Hill 55 (AT 952623) and three USDs were repaired and put back into operation at Hill 425 (ZC 000465).

(3) Classes were presented by the Ground Surveillance Instruction Team as indicated below:

<u>Unit</u>	<u>Subject</u>
Division Schools	Sensor Employment
1/1 Officers/SNCO's	KM-63 (Remote Control Detonator)
5th Marines Officers/SNCO's	Sensors and related equipment
1st Marines Officers/SNCO's	Sensors and related equipment
Division Schools (Officers)	Sensor employment
Co "C" 1st Recon Bn	Recording and Reporting techniques
9th EngrBn Officers/SNCO's	Ground Surveillance assets/em- ployment
7th Marines Officers/SNCO's	Sensors and related equipment
Division Schools (NCO's)	Ground Surveillance equipment
Co "B" 1st Recon Bn	Sensor Devices
1st Recon Bn (new personnel)	Sensor employment
51st ARVN Regiment	Four days instruction on sensors and their tactical employment

(4) Orientation briefings were given throughout the month to a total of nine newly assigned and visiting senior officers, including the G-2 FMFPac and two officers from the Defense Communication Planning Group, Washington, D. C.

(5) The Ground Surveillance Officer presented the concept of operations of the Sensor Control and Management Platoon (SCAMP) to the Commanding General. The SCAMP concept, providing for centralized operation and control of the sensor program at Division level, was approved. A SCAMP organization of three officers and 80 enlisted personnel was established. The Ground Surveillance Officer will be the OIC of the SCAMP.

(6) The engineer work continued on Phase II of the DAIS near

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Hill 190 (AT 890823) and on Phase I Balanced Pressure Systems near Hill 41 (AT 935664). The Survey Team from the 11th Marines completed surveying sensor locations near Hill 190.

(7) At present there are 203 individual line sensors and 101 Radio Frequency Sensors operational in the Division TAOR.

(8) A total of 113 fire missions (1,330 rounds) were conducted on enemy sighted by the Night Observation Device (NOD) and installed sensors, with 27 enemy personnel reported as killed during the period.

## 2. STAFF COUNTERINTELLIGENCE UNIT

a. As of 28 February 1970, 106 Kit Carson Scouts were employed by the 1st Marine Division. These scouts participated in 827 patrols which resulted in seven enemy KIA's, one enemy captured and 18 VC suspects detained. A total of one individual weapon was captured and 36 mines/booby traps were destroyed or neutralized. Scout personnel additionally participated in 22 Division Psychological Operations. During the reporting period the Kit Carson Scouts sustained three WIA's.

b. Normal passive and active Counterintelligence support to assist in protecting the Division against the enemy's intelligence collection efforts continued during this period. Additionally, counterintelligence personnel of the 1st and 3d Counterintelligence Teams participated in 23 combat operations. During the period, 1,918 persons were screened against existing blacklists. Of this number, 18 were detained for further investigation, 11 were turned over to various District Headquarters for further investigation leaving 1,907 determined to be innocent civilians. During the operations conducted in support of Division organizations, two VCI were KIA, nine VCI and four VC were captured; 15 enemy tunnels, one enemy bunker, 20 pounds of rice, were destroyed and 11 individual weapons, 12 grenades, one B-40 rocket, four 5 pound shape charges, 1,500 small arms rounds, 7,400 pounds of rice, 50 pounds of potatoes, assorted canned food, two bolts of cloth, miscellaneous documents, one cartridge belt, 200 pounds of salt and one bottle of salt pills were captured.

c. During February 1970, Division organizations reported expenditures for information or ordnance in the amount of 307,232 \$VN under the Volunteer Informant Program. There were 449 separate disbursements for the return of ordnance which might have been used as booby traps and one disbursement for information.

## 3. OPERATIONS INTELLIGENCE

a. Intelligence Material and Publications Prepared and Distributed to Subordinate, Adjacent and or Higher Commands.

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[REDACTED]

- [REDACTED]
- (1) Daily Intelligence Summaries (INTSUM)
  - (2) Monthly Periodic Intelligence Report (PERINTREP) (15 January 1970 - 15 February 1970).

- (3) Special Intelligence Studies: FLC Rocket Study

b. Briefings

- (1) Briefings on area orientation, Enemy Order of Battle and current enemy situation were presented to all newly arrived officers joining the Division.
- (2) Enemy Order of Battle Briefs were presented to four classes (two officer and two enlisted) conducted at Division Schools.

c. Target Intelligence. Target Intelligence during the month of February generated 154 TPQ-10 requests, 36 of which were completed. A total of 78 targets developed by the target intelligence officer were struck by artillery fire. Two primary and two secondary ARCLIGHT targets were nominated during February. Two primary targets were hit during the month. Both targets had been nominated during January 1970.

d. Enemy

(1) On 1 February, there was a slight increase in enemy activity. There were eight attacks by fire which consisted of 56 mortar rounds, 12 RPG rounds, nine 140MM rockets and three significant sightings which totaled 124 enemy. Two enemy base camps were discovered. There were 41 sightings of significance which can be attributed to increased friendly patrolling. The enemy's main activity during this period was continued preparation for an offensive highpoint. Numerous indications were revealed during the period, that the enemy was reinforcing Local Force units with personnel from NVA units. These reinforced units are reportedly tasked with primary objectives during any upcoming enemy offensive actions.

(2) On 1 February, attacks by fire began at 1120H when a resettlement hamlet near LZ Ross (BT 0234) received 20 rounds of 60MM mortars and heavy small arms fire. The next attack by fire was against the H/2/5 defensive position at Liberty Bridge (AT 9253) which took 26 rounds of 60MM mortar and one RPG. At 0915H a platoon patrol from B/1/5 in Arizona (AT 8250) was harassed by 700 rounds of small arms fire and 11 RPG rounds. The 5th Marines Headquarters at An Hoa Combat Base (AT 8747) reported nine 140mm rockets impacting near their position at 1440H, and a B/1/26 defensive position (AT 8667) was struck by 10 unknown type mortar rounds at 1830H. Two enemy base camps were uncovered by Recon Team Penny Wise in the Que Son Mountains, the first located at

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(AT 9884) and the second at (AT 9743).

(3) On 2 February another minor attack by fire was reported when at 0145H an A/1/7 defensive position (BT 116479) received three 60mm rounds.

(4) During the period 2 through 11 February enemy activity continued at a low level. There were 17 significant sightings and four contacts made with the enemy. Three base camps were uncovered during this period. At 031130H, a C/1/7 squad patrol 4 km west of LZ Ross (AT 9834) received small arms fire from an estimated seven to 10 enemy. At 1540H on the 7th, Recon Team Fudge Cake made point-to-point contact with 12 enemy (ZC 2141). They also observed a forward base camp, a field hospital and 25-30 enemy in the same area. On 8 February, at 1155H, a patrol from C/1/5 in the Southern Arizona (AT 8045) sighted 10 enemy and at 0925H a C/1/5 platoon patrol in the Southern Arizona (AT 7945) made point-to-point contact with 10 to 15 enemy. At 1600H a squad patrol from H/2/5 operating in Southern Arizona (AT 8950) sighted 10 enemy 2 km southwest of Liberty Bridge (AT 9151) and received 200 rounds of small arms fire. At 1315H on 10 February, Recon Team Swift Scout in Nong Son Area (ZC 2135) discovered an enemy base camp and at 1400H the same day C/1/5, while on a company sweep (AT 8044) found an enemy base camp with numerous bunkers containing 2,000 pounds of rice.

(5) Enemy activity increased slightly on 12 February, with two contacts and three significant sightings being reported. At 0930H a platoon patrol from B/1/7, 4 km southeast of LZ Ross (BT 0733) encountered an estimated reinforced platoon. The patrol received small arms and automatic weapons fire and a supporting med-evac helicopter received small arms fire and one RPG round. At 1700H, a platoon from C/1/7 reported being in heavy contact in the same area (BT 0834). On 13 February, Recon Team Sunrise on Hill 425 (AT 9946) observed 25-30 enemy 1 km west of Alligator Lake (AT 9548) moving west. On 14 February, only one attack by fire and three significant sightings were reported. The attack by fire occurred when a squad from A/1/7 (BT 1049), at 1645H, received small arms and automatic weapons fire and two 82mm mortar rounds from 20 to 30 enemy.

(6) During the rest of the month, 15 through 28 February, enemy activity remained at a low level in the Division TAOR with 17 significant sightings and two attacks by fire. On 20 February at 1645H a truck from 7th Engineers leading an 11th Motor Transport Battalion convoy 1 km east of Liberty Bridge (AT 9352) received one B-40 round and heavy small arms fire from 15 to 20 enemy. On 21 February, at 0035H, I/3/7 (BT 0946) received one RPG round, one Chicom and small arms fire from four to five enemy.

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e. Weather and Terrain

(1) The maximum temperatures recorded at Danang Air Base for the month of February was 89 degrees and 61 degrees respectively. Average temperature was 74 degrees. Total precipitation was .9 inches, which was almost one inch below the monthly mean of 1.7 inches.

(2) Weather during the month had no appreciable effect on ground operations. Reduced visibility, due to early morning ground fog and low ceilings, partially limited aerial observation and helicopter operations.

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## ORGANIZATION AND OPERATIONS

1. (C) Action during February was characterized by numerous small contacts, two enemy rocket attacks, effective artillery support in response to sightings by the Division's fixed OP positions and successful helo-borne operations.

a. On the afternoon of February 1, two separate rocket attacks were directed against the 5th Marines Regimental CP, located at An Hoa. In both incidents, the enemy's 122mm rockets fell short of the Marine installation, resulting in negative casualties or damage. The 5th Marines delivered 155mm counter rocket fire almost immediately.

b. While conducting a daytime combat patrol in southern QUE SON on February 12, a platoon from Company B, 1st Bn, 7th Marines made contact with a well concealed and entrenched reinforced NVA platoon. Firing AK-47's, heavy machine guns and M-79's, the enemy force inflicted several casualties during the first few minutes of the engagement. The Marine platoon utilized small arms and organic weapons fire, while artillery and Cobra Gunships provided additional support. The unit in contact was reinforced while F-100's conducted air strikes and two U. S. Army Companies established blocking positions south of the Division/America Boundary. During intensive sweeping operations the following three days, numerous cave and tunnel complexes were discovered and a total of 8 NVA were killed or found dead in the general area.

c. On 13 February, a helo-borne combat patrol conducted an assault on a tunnel complex observed from the air. The platoon from Company D, 1st Bn, 1st Marines killed two NVA, captured one PW and two individual weapons. The following day saw another airborne combat patrol. Escorting Cobra Gunships observed, then killed two NVA sighted on the ground. Exploiting the incident, the Marines forced a small enemy unit into contact. The initial fire fight produced three enemy kills and the capture of one AK-47. As the Marine unit advanced toward the north, a large bunker complex was discovered, as well as almost 1,000 pounds of rice. The attacking force continued their sweep and contact was made with four more NVA. The engagement resulted in three more NVA deaths and the capture of the fourth.

d. The Combined Unit Pacification Program (CUPP) continued to play a significant part in the Division's pacification efforts throughout the Danang and outlying areas. Evidence of the program's success could be measured by the sudden increase of enemy attacks against CUPP positions and patrols during the month of February. The CUPP's influence on the civilian population and local Vietnamese Forces is creating a noteworthy deterrent to both local VC and hard core enemy units.

Enclosure (1)

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2. (C) As a result of operations by Division units during this reporting period, the following enemy losses were reported:

337 VC KIA	83 IMC
386 NVA KIA	3 CSAC

3. (C) The following Naval Gunfire Ships fired in support of the Division during February:

<u>NAME</u>	<u>NO. OF DAYS</u>	<u>CALIBER</u>	<u>RNDS EXPENDED</u>
USS HOEL (DDG-13)	1	5"54	76
USS TURNER JOY (DD-951)	7	5"54	1243
USS SOMERS (DDG-34)	2	5"54	416
USS WADDEL (DDG-24)	3	5"54	228
USS HENRY B. WILSON (DDG-7)	4	5"54	445
USS COLLETT (DD-730)	12	5"38	1675
USS ALBERT DAVID (DE-1050)	1	5"38	70


Enclosure (1)

[REDACTED]

 PLANS

1. (C) The 5th Marines completed insertion of three(3) Combined Unit Pacification Program (CUPP) units in their respective LACR. A total of twenty two CUPP units are now operational in the Division AO.
2. (S) Phase III redeployment (Keystone Bluejay) continued throughout the month with various orders and instructions issued on a continuing basis. Plans were completed for various combat unit reliefs necessitated by the projected redeployment of the 26th Marine Regiment during March.

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TRAINING

1. During the month of February 1970, 12 officers and 126 enlisted Marines attended formal school in and out of country.
2. 1st Engineer Battalion conducted three-day and one-day courses on demolitions, landmine warfare and booby traps. 446 Marines attended the three-day course and 346 Marines attended the one-day course.
3. 11th Marines conducted one-day courses for non-artillerymen in the adjustment of artillery fires. 228 Marines attended.
4. Scout Sniper School held refresher training for fourteen Marines.
5. Division Schools Advanced Orientation Course graduated 26 officers and 23 Staff Noncommissioned Officers.
6. Division Schools NCO Leadership Course graduated 90 noncommissioned officers.
7. Division Schools Mobile Training Team conducted instruction throughout the Division for 2240 enlisted Marines and officers.

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OPERATIONAL TECHNICAL INSPECTIONS

1. The below listed units were inspected during the month of February and found to be satisfactory.
2. There were no discrepancies requiring action by this or higher headquarters.

UNITS INSPECTED

Hq 1st Marines 5 February 70  
1st Engineer Bn 18 February 70

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LOGISTICS, EQUIPMENT, AND SUPPLY SUMMARY

Continuing through February, the units of the Division were re-supplied through the LSAs at Camp Muir, An Hoa, and LZ Baldy. From the Camp MUIR LSA there were 158 lifts for a total of 537,104 pounds of cargo. Included in the lifts were 692 passengers flown to the field from Camp MUIR. Within the 5th Marine Regiment's AO, 410 lifts were completed for a total of 1,184,100 pounds of cargo and 4,073 passengers. A total of 43 refuelers and 472 cargo vehicles were utilized to resupply the An Hoa LSA. The 7th Marine Regiment received 471 lifts which accounted for a total of 2,476,257 pounds of cargo and 3,239 passengers lifted to the field from LZ Baldy.

From 9-11 February 1970, 13 S-4's, S-4A's and Logistics Chiefs from various Division units attended a S-4 Orientation Course sponsored by the G-4 Section. All Special Staff sections, FLSG "B" and Shore Party Battalion participated in the presentation.

The Embarkation Staff devoted the majority of its efforts in February to ensuring that embarking units were fully prepared to redeploy. Assistance rendered by the Staff included classes in the preparation of MEDS decks, courtesy inspections, liaison visits to III MAF and embarkation staging areas, as well as the preparation of ship loading plans. The result of this effort was successful embarkation of Embark Units II through IV completed upon the departure of USS TOM GREEN COUNTY (LST-1159) on 27 February 1970.

Throughout February, the Division Engineer continued to coordinate the efforts of the engineer units supporting the Division. In addition to conducting inspections, the Engineer Staff conducted 6 low-level visual recons of vital areas and processed 145 work requests. The Engineer Staff continued to coordinate logistic and security support for the 2d Provisional Land Clearing Company. After completing operations in the ROK AO, the company stood down for 5 days, then returned to work in Area 2, north of Tu Cau Bridge. Upon completion of Area 2, the company moved to Area 3, north of Hill 55 where they continue to work.

The Base Facilities Staff continued to work with Division, III MAF and ARVN representatives in a real estate turnover resulting from Keystone Bluejay requirements.

Motor Transport assets within the Division were used for tactical and administrative troop movements and general cargo hauling. During February, 1st Motor Transport Battalion travelled a total of 125,195 miles, transported 71,391 personnel and hauled 6,535 tons of cargo. During the same period 11th Motor Transport Battalion travelled a total of 127,545 miles, transported 13,626 personnel and hauled 18,160 tons

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of cargo. In total during the month of February, the Division Motor Transport Battalions travelled 252,740 miles, transported 85,017 personnel and hauled 24,695 tons of cargo.

Commencing 26 February 1970, extensive motor transport support in the form of M-54's and M-35's with trailers and M-54 Combo's assisted elements of the 1st and 26th Marine Regiments in moving cargo and equipment relative to redeployment and the tactical realignment of forces. In addition, the 11th Motor Transport Battalion conducted daily 6 vehicle convoys to Phu Bai to assist 3rd Bridge Company in their move to the 7th Engineer Battalion area.

On 28 February 1970, all remaining LVT assets from the 3rd Amphibian Tractor Battalion (38 Tractors) were prepared for retrograde to Conus. One M48A3 tank #217799 detonated an estimated 80 pound box mine. The left track, 2 road wheels and arms were blown off. An LTI was conducted to determine the possibility of hull damage.

Menu support during the month of February was good. The only problem was the availability of fresh fruit and produce which arrived in limited quantities. Due to bridge construction, resupply convoys were not run to LZ Baldy on 1,2,3,18 and 20 February 1970. This had little effect on food service operations as most subsistence items were resupplied from Chu Lai on these dates.

During February, the Division Surgeon reported 74 cases of malaria and 4 cases of hepatitis in various Division units. 1st Hospital Company, including MUST units #1 and #2, were redeployed to Okinawa on 26 February 1970.

Division Dental personnel continued to render support to the Division Units. Their 16 dental facilities rendered dental treatment to 4,425 Division personnel and in support of the Civic Action Program, rendered dental treatment to 377 Vietnamese civilians.

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UNCLASSIFIEDCIVIL AFFAIRS/CIVIC ACTION

Narrative summary for the period 1-28 February 1970

1. (U) There has been a marked increase in cooperation between the local populace and Marines in the 7th Marines CAAOR attributed to the presence of that Regiment's Combined Unit Pacification Program. A rapport has been established which has resulted in increased ordnance turn-in and intelligence input from the civilian populace. These same results have been reported by the 1st Marines and 5th Marines CUPP.
2. (U) 1st Battalion, 11th Marines reports a strengthening of the GVN position at Le Son (AT 972662) resulting from the construction of a hamlet office, a visible sign of the GVN, which was completed on 31 January 1970. It has become the focal point of all village/district activity.
3. (U) The 7th Marines distributed 500 school kits to school principals in their CAAOR who in turn distributed the kits to those children who had the greatest need for them. This method was successful because the principals are more familiar with the needs of the students. Closer coordination between unit S-5's and GVN officials has been continually stressed and this emphasis is gaining momentum as positive results of this coordination are realized.
4. (U) The S-5 of 1st Battalion, 13th Marines has hit on an effective method of improving pig production in Da Son Hamlet (AT 960765). He received several bags of whole corn from the G-5 1st Marine Division and initiated a pig feed test in the hamlet to graphically demonstrate increased hog production by the use of corn. Both the chief and villagers have already noticed the difference between the corn fed hogs and those fed on banana trees. The chief and several other men are now anxious to buy corn on the open market to increase their production. The construction of a new pig pen in Da Son, built by several families for their joint benefit has also resulted from this demonstration.
5. (U) The G-5 section, working in conjunction with the I Corps Staff has developed a plan which would increase ARVN participation in Civic Action activities. The plan has not been signed by General Lam. The plan is an extension of the Combined Pacification Plan which directs ARVN units to perform Civic Action with assistance of FWMAF.

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## CIVIL AFFAIRS/CIVIC ACTION FOR PERIOD 1-28 FEBURARY 1970

UNCLASSIFIED1. (U) Completed Civic Action Projects during Feburary 1970

<u>Project</u>	<u>Location</u>	<u>Type of Assistance</u>	<u>Unit</u>
Village Office	Le Son (V)	Tin Roofing and Lumber	1/11
Repair of School	Ha Tay (H)	Lumber	3/1
Built Dispensary	Cam Toai Tay	Provided Material	26th Mar
Information Center	Cam Toai Tay	Provided Material	26th Mar
Repaired Well	Phu Son	Provided 10 Bags Cement	26th Mar
Repaired Well	Quan Nam III	Provided 10 Bags Cement	26th Mar
Grain Dispensing	Hoa Lac	Provided 5 Bags Corn	26th Mar
Medical Facility	New Khanh Son	Labor/Materials	1st MT
Home Repairs	Dong Mong An Xuan	Materials and Limited Help furnished	7th Mar
Foot Bridges	Duong Mong	Provided wood and Labor	7th Mar
Water Pumps for Wells	Son Phong	Pumps for Wells	7th Mar
Repaired Roof for School	An Nuy	Tin Roofing and Lumber	5th Mar

2. (U) Projects currently underway within the 1st Marine Division CAAOR includes 3 schools, 1 MedCap building, bridge repair, 1 well and improvement of 10 wells.

## 3. (U) Cost of Civic Action Projects.

a. Cost of supplies contributed from military resources for civic action projects (do not include cost of commodities obtained from USAID, CARE, CRS and like organizations).	<u>538,844</u>	<u>\$VN</u>
b. Expenditures from the US/FWMAF Civic Action/PSYWAR AIK Fund.	<u>148,564</u>	<u>\$VN</u>
c. Voluntary contributions.	<u>66,390</u>	<u>\$VN</u>

4. (U) Percent of U. S. military civic action activities conducted jointly with:

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a. Other FWMAF	<u>23</u>	<u>%</u>
b. RVNAF	<u>9</u>	<u>%</u>
c. U.S. Civilian Voluntary Agencies	<u>4</u>	<u>%</u>

5. (U) Self-Help. Estimated average percent of each project that was completed by:

a. Self-help labor	<u>77</u>	<u>%</u>
b. Materials furnished by the people	<u>23</u>	<u>%</u>

6. (U) For each of the major civic action programs listed below, the number of man-days (10 hr days) and costs of supplies was provided from military resources.

<u>Programs</u>	<u>Man-days</u>	<u>\$VN</u>
a. Economic Development:		
(1) Agriculture	<u>39</u>	<u>32,000</u>
(2) Fisheries	<u>None</u>	<u>None</u>
(3) Markets	<u>4</u>	<u>None</u>
(4) Cottage Industries	<u>None</u>	<u>None</u>
(5) Other	<u>91</u>	<u>25,853</u>
b. Education support:		
(1) Construction of schools	<u>121</u>	<u>132,820</u>
(2) Improvement of schools	<u>171</u>	<u>29,500</u>
(3) Group instruction	<u>24</u>	<u>57,000</u>
c. Social Welfare Support:		
(1) Hospitals	<u>70</u>	<u>None</u>
(2) Refugees	<u>65</u>	<u>40,850</u>
(3) Orphanages	<u>40</u>	<u>13,446</u>
(4) Religious Organizations	<u>22</u>	<u>22,880</u>
(5) Other Institutions	<u>212</u>	<u>76,032</u>
d. Transportation Support:		
(1) Roads	<u>125</u>	<u>39,300</u>
(2) Bridges	<u>11</u>	<u>13,446</u>
(3) Waterways	<u>None</u>	<u>None</u>
(4) Other (Admin)	<u>150</u>	<u>3,520</u>

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## 7. (U) General WALT Scholarship Program:

<u>Type</u>	<u>Number</u>	<u>Cost</u>
(1) Primary Education	<u>256</u>	<u>120,500</u>
(2) Secondary level	<u>21</u>	<u>11,500</u>
(3) Other	<u>None</u>	<u>None</u>
(4) Total	<u>277</u>	<u>132,000</u>
(5) Number of students added	<u>7</u>	<u>3,500</u>
(6) Number of students deleted	<u>None</u>	<u>None</u>

b. Other scholarships (e.g., supported by individual or unit contributions).

(1) Primary Education	<u>128</u>	<u>64,000</u>
(2) Secondary Education	<u>None</u>	<u>None</u>
(3) Other	<u>None</u>	<u>None</u>
(4) Total	<u>128</u>	<u>64,000</u>
(5) Number of students added	<u>None</u>	<u>None</u>
(6) Number of students deleted	<u>None</u>	<u>None</u>

8. (U) Number of separate institutions assisted during the reporting period:

a. Schools <u>30</u>	c. Hospitals/dispensaries <u>9</u>
b. Orphanages <u>5</u>	d. Other <u>0</u>

## 9. (U) Significant Problems

a. Although some MedCap supplies are always available, certain needed items are not available in adequate quantities (e.g. penicillin).

b. The major problem sighted is the village self-development program. Village/Hamlet officials are reluctant to use the program because of the excessive response time involved and their lack of knowledge regarding the program and the proper method of requesting the funds. This points up to the basic problem of communication, since most GVN programs are not known outside of the Da Nang vital area.

10. (U) Assistance rendered within the 1st Marine Division CAAOR during the month of February 1970 was as follows:

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Medical

MedCaps	11,973
DentCaps	168
Number of health workers trained	15
Hygiene/Sanitation classes held	13
Attendance	3,050
Medevacs	27

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## NARRATIVE SUMMARY FOR PSYCHOLOGICAL OPERATIONS, PERIOD 1-28 FEBRUARY 1970

1. (U) During this reporting period a total of seven (7) Hoi Chanhs rallied to Division units. One (1) rallied to 1st Marines, three (3) rallied to 5th Marines. Ralliers for the I Corps Area for FEBRUARY 1970 totaled 265. 94 Ralliers came from Quang Nam Province (approximately 35%).

2. (U) "EARLYWORDS" were utilized as follows:

<u>UNIT SUPPORTED</u>	<u>DATE</u>
1st Marine Regiment	2,3,11,14,16,17 and 24 Feb 1970
1stBn, 5th Marines	8 and 9 Feb 1970
5th Marine Regiment	15,18 and 23 Feb 1970
26th Marine Regiment	7 and 9 Feb 1970

3. (U) Armed Propaganda Teams were utilized as follows:

<u>UNIT SUPPORTED</u>	<u>DATE</u>
5th Marine Regiment	30 and 31 Jan, 1-4 Feb 1970
7th Marine Regiment	16-25 Feb 1970

The Armed Propaganda Teams at 5th Marine Regiment and 7th Marine Regiment were used in support of the Combined Unit Pacification Program.

4. (U) Psychological Operations Exploitation Teams were utilized at atrocity sites as follows:

<u>UNIT SUPPORTED</u>	<u>DATE</u>
3rdBn, 1st Marines	2 Feb 1970

5. (U) HB (loudspeakers) Teams were utilized as follows:

<u>UNIT SUPPORTED</u>	<u>DATE</u>
1stBn, 1st Marines	16,18,20,24,25 and 27 Feb 1970
2ndBn, 1st Marines	21 and 27 Feb 1970
1st Marine Regiment	17,20 and 21 Feb 1970
1stBn, 5th Marines	5 Feb 1970
5th Marine Regiment	3 Feb 1970
2ndBn, 7th Marines	1 Feb 1970
7th Marine Regiment	1,3,4,5,7,8,17 and 18 Feb 1970
11th Marine Regiment	3 Feb 1970

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HB and HE Teams collected a total of 71 major pieces of ordnance for which 13,420\$VN was paid out during the month of February 1970.

6. (U) HE (Audio/Visual) Teams were utilized as follows:

<u>UNIT SUPPORTED</u>	<u>DATE</u>
2ndBn, 1st Marines	2, and 3 Feb 1970
3rdBn, 1st Marines	7 and 10 Feb 1970
1st Marine Regiment	28 Feb 1970
5th Marine Regiment	18,19,25, and 27 Feb 1970
2ndBn, 7th Marines	2 and 3 Feb 1970
7th Marine Regiment	1-3 Feb 1970
11th Marine Regiment	19 Feb 1970
1st Motor Bn	7 and 18 Feb 1970
1st Recon Bn	4 Feb 1970
3rd MP Bn	4 Feb 1970
MAG-16	2,5, and 10 Feb 1970
CACO 2/2	14 and 18 Feb 1970
CACO 2/3	20 Feb 1970
CACO 2/7	24,26, and 28 Feb 1970
CACO 2/8	26 Feb 1970

7. (U) ARVN POLWAR Teams were utilized as follows:

<u>UNIT SUPPORTED</u>	<u>DATE</u>
5th Marine Regiment	10-25 Feb 1970
26th Marine Regiment	26 Feb 1970
11th Marine Regiment	25-27 Feb 1970

ARVN POLWAR Teams were utilized by 5th Marine Regiment in support of the CUPP and in the exploitation of Hoi Chanhs.

8. (U) During this reporting period 16,272,000 leaflets were dropped on 615 targets within the 1st Marine Division TAOR. 30,785 leaflets were distributed by hand throughout the Division TAOR.

9. (U) During this reporting period 211 aerial broadcasts were flown over 211 targets for a total of 39 hours and 06 minutes of broadcasting time.

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COMMUNICATION-ELECTRONICS  
NARRATIVE SUMMARY

1. CMMI (Communication-Electronics) were conducted at the following units:

- a. Headquarters Company, Twenty Sixth Marines
- b. First Engineer Battalion
- c. A Battery, First Battalion, Eleventh Marines
- d. First Eight Inch Howitzer Battery
- e. Headquarters Company, Seventh Marines
- f. First Battalion, Seventh Marines
- g. Second Battalion, Seventh Marines
- h. Fourth Battalion, Eleventh Marines
- i. M Battery, Fourth Battalion, Eleventh Marines
- j. First Medical Battalion
- k. Headquarters Battery, Eleventh Marines

2. Material Assistance Visits: During the month of February 1970, a Material Assistance Visit was conducted to the following unit:

- a. Headquarters Company, Fifth Marines

3. Staff Visits were made at the following units:

- 3 Feb 1970 Force Logistics Command
- 5 Feb 1970 III Marine Amphibious Force
- 10 Feb 1970 Seventh Engineer Battalion
- 10 Feb 1970 First Battalion, Thirteenth Marines
- 12 Feb 1970 Force Logistics Command
- 12 Feb 1970 III Marine Amphibious Force
- 14 Feb 1970 First Engineer Battalion and Second Battalion, First Marines

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15 Feb 1970 Headquarters Company, Fifth Marines and Third Battalion,  
Fifth Marines

24 Feb 1970 Headquarters Company, Twenty Sixth Marines

24 Feb 1970 Headquarters Company, First Marines

25 Feb 1970 Force Logistics Command

4. Courtesy Inspections were conducted at the following units:

a. First Motor Transport Battalion

b. First Reconnaissance Battalion

5. Schools and Courses.

a. Three Marines from Communication Company, Headquarters Battalion and four additional Marines from Division units commenced a Cable Splicer Course on 27 February 1970 at the First Signal Brigade, Long Binh, RVN.

b. Communication Company, Headquarters Battalion conducted a school on the Communication Central, AN/TSC-15 during the period 9-12 February 1970. Marines from the Fifth, Seventh and Twenty Sixth Marine Regiments attended the course.

6. Planning.

a. Completed communication-electronics planning on 25 February 1970 for Phase III redeploying units. Nets established and activated were Division Embarkation Net, with stations at all embarkation sites and redeploying units/organizations, Division Convoy Control Net and unit/organization Convoy Control Nets.

b. With impending departure of Twenty Sixth Marines and move of First Marines to their cantonment, modification of major communications links were planned. The lateral AN/TRC-27 shots between First, Fifth and Seventh Marines were to be removed. The Fifth and Seventh Marines would then be linked through Eleventh Marines AN/TRC-27 and Division AN/TRC-97. The Division AN/TRC-97 shot to First Marines is to be discontinued since they would be located in such close proximity to Division and connected by adequate land lines.

c. With the move of XXIV Corps to the old III MAF compound at Camp Horn the following circuits are planned to be established with XXIV Corps on 9 March 1970:

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- (2) S.U. between Div COC and XXIV Corps TOC
- (1) S.U. between Div FSCC and XXIV Corps TOC
- (1) HDUX TTY between Div COC and XXIV Corps TOC
- (1) VHF covered voice COC and XXIV Corps TOC

d. The following circuits are planned to be established with III MAF at their new CP at Camp Haskins on 9 March 1970:

- (1) FDUX 100WPM TTY between Div COC - III MAF COC
- (1) HDUX 100WPM RATT between Div COC - III MAF COC
- (1) FDUX 100WPM TTY between Div C. C. - FLC C. C.
- (1) S.U. voice between Div COC and III MAF COC

e. A conference was held at Division CP on 17 Feb 1970 to discuss air/ground communication. It was necessitated because of frequency interference, saturated nets, misuse of nets, and lack of utilization of certain nets. The following were recommended:

(1) To relieve saturated Regimental Tactical Air Control Party Local Nets, each Battalion will have a TACP Local Net. These are in addition to the Regiment TACP Local Nets.

(2) Because TACP Local Nets were being used in lieu of the UHF Sav-a Plane Net, establish a UHF Sav-a Plane Net for each Regimental TAOR and have aircraft use these instead of the TACP Local Nets.

(3) Because Division Landing Zone Common (Control) Net is saturated, establish a LZ Common (Control) net for each Regiment. Separate Battalions will use Div LZ Common (Control)

(4) Medevac helos were using TACP Local Nets rather than Med-evac Common. Use of any TACP Local Net for this purpose must be discontinued.

(5) There has been a lack of communications between the separate battalions and DASC from the time a helo is assigned to until after troop movement or logistic mission is completed. To eliminate this situation separate battalions will commence guarding TAR#4 thirty minutes prior to the requested mission and continue to guard for coordination purposes until termination of the mission.

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(6) In February the Division commenced utilizing an ALFA frequency designator system instead of the MIKE designator system employed by III MAF. The logic behind switching to ALFA designators was that if a Division frequency was compromised and the frequency and designator changed, III MAF would not have to change theirs at the same time as was the case when only MIKE designators were used by all. The Division system of using ALFA designators caused much confusion as the aircraft working in the Division TAOR were only carrying MIKE designators. A decision was made to return to the MIKE designation system when the next CEOI is promulgated.

f. The CEO section rewrote Annex J (Communication-Electronics) to the First Marine Division Operations Order 301A-YR. This operations order delineates unit/organization responsibilities in the Division's TAOR.

7. Communication-Electronics Facilities.

a. A self-help rehabilitation of the Division Communication Center was undertaken during January and completed in February 1970. The rehabilitation project consisted of exchanging teletype equipments for rebuilt equipment, rewiring the entire communication center to meet minimum red/black (security) criteria, providing more adequate grounding stakes and improving the ventilation system. By doing this work under the self-help program a savings of \$78,000 was realized. This cost figure was submitted by the Navy Shore Electronics Engineering Activity Pacific for the rehabilitation project.

b. On 16 February 1970, the 37th Signal Battalion established two AN/MRC-102 vans adjacent to the Division Communication Center. These provide improved paths from Division to U. S. Army VHF site, Danang for the AUTODIN and 15 DCS teletype and voice circuits.

c. On 20 February 1970, the radio platoon of Communication Company, Headquarters Battalion completed construction and moved into the new radio bunker. This bunker is twice as large as the old one which had become too overcrowded for efficient operations.

d. On 16 February 1970, Division entered the Defense Communication System world wide Automatic Digital Network (AUTODIN) through the Automatic Switching Center at Nha Trang, RVN.

8. New Programs and Projects.

a. On 21 February 1970, Capt MILLER, Capt CARR (FLC, G-3M) and GySgt HAFER (S-3, FLSG "B") visited Ahn Hoa concerning communication-electronics maintenance support. It was determined that better service could be provided if all communication-electronics equipment was returned to FLC as rapidly as possible, with no attempt being made to repair equipment at the LSU. Initial results from this program have been most satisfactory.

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DX items are being turned around in 3-4 days which is a considerable improvement over past support. A similar visit to LZ Baldy is planned for March.

b. An operational requirement became apparent during February 1970 for a helicopter command and control communications central with Nestor capability. This command and control system would provide commanders with a means of communications apart from that installed in the aircraft and used for normal air to ground communications. The proposed system would provide the commander the capability to receive Red Rocket alert information, vital command messages requiring the commanders attention during absence from the command post or tactical messages concerning the immediate control of combat operations. The Marine Corps Development/Education Center stated that a study had already been made which would meet the command and control requirements. A prototype is yet to be procured for engineering tests.

c. A project officer (Capt MILLER) was assigned to assist MCDEC in the evaluation of an Automatic Detector to be used with Radar Set AN/PPS-6.

d. Approval was received to establish a Sensor Control and Management Platoon (SCAMP). Communications equipment necessary for this program was obtained from units being deactivated with the exception of 17 Radio Sets AN/PRC-77 which were furnished by First Reconnaissance Battalion. Initially there will be 11 sensor sites manned. Each site will guard two communication nets, the SCAMP Common, for purpose of teams submitting spot reports to the Surveillance Reconnaissance Operations Center and the Artillery Conduct of Fire Net for the purpose of directing fire missions on targets of opportunity.

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Comptroller Function  
Narrative Summary

1. During the period, four staff visits and fifteen Financial Management Technical Inspections were conducted.

2. The status of funding support for the Division was as follows:

## a. Operation and Maintenance, Marine Corps

(1) Requisitional Authority		
Authorized to Date		\$21,985,500
Unobligated Balance as of 1Feb70	6,564,992	
Less: Obligations during the period	<u>1,794,414</u>	
Unobligated Balance as of 28Feb70		\$ 4,770,578

(2) Planning Estimates		
Authorized to Date		\$ 1,915,200
Unobligated Balance as of 1Feb70	482,897	
Less: Obligations during the period	<u>102,769</u>	
Unobligated Balance as of 28Feb70		\$ 380,128

## b. Operation and Maintenance, Navy

(1) Requisitional Authority		
Authorized to Date		\$ 900,000
Unobligated Balance as of 1Feb70	162,709	
Less: Obligations during the period	<u>46,672</u>	
Unobligated Balance as of 28Feb70		\$ 116,037

## c. Assistance-In-Kind

Authorized to Date		6,700,000\$VN
Unobligated Balance as of 1Feb70	4,963,736	
Less: Obligations during the period	<u>1,354,020</u>	
Unobligated Balance as of 28Feb70		3,609,716\$VN

3. During the period 17,413 personnel participated in the Savings Bond/Savings Deposit Program for an overall 74.9 percent of participation within the Division.

4. The Disbursing section paid out disbursements of \$6,649,738.15 to 28,340 personnel on payrolls and 571 travel and public vouchers. A breakdown of disbursements is as follows:

Military Rolls	\$6,597,100.00
Public Vouchers	52,638.15
Piaster Sales	29,344.16
Government Checks Issued	6,179,316.20

ENCLOSURE (1)

DECLASSIFIED

UNCLASSIFIED

COMMAND CHRONOLOGY

PART III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

Enclosure (1)

UNCLASSIFIED

DECLASSIFIED

UNCLASSIFIED

PART IIISEQUENTIAL LISTING OF SIGNIFICANT EVENTS

1. The following distinguished visitors visited the Command during the month of February 1970:

<u>DATE</u>	<u>NAME</u>	<u>REMARKS</u>
2 Feb	MGen W. G. DOLVIN	Incoming CofS MACV
3 Feb	Col D. F. STEELE, USA	HQ MACV (MACDC)
13 Feb	Rep P. L. MCCLOSKEY	R- California
19 Feb	BGen LEE Dong Yong	CG 2d ROKMC Bde
21 Feb	BGen J. W. HUBBARD	Dir of Info, HQMC
24 Feb	LGen H. W. BUSE Jr.	CG FMFPac

Enclosure (1)

UNCLASSIFIED

## ORGANIZATION AND OPERATIONS

- 01 Feb (C) CG 1st MarDiv published 29th Anniversary message of the 1st MarDiv.  
Ref: CG 1st MarDiv msg 010206Z Feb70  
Tab: F
- 02 Feb (S) CG 1st MarDiv published stand down and departure of Phase III, Embark Units II, III, IV and V. (Keystone Bluejay Message)  
Ref: CG 1st MarDiv msg 020257Z Feb70  
Tab: F
- 02 Feb (C) CG 1st MarDiv eliminated No Name Bridge (AT 924606) and Marshall Bridge (AT 919598) from list of top priority security bridges.  
Ref: CG 1st MarDiv msg 020256Z Feb70  
Tab: F
- 02 Feb (S) CG 1st MarDiv requested CG Second ROKMC BDE to return LVTH-6 Platoon ORCON to 1st MarDiv on 8Feb70.  
Ref: CG 1st MarDiv msg 020612Z Feb70  
Tab: F
- 03 Feb (U) CG 1st MarDiv submitted names of personnel to attend 16MM Projectionist School.  
Ref: CG 1st MarDiv msg 030050Z Feb70  
Tab: F
- 03 Feb (U) CG 1st MarDiv directed Infantry Regiments to submit monthly CUPP Progress Report.  
Ref: CG 1st MarDiv msg 030051Z Feb70  
Tab: F
- 03 Feb (U) CG 1st MarDiv requested Division Units to submit 4th Quarter FY 70 quotas for out of country schools.  
Ref: CG 1st MarDiv msg 031056Z Feb70  
Tab: F
- 03 Feb (S) CG 1st MarDiv requested Third AmTrac Bn to submit Command Chronology for period ADCON/OPCON to 1st Marine Division.  
Ref: CG 1st MarDiv msg 031157Z Feb70  
Tab: F
- 04 Feb (C) CG 1st MarDiv approved temporary AO extension No. 64 requested by CG Americal Division.  
Ref: CG 1st MarDiv msg 040100Z Feb70  
Tab: F

Enclosure (1)

- [REDACTED]
- 04 Feb (S) CG 1st MarDiv approved temporary AO extension No. 70 requested by CG Americal Division.  
Ref: CG 1st MarDiv msg 040101Z Feb70  
Tab: F
- 04 Feb (U) CG 1st MarDiv published time schedule for MARES/FORSTAT Presentation.  
Ref: CG 1st MarDiv msg 030805Z Feb70  
Tab: F
- 04 Feb (S) CG 1st MarDiv requested a temporary PCFZ be established and concurrence or alternate recommendations from CG Second ROKMC BDE and CO QUANG DA Special Zone.  
Ref: CG 1st MarDiv msg 040341Z Feb70  
Tab: F
- 04 Feb (U) CG 1st MarDiv submitted names of personnel to attend SCUBA School.  
Ref: CG 1st MarDiv msg 040340Z Feb70  
Tab: F
- 04 Feb (S) CG 1st MarDiv approved modified temporary AO extension requested by CG III MAF.  
Ref: CG 1st MarDiv msg 041340Z Feb70  
Tab: F
- 04 Feb (U) CG 1st MarDiv directed Division Units to review all 3d Quarter FY 70 School quotas and submit reports on all quotas unable to fill.  
Ref: CG 1st MarDiv msg 041342Z Feb70  
Tab: F
- 04 Feb (U) CG 1st MarDiv submitted names of personnel to attend 16MM Projectionist School.  
Ref: CG 1st MarDiv msg 041343Z Feb70  
Tab: F
- 04 Feb (S) CG 1st MarDiv published instructions for TET Cease Fire Period.  
Ref: CG 1st MarDiv msg 041420Z Feb70  
Tab: F
- 05 Feb (C) CG 1st MarDiv approved additional 30 day extension for one Scout Sniper Team from the Fifth Marines for duty with CAP.  
Ref: CG 1st MarDiv msg 050105Z Feb70  
Tab: F

Enclosure (1)

- [REDACTED]
- 05 Feb (U) CG 1st MarDiv submitted names of personnel to attend Basic Ammo Tech Course.  
Ref: CG 1st MarDiv msg 051333Z Feb70  
Tab: F
- 05 Feb (U) CG 1st MarDiv submitted names of personnel to attend Basic Infantry Weapons Repair Course.  
Ref: CG 1st MarDiv msg 051332Z Feb70  
Tab: F
- 05 Feb (U) CG 1st MarDiv submitted names of personnel to attend 16MM Projectionist School.  
Ref: CG 1st MarDiv msg 051331Z Feb70  
Tab: F
- 05 Feb (U) CG 1st MarDiv submitted names of personnel to attend RPS School.  
Ref: CG 1st MarDiv msg 051330Z Feb70  
Tab: F
- 06 Feb (C) CG 1st MarDiv published temporary AO extension approved by CG Second ROKMC BDE.  
Ref: CG 1st MarDiv msg 060557Z Feb70  
Tab: F
- 06 Feb (C) CG 1st MarDiv submitted security status for Highways, Bridges and Mine Sweeps.  
Ref: CG 1st MarDiv msg 060555Z Feb70  
Tab: F
- 06 Feb (U) CG 1st MarDiv submitted names of personnel to attend the AO Ejection Seat/Pressurization Training Course.  
Ref: CG 1st MarDiv msg 061105Z Feb70  
Tab: F
- 06 Feb (U) CG 1st MarDiv submitted names of personnel to attend the Career Planning School.  
Ref: CG 1st MarDiv msg 061106Z Feb70  
Tab: F
- 06 Feb (U) CG 1st MarDiv submitted Herbicide priorities for March 1970.  
Ref: CG 1st MarDiv msg 061107Z Feb70  
Tab: F

Enclosure (1)

SECRET

- 06 Feb (S) CG 1st MarDiv requested return of LVTH-6's from the CG Second ROKMC BDE.  
Ref: CG 1st MarDiv msg 061108Z Feb70  
Tab: F
- 06 Feb (S) CG 1st MarDiv approved temporary AO extension requested by CG III MAF.  
Ref: CG 1st MarDiv msg 061109Z Feb70  
Tab: F
- 07 Feb (C) CG 1st MarDiv approved temporary AO extension requested by the CG Second ROKMC BDE.  
Ref: CG 1st MarDiv msg 070125Z Feb70  
Tab: F
- 07 Feb (U) CG 1st MarDiv published information regarding submission of Command Chronologies.  
Ref: CG 1st MarDiv msg 071100Z Feb70  
Tab: F
- 09 Feb (C) CG 1st MarDiv concurred with CG III MAF on movement schedule for the 5th 175 Gun Btry and the 1st Plt 5th 8" How Btry.  
Ref: CG 1st MarDiv msg 090235Z Feb70  
Tab: F
- 09 Feb (C) CG 1st MarDiv published Voice Call Signs and Frequency changes.  
Ref: CG 1st MarDiv msg 090236Z Feb70  
Tab: F
- 09 Feb (U) CG 1st MarDiv submitted names of personnel to attend Vietnamese Language School.  
Ref: CG 1st MarDiv msg 090555Z Feb70  
Tab: F
- 09 Feb (U) CG 1st MarDiv submitted names of personnel to attend 16MM Projectionist School.  
Ref: CG 1st MarDiv msg 090536Z Feb70  
Tab: F
- 09 Feb (U) CG 1st MarDiv submitted names of personnel to attend Multifuel Instruction Training.  
Ref: CG 1st MarDiv msg 090557Z Feb70  
Tab: F
- 10 Feb (U) CG 1st MarDiv submitted recommended subjects for reciprocal training with the ARVN Forces.  
Ref: CG 1st MarDiv msg 100105Z Feb70  
Tab: F

Enclosure (1)

- 11 Feb (S) CG 1st MarDiv published 1st MarDiv FragO 7-70.  
Ref: CG 1st MarDiv msg 110557Z Feb70  
Tab: F
- 11 Feb (S) CG 1st MarDiv published Combat Unit Relief Report (Keystone Bluejay Message).  
Ref: CG 1st MarDiv msg 110556Z Feb70  
Tab: F
- 11 Feb (S) CG 1st MarDiv published stand down and departure schedule of Phase III Embark Unit VI.  
Ref: CG 1st MarDiv msg 110555Z Feb70  
Tab: F
- 11 Feb (S) CG 1st MarDiv assumed command Co C, 1st Tank Bn and Co C (Rein), 1st SP Bn on 250001H Feb70 and simultaneously passes ADCON Co C (Rein), 1st SP Bn to CO 1st Engr Bn.  
Ref: CG 1st MarDiv msg 111055Z Feb70  
Tab: F
- 12 Feb (C) CG 1st MarDiv congratulated the Fifth Marines for commendable performance in the discovery and subsequent destruction of 37 enemy booby traps.  
Ref: CG 1st MarDiv msg 111355Z Feb70  
Tab: F
- 12 Feb (C) CG 1st MarDiv notified the Fifth and Seventh Marines that the temporary AO extension granted to CG Second ROKMC BDE was terminated by the ROKMC.  
Ref: CG 1st MarDiv msg 120115Z Feb70  
Tab: F
- 12 Feb (C) CG 1st MarDiv published itinerary for visit of Rep Paul L. MCCLOSKEY Jr (R-Calif).  
Ref: CG 1st MarDiv msg 120205Z Feb70  
Tab: F
- 12 Feb (C) CG 1st MarDiv congratulated the First Marines for commendable performance for action against the enemy.  
Ref: CG 1st MarDiv msg 120315Z Feb70  
Tab: F
- 12 Feb (S) CG 1st MarDiv published the modified temporary boundary change between XXIV Corps and 1st MarDiv.  
Ref: CG 1st MarDiv msg 120716Z Feb70  
Tab: F

Enclosure (1)

- [REDACTED]
- 12 Feb (S) CG 1st MarDiv approved temporary PCFZ requested by CG Second ROKMC BDE.  
Ref: CG 1st MarDiv msg 121321Z Feb70  
Tab: F
- 12 Feb (S) CG 1st MarDiv chopped command of Det 1st SP Bn to CG III MAF effective 110416H Feb70.  
Ref: CG 1st MarDiv msg 121440Z Feb70  
Tab: F
- 13 Feb (U) CG 1st MarDiv requested Division Units to submit quotas for Fourth Quarter FY70 in country schools.  
Ref: CG 1st MarDiv msg 130247Z Feb70  
Tab: F
- 13 Feb (C) CG 1st MarDiv published new reference point in the Division TAOR.  
Ref: CG 1st MarDiv msg 131145Z Feb70  
Tab: F
- 13 Feb (S) CG 1st MarDiv published information regarding the planned coordinated operation with the 51st ARVN.  
Ref: CG 1st MarDiv msg 131355Z Feb70  
Tab: F
- 14 Feb (U) CG 1st MarDiv submitted names of personnel to attend Cable Splicers Tech and Refresher Course.  
Ref: CG 1st MarDiv msg 140630Z Feb70  
Tab: F
- 14 Feb (U) CG 1st MarDiv requested Division Units to submit Stack Arms requirements for March, April and May.  
Ref: CG 1st MarDiv msg 140654Z Feb70  
Tab: F
- 14 Feb (C) CG 1st MarDiv congratulated the Fifth Marines for commendable performance in the discovery and subsequent destruction of 10 enemy booby traps.  
Ref: CG 1st MarDiv msg 140645Z Feb70  
Tab: F
- 14 Feb (S) CG 1st MarDiv published 1st MarDiv FragO 8-70.  
Ref: CG 1st MarDiv msg 140945Z Feb70  
Tab: F
- 15 Feb (U) CG 1st MarDiv submitted names of personnel to attend MACV RECONDO School.  
Ref: CG 1st MarDiv msg 142256Z Feb70  
Tab: F

Enclosure (1)

- [REDACTED]
- 15 Feb (C) CG 1st MarDiv approved temporary AO extension requested by SSIC.  
Ref: CG 1st MarDiv msg 150657Z Feb70  
Tab: F
- 16 Feb (C) 1st MarDiv COC requested temporary AO extension from the Twenty Sixth Marines.  
Ref: 1st MarDiv COC msg 160200Z Feb70  
Tab: F
- 16 Feb (C) CG 1st MarDiv published itinerary for visit of BGen LEE.  
Ref: CG 1st MarDiv msg 160821Z Feb70  
Tab: F
- 17 Feb (U) CG 1st MarDiv submitted names of personnel to attend Multifuel Instruction Course.  
Ref: CG 1st MarDiv msg 162341Z Feb70  
Tab: F
- 17 Feb (U) CG 1st MarDiv submitted names of personnel to attend Career Planning School.  
Ref: CG 1st MarDiv msg 171055Z Feb70  
Tab: F
- 18 Feb (U) CG 1st MarDiv submitted names of personnel to attend KW-7 Maintenance Course.  
Ref: CG 1st MarDiv msg 180045Z Feb70  
Tab: F
- 18 Feb (U) CG 1st MarDiv submitted quotas for Fourth Quarter FY70 Training Support.  
Ref: CG 1st MarDiv msg 180046Z Feb70  
Tab: F
- 18 Feb (U) CG 1st MarDiv requested Fifth 175 Gun Btry to submit MARES/ FORSTAT report.  
Ref: CG 1st MarDiv msg 180231Z Feb70  
Tab: F
- 18 Feb (S) CG 1st MarDiv assigned quotas to Division Units for agriculture inspection course for retrograded vehicles and equipment.  
Ref: CG 1st MarDiv msg 181121Z Feb70  
Tab: F
- 18 Feb (C) CG 1st MarDiv published information regarding the use of Strobe Lights (Light Marker Distress).  
Ref: CG 1st MarDiv msg 180846Z Feb70  
Tab: F
- Enclosure (1)
- [REDACTED]

- [REDACTED]
- 18 Feb (S) CG 1st MarDiv requested GVN/RVNAF assume responsibilities for certain fixed installations within the Division TAOR.  
Ref: CG 1st MarDiv msg 181350Z Feb70  
Tab: F
- 19 Feb (C) CG 1st MarDiv directed 1st Recon Bn to assume responsibility for security of OP's on Hills 119 and 250.  
Ref: CG 1st MarDiv msg 190607Z Feb70  
Tab: F
- 19 Feb (C) CG 1st MarDiv authorized stand down and advance staging for elements of 1st Tank Bn.  
Ref: CG 1st MarDiv msg 190516Z Feb70  
Tab: F
- 19 Feb (U) CG 1st MarDiv submitted agenda items for HQMC Second Annual Training Conference.  
Ref: CG 1st MarDiv msg 190603Z Feb70  
Tab: F
- 20 Feb (S) CG 1st MarDiv disapproved extension of tank support requested by Second ROKMC BDE.  
Ref: CG 1st MarDiv msg 192350Z Feb70  
Tab: F
- 20 Feb (S) CG 1st MarDiv chopped Plat 1st Bridge Co to CG III MAF effective 192047H Feb70  
Ref: CG 1st MarDiv msg 200440Z Feb70  
Tab: F
- 21 Feb (S) CG 1st MarDiv notified CG III MAF of release of fixed installations.  
Ref: CG 1st MarDiv msg 210146Z Feb70  
Tab: F
- 21 Feb (S) CG 1st MarDiv notified CG III MAF of intention to remove and destroy all fortifications surrounding Leprosarium and abandon NLT 27Feb70.  
Ref: CG 1st MarDiv msg 210911Z Feb70  
Tab: F
- 22 Feb (U) CG 1st MarDiv directed 5th 175 Gun Btry to retransmit MARES/ FORSTAT Reports.  
Ref: CG 1st MarDiv msg 220125Z Feb70  
Tab: F
- 22 Feb (C) CG 1st MarDiv requested time extension on temporary AO extension granted by CG Second ROKMC BDE.  
Ref: CG 1st MarDiv msg 220746Z Feb70  
Tab: F

Enclosure (1)  
[REDACTED]

- [REDACTED]
- 22 Feb (S) CG 1st MarDiv notified CG III MAF of IOD requirements.  
Ref: CG 1st MarDiv msg 221410Z Feb70  
Tab: F
  - 23 Feb (U) CG 1st MarDiv notified Division Units of quotas assigned to the Officer Embarkation Course.  
Ref: CG 1st MarDiv msg 230210Z Feb70  
Tab: F
  - 23 Feb (U) CG 1st MarDiv notified Division Units of instruction available by the Mobile Training Team from LANFORTTRACOMFAC.  
Ref: CG 1st MarDiv msg 230257Z Feb70  
Tab: F
  - 23 Feb (U) CG 1st MarDiv congratulated the Seventh Marines on their rice denial operations.  
Ref: CG 1st MarDiv msg 230548Z Feb70  
Tab: F
  - 23 Feb (S) CG 1st MarDiv notified CG Second ROKMC BDE that the 1st Marine Division was unable to fulfill tank support for their unit.  
Ref: CG 1st MarDiv msg 231016Z Feb70  
Tab: F
  - 24 Feb (U) CG 1st MarDiv notified CG III MAF of quotas required for in country schools for the Fourth Quarter FY 70.  
Ref: CG 1st MarDiv msg 232340Z Feb70  
Tab: F
  - 24 Feb (C) CG 1st MarDiv approved return of temporary AO extension to Second ROKMC BDE.  
Ref: 1st MarDiv COC msg 232255Z Feb70  
Tab: F
  - 24 Feb (U) CG 1st MarDiv submitted the name of the person to attend MACV RECONDO School.  
Ref: CG 1st MarDiv msg 240535Z Feb70  
Tab: F
  - 24 Feb (S) CG 1st MarDiv published change to CG 1st MarDiv msg 111055Z Feb70 regarding Co C (Rein), 1st SP Bn.  
Ref: CG 1st MarDiv msg 240537Z Feb70  
Tab: F
  - 24 Feb (S) CG 1st MarDiv terminated Kingfisher Operations within the 1st MarDiv TAOR.  
Ref: CG 1st MarDiv msg 240945Z Feb70  
Tab: F

Enclosure (1)

- 24 Feb (U) CG 1st MarDiv submitted names of personnel to attend Embarkation School.  
Ref: CG 1st MarDiv msg 241036Z Feb70  
Tab: F
- 24 Feb (C) CG 1st MarDiv expressed appreciation to the USS COLLETT for outstanding support and cooperation.  
Ref: CG 1st MarDiv msg 231215Z Feb70  
Tab: F
- 24 Feb (C) CG 1st MarDiv submitted negative report on the effectiveness of Riot Control Agent CS-2.  
Ref: CG 1st MarDiv msg 231337Z Feb70  
Tab: F
- 25 Feb (S) CG 1st MarDiv directed Division Units to commence utilization of the MK 15 Ordnance Locator.  
Ref: CG 1st MarDiv msg 241430Z Feb70  
Tab: F
- 25 Feb (S) CG 1st MarDiv published Change 1 to OPlan 101A-69 (Relief of CIDG Camps).  
Ref: CG 1st MarDiv msg 241431Z Feb70  
Tab: F
- 25 Feb (U) CG 1st MarDiv submitted names of personnel to attend Basic Infantry Weapons Repair Course.  
Ref: CG 1st MarDiv msg 250125Z Feb70  
Tab: F
- 25 Feb (S) CG 1st MarDiv published 1st MarDiv Frago 9-70.  
Ref: CG 1st MarDiv msg 250126Z Feb70  
Tab: F
- 25 Feb (C) CG 1st MarDiv approved temporary AO extension requested by CG III MAF for special operations.  
Ref: 1st MarDiv COC msg 250430Z Feb70  
Tab: F
- 26 Feb (S) CG 1st MarDiv submitted recommendations to CG FMEPAC on Proposed Post-RVN Posture - PACOM.  
Ref: CG 1st MarDiv msg 252246Z Feb70  
Tab: F
- 26 Feb (S) CG 1st MarDiv directed First Marines to pass command M/3/1 (-) (CUPP) to the Fifth Marines prior to 061200H Mar70.  
Ref: CG 1st MarDiv msg 261211Z Feb70  
Tab: F

Enclosure (1)

- [REDACTED]
- 26 Feb (U) CG 1st MarDiv requested Division Units to submit combat SOP/Directives/Bulletins/Handbooks.  
Ref: CG 1st MarDiv msg 261046Z Feb70  
Tab: F
- 26 Feb (U) CG 1st MarDiv submitted names of personnel to attend Officers Embarkation School.  
Ref: CG 1st MarDiv msg 261045Z Feb70  
Tab: F
- 27 Feb (S) CG 1st MarDiv submitted report on Security for Fixed Installations.  
Ref: CG 1st MarDiv msg 270600Z Feb70  
Tab: F
- 27 Feb (S) CG 1st MarDiv chopped command of 1st Hospital Company to CG III MAF effective 271120H Feb70.  
Ref: CG 1st MarDiv msg 271100Z Feb70  
Tab: F
- 28 Feb (S) CG 1st MarDiv published information on the realignment of forces.  
Ref: CG 1st MarDiv msg 271430Z Feb70  
Tab: F
- 28 Feb (C) CG 1st MarDiv published information regarding the Security Platoon for III MAF.  
Ref: CG 1st MarDiv msg 271220Z Feb70  
Tab: F
- 28 Feb (C) CG 1st MarDiv approved return of AO extension requested by CG Second ROKMC BDE.  
Ref: CG 1st MarDiv msg 280325Z Feb70  
Tab: F

Enclosure (1)  
[REDACTED]

LOGISTICS, EQUIPMENT, AND SUPPLY CHRONOLOGY

- 11 Feb 70 - Embark Unit II completed with loading of USS TULARE.
- 19 Feb 70 - Embark Unit IV completed with loading of USS ALAMO and  
USS ANCHORAGE.
- 26 Feb 70 - Embark Unit III completed with loading of USS TOM GREEN  
COUNTY.
- 27-28 Feb 70 - Begin realignment of forces in conjunction with Phase  
III redeployment.

Enclosure (1)

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## PSYCHOLOGICAL OPERATIONS

1. (U) Sequential listing of Psychological Operations in support of 1st Marine Division units for the period 1-28 February 1970.

<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	1,068,000	200	2:10	1:30
2	1,140,000	210	2:35	3:00
3	1,061,000	850	1:35	3:00
4	847,000	300	1:11	6:00
5	577,000	2,900	3:55	9:00
6	964,000	3,300	3:30	-----
7	1,106,000	4,000	-----	11:00
8	987,000	3,000	1:35	2:00
9	629,000	1,400	:55	-----
10	565,000	1,600	1:40	2:00
11	563,000	600	2:40	-----
12	756,000	2,000	1:10	-----
13	538,000	200	:20	-----
14	600,000	100	:50	2:30
15	330,000	-----	:50	-----
16	-----	150	1:30	3:30
17	-----	325	-----	3:00
18	521,000	400	1:20	6:30
19	633,000	775	1:15	5:00
20	533,000	225	1:15	9:00
21	391,000	100	2:20	7:00
22	335,000	-----	:50	3:00
23	319,000	200	1:10	2:30
24	446,000	2,350	-----	5:30
25	452,000	2,100	1:50	10:00
26	359,000	1,650	1:16	2:00
27	231,000	100	1:24	2:30
28	321,000	1,750	-----	6:30

## Themes Employed Were:

1. PRO-GVN
2. REWARDS
3. ANTI-VC/NVA
4. CHIEU HOI
5. RICE DENIAL
6. SAVE-A-LEG

UNCLASSIFIED

## COMMUNICATION-ELECTRONICS

## SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

- 3 February 1970 Capt MILLER and CWO CLEMONS made a Staff Visit to the G-3 Maintenance Section at Force Logistics Command.
- 5 February 1970 Capt MILLER and CWO CLEMONS made a Staff Visit to Headquarters, III MAF.
- 7 February 1970 Capt MILLER and CWO CLEMONS conducted a Communication-Electronics CMMI re-inspection of Headquarters Company, Twenty Sixth Marines.
- 9 February 1970 Capt MILLER, CWO CLEMONS and Sgt NAURGAARD conducted a Communication-Electronics CMMI of First Engineer Battalion.
- 10 February 1970 Major PHILLIPS and 1stLt HAWKINS made a Staff Visit to Seventh Engineer Battalion.
- 10 February 1970 Major PHILLIPS and 1stLt HAWKINS made a Staff Visit to First Battalion, Thirteenth Marines.
- 12 February 1970 Capt MILLER and CWO CLEMONS made a Staff Visit to Force Logistics Command, visiting the G-3 Maintenance Section, Electronics Maintenance Company, First Force Service Regiment, and MFAG-9.
- 12 February 1970 Capt MILLER and CWO ESTEY made a Staff Visit to Headquarters, III MAF.
- 12 February 1970 Capt MILLER and CWO CLEMONS conducted a Communication-Electronics CMMI re-inspection of A Battery, First Battalion, Eleventh Marines.
- 14 February 1970 LtCol O'MARA and 1stLt HAWKINS made a Staff Visit to First Engineer Battalion and Second Battalion, First Marines.
- 14 February 1970 CWO ESTEY and Sgt COCKMAN conducted a Communication-Electronics Courtesy Inspection at First Motor Transport Battalion.
- 15 February 1970 Col DAHL made a Staff Visit to Headquarters, Fifth Marines and Third Battalion, Fifth Marines.
- 16 February 1970 Capt MILLER, CWO CLEMONS and Sgt NAURGAARD conducted a Communication-Electronics CMMI at First Eight Inch Howitzer Battery.

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- 16 February 1970 Capt MILLER, CWO CLEMONS and Sgt NAURGAARD conducted a Communication-Electronics CMMI re-inspection at Headquarters Company, Seventh Marines.
- 17 February 1970 Capt MILLER, CWO CLEMONS and Sgt NAURGAARD conducted a Communication-Electronics CMMI at First Battalion, Seventh Marines.
- 18 February 1970 Capt MILLER, CWO CLEMONS and Sgt NAURGAARD conducted a Communication-Electronics CMMI at Second Battalion, Seventh Marines.
- 20 February 1970 Capt MILLER, CWO ESTEY and MGySgt LYLES conducted a Communication-Electronics CMMI at Fourth Battalion, Eleventh Marines.
- 21 February 1970 CWO ESTEY and Sgt GOCKMAN conducted a Communication-Electronics CMMI at M Battery, Fourth Battalion, Eleventh Marines.
- 23 February 1970 Capt MILLER and CWO ESTEY conducted a Communication-Electronics CMMI at First Medical Battalion.
- 24 February 1970 Major PHILLIPS and 1stLt HAWKINS made a Staff Visit to Headquarters, Twenty Sixth Marines.
- 24 February 1970 CWO CLEMONS, CWO ESTEY and Sgt GOCKMAN conducted a Communication-Electronics CMMI re-inspection at Headquarters Battery, Eleventh Marines Supply and Counter Mortar Radar Section.
- 24 February 1970 Major PHILLIPS and 1stLt HAWKINS made a Staff Visit to Headquarters, First Marines.
- 25 February 1970 Capt MILLER and CWO ESTEY made a Staff Visit to Force Logistics Command, visiting the G-3 Maintenance Section, First Force Service Regiment, and MPAC-9.
- 26 February 1970 Capt MILLER, CWO CLEMONS and MGySgt LYLES conducted a Communication-Electronics Courtesy Inspection at First Reconnaissance Battalion.

Enclosure (1)

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Comptroller Function  
Narrative Summary

2 Feb GySgt SAVAGO and Cpl GARCIA conducted a Financial Management Technical Inspection of 7th Engineer Battalion.

5 Feb MSgt DeCARLI and Cpl SCHEFFLER conducted a Financial Management Technical Inspection of 1st Motor Transport Battalion.

5 Feb MSgt DeCARLI and Cpl SCHEFFLER conducted a Financial Management Technical Inspection of 11th Motor Transport Battalion.

6 Feb MSgt DeCARLI and LCpl BOEHM conducted a Financial Management Technical Inspection of 1st Reconnaissance Battalion.

8 Feb LtCol. LaSLAVIC Jr. and Lt PEABODY made a staff visit to 2d Battalion, 1st Marines.

11Feb GySgt SAVAGO and Cpl MELVIN conducted a Financial Management Technical Inspection of 4th Battalion, 11th Marines.

13Feb GySgt SAVAGO and LCpl BAKER conducted a Financial Management Technical Inspection of Headquarters Company, 7th Marines.

16Feb MSgt DeCARLI and Sgt PFAHLERT conducted a Financial Management Technical Inspection of 2d Battalion, 7th Marines.

16Feb MSgt DeCARLI and Sgt PFAHLERT conducted a Financial Management Technical Inspection of 1st 8 inch Gun Battery.

17Feb MSgt DeCARLI and Sgt PFAHLERT conducted a Financial Management Technical Inspection of 9th Engineer Battalion.

18Feb GySgt SAVAGO and Cpl MELVIN conducted a Financial Management Technical Inspection of 3d Battalion, 7th Marines.

18Feb GySgt SAVAGO and Cpl MELVIN made a staff visit to 1st Battalion, 7th Marines.

20Feb MSgt DeCARLI and Sgt PFAHLERT conducted a Financial Management Technical Inspection of 2d Battalion, 5th Marines.

20Feb MSgt DeCARLI and Sgt PFAHLERT conducted a Financial Management Technical Inspection of 3d Battalion, 5th Marines.

23Feb GySgt SAVAGO and Cpl WARREN conducted a Financial Management Technical Inspection of 1st Battalion, 11th Marines.

Enclosure (1)

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Comptroller Function  
Narrative Summary

24Feb GySgt SAVAGO and Pvt GOMEZ made a staff visit to Headquarters Company, 5th Marines.

25Feb MSgt DeCARLI and Cpl SCHEFFLER conducted a Financial Management Technical Inspection of 1st Engineer Battalion.

27Feb GySgt SAVAGO and Pvt GOMEZ conducted a Financial Management Technical Inspection of 1st Battalion, 5th Marines.

27Feb GySgt SAVAGO and Pvt GOMEZ made a staff visit to 3d 175MM Gun Battery.

ENCLOSURE (1)

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COMMAND CHRONOLOGY

PART IV

SUPPORTING DOCUMENTS

Enclosure (1)

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## PART IV

## SUPPORTING DOCUMENTS

- ✓ TAB A (Copy 1 only) ✓ Command Directory (Note: Not Published in February)  
 ✓ TAB B (Copy 1 only) ✓ Operational and Administrative Documents  
 ✓ TAB C (Copy 1 only) ✓ Situation Reports, #32-59  
 ✓ TAB D (Copy 1 only) ✓ Photographs  
 ✓ TAB E (Copy 1 only) ✓ News Releases  
 ✓ TAB F (Copy 1 only) G-3 Journals  
 ✓ TAB G Headquarters Bn Command Chronology  
 ✓ TAB H First Marines Command Chronology  
 ✓ TAB I Fifth Marines Command Chronology  
 ✓ TAB J Seventh Marines Command Chronology  
 ✓ TAB K Twenty Sixth Marines Command Chronology  
 ✓ TAB L Eleventh Marines Command Chronology  
 ✓ TAB M First Reconnaissance Bn Command Chronology  
 ✓ TAB N First Tank Bn Command Chronology  
 ✓ TAB O First Engineer Bn Command Chronology  
 ✓ TAB P First Shore Party Bn Command Chronology  
 ✓ TAB Q First Motor Transport Bn Command Chronology  
 ✓ TAB R First Medical Bn Command Chronology  
 ✓ TAB S Seventh Engineer Bn Command Chronology  
 ✓ TAB T Ninth Engineer Bn Command Chronology  
 ✓ TAB U Eleventh Motor Transport Bn Command Chronology  
 ✓ TAB V First Hospital Co Command Chronology  
 ✓ TAB W First Dental Co Command Chronology
- Sited ref*
- Ref. dir*

Enclosure (1)

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COMMAND DIRECTORY WAS NOT PUBLISHED FOR THE MONTH OF FEBRUARY 1970.

A-1

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TRE A

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

7B/MRL/feg  
1650  
1 Feb 1970

From: Commanding General  
To: Distribution List

Subj: Periodic Awards Report; month of January 1970

Encl: (1) Report of Awards processed by the 1st Marine  
Division Awards Board for the month of January 1970

1. Enclosure (1) is forwarded for the information of unit commanders.

2. Awards are listed by the medal which appears on the recommendation. Upgrading or downgrading by Regimental or Division Awards Board is not shown.

*R E Barde*

R. E. BARDE  
By direction

Distribution "A" & "B"

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(1)

## DECLASSIFIED

HEADQUARTERS  
1ST MARINE DIVISION (REIN), 1st MAF  
FPO SAN FRANCISCO, CALIFORNIA 96602

AWARDS PROCESSED BY THE DIVISION AWARDS BOARD DURING THE PERIOD: 1 JANUARY 1970 to 31 JANUARY 1970														
UNITS	M O H	N C	D S M	SSM	L O M	D F C	N M CM	BSM	NCM	NAM	AM	TOTAL THIS MONTH	TOTAL LAST MONTH	PURPLE HEARTS
1st Marines		(1)		(1)	(2)		(1)	(15)	(8)	(8)		(36)	(96)	(107)
Hq Co													2	2
1stBn, 1stMar								4		1		5	28	29
2ndBn, 1stMar								4	6	2		12	16	36
3rdBn, 1stMar		1		1	2		1	7	2	5		19	50	40
5th Marines					(1)		(1)	(20)	(22)	(26)		(70)	(109)	(158)
Hq Co					1				6	4		11	18	2
1stBn, 5thMar								2	9	6		17	23	12
2ndBn, 5thMar							1	5	5	9		20	44	79
3rdBn, 5thMar								13	2	7		22	24	65
7th Marines				(3)	(1)			(9)	(12)	(12)		(37)	(60)	(103)
Hq Co								1	1			2		10
1stBn, 7thMar				1				3	2	1		7	25	14
2ndBn, 7thMar				2				2	8	3		15	7	25
3rdBn, 7thMar					1			3	1	8		13	28	54
26th Marines				(1)				(17)	(18)	(30)		(66)	(133)	(29)
Hq Co									1	1		2	3	
1stBn, 26thMar								6	2	12		20	10	1
2ndBn, 26thMar								7	8	5		20	49	
3rdBn, 26thMar				1				4	7	12		24	71	14
1st Tank Bn									2	1		(3)	11	13
1st ShPtyBn								2				(2)	7	1
PAGE TOTAL		1		5	4		2	63	62	77		(214)	(416)	(397)

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HEADQUARTERS  
1ST MARINE DIVISION (REIN), FMF  
FPO SAN FRANCISCO, CALIFORNIA 96602

AWARDS PROCESSED BY THE DIVISION AWARDS BOARD DURING THE PERIOD: 1 JANUARY 1970 to 31 JANUARY 1970.														
UNITS	M C H	N C	D S M	SSM	L O M	D F C	N M C	BSM	NCM	NAM	AM	TOTAL THIS MONTH	TOTAL LAST MONTH	PURPLE HEARTS
HQ BN					1			5	11	5	2	24	49	(32)
1stReconBn					1			1	6	3		11	24	9
1stEngrBn								1						9
7thEngrBn								2	6	4		12	15	4
9thEngrBn									2	2		4	5	5
3rdAmTrac							2		6	2		10	7	4
1stMedBn									4	1		5	24	
1stHospCo													3	
1stDentCo													2	
1stM.T.Bn										1		1	2	
11thM.T.Bn								1		1		2	4	1
11thMarines								(7)	(13)	(24)	(3)	(47)	(55)	(15)
HqBtry								3	2	8	3	16	17	6
1stBn,11th								1	2	5		8	9	3
2ndBn,11th								1	2	3		6	10	5
3rdBn,11th									2	2		4	4	1
4thBn,11th								2	5	6		13	9	
1st 175GBty													3	
3rd 175GBty									1			1	3	
8" HowBty														
1stArmAphCo														
1st FAG														
PAGE TOTAL					2		2	17	51	42	5	119	204	47

HEADQUARTERS  
1ST MARINE DIVISION (REIN), FMF  
FPO SAN FRANCISCO, CALIFORNIA 96602

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

DivO 1020.1E Ch 1  
1/CGL/mlw  
3 Feb 1970

DIVISION ORDER 1020.1E Ch 1

From: Commanding General  
To: Distribution List

Subj: Uniform Regulations in the Republic of Vietnam

1. Purpose. To publish a pen change to the basic Order.
2. Action. In paragraph 4.b, delete the fifth sentence and insert the following in lieu thereof: "The lightweight camouflaged and non-camouflaged utility coat will not be marked."

  
C. E. WALKER  
Chief of Staff

DISTRIBUTION: "A" & "B"

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OPERATIONAL AND ADMINISTRATIVE DOCUMENTS

<u>SUBJECT</u>	<u>ORIGINATOR AND DATE</u>
1. <u>Periodic Awards Report; month of January 1970</u>	7B/MRL/feg 1650 1 Feb70
2. <u>Uniform Regulations in the Republic of Vietnam</u>	DivO 1020.1E Ch 1 1/CGL/mlw 3 Feb70
3. <u>Standing Operating Procedure for Awards</u>	DivO P1650.8A 7B/JFR/ret 3 Feb70
4. <u>Off Limits Areas and Curfew</u>	DivO 1050.4 17/RML/tjd 3 Feb70
5. <u>Standing Operating Procedures for Command Materiel Management Inspections</u>	DivO P5041.18C 4/AIG/ldw 3 Feb70
6. <u>Standing Operating Procedure for Legal Matters</u>	DivO P5800.1B 17/RML/gab 5 Feb70
7. <u>Administration of Assistance-in-Kind (AIK) Funds</u>	DivO 7300.1A 12/NML/rab 5 Feb70
8. <u>Controlled Items Reporting</u>	DivBul 4440 Ch 1 21/RHN/rhn 5 Feb70
9. <u>U. S. Postal Money Order Control</u>	DivBul 2700 20/EMJ/wem 6 Feb70
10. <u>Administrative Separation for Unsuitability, Unfitness, Misconduct and Discharge for the Good of the Service; information concerning</u>	DivO 1900.3G Ch 1 7/JJH/bjg 7 Feb70
11. <u>Security Indoctrination</u>	DivO 5510.12A 2/WEG/rmb 10 Feb70

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TAB-B

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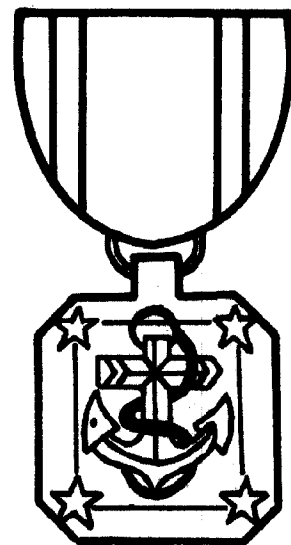
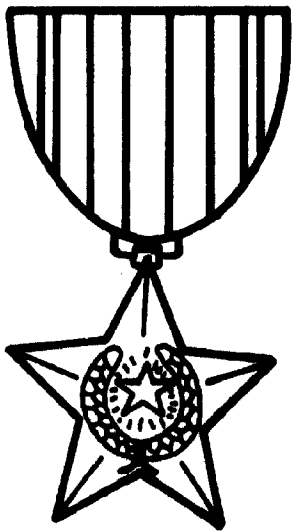
<u>12.</u> ✓ Change of Title Designation For Informational Services Office	DivBul 5720 41/JPN/dmo 7 Feb70
<u>13.</u> ✓ Fleet Home Town News Report	DivBul 5724 41/JPN/dmo 7 Feb70
<u>14.</u> ✓ Nuclear, Biological and Chemical (NBC) Defense	DivO 3400.4E 3/HGL/iej 13 Feb70
<u>15.</u> ✓ Unsatisfactory Equipment Report (UER)	DivO 4700.1H 4/RJK/rlb 14 Feb70
<u>16.</u> ✓ Standing Operating Procedure for Medical Services	DivO P6000.1B Ch 3 16/WRD/tjw 14 Feb70
<u>17.</u> ✓ Propaganda Material	DivO 5510.8A 2/WEG/rmb 15 Feb70
<u>18.</u> ✓ Logistical Summary Report (LOGSUM)	DivO 4400.19F 4/RJK/rwr 17 Feb70
<u>19.</u> ✓ Headquarters, 1st Marine Division Staff Regulations	DivO P5000.2A Ch 1 7/JJH/ccc 18 Feb70
<u>20.</u> ✓ Message Review Board Program	DivO 2010.1 10/RP/led 19 Feb70
<u>21.</u> ✓ Firearms Control	DivO 3593.1A 17/JLS/es 22 Feb70
<u>22.</u> ✓ Standing Operating Procedure for Ordnance (SOP)	DivO P8000.1A Ch 2 8/LEC/whm 22 Feb70
<u>23.</u> ✓ 1st Marine Division Association	DivBul 1700 37/RGH/ajk 24 Feb70

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<u>24.</u> ✓ Establishment of "Stack Arms" Center	DivO 1710.14A 3/RWG/tu 25 Feb70
<u>25.</u> ✓ Cancellation of a Division Order (DivO 04900.1A)	DivBul 5215 3/RMH/wem 25 Feb70
<u>26.</u> ✓ Standing Operating Procedure for Casualty Reporting and Management	DivO P3040.1D Ch 2 7/JJH/wem 25 Feb70
<u>27.</u> ✓ Planning Estimate and Operating Budget Requirement Phase II Fiscal Years 1970, 71 and 72	DivBul 7110 12/CPP/rab 25 Feb70
<u>28.</u> ✓ Control, Screening, Evacuation and Disposal of Captured Enemy Materiel	DivO 3460.1B 2/CEB/dew 25 Feb70
<u>29.</u> ✓ Supply Chiefs' Conference; announcement of	DivBul 4400 21/WEK/tkl 28 Feb70
<u>30.</u> ✓ 1st Marine Division FragO 7-70 (CG 1st MarDiv msg 110557Z Feb70) w/2 copie of Reference A (Overlays)	

# 1ST MARINE DIVISION (REIN), FMF



## AWARDS SOP

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

DivO P1650.8A  
7B/JFR/ret  
3 Feb 1970

DIVISION ORDER P1650.8A


From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedure for Awards

Ref: (a) SECNAVINST 1650.1\_  
(b) FMFPacO P1650.1  
(c) MACV Dir 672-1 (NOTAL)  
(d) MACV Dir 672-2 (NOTAL)  
(e) ICCI 01650.1\_

Encl: (1) Locator Sheet

1. Purpose. To amplify the instructions contained in references (a) through (e), and to provide policy, guidance and procedures for the submission and processing of award recommendations.
2. Cancellation. DivO P1650.8, DivO 1650.12.
3. Applicability. This Manual is applicable to the 1st Marine Division and all attached units.
4. Certification. Reviewed and approved this date.

  
C. E. WALKER  
Chief of Staff

DISTRIBUTION: "A" & "B" plus 7B (300)

Copy to:  
CG FMFPac (5)  
CG III MAF (5)  
CG 3dMarDiv (Rein), FMF(5)  
CG FLC (5)

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DivO P1650.8A  
3 Feb 1970

LOCATOR SHEET

Subj: Standing Operating Procedure for Awards

Location: \_\_\_\_\_  
(indicate the location(s) of the copy(ies) of this  
publication)

ENCLOSURE (1)

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## STANDING OPERATING PROCEDURE FOR AWARDS

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STANDING OPERATING PROCEDURE FOR AWARDS

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STANDING OPERATING PROCEDURE FOR AWARDS

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## STANDING OPERATING PROCEDURE FOR AWARDS 104.1

SECTION I

101. SCOPE. This Manual is a compilation of policy, instructions, guidelines and procedures to be employed in making recommendations for certain awards and decorations by units within the 1st Marine Division. All matters not specifically covered herein will be referred to the Commanding General for clarification and subsequent inclusion in this Manual if applicable.

102. COMMAND RESPONSIBILITIES. Commanding officers shall render full recognition for exceptional performance of duty by members of their organizations. The responsibility of the commanding officer in this regard extends to all units and/or personnel attached or in support of his organization during a particular operation. In rendering recognition, commanding officers shall exploit every means at their disposal, beginning with meritorious mast and promotion, up to and including recommendations to higher authority for personal decorations. The recommendation will be submitted via the chain of command of the individual/unit, for comment and/or recommendation prior to being forwarded to the Commanding General, 1st Marine Division.

\*103. GENERAL REQUIREMENTS AND LIMITATIONS FOR RECOMMENDATIONS. Recommendations for individual and unit awards will be submitted to this Headquarters in accordance with this Manual and the instructions contained in references (a) through (e).

104. DECORATIONS AND AWARDS BOARD.

1. The 1st Marine Division Decoration and Awards Boards will consider such recommendations for awards as may be brought before them; these boards have been established as follows:

Senior Awards Board

Assistant Division Commander	Senior Member
Assistant Chief of Staff, G-1	Member
Assistant Chief of Staff, G-2	Member
Assistant Chief of Staff, G-3	Member
Assistant Chief of Staff, G-4	Member
Awards Officer	Member/Recorder

Junior Awards Board

Assistant Division Commander	Senior Member
Assistant Chief of Staff, G-1	Member
Assistant Chief of Staff, Comptroller	Member
Division Inspector	Member

## 105.1 STANDING OPERATING PROCEDURE FOR AWARDS

Supply Officer  
Awards Officer

Member  
Member/Recorder

a. The Chief of Staff will serve as Alternate Senior Member in the absence of the Assistant Division Commander.

b. The following officers will serve as Alternate Board Members in the absence of one of the appointed members:

Assistant Chief of Staff, G-5  
Communications-Electronics Officer  
Division Staff Judge Advocate  
Assistant Division Awards Officer

\* c. The Boards will be guided in the performance of their duties by references (a) through (e). Members will review all award recommendations and make appropriate comments indicating upgrading/downgrading and approval/disapproval of the award.

d. Upon completion of Board action, the Commanding General will render a decision and forward the recommendation, under appropriate endorsement, to the awarding authority.

\* e. The Board will, from time to time, recommend policies and procedures, relating to awards, to the Commanding General to maintain the high standards and integrity of the awards system.

f. The Awards Officer is responsible for the implementation of effective administrative procedures to ensure that recommendations, for awards, are processed and acted upon properly and efficiently.

\*105. AWARDS RECOMMENDED FOR THE DIVISION STAFF

1. The section heads of General and Special Staff sections will initiate all recommendations for awards for members of their section. The Commanding General, 1st Marine Division, will initiate all recommendations for Senior Officers, therefore, Senior Officers will submit a biographical sketch of their entire tour of duty in the Republic of Vietnam to the Commanding General not later than ten days prior to scheduled detachment date. The format contained in Figure 1, Appendix A will be utilized.

2. Recommendations will not be referred to the Commanding Officer, Headquarters Battalion for endorsement or concurrence, however, a copy will be provided for service record purposes.

## STANDING OPERATING PROCEDURE FOR AWARDS 202.1

SECTION II

201. INDIVIDUAL AWARD RECOMMENDATIONS. Decorations and awards are an effective means of enhancing morale by recognition of exceptional performance when it occurs. However, to be effective, such recognition must be prompt. To ensure prompt recognition of heroic action or meritorious achievement, the Commanding General, Fleet Marine Force, Pacific, has been authorized to award the following medals:

Silver Star Medal	Air Medal
Legion of Merit	Navy Commendation Medal
Distinguished Flying Cross	Navy Achievement Medal
Bronze Star Medal	Meritorious Service Medal*

\*Meritorious Service Medal will not be recommended for service in the Republic of Vietnam.

202. POLICY. The following policy on awards and recommendations is furnished:

\*1. MERITORIOUS SERVICE/ACHIEVEMENT AWARDS. It is desired that the efforts of individuals who serve honorably and contribute significantly to the mission of this Command be recognized by an appropriate end-of-tour award recommendation for meritorious service. It is not desired, however, that a person receive more than one award for the normal 12 month tour based on meritorious service or achievement.

a. Normally, recommendations for the award of military decorations for distinctive meritorious service will be submitted only after completion of an individual's tour in the Republic of Vietnam. Certain recommendations may be submitted based on completion of 10 months service in the Republic of Vietnam as indicated below:

1. Recommendations for awarding the Navy Achievement Medal for meritorious service may be submitted based on 10 month's service in the Republic of Vietnam in the case of enlisted personnel of all grades. Such recommendations will be initiated upon completion of the individual's ninth month in the Republic of Vietnam and forwarded to this Headquarters for processing. The dates of action in Item 9 of the award recommendation (NAVPERS 1650/6)(Rev 4-69) should reflect 10 months of service in the Republic of Vietnam. The number 10, in parenthesis, must be inserted to the right of the dates. This Headquarters shall be notified of any change in the status of the individual, after submission of the recommendation, which would effect the award,

## 202.1 STANDING OPERATING PROCEDURE FOR AWARDS

e.g., casualty status, promotion, misconduct, performance warranting withdrawal, etc. If it is not administratively possible to submit the award recommendation at the end of nine months, it is advised that the recommendation be held in abeyance and submitted on the individual's departure date or within 10 days thereof.

2. Recommendations for the award of Bronze Star and Navy Commendation Medals for sergeants and below may be submitted in the same manner as outlined in sub-paragraph 202.1a(1) above.

3. A short form for awarding the Navy Achievement Medal to infantry and reconnaissance small unit leaders has been designed specifically for that purpose and may not be used for other personnel. The summary of action in the form must include specific acts as well as general overall meritorious performance. See Figure 2, Appendix A.

4. In the case of recommendations for meritorious service for an individual who has served with two or more units, every attempt shall be made to include such performance and acts which occurred in each unit.

5. Any recommendation for meritorious service submitted subsequent to above described recommendations, must cite performance of such a high degree as to warrant the award solely on its own merit.

b. In order to establish a means of providing continuity, and to ensure that the service of deserving personnel will not be overlooked, recommending officers and/or supervisors who are to be reassigned or detached will submit recommendations for meritorious service/achievement awards to their successors in the form of interim letters as shown in Figure 3, Appendix A. Such recommendations (to include a statement of the individual's accomplishments/meritorious service to date), should be maintained on file until the end of the individual's tour, and subsequently included as part of the end of tour award recommendation in accordance with the provisions of this Manual.

c. Recommendations for a meritorious award may be submitted prior to the completion of a normal tour in those cases where a transfer to another major command within the Republic of Vietnam would, by virtue of loss of continuity, result in the failure to recognize and reward the exceptionally meritorious service rendered by the individual. If an individual is transferred to another unit within the 1st Marine Division, a letter of continuity, Figure 3, Appendix A,

## STANDING OPERATING PROCEDURE FOR AWARDS 202.3

will be forwarded to the individual's new commander stating the individual's accomplishments/meritorious service during that portion of his tour. This letter can be revised and expanded to include his later service and full tour of duty.

d. Regimental/Battalion Adjutants of units ADCON to the Division will ensure that a biographical sketch (Figure 1, Appendix A) of the entire tour of duty in the Republic of Vietnam is completed and delivered to the Commanding General on all Regimental/Battalion Commanding Officers 10 days prior to their scheduled detachment date. It is imperative that this information include the officer's full name, service number, social security number, all personal U. S. and foreign decorations, and a brief resume of the officer's duties and responsibilities as well as any significant events that occurred during his tour in the Republic of Vietnam. This requirement will also be fulfilled as early as is practicable prior to any change of Commanding Generals.

## \*2. HEROIC RECOMMENDATIONS

a. Normally, heroic awards will be processed through the various award boards as is a meritorious award. However, there is that certain act or action performed by an individual where there is no doubt as to the factor of heroism, only the degree of heroism.

b. When very rare and exceptional acts of heroism occur and are known to the commander, a brief resume of the facts in the form of a recommendation for an award be forwarded to this Headquarters as a matter of priority.

c. Current policy now provides the means whereby such awards can be processed and approved for presentation to the individual in a matter of hours. Recommendations of this type will be prepared in message format as shown in Figure 4 of Appendix A, and forwarded to this Headquarters. In order to keep message recommendations to a minimum, only those cases meeting the strict requirements of this paragraph will be submitted. (See paragraph 203 concerning seriously wounded individuals)

d. Emphasis should be placed on the fact that only those actions that clearly stand out as heroic and deserving of the Silver Star or Bronze Star Medal should be considered for this type of recognition. Recommendations for higher awards must be submitted to higher authority in accordance with the instructions in this Manual.

## \*3. PREPARATION OF RECOMMENDATIONS. In preparation of recommendation for awards, originators shall adhere to the policies, procedures and criteria outlined in this section.

## 202.4 STANDING OPERATING PROCEDURE FOR AWARDS

a. A recommendation for the award of a military decoration may be submitted by any officer senior to the individual being recommended having knowledge of an act, achievement, or service which may warrant such an award. A recommendation originated by a person other than the commanding officer of the individual concerned should be forwarded to the commanding officer for comment and/or recommendation prior to forwarding via the chain of command.

b. Awards shall be processed as promptly as possible. As a rule, award recommendations shall be completed within 10 days of the accomplishment of knowledge of the heroic or meritorious act or period of service, and will be expeditiously acted on, within seven days, by each reviewing authority in the chain of command.

c. Commanding officers of regiments and separate battalions will appoint Awards Boards to review recommendations for all awards received at their headquarters. If award recommendations are not in strict compliance with this Manual, they will be returned to the originator with appropriate instructions. The last reviewing authority will ensure that complete recommendations are delivered to this Headquarters by the most expeditious means possible. When the seven day time limit has been exceeded, full justification will be included in the basic correspondence and/or the forwarding endorsement.

4. AWARD RECOMMENDATIONS. Award recommendations will be submitted in the format shown in Figures 5 and 6 of Appendix A, and in compliance with the instructions set forth below:

a. An original and two complete, legible copies of award recommendations will be forwarded to this Headquarters for awards approved at Fleet Marine Force, Pacific level. (Silver Star Medal, Legion of Merit, Distinguished Flying Cross, Bronze Star Medal, Air Medal, Navy Commendation Medal and Navy Achievement Medal).

b. An original and 10 legible copies of the award recommendation will be forwarded to this Headquarters for recommendation for the Medal of Honor. The addressees for the initiating letter are shown in Figure 7 of Appendix A.

c. An original and nine legible copies of the award recommendation will be forwarded to this Headquarters for recommendation for the Navy Cross. The addressees for the initiating letter are shown in Figure 7 of Appendix A.

d. An original and two copies of all posthumous award

## STANDING OPERATING PROCEDURE FOR AWARDS 202.4

recommendations (except recommendation for the Medal of Honor or Navy Cross, which will be submitted in accordance with the preceding paragraphs) will be forwarded to this Headquarters. The addressees for the initiating letter are shown in Figure 7 of Appendix A.

e. Recommendations for Air Medals under the Strike/Flight System will be forwarded from the Commanding General, 1st Marine Division to the Commanding General, 1st Marine Aircraft Wing. In order to qualify for the Strike/Flight program, individuals must be designated Naval Aviators or in receipt of flight orders and in a flight status.

\* f. In the case of multiple awards, also referred to as "companion awards", when more than one person is being recommended for an award arising from the same incident, each additional participant must be listed in Item 18 of the award recommendation (Figure 5). All recommendations for the same incident must be forwarded together in order to reach reviewing and approving authorities at the same time.

g. If an individual has already been transferred, his detachment date and new duty station must be entered in Items 13 and 14 respectively on the award recommendation (Figure 6).

\* h. Eyewitness Statements

(1) It has been noted in past award recommendations that some statements contained herein have been lacking specifics necessary to fully justify the award recommended.

(2) It is suggested that upon completion of operations or combat activities, company and platoon commanders urge personnel to prepare statements on individuals who distinguished themselves in a heroic manner beyond that normally expected.

(3) Vital information necessary to fully justify the award is as follows:

(a) Time, date and place where action took place.

(b) Description and type of terrain and Marine unit involved, i.e., fire team, squad, platoon, battalion or regiment.

(c) What resistance was encountered during the action: estimated size of enemy force, VC or NVA, type of weapons; automatic, semiautomatic, snipers, mortars (60mm or 82mm), B-40 rockets or other.

202.4

## STANDING OPERATING PROCEDURE FOR AWARDS

(d) How did the Marine perform to distinguish himself? Did he assault a bunker singlehandedly, take over a platoon or squad and skillfully lead them into attack. Be specific.

(e) How many VC/NVA did he or his unit kill during the action?

(4) Upon completion, commanding officers will monitor each statement to ensure that content is in consonance with accompanying statements. It should be noted that the individual preparing the statement should not recommend the individual for an award in the statement - just the facts are needed.

(5) A good tip would be for fire team/squad leaders, platoon sergeants, and platoon commanders to carry small notebooks with them during periods of combat. During the lulls in fighting, they should take the time to jot down memos of heroic actions or events pertaining to an individual who distinguishes himself. Many times, they are put off and forgotten. Statements may be handwritten and sent back to the rear to be processed while the action continues.

(6) The new NAVPERS 1650/6 Form (Rev 4-69) has no block for the listing of eyewitnesses. It is suggested that they be listed under the summary of action so they will not be overlooked.

\* 1. The following instructions apply to the completion of the NAVPERS 1650/6 (Rev 4-69) Form by item number:

(1) Self-explanatory.

(1a) Every effort should be made to include the social security number.

(2) Include middle name, not initial. If individual has only a middle initial, enclose it in quotation marks. If the individual has no middle name or his middle name is not available, so state.

(3) Self-explanatory.

(4) Do not use E-1, E-2, O-3, etc.

(5) Enter the Reporting Unit Code of the individual's present organization.

## STANDING OPERATING PROCEDURE FOR AWARDS 202.4

(6) Name of recommended award. Include the word "medal" when appropriate, e.g., "Bronze Star Medal", "Navy Achievement Medal".

(6a) When appropriate. Medal of Honor, Navy Cross, Silver Star Medal and the Navy and Marine Corps Medal are not worn with the Combat Distinguishing Device.

(7) Check appropriate box.

(8) Enter "First" if the individual has no previous award of the medal being recommended.

(9) Dates of action/meritorious service. For a heroic award, the date of heroic action belongs here and must agree with the date in the summary of action. For a meritorious end-of-tour award, the first date shown should be the date the individual arrived in the Republic of Vietnam. The second date shown should be the date the individual departed the Republic of Vietnam and should agree with the dates shown in the summary of action and Item 13. Some exceptions to the aforementioned are as follows:

a. "In the case of a 10 month submission of an award, the last date shown should be 10 months after the day the individual arrived in country. These type submissions should be submitted at the end of the ninth month of service in the Republic of Vietnam. (See para 202.1.a(1))

b. "If an individual is WIA and med-evaced to a hospital and does not return to the unit, the last date shown should be the date the individual was WIA."

c. Except in the above cases, the dates in Item 9 should show a full 12 month tour. If an individual served with another unit in the Republic of Vietnam, a mention of meritorious service or achievement with that unit must be included in the summary of action. If no interim letter is available, his service record book will indicate if his service was honorable or not. In the case of such a situation, a statement such as follows should be entered at the end of the summary of action:

d. "During the period 1 January 1969 to 30 June 1969, Private First Class SMITH was a member of 1st Battalion, 5th Marines in the Republic of Vietnam. His Service Record Book indicates he performed his duties during that period in a highly satisfactory manner. No interim letter is available for the period."

## 202.4 STANDING OPERATING PROCEDURE FOR AWARDS

(10) All that is required here is "RVN".

(11) Self-explanatory.

(12) Enter the date of expiration of active duty as shown in the individual's OQR/SRB. In the case of regular officers with no expiration of active duty, indicate "Indefinite".

(13) For an "end-of-tour" award, show the date individual actually leaves the Republic of Vietnam. In the case of a "10 month" submission, show the RTD as shown in the individual's OQR/SRB.

(14) New duty station - in the case of a 10 month or heroic action award submission, the present unit is entered here. All others will show the new duty station.

(15 - 15a) List all units and billets to which the individual was assigned during his tour.

(16) Only personal awards and their date(s) of action/service need be entered here. Unit awards, campaign and service awards will not be entered. The Good Conduct Medal, Vietnam Service Medal and Vietnam Campaign Medal are examples of medals which need not be entered here. If no previous personal awards have been presented, enter "None".

(17) For personal decorations or awards pending but not yet approved. Use the guidelines shown for Item 16.

(18) The full name, rank, service number and component of others being recommended for the same action are shown here. Also indicate the type of award that each individual is being recommended for. Recommendations for persons involved in the same action shall be forwarded together all through the chain of command. In the case of a large number of persons involved, an attached roster will suffice. Enter "See attached".

(19) A check mark shall be entered in the appropriate box and the full name, grade and title of the originator shall be shown.

(20) Enter the originator's organization.

(21) For the Medal of Honor, Navy Cross and Distinguished Service Medal, the awarding authority is the Secretary of the Navy. The Navy and Marine Corps Medal is awarded

## STANDING OPERATING PROCEDURE FOR AWARDS 202.6

by the Commander in Chief, U. S. Pacific Fleet. All others are awarded by Commanding General, Fleet Marine Force, Pacific.

(22) Use the correct chain of command here. See Figure 7.

(23) Leave blank.

Summary of Action (Reverse side) The summary of action must include the specific duty assignments and the dates of each billet held. Also, include accomplishments and outstanding personal attributes displayed by the individual. They should be stated in such a manner as to sufficiently justify the award recommend. If duty was performed in actual combat it should be so stated, however, no classified information may be included.

The period of service must be shown for a meritorious award and must match those dates shown in Item 9. Any specific acts shall include the date the action took place. Avoid phrases which sound as though they should be included in a unit award. To establish individuality, the summary should pertain only to the person being recommended. See Figures 5 and 6 of Appendix A.

\*5. MEDAL OF HONOR AND PRESIDENTIAL UNIT CITATION. All recommendations for the Medal of Honor and the Presidential Unit Citation will have a "Summary of Recommendation" prepared prior to forwarding. Formats are contained in Figure 8 and 9 of Appendix A. Medal of Honor recommendations will be marked: "For Official Use Only". Presidential Unit Citations will not contain any classified information.

## 6. PRESENTATION OF AWARDS

a. Navy Cross. Commander, United States Military Assistance Command, Vietnam (COMUSMACV), desires to present all awards of the Navy Cross to persons authorized to receive that decoration if the individual is still in country. Arrangements for such presentations will be made by this Headquarters and promulgated to the organization(s) concerned.

b. Other Personal Decorations. Regimental and separate battalion commanders will normally present these awards. Upon request, and schedule permitting, the Commanding General will present such awards. When decorations are to be presented on occasions such as change of command ceremonies, the Commanding General should be requested to make the presentation. Such requests should be submitted to the Staff Secretary.

\* c. Purple Heart Medal. For wounded personnel who are

## 203.1 STANDING OPERATING PROCEDURE FOR AWARDS

hospitalized, the Purple Heart Medal will be presented by a General Officer to the extent practicable. When a General Officer is not available, presentation may be made by a designated Division Staff Officer in the grade of Colonel or by hospital authorities in the evacuation chain. For personnel evacuated out of country before presentation can be made, a temporary citation will be forwarded to support award of the Purple Heart Medal by the medical facility concerned. In the case of wounded personnel who are not hospitalized, commanding officers will present the medal.

(1) The intended use of the Purple Heart Medal is to bestow recognition on those persons who, as a result of enemy action, suffer death or are injured to such a degree as to require treatment by a medical officer. It is not so liberal as to include awards to individuals who receive minor injuries wherein no medical treatment is required, even though such minor injuries are inflicted by enemy action. Likewise, it is not intended to recognize individuals who receive injury during an action with the enemy from a force not set in motion by the enemy. For example, the award should not be made to those persons who sustain an injury while seeking cover from an enemy attack, whether or not medical treatment is required. However, a person seeking cover who is injured by concussion or debris resulting from the explosion of enemy ordnance, and requires treatment by a medical officer, is eligible for the Purple Heart Medal. The award will be based on information generated by casualty reporting procedures now in effect within the Division. Recommendation by the recipient's parent unit is not required.

(2) Letters certifying awards of the Purple Heart Medal will be issued by the Commanding General. The Division Awards Officer is assigned responsibility for preparation of these letters and is further assigned responsibility for providing Purple Heart Medals to parent units and medical facilities for presentation to wounded personnel.

d. Awards received for deceased personnel or those listed as missing in action will be forwarded to the Commandant of the Marine Corps (Code DL).

203. RECOMMENDATION FOR AWARDS OF THE SERIOUSLY WOUNDED

\*1. For the purpose of this Manual "seriously wounded" is defined as meaning the amputation of one or more limbs, loss of one or both eyes, or paralysis of a permanent nature. The vital morale factor provided by immediate presentation of awards to seriously wounded individuals cannot be over-emphasized.

## STANDING OPERATING PROCEDURE FOR AWARDS 204.2

\*2. The Commanding General desires, as a matter of policy, that individuals who have been seriously wounded be recommended for a combat award in addition to the Purple Heart Medal and that it be the highest award consistent with good judgement. Decorations up to and including the Bronze Star Medal can be approved by the Commanding General, III Marine Amphibious Force. Recommendations for higher awards will be addressed to the appropriate awarding authority.

3. The Casualty Reporting Control Center will notify the Division Awards Section by telephone of all seriously wounded individuals and will immediately notify the member's command by phone or message, whichever is the most rapid communication, at which time the organization notified will take immediate action as set forth herein. It will be necessary for personnel performing casualty reporting duties within each organization to immediately notify the commanding officer of all individuals seriously wounded on the battlefield.

4. If a seriously wounded individual dies as a result of his wounds and it is desired to recommend the individual for an award, recommendations will not be forwarded by message, but forwarded as a posthumous award on the standard NAVPERS 1650/6 (Rev 4-69) Awards Recommendation Form.

\*204. POSTHUMOUS AWARDS

1. There are three situations which exist wherein a posthumous award recommendation may be submitted:

a. When an award is submitted for heroism in the act or action in which the individual is killed.

b. When a meritorious service award is recommended for the period of service up to the time of death.

c. A pending recommendation for heroic acts which occurred prior to the individual's death.

2. Commanding officers will endeavor to submit all recommendations as expeditiously as possible and within a 10 day period after the individual's death. Any recommendation submitted more than 20 days after death shall be fully justified by a cover letter with reasons and circumstances surrounding the late submission. Recommendations for posthumous awards will be submitted to this Headquarters on NAVPERS Form 1650/6 (Rev 4-69). Use format in Figure 5 of Appendix A.

## 205.1 STANDING OPERATING PROCEDURE FOR AWARDS

205. CERTIFICATE OF COMMENDATION

1. The Certificate of Commendation may be awarded to personnel for exceptional performance of duty above and beyond that which is normally required or expected of an individual when such duty cannot be adequately recognized by appropriate remarks on fitness reports, conduct and proficiency marks or meritorious masts. Some examples of such duty include, but are not limited to the following: temporary duty with another unit or other component branches of the Armed Forces, materially aiding the unit to which attached; members of briefing teams; temporary instructors or assistance teams to subordinate units; personnel assisting at the scene of motor vehicle, aircraft or domestic accidents and rendering extraordinary assistance; excelling in a formal school.

a. Commanding officers shall adhere as closely as possible to the format contained in Figure 10 when nominating an individual for a Certificate of Commendation. The original will be forwarded to this Headquarters.

\* b. Recommendations for Certificates of Commendation should be submitted within 10 days of the heroic/meritorious achievement. Recommendations submitted upon an individual's detachment must include the date and place of transfer. There will be no posthumous awards of the Certificate of Commendation.

c. Recommendations will indicate the full name of the individual; e. g., Corporal John Paul JONES. Proposed citations shall not exceed 8 1/2 inches in width or 1 1/2 inches from top to bottom since this is the maximum typing space available on the Certificate of Commendation form.

206. MERITORIOUS MAST. Whenever the performance of an enlisted person is considered noteworthy or commendable beyond the usual requirements of duty, or he demonstrates exceptional industry, judgment or initiative for his rank, the senior who has observed him will make a report of this to the individual's commander. All such reports will be sent to the appropriate commander for careful consideration. In those cases where the performance, etc., does not meet the criteria for a Certificate of Commendation or a personal decoration, meritorious mast should be held.

\*207. LETTERS OF APPRECIATION. Within the 1st Marine Division, only the Commanding General will issue a Letter of Appreciation. Subordinate commanders are encouraged to submit recommendations for Letters of Appreciation in the format similar to Figure 10 of Appendix A. In lieu of a proposed citation, the recommendation will contain a proposed Letter of Appreciation.

STANDING OPERATING PROCEDURE FOR AWARDS 209

208. STRIKE/FLIGHT ELIGIBILITY FOR THE AIR MEDAL.

The criteria set forth in paragraph 201.6 of reference (b) will be used in determining eligibility for the Air Medal for combat missions under the Strike/Flight System.

- \*209. COMBAT ACTION RIBBON. Policies and guidance concerning eligibility requirements, submission of recommendations and other information concerning the subject ribbon can be found in Division Bulletins published periodically in the 1650 series.

## STANDING OPERATING PROCEDURE FOR AWARDS 301.2

SECTION III301. INDIVIDUAL AWARD RECOMMENDATIONS FOR OTHER U. S.  
ARMED FORCES PERSONNEL

- \*1. Awards for members of other U. S. Armed Forces will be prepared in the format outlined in Section II and forwarded to this Headquarters. Subsequent to decision by the Commanding General, the recommendation will be forwarded to the Secretary of the Navy via appropriate channels of the other service concerned.
- \*2. Members of the U. S. Army and Air Force are eligible to receive from the U. S. Navy or Marine Corps any military decoration listed herein except the Medal of Honor and the Combat Action Ribbon. Army and Air Force personnel will not be awarded a Navy decoration for services which have already been recognized by an Army or Air Force decoration.

## STANDING OPERATING PROCEDURE FOR AWARDS 402

SECTION IV401. FOREIGN AWARDS TO U. S. PERSONNEL

\*1. Often after noteworthy combined U. S./Vietnamese operations, certain individuals are singled out as recipients of Vietnamese awards. On occasions in the past, units of this command have submitted recommendations for Vietnamese awards directly to the commander of the Army of the Republic of Vietnam unit who requested the recommendation. Additionally, there have been improper procedures followed in the processing of these awards.

\*2. The procedures to be followed in the processing of these awards are set forth below:

a. Under no circumstances will awards be solicited from the Vietnamese Government (either unit or individual) nor will recommendations be submitted to Vietnamese officials for any award (unit or individual) prior to review by this Headquarters.

b. All recommendations for Vietnamese awards will be forwarded to this Headquarters for review. Upon completion of review, the recommendation will be returned to the appropriate commanding officer for submission to the Vietnamese organization concerned.

c. In certain instances, commanders of organizations of the Army of the Republic of Vietnam and/or Vietnamese Government officials may present a Vietnamese decoration to an individual during appropriate ceremonies. Decrees and citations normally are not received from Vietnamese authorities until six or eight months after the time of presentation. Accordingly, the commanding officer having Special Courts-Martial jurisdiction will issue to the individual a letter, for record purposes, in the format illustrated in Figure 11 of Appendix A, and further make an entry in the Service Record Book or the Officer's Qualification Record as shown in Figure 12 of Appendix A.

3. Receipt of a Vietnamese award will not preclude a recommendation for a U. S. award for the same service. Vietnamese decorations which may be retained are listed in paragraph 401.2 of reference (b).

402. PRESENTATION. Unless an awards ceremony is scheduled by Vietnamese authorities, and the medals actually presented,

## STANDING OPERATING PROCEDURE FOR AWARDS 502

SECTION V

\*501. RECOMMENDATIONS FOR U. S. AWARDS TO FOREIGN PERSONNEL. Awards for heroism or meritorious service may be recommended for foreign military personnel including CIDG and Kit Carson Scouts. All acts of heroism for which an award of the Silver Star or higher is being recommended, must have been witnessed by a member(s) of the U. S. Armed Forces. Acts for which recommendations for the Distinguished Flying Cross and lesser valorous awards are submitted need not be witnessed by a member of the U. S. Armed Forces. However, such recommendations must be submitted by a member of the U. S. Armed Forces who has knowledge of the facts. The Medal of Honor, Meritorious Service Medal, Navy Achievement Medal, Purple Heart and Combat Action Ribbon may not be awarded to personnel of foreign nations.

\*502. PROCEDURES. Recommendations for U. S. awards will meet the criteria outlined in Section II herein. Additional information regarding the submission of meritorious awards will be found in reference (e). A biographical sketch as shown in Figure 13 of Appendix A and a proposed citation must be forwarded with the recommendation. Figure 7 of Appendix A shows the chain of command to be used for foreign personnel award recommendations.

## STANDING OPERATING PROCEDURE FOR AWARDS 602.3

SECTION VI

601. UNIT AWARDS. Unit awards are generally recommended for battalion sized or larger units; however, they may be recommended for separate companies, units and detachments. Commanding officers of units will forward their recommendation (an original and 10 copies are necessary for appropriate processing) to this Headquarters for investigation and initiation of the actual award recommendation. Each recommendation will contain the same type of detail as required for recommendations for individual decorations. In addition, a recommendation for a unit award will include a proposed citation, a list of all existing and pending awards and a complete list of all qualifying recommended reinforcing units, with dates of attachment to the unit recommended for citation and shall be submitted as a part of the recommendation. No unit or any part thereof shall be recommended for two or more commendations for the same act or service.

602. SPECIAL REQUIREMENTS AND LIMITATIONS FOR RECOMMENDATIONS

1. PRESIDENTIAL UNIT CITATION. This award is on the same level as the Navy Cross. It should be recommended for a unit only when it has clearly distinguished itself by action(s) of a character comparable to that which would recommend the award of the Navy Cross to an individual. The performance of duty in carrying out a mission under the ordinary hazards of war, or participation in extended periods of combat duty or a large number of combat missions does not, in itself, justify a recommendation for this award, which is designed to recognize specific acts of heroism on the part of the unit acting as a team.
2. NAVY UNIT COMMENDATION. This award is on the same level as the Silver Star Medal and the Legion of Merit. It should be recommended for a unit only when it has clearly distinguished itself by action(s) of a character comparable to that which would recommend award of the Silver Star Medal or Legion of Merit to an individual. Normal performance of duty or participation in a large number of combat missions does not, in itself, justify recommendation for this award.
3. MERITORIOUS UNIT COMMENDATION
  - a. This award is on the same level as the Bronze Star Medal, it should be recommended for a unit when it has distinguished itself under combat or non-combat conditions, by either valorous or meritorious achievement which renders the unit outstanding compared to other units performing similar

602.3        STANDING OPERATING PROCEDURE FOR AWARDS

service, but not sufficient to justify the award of the Navy Unit Commendation.

b. A bronze letter "V" is authorized if the commendation is earned for a combat performance.

## STANDING OPERATING PROCEDURE FOR AWARDS 702.2

SECTION VII

701. CAMPAIGN AND SERVICE MEDALS. These awards will be made in accordance with the criteria and procedures in SECNAVINST P1650.1, Marine Corps Orders and Bulletins in the 1650 series, and such other Directives/Instructions as may be published. This section will be limited to campaign and service medals applicable to the current period of operations only.

702. ARMED FORCES EXPEDITIONARY MEDAL

1. GENERAL. Members of the Armed Forces of the United States participating in the Vietnam operation from 1 July 1958 to 3 July 1965 inclusive, may elect issue of the Armed Forces Expeditionary Medal for their service in lieu of the Vietnam Service Medal described in paragraph 703, provided one of the following criteria was met:

a. Served not less than 30 consecutive days in the area of operations;

b. Engaged in direct support of operations for 30 consecutive days or 60 non-consecutive days, provided such support involved entering the area of operations;

c. Served for the full period when an operation was of less than 30 days duration;

d. Engaged in actual combat, or duty which was equally as hazardous as combat duty, during an operation against armed opposition, regardless of time in the area;

e. Participated as a regular assigned crew member of an aircraft flying into, out of, within, or over the area in support of the military operation;

f. Be recommended, or attached to a unit recommended by the Chief of Naval Operations or the Commander of a unified or specified command for award of the medal, although the criteria above may not have been fulfilled.

2. ADMINISTRATIVE INSTRUCTIONS. It is emphasized only one award may be issued for service in Vietnam. Eligible personnel who elect the Armed Forces Expeditionary Medal in lieu of the Vietnam Service Medal will sign a statement on NAVMC 118 (11)-PD of their individual service record as follows:

## 703.1 STANDING OPERATING PROCEDURE FOR AWARDS

"I elect award of the Armed Forces Expeditionary Medal in lieu of the Vietnam Service Medal for service in Vietnam from \_\_\_\_\_ to \_\_\_\_\_."

\_\_\_\_\_  
(Signature)

On receipt of the above statement, his commanding officer will cause an appropriate entry to be placed under the awards section of NAVMC 118(9)-PD of the individual's service record as follows:

Description:	AFEXPMDL
Date Approved:	The date of eligibility requirements listed on 702.1a through 702.1f was met
Approved by:	Commanding officer, appropriate unit designation
Signature:	Verifying signature as prescribed in MCO P1070.8, par 4001.4h

703. VIETNAM SERVICE MEDAL

1. GENERAL. Members of the Armed Forces serving at anytime in Vietnam, its contiguous waters, or air space thereover, between 4 July 1965 and a terminal date to be announced (except as noted in paragraph 702) are eligible for this award, provided one of the following criteria is met.

a. Shore Duty. Attached to and regularly serving with, for one or more days, an organization participating in, or directly supporting military operations.

b. Sea Duty. Attached to and regularly serving with, for one or more days, aboard a Naval vessel directly supporting military operations.

c. Air Duty. Actual participation as a crew member in one or more aerial flights into air space above Vietnam and contiguous waters directly supporting military operations.

d. Temporary Duty. Service for 30 consecutive days or 60 non-consecutive days in Vietnam or contiguous waters except that the time limit may be waived for personnel partici-

## STANDING OPERATING PROCEDURE FOR AWARDS 704.1

pating in actual combat operations.

\*2. CAMPAIGN PERIODS. A bronze star 3/16" in diameter is authorized to be worn on the suspension ribbon and ribbon bar of the Vietnam Service Medal for participation in the following campaigns:

- |       |   |  |
|-------|---|--|
| I.    | 15Mar62 - 7Mar65  | Vietnam Advisory Campaign                      |
| II.   | 8Mar65 - 24Dec65  | Vietnam Defense Campaign                       |
| III.  | 25Dec65 - 30Jun66                                       | Vietnamese Counter-Offensive Campaign          |
| IV.   | 1Jul66 - 31May67  | Vietnamese Counter-Offensive Campaign Phase II |
| V.    | 1Jun67 - 29Jan68  | Vietnamese Counter-Offensive Phase III         |
| VI.   | 30Jan68 - 1Apr68  | Tet Counter-Offensive                          |
| VII.  | 2Apr68 - 30Jun68  | Vietnamese Counter-Offensive Campaign Phase IV |
| VIII. | 1Jul68 - 1Nov68   | Vietnamese Counter-Offensive Campaign Phase V  |
| IX.   | 2Nov68 - (To date to be announced)(No Name established) |  |

3. ADMINISTRATIVE INSTRUCTIONS. Commanding officers will determine individual eligibility, and will place an appropriate entry under the awards section of NAVMC 118(9)-PD as follows:

Description:	VSM w/1* (As appropriate)
Date Approved:	The date of eligibility requirements listed in 703.1a through 703.1d was met
Approved by:	Commanding officer, appropriate unit designation
Signature:	Verifying signature as prescribed in MCO P1070.8, par 4001.4h

704. VIETNAM CAMPAIGN MEDAL

1. GENERAL. Members of the Armed Forces participating in the Vietnam operation from 1 March 1961 to a future date to be announced are eligible for this award of the Vietnamese government, provided one of the following criteria is met:

- a. Wounded or injured in hostile action.
- b. Captured by the opposing force during actions or in

## 705            STANDING OPERATING PROCEDURE FOR AWARDS

line of duty, but later rescued or released.

c. Killed in action or in line of duty.

d. During the period 1 March 1961 to a date to be announced, served six months in South Vietnam, or six months outside the geographical limits of South Vietnam; but contributing direct combat support to the Republic of Vietnam Armed Forces during such period. The six months required need not be consecutive. For personnel serving outside the geographical limits of South Vietnam, the six months requirement will be considered fulfilled if such personnel earn the Armed Forces Expeditionary Medal/Vietnam Service Medal and serve in the eligibility area for these two awards during each of the six months. A distinguishing device (1960 - ) will be worn on the suspension ribbon of the medal and on the ribbon bar.

2. ADMINISTRATIVE INSTRUCTIONS. Commanding officers will determine individual eligibility from available records and will place an appropriate entry under the awards section of NAVMC 118(9)-PD as follows:

Description:	VCM w/Device (1960 - )
Date Approved:	The date of eligibility requirements listed in 704.1a through 704.1d was met
Approved by:	Commanding officer, appropriate unit designation
Signature:	Verifying signature as prescribed in MCO P1070.8, par 4001.4h

705. CERTIFYING LETTERS. Commanding officers will address official letters to officer personnel as soon as practicable on or after the first date an officer becomes eligible for the Vietnam Service Medal and the Vietnam Campaign Medal, certifying his eligibility for the award, authorizing the wearing of the ribbon bar and indicating date of issuance. A suggested letter format is shown in Figures 14 and 15 of Appendix A. Copies of letters issued will be forwarded to the Commandant of the Marine Corps (Code DGH) for filing in the officer's records.

## STANDING OPERATING PROCEDURE FOR AWARDS 801

SECTION VIII

801. PRECEDENCE OF MILITARY AWARDS. Due to interest shown and the number of queries received by the Division Awards Section relating to the precedence of awards, this compilation of data from the Navy and Marine Corps Awards Manual and numerous other official publications has been prepared to assist personnel in establishing the proper precedence of awards. The precedence of military decorations, medals, ribbons and badges authorized for personnel of the Navy and Marine Corps is as follows:

MILITARY DECORATIONS (PERSONAL)

Medal of Honor  
 Navy Cross  
 Distinguished Service Medal  
 Silver Star Medal  
 Legion of Merit  
 Distinguished Flying Cross  
 Navy and Marine Corps Medal  
 Bronze Star Medal  
 \*Meritorious Service Medal  
 Air Medal  
 Joint Service Commendation Medal  
 Navy Commendation Medal  
 Navy Achievement Medal  
 Purple Heart Medal  
 \*Combat Action Ribbon

WORN IN ORDER OF PRE-  
 CEDENCE AS SHOWN

UNIT AWARDS

Presidential Unit Citation  
 Navy Unit Commendation  
 Meritorious Unit Commendation

WORN IN ORDER OF PRE-  
 CEDENCE AS SHOWN, IM-  
 MEDIATELY AFTER MILITARY  
 DECORATIONS

NON-MILITARY DECORATIONS

Gold Life Saving Medal  
 Silver Life Saving Medal  
 National Security Medal  
 National Aeronautics and Space  
 Administration Distinguished  
 Service Medal  
 Presidential Medal of Freedom

WORN IN ORDER EARNED,  
 EXCEPT WHEN MORE THAN  
 ONE DECORATION HAS BEEN  
 ESTABLISHED BY THE SAME  
 AGENCY, PRECEDENCE IS  
 AS ESTABLISHED BY THAT  
 AGENCY

CAMPAIGN AND SERVICE AWARDS

Reserve Special Commendation Ribbon  
 Good Conduct Medal

801

## STANDING OPERATING PROCEDURE FOR AWARDS

Naval Reserve Medal  
 Naval Reserve Meritorious Service  
     Ribbon  
 Organized Marine Corps Reserve  
     Medal  
 Dewey Medal  
 Sampson Medal  
 Peary Polar Expedition Medal  
 NC-4 Medal  
 Byrd Antarctic Expedition  
     Medal (1929-30)  
 Second Byrd Antarctic Expedi-  
     tion Medal (1933-35)  
 United States Antarctic Expedi-  
     tion Medal (1939-1941)

WORN IN ORDER OF PRE-  
 CEDENCE AS SHOWN, IM-  
 MEDIATELY AFTER NON-  
 MILITARY DECORATIONS

CAMPAIGN AND SERVICE AWARDS

Civil War Medal  
 Expeditionary Medals (Navy or Marine Corps)  
 Spanish Campaign Medal  
 Philippine Campaign Medal  
 China Relief Expedition Medal  
 Cuban Pacification Medal  
 Mexican Service Medal  
 Haitian Campaign Medal (1915)  
 Dominican Campaign Medal  
 Victory Medal World War I  
 Haitian Campaign Medal  
     (1919-20)  
 Second Nicaraguan Campaign  
     Medal  
 Yangtze Service Medal  
     (1937-39)  
 China Service Medal  
     (1937-39)  
 American Defense Service Medal  
 American Campaign Medal  
 European-African-Middle  
     Eastern Campaign Medal  
 Asiatic-Pacific Campaign Medal  
 Victory Medal World War II  
 Medal for Humane Action  
 Navy Occupation Service Medal  
 China Service Medal  
     (1945-57)  
 National Defense Service Medal  
 Korean Service Medal  
 Armed Forces Reserve Medal  
 Marine Corps Reserve Ribbon  
 Vietnam Service Medal

WORN IN ORDER IN WHICH  
 EARNED (NOTE-ALTHOUGH  
 WORN IN ORDER EARNED,  
 THESE AWARDS ARE LISTED  
 CHRONOLOGICALLY AND MANY  
 ARE NOW OBSOLETE)

## STANDING OPERATING PROCEDURE FOR AWARDS 801

FOREIGN AWARDS AND NON-U. S. SERVICE AWARDS

National Order of Vietnam  
 Gallantry Cross (Vietnam)  
 Armed Forces Honor Medal (Vietnam)  
 United Nations Service Medal  
 Philippine Defense Ribbon  
 Philippine Liberation Ribbon  
 Philippine Independence Ribbon  
 Vietnam Campaign Medal

FOREIGN DECORATIONS TAKE  
 PRECEDENCE IMMEDIATELY  
 AFTER ALL UNITED STATES  
 SERVICE AWARDS. EARNED  
 EXCEPT THAT WHEN TWO OR  
 MORE FOREIGN DECORATIONS  
 ARE ISSUED BY THE SAME  
 COUNTRY, THEY ARE WORN  
 IN ACCORDANCE WITH THE  
 PRECEDENCE ESTABLISHED

BY THAT COUNTRY. (FOR A COMPLETE LIST OF VIETNAMESE  
 DECORATIONS AUTHORIZED FOR ACCEPTANCE, SEE SECNAVINST  
 1650.23A) NON-U. S. SERVICE AWARDS TAKE PRECEDENCE  
 IMMEDIATELY AFTER ALL FOREIGN DECORATIONS. THE PRE-  
 CEDENCE SHOWN IS CORRECT.

FOREIGN UNIT DECORATIONS

Philippine Republic Presidential  
 Unit Citation  
 Korean Presidential Unit  
 Citation  
 State of Vietnam Presidential  
 Unit Citation

FOREIGN UNIT AWARDS TAKE  
 PRECEDENCE IMMEDIATELY  
 AFTER ALL NON-U. S. SER-  
 VICE AWARDS, AND ARE WORN  
 IN THE ORDER EARNED.

## STANDING OPERATING PROCEDURE FOR AWARDS

APPENDIX A  
BIOGRAPHICAL SKETCH

FULL NAME	LAST	FIRST	MIDDLE	RANK	SERNO/MOS	COMP
-----------	------	-------	--------	------	-----------	------

SocSec No: \_\_\_\_\_ Exp of Active Duty: \_\_\_\_\_  
 Date Arr RVN: \_\_\_\_\_ Est Detach Date: \_\_\_\_\_  
 Curr Org: \_\_\_\_\_ RUC: \_\_\_\_\_  
 New Duty Sta: \_\_\_\_\_  
 Personal Decorations: \_\_\_\_\_  
 Award(s) recommended but not yet approved: \_\_\_\_\_

COMPLETE RESUME OF TOUR IN THE REPUBLIC OF VIETNAM IN CHRONOLOGICAL ORDER FROM DATE ARRIVED THROUGH SCHEDULED DEPARTURE DATE. BE SPECIFIC IN DESCRIBING PRIMARY DUTY AND SIGNIFICANT ACCOMPLISHMENTS IN EACH ASSIGNMENT.

1. Attach additional sheets as necessary.
2. Must be delivered to Division Awards Officer ten days prior to scheduled departure date.

Figure 1. Format for Biographical Sketch.

## DECLASSIFIED

SPECIAL NAVY ACHIEVEMENT MEDAL RECOMMENDATION FORM  
FOR ALL UNIT LEADERS (INFANTRY AND CONNAISSANCE)AWARD RECOMMENDATION  
NAVPERS 1630/6 (B-67) S/N 0105-902-8180

DATE: 6 May 1970

## INSTRUCTIONS

Originating command fill in all information available and forward to immediate superior.

Via addressee utilize fill-in endorsements. Attach additional sheets as necessary to amplify recommendation.

1. FROM: Commanding Officer, Company M 3d Battalion, 1st Marines 1st Marine Division (Rein), FMF FPO San Francisco, Calif 96602		2. TO: Commanding General Fleet Marine Force, Pacific FPO San Francisco, Calif 96610		
3. FILE/SERV. NO. 192 30 95	4. NAME (Last, first, initial) HAUFF, John Paul	5. RANK/RATE LCpl	6. OFF. DESIG/MOS 0311	7. BR. OF SERV. USMC
8. STATUS <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE	9. SOCIAL SECURITY NO. 055-32-1217	10. EXP. OF ENL. OR OBL. SERV. 4 July 1970	11. ESTIMATED DETACHMENT DATE 5 May 1970	
12. PERMANENT ADDRESS 3512 N. Elm Street Madison, Wisconsin		13. PLACE OF BIRTH New York, New York		
14. NAME OF PRESENT UNIT MCB, CamPen, Calif		DUTY ASSIGNMENT Unknown		
15. NAME OF UNIT AT TIME OF ACTION/SERVICE CoM, 3dBn, 1stMar, 1stMarDiv(Rein)		DUTY ASSIGNMENT Fire Team Leader		
16. NAME OF AWARD RECOMMENDED Navy Achievement Medal		17. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS	18. <input type="checkbox"/> POST-HUMOUS	19. HAS SERVICE BEEN HONORABLE? (If not, attach statement) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
20. COMBAT "V" RECOMMENDED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	21. AREA WHERE ACTION TOOK PLACE RVN		22. DATE OR DATES OF ACTION/SERVICE 10 May 1969 - 5 May 1970	

23. PREVIOUS DECORATIONS RECEIVED AND DATES OF ACTION (Omit Unit Awards, campaign and service medals)

Purple Heart - 15 September 1969

24. DECORATIONS RECOMMENDED BUT NOT YET ACTED ON - INCLUDE DATES OF ACTION/SERVICE COVERED

None

25. OTHERS BEING RECOMMENDED FOR SAME ACTION/SERVICE (Name, rank, service number, branch of service and award recommended)

None

26. EYEWITNESSES (Name, rank, service number, branch of service - Attach statements as required)

None

27. SUMMARY OF ACTION (Include dates, assignment, location, weather, enemy and friendly strength and disposition, casualties, action justifying the award - When Medal of Honor is recommended append free hand sketch of area.)

While serving as a (Platoon Sergeant), (Squad Leader), (Fire team leader) (Patrol leader), (other ) with CoM, 3dBn, 1stMar, 1stMarDiv (Rein), FMF in connection with operations against the enemy in the Republic of Vietnam, (from 10 May 69 to 5 May 70). LCpl HAUFF performed his duties in an exemplary manner.

Participating in three major combat operations, including Operations OKLAHOMA HILLS, PIPESTONE CANYON, and DURHAM PEAK, he repeatedly distinguished himself by his courage and composure under fire. (Include here one or two examples of the individual's personal bravery and/or individual achievement. Be specific)

Figure 2. Special Navy Achievement Medal Recommendation.

## DECLASSIFIED

NAVPERS 1650/6 (8-67) (BACK)

28 SUMMARY OF ACTION (Cont'd)

Throughout his tour, Lance Corporal HAUFF has shown outstanding ability and military skill as a fire team leader. On 10 September 1969, while participating in a squad sized patrol in the Viem Dong Area, ten miles south-east of Da Nang, the patrol came under intense enemy fire from an estimated squad of Viet Cong. When the point element became pinned down, Lance Corporal HAUFF quickly maneuvered his fire team to a more advantageous position and provided a base of fire allowing the point element to regain its fire superiority and forcing the enemy to break contact. After assaulting the fleeing enemy by fire, a check of the enemy position revealed 1 VC KIA and 1 AK-47 rifle. Lance Corporal HAUFF's courage, leadership and quick thinking materially contributed to the successful accomplishment of his unit's mission.

Constantly concerned for the combat readiness of his unit, he tirelessly trained his men and molded them into an effective fighting force. LtCpl HAUFF's leadership, professional competence and steadfast devotion to duty throughout reflect great credit upon himself, the Marine Corps and the Naval Service."

29. I certify that the facts contained herein are known to me.

NAME RANK TITLE OF ORIGINATOR

J. A. SMYTHE, Capt, CO

SIGNATURE

*J. A. Smythe*

30. FIRST ENDORSEMENT

From: Commanding Officer, 3d Battalion, 1stMar, 1stMarDiv Date: 7 May 1970

To: Commanding General, Fleet Marine Force, Pacific

Via: (1) Commanding Officer, 1st Marines, 1st Marine Division (Rein), FMF

(2) Commanding General, 1st Marine Division (Rein), FMF

(3)

1. Forwarded, readdressed.

2. ☒ Basic recommendation is concurred in.☐ Recommend modification of recommendation (See attached sheet)☐ Approval not recommended for the following reason(s):*A. B. Cellon*

LtCol A. B. CELLON, USMC, CO

(Signature)

31 FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)

VIA	RECOMMENDATION	DATE RECEIVED	DATE FORWARDED	RANK, SIGNATURE AND TITLE
1	Navy Achievement Medal	8 May70	9 May70	<i>C. D. Edwards</i> C. D. EDWARDS, Col, CO, 1stMar
2				
3				

32 DISPOSITION OF BASIC RECOMMENDATION BY AWARDING AUTHORITY

SIGNATURE

DATE

Figure 2. Special Navy Achievement Medal Recommendation --- Continued,

INTERIM LETTER/LETTER OF CONTINUITY

## HEADING

MS/ad  
1650  
3 Jan 1970

From: Captain Michael STANDISH 09 20 21 USMC  
To: Commanding Officer, H&S Company, 1st Battalion,  
1st Marines  
Via: (1) Commanding Officer, 1st Marines  
(2) Commanding Officer, 1st Battalion, 1st Marines  
Subj: Interim Letter/Letter of Continuity; case of First  
Sergeant John S. GRAY 42 35 67 USMC  
Ref: (a) DivO P1650.8A

1. It is recommended that First Sergeant GRAY be considered for an appropriate end of tour award upon the completion of his tour in the Republic of Vietnam.

2. First Sergeant GRAY served as the First Sergeant of Headquarters and Service Company under my command from 27 May 1969 to 26 December 1969. Throughout this time, he performed his myriad and demanding duties in an exemplary and highly professional manner. During this time, he was working with inexperienced clerical personnel in a company that had an average strength of 350, while he was constantly experiencing a vast turnover of personnel. Other than the Commanding Officer, the company only had one platoon commander who was also the Motor Transport Officer. First Sergeant GRAY frequently performed in a dual capacity of Executive Officer/First Sergeant. When this officer was out on operations, First Sergeant GRAY assumed the duties of Headquarters Commandant of the base camp and his performance of duties left nothing to be desired. Working tirelessly with meticulous attention to detail, he ably supervised all supply and administrative matters within his command and largely due to his diligence and resourcefulness, greatly enhanced the combat readiness of the company. First Sergeant GRAY ran H&S Company with a firm, yet cooperative, spirit demanding and receiving the respect and admiration of every man subordinate to him and enjoyed this same status from his seniors. Whenever the cantonment came under enemy attack, he immediately moved to the point of heaviest contact and with complete disregard for his own safety moved throughout the embattled area

Figure 3. Sample format for Interim Letter/Letter of Continuity.

DECLASSIFIED

directing fire and offering words of encouragement to the troops while keeping the Headquarters Commandant informed of the progress in his sector. First Sergeant GRAY is the type of First Sergeant one often hears about but is seldom ever privileged to meet.

*Michael Standish*  
MICHAEL STANDISH

Figure 3. Sample format for Interim Letter/Letter of Continuity --  
Continued.

A-6

DECLASSIFIED

MESSAGE FORMAT FOR AWARD RECOMMENDATIONS

FROM: ORIGINATOR

TO: CG FIRST MARDIV

INFO: APPROPRIATE IMMEDIATE COMMANDER(S)

UNCLAS E F T O

RECOMMENDATION FOR INDIVIDUAL AWARD

A. FMFPACO P1650.1C

1. FOL SUBM IAW REF A:

A. FULL NAME, RANK, SERV NO, COMP

B. UNIT TO WHICH ATTACHED AND SERVING WITH

C. RECOMMENDED AWARD INCLUDING COMBAT DISTINGUISHING  
DEVICE

D. SEE PARA E.

E. PROPOSED CITATION (MUST CONTAIN ADEQUATE DETAIL, I.E.,  
SPECIFIC FACTS, DATE, ETC, UPON WHICH RECOMMENDATIONS CAN BE  
APPROVED).

F. PREVIOUS DECORATIONS.

G. EST DATE OF DETACHMENT

H. NUMBER OF PERS RECOM FOR SAME ACT (1 OF 9, 2 OF 9, ETC)  
ADDITIONAL INFORMATION AS DEEMED NECESSARY OR WHICH MAY PROVE  
HELPFUL, I.E., DATE OF DEATH IF POSTHUMOUS OR DATE OF WIA IF  
FOR SERIOUSLY WOUNDED.

BT

Figure 4. Sample format for message type award recommendations.

A-7

## DECLASSIFIED

PERSONAL AWARD RECOMMENDATION  
NAVPERS 1650/6 (Rev, 4-69) S/N-0106-081-0601

SER:  
DATE: 20 Feb 1970

## INSTRUCTIONS

Originating command fill in all information available. Fleet Commanders in Chief. If not in the operating forces, If in the operating forces, forward to approving authority with copies to intermediate echelons as directed by forward via the administrative chain of command.

1. SERVICE NO. 123 45 67	1A. SOCIAL SECURITY NO. 987-65-4321	11. DESIG/NEC/MOS/SPEC 0311	12. EXP. OF ACTIVE DUTY 31 December 1970
2. NAME (Last, first and middle) JAMES, Michael Joseph		13. EST. DETACHMENT DATE 1 May 1970	
3. COMPONENT (USN, USNH, USMC, USMCR, etc.) USMC		14. NEW DUTY STATION CoE, 2dBn, 5thMar, 1stMarDiv (Rein), FMF	
4. GRADE/RATE Cpl	15. UNIT AT TIME OF ACTION/SERVICE CoE, 2dBn, 5thMar, 1stMarDiv		15A. DUTY ASSIGNMENT Fire Team Leader
5. BUIC/RUC (During Act/Service) 11171		16. PREVIOUS PERSONAL AWARDS Purple Heart Medal - 13 July 1969 Navy Commendation Medal - 23 August 1969	
6. RECOMMENDED AWARD Bronze Star Medal	6A. COMBAT "V" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
7. <input checked="" type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA		17. PERSONAL AWARDS RECOMMENDED - NOT YET APPROVED None	
8. NUMBER OF AWARD OF THIS MEDAL First		18. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION Cpl John Edward SHULTZ 246 80 24 USMC Navy Commendation Medal	
9. ACTION DATE/MERITORIOUS PERIOD 14 February 1970			
10. AREA OF ACTION/SERVICE RVN			

19. I certify that the facts contained in the summary of action are ☒ known to me ☐ a matter of record.

NAME, GRADE, TITLE OF ORIGINATOR O. K. SMITH, 1stLt, CO 20. FROM: Commanding Officer CoE, 2dBn, 5thMar 1st Marine Division (Rein), FMF	SIGNATURE <i>OK Smith</i> 21. TO: (Awarding Authority) Commanding General Fleet Marine Force, Pacific
--	---

22. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS ONLY AS NECESSARY.

VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1	Commanding Officer 2dBn, 5thMar 1stMarDiv(Rein), FMF	Bronze Star Medal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<i>J. R. Sweeney</i> J. R. SWEENEY, LtCol	21 Feb70
2	Commanding Officer 5th Marines 1stMarDiv(Rein), FMF	Bronze Star Medal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<i>E. E. Johnson</i> E. E. JOHNSON, Col	23 Feb70
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
4			<input type="checkbox"/> YES <input type="checkbox"/> NO		

23. TO BE COMPLETED BY AWARDING AUTHORITY:

DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V" <input type="checkbox"/> YES <input type="checkbox"/> NO	EXTRAORDINARY HEROISM RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE, GRADE, TITLE	DATE

INFO COPIES TO:

Figure 5. Sample format for Heroic Award Recommendation.

NO. ENCLOSURES ATTACHED

DECLASSIFIED

NAVPER 1650/6 (Rev. 4-69)

SUMMARY OF ACTION: (Attach draft of proposed citation, see SECNAVINST 1650.1)

WEATHER: Fair, slightly overcast.

TERRAIN: Cultivated fields encircled by treelines and village.

ENEMY SITUATION: Morale good. Entrenched in well-dug positions with small arms and machine guns. Casualties; 14 KIA and 3 WIA/POW.

FRIENDLY SITUATION: Morale good. Company size unit. Casualties; 3 WIA.

On 14 February 1970, the 2d Platoon, Company E, 2d Battalion, 5th Marines was participating in a company sweep north of Highway #1. The 1st Squad was searching a village when it began receiving a large volume of fire from an entrenched enemy firing from a hedgerow some 50 meters away. The initial burst of fire temporarily pinned down the squad. Due to the terrain and heavy brush, the 1st Squad was unable to return effective fire. Realizing the seriousness of the situation, Corporal JAMES, a fire team leader, fearlessly left his covered position and charged the enemy position. Oblivious to the rounds striking around him, he aggressively ran to within 5 meters of the enemy and knocked out one position with grenades. Having exhausted his supply of grenades, he fearlessly exposed himself to enemy fire to catch grenades thrown to him by his comrades. He then proceeded to eliminate the remainder of the enemy positions. His gallant efforts and bold initiative in the face of extreme personal danger relieved the pressure on his squad and allowed them to advance without suffering casualties. Corporal JAMES' exceptional presence of mind, courageous leadership and selfless devotion to duty inspired all who observed him and contributed significantly to the accomplishment of his unit's mission.

EYEWITNESS STATEMENTS ATTACHED:

Captain Kaylor T. YANCEY 08 77 08 USMC

PFC Robert R. SHERWOOD 222 33 34 USMC

DATE:

From: SECNAV (NDBDM)

To: CHNAVPER (PERS G-25) CMC (CODE DL)

1. Reviewed and recorded. Forwarded for appropriate action.
2. Extraordinary heroism recommended ☐ yes ☐ no.

(Signature)

==Figure 5. Sample format for Heroic Award Recommendation (Continued).

## DECLASSIFIED

PERSONAL AWARD RECOMMENDATION  
NAVPERS 1650/6 (Rev. 4-69) S/N-0106-081-

SER:  
DATE: 15 March 1970

## INSTRUCTIONS

Originating command fill in all information available. Fleet Commanders in Chief. If not in the operating forces, If in the operating forces, forward to approving authority with copies to intermediate echelons as directed by forward via the administrative chain of command.

1. SERVICE NO. 42 35 67		1A. SOCIAL SECURITY NO. 121-21-2121		11. DESIG/NEC/MOS/SPEC 9999		12. EXP. OF ACTIVE DUTY 7 December 1970	
2. NAME (Last, first and middle) GRAY, "J". "S"				13. EST. DETACHMENT DATE 25 January 1970			
3. COMPONENT (USN, USNR, USMC, USMCR, etc.) USMC			14. NEW DUTY STATION MCB, Camp Lejeune, N. C.				
4. GRADE/RATE 1stSgt			15. UNIT AT TIME OF ACTION/SERVICE H&SCo, 1stBn, 1stMar, 1stMarDiv			15A. DUTY ASSIGNMENT Company 1stSgt	
5. BUTC/RUC (During Act/Service) 11111				16. PREVIOUS PERSONAL AWARDS Purple Heart Medal - 23 February 1969			
6. RECOMMENDED AWARD Navy Commendation Medal			6A. COMBAT "V" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		17. PERSONAL AWARDS RECOMMENDED - NOT YET APPROVED None		
7. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA				18. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None			
8. NUMBER OF AWARD OF THIS MEDAL First							
9. ACTION DATE/MERITORIOUS PERIOD 30 January 1969 - 25 January 1970							
10. AREA OF ACTION/SERVICE RVN							
19. I certify that the facts contained in the summary of action are <input checked="" type="checkbox"/> known to me <input type="checkbox"/> a matter of record.							
NAME, GRADE, TITLE OF ORIGINATOR J. J. KELLY, LtCol, CO				SIGNATURE J. J. Kelly			
20. FROM: Commanding Officer 1st Battalion, 1st Marines 1st Marine Division (Rein), FMF				21. TO: (Awarding Authority) Commanding General Fleet Marine Force, Pacific			
22. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS ONLY AS NECESSARY.							
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE		DATE FWD	
1	Commanding Officer 1st Marines 1stMarDiv(Rein), FMF	Navy Commendation Medal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	A. B. CARSON, Col		17 Mar70	
2	Commanding General 1stMarDiv(Rein), FMF		<input type="checkbox"/> YES <input type="checkbox"/> NO				
3			<input type="checkbox"/> YES <input type="checkbox"/> NO				
4			<input type="checkbox"/> YES <input type="checkbox"/> NO				
23. TO BE COMPLETED BY AWARDING AUTHORITY:							
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED		SIGNATURE, GRADE, TITLE		DATE
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO				
INFO COPIES TO: Figure 6. Sample format for Meritorious Award Recommendation.							
NO. ENCLOSURES ATTACHED							

## DECLASSIFIED

NAVPER 1650/6 (Rev. 4-69)

SUMMARY OF ACTION: (Attach draft of proposed citation, see SECNAVINST 1650.1)

First Sergeant GRAY served as the First Sergeant of H&S Company, 1st Battalion, 1st Marines from 30 January 1969 to 25 January 1970. Throughout this period, First Sergeant GRAY displayed exceptional professional skill, resourcefulness and leadership in performing his myriad demanding duties. Working tirelessly with meticulous attention to detail, he ably supervised all supply and administration matters within his command and largely due to his diligence and resourcefulness, greatly enhanced the combat readiness of the company. Joining the battalion just after it displaced to a new combat base near Hoi An, First Sergeant GRAY immediately put his years of experience to work as he supervised the building of a base camp and defensive positions. Working under the most adverse conditions with inadequate engineer support, he turned the complex located in the desert near Hoi An into a defensible base camp which offered the weary troops a relatively protected area in which they could relax after exhausting operations and engagements. Supervising a company that averaged 350 men with untrained clerks and constantly experiencing a continual turnover of personnel, First Sergeant GRAY demanded and received the respect and cooperation of every man in the company. He supervised the guard which comprised four separate commands and had eight tenant units without staff cognizance over those units which was an accomplishment in itself. Realizing that the handling of POW's within the battalion left much to be desired, First Sergeant GRAY planned, coordinated and built a POW camp for the battalion and then supervised its daily operation. Whenever the base camp came under attack, First Sergeant GRAY immediately moved to the point of heaviest contact and with complete disregard for his safety moved throughout the embattled area directing fire and offering words of encouragement to the troops while keeping the Headquarters Commandant informed of the progress in his sector. When the Headquarters Commandant was on patrols or operations, he frequently assumed the duties of Headquarters Commandant and Company Commander. The company frequently was short of officers and staff NCO's and First Sergeant GRAY's leadership was fully utilized as he frequently did 3 or 4 jobs extremely well. When the battalion moved to Quang Tri with only 36 hours notice, the task of organizing, coordinating and supervising the movement of H&S Company and, for that part, the Command Group fell on the shoulders of First Sergeant GRAY. The movement was completed without loss of combat efficiency which is evidenced in the fact that the battalion was engaged in Operation MEDINA within 5 days of its arrival at Quang Tri. He is the type First Sergeant one often hears about, but is seldom privileged to meet. By his superior professional ability, inspiring leadership and selfless devotion to duty throughout, First Sergeant GRAY inspired all who observed him and contributed significantly to his battalion's mission.

Reason for late submission due to an administrative error.

DATE:

From: SECNAV (NOBDM)

To: CHNAVPER (PERS G-25) CMC (CODE DL)

1. Reviewed and recorded. Forwarded for appropriate action.
2. Extraordinary heroism recommended ☐ yes ☐ no.

Figure 6. Sample format for Meritorious Award Recommendation (Signature) -- Continued.

CHAIN OF COMMAND FOR AWARD RECOMMENDATIONS

I. INDIVIDUAL. The Chain of Command shown below is based on the First Endorsement of NAVPERS 1650/6 (Rev 4-6) being executed by the company commander.

a. MEDAL OF HONOR AND NAVY CROSS

\*(FOR OFFICIAL USE ONLY)

From: Company Commander  
 To: Secretary of the Navy (Navy Department Board of Decorations and Medals)  
 Via: (1) Battalion Commander  
 (2) Regimental Commander  
 (3) Commanding General, 1st Marine Division (Rein), FMF  
 \*(4) Commanding General, III Marine Amphibious Force  
 \*(5) Commander, U. S. Military Assistance Command, Vietnam  
 (6) Commanding General, Fleet Marine Force, Pacific  
 (7) Commander in Chief, U. S. Pacific Fleet (FF1-1)  
 \*(8) Commander in Chief, Pacific  
 (9) Commandant of the Marine Corps (Code DL)  
 (10) Chief of Naval Operations (OP-09B2E)

\*(FOR OFFICIAL USE ONLY)

\*For Medal of Honor only

b. POSTHUMOUS AWARDS (Silver Star Medal and below)

From: Company Commander  
 To: Commanding General, Fleet Marine Force, Pacific  
 Via: (1) Battalion Commander  
 (2) Regimental Commander  
 (3) Commanding General, 1st Marine Division (Rein), FMF

c. NAVY AND MARINE CORPS MEDAL

From: Company Commander  
 To: Commander in Chief, U. S. Pacific Fleet (FF1-1)  
 Via: (1) Battalion Commander  
 (2) Regimental Commander  
 (3) Commanding General, 1st Marine Division (Rein), FMF  
 (4) Commanding General, Fleet Marine Force, Pacific

d. ALL OTHER AWARDS FOR U. S. PERSONNEL

From: Company Commander

Figure 7. Chain of Command for Award Recommendations.

To: Commanding General, Fleet Marine Force, Pacific  
 Via: (1) Battalion Commander  
 (2) Regimental Commander  
 (3) Commanding General, 1st Marine Division (Rein), FMF

e. U. S. AWARDS FOR FOREIGN MILITARY PERSONNEL

From: Company Commander  
 To: Commanding General, Fleet Marine Force, Pacific  
 Via: (1) Battalion Commander  
 (2) Regimental Commander  
 (3) Commanding General, 1st Marine Division (Rein), FMF  
 (4) Commanding General, III Marine Amphibious Force  
 (5) Commander, U. S. Military Assistance Command, Vietnam

NOTE: The Navy Commendation Medal may be approved by the Commanding General, III Marine Amphibious Force when deemed appropriate.

2. UNIT AWARDS. The Chain of Command shown below is based on a recommendation for a battalion. Regimental recommendations are prepared for the Commanding General's signature and the difference in via addressees must be changed accordingly. (Unit awards may not be submitted on a NAVPERS 1650/6 Form).

a. PRESIDENTIAL UNIT CITATION AND NAVY UNIT COMMENDATION

From: Regimental Commander  
 To: Secretary of the Navy (Navy Department Board of Decorations and Medals)  
 Via: (1) Commanding General, 1st Marine Division (Rein), FMF  
 (2) Commanding General, III Marine Amphibious Force  
 (3) Commander, U. S. Military Assistance Command, Vietnam  
 (4) Commanding General, Fleet Marine Force, Pacific  
 (5) Commander in Chief, U. S. Pacific Fleet (FF1-1)  
 (6) Commander in Chief, Pacific  
 (7) Commandant of the Marine Corps (Code DL)  
 (8) Chief of Naval Operations (OP-09B2E)

b. MERITORIOUS UNIT COMMENDATION. Addressed to the Commandant of the Marine Corps (Code DL). Via addressees, less Commander in Chief, Pacific, are the same as for the Presidential Unit Citation and Navy Unit Commendation listed above.

Figure 7. Chain of Command for Award Recommendations -- Continued..

SAMPLE SUMMARY OF RECOMMENDATION FOR MEDAL OF HONOR

FOR OFFICIAL USE ONLY

Summary of Recommendation for Award of the Medal of Honor

(Posthumous)

Name: John J. SMITH

Status: Private First Class

Organization: 1st Platoon, Company F, 2d Battalion, 5th  
Marines, 1st Marine Division (Rein), FMF,  
Nong Son, Republic of Vietnam

Next of Kin: Mrs. James R. SMITH (Mother)  
500 Jones Avenue  
Chicago, Illinois

Person Who Assisted: None

Location: Nong Son, Republic of Vietnam

Date: 2330, 3 July - 0100, 4 July 1967

Terrain: Mountain top, outpost open to clear observation  
from all sides

Weather: Good

Enemy Condition: Morale high; full scale attack on outpost  
using mortars, machineguns, heavy weapons,  
satchel charges, grenades, and small arms.  
Enemy suffered 39 KIA by body count; the  
wounded cannot be estimated.

Defenders' Condition: Morale good; Company F not only oc-  
cupies a critical terrain feature,  
but it also provides security for  
the only coal mine operating in  
South Vietnam. Friendly losses  
were 10 KIA and 43 WIA.

Narrative Description of Gallant Conduct:

At 2330, 3 July 1967, an intense Viet Cong mortar bar-  
rage commenced on Nong Son outpost and the outpost came under

Figure 8. Sample Summary of Recommendation for Medal of Honor.

heavy ground attack. The enemy had attacked and breached the Marine positions in three areas putting heavy small arms fire and satchel charges on the Marine bunkers. The initial assault was directed against Private First Class SMITH's position. Four of the Marines occupying his position were killed and he was seriously wounded. Private First Class SMITH, realizing the gravity of the situation, propped himself up against his machinegun and delivered a heavy volume of effective fire into the advancing enemy ranks. The enemy had to overrun his key position to make the attack successful. Virtually surrounded on three sides by enemy and repeatedly hit by small arms fire, Private First Class SMITH continued to fire at the enemy. Twice he successfully repelled enemy attempts to overrun his position, confusing and delaying the enemy attack. During the third charge, a grenade landed next to Private First Class SMITH knocking him away from the machinegun and rendering him unconscious. The enemy overran his position and left him for dead. Private First Class SMITH regained consciousness and painfully crawled back to his gun. He turned the gun around and with complete disregard for his own safety fired into the rear of the attacking enemy force as they assaulted other positions. His deadly accurate fire ripped into the enemy forces causing heavy casualties and confusing their attack on the embattled Marine position. While firing at the main assault element, he observed several members of the enemy force attempting to fire a 106mm recoilless rifle into the Marine positions. He quickly shifted his fire to the new target, inflicting casualties and driving the enemy from the recoilless rifle. He then shifted his fire back to the main assault force, forcing the enemy to stop the attack on the outpost and to concentrate their efforts on his position once again. The enemy launched two more assaults on his position, and both times he repelled them. On the third assault, Private First Class SMITH was mortally wounded and his position overrun again. By his actions, he had disrupted the enemy attack, causing them to lose momentum, and delaying them long enough for his fellow Marines to reorganize a defense and repel the enemy until reinforcements arrived. After daylight, there were 20 dead Viet Cong on and around Private First Class SMITH's position. Private First Class SMITH was dead when help arrived at his position. The facts as contained in the proposed citation and this narrative account have been substantiated by the statements of eyewitnesses.

FOR OFFICIAL USE ONLY

Figure 8. Sample Summary of Recommendation for Medal of Honor -- Continued.

A-16

SAMPLE SUMMARY OF RECOMMENDATION FOR PRESIDENTIAL UNIT CITATIONSummary of Recommendation for Award of Presidential Unit Citation to 1st Battalion, 7th Marines, 1st Marine Division (Rein), FMFMISSION:

Conduct a heliborne assault near the Village of HIEU DUC, seize assigned objective, and make contact with and destroy an NVA battalion operating in the mountains west of HIEU DUC.

CONCEPT OF OPERATION:

Battalion assault force to be lifted to the landing zone in four lifts of helicopters; 1st Marine Aircraft Wing conduct a 10-minute preparation of landing zone. Company C, in initial lift, secure landing zone, followed by Battalion command post and remainder of Battalion in succeeding lifts.

EXECUTION:

The first helicopters approached the landing zone at 0630, 10 November 1967. Following the air preparation, Company C made their assault at 0645, assembled rapidly under hostile small arms fire, and drove off or killed numbers of the enemy in securing effective positions on the perimeter of the landing zone. The second lift landed at 0700 under intense small arms and automatic weapons fire, which caused several helicopters to abort and rendered the remaining lift helicopters unable to fly. Although the assault elements were without artillery and air support and under intense fire from two Main Force Viet Cong battalions surrounding their position, decisive leadership and the individual initiative of the assault Marines enabled the Battalion to maintain its position.

At 0904, the Battalion began to receive tactical air support. The assault force effectively used 47 sorties throughout the day, employing strikes as close as 50 meters from friendly troops. Skillful use of these airstrikes prevented the enemy from launching concentrated attacks.

At 0920, the third lift made a heliborne assault 800 meters south of the initial landing zone, again under intense enemy fire. Although their commander was wounded almost immediately, small unit leaders took the initiative, successfully organized the force and repulsed the VC forces surround-

Figure 9. Sample Summary of Recommendation for Presidential Unit Citation.

A-17

ing their landing zone. All three Company Commanders and the Battalion Operations Officer were now either dead or wounded. All 16 troop lift helicopters were out of action as a result of enemy fire, and no helicopters were available for medical evacuations, ammunition resupply, or reinforcement. In spite of these adverse conditions, the Battalion Commander continued to attack. Platoon assaults against heavily defended enemy positions succeeded in seizing vital hills dominating the landing zones.

During the afternoon, helicopters landed under fire to bring ammunition and evacuate the wounded. At 1600, another battalion landed 3,000 meters to the east, and by dusk artillery support was in position. During the night, the 1st Battalion repulsed six Viet Cong attacks. The bulk of the numerically superior enemy withdrew before sunrise, carrying many of their dead and wounded with them. At 1010 on 11 November, a linkup of the two Marine battalions was accomplished. The 1st Battalion was extracted by helicopters at 1315. The other battalion remained to search the area and to protect the extraction of the downed helicopters.

A body count of part of the battle area yielded 257 enemy dead. The number of dead and wounded evacuated by the enemy could not be estimated. Five enemy personnel were captured. Friendly casualties amounted to 13 killed and 28 wounded. Captured Viet Cong equipment included one machinegun, two automatic rifles, seven submachineguns, one 40mm rocket launcher, five small arms, and assorted ammunition and explosives. By its victory, the 1st Battalion, 7th Marines had succeeded in rendering ineffective two well-trained, well-equipped, and highly disciplined enemy battalions; opened the way for permanent clearing of the HIEU DUC VALLEY and a hard core guerrilla base area; and contributed immeasurably to the permanent opening of Highway 5 and the unopposed deployment of the 1st Marine Division to its base at HIEU DUC.

The facts contained in the citation and this summary are a matter of record.

Figure 9. Sample Summary of Recommendation for Presidential Unit Citation -- Continued.

A-18

DECLASSIFIED

CERTIFICATE OF COMMENDATION/LETTER OF APPRECIATION

HEADQUARTERS COMPANY  
2d Battalion, 7th Marines  
1st Marine Division (Rein), FMF  
FPO San Francisco, California 96602

GFM:abc  
1650  
1 Nov 1970

From: Commanding Officer  
To: Commanding General, 1st Marine Division (Rein), FMF  
Via: (1) Commanding Officer, 2d Battalion, 7th Marines  
(2) Commanding Officer, 7th Marines  
  
Subj: Certificate of Commendation/Letter of Appreciation;  
recommendation for, case of Lance Corporal John Paul  
JONES 123 45 67/0141 USMC  
  
Ref: (a) DivO P1650.8A  
  
Encl: (1) Proposed Commendation/Letter of Appreciation

1. In accordance with the provisions of reference (a), it is recommended that Lance Corporal JONES, attached to and serving with Headquarters Company, 2d Battalion, 7th Marines, 1st Marine Division (Rein), FMF, be awarded a Certificate of Commendation/Letter of Appreciation for meritorious achievement as set forth in enclosure (1).

2. (This paragraph will be used to establish the basis for the award and contain specific and sufficient facts to justify the Commendation/Letter. From the facts set forth in this paragraph, the condensed proposed Commendation/Letter will be illustrated in enclosure (1).)

3. Lance Corporal JONES has not been recommended for any award for the same performance of duty.

4. Lance Corporal JONES' rotation tour date from the 1st Marine Division is during the month of December 1970. (If known, include command to which being transferred or indicate that it is desired to present the Certificate of Commendation/Letter of Appreciation prior to his departure. In the latter case, a minimum of fifteen days must be allowed for processing and return.)

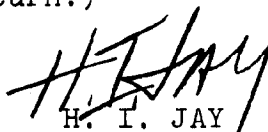
  
H. I. JAY

Figure 10. Sample format for Certificate of Commendation/Letter of Appreciation.

A-19

DECLASSIFIED

## PROPOSED CITATION

For outstanding performance of duty while serving as an administrative man with the 2d Battalion, 7th Marines, 1st Marine Division (Rein), FMF from 1 January 1969 to 31 December 1969. Lance Corporal JONES displayed outstanding professionalism in the performance of his duties as the Correspondence Clerk for the S-1 Section. Working tirelessly and with meticulous attention to detail, he skillfully processed personnel accounting reports and correspondence, ensuring their timely and accurate submission to higher headquarters. In addition, he frequently occupied an interior security position during intense enemy rocket and mortar attacks, thereby contributing immeasurably to the defensive posture of the command. Lance Corporal JONES' professional competence, initiative and steadfast devotion to duty reflect great credit upon himself, the Marine Corps and the United States Naval Service.

(Size of citation must not exceed 8 1/2" by 1 1/2")

ENCLOSURE (1)

Figure 10. Sample format for Certificate of Commendation/Letter of Appreciation -- Continued.

A-21

DECLASSIFIED

PROPOSED LETTER OF APPRECIATION

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

GFM:abc  
1650  
1 Nov 1970

From: Commanding General  
To: Lance Corporal John Paul JONES 123 45 67/0141 USMC  
Via: Commanding Officer, 7th Marines

Subj: Letter of Appreciation

Ref: (a) MARCORPERSMAN, par 8051

1. (This and successive paragraphs will contain the body of the letter which should be written in the same manner as the summary of action in an award recommendation or a proposed citation for a Certificate of Commendation.)

2. In accordance with reference (a), your commanding officer is requested to make the appropriate entry in your Service Record Book/Officer Qualification Record and to forward a copy of this letter to the Commandant of the Marine Corps (Code DGH).

ENCLOSURE (1)

Figure 10. Sample format for Certificate of Commendation/Letter of Appreciation -- Continued.

A-23

LETTER OF VERIFICATION FOR RECEIPT OF A FOREIGN AWARD

HEADQUARTERS  
\_\_\_\_\_  
\_\_\_\_\_

JML/jfr  
1650  
Date

From: Commanding Officer  
To:

Subj: Republic of Vietnam Cross of Gallantry with/Palm

Ref: (a) SECNAVINST 1650.23  
(b) MCO P1070.8, par 4012

1. This letter is issued for record purposes to certify that you were awarded the Republic of Vietnam Cross of Gallantry with Palm on 4 March 1968. You can expect to receive appropriate awarding documents from Vietnamese authorities at a later date.
2. You are authorized to retain and wear this decoration in accordance with reference (a).
3. An appropriate entry has been made in your Officer Qualification Record/Service Record Book in accordance with reference (b).

  
J. M. LANCE

Copy to:  
CMC (Code DL) (In the case of USMC personnel)  
BUPERS (In the case of USN personnel)

Figure 11. Format of Letter of Verification for Receipt of a Foreign Award.

SAMPLE ENTRY IN OQR OR SRB

1. OQR and SRB entries on NAVMC 118(9)-PD pursuant to this Manual will conform to the sample entry shown below:

## AWARDS

<u>Description</u>	<u>Star, Devices</u>	<u>Date Approved</u>	<u>Approved by</u>	<u>Date Medal Issued</u>	<u>Signature</u>
RVN Cross of Gallantry	w/Palm	*4Mar70	SECNAV	4Mar70	M. J. ZACK

\*Use same date as the date of issue.

Figure 12. Sample entries for OQR/SRB.

BIOGRAPHICAL SKETCH

Full Name:  
Rank:  
Date of Rank:  
Service Number:  
Branch of Service:  
Present Position:  
Equivalent U. S. Military Position:  
Civilian Education:  
Military Education:  
Decorations/Awards:  
Military Assignments:  
Date of Birth:  
Place of Birth:  
Wife's Name (parents if unmarried):  
Wife's Address (parents if unmarried):  
Children (if applicable):

Figure 13. Biographical Sketch for Foreign Personnel.

SAMPLE LETTER CERTIFYING RECEIPT OF VIETNAM SERVICE MEDAL

HEADING

ABC/emd  
1650  
23 Feb 1970

From: Commanding Officer  
To:

Subj: Vietnam Service Medal; award of

Ref: (a) MCO P1070.8, par 4012

1. You are hereby awarded the Vietnam Service Medal by virtue of your eligibility for this medal under the requirements of Executive Order 11231 of 8 July 1965.

2. An appropriate entry has been made in your Officer Qualification Record in accordance with the provisions of reference (a).

3. ( ) Medal issued on \_\_\_\_\_.

( ) Medal not available for issue at this time.

  
A. B. CEE

Copy to:  
CMC (DGH) (USMC personnel)  
BUPERS (Pers E221) (USN personnel)

Figure 14. Format for Sample Letter Certifying Receipt of Vietnam Service Medal.

SAMPLE LETTER CERTIFYING RECEIPT OF VIETNAM CAMPAIGN MEDAL

HEADING

ABC/def  
1650  
23 Feb 1970

From: Commanding Officer  
To:

Subj: Republic of Vietnam Campaign Medal with Device  
(1960 - ); award of

Ref: (a) SECNAVINST 1650.26  
(b) MCO P1070.8, par 4012

1. In accordance with the instructions contained in reference (a), having met the criteria established therein, you are eligible for and authorized to wear the Republic of Vietnam ribbon bar with device (1960 - ).
2. You have been awarded the subject decoration by the Government of the Republic of Vietnam for your achievements in support of the Armed Forces of Vietnam in their struggle against the communist (Viet Cong and North Vietnamese Army) aggressors.
3. The subject medal and quality-controlled ribbon are items of individual acquisition, which may be purchased from American sources.
4. An appropriate entry has been made in your Officer Qualification Record in accordance with the provisions of reference (b).

*I.M. Commander*  
I. M. COMMANDER

Copy to:  
CMC (Code DGH) (In the case of USMC personnel)  
BUPERS (In the case of USN personnel)

Figure 15. Format for Sample Letter Certifying Receipt of Vietnam Campaign Medal.

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

DivO 1050.4  
 17/RML/tjd  
 3 Feb 1970

DIVISION ORDER 1050.4

From: Commanding General  
 To: Distribution List

Subj: Off Limits Areas and Curfew

Ref: (a) ICCI 1050.5-  
 (b) DivO P4700.8

Encl: (1) Off-Limits Pass Form  
 (2) Curfew Sign Format

1. Purpose. To publish policy and instructions concerning off-limits areas and curfew restrictions implemented by reference (a) and to amplify procedures to be used within this Command.

2. Cancellation. DivO 5050.4A.

3. Definitions

a. United States Civilians. As used in this directive, the term United States civilians includes all U. S. citizens and nationals other than members of the Armed Forces within the Republic of Vietnam.

(1) Category I: United States civilians who are serving with or accompanying U. S. Forces in Vietnam within the meaning of Article 2(10), UCMJ. This category generally includes:

(a) U. S. civilian personnel of the Departments of Defense, Army, Air Force or Navy, and merchant seamen manning ships operated directly by one of these departments.

(b) U. S. civilians employed by private business firms, either foreign or U. S., which are under contract to one of the military departments to support military operations in Vietnam. This would include merchant seaman not included in paragraph 3.a.(1)(a), above, who are employed on chartered ships carrying military cargo.

DivO 1050.4.

3 Feb 1970

(c) U. S. civilian personnel of other U. S. Government agencies and private contractor employees of these agencies if their position or a particular job assignment places them in a position where they are accompanying U. S. forces in Vietnam or in adjacent waters.

(2) Category II: Other employees of U. S. Government agencies not covered by Category I, e.g., USAID, JUSPAO, or State Department Foreign Service employees.

(3) Category III: News media personnel.

(4) Category IV: U. S. citizens having no connection with U. S. forces as defined in Category I. This would include persons engaged in private enterprise, tourists, and civilian dependents.

#### 4. Background

a. In view of the many benefits which accrue to both the U. S. military forces and the Vietnamese people, it is necessary to place certain locations in an off-limits status and to impose a curfew on all travel outside of U. S. military cantonments. The significant growth of post exchanges, service clubs, beach areas, and special services activities now provides the bulk of command recreational needs.

b. Intelligence reports disclose that the VC have placed increased emphasis on the use of females to carry out the acts of sabotage and assassination against ARVN, U. S. and FWMF personnel. These reports indicate that these females are to use sex in attempts to entice allied personnel into insecure areas where they may be killed or captured. This type of operation has been reported to have occurred in Dien Ban, Duc Duc, and the Danang City Area.

c. A high percentage of Vietnamese prostitutes are infected with at least one venereal disease.

d. The use of narcotics by personnel of U. S. Forces has not become a major problem; however, increased availability of marihuana in all bars, houses of prostitution, and other areas where U. S. servicemen congregate is a problem. Consequently, it is essential that all personnel be made aware of the penal and physiological consequences of the use of marihuana and narcotics.

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3 Feb 1970

5. Off-Limits Areas

a. In South Vietnam, all places and areas outside U. S. military cantonments are off-limits (1) except when on official business; (2) except when such place or area is designated as an authorized visiting place for U. S. military personnel by a U. S. Flag or General Officer; or (3) except as provided in subparagraph b below.

b. The following rules and regulations apply except when on official business:

(1) Travel in government vehicles from one U. S. military cantonment to another may necessitate travel on roads through an otherwise off-limits area. Such travel is allowed if the most expeditious route between the two points is followed.

(2) Under no circumstances may a vehicle stop while in an off-limits area, except to meet the requirements of traffic, traffic safety, or emergency repairs.

(3) No passengers may be picked up or discharged while in an off-limits area. No driver will permit anyone to enter or leave his vehicle when in an off-limits area.

(4) It is unlawful to stop to talk to pedestrians or to make purchases of any kind while in an off-limits area.

(5) All walking or standing in off-limits areas (including, but not limited to, roads and paths) is strictly prohibited.

(6) Hitchhiking on roads in off-limits areas is strictly prohibited. (U. S. military bus stops are not off-limits). For the purpose of this Order a "bus stop" is that area adjacent to the road extending ten (10) meters in either direction from the sign marked "Bus Stop." Under no circumstances does a bus stop include any private property or non-U. S. military building.

(7) Private residences and quarters of Vietnamese nationals, third country nationals, and U. S. civilians in Categories III and IV (as defined in paragraph 3) are off-limits.

(8) All restaurants, cafes, night clubs, hotels, street vendors, and catering places are off-limits except those specifically operated by U. S. forces or approved by a Flag or General Officer for use by government personnel. All such establishments operated by U. S. Forces or by

DivO 1050.4

3 Feb 1970

U. S. Government Agencies are authorized places. Personnel billeted at U. S. military cantonments outside cities may, if otherwise authorized by competent authority, visit U. S. Government clubs and messes located in cities for purposes of messing and using club facilities if local club and mess regulations permit their use. They are required to comply with the curfew restrictions as set forth in subparagraph 7a above.

(9) All markets, stores, shops, booths, artifact stands, and other retail outlets for merchandise not operated by the AAFES or under license by a U. S. Government Agency are off-limits.

(10) All establishments not under direct U. S. Government Agency supervision which render individual services, such as car washes, barber shops, shoe shine parlors, Turkish baths, massages, and tattoo parlors are off-limits.

(11) All places of entertainment such as theaters and dance halls, unless under direct U. S. Government Agency operation or supervision, and all brothels, fortune tellers' establishments, and other similar places are off limits.

(12) All Vietnamese military cantonments, quarters, working areas, business establishments, clubs, messes, and the areas within or adjacent to these places are off-limits.

c. Counterpart relationship by advisory personnel is considered to be official business.

d. Personnel in off-limits areas on official business will have in their possession written authorization from their Commanding Officer or their Division Staff Section Head. All written authorization, except those to visit U. S. military clubs and messes as provided in paragraph 7a below, will be countersigned by the Provost Marshall. [See enclosure (1)]

e. Commanders are not authorized to permit their personnel to enter off-limits areas for other than official business, except as provided in subparagraph 5.b above.

f. Persons on official business within populated areas are limited to buildings and areas generally under U. S. control unless the business can be pursued at no other place. Travel between authorized places will be via the most direct public thoroughfare.

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3 Feb 1970

g. Visits to cities, villages, hamlets and surrounding areas will be restricted to those necessary to transact official business which cannot be conducted by other means (telephone, messages, or letter correspondence).

6. Prohibited Transportation

a. No form of Vietnamese civilian transportation will be utilized.

b. All walking or standing in off-limits areas (including, but not limited to, roads and paths) is strictly prohibited except when on official business within the off-limits area.

7. Curfew

a. Curfew outside military installations is 2000 and will remain in effect until 0600. (Commanders may increase the hours or curfew to meet local situations). Personnel will be permitted to be outside of military cantonments after 2000 only on official business or on authorized visits to other U. S. military clubs and messes. Commanding Officers and Division Staff Section Heads will authorize in writing all such official business or visits to clubs and messes. [See enclosure (1)]. All personnel, except those billeted within cities, given such authority to visit clubs and messes must return to their cantonment no later than 2000. Those billeted within cities will be required to return no later than 2300. (Officers of the rank of Lieutenant Colonel/Commander or higher and Sergeant Major are exempt from the requirement to possess written authority).

b. During alerts declared by the Government of Vietnam, movement in cities shall be done only by vehicles. During such time, walking is prohibited except for tactical troops. U. S. military and civilian personnel, Free World Military Assistance Forces, and third country nationals moving on foot are in danger of being shot by Republic of Vietnam Security Forces.

c. Category I civilians as defined in paragraph 3 will adhere to the curfew hours contained herein. Military police will exercise apprehension and detention authority over Category I civilians in violation of curfew regulations.

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3 Feb 1970

d. Category II, III, and IV civilians, as defined in paragraph 3, will adhere to the local curfew regulations that are established for their particular area by Vietnamese officials. Military police will not exercise authority over Category II civilians except in emergencies. Normally, once identification has been established, the military police will not exercise any authority over Category III and IV civilians. These civilians are subject to Vietnamese jurisdiction and situations involving them will be handled by Vietnamese authorities.

8. Danang. The following restrictions apply specifically to the Danang area:

a. The old China Beach access road shall not be used except by such vehicles as are specifically authorized to use it.

b. The only authorized route to and from the China Beach Recreation Center is the new China Beach road.

c. All military vehicles entering Danang are required to have trip tickets or other written authorization indicating that they are on official business.

d. All military personnel hitchhiking into the city of Danang will be required to have written authorization indicating that they are on official business.

#### 9. Policy

a. Commanders may authorize off-duty personnel to visit:

(1) U. S. military cantonments other than their own.

(2) Places of business which are clearly posted as being operated by U. S. Forces, by a U. S. Government Agency, or approved by a Flag or General Officer for use by government personnel.

b. When visiting authorized places of business, U. S. military personnel will conduct themselves in a manner to reflect credit on their country.

#### 10. Action

a. Commanding Officers will give wide dissemination of this Order and ensure compliance by all personnel of their command.

DivO 1050.4  
3 Feb 1970

b. Commanders of Cantonments. Commanders of cantonments will obtain the sign depicted by enclosure (2) in accordance with reference (b) and erect them by their gates.

c. 1st Marine Division Provost Marshal

(1) Make recommendations to Sector Commanders concerning local unit MP patrols which may be necessary to enforce the provisions of this Order.

(2) Ensure that off-limits areas are properly posted.

(3) Notify the III MAF Provost Marshal's office of restricted areas in accordance with reference (a).

d. All U. S. Military Personnel

(1) Will respect the local citizens, their property, culture and beliefs.

(2) Will observe and comply with the off-limits restrictions listed in paragraph 5 of this Order.

(3) Will observe and comply with the transportation restrictions listed in paragraph 6 of this Order.

(4) Will observe the curfew established in paragraph 7 of this Order.

(5) May, except when on official business, visit only those places of business which are clearly posted as being operated by U. S. Forces, by a U. S. Government Agency, or approved by a Flag or General Officer for use by government personnel.

  
C. E. WALKER  
Chief of Staff

DISTRIBUTION: "A" & "B"

DECLASSIFIED

DivO 1050.4  
3 Feb 1970

(Off-Limits Pass Form)

RECEIVED

\_\_\_\_\_  
Date

From: Commanding Officer/Division Staff Section Head  
To: Name of Individual and Unit

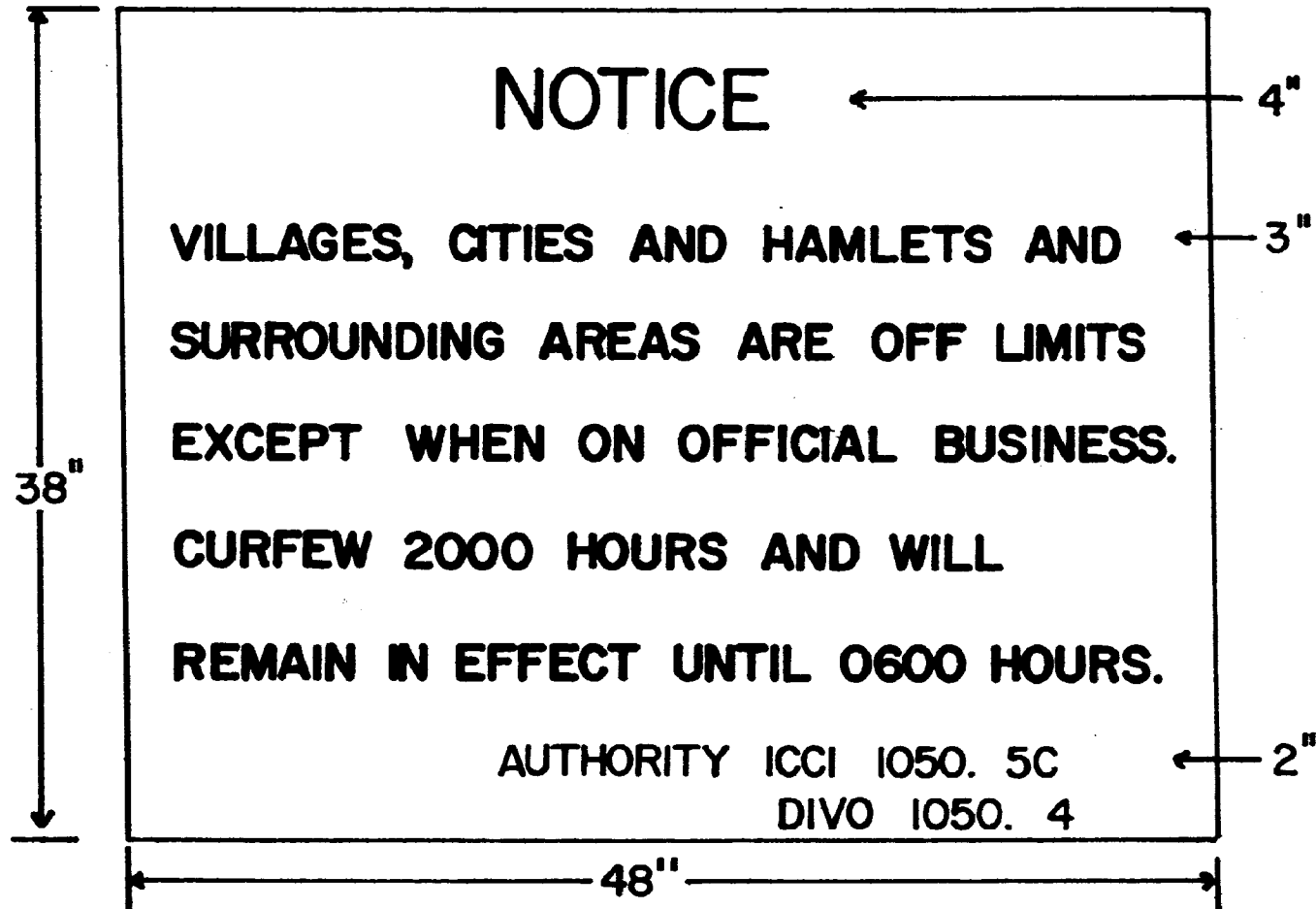
Subj: Off-Limits pass

1. The bearer of this pass is authorized to visit (exact place) for the purpose of (state exact nature of business) during the hours of \_\_\_\_\_ to \_\_\_\_\_ on (date).

/s/Commanding Officer/  
Division Staff Section Head

/s/ Provost Marshal

CURFEW SIGN FORMAT



YELLOW LETTERS ON  
RED BACKGROUND

DECLASSIFIED

1

ENCLOSURE (2)

DECLASSIFIED

DIV 1050.4  
3 Feb 1970

DECLASSIFIED

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

DivO P5041.18C  
4/ALG/law  
3 Feb 1970

DIVISION ORDER P5041.18C

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedures for Command Materiel Management  
Inspections

Encl: ✓(1) LOCATOR SHEET


1. Purpose. To provide standard procedures for the conduct of Command Materiel Management Inspections within the 1st Marine Division.

2. Cancellation. DivO 5041.18B.

3. Action. This Order is effective upon receipt.

4. Recommendation. 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.

  
C. E. WALKER  
Chief of Staff

DISTRIBUTION: "A" & "B" Plus 4 (50)

Copy to:  
III MAF  
3rd Div  
1st MAW  
FLC

DECLASSIFIED

5

DECLASSIFIED

DivO P5041.18C  
3 Feb 1970

LOCATOR SHEET

Subj: Standing Operating Procedures for Command Materiel Management  
Inspections

Location

(Indicate location(s) of copy(ies) of this publication.)

ENCLOSURE (1)

DECLASSIFIED

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

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## SECTION I GENERAL

100. BASIC REFERENCES

- a. FMFPacO 5041.1\_ Conduct of Inspections
- b. DivO Ph000.2\_ SOP for Logistics
- c. DivO 5041.1\_ SOP for Commanding General's Inspection
- d. DivO 5041.20\_ Instructions for the Conduct of Technical and Special Inspections
- e. DivO 5041.19\_ Command Inspection of Equipment

References applicable to specific commodity or functional areas are under Commodity and Functional Area Inspection Procedures, Section III.

101. DEFINITION OF MATERIEL MANAGEMENT

1. Materiel Management is the systematic application of modern management principles to the resources available. Resources are personnel, money and materiel. Through selective reporting, allowance lists, planning, organizing and controlling at each command echelon, optimum utilization of these resources is accomplished.
2. The Materiel Manager is concerned with all resource categories. His primary concern is with materiel. His goal is maximum utilization of the least amount of materiel necessary to accomplish his commander's mission. He is interested in personnel as the training has a real effect on the life of equipment. Similarly, the lack of financial resources for spare parts may result in decreased equipment availability.
3. Reports are an effective materiel management tool but must be carefully monitored to ensure that information obtained is necessary and is not duplicated by other reports.
4. The most effective tool for the Materiel Manager is the Materiel Management Inspection. It requires little time or preparation on the part of the inspected unit if a viable materiel management program is in effect. It offers the commander a complete picture of a unit's logistical readiness posture. It localizes problem areas. And, the presence of commodity/functional area experts on-site offers the most efficient method of promulgating "get-well" measures.

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## 102. SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

102. PURPOSE OF CMMI. The purpose of the CMMI is to promote general efficiency and combat readiness throughout the Division in a twofold manner: first, to determine the effectiveness and efficiency of the unit's materiel readiness and management through the identification and correction of discrepancies; and second, to assist Commanding Officers by providing staff assistance in the area of materiel management.

103. POLICY.

1. The CMMI is a working inspection based upon a system of spot checking and samplings to accomplish its purpose. The inspection is intended to apply to all equipment and supplies, including those in storage and will not be concerned with such matters as appearance of personnel, equipment and facilities, except in those areas where appearance is directly related to materiel readiness.

2. The evaluation of each commodity area will be thorough, factual and impartial, noting irregularities, deficiencies and commendatory accomplishments. Care will be taken not to misrepresent an isolated deficiency as a general condition.

3. Evaluations will be based upon the following system:

a. Satisfactory. This represents 100% performance, total compliance with all regulations and unmistakable perfection in accomplishment.

b. Satisfactory with Minor Discrepancies. This represents an excellent performance with only a moderate number of minor discrepancies.

c. Satisfactory with Discrepancies. This is a good performance. It represents either a large number of minor discrepancies or a number of discrepancies that cannot be categorized as either minor or major, but fall somewhere in between. Quite possibly it will represent a combination of some minor discrepancies and some discrepancies that are neither minor nor major.

d. Satisfactory with Major Discrepancies. This represents a poor performance. At least some major discrepancies exist. In addition, there may be some minor discrepancies and discrepancies that are neither minor nor major. Both the large number of discrepancies and/or the seriousness of some of these discrepancies are determining factors in arriving at this grade. Further, this grade is indicative of a condition just above inability to effectively perform an assigned mission or a primary function.

e. Unsatisfactory. This represents an unacceptable performance.

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It may be the result of an exceptionally large number of discrepancies and/or one or more major discrepancies. In either case, the conclusion is that the command or functional area is not satisfactorily performing its mission or function. Munical grade is 0.

4. Any commodity/functional area evaluated as UNSATISFACTORY will be reinspected on a date mutually agreeable to the Commanding Officer and the cognizant Special Staff Officer but not later than 30 days after the initial inspection.

5. The CMI is a logistical inspection and will not be scheduled or conducted in any manner which will interfere with the tactical missions assigned.

104. SCOPE. The inspection will include, but is not limited to the following commodity/functional areas: Communication-Electronics, MARES/FORSTAT, General Supply Functions and Operations, Embarkation, Engineer, Ordnance, Food Services to include Garrison Mess Property, and Motor Transport. The inspection will also cover the operation and maintenance activities associated with all these areas.

1. The overall evaluation of the CMI is based upon the following:

- a. The proficiency of the organization and its personnel.
- b. The serviceability, proper usage, unit procedures and practices, and operational readiness of organizational equipment.
- c. The accomplishment of required modifications or action taken to accomplish the modification.
- d. The inspection of maintenance facilities for adequacy, suitability of location and completeness of facilities to accomplish the assigned maintenance functions.
- e. The adequacy and effectiveness of unit maintenance records.
- f. The serviceability, care and cleaning of weapons.
- g. The proper storage of and compliance with safety regulations concerning ammunition, pyrotechnics, and demolition materials.
- h. The examination of storage facilities for optimum utilization and protection of assets.
- i. The efficiency of all supply procedures directly supporting combat operations.
- j. The action taken on known excesses and shortages.

## 105. SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

k. The efficiency of repair parts supply procedures within each commodity/functional area.

l. The future maintenance and supply requirements derived from deficiencies disclosed during the inspection.

m. The reporting procedures of the Unit's Logistic Summary Report.

n. The embarkation readiness of the unit (both manual and mechanized).

o. The MARES/FORSTAT reporting system and associated reporting procedures as related to logistical readiness reporting.

105. **RELATION OF CMMI TO MAINTENANCE MANAGEMENT PROGRAMS.** While Maintenance Management programs are directed toward efficient field and depot maintenance procedures, their success depends upon the validity of first and second echelon maintenance procedures of the using unit. An integral part of a CMMI is assuring that equipment operators are proficient in their field, aware of applicable technical manuals, and are actively following an approved preventive maintenance program.

1. **SPECIAL MAINTENANCE PROGRAMS.** Various special programs designed to improve a unit's maintenance posture are in effect and available to Division units. In order to efficiently utilize the maintenance assets available under these programs, it is imperative that cognizant unit personnel understand these programs and utilize them whenever appropriate to enhance the effectiveness of their unit's Materiel Management. As one of its functions, the CMMI will determine if unit personnel charged with Materiel Management are familiar with aspects of the programs applicable to their units, whether pertinent publications are on hand and whether the unit has procedures to monitor the status of its equipment inducted into such programs. Special programs contemplated by this directive include the 3d FSR Maintenance Balance Program, FMFPac Equipment Rebuild Program, Replacement and Evacuation (RAE) Program, Secondary Repairable Items (DX) Program, Expedited Maintenance Program, Rapid Repair Program, and Recoverable Items Program. Information and instructions concerning each of the above programs are contained in Division Order Pl4700.10, Standing Operating Procedure..

2. **MAINTENANCE RELATED PROGRAMS.** It is incumbent upon each unit commander to ensure that his Materiel Management effort includes provisions for the timely and accurate submission of Unsatisfactory Equipment Reports (UER) as required by Division Order 4700.1 as well as the accomplishment of Equipment Modification as covered in Division Order 10010.1. CMMI's will be programmed to evaluate inspected units with respect to each of the above requirements.

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## SECTION II ADMINISTRATIVE

200. FREQUENCY/SCHEDULING OF INSPECTIONS. Inspection schedules will be published quarterly by Division Bulletin. At a minimum, inspection dates and units to be inspected will be included within the scope of this publication. Each unit will be inspected at least once every 180 days.

201. TIMES/DURATION OF INSPECTIONS. Inspections will commence after the senior inspector has made a courtesy call on the Commanding Officer of the unit to be inspected. They will be scheduled to begin at the start of the unit's working day. Duration of the inspection will normally be one day for infantry battalions and regimental headquarters companies/batteries; two days will normally be required for the inspection of combat support and combat service support battalions.

202. COMPOSITION OF CMMI TEAM. The Division CMMI team will be composed of teams constituted from within each of the following Special Staff Sections: Ordnance, Engineer, Embarkation, Motor Transport, Food Services, Supply, Communication-Electronics and Systems Engineering. Cognizant staff officers of the above sections are charged with the responsibility for constituting permanent CMMI teams within their sections. The membership will include the necessary technical inspectors to properly evaluate their respective areas. These teams will be augmented with additional inspectors from outside of the section on an as-required basis. Staff sections requiring such augmentation will effect direct informal liaison with support units within and outside of the Division for the required assistance.

203. CONDUCT OF THE CMMI

1. The CMMI is a working inspection and as such will be conducted with a minimum disruption of the inspected unit's normal working routine.

2. Units to be inspected will ensure that a representative from each commodity/functional area is present at the unit S-4 office upon arrival of the CMMI team for expeditious assignment of individual inspectors to their counterparts.

3. The inspection will at a minimum include, but not necessarily be limited to:

a. Limited Technical Inspections performed on a representative sample of each type of equipment authorized, to determine the adequacy of preventive maintenance being performed within the unit.

b. A review of preventive maintenance procedures and records including the use of periodic PM rosters/schedules where applicable.

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- c. Individual equipment reports.
- d. Procedures for evacuation and receipt of equipment including traceability of work orders with the commodity/functional area.
- e. Operational records and procedures.
- f. Supply management within each area to include:
  - (1) Requisitioning and follow-up procedures.
  - (2) Reconciliation of requisitions with the unit's supply section. Each separate area inspector will coordinate these reconciliations with the Supply Inspector.
  - (3) Traceability of requisitions.
  - (4) Stockage of unauthorized repair parts.
  - (5) Equipment held in excess of authorized allowance with particular attention to pending requisitions, the receipt of which will exceed stockage objectives.
  - (6) Shortages not on requisition.
- g. Required publications and directives.
- h. Safety precautions.
- i. Adequacy and currency of unit's SOP's for those commodity/functional areas that require SOP's.

204. UNIT NOTIFICATION

- 1. Each unit to be inspected will be notified by individual letter two weeks prior to the inspection. Final administrative details will be covered including:
  - a. Estimated time of arrival of CMMI teams. Commodity areas to be inspected at times/dates other than that of a previously notified inspection date will be so indicated.
  - b. Composition and size of the inspection party.
  - c. Desired itinerary in the case of organizations whose subordinate units are at separate locations.
  - d. Anticipated duration of the inspection and any details that

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will assist in assuring minimum disruption of the normal work schedule.

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## SECTION III

## COMMODITY AND FUNCTIONAL AREA INSPECTION PROCEDURES

300. GENERAL. Normal CMMI Inspections will consist of inspections in eight commodity/functional areas. Detailed procedures follow. Significant variations or additions to the following procedures will be approved by the Assistant Chief of Staff, G-4 and will be so noted in the pre-inspection notification to the unit concerned.

301. ORDNANCE INSPECTION PROCEDURES

1. BASIC REFERENCE. DivO P8000.1, Ordnance SOP, lists, reports, records and ordnance procedures.

2. COMPOSITION OF INSPECTION TEAM. The Ordnance Inspection Team will consist of the following specialists as required for the type of unit being inspected:

- a. 1 SNCO, Infantry Weapons Armorer (2111).
- b. 1 SNCO, Ammunition Technician (2311).
- c. 1 SNCO, Artillery Weapons Repairman (2131).
- d. 1 SNCO, Tracked Vehicle Repairman (2149).

3. SCOPE OF INSPECTION. The Ordnance Inspections are designed as a working inspection utilizing systems of spot checking and sampling to accomplish its purpose. The inspection will include, but not be limited to the following:

- a. Security within storage areas/armories containing ordnance materiel.
- b. Adequacy of storage facilities.
- c. Supply and accounting procedures for ordnance materiel.
- d. Maintenance of weapons, kits, test sets, and hand tools.
- e. Status of technical training.
- f. Maintenance of ordnance publications and technical manuals.
- g. Maintenance of records.
- h. Serviceability, proper usage, organizational procedures/practices.

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and operational readiness of all ordnance equipment.

4. Ammunition, pyrotechnics, and all demolitions will be inspected to ensure proper storage as well as safety of personnel involved in handling these explosives.

5. RECORDS. The following records will be reviewed for completeness and to ensure that data is current:

a. Artillery weapons:

- (1) Weapons Gun Book.
- (2) Tactical equipment repair orders (TERO).
- (3) TM's/FM's/S-L's, MI's, TI's.
- (4) Requisitions for tools and current status.

b. Tracked Vehicles

- (1) Tracked vehicle: log book, gun books.
- (2) Same as (2) through (4) above.

c. Small Arms

- (1) Issue/Receipt cards.
- (2) Tactical equipment repair orders (TERO).
- (3) TM's/FM's/MI's, TI's, etc.
- (4) Parts, tools, etc., on requisition, substantiated by Document numbers. Current status information on first and second echelon repair parts.

- (5) Record of weapons of personnel on R&R, leave, hospital, etc.

d. AMMUNITION

- (1) Current inventory.
- (2) Authorized allowances on hand (DOA).
- (3) Adequate receipt/issue and turn-in records.

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(4) Suspended ammunition file.

6. PERSONNEL. Inspectors will note technical competence of assigned ordnance personnel.

7. EQUIPMENT. LTI (limited 3d echelon technical inspection) will be performed on Ordnance as indicated. The following percentages will be inspected dependent upon the tactical situations:

a. TANK BATTALION

- (1) M48A3 Tank - - 10%
- (2) M67A1 Flame - - 30%
- (3) M51VTR - - 30%
- (4) M50A1 Ontos - - 10%

b. AMTRAC BATTALION

- (1) LVTP5A1 - 10%
- (2) LVTP5A1 (Cmd) - 30%
- (3) LVTEL - 30%
- (4) LVTRL - 30%

c. ARTILLERY

- (1) 105 How - 30%
- (2) 155 How SP - 30%
- (3) 8" How - 50%
- (4) 175mm Gun - 50%
- (5) 4.2" Mortar - 50%

d. SMALL ARMS

- (1) All reserve weapons - 50%
- (2) All other weapons - 10%

e. AMMUNITION. Bunkers and storage sites - 100%

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f. A courtesy inspection or an assistance visit will be conducted upon request, but not within 30 days prior to the scheduled inspection date.

g. Units should ensure that armory records are current and that first and second echelon maintenance has been carried out.

h. Ammunition should be reviewed for continuity and completeness.

302. ENGINEER INSPECTION PROCEDURES1. BASIC REFERENCES.

- a. MCC 4710.2 \_ Engineer Equipment Retirement Program.
- b. MCC P4750.3 \_ Painting and Registration Markings for Marine Tactical and Combat Equipment.
- c. FMFTacO 11275.1 \_ SCP Maintenance of Engineer Equipment.
- d. **NAVEIOS** P-2455 United States Navy Safety Procedures.
- e. DivO 4700.6 \_ SCP Maintenance and Engineer Equipment.
- f. DivO 4700.7 \_ Inspection Check List, Engineer Equipment.
- g. DivO 4700.8 \_ SCP Engineer Operations.
- h. DivO 4700.9 \_ Records for Non-Tactical Generators.
- i. DivO 10260.2 \_ I Corps Generator Operation and Maintenance.
- j. USMC-IT 6115/1A Maintenance Responsibility Engineer Generators.
- k. IT-4700-15/1A Records Procedures for Marine Corps Tactical Equipment.
- l. TM-11275-12/2 Preventive Maintenance Indicators for Commanders.
- m. TM-11275-15/1C Maintenance of Engineer Equipment.

2. COMPOSITION OF INSPECTION TEAM

a. The engineer inspection team consists of (1) 1349-Engineer Equipment Chief.

b. When inspecting engineer units and 1st Shore Party Battalion, the inspection team will be augmented by additional qualified personnel. The types and numbers will be dictated by the size of the unit to be in-

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

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spected and its deployed status at the time of inspection.

### 3. SCOPE OF INSPECTION

a. RECORDS. Records will be kept in accordance with references (a), (k) or (m) on the Marine Corps Equipment listed in reference (e). Reference (h) covers NSA generators and other inter-service items as instructed by the tending unit.

#### b. EQUIPMENT

(1) For most units within the Division, the inspector will visually inspect every item possible for appearance and 1st echelon maintenance such as water and oil level, fan belt tension, battery and electrical connections, etc. Where the density of the item runs high, one out of three items will be inspected. The allotted time for the inspections is the controlling factor.

(2) Limited Technical Inspections will be conducted on equipment belonging to units that have a high density of engineer items (Engineer units and Shore Party units). It is ~~preferred~~ to check 1 in 3; however, the deployment of equipment and time allowed is the governing factor.

#### c. MAINTENANCE MANAGEMENT PROCEDURES

(1) An overall check will be made to determine if maintenance management procedures are being followed. This will be accomplished in the following manner:

(a) Check with supply to see if the TM and Special Allowances agree with item custody cards.

(b) Verify preventive maintenance roster to ensure that equipment is scheduled for timely preventive maintenance.

(c) Verify equipment jackets to ensure that proper entries are being made after completion of maintenance and repairs.

(d) Inspect equipment to determine if maintenance being recorded is actually being done.

(e) Check QPM sheets to determine if parts missing are recorded and corrective action taken to correct deficiency.

(f) Check pending requisitions and TFRQ's to ensure that items missing or in need of repair are on order and that status is correct.

(g) Check back with supply to ensure that documents are valid

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and have up to date status cards submitted.

4. GENERATORS. In order to eliminate confusion, the Division Engineer has the responsibility of checking the records and maintenance on all generators even though the item is a component part or under the operational control of the Communications Officer.

5. UNIT PREPARATION FOR CMMI

a. Review and update all records pertaining to the unit's engineer equipment.

b. Have all records available at one central location.

c. If possible, have all directives, publications and Unit SOP together or know their location.

d. Designate one man to escort engineer inspectors. This man should know the location of the various items of equipment and be prepared to note discrepancies.

e. Review the engineer checklist, appendix B-2-1, to ensure proper procedures are being followed and that required publications are on hand.

303. EMBARKATION INSPECTION PROCEDURES1. BASIC REFERENCES

a. The following basic references are considered necessary for sound embarkation planning and are required to be maintained and kept current at all times:

(1) LFM 01 (Doctrine for Amphibious Operations). Sets forth the basic doctrine governing the planning and conduct of all amphibious operations. Chapter 12 discusses planning and execution of embarkation.

(2) FMFM 4-2 (Embarkation). Sets forth the principles, procedures and techniques for planning the embarkation of the Marine Landing Force.

(3) FMFPacO P4600.1 (SOP for Embarkation). Prescribes embarkation procedures applicable to units of FMFPac and contains planning factors normally required in the preparation of loading plans.

(4) FMFPacBul 4600 of 12May69 (SOP for the Mechanized Embarkation Data System (MEDS)). Sets forth the principles and procedures for the MEDS.

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(5) ForO P4000.5 Section IV (Embarkation/Transportation). Prescribes embarkation procedures applicable to units of III MAF.

(6) DivO P4600.1 (SOP for embarkation). Prescribes embarkation procedures applicable to units of the 1st Marine Division.

b. The above documents must be maintained at battalion/separate company levels with the exception of FMFPacO P4600.1, which was distributed, and must be maintained at company/battery level.

2. COMPOSITION OF INSPECTION TEAM. Embarkation inspection team will normally consist of one SNCO for the inspection of Mechanized Embarkation Data System (MEDS) and one SNCO for the inspection of Manual Embarkation Procedures.

### 3. SCOPE OF INSPECTION

#### a. RECORDS

(1) The Unit Cargo Manifest (UCM) will be reviewed for format and clarity, and compared to the actual cargo that is on hand.

(2) The Vehicle Summary and Priority Table (VS&PT) will be reviewed for format and clarity, and compared to authorized allowances and on hand equipment.

(3) Required vehicle templates will be checked for proper quantity and size.

(4) Mechanized Embarkation Data System (MEDS) cards will be reviewed against UCM's, VS&PT's, T/O's and all authorized allowances.

#### b. PERSONNEL

(1) A determination will be made if commanders have assigned, by written orders, one commissioned officer as unit Embarkation Officer.

(2). Utilization of enlisted personnel having MOS 0431 will be reviewed to determine if additional duties preclude proper attention to embarkation preparation and development of MEDS.

(3) Embarkation training of personnel within the unit will be reviewed.

### 4. EQUIPMENT

a. Containers will be checked for quantity, serviceability, container markings, waterproofing, proper storage and proper palletization.

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- b. Pallets will be inspected for quantity and serviceability.
- c. Banding boards will be required for any palletized cargo which does not lend itself readily to proper container marking, i.e., folding cots, tentage, etc.
- d. Banding materiel is required to be held in sufficient quantity to properly band all of the unit's tentage.
- e. Vehicles will be inspected for tactical markings and condition/availability of lifting devices.
- f. Tracer action will be checked to ascertain if the unit has taken all possible steps to procure the missing equipment, which will affect embarkation readiness, i.e., banding, waterproofing, materiel, containers, etc.

5. MAINTENANCE MANAGEMENT PROCEDURES

a. The following information will be required of the unit being inspected:

- (1) Does the unit schedule periodic instruction on preparation of Unit Cargo Manifests, marking and packaging of supplies?
- (2) Does the Unit Commander or Embarkation Officer conduct official periodic inspections to verify the unit's embarkation readiness utilizing the check list referenced in appendix B-3-1 of this order, and is a file of these inspections maintained?

6. PREPARATION FOR CMMI

- a. The embarkation portion of a CMMI will normally be conducted one day later than the published schedule for CMMI's.
- b. In addition to the unit's Embarkation Officer and enlisted assistant, personnel responsible for preparation of Unit Cargo Manifests and packaging/marketing of supplies for each sub-unit or section will be available during the embarkation portion of a CMMI.
- c. Containers should be positioned in such a manner as to facilitate rapid comparison with information recorded on each sub-unit or section UCM.

304. MOTOR TRANSPORT INSPECTION PROCEDURES

- 1. The Motor Transport Materiel Management Inspection is conducted to provide a continuing, comprehensive and systematic evaluation of Motor Transport functions. The information derived from this program

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

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not only assists the Commanding General in achieving and maintaining optimum logistical effectiveness and efficiency, but also the unit being inspected. This is a working inspection, and is based upon a system of inspecting vehicle operations, maintenance procedures, supply procedures and management of assets.

2. PASIC REFERENCES. The following list of references is considered essential for the proper operation and maintenance of motor vehicles:

- a. TM 11240-15/1 (Tactical Motor Transport Vehicles Preventive Maintenance). This manual provides information and guidance for preventive maintenance services of tactical motor transport vehicles.
- b. TM 4700-15/1 (Tactical Equipment Record Procedures Record Maintenance). Chapter 3 of this manual provides detailed instructions for the preparation, use, and disposition of required forms and records for motor transport equipment.
- c. TM 11240-15/6 of 18 April 1969 (Cross-Reference List Motor Transport Equipment). This manual provides cross-reference lists for modification, technical and supply instructions applicable to "G" and "M" series and Marine Corps peculiar tactical vehicles and trailers.
- d. TM 21-300 (Drivers Selection and Training - Wheeled Vehicle). This manual is a guide for commanders and personnel directly responsible for driver training; it outlines a system for the selection, training and qualification of wheeled vehicle operators.
- e. TM 9----10 series (Operator's Manual). One (1) manual for each type of vehicle. These manuals contain operating instructions for each type of vehicle.
- f. MCO 11240.48 (PM Scheduling and Services for Administrative Use Motor Vehicles). This order implements instructions for scheduling and performing preventive maintenance service on administrative use motor vehicles.
- g. FMFPacO 11240.3 (Weekly PM Procedures). This order provides procedures to be used by personnel performing weekly first echelon vehicle maintenance.
- h. DivO 4700.1 (Unsatisfactory Equipment Reports). This order prescribes the correct procedures for submitting UER's.
- i. DivO 4700.10 (SOP for Operations and Maintenance). This SOP provides guidelines for Operations and Maintenance in the 1st Marine Division.
- j. TM 20-P series. (Organizational Repair Parts List). Contains

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lists of repair parts pertinent to Marine Corps vehicles.

k. DivO Fl1240.30. (1st Marine Division, FMP, SOP for Motor Transport). The purpose of this order is to set forth instructions and regulations standardizing motor transport procedures and policies for units of the 1st Marine Division.

3. COMPOSITION OF THE TEAM

a. The Motor Transport Command Materiel Management Inspection Team will consist of the following personnel:

(1) 1 Lt/WO	3502/3510	Team Leader
(2) 1 MSgt/Sgt	3516/3537	Operations/Supply Inspector
(3) 1 SSgt/Sgt	3516	Maintenance Inspector
(4) 2 NCO	3516	Technical Maintenance Inspectors

b. The 2 NCO 3516 Inspectors will be required to augment the team on an as needed basis.

4. SCOPE OF INSPECTION. The inspection will include but is not limited to the following areas:

a. RECORDS. Required Motor Transport Records and Forms will be inspected to ensure they are maintained in accordance with Chapter 3, TM 4700-15/1. Records and forms are as follows:

- (1) Master Log (NAVMC 10031)
- (2) Trip Ticket (NAVMC 10627)
- (3) DD 314 Cards
- (4) Motor Vehicle Folder (NAVMC 696)
- (5) "A" PM Sheet (NAVMC 10491)
- (6) "Q" PM Sheet (NAVMC 10490)
- (7) Accident Report Form (S.F. 91)
- (8) TERO (NAVMC 10245)
- (9) Limited Technical Inspection (NAVMC 10284)

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5. PERSONNEL

a. UTILIZATION. Utilizing Appendix B-4, part I, inspectors will record the number of personnel authorized and on hand. Check to ensure that personnel on hand are utilized properly, that is, they are not performing full time duties in another MOS, i.e., Police Sgts, Club NCO's.

b. TRAINING. Training of both Motor Vehicle operators and mechanics does not cease once an initial school is completed, but must be continued as long as the personnel are performing in their MOS. An inspection of lesson plans, training schedules, and questioning of personnel will be utilized to determine the training status of personnel.

6. EQUIPMENT. Limited Technical Inspections (LTI) will be conducted on a minimum of 10% of all on-hand assets. The LTI form will be completed in triplicate. The original will be forwarded with the final report to the Commanding General, a copy will be retained in the Division MTO's Office, with the unit being inspected receiving the third copy upon completion of the inspection.

7. MANAGEMENT PROCEDURES. In order to maintain an optimum degree of effectiveness, the Motor Transport section must utilize sound management procedures. The areas to be inspected to ensure that sound management procedures are in effect are as follows:

a. OPERATIONS:

- (1) Centralized Motor Transport Pool.
- (2) Centralized Maintenance Shop.
- (3) Centralized Dispatching.

b. SHOP:

- (1) Office.
- (2) Working Area.
- (3) Lubrication facilities..
- (4) Battery Charging facilities.
- (5) Parts room (if applicable).
- (6) P.O.L. Storage.

## 304.8 SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

- (7) Work flow.
- (8) Administration (TERO's/DD 314's).
- (9) Inspections (Pre and Post).

c. SCHEDULED PREVENTIVE MAINTENANCE

- (1) System for scheduling.

d. UNSCHEDULED MAINTENANCE

- (1) System for the rapid repair of defects.

8. COORDINATION. Motor Transport cannot operate without close coordination and cooperation with other sections within the unit.

Ensure proper coordination and procedures are in effect in the following areas:

a. SUPPLY:

- (1) Requisition procedures.
- (2) Reconciliation.
- (3) Verification of T/E and SA.

b. SAFETY:

- (1) Hazards in working areas.
- (2) Fire extinguishers.
- (3) Guard rails, safety rails.
- (4) Eye hazards (safety equipment).
- (5) Battery shop.

9. PREPARATION FOR CMMI. Preparation for an inspection should be a continuing daily effort. Continuing sound maintenance and operating procedures and constant supervision produce a ready Motor Transport Section. Below are listed some helpful hints:

- a. Use a copy of the CMMI Check List for pre-inspection checks.
- b. Have sound procedures and adhere to them, i.e., monthly tool box inventory, publications inventory.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS 305.3

c. Have some other unit Motor Transport Officer inspect your unit. At times the forest can't be seen for the trees.

d. Request clarification of manuals or orders that are not understood.

## 305. FOOD SERVICES INSPECTION PROCEDURES

1. REFERENCES: The following references are applicable for general messes in the 1st Marine Division:

- a. MCO F10110.16\_, Armed Forces Recipe Service
- b. MCO F10110.17\_, Marine Corps Menus
- c. TM10-418, Meat Processing Ration Issue
- d. MCO F10110.25\_, Standard "B" Ration for the Armed Forces
- e. TM10-701, Range Outfit Field, Gasoline M-1937, with accessory outfit.
- f. TM10-4540-15, Heaters, Immersion type for cans and tank trailers.
- g. TM10-405, Army Mess Operations.
- h. TM10-7360-204-12, Range Outfit, Field, Gasoline, M2, with accessory outfit.
- i. MCO F10110.14\_ Food Service and Supervision Management Manual
- j. ForO F10110.5\_ III MAF Menu Service
- k. ForO 10110.4\_ III MAF Food Service Program
- l. DivO F10110.1\_ Food Services Procedures
- m. DivO 4440.3\_ Garrison Property Messhall Equipment Control Procedures.

2. COMPOSITION OF INSPECTION TEAM. The Command Materiel Management Inspection Team, Food Service Section will normally consist of two well qualified Food Service personnel who will inspect all commodity areas of the mess.

3. SCOPE OF INSPECTION. The Food Service Inspection Team will inspect the following areas:

## 305.4 SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

- a. Food Service Procedures.
- b. Facilities repair and upkeep.
- c. Administration.
- d. Personnel.
- e. Storage.
- f. Equipment.
- g. Mount-out capabilities.
- h. Safety Procedures.

4. RECORDS. The following records must be available for inspections:

- a. Daily Inventory Records.
- b. Cooks Work Sheets.
- c. Product Sheets.
- d. Subsistence Issue Receipts.
- e. Daily Ration Memorandums.
- f. Appointment of Unit Authorized Custodian.
- g. Records of equipment that is in for survey or repair.

5. EQUIPMENT. Emphasis will be placed on the cleanliness, maintenance, shortages and overages on all T/E field messing equipment. All field messing equipment that is not in use must be displayed as outlined in DivO P10110.1\_.

6. UNIT PREPARATION FOR CMMI

- a. Hold field day in Mess prior to inspection.
- b. Ensure that Mess Personnel have clean shaves, haircuts, clean finger nails, clean clothing on and wear a cover.
- c. Ensure that cooks are using Armed Forces Recipe cards and Product Sheets.
- d. Ensure that Cooks Work Sheets are completely filled out.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS 306.5

- e. Ensure that all shortages of T/E equipment are on requisition.
- f. Display all field messing equipment that is not in use as outlined in DivO P10110.1\_.
- g. Maintain accurate inventories and cooks work sheets in order to account for items of subsistence issued to the mess.
- h. Ensure that mount-out crates for all field messing equipment are available and are in good condition.

306. SUPPLY INSPECTION PROCEDURES

1. The Division Supply Management Team utilizes a resume that encompasses all areas of supply administration within a unit to point out problem areas and to list discrepancies in the supply accounting procedures within the command.

2. REFERENCES.

- a. NAV COMP MANUAL VOL IV.
- b. MCO P4400.15\_
- c. MCO P4400.16\_
- d. MCO P4400.12 (MCSM VOL I)
- e. DivO 4400.7\_
- f. DivO 4400.19\_
- g. MCO P4450.7\_
- h. MCO P5600.1\_
- i. MCBUL 5215

3. COMPOSITION OF INSPECTION TEAM

- a. One Supply Officer, Team Leader.
- b. Three Enlisted Supply Specialists.

4. SCOPE OF INSPECTION. (Detailed information is contained in the supply resume Appendix B.)

5. COLLECTION AND ACCOUNTING FOR PUBLIC FUNDS

## 306.6 SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

a. Appointing orders for custodians and fund verification officers are reviewed for accuracy, format and continuity of assignments and periods of retention for these orders.

b. Checks are made to ensure that safe keeping of funds is proper and that unannounced audits and verifications have been conducted.

c. Cash and checkage sales forms are checked for proper format, distribution to see if required statements and signatures have been obtained, and to see if the turn in of funds has been accomplished within the proper time frame.

6. DIRECTIVES AND PUBLICATIONS. All supply related directives and publications are inspected to ensure that they are on hand or on order, that all required changes have been made and that they have been filed properly.

7. PROPERTY REQUISITIONING

a. Requisitions are checked to ensure that current and correct data has been entered prior to their release to the supply source.

b. Status data from the supply source is checked to see if it is being interpreted correctly and that proper follow-up action has been taken when required.

c. A sampling of about two-hundred (200) pending requisitions is compared against the posted expected receipts for accuracy, to see if they were posted to the Back Order Record Card where required and to check the validity of records between customers and the supply office.

8. FILES AND RECORDS. Checks are made to determine if the below listed required voucher files have been established and if they are being maintained properly.

a. Cash Sales/Requests for Checkage (Previously discussed).

b. Reports of Investigation (As they apply to supply accounting).

c. Adjustment Documents (Format and accuracy of posting).

9. GENERAL PROPERTY CONTROL PROCEDURES

a. Certificates of relief for commanding officers and supply officers; letters delineating "by direction" authority, and authority to receipt for supplies for responsible officers are verified as being on hand or not.

b. Allowance lists are checked for accuracy and to see how well

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

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they are being utilized.

c. Stock Record Cards NAVMC 708-SD are checked for format, inventory dates, proper account separation and special accounting instructions applicable to individual equipment.

10. FORMAL ACCOUNT

a. The Formal Account is checked for posting accuracy, overages and shortages and for what action has been taken to dispose of excesses and to requisition the shortages.

b. Control and accounting procedures for major ordnance combinations and sets, chests, and kits are checked.

c. Stock Record Card entries are compared against quantities posted on the Equipment Custody Record Cards and NAVMC 713 cards to determine if these entries balance.

11. INFORMAL ACCOUNT

a. These Stock Record Cards are checked for all information relating to inventory control data and the proper utilization thereof.

b. Back Order Record Cards are checked for proper utilization.

12. INVENTORY AND WAREHOUSING

a. Warehousing is checked for security.

b. Locator decks are checked for format and accuracy of information contained therein.

c. Boxes are checked for proper location of markings and how well they are organized and maintained for storage.

d. Quantities in stock are verified against postings to the stock record cards.

e. Memorandum receipts for individual equipment and weapons issue are checked for signature and format.

13.. SUPPLY MANAGEMENT

a. The personnel assignments and local supply training programs are discussed with the supply officer to determine if they are effective and if personnel on board are adequate to accomplish his mission.

## 307.1 SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

b. Pending requisitions for LOGSUM items are checked for status, validity, priority, assignments, and to see if proper follow-up action has been initiated.

307. INSPECTION PROCEDURES FOR COMMUNICATION -ELECTRONICS1. BASIC REFERENCES.

- a. DivO P02000.2\_ (Classified).
- b. DivO P2000.4\_, Communication SOP.
- c. DivO P4400.7\_, SOP for Supply.
- d. DivO P4700.6\_, SOP for Engineer Equipment.
- e. DivO P4700.10\_, SOP for Operation and Maintenance.

2. COMPOSITION OF INSPECTION TEAM

a. The team is comprised of Communication-Electronics specialists qualified in the operation and maintenance of Communication-Electronics equipment. Normally the team will consist of:

(1) 1 Officer, Team Leader; C/E Supply procedures and accountability.

(2) 2 Officer/SNCO, C/E Technician; records and publications inspection, equipment and installation inspection, and maintenance procedures evaluation.

3. PERSONNEL

- a. Critical shortages.
- b. Personnel working out of MOS.
- c. Organizational Effectiveness (responsibilities and effective utilization of personnel).

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

307.5

- d. Training.
  - e. Demonstration of Basic Skills..
  - f. Clearances/access.
4. EQUIPMENT (comprises all materiel TAM No. classes "A" and "H")
- a. Evidence of adequate PM/CM - comparison of equipment condition against records.
  - b. Equipment Sampling for LTI - consists of all vehicles and installed equipment and 10% of all other.
  - c. Adequacy of Accessories and Ancillary Equipment.
  - d. Installation: includes peripheral and physical plant.
  - e. Equipment Calibration and Modification.
5. MAINTENANCE MANAGEMENT PROCEDURES:
- a. Effectiveness of Procedures - maintenance and supply.
  - b. Supply.
    - (1) Verification of Authorized C-E Allowances - T/E and Special.
    - (2) Accountability of Materiel - include inventory control, sub-custody, memorandum receipts, status, etc.
    - (3) Requisitions Validity - quantity, item, priority, status.
    - (4) Methodology for determining continuing requirements - usage data for repair parts, dry cell battery and wire computation.
  - c. Tools for Management:
    - (1) SOP.
    - (2) Task Definition.
    - (3) Maintenance Scheduling.
    - (4) Assignment of Responsibilities.
  - d. Traceability of Transactions - maintenance and Supply.

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

6. OTHER

- a. Message Center Operation.
- b. Publications Pertinent to Equipment, Maintenance, and Supply.
- c. Battery Shop - alkaline batteries only.

7. PREPARATION FOR CMMI:

a. A pre-inspection Communications-Electronics sheet will be furnished a unit at the same time that administrative details are furnished. The enclosure should be completed and held by the unit CommO.

b. Ensure that 1st and 2nd echelon maintenance is accomplished on all C-E equipment prior to inspection and that PM records indicate same.

c. Review SL 1-2 to ensure that all required supply support publications and applicable changes on hand or on order.

d. Reconcile all requisitions and work orders.

308. MARES/FORSTAT INSPECTION PROCEDURES:

1. The MARES/FORSTAT inspection is designed to ensure that Division units are complying in an accurate and timely manner, with the instructions for reporting contained in the MARES/FORSTAT Manual, after complying.

2. BASIC REFERENCES:

- a. MCO P3000.2\_
- b. DivO P3000.4\_
- c. Appropriate Table of Equipment
- d. Appropriate Special Allowances Listing
  - (1) DivO 4441.16
  - (2) Other Special Allowances Authorizations

3. COMPOSITIONS OF THE INSPECTION TEAM. The inspection will be conducted by a representative from the Materiel Management Section of the Division G-4 office.

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

308.6

4. SCOPE OF INSPECTION. The scope of the inspection will be limited to those portions of the MARES/FORSTAT Reporting System dealing with logistics readiness reporting. More specifically the inspector will be monitoring those procedures which apply to the GA, GB, RM cards and the logistics measurement areas of the "D" Card.
5. RECORDS. The unit to be inspected should have updated copies of the latest Division MARES reconciliation on hand. These reports should indicate the current status of assets, deadlined equipment and GA Cards. (The GA Cards pertain only to units in a degraded readiness condition). Additionally the system which the unit employs to gain information from the various (commodity) areas, i.e., Comm-Elect, Motor Transport, etc, will be reviewed to ensure that a viable information flow exists between MARES/FORSTAT reporting and commodity area managers.
6. PREPARATION FOR CMMI. The best preparation for the MARES/FORSTAT inspection is to accurately submit MARES reports as changes in assets, deadlined equipment or status of a GA Cards occur. In order to ensure that the aforementioned reports are received and transmitted to CMC, units receive reconciliation print-outs weekly. Timely pick-up of these print-outs and promptness in returning the completed reconciliations will allow the unit to closely monitor their MARES/FORSTAT reports. This in turn will allow the unit to have an accurate base for use in computing readiness ratings in the measurement areas of Equipment/Supplies On Hand and Equipment Readiness for the FORSTAT "D" Card.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS 403.1

## SECTION IV

400. REPORTS

1. Within three working days after a CMMI has been completed, commodity functional area inspectors will submit a factual and concise written report of inspection results. This report will include the inspector's overall evaluation of his area in narrative form including a list of all discrepancies noted and recommended corrective action.

2. The Senior CMMI inspector will consolidate individual area inspection reports and forward them under cover letter to the CG via the Division Inspector within five working days after the inspection. Recommendations for action to be taken to correct discrepancies not within the purview of the inspected organizations will be addressed.

3. The Division Inspector will review and interpret the inspection results, and make appropriate recommendations to the Commanding General. He will inform the Commanding Officer of the inspected unit of the approved inspection results.

4. The Commanding Officer of the inspected unit will submit a letter of corrective action to the Commanding General within 14 days after receipt of the formal CMMI results. Areas of disagreement between the organization and CMMI will be resolved by the Division Inspector.

401. POST-INSPECTION COMMANDING OFFICER CRITIQUE. Immediately after their inspection, commodity/functional area inspectors will present the unit S-4 with a copy of their completed inspection check list, informally brief the S-4 and Commanding Officer or his representatives as to the results of the inspection, grade recommended and corrective action within the unit's ability to initiate. Inspectors will attempt to resolve all technical differences between themselves and unit personnel at this time.

402. REINSPECTION PROCEDURES

1. Any area receiving a grade of UNSATISFACTORY must be reinspected within 30 days after the unsatisfactory inspection. Reinspection reports will be submitted in accordance with paragraph 400 above.

403. FOLLOW-UP ACTION ON CMMI

1. Many discrepancies uncovered during CMMI's are obviously not susceptible to immediate correction. Others result from lack of command attention or expertise in technical area. Commanding officers will ensure that training/

403.2

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

maintenance programs are established to preclude recurrence of unsatisfactory conditions.

2. Similarly, Division Special Staff officers will review CMMI reports for trends and by means of newsletters, and/or contact instructional teams, ensure that problem areas are brought to the attention of subordinate commands.

404. CONTACT INSTRUCTION/ASSISTANT TEAMS. Technical area contact instruction and/or assistance teams are available upon informal request to the cognizant Division Special Staff Office. Times and scope of assistance rendered are dependent upon the personnel assets available to the Special Staff. Particular attention will, however, be directed to providing orientation instruction in cases where specialists are not available to a unit.

405. ASSISTANCE VISITS. Informal courtesy/assistance visits of selected commodity/functional areas may be requested by the unit commander to provide external determination of those areas requiring command attention prior to formal inspections. Requests for these visits will be honored, without justification, if the previous commodity/functional area was unsatisfactory. These courtesy visits will not be conducted less than 30 days prior to the regularly scheduled CMMI. An informal list of discrepancies noted will be left with the organization.

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SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

APPENDIX A  
PRE-INSPECTION NOTIFICATION FORMS

A-1

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SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTION

HEADQUARTERS

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

4/RJK/sdt  
5041

From: Commanding General  
To: Commanding Officer,

Subj: Command Materiel Management Inspection

Ref: (a) DivC P5041.18-  
(b) DivBul 5041 of

1. In accordance with references (a) and (b), your unit is scheduled for a Command Materiel Management Inspection on Embarkation will be inspected on the following day.

2. is the senior inspector and the estimated number of accompanying inspectors is . The inspection party will arrive at your CP at approximately for an estimated duration of . The Food Services inspection team will arrive at approximately 1000.

3. It is requested that the following support/facilities be furnished:

a. Guide for each commodity area: Ordnance, Engineer, Motor Transport, Food Services, Supply, Communication-Electronics and MAFES/PCSTAT.

b. One truck for transportation of the inspection team. Driver report to G-4 office at 0745 on morning of inspection.

c. Area for CMTI team administration and debriefing.

d. Meals.

4. It is recommended that previous CMTI reports be reviewed to ensure that previously noted discrepancies have been corrected.

# SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## HEADQUARTERS

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

10/WDC/jbm  
5041

From: Commanding General  
To: Commanding Officer.

**Subj: Command Materiel Management Inspection, Communication-Electronics**

Ref: (a) DivO 5041.1

Encl: (1) Type 1 and 2 Materiel Shortages/Excesses  
(2) Personnel Status  
(3) Materiel Deadlined  
(4) Materiel Modification Status  
(5) Direct Exchange Obligations

1. In accordance with reference (a) the Communication-Electronics Materiel Management Team will visit your command on \_\_\_\_\_. Any change in schedule will be promulgated by this Headquarters.

2. The following information will be made available by the Communications Officer for the inspection team. The data provided shall be current as of the date of the inspection insofar as possible.

a. A tabulation of all Type 1 and 2 Category A and H (Communication-Electronics) and Category B (Generators) materiel shortages/excesses, in the format of enclosure (1).

b. Communication-Electronics personnel status, in the format of enclosure (2).

c. A list of deadlined Communication-Electronics materiel, in the format of enclosure (3).

d. The notification status of Communication-Electronics materiel, in the format of enclosure (4).

e. A list of Direct Exchange obligations for Communication-Electronics materiel in the format of enclosure (5).

f. Comment on other major Communication-Electronics problem areas as appropriate: DX, publications, safety, supply, etc.

By direction

A-2-1

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SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS  
TYPE 1 AND 2 COMM-ELECT MATERIEL SHORTAGES/EXCESS

UNIT \_\_\_\_\_ DATE \_\_\_\_\_

SHORTAGES:

TAM NO.	ITEM	QTY	DOC NO.
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EXCESS: TAM NO.	ITEM	QTY AUTH	QTY ON HAND	DISPOSITION
--------------------	------	-------------	----------------	-------------

ENCLOSURE (1)

A-2-2

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COMM-ELECT PERSONNEL STATUS

UNIT \_\_\_\_\_ DATE \_\_\_\_\_

RANK	MOS	AUTH T/O	M/L	ON BOARD

List personnel working out of MOS:

NAME	RANK	MOS	BILLET OCCUPIED	DATE ASSIGNED

ENCLOSURE (2)

A-2-3

A-2-4

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## COMM-ELECT MATERIEL MODIFICATION STATUS

UNIT \_\_\_\_\_ DATE \_\_\_\_\_

1. 2d echelon modifications not accomplished:

MI/TI NO.	END ITEM	QTY	PARTS REQUIRED	DOC NO.

2. 3d/4th echelon modifications not accomplished:

MI/TI NO.	END ITEM	QTY	TERO NO.	DATE

ENCLOSURE (4)

A-2-5



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SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

APPENDIX B  
COMMODITY AREA INSPECTION CHECK-LISTS

B-1

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5

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## ORDNANCE INSPECTION

Unit Inspected \_\_\_\_\_  
 Date \_\_\_\_\_

General Overall Condition

## a. Narrative.

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## b. Major Area Rating.

Inspection Rating

(1) Condition of work area.

___	___	___
-----	-----	-----

(2) Ordnance SOP.

___	___	___
-----	-----	-----

(3) Overall maintenance 1st &amp; 2d echelon.

___	___	___
-----	-----	-----

(4) Publications.

___	___	___
-----	-----	-----

(5) Security of weapons.

___	___	___
-----	-----	-----

(6) Optical.

___	___	___
-----	-----	-----

(7) MCS utilization.

___	___	___
-----	-----	-----

(8) Weapons density chart.

___	___	___
-----	-----	-----

## SOP FOR COMMAND MATERIAL MANAGEMENT INSPECTIONS

## 3. Recommended Overall Rating.

## 1. Condition of work area.

## a. Safety

(1) Fire fighting equipment \_\_\_\_\_

(2) First aid kit \_\_\_\_\_

(3) Safety signs \_\_\_\_\_

(4) Stowage of flammables \_\_\_\_\_

## b. Space \_\_\_\_\_

## c. Lighting \_\_\_\_\_

## d. Tools and equipment \_\_\_\_\_

## 2. Ordnance SOP.

## a. Division \_\_\_\_\_

## b. Battalion \_\_\_\_\_

## 3. 1st and 2nd Echelon Maintenance SOP. \_\_\_\_\_

## 4. Publications.

a. MCO 4700.1 UER \_\_\_\_\_

b. TI 8005-15/4 Inspection of Weapons \_\_\_\_\_

c. Files of MI's, TI's, SI's, TM's, FM's \_\_\_\_\_

d. Missing publications on order \_\_\_\_\_

## 5. Security of Weapons.

a. Issue and receipt \_\_\_\_\_

b. Modifications \_\_\_\_\_

c. Evacuation to higher echelon maintenance \_\_\_\_\_

d. Record of weapons in for repair \_\_\_\_\_

e. Security of weapons of R&amp;R personnel \_\_\_\_\_

## 6. Optical.

a. General conditions \_\_\_\_\_

b. Storage facilities \_\_\_\_\_

## 7. MOS Utilization (2111-2112). \_\_\_\_\_

## 8. Weapons Density Chart. \_\_\_\_\_

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## WEAPONS INSPECTED

## UNIT INSPECTED \_\_\_\_\_

DATE \_\_\_\_\_

A. PISTOL CAL 45 M1911A1 \_\_\_\_\_

B. RIFLE CAL 7.62 M14 \_\_\_\_\_

C. RIFLE CAL 5.56 M16A1 \_\_\_\_\_

D. M60 MG \_\_\_\_\_

E. M122 MOUNT \_\_\_\_\_

F. CAL 50 M2 \_\_\_\_\_

G. M3 MOUNT \_\_\_\_\_

H. M79 \_\_\_\_\_

I. SHOTGUN \_\_\_\_\_

J. M9 PROJECTOR \_\_\_\_\_

K. 60MM MORTAR \_\_\_\_\_

L. 81MM MORTAR \_\_\_\_\_

M. INFRA RED \_\_\_\_\_

N. STARLIGHT \_\_\_\_\_

O. M700 \_\_\_\_\_

P. FLAME THROWER \_\_\_\_\_

Q. AN/M4 \_\_\_\_\_

R. BATTERY CHARGER \_\_\_\_\_

S. BINOCULAR \_\_\_\_\_

T. COMPASS \_\_\_\_\_

U. M3A1 SMG \_\_\_\_\_

V. 3.5 RL \_\_\_\_\_

REMARKS: \_\_\_\_\_



SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

ORDNANCE TECHNICAL INSPECTION  
(AMMUNITION)

Unit Inspected: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

1. Storage Site,

- a. Location.
- b. Warning and no smoking signs.
- c. Fire fighting equipment.

Bn	_____	_____
Co	_____	_____
Co	_____	_____
Co	_____	_____
Co	_____	_____
Co	_____	_____

2. Bunker Construction.

- a. Type construction and if adequate.
- b. Ventilation.

Bn	_____	_____
Co	_____	_____
Co	_____	_____
Co	_____	_____
Co	_____	_____
Co	_____	_____

3. Storage in Bunker,

- a. Compatibility.
- b. Stored by lot number and type.
- c. Dunnage.
- d. Grade III stored in with serviceable ammunition.
- e. Excessive ammunition.

Bn	_____	_____
Co	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

Co	_____	_____
Co	_____	_____
Co	_____	_____
Co	_____	_____

4. Records.

- a. Current inventory.
- b. Authorized allowance on hand. (10 DOA).
- c. Adequate receipt, issue and turn-in records.
- d. File on suspended ammunition.
- e. Ammunition technician by MOS.

Bn	_____	_____
Co	_____	_____
Co	_____	_____
Co	_____	_____
Co	_____	_____
Co	_____	_____

5. Directives and Publications.

- a. Division Order P8000.1.
- b. Division Order 8010.1.
- c. Division Order 8027.1 w/ch 1.
- d. TI 8010-15/1B w/ch 1 & 2.
- e. Battalion Ordnance SOP.
- f. TM-9-1900.
- g. TM-9-1300-206.
- h. TM-9-1300-203 (Arty units).

6. Overall Rating

- |  |   |
|--|---|
| <input type="checkbox"/> Satisfactory                    | <input type="checkbox"/> Satisfactory w/minor discrepancies |
| <input type="checkbox"/> Satisfactory with discrepancies |   |
| <input type="checkbox"/> Unsatisfactory                  | <input type="checkbox"/> Satisfactory w/major discrepancies |

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

Remarks (continued)

[illegible]

NAME \_\_\_\_\_

**RANV**

R-1-7

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## c. Recommended Overall Rating

## TECHNICAL INSPECTION FORM (ARTILLERY)

ORGANIZATION: \_\_\_\_\_ VEHICLE: \_\_\_\_\_  
 GUN NO: \_\_\_\_\_ TUBE NO: \_\_\_\_\_  
 RECOIL NO: \_\_\_\_\_ CARRIAGE NO: \_\_\_\_\_  
 INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

1. GUN BOCK.

- a. Total EFC rounds fired. \_\_\_\_\_
- b. Breech block. \_\_\_\_\_
- c. Pullover gage reading. \_\_\_\_\_
- d. Modifications complete. \_\_\_\_\_

2. CANNON.

- a. Breech ring. \_\_\_\_\_
- b. Breech block. \_\_\_\_\_
- c. Breech block cam (M109). \_\_\_\_\_
- d. Firing mechanism. \_\_\_\_\_
- e. Evacuator chamber. \_\_\_\_\_
- f. Muzzle breech. \_\_\_\_\_
- g. Extractors. \_\_\_\_\_

3. OBTURATOR GROUP.

- a. Spindle.
- b. Gas check pad.

4. RECOIL MECHANISM.

- a. Replenisher.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

- b. Recoil cylinders (M109, M55, M53). \_\_\_\_\_
- c. Concentric recoil (90mm & 120mm). \_\_\_\_\_
- d. Recoil mechanism (155mm, 107mm, 105mm). \_\_\_\_\_
- e. Filling plug. \_\_\_\_\_
- f. Oil index. \_\_\_\_\_
- 5. SHIELDS.
  - a. Cracks. \_\_\_\_\_
  - b. Bolts and nuts. \_\_\_\_\_
- 6. ELEVATING MECHANISM. \_\_\_\_\_
- 7. TRAVERSING MECHANISM (105, 155, 107 only). \_\_\_\_\_
- 8. EQUILIBRATORS. \_\_\_\_\_
- 9. TRAILS.
  - a. Spades. \_\_\_\_\_
  - B. Lunette. \_\_\_\_\_
- 10. WHEELS. \_\_\_\_\_
- 11. BRAKES. \_\_\_\_\_
- 12. OVERALL.
  - a. Covers and plates. \_\_\_\_\_
  - b. Paint. \_\_\_\_\_
  - c. Lubrication and fittings. \_\_\_\_\_
  - d. Sight mounts and quadrants. \_\_\_\_\_
- 13. PUBLICATIONS & INSTRUCTIONS. \_\_\_\_\_
- 14. ADDITIONAL REMARKS:  
\_\_\_\_\_  
\_\_\_\_\_

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

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LEGEND:     S - Satisfactory  
              U - Unsatisfactory  
              X - Adjust  
              XX - Repair  
              O - Replace  
              M - Missing

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## c. Recommended Overall Rating

## Track Vehicle Inspection M48A3 &amp; M67A2

TAC # \_\_\_\_\_

Date \_\_\_\_\_

USMC # \_\_\_\_\_

Inspector \_\_\_\_\_

( ) Satisfactory

(S) Service

(X) Repair

(R) Replace

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
1. <u>Vehicle Log Book.</u>	_____	_____
2. <u>Suspension System.</u>	_____	_____
a. Track, Roadwheels, Support Rollers	_____	_____
b. Final Drives, (Oil Level)	_____	_____
c. Sprockets & Hubs	_____	_____
d. Torsion Bars, Springs & Shock Absorbers	_____	_____
e. Lube Fittings & Arms	_____	_____
3. <u>Full Exterior.</u>	_____	_____
a. Access Plates	_____	_____
b. Towing Pintles & Lifting Eyes	_____	_____
c. Stowage Boxes	_____	_____
d. Fire Ext. Handles	_____	_____
e. Grill Doors & Armor Plate Bolts	_____	_____
4. <u>Engine Compartment.</u>	_____	_____
a. Oil Level	_____	_____
b. Oil Coolers	_____	_____
c. Fuel Lines & Fittings	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item.</u>	<u>Remarks</u>	<u>Symbol</u>
d. Turbo Chargers	_____	_____
e. Air Cleaners	_____	_____
f. Trans. Oil Level	_____	_____
g. Oil Lines & Fittings	_____	_____
h. Shifting & Steering Linkage	_____	_____
i. Leaks	_____	_____
5. <u>Crew Compartment.</u>	_____	_____
a. Drivers Hatch	_____	_____
b. Seat Back & Rest	_____	_____
c. Fire Ext. Date Weight	_____	_____
d. Slave Rec. & Batteries	_____	_____
e. Instrument Panel, Gauges, & Warning Lights	_____	_____
f. Headlights, High & Low Beams	_____	_____
g. Tail & Stop Lights	_____	_____
h. Black Out & Drive Markers	_____	_____
i. Infrared Lights	_____	_____
j. Brake (Parking)	_____	_____
6. <u>Operation Engine.</u>	_____	_____
a. Starting	_____	_____
b. Warning Lights	_____	_____
c. Oil Pressure	_____	_____
d. Tachometer	_____	_____
e. Fuel Shutoff	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item.</u>	<u>Remarks</u>	<u>Symbol</u>
f. Leaks.	_____	_____
7. <u>Dozer Tank Only.</u>	_____	_____
a. Operation of Blade.	_____	_____
b. Hyd Lines.	_____	_____
c. Oil Level & Reservoir.	_____	_____
d. Controls.	_____	_____
e. Blade Carrying Hooks.	_____	_____
8. <u>Turret.</u>	_____	_____
a. Gun Travel Lock.	_____	_____
b. Cupola Assy.	_____	_____
c. Vent Blower.	_____	_____
d. Turret Wiring.	_____	_____
e. Dome Lights.	_____	_____
f. Turret Ring & Basket Assy.	_____	_____
g. Stowage Box & Ammo Racks.	_____	_____
h. Slip Ring.	_____	_____
i. T.C. Seat, Gunner's Seat and Loader's Seat.	_____	_____
j. Oil Reservoir (Oil Level) at "O" Pressure.	_____	_____
k. Comdr & Gunner's Handle Assy.	_____	_____
l. Firing Switches.	_____	_____
m. Manual Elev.	_____	_____
n. Power Elev.	_____	_____
o. Manual Traverse.	_____	_____

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
p. Power Traverse.	_____	_____
q. Gear Box (Oil Level).	_____	_____
9. <u>Flame Tank Only</u> .	_____	_____
a. Over Ride Clutch Assy.	_____	_____
b. Foot Firing Switch.	_____	_____
c. Equilibrator Assy.	_____	_____
d. Gauges, Regulators.	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## Ordnance Track Vehicle Inspection (M50A1)

TAC # \_\_\_\_\_ Date \_\_\_\_\_

USMC # \_\_\_\_\_ Inspector \_\_\_\_\_

( ) Satisfactory (S) Service (X) Repair (R) Replace

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
1. <u>Vehicle Log Book.</u>	_____	_____
2. <u>Suspension System.</u>	_____	_____
a. Track, Roadwheels, and Support. Rollers.	_____	_____
b. Final Drives (Oil Drives).	_____	_____
c. Sprockets and Pins.	_____	_____
d. Lube Fittings and Arms.	_____	_____
3. <u>Hull Exterior.</u>	_____	_____
a. Access Plates.	_____	_____
b. Lifting Eyes & Towing Hooks.	_____	_____
c. Armor Plate Bolts.	_____	_____
d. Exhaust Cover, Muffler and Clamps.	_____	_____
4. <u>Engine Compartment.</u>	_____	_____
a. Oil Level.	_____	_____
b. Water Level.	_____	_____
c. Fuel Lines & Fittings.	_____	_____
d. Air Cleaner.	_____	_____
e. Fan Belts.	_____	_____
f. Trans. (Oil Level).	_____	_____
g. Shifting & Steering Linkage.	_____	_____

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
h. Leaks, Water, Oil & Fuel.	_____	_____
5. <u>Crew Compartment.</u>	_____	_____
a. Driver's Hatch.	_____	_____
b. Seat Back & Rest.	_____	_____
c. Slave Receptacle & Batteries.	_____	_____
d. Instr Panel, Gauges & Warning Lights.	_____	_____
e. Headlights, High & Low.	_____	_____
f. Tail & Stop Lights.	_____	_____
g. Black Out Drive & Marker.	_____	_____
h. Parking Brake.	_____	_____
6. <u>Operation Engine &amp; Trans.</u>	_____	_____
a. Starting.	_____	_____
b. Warning Lights & Gauges.	_____	_____
c. Oil Pressure.	_____	_____
7. <u>Turret.</u>	_____	_____
a. 30 Cal. Solenoid & Mount.	_____	_____
b. 106 Solenoid & Mount.	_____	_____
c. Hyd. Hand Pump, Stop Valve	_____	_____
d. Actuators.	_____	_____
e. Gun Switches.	_____	_____
f. Elev. & Depression Assy.	_____	_____
g. Traversing Assy.	_____	_____
h. Lines & Fittings.	_____	_____

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
8. <u>Vehicle Condition.</u>	_____	_____
9. <u>Remarks.</u>	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## Track Vehicle Inspection (M51 VTR)

TAC # \_\_\_\_\_

Date \_\_\_\_\_

USMC # \_\_\_\_\_

Inspector \_\_\_\_\_

( ) Satisfactory

(S) Service

(X) Repair

(R) Replace

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
1. <u>Vehicle Log Book.</u>	_____	_____
2. <u>Suspension System.</u>	_____	_____
a. Track, Road Wheels, Support Rollers.	_____	_____
b. Final Drives (Oil Level).	_____	_____
c. Sprockets and Pubs.	_____	_____
d. Torsion Bars, Springs and Shock Absorbers.	_____	_____
e. Lube Fittings & Arms.	_____	_____
3. <u>Hull Exterior.</u>	_____	_____
a. Access Plates.	_____	_____
b. Towing Pintle & Lifting Eyes.	_____	_____
c. Stowage Boxes.	_____	_____
d. Fire Ext. Handles.	_____	_____
e. Grill Doors & Armor Plate Bolts.	_____	_____
4. <u>Engine Compartment.</u>	_____	_____
a. Oil Level.	_____	_____
b. Oil Coolers.	_____	_____
c. Fuel Lines & Fittings.	_____	_____
d. Supercharger Intake Duct.	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
e. Air Cleaners.		
f. Trans. (Oil Level).		
g. Oil Lines & Fittings.		
h. Shifting & Steering Linkage.		
i. Leaks.		
5. <u>Crew Compartment.</u>		
a. Driver's Hatch.		
b. Seat and Back Rests.		
c. Fire Ext. & Date Weight.		
d. Slave Receptacle and Batteries.		
e. Inst. Panel Gauges and Warning Lights.		
f. Headlights High & Low Beam		
g. Black Out Drive & Marker.		
h. Brake Lock.		
6. <u>Operation Eng Trans &amp; Aux. Eng.</u>		
a. Starting.		
b. Warning Lights.		
c. Oil Pressure.		
d. Oil Level (Aux. Generator).		
e. Leaks.		
7. <u>Hydraulic Systems.</u>		
a. Main Winch.		

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
b. Aux. Winch.	_____	_____
c. Main & Aux. Winch Cables	_____	_____
d. Levers & Controls.	_____	_____
e. Crane & Hook, Pulley Lubed.	_____	_____
8. <u>Vehicle Condition.</u>	_____	_____
9. <u>Remarks.</u>	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## Ordnance Track Vehicle Inspection (M109)

TAC # \_\_\_\_\_ Date \_\_\_\_\_

USMC # \_\_\_\_\_ Inspector \_\_\_\_\_

( ) Satisfactory (S) Service (X) Repair (R) Replace

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
1. <u>Vehicle Log Book.</u>	_____	_____
2. <u>Suspension System.</u>	_____	_____
a. Track Adj. ( $\frac{3}{4}$ " #3) Road Wheel.	_____	_____
b. Oil Level (Final Drive)	_____	_____
c. Sprockets, Pubs.	_____	_____
d. Final Drive..	_____	_____
e. Springs, Extra Idler Wheel Torsion Bars.	_____	_____
f. Shock Absorbers.	_____	_____
g. Arms	_____	_____
h. Lub. Fittings.	_____	_____
i. Track Adj. Arms.	_____	_____
3. <u>Hull Exterior.</u>	_____	_____
a. Access Plates.	_____	_____
b. Towing Pintle & Towing Hooks.	_____	_____
c. Lifting Eyes.	_____	_____
d. Fire Extinguisher Handle.	_____	_____
e. Armor Plate Bolts.	_____	_____
4. <u>Engine &amp; Transmission.</u>	_____	_____
a. Engine Oil Level	_____	_____

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
b. Trans. Oil Level.	_____	_____
c. Heat Exchangers.	_____	_____
d. Radiator Water Level.	_____	_____
e. Electrical Wiring.	_____	_____
f. Air Cleaners.	_____	_____
g. Safety Wire.	_____	_____
h. Oil Lines, Fuel Lines and Fittings.	_____	_____
i. Shifting & Steering Linkage.	_____	_____
j. Leaks.	_____	_____
5. <u>Crew Compartment.</u>	_____	_____
a. Driver's Hatch & Lock.	_____	_____
b. Driver's Seat & Back Rest.	_____	_____
c. Fire Extinguisher Weight Date.	_____	_____
d. Slave Receptacle & Batteries.	_____	_____
e. Instrument Panel.	_____	_____
f. Warning Lights.	_____	_____
g. Head & Tail Lights High & Low Beam.	_____	_____
h. Blackout Marker & Drive, Stoplight.	_____	_____
i. Brake Lock & Light.	_____	_____
j. Tachometer.	_____	_____
6. <u>Operation Engine.</u>	_____	_____
a. Engine Starting.	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
b. Warning Lights .	_____	_____
c. Governor Speed (No load 2450 RPM).	_____	_____
d. Stall Test (2000 RPM).	_____	_____
e. Idle (500-600 RPM).	_____	_____
f. Engine Oil Pressure.	_____	_____
g. Leaks	_____	_____
h. Fuel Shut Off	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## Ordnance Track Vehicle Inspection (LVT's)

TAC # \_\_\_\_\_

Date \_\_\_\_\_

USMC # \_\_\_\_\_

Inspector \_\_\_\_\_

( ) Satisfactory

(S) Service

(X) Repair

(R) Replace

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
1. <u>Vehicle Log Book.</u>	_____	_____
2. <u>Suspension System.</u>	_____	_____
a. <u>Track.</u>	_____	_____
b. <u>Sprockets &amp; Hubs.</u>	_____	_____
c. <u>Road Wheels &amp; Idlers, Support Rollers.</u>	_____	_____
d. <u>Track Pins, Track Tension, Nut and Collar.</u>	_____	_____
3. <u>Full Exterior.</u>	_____	_____
a. <u>Cargo, Covers, Hatch, Handles and Hasps.</u>	_____	_____
b. <u>Fire Ext., Pull Handle</u>	_____	_____
c. <u>Tow Hitch Release.</u>	_____	_____
d. <u>Antenna Mast Bases.</u>	_____	_____
e. <u>Doghouse, Exh Flaps, Louvers, Latches.</u>	_____	_____
f. <u>Radiator Wells, Water Hoses.</u>	_____	_____
g. <u>Armored Covers Fuel &amp; Water</u>	_____	_____
h. <u>Fuel Extensor</u>	_____	_____
i. <u>Grease Fittings.</u>	_____	_____
j. <u>Water Level Radiator.</u>	_____	_____
4. <u>Engine Compartment.</u>	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
a. Engine Oil Level.		
b. Port Reservoir Oil Level.		
c. Oil Filter Turn Cuno.		
d. Trans. Oil Level.		
e. Port Hyd Oil Level.		
f. Stbd Hyd Oil Level.		
g. Batteries & Slave Rec.		
h. Bilges.		
i. Fan Angle Drive.		
j. Fan Shafts		
k. Spur Gear Struts.		
5. <u>Crew Compartment</u> .		
a. Ramp Oper Cables, Wells, Pins, Locks .		
b. Driver's and Crew Chief's Seat .		
c. Troop Benches.		
d. Deck Plate Bolts.		
e. Compartment Lights.		
f. Fire Ext. Date and Weight .		
g. Escape .		
h. Aux. Gen. Oil Level.		
i. Aux. Gen. Exh Louver.		
j. Instrument Panel.		
k. Warning Lights, Gauges, Switches.		

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DECLASSIFIED

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
l. Blower Oper.	_____	_____
m. Horn.	_____	_____
n. Aux. Gen. Operation.	_____	_____
o. Main Gen. Operation.	_____	_____
p. Fan Drive Transmission.	_____	_____
q. Vision Blocks, Wing Nuts.	_____	_____
r. Cupola.	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## SUPPLEMENT A

## TURRET INSPECTION LVTP-6

( ) Satisfactory (S) Service (X) Repair (R) Replace

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
1. <u>Turret Exterior</u> .	_____	_____
a. 105 How Travel Lock.	_____	_____
b. Canvas Covers.	_____	_____
c. Hatches & Seals.	_____	_____
d. Machinegun Mount .	_____	_____
2. <u>Interior Turret</u> .	_____	_____
a. Ammunition Racks .	_____	_____
b. Deck Plates .	_____	_____
c. Slip Ring .	_____	_____
d. Seats & Pads.	_____	_____
e. Dome Lights.	_____	_____
f. Hyd Oil Reservoir.	_____	_____
g. Manual Traverse .	_____	_____
h. Power Elevator.	_____	_____
i. Manual Elevator.	_____	_____
j. Vent & Blower.	_____	_____
k. Firing Circuit Main & NC.	_____	_____
l. Lube of Turret Race. .	_____	_____
m. Hyd Oil Level Traversr. Reservoir.	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## SUPPLEMENT B

LVTEL

( ) Satisfactory (S) Service (X) Repair (R) Replace

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
1. Guards & Shields for Hyd Oil Lines & Excavator.		
2. Rkt Launcher Rails & Retaining Pins.		
3. Rkt Launcher Support Shield.		
4. Rkt Launcher Frame.		
5. Emerg Cable Sheave.		
6. Cover Rkt Lock Pin Solenoids.		
7. Rkt Launcher Hydrometer.		
8. Firing System Operation.		
9. Shield Rkt Launcher Angle Indicator Cover.		
10. Mine Excavator Blade Carrying Latches.		
11. Excavator Blade Buoyancy Tanks.		
12. Excavator Blade.		
13. Excavator Blade Hyd Cyl.		
14. Emerg Excavator Blade Life Cyl. & Cable Control Carpenter Stopper.		
15. Seven Pallet Control Limit Switches & Angle Indicator Limit Switch.		
16. Engineer Control Panel.		
17. Decoupling Panel, Lights, Gauges, and Switches.		

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
18. Pallet Orientation.	_____	_____
19. Excavator Blade Control Valve Linkage & Porting Block.	_____	_____
20. Excavator Blade Operation.	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## SUPPLEMENT C

## LVTRIAL

( ) Satisfactory      (S) Service      (X) Repair      (R) Replace

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
1. Main Winch.	_____	_____
2. Aux. Winch.	_____	_____
3. Power Skid.	_____	_____
4. Oil Level Eng.	_____	_____
5. Instr Panel Gauges & Lights.	_____	_____
6. Compressor.	_____	_____
7. D. C. Welder.	_____	_____
8. A. C. Generator.	_____	_____
9. Boom.	_____	_____
10. King Pins.	_____	_____
11. Limit Switches (Boom).	_____	_____
12. Levers & Controls for Winches.	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## TRACK VEHICLE INSPECTION (M110 &amp; M107)

TAC # \_\_\_\_\_ Date \_\_\_\_\_

USMC # \_\_\_\_\_ Inspector \_\_\_\_\_

( ) Satisfactory (S) Service (X) Repair (R) Replace

<u>Item</u>	<u>Remarks</u>	<u>Symbol</u>
1. Gun Travel Lock, Bushings and Pins.	_____	_____
2. Hatches.	_____	_____
3. All Seats and Pads.	_____	_____
4. Firing Lock.	_____	_____
5. Replenisher.	_____	_____
6. Ammo Racks & Powder Rack.	_____	_____
7. Manual Elev & Traverse.	_____	_____
8. Switches.	_____	_____
9. Power Elev & Traverse.	_____	_____
10. Power Pack Motor & Pumps.	_____	_____
11. Hyd Lines & Connections.	_____	_____
12. Accumulator.	_____	_____
13. Rammer & Hoist.	_____	_____
14. Turret Race Gear.	_____	_____

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

REPORT OF ENGINEER INSPECTION

## HEADQUARTERS

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

## REPORT OF ENGINEER INSPECTION

Unit Inspected \_\_\_\_\_ Date Inspected \_\_\_\_\_  
 Commanding Officer \_\_\_\_\_ Inspecting Officer \_\_\_\_\_  
 Maintenance Officer \_\_\_\_\_ Organization \_\_\_\_\_

Instructions: The following check list is furnished for conducting Engineer Inspections. Except in instances where it is evident that no further explanation is required, questions answered "NO" should be commented on as to what, specifically, the discrepancies are and the reason they exist.

<u>SECTION 1 - GENERAL</u>	Yes	No
1. Are formal command inspections conducted by the Commanding Officer?	—	—
2. Are informal inspections conducted by the Commanding Officer?	—	—
3. Has the unit a prescribed Safety SOP?	—	—
4. Does the unit have an SOP for the Maintenance of Engineer Equipment?	—	—
5. Is preventive maintenance being conducted on all items of equipment?	—	—
6. Is the daily preventive maintenance conducted in accordance with the appropriate TM?	—	—
7. Is the daily preventive maintenance supervised by the Equipment Officer/Equipment Chief?	—	—
8. Is there sufficient time allowed for the performance of daily and other preventive maintenance services?	—	—
9. Remarks/Recommendations.		

B-2-1

DECLASSIFIED

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

SECTION 2-CONTROL AND RECORDS

	Yes	No
1. Is a centralized system in effect to control the maintenance and operations of Engineer Equipment?	—	—
2. Is a Preventive Maintenance Roster (NAVMC 10561-SD) maintained by the Dispatcher?	—	—
3. Is the work load adequately pro-rated throughout the month by proper scheduling on the Preventive Maintenance Roster (NAVMC 10561-SD)?	—	—
4. Are fuel consumption records being kept on the (NAVMC 10524-SD), and are they being utilized?	—	—
5. Is (NAVMC 10524-SD) being utilized as an operational log for stationary equipment?	—	—
6. Is the Vehicle Record Folder (NAVMC 696-SD), maintained on each item of equipment?	—	—
a. Does the face of the Motor Vehicle Record Folder (NAVMC 696-SD) list transfers, modifications, completed and any other major assemblies that have been replaced?	—	—
b. Are Tactical Equipment Repair Orders (NAVMC 10245-SD) on open job orders retained in the Vehicle Jacket?	—	—
c. Is there a work sheet for Preventive Maintenance and Technical Inspection of Engineer Equipment (NAVMC 10560-SD) for the last quarterly held, and for the last CG or IG Inspection?	—	—
d. Is there a copy of Unsatisfactory Equipment Report (NAVMC 10293-SD) for which an UER has been submitted to GMC?	—	—
7. Does the Vehicle Record Folder (NAVMC 696D-SD) contain the following records and forms?	—	—
a. Engineer Item Age and Cost Record (NAVMC 10332-SD) (Maintain in accordance with MCO 4710.2).	—	—
b. Tactical Equipment Repair Order (NAVMC 10245-SD)	—	—
c. Work Sheet for Preventive Maintenance and Technical Inspection of Engineer Equipment (NAVMC 10560-SD),	—	—

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	Yes	No
d. Unsatisfactory Equipment Report (NAVMC 10293-SD).	—	—
e. Request for Issue or Turn In (DD Form 1348).	—	—

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

SECTION 3-PUBLICATIONS

	Yes	No
1. Are the following publications readily available for use?	___	___
a. MCC 4710.2 - Engineer Equipment Retirement Program?	___	___
b. MCC P4750.3 - Painting and Registration Markings for Marine Corps Tactical and Combat Equipment?	___	___
c. MCC 4400.4 - Marine Corps Recoverable Items Program?	___	___
d. FMFPacO 11275.1 - SOP Maintenance of engineer equipment.	___	___
e. III MAF Logistics Force O. P4000.5 - SOP Maintenance support - 2nd and 3rd echelon for Division Units and Wing Units.	___	___
f. DivO 4700.6 - SOP Maintenance of Engineer Equipment.	___	___
g. NAVEXO P-2455-United States Navy Safety Procedures?	___	___
h. SL 1-2 - Index of Authorized Publications?	___	___
i. USMC TM 4700-15/1A - Records for Marine Corps Tactical Equipment?	___	___
j. USMC TI 6115/1A - Maintenance Responsibility Engine Generators?	___	___
k. TM 11275.12/2 Preventive Maintenance Indicators for Commanders?	___	___
l. TM 11275.1 - Maintenance of Engineer Equipment?	___	___
m. SI 2410-15/1 - Applicable Electrical Components for Tractors, full-tracked, low speed?	___	___
n. BI 2610-25/1 - Tire Replacement, Engineer Equipment?	___	___
o. Component listings for all sets and equipment?	___	___
2. <u>Remarks/Recommendations</u>		

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

SECTION 4 - PERSONNEL

1. Indicate the authorized and on board strength for the following MOS's.

<u>MOS</u>	<u>TITLE</u>	<u>T/O</u>	<u>O/H</u>
1121	Plumber/Water Supply Man	—	—
1141	Electrician	—	—
1161	Refrigeration Mechanic	—	—
1316	Welder	—	—
1341	Equipment Mechanic	—	—
1345	Equipment Operator	—	—
1371	Construction Engineer	—	—
1411	Construction Draftsman	—	—
1413	Construction Surveyor	—	—

	Yes	No
2. Are any Engineer personnel currently working outside their MOS?	—	—
3. Is there a training program for engineer personnel?	—	—
4. Is their training program considered adequate?	—	—
5. Do operators possess a valid operators license (Standard Form 46)? This license should indicate each type of equipment the operator is licensed to operate regardless of size.	—	—
6. Is there a definite safety indoctrination program established for engineer personnel?	—	—
7. Are all personnel aware of the publications available for their use?	—	—
8. Are all personnel aware of the correct procedures for utilizing the forms and records applicable to engineer equipment?	—	—
9. Is on-the-job training conducted?	—	—
10. Do operators receive sufficient training to main-	—	—

(12)

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	<u>Yes</u>	<u>No</u>
tain their proficiency?	—	—
11. Are operators being utilized to assist in performing scheduled preventive maintenance services?	—	—
12. Are personnel qualified to fill assigned billets?	—	—
13. <u>Remarks/Recommendations.</u>		

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

SECTION 5 - SHOP OPERATIONS

	Yes	No
1. Are sufficient personnel allotted for maintenance support?	—	—
2. Are the personnel assigned familiar with current directives pertaining to the maintenance and operation of <del>engineer</del> <b>engineer</b> equipment?	—	—
3. Are Technical Manuals being used as required?	—	—
4. Are sufficient tools and machinery on hand and in a serviceable condition?	—	—
5. Are operators properly supervised?	—	—
6. Is a performance test made prior to and following equipment repair or inspection?	—	—
7. Are safety rules practiced?	—	—
8. Is a complete set of modification instructions available?	—	—
9. Have all modifications been accomplished?	—	—
10. <u>Remarks/Recommendations.</u>		

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

SECTION 6 - REPAIR PARTS/TOOLS

	Yes	No
1. Are authorized allowances on hand or on requisition?	—	—
2. Are locations indicated for parts?	—	—
3. Are periodic inventories held?	—	—
4. Are repair parts issued and accounted for by utilizing Request for Issue and Turn In (DD Form 1348)?	—	—
5. Are repair parts being properly tagged and preserved?	—	—
6. Are storage bins/cabinets, and/or pallets being properly marked?	—	—
7. Is authorized OEM on hand and serviceable?	—	—
8. Is there a maintenance program for hand tools and other like components of chests and sets?	—	—
9. Do all sets contain a list of items required as components	—	—
10. How often do equipment custody records (NAVMC-10359-SD) indicate these sets and chests have been inventoried?	—	—
11. Does the general condition of parts/chests/tools indicate that systematic care and servicing is performed?	—	—
12. Does the unit have the necessary catalogues on hand to requisition equipment maintenance parts (SL-3&4, MPL & RPL)?	—	—
13. Are authorized operational maintenance parts on hand?	—	—
14. Is there any over stockage of spare parts?	—	—
15. Is the unit maintaining adequate usage data on maintenance spare parts?	—	—
16. Are issues from stock made without delay?	—	—
17. Are repairable or salvageable parts being returned to supporting echelons?	—	—
18. <u>Remarks/Recommendations.</u>		

(15)

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

EMBARKATION READINESS INSPECTION CHECK LIST

Unit Inspected \_\_\_\_\_ Date Inspected \_\_\_\_\_

Unit Embarkation Officer \_\_\_\_\_ Primary Duty \_\_\_\_\_

Division Inspector \_\_\_\_\_

1. PERSONNEL.

Yes No

a. How many school trained personnel are there in the organisation/unit? Off \_\_\_\_\_ Enl \_\_\_\_\_

b. How many of the school trained personnel are involved in embarkation matters? Off \_\_\_\_\_ Enl \_\_\_\_\_

c. Are the Embarkation Officer and enlisted assistant assigned by written orders? \_\_\_\_\_

d. Are they school trained? \_\_\_\_\_

e. Do they have access to the unit's classified files? \_\_\_\_\_

f. What classification? Off \_\_\_\_\_ Enl \_\_\_\_\_

2. REFERENCE MATERIAL.

a. Does the unit hold and maintain the following reference material: \_\_\_\_\_

(1) LFM 01 (Doctrine for Amphibious Operations). \_\_\_\_\_

(2) FMFM 4-2 (Embarkation). \_\_\_\_\_

(3) FMFPacO P4600.1\_. \_\_\_\_\_

(4) FMFPacPul 4600 of 31Jan64. \_\_\_\_\_

(5) ForO P4000.5\_ (SOP for Logistics). \_\_\_\_\_

(6) DivO P4600.1\_ (SOP for Embarkation). \_\_\_\_\_

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	<u>Yes</u>	<u>No</u>
(7) Organization/unit SOP:	—	—
b. Are the above references current?	—	—
c. Does the organization/unit SOP support DivO Pl600.1_ (SOP for Embarkation)?	—	—
d. Are the Embarkation Officer and enlisted assistant thoroughly familiar with the above references and the unit's T/E and the use of the TAM?	—	—
3. <u>EMBARKATION DATA.</u>		
a. Does the unit hold and maintain a current Unit Cargo Manifest for all organic supplies and non-vehicular equipment?	—	—
b. Does the data on the Unit Cargo Manifest correspond with the cargo on hand and box markings (UP&TT line number description, box numbers, cubic feet and weights)?	—	—
c. Does the unit hold and maintain a current Vehicle Summary and Priority Table for all vehicular equipment?	—	—
d. Does the unit maintain templates for all vehicles that will be embarked?	—	—
(Surface lift, 1'-1/8")	—	—
(Air Lift, 1'-1/4")	—	—
4. <u>SUPPLIES AND EQUIPMENT.</u>		
a. Are tactical and content markings made in accordance with DivO Pl600.1_ (Embarkation Procedures)?	—	—
b. Are sufficient assembled and marked boxes and required number of pallets on hand to box and/or palletize all organic supplies and equipment that are suitable for boxing/palletizing?	—	—
c. Are pallets/containers in serviceable condition?	—	—
d. Have all containers of items subject to deterior- ation from moisture been waterproofed?	—	—

## SOP FOR COMBAT AND MATERIEL MANAGEMENT INSPECTIONS

	Yes	No
e. Are there sufficient amounts of banding material and properly marked banding boards on hand for items suitable for banding?	—	—
f. Are vehicles tactically marked in accordance with DivO Ph600.1_ (Embarkation Procedures)?	—	—
g. Are lifting fixtures on hand for all vehicles?	—	—
h. Are fording kits on hand for all vehicles?	—	—
i. Are required special vehicle slings on hand?	—	—
5. <u>SAFETY.</u>		
a. Are all boxes and palletized equipment free of protruding nails, banding material and other hazards?	—	—
b. Are all boxes and palletized material so stacked and secured as not to present a hazard?	—	—
6. <u>MISCELLANEOUS.</u>		
a. Does the unit schedule periodic instruction on preparation of Unit Cargo Manifests, marking and packing of supplies?	—	—
b. Does the Commander or Embarkation Officer conduct official periodic inspections to verify the unit's embarkation readiness utilizing this check list, and is a file of these inspections maintained?	—	—
c. Can the Embarkation Officer devote sufficient time to embarkation matters when considering his other primary official duties?	—	—
7. <u>OVERALL EMBARKATION READINESS RATING.</u>		
Satisfactory	_____	
Satisfactory with <del>discrepancies</del> noted	_____	
Satisfactory with <del>minor</del> discrepancies	_____	
Satisfactory with <del>major</del> discrepancies	_____	
Unsatisfactory	_____	

## DECLASSIFIED

## SOP FOR COM AND MATERIEL MANAGEMENT INSPECTIONS

WEDS AUDIT TEAM INSPECTION CHECK LIST

	Yes	No
1. Card #1. Billet Description Card.		
a. Are correct UIC's being used in CC 1-6?	___	___
b. Does the unit deck contain the correct number of cards for officer and enlisted personnel authorized by T/C?	___	___
c. Does the unit deck match the duplicate deck held by Division Headquarters?	___	___
d. Are the following card column fields coded correctly?	___	___
(1) Are CC 07-08 coded with correct UP&TT Line Numbers?	___	___
(2) Does Materiel Code CC 09-11 indicate correct rank shown on card?	___	___
(3) Does Analysis Code CC 12 indicate correct personnel group for rank indicated?	___	___
(4) Are correct T/C Line Numbers shown in CC 13-16?	___	___
(5) Are correct weapons codes shown in CC 17-18?	___	___
(6) Are CC 19, 24 and 72-79 blank?	___	___
2. Card #2. Cargo and Loading Analysis Card.		
a. Are correct UIC's being used in CC 1-6?	___	___
b. Does the unit deck and correction card file match duplicate deck held by Division Headquarters?	___	___
c. Was the unit published by order, specific pallet/box number assignments and does it prevent duplication of pallet/box numbers within a single UIC?	___	___
d. Are the following card column fields coded correctly?	___	___

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	Yes	No
(1) Are correct UP&TT Line Numbers being coded in CC 07-08?	—	—
(2) Are correct Materiel Codes being coded in CC 09-11 when compared against Description, CC 44-57?	—	—
(3) Are correct Analysis Codes being coded in CC 12 to indicate palletized, outsized, bulk cargo or 55 gallon drums? Codes 0, 1, 2, 3 respectively?	—	—
(4) Has any outsized cargo been coded on card 2's in lieu of card 3's?	—	—
(5) Are there any unauthorized omissions/duplications of pallet/box number in CC 13-16?	—	—
(6) If unit is field warehousing, are pallet/box numbers being properly coded in CC 13-16?	—	—
(7) Are correct weapons codes for crew-served weapons being coded in CC 17-18?	—	—
(8) Are correct Supply Classification Codes being coded in CC 17-18?	—	—
(9) Are number of Unit Standard Packages CC 20-23, and Quantity Per Standard Package, CC 24-27, being used for their intended purposes?	—	—
(10) Has unit identified mount-out, maintenance float and operating stocks by prefixing in description column, CC 44-57, the appropriate abbreviation, i.e., M/O for mount-out, M/F for maintenance float and O/S for operating stocks? (Applicable only to units authorized to hold 3rd and 4th echelon of supplies.) Additionally, has unit coded CC 64 to indicate supplies as 3rd echelon (code 3) or 4th echelon (Code 1)?	—	—
(11) Are CC 38-43, and 58-79 blank?	—	—
e. Are card 2's representing special allowances of supplies authorized by DivO 4441.16, marked with S/A?	—	—
f. Has one card 2 been prepared for each water/gasoline 5 gal can rated by unit T/E, and does card indicate a cube and weight entry?	—	—

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	Yes	No
g. Has one card 2 been prepared for each water/gasoline 5 gal can showing number of gallons and weight of water/gasoline with no cube shown?	—	—
h. Has one card 2 been prepared, showing no cube or box number for <u>each</u> T/E/Special Allowance Weapon less individual/vehicle mounted/towed weapons; i.e.; weapons assigned the following Materiel Codes? Codes 01 to 11, and 13, 15, 17, 18, 19, 20, 25, 27, 30 and 49.	—	—
3. Card #3. Vehicle Summary and Priority Card.	—	—
a. Does the unit have one card 3 for each vehicle rated by T/E?	—	—
b. Does the unit have one card 3 for each vehicle authorized by special allowance (DivO 4441.16)?	—	—
c. Does the unit deck and correction card file match the duplicate deck held by Division Headquarters?	—	—
d. Are the following card fields coded correctly?	—	—
(1) Are correct UIC's being used in CC 1-6?	—	—
(2) Are correct UP&TT Line Numbers coded in CC 07-08?	—	—
(3) Are correct Materiel Codes being coded in CC 09-11 when compared against Master Vehicle List?	—	—
(4) Are correct Analysis Codes being coded in CC 12 when compared against tonnage of vehicle?	—	—
(5) Are Weapons Codes correct and coded in CC 17-18 when vehicle has mounted/towed weapon?	—	—
(6) Are CC 41-43 and 58-79 blank?	—	—
4. <u>Percentage of error for each UIC</u>		
Card #1 Deck		
UIC _____	% error _____	
UIC _____	% error _____	

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

UIC _____	% error
UIC _____	% error
UIC _____	% error
UIC _____	% error

5. Visual comparison between MEDS card 2's and actual supplies and equipment for each UIC of the unit determined the following percentage of error: (10% or less is considered satisfactory)

UIC _____	% error
UIC _____	% error
UIC _____	% error
UIC _____	% error
UIC _____	% error
UIC _____	% error

6. Percentage of error for each UIC .

Card #3 Deck

UIC _____	% error
UIC _____	% error
UIC _____	% error
UIC _____	% error
UIC _____	% error
UIC _____	% error

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

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

COMMAND MATERIEL MANAGEMENT  
INSPECTION

MOTOR TRANSPORT

Organization:

Date of Inspection:

Encl (1) LTI Forms (To be enclosed upon completion).

1. Major Areas of Inspection.

Inspection Rating

PART I

a. Personnel.

\_\_\_\_\_

b. Publications.

\_\_\_\_\_

c. Records and Forms.

\_\_\_\_\_

d. Maintenance.

\_\_\_\_\_

(1) Modifications.

\_\_\_\_\_

(2) Limited Tech Inspection (Encl 1).

\_\_\_\_\_

e. Shop Facilities.

\_\_\_\_\_

f. Tools and Test Equipment.

\_\_\_\_\_

g. Supply Procedures.

\_\_\_\_\_

h. Licensing.

\_\_\_\_\_

i. Operations.

\_\_\_\_\_

j. Safety.

\_\_\_\_\_

PART II

Management Analysis

2. Recommended Overall Rating.

\_\_\_\_\_

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## PART I

## 1. Personnel.

<u>Officer</u>	<u>3502</u>	<u>3510</u>	<u>Other</u>						
Auth	_____	_____	_____						
O/H	_____	_____	_____						
<u>Enlisted</u>	<u>3531</u>	<u>3516</u>	<u>3517</u>	<u>3513</u>	<u>3532</u>	<u>3537</u>	<u>Other</u>		
Auth	_____	_____	_____	_____	_____	_____	_____		
O/H	_____	_____	_____	_____	_____	_____	_____		
								<u>Yes</u>	<u>No</u>

## 2. Are the required motor transport publications on hand? \_\_\_\_\_

a. Have changes been made and recorded? \_\_\_\_\_

b. Have publications been inventoried? \_\_\_\_\_

(Date last inv.)

c. Are missing publications on order? \_\_\_\_\_

d. Is there a filing system in use for publications? \_\_\_\_\_

e. Is there a current organizational motor transport SOP on hand? \_\_\_\_\_

## 3. Are the following records and forms completed in accordance with TM 4700-15/1 ? \_\_\_\_\_

a. NAVMC 10627SD Trip Ticket. \_\_\_\_\_

b. NAVMC 10031SD Master Log. \_\_\_\_\_

c. NAVMC 10490SD "Q" PM Sheet. \_\_\_\_\_

d. NAVMC 10491SD "A" PM Sheet. \_\_\_\_\_

e. NAVMC 696SD Vehicle Record Folder. \_\_\_\_\_

f. DD 314 Preventive Maintenance Schedule and Record. \_\_\_\_\_

g. NAVMC 10255 TERO. \_\_\_\_\_

h. Motor Stables (Weekly PM Sheets). \_\_\_\_\_

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	<u>Yes</u>	<u>No</u>
1. Are Unsatisfactory Equipment Reports (NAVMC 10293SD) being submitted promptly and in accordance with current directives?	—	—
4. <u>Maintenance.</u>		
a. 1st Echelon.		
(1) Are drivers reporting discrepancies properly?	—	—
(2) Are drivers performing maintenance properly?	—	—
(3) Are tools available to drivers for performance of 1st echelon maintenance?	—	—
(4) Weekly schedule-grease/body tightening?	—	—
(5) Have roadmaster discrepancies been corrected?	—	—
b. 2nd Echelon.		
(1) Is there a quality control system in effect? (Pre - Post Shop Inspection)	—	—
(2) Is there evidence of unauthorized maintenance?	—	—
(3) Is test equipment being utilized?	—	—
(4) Are mechanics proficient in the use of test equipment?	—	—
(5) Is the responsibility for lubrication assigned to a certain individual?	—	—
(6) Are IQ's being utilized?	—	—
(7) Are tires being rotated?	—	—
(8) Condition of equipment (LTI's)	—	—
c. Is deadline in excess of 10%?		
Exact average % D/L for 3 months _____.	—	—
d. Modifications.		
(1) Are modifications and technical instructions available to maintenance personnel, and are these instructions current?	—	—

B-4-3

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	<u>Yes</u>	<u>No</u>
(2) Have all modifications been performed?	—	—
% incomplete _____/due to: _____		
Supervising % _____ Lack of Parts % _____		
<b>5. <u>Shop Facilities.</u></b>		
a. Are Shop facilities adequate in:		
Lighting?	—	—
Space?	—	—
Storage room (above water level)?	—	—
Work benches?	—	—
Fire extinguishers?	—	—
Tool security?	—	—
Protection during inclement weather?	—	—
Separate battery charging facilities including safety requirements?	—	—
b. Lubrication Rack.	—	—
Will it accomodate all organic vehicles?	—	—
Safety exits?	—	—
Above ground racks braced properly?	—	—
Guard/safety rails?	—	—
Good drainage?	—	—
<b>6. <u>Tools and Test Equipment .</u></b>		
a. Are general mechanic tool sets inventoried?	—	—
Latest inventory date _____.		
b. Are shortages on order?	—	—

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	<u>Yes</u>	<u>No</u>
c. Is there a current inventory on chassis repair kit, or common tool set #1? Latest inventory date _____,	—	—
d. Are all test sets on hand? Latest calibration date _____.	—	—
e. Are "B" kits on hand? Inventory date: _____	—	—
f. Are tool sets segregated? _____	—	—
<b>7. <u>Supply Procedures.</u></b>		
a. Are spare parts held at shop level? _____	—	—
b. If parts are held at MT level, is there a supply man assigned to the section? _____	—	—
c. Are required parts expeditiously requisitioned and assigned proper priority? _____	—	—
d. Are borrowed parts reported for usage data? _____	—	—
e. Are parts tagged with vehicle number? _____	—	—
f. Are requisitions reconciled at least once each month? (Date of last reconciliation _____)	—	—
<b>8. <u>Licensing.</u></b>		
a. Are regular examiners and instructors appointed? _____	—	—
b. Is a log kept on issue of SF 46's? _____	—	—
c. Is the unit utilizing a written test? _____	—	—
d. Is a copy of the written test available to the inspector? _____	—	—
e. Does unit have copy of TM-21-300 and TM-21-305? _____	—	—
f. Does unit have copy of NAVWEPS OP 2239 O/H (Explosives Handbook w/changes)? _____	—	—
g. Does unit have copy of TM-10-1113 on hand (Petroleum Tank Vehicle Operation) (applicable)? _____	—	—
<b>9. <u>Operations.</u></b>		
a. Is unit operating a centralized motor pool? _____	—	—
b. Does the unit conduct centralized maintenance? _____	—	—

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	<u>Yes</u>	<u>No</u>
c. Is responsibility established for the correct operation, preventive maintenance and servicing of all organic motor vehicles?	—	—
d. Are trips coordinated and daily vehicle assignments held to a minimum?	—	—
e. Is the practice of administrative deadline being complied with in accordance with current directives?	—	—
f. Are frequent command or informal command inspections conducted by the organizational commanding officer or his designated representative?	—	—
g. Is the security of vehicles adequate?	—	—
h. Do drivers and mechanics possess the desired basic knowledge of motor transport practices?	—	—
i. Are formal instructions conducted on motor transport subjects to include technical training for mechanics in accordance with current training orders?	—	—
j. Are pertinent orders and instructions promulgated to the dispatchers, drivers, mechanics, and NOC's?	—	—
k. Are personnel familiar with the Technical Publications System?	—	—
10. <u>Safety</u> : Comment on any safety hazards under remarks.		
Overall appearance of vehicles (Comments/Remarks)		
Remarks:		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

## PART II

## MANAGEMENT ANALYSIS

1. Purpose: Part II of this inspection is to determine the efficiency with which this commodity area is managed by examining the methods employed to account for, to control and to maintain the equipment assets in an operable condition.

a. Is there a plan for scheduled maintenance?

Yes    No

(1) Describe:

b. Is an Asset Density List for Combat Essential Items maintained?

Yes    No

(1) If no, how is control of assets accomplished:

Remarks:

c. Analyze the status of Combat Essential Items of Equipment using the format of the LOGSUM, enclosure (3).

2. Status of Requisitions

a. <u>Item</u>	<u>Date Deficiency Occurred</u>	<u>Doc #</u>	<u>Status</u>

b. Remarks:

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SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

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

COMMAND MATERIEL MANAGEMENT  
INSPECTION COVER SHEET

FOOD SERVICES

Organization:

Date of Inspection:

1. Major Areas of Inspection.

Inspection Rating

a. Food Services Procedures.

\_\_\_\_\_

b. Facilities, Repair and Upkeep.

\_\_\_\_\_

c. Administration.

\_\_\_\_\_

d. Personnel.

\_\_\_\_\_

e. Storage.

\_\_\_\_\_

f. Equipment.

\_\_\_\_\_

g. Mount-out capabilities.

\_\_\_\_\_

h. Safety Procedures.

\_\_\_\_\_

2. Recommended overall rating \_\_\_\_\_.

B-5-1

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

1 Div 5041/13 (11-68)

Mess Inspection

OFFICE OF THE DIVISION FOOD SERVICES OFFICER

1st Marine Division (Rein), FMF

FPO, San Francisco, California 96602

FOOD SERVICES INSPECTION

Ref: (a) NAVMED P5010 (f) TM 10-701  
 (b) MCO F10110.16 (g) TM 10-702  
 (c) III MAFD 10110.4 (h) TM 10-405  
 (d) MCO F10110.14 (i) DivO 4440.3  
 (e) DivO 10110.1

1. Inspection Team: \_\_\_\_\_
2. Unit Inspected and Date: \_\_\_\_\_
3. General.
  - a. Food Service Procedures.
    - (1) Supervision..... \_\_\_\_\_
    - (2) Sanitation (Ref a)..... \_\_\_\_\_
    - (3) Food Preparation (Ref b)..... \_\_\_\_\_
    - (4) Serving Procedures..... \_\_\_\_\_
    - (5) Personnel Acceptance..... \_\_\_\_\_
    - (6) Use of Recipe Cards (Ref b)..... \_\_\_\_\_
  - b. Facilities: Repair and Upkeep.
    - (1) Refrigeration..... \_\_\_\_\_
    - (2) Pot Shack..... \_\_\_\_\_
    - (3) Sculleries..... \_\_\_\_\_
    - (4) Garbage Storage Area..... \_\_\_\_\_
    - (5) Dining Area..... \_\_\_\_\_
    - (6) Food Preparation Area..... \_\_\_\_\_

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

1 Div 5041/13 (11-68)

Mess Inspection

(7) Store Rooms.....

c. Administration.

(1) Cooks Worksheet (Ref d).....

(2) Daily Inventories (Ref c).....

(3) Ration Memorandum (Ref c).....

(4) Appointment of Unit Authorized (Ref c &amp; d).....

(5) Publications (Ref e).....

(6) Security Measures (Ref e).....

(a) Perishables.....

(b) Non-Perishables.....

(7) Garrison Mess Property Account (Ref 1).....

d. Personnel.

(1) Personnel of OF 33 Authorized.....

(2) Personnel of OF 33 On-Hand.....

(3) Messmen Authorized.....

(4) Messmen On-Hand.....

(5) Indigenous Personnel Assigned.....

e. Storage.

(1) Storerooms.....

(2) Stock Rotation (dated) (Ref c).....

(3) Overstocked.....

(4) Field Mess Equipment.....

f. Equipment Properly Operated/Maintained (Ref d thru i)..  
5

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

1 Div 5041/13 (11-68)

## Mess Inspection

- (1) M-37 Burners (Ref e).....
- (2) Immersion Burners (Ref f).....
- (3) Field Range Cabinets (Ref e).....
- (4) Garrison Mess Property (Ref h).....
- (5) Repair Parts
  - (a) Excesses.....
  - (b) Shortages.....
- (6) Refrigeration
  - (a) T/E.....
  - (b) Special Allowance.....
  - (c) Garrison Property.....

g. Mount-Out Capabilities,

- (1) Condition of Mount-Out Crates.....
- (2) Stowage of Mount-Out Items.....

h. Safety Procedures (Ref e & h),

- (1) Fire Extinguishers
  - (a) Operative.....
  - (b) Accessability.....
- (2) "No smoking" signs posted.....
- (3) Refueling Area.....
- (4) Sand Buckets for Drainage.....

4. Remarks:

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

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

\_\_\_\_\_  
(DATE)

Supply Analysis of \_\_\_\_\_

Supply Officer \_\_\_\_\_

Supply Chief \_\_\_\_\_

Supply Resume

1. GENERAL INSTRUCTIONS: The use of this resume will serve the following purposes:

- a. Provide the Supply Materiel Management Team a tool for determining the overall supply effectiveness of the unit.
- b. Provide the team with necessary information for preparation of the formal report to the Commanding General.
- c. Provide the Commanding Officer with a ready reference as to the overall supply operations of the unit.
- d. Point out problem areas and/or discrepancies noted which are for local corrective action and which will not be included in the Report to the Commanding General and appear only in this resume, corrective action is required..

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

COLLECTION AND ACCOUNTING FOR PUBLIC FUNDS:

1. Are appointing orders on hand and current?  
(041502.8B, Vol IV, NAVCOMPMAN)
2. Do letters of appointment include the following elements of information? (041502.8B, Vol IV, NAVCOMPTMAN)
  - a. Duties.
  - b. Limitations.
  - c. Effective date.
  - d. Individual relieved.
  - e. Acceptance endorsement.
3. Are letters of appointment/revocations maintained in a permanent file for a period of 5 years after the agent ceases to serve?  
(041502.4, Vol IV, NAVCOMPTMAN)
4. Is the safekeeping of funds in accordance with current directives?  
(041502.4, Vol IV, NAVCOMPTMAN)
5. Are unannounced audits and verifications of funds, vouchers and transactions conducted in accordance with current directives?  
(041502.6, Vol IV, NAVCOMPTMAN & 6101.4, MCO Ph400.15\_)

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

6. Upon completion of the audit and verification, was a report submitted to the Commanding Officer, with a copy furnished the agent involved?  
(6101.4A, MCO PH400.15\_)

7. Is the preparation and distribution of the Cash Sales/Request for Checkage of Government Property, NAVMC-6-SD conducted in accordance with current instructions?  
(6001 & 6003, MCO PH400.15\_)

a. Cash Sales \_\_\_\_\_.

b. Checkage \_\_\_\_\_.

8. If an individual offers to reimburse the Government for loss or damage, is there a signed statement on file indicating that the provisions of paragraph 104103.1 of MCO PH400.19 has been explained to him?

9. Is the preparation and distribution of Cash Collection Vouchers (DD-1131) conducted in accordance with current instructions?  
(6002.3 & Figure 6-2, MCO PH400.15\_)

10. Do original cash sale transaction documents reconcile with receipted copies of Cash Collection Vouchers (DD-1131), in regard to monies turned in to the local disbursing officer?  
(6001.6, MCO PH400.15\_)

11. Are Cash Collections from the sale of property turned in to the local disbursing officer periodically and/or immediately after the close of business each month?  
(6002.1, MCO PH400.15\_)

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

12. Are checkage sales conducted in accordance with current instructions when normal cash sales cannot be made?  
(6003 & 6004, MCO P4400.15)

a. Are completed duplicate copies retained by the Supply Officer and used for posting when appropriate?  
(6003.2, MCO P4400.15)

b. Do completed request for checkage on file bear the signature of the Disbursing Officer?  
(6003.2E, MCO P4400.15)

DIRECTIVES AND PUBLICATIONS:

13. Are the below listed significant references and publications required by the Supply Officer on hand and current?  
(1004.1, MCO P4400.15)

	YES ( )	NO ( ) *
MARCORSUPMAN VOL I	( )	( ) *
VOL II	( )	( ) *
VOL IV	( )	( ) *
VOL V	( )	( ) *
TAM	( )	( )
T/E	( )	( )
MC Stock Lists SL-1	( )	( )
SL-2	( )	( )
SL-3	( )	( )
SL-4	( )	( )
SL-5	( )	( )

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	YES	NO
SL-6	( )	( )
SL-7	( )	( )
SL-8	( )	( )
MDL	( )	( )
RL	( )	( )
MCO P5600.31	( )	( ) *
MCBdl 5215	( )	( ) *

\* Required to be on hand or available to the supply element.

14. Are changes made and are supply directives filed properly?  
(301.3, MCO P5215.1)
15. Are missing or additional publications requisitioned properly?  
(MCB 5600 dtd 16Aug69)
16. Are changes to publications made properly?  
(SL 1-1)

PROPERTY REQUISITIONING

17. Are requisitions prepared and screened to ensure that current and correct data is reflected on requisitions submitted to the supply source?  
(MCO P4400.15)
18. Are priority designators utilized properly?  
(MCO P4400.16)

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

19. Is status data received from the source of supply interpreted and utilized correctly?

(4005, MCO PH400.15 & Worksheet #6)

a. Number checked \_\_\_\_\_.

b. Number of discrepancies noted \_\_\_\_\_.

20. Are follow-up procedures utilized properly?

(4001.6, MCO PH400.15 & 418, Divo PH400.72)

21. Does the pending requisition file agree with the posted expected receipts?

(Worksheet # 5 & 6)

a. Number checked \_\_\_\_\_.

b. Number of discrepancies \_\_\_\_\_.

22. Have backorder reconciliation request cards which have been received from the supply source been accomplished properly?

(4007, MCO PH400.15)

23. Is an effective internal requisitioning and reconciliation system in effect?

a. \_\_\_\_\_ customer backorders from the supply office records were checked against the customer records; \_\_\_\_\_ did not reconcile.  
(See worksheet #7)

b. \_\_\_\_\_ customer pending requests were checked against supply office records; \_\_\_\_\_ did not reconcile.  
(See worksheet #8)

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

FILES AND RECORDS:

24. Have separate voucher files been established and maintained for filing copies in document number sequence by fiscal year of the following documents?

(3000.3, MCO P4400.15)

a. Cash Sales Voucher/Request for Checkage forms.

b. Reports of Investigations.

c. Adjustment Vouchers.

25. Is the pending requisition file maintained in document number sequence within category?

(3000.3B, MCO P4400.15)

26. Does the completed transaction file contain copies of all completed documents resulting from requisitioning, invoicing transactions, and Report of Property Received?

(3021, MCO P4400.15)

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

27. Are adjustment documents (DD-1348) prepared properly?  
(3021, MCO P4400.15L)

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| a. Document Identifier,  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Document Number,  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Explanatory Note,   | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Serial Numbers (When Required),   | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Approval,   | <input type="checkbox"/> | <input type="checkbox"/> |
| f. _____ vouchers were checked against NAVMC-708-SD;<br>discrepancies.<br>_____ (Worksheet #9) |                          |                          |
| g. _____ postings were checked against vouchers; _____<br>discrepancies.<br>(Worksheet #10)    |                          |                          |

28. Have the following requirements been adhered to regarding reports of investigations?  
(6022, MCO P4400.15L & 104116.2, MCO P4400.19, MARCORSUPMAN)

- a. Have proper authorities been notified, if applicable?
- b. Assigned a document number, if applicable?
- c. Used to adjust property records, if applicable?
- d. Has the Supply Officer certified that approved recommendations are complied with?

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

e. Is a signed approved copy retained on file in the supply office?

f. On items for which the Government is reimbursed by cash/checkage sales, are items redlined off the investigation and the cash collection voucher/request for checkage used as the document to adjust property control records?

29. Are supply records disposed of per instructions contained in the disposal manual?

(SECNAVINCT P5215.5 & 3010, MCO P4400.15)

GENERAL PROPERTY CONTROL PROCEDURES:

30. Has the Commanding Officer a relieving certificate from the previous Commanding Officer?

(6071, MCO P4400.15)

31. Has the Supply Officer a relieving certificate from the previous Supply Officer?

(6071, MCO P4400.15)

32. Are delegation of authority letters from RO's authorizing specific personnel to receipt for materiel prepared and on file in the supply office?

(3004.3, MCO P4400.15)

33. Are allowance lists prepared and maintained in accordance with existing instructions?

(Chapter II, MCO P4400.15 & DivO 4400.7, Para 203)

a. Are unit allowance lists maintained current by responsible officers?

(2001.3, MCO P4400.15 & 203.2, DivO 4400.7)

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

34. Are Stock Record and Inventory Control Cards (NAVMC-708-SD) for nonexpendable/controlled expendable and ~~expendable~~ supplies physically separated and maintained in FSN sequence?

(3000.4, MCO PH400.15)

35. Are all Stock Record and Inventory Control Cards (NAVMC-708-SD) stamped "Inventory" and dated to indicate the annual inventories and required adjustment action has been accomplished?

(6010.3C, MCO PH400.15)

36. Is a record maintained to control document numbers?

(3007.2, MCO PH400.15)

37. Is the controlled item report submitted in accordance with current instructions?

(MCO 4440.19)

38. Are special accounting instructions applicable to the issue and control of individual equipment being compiled with?

(3005, MCO PH400.15)

FORMAL ACCOUNT

39. Are Stock Record and Inventory Control Cards (NAVMC-708-SD) being maintained properly in the formal account?

(3001, MCO PH400.15)

40. Is there a shortage or excess of T/E items?

(1000.2D & 3013, MCO PH400.15)

a. Are shortages due to:

(1) Failure of supply personnel to requisition?

(2) Shortage of Funds?

(3) Recent change in allowance?

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

b. Has appropriate action been taken to dispose of excess items or to request an increase in allowances?

41. Are Sets, Chests, Kits, Ordnance Major Combinations, etc., carried on the stock record cards as complete?  
(6030.1, MCO P4400.15\_)

42. Are Non-expendable/Controlled expendable replacement accessories and components accounted for properly?  
(6032 & 6034, MCO P4400.15\_)

43. Are subsidiary records prepared and maintained for non-issued (not on custody receipt) serialized items?  
(3000.4C, MCO P4400.15\_)

44. Are Custody Receipt Control Cards (NAVMC-713-SD) prepared and maintained in accordance with current instructions (when applicable)?  
(3003, 3004 & Figure 3-7, MCO P4400.15\_)

45. Are Equipment Custody Records (NAVMC-10359-SD) prepared and maintained in accordance with current instructions?  
(3003, 3004 & Figure 3-7, MCO P4400.15\_)

46. Do quantities reflected on the stock record and inventory control cards (NAVMC-708-SD) and Equipment Custody Record Cards (NAVMC-10359-SD) reconcile?  
(3001, 3003 & 3004, MCO P4400.15\_)

INFORMAL ACCOUNT

47. Are Stock Record and Inventory Control Cards (NAVMC-708-SD) maintained for all expendable supplies?  
(3000.4B, MCO P4400.15\_)

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

48. Are Stock Record and Inventory Control Cards (NAVMC-708-SD) being maintained properly in the informal account?

a. Are recurring demands recorded in the appropriate column of the stock record card (NAVMC-708-SD) and accumulated in each fiscal quarter starting with zero at the beginning of each fiscal quarter?  
(Para 3012.3, MCO PH400.15)

b. Is the Average Monthly Recurring Demand (AMRD) computed at least semi-annually on the basis of cumulative recurring demands recorded in all previous available quarters, not to exceed four quarters?  
(Para 3012.3, MCO PH400.15 & para 205, DivO PH400.7)

(1) Are those backorders still outstanding, which were posted to the Backorder Record Card (NAVMC-10123-SD) as Recurring Demand (R), included in the computation of AMRD?  
(Para 3012.3, MCO PH400.15)

c. Have requisitioning objectives and reorder points established on the stock records for non-allowance items been computed correctly?  
(Para 3012, MCO PH400.15)

(1) Are stock levels adjusted after computation of the new ICD?  
(Para 3012.6, MCO PH400.15)

d. Are established reorder point and requisitioning objective used by the supply personnel to initiate replenishment action for non-allowance items?  
(Para 3012.5, MCO PH400.15)

49. Is the Backorder Recorder Card (NAVMC-10123-SD) being maintained properly?  
(3001.2A & Figure 3-5, MCO PH400.15 & Para 304 DivO PH400.7)

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

INVENTORY AND WAREHOUSING:

50. Are adequate security measures established for items of a pilferable nature?

(102004.1, MCO P4400.19, MARCORSUPMAN)

51. Is a central locator deck maintained as required with all necessary information?

(MCO P4450.7 & 2452, NAVMC 1101)

a. Do actual location of stock agree with stock locator cards?  
(Worksheet #3 & 4)

(1) Number checked \_\_\_\_\_.

(2) Number of discrepancies noted \_\_\_\_\_.

52. Are stocks maintained in authorized field storage units?  
(MCO P4450.7)

53. Are location markings of field warehousing containers in accordance with current instructions?  
(Chapter 3, MCO P4450.7)

54. Are Phrase Code "F" items properly identified with the Phrase Code "G" FSN?  
(3001.2C, MCO P4400.15)

55. Do physical assets reconcile with quantities reflected on stock record cards?  
(3001, MCO P4400.15 & Worksheet #1 & 2)

(1) Number checked \_\_\_\_\_.

(2) Number of discrepancies \_\_\_\_\_.

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

56. Is the memorandum receipt for individual equipment (NAVMC-10577-SD) properly maintained?

(6061 & Figure 6-8, MCO PH400.15)

57. Is the memorandum receipt for individual weapons and accessories (NAVMC-10576-SD) properly maintained?

(6060 & Figure 6-6, MCO PH400.15)

58. Is adequate control established for items on temporary loan?

59. If organic supplies are stocked at separate issue points, are they controlled by the supply officer?

(3000.1, MCO PH400.15)

60. Are storage facilities maintained in an organized manner and in accordance with sound warehousing practices?

(Chapter 3, MCO PH450.7 & 105003.2, MCO PH400.19 MARCORSUPMAN)

61. Are copies of SL-3's for sets, chests, kits and major combinations (6030, MCO PH400.15) on hand and maintained current?

62. Are replacement items for unserviceable and missing components requisitioned as required in order to maintain sets, chests, kits and major combinations complete?

(6031 & 6032, MCO PH400.15)

63. Is the requisitioning of expendable items for immediate use only?

(2001.2, MCO PH400.15)

64. What control measures are utilized to guard against layering of supplies in excess of authorized levels?

(2001.2, MCO P 4400.15)

**SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS**

65. Is materiel stored in an orderly, logical and uniform manner?  
(Chapter 5. Part A, MCO Pl4400.19, MARCORSUPMAN & Chapter 3,  
MCO Pl4450.2)

**SUPPLY MANAGEMENT**

66. Is the actual on board strength of supply (MOS) personnel adequate to accomplish the supply mission?

67. What MOS training exists within the unit?

- a. Is the supply training effective?

**LOGISTICS SUMMARY REPORTING:**

68. Are all items on the logistics summary report on valid priority  
#2 or #2/999?  
(DivO 4400.19)

- a. Is the report reviewed by the Supply Officer for validity of information prior to submission of report?

- b. Has proper follow-up action been initiated?

- c. When an item ceases to be critical, is the item reported as "Non-critical" on the next report?

**SUMMARY**

69. Were all problem areas of supply directives which require clarification or interpretation resolved during this analysis?

**SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS**

**70. Have discrepancies appearing on previous inspection reports and/or check lists been corrected, if applicable? (If not, list and explain)**

**71. List other problem areas that are not contained in this résumé that are considered significant to the overall operation and/or improvement of this unit.**



VOUCHER postings from the stock record were checked against the voucher file. There were \_\_\_\_\_ discrepancies.

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**B-6-17**

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

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

10/EOG/rle  
2000

COMMAND MATERIEL MANAGEMENT INSPECTION  
COMMUNICATION-ELECTRONICS

UNIT \_\_\_\_\_ DATE \_\_\_\_\_  
INSPECTORS \_\_\_\_\_

I. ADMINISTRATION

A. The administrative procedures utilized by the Communication unit are a matter specifically addressed by the unit COMMSOP.

## 1. Standing Operating Procedures.

(a) The Communication unit has an SOP which includes operational and maintenance procedures. It is dated \_\_\_\_\_.

(b) The Communication unit has the SOP of its parent or senior command. It is dated \_\_\_\_\_.

(c) The Communication unit has the following Division SOP's and all changes are current.

(1) DivO P02000.2\_ (Classified).

(2) DivO P2000.4\_ (COMMSOP).

(d) The Communication Officer and key personnel have a working knowledge of the following directives:

(1) DivO P4700.6\_, SOP for Maintenance of Engineer Equipment.

(2) DivO P4700.10\_, SOP for Operation and Maintenance.

(3) DivO P4400.7\_, SOP for Supply

## 2. Reports are submitted correctly and prior to the due date.

(a) Reports on loss or capture of VRC-12/PRC-25 series radios are submitted as required, in accordance with DivO P2000.4\_. The last report was submitted \_\_\_\_\_.

B-7-1

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

(b) Communication-Electronics equipment status reports are submitted bi-weekly in accordance with DivO P2000.4\_.

(c) The Communication Officer is familiar with the following reports and provides information and input to the cognizant staff section, as appropriate:

(1) Engineer Support Equipment Report submitted weekly in accordance with DivO Ph700.6\_.

(2) MARES/FORSTAT readiness reporting system information submitted daily in accordance with DivO P3000.4\_.

(d) The Communication Officer submits the following reports, as required:

(1) Unsatisfactory Equipment Report NAVMC 10293. DivO 4700.1 is on hand. The unit (has) (has not) submitted a UER in the past 120 days.

(2) Marine Corps Supply Support Publication Error and Recommendation: Form NAVMC 10772, in accordance with MCO 5600.41\_.

(3) Unit Modification Report, in accordance with DivO 10010.1\_.

3. The communication unit has the following directives relating to batteries and is complying with them:

(a) DivO 4525.1\_, Destruction of Energy Developing Devices.

(b) MCO 4555.1\_, Processing of Silver-Bearing Materials.

(c) MCO 4440.7\_, Dry Cell Batteries.

4. The Communication unit has the following publications relating to engine generators and is complying with them:

(a) DivO 4700.9\_, Required records for Non-tactical Generators.

(b) DivO 10250.2\_, I Corps Generator Operation and Maintenance.

(c) TI-6115-15/1\_, Maint Responsibilities, Engine Generators.

(d) TM-11275-15/1\_, Maintenance of Engineer Equipment.

5. The unit has the following publications relating to maintenance/operation of materiel and is complying with them, where appropriate:

(a) TI-2000-25/1\_, Waterproofing, Communication/Signal Equipment.

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

- (b) TI-2005-25/2\_, Post Submersion Salvage Procedures.
- (c) TI-5820-15/13\_, Waterproofing Procedures, AN/VRC-12 Family of Radios.
- (d) TI-5960-25/1\_, Servicing Transistorized Equipment.
- (e) TI-5960-25/3\_, Testing Replacement of Electron Tubes.
- (f) TI-5960-25/4\_, Testing Disposition of Magnetrons.
- (g) TI-5820-25/10\_, Utilization of Electronics Tube Tester.
- (h) TI-8030-25/1\_, MFP Treatment, Communication Electronics and Electrical Equipment.

6. The Communication unit has the following publications on hand relating to operation/maintenance of radio vehicles:

- (a) TI-11240-25/4\_, Warning Stencil, Tactical MT Vehicles.
- (b) TM-11240-15/1\_, Tactical MT vehicles, PM.

B. The Communication unit maintains applicable supply support publications on organic equipment.

1. SL-1-2 is utilized to determine authorized supply support publications.

(a) SL-1-2 dated \_\_\_\_\_ with change No. \_\_\_\_\_ is on hand.

(b) Publications are reviewed at least quarterly and action taken to update. The last review was conducted \_\_\_\_\_, using SL-1-2 dtd \_\_\_\_\_ with Change No. \_\_\_\_\_.

(c) Obsolete publications are disposed of.

2. Authorized supply support publications are filed by category and in such a manner as to be readily accessible for the user. The following publications are on hand for each separate type or organic equipment, in the minimum quantity required for efficient operation of the unit:

- (a) SL-3s
- (b) SL-4s
- (c) TIs

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

(d) MIs

(e) TMs ( as authorized by maintenance echelon indicator).

(f) SIs ( as authorized by maintenance echelon indicator).

(g) LIs

3. Personnel have a working knowledge of the Marine Corps Technical Publication System.

4. Changes are filed and entered in publications correctly. The Record of Change sheet is current.

5. The SI-5600 series is utilized to up-date (pen change) technical publication.

C. Key personnel of the Communication Unit maintain a Turn-Over File for their relief.

D. The Communication unit maintains a file of Communication-Electronics Information Bulletin (CEIB). Information promulgated by CEIB's is disseminated as applicable to Communication personnel.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

II. PERSONNEL

A. The Communication Officer has the following additional duties:

B. List critical personnel shortages:

<u>Rank</u>	<u>MOS</u>
-------------	------------

C. Personnel working outside Communications

<u>Name</u>	<u>Rank</u>	<u>Duty Assigned</u>	<u>Date Assigned</u>
-------------	-------------	----------------------	----------------------

D. Organizational Effectiveness

1. Responsibilities of key personnel defined by:

a. SOP.

b. Other

2. Well defined chain of responsibility from each individual on up. Each person knows to whom he reports and who reports to him.

3. The Communication Officer has a program for instilling interest and causing a general awareness of problem areas within the unit on matters relating to communications. Provisions are made for these factors to vary with the tactical situation.

E. Security Clearance. Communication personnel required to handle classified material are properly cleared in accordance with chapter 1500, OPNAVINST 5510.1\_.

1. Secret Clearances are held by:

<u>Rank</u>	<u>MOS</u>	<u>Billet</u>
-------------	------------	---------------

2. Confidential Clearances:

<u>Rank</u>	<u>MOS</u>	<u>Billet</u>
-------------	------------	---------------

3. The certificate of clearance is a permanent part of the individual's service record. The original and all copies are signed in accordance with par. 1517 OPNAVINST 5510.1\_.

4. There is an effective means employed by the unit to evaluate eligibility for clearances on a continuing basis.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

F. Access

1. All personnel having access have a clearance.
2. Access in the unit is based upon a need to know.
3. The granting of access is in accordance with par. 1515 OPNAVINST 5510.1\_.
4. There is a program for continuous evaluation of the requirements for access to classified information including liaison with the Classified Materiel Officer, Security Officer, Personnel Officer, Medical Officer, and Legal Officer to ensure that all adverse or derogatory information available within the Command is taken into consideration when an individual has access or is being considered for access.
5. Denial and/or termination of access is in accordance with OPNAVINST 5510.1\_.

G. Cryptographic Maintenance Personnel are qualified in accordance with OPNAVINST 2221.3\_.

H. Personnel Status Board. A status board is maintained and includes the following minimal information.

1. Name
2. Rank
3. Serial Number
4. MOS
5. Billet MOS
6. Clearance
7. Driver's License
8. Rotation Tour Date
9. Remarks
10. Manning Level totals

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

III. TRAINING

A. The unit maintains a training program as required by DivO P2000.4\_.

B. A cross-training program is in effect within OF-25.

C. The communication section has a policy for indoctrination of all incoming personnel. Included is a familiarization with the unit SOP.

D. Specific training areas and the number of hours devoted to such training during the past 30 days are:

1. Basic MOS training. \_\_\_\_\_ hours
2. Safety. \_\_\_\_\_ hours
3. Technical publication system. \_\_\_\_\_ hours
4. Preventive maintenance. \_\_\_\_\_ hours
5. Transmission security. \_\_\_\_\_ hours
6. Safeguarding classified information. \_\_\_\_\_ hours
7. Action to be taken incident to suspected loss/compromise of classified materiel. \_\_\_\_\_ hours
8. Mines and booby traps. \_\_\_\_\_ hours
9. Radio vehicle operators. \_\_\_\_\_ hours
10. Engine generator operators. \_\_\_\_\_ hours
11. Unit SOP review. \_\_\_\_\_ hours
12. Use of authentication and numeral codes. \_\_\_\_\_ hours

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

IV. SAFETY.

A. The following directives and instructions pertaining to safety are on hand and are required reading for all personnel:

1. MCO 5100.9, Safety Precaution, Electronics Equipment.
2. DivO 5100.10, Lightning Protection.
3. DivO 11320.3, Fire Prevention and Protection.
4. TI-4210-15/1, Operation and Maintenance of Fire Extinguishers.
5. TI-5120-15/1, Hand Tools Containing Flammable Materials.
6. TI-5840-15/1, Radiation Hazards, Radio Frequency.
7. TI-5960-15/2, Handling, Storage and Disposition of Radioactive Electron Tubes.
8. TI-6135-15/1, Explosion Hazard, Mercury Cells.
9. TI-6665-25/1, Marking of Radiac Equipment.

B. ANTENNAS. Safety practices are in accordance with MCO 5100.9, and DivO P2000.4.

1. Masts, towers and antennas are installed a minimum distance of twice the height of the structure from power lines.

2. Guys and anchors.

- a. Located as far away from power lines as possible.
- b. Periodic inspections are held for serviceability.
- c. Installed in accordance with applicable technical manuals.
- d. Guys not in contact with abrading surfaces.
- e. Guys are not over roadways unless absolutely unavoidable.

If necessary:

- (1) Maintain maximum possible overhead clearance.
- (2) Mark with warning flags.
- (3) Signs posted indicating height of overhead obstruction.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

3. Adequate lightning arrester protection is afforded where required.
4. Antennas are grounded in accordance with DivO 5100.10\_.
5. Radio vehicles.

a. High voltage sign in English and Vietnamese displayed when operated in a stationary position.

b. Vertical whips do not exceed 15 feet in height when operating mobile.

C. ELECTRICAL

1. Communication and power equipment grounded in accordance with MCO 5100.9\_ and DivO 5100.10\_.

a. Ground bus at least AWG #10.

b. Connection secure to ground rod.

c. Ground strap connections free of rust and paint.

2. Rubber matting on deck at work benches.

3. Resuscitation poster/pharyngeal airway displayed in shop space.

4. Electrical outlets sound, plugs safe, cordage free from defects, dry rot, cracked insulation.

5. Working alone on electrical equipment prohibited.

6. Personnel are aware of the proper manner of securing shop spaces.

7. Personnel aware of basic rescue rules in case of individual contacting electrified object.

D. FIRE

1. Personnel aware of methods of extinguishing fire.

a. Class A

b. Class B

c. Class C

2. Unit fire bill posted.

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

3. Fire extinguishers.

- a. Installed on radio vehicles, when applicable.
- b. Located in shop spaces.
- c. Have up-to-date inspection tags.
- d. Are of the correct type for fire classification.

E. BATTERY CHARGING.

- 1. Ventilation adequate.
- 2. No smoking sign posted.
- 3. Water (5 gal min) readily available.
- 4. Neutralizing agents for alkaline electrolyte available.
- 5. First aid instruction for alkaline burns posted.
- 6. Protective equipment used:
  - a. Goggles
  - b. Gloves
  - c. Rubber apron
- 7. Alkaline batteries isolated from other types.
- 8. Tools used solely for alkaline batteries.

F. SOLVENTS. Personnel are familiar with the following factors and safety practices regarding use of solvent:

- 1. Use of gasoline, alcohol, carbon tetrachloride prohibited.
- 2. Solvents used only in well-ventilated area.
- 3. Solvent containers kept tightly closed, (including empties) out of sun, contents marked.
- 4. Solvent spills promptly wiped up.
- 5. Smoking prohibited in vicinity of solvent tanks and during use.
- 6. Skin contact with solvent is avoided as much as possible. All solvents are toxic to a degree.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

7. Solvent is used sparingly - only the amount necessary to clean the item is used.

8. Approved solvents only are used in association with Communication-Electronics equipment:

a. Stoddard solvent - best used for mechanical cleaning. Low toxicity, is flammable. Avoid use on electronic components if possible.

b. Methyl chloroform (1, 1, 1 trichloroethane); approved for electronic cleaning. Corrosive action on metal, especially aluminum. After evaporation (about 90%) residue contains high percent of inhibitor which is flammable.

c. Trichloroethylene; approved for electronic cleaning. Mildly toxic.

d. Perchloroethylene, same as (c).

G. TOOLS. Personnel are aware of the following safety factors and practices regarding tools:

1. Use of correct tool for the job.
2. Insulated screwdrivers only used in electronic shops; non-flammable plastic handles.
3. Handles used with files.
4. Hammer heads securely wedged, handles not splintered or cracked, not taped.
5. Non-metallic soldering aids only.
6. Screwdriver blades correctly dressed.
7. Pliers, wrenches show no evidence of abuse.
8. Mushroomed hammer and cold chisel heads are not used.
9. Soldering iron cords free of defects, burns.
10. Tools free of rust, greasy handles; plier jaws open freely.

H. WIRE. The following safety practices are in accordance with DivO P2000.4\_.

1. Outside plant.

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

- a. Minimum road clearance - 18 ft.
- b. Minimum clearance between telephone lines/cable/co-ax and power lines on joint-use poles - 4 ft.
- c. Pole climbing instruction closely supervised by qualified NCO.
- d. Gaffs worn only when climbing poles.

2. Equipment.

- a. Gaff gage TL-1144 used.
- b. No cracks, cuts in leather; stitches sound, buckle holes not excessively worn.
- c. Buckles, D rings, snaps free of defects.
- d. Equipment stored correctly.

I. ELECTRON TUBES.

- 1. Personnel are aware of handling, clean-up, and disposal procedures in case of broken radio-active tubes.
- 2. Personnel are aware of hazards in connection with Cathode Ray Tubes.
  - a. Implosion.
  - b. Correct handling.
  - c. Disposal and storage.

J. MISCELLANEOUS.

- 1. Personnel have an awareness of the following factors relating to safety.
  - a. Radiation hazards (RF).
  - b. Mercury batteries.
  - c. Acid batteries.
  - d. Vehicle operator safety.
- 2. First Aid Kit available in shop spaces.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

V. SUPPLY.A. ALLOWANCES

1. A valid allowance list is held by the Communication Officer.
2. The allowance list includes:
  - a. Type 1 and Type 2 T/E items and all special allowance items.
  - b. Equipment quantities authorized and on hand.
  - c. Equipment shortages and document numbers for those items on order. Those shortages not on order are noted with the correct authorization for a T/E deficiency.
  - d. Equipment excesses with an indication of the action which either has been or is intended to be taken.
3. A review of allowances is made semi-annually in accordance with DivO 4441.14 and DivO 4441.16. The last review was held on \_\_\_\_\_ and recommended changes to allowances (were) (were not) submitted at that time.
4. Dry cell battery allowances are computed and controlled in accordance with FMFPacO 4410.1 and DivO P2000.4.

B. PROPERTY CONTROL

1. Equipment Custody Record, NAVMC 10539-SD.
  - a. A valid duplicate copy of the ECR card is held by the Communication Officer.
  - b. The ECR card includes:
    - (1) Serial numbers and locations of all equipment. Serial numbers are changed as items are received from the DX program.
    - (2) An inventory record with the most current being held within the previous six month period.
  - c. A comparison of the duplicate ECR cards with the originals held by unit supply show the Communication Officer is signed for all equipment in his custody.
  - d. The triplicate copy of the ECR is used "as required" by the Communication Officer for sub-custody control of allowance items.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

2. Memorandum receipts.

a. Equipment and temporary loan from the Communication Officer is signed out by serial number on a memorandum receipt which is up-dated each thirty days.

b. All pilferable items such as tool kits are assigned to personnel on a sub-custodial basis. Kits are inventoried, using the current SL-3, and receipts are up-dated at least once each quarter.

c. A signed and dated shortage list of all collection type tool items is maintained by the RO.

3. Tactical Equipment Repair Order (TERO), NAVMC 10245.

a. A TERO is used whenever equipment is sent from the operating section (wire, radio, etc.) or user to the unit electronics maintenance shop or from the unit to the service support facility for the purpose of maintenance.

b. The copy of the TERO retained by the user is signed by the facility receiving the equipment to show a transfer of custody.

c. The signed copy of the TERO is maintained on file by the user as a receipt to show where equipment is held.

4. Inventory Control

a. End items/major components are inventoried by Serial Number at least once semi-annually.

b. Accessories and collection type items are inventoried through the course of 1st echelon PM checks. The Stock List, SL-3, is used for this type of inventory. These inventories are conducted

c. Personnel are aware of the procedures to be utilized to conduct inventories and their areas of responsibilities are delineated and well-defined in writing.

5. Unauthorized Equipment and Excesses

a. Excesses are reported to the unit supply officer in accordance with DivO 4400.7\_.

b. The unit does not have on hand any items which are classified as secondary reparable, as defined by MCO 4442.3\_, except those authorized by DivO 4400.7\_.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

c. The Communication maintenance shop does not have on hand any parts other than pre-expended consumable items such as common hardware, fuses, etc. All repair parts are maintained in the unit supply warehouse, unless the C/E unit has been designated an Issue Point.

d. If designated as an issue point by the unit supply officer, drop sheets are submitted daily to update 708 cards.

e. The unit supply does not stock any repair parts which are beyond the echelon of repair of the unit.

f. The unit supply does not stock any end items.

c. REQUISITIONING PROCEDURES.

1. Requirements Determination.

a. All end items are requisitional based upon bonafide deficiencies in allowances resulting from additions to the units' T/E or special allowances, as outlined in DivO 4441.16, or combat loss or other loss for which investigation action or special adjustment has been consumated or else as the result of a Code "H" letter.

b. Equipment allowances are screened at least once each quarter to insure that action has been initiated on all items which are deficient. The last review was conducted on \_\_\_\_\_.

c. Components which are classified as secondary reparable items and for which a deficiency exists either by virtue of a Code "F" letter or as a result of a combat loss or other loss and an investigation has been completed or special adjustment made are ordered through the DX program in accordance with DivO PH400.7 citing the code letter or other authority in the remark portion of the DD-1348.

d. Collection type items and/or accessories are requisitioned based upon inventory deficiencies utilizing the pertinent SL-3 for the equipment.

e. Repair parts are requisitioned based upon actual requirements generated by equipment failure, scheduled maintenance or other deficiencies and not for routine stockage. Exceptions are lamps and fuses.

(1) Repair parts ordered by the unit are authorized by the maintenance elements of the SMR codes contained in equipment SL-4's.

(2) All defective repair parts are disposed of in accordance with the recoverability elements of the SMR codes contained in equipment SL-4's.

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

f. Publications are requisitioned based upon the equipment and the echelon of maintenance authorized the unit. Through utilization of the current edition of SL 1-2, the unit requisitions all pertinent MI's, TI's, SI's, LI's, SL3's, SL4's, and TM's (consistent with the echelon indicator) which either require updating or for which deficiencies exist. The SL 1-2 held by the unit is dated \_\_\_\_\_ and is current through change \_\_\_\_\_.

g. The Communication Officer is cognizant of the fact that materials which are requisitioned and the lack of which critically effects the unit mission should have "GA" cards submitted in accordance with Division Order P3000.4\_.

## 2. Priority Assignment.

a. Key personnel in the communication section are familiar with the priority system as outlined in MCO 4400.16\_, (Uniform Materiel Movement and Issue Priority System).

b. Priorities are assigned to requisitions consistent with the urgency of need.

## 3. Requisition Records.

a. For those items on order a file of duplicate copies of the DD-1348 is maintained in FSN sequence by the Communication Supply point.

b. In addition to the DD-1348 file, a requisition log book is maintained by the Communication Supply point. The log includes the following information.

- (1) Local request number.
- (2) Section requesting supplies.
- (3) Item name.
- (4) FSN of item.
- (5) Quantity of item.
- (6) Priority of requisition.
- (7) End item application.
- (8) Date item placed on order.
- (9) Supply document number.
- (10) Date item received.
- (11) Remarks ( partial files, reconciliation date, etc.).
- (12) Signature of person receipting for supplies.

c. Requisition logs are maintained by each operating section of the communication unit. These logs reflect similar information as that required for the log maintained by the Communication Supply point. End item application reflects serialized equipments, where practicable, to facilitate placing an item upon its receipt from supply.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

4. Traceability.

a. Entries in the Maintenance checklist, NAVMC 10559 permit ease of tracing the supply status and/or demand for collection type items and accessories required for end items. This check is made through the use of the communication section local request number and the unit supply document number.

b. Through a system of tagging equipment which is deadlined awaiting repair parts in conjunction with information annotated on the TERO and contained in the shop log, the status of a requisition for the unit repair shop can be readily ascertained. This system also permits ready association of a requisition or part with an equipment.

5. Reconciliation.

a. Reconciliations are conducted within the unit to determine validity of outstanding documents and to ensure that all items on order are in fact still required.

b. A reconciliation using the duplicate copies of the DD-1348 is conducted between communication supply and unit supply at least once each 30 days. The last reconciliation was held on \_\_\_\_\_.

c. Upon completion of the reconciliation with unit supply, the communication supply records are compared with those held by the operating sections.

D. USAGE DATA COMPILATION.

1. The communication unit requisitions authorized repair parts and accessory items on an "as required" basis to ensure the collection of usage data by unit supply.

2. Consumable expendables, e.g., insulating tape, forms, seizing wire, etc., having a predictable usage rate are requisitioned on a routine basis in advance of need. Stocks of those items are within reasonable limits.

3. Items received from sources other than supply ("scrounge" items) are reported to unit supply for pick-up and drop on 708 cards.

4. If designated an issue point, the Comm Unit reports usage on the daily Drop Sheet in accordance with DivO P4000.7\_.

5. Dry cell battery requirements are computed in accordance with DivO P2000.4\_.

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

6. Field Wire requirements are computed based upon a 30 day operating level and an adequate supply is on hand to satisfy contingencies.

E. STORAGE.

1. Dry cell batteries are stored in a cool dry space insofar as local conditions permit.

2. Materiel is protected from rain, sunlight, and dust insofar as local conditions permit.

3. A hot locker is provided for materiel subject to attack by moisture and fungus.

4. Radio vehicles are given priority for covered stands where such facilities exist.

5. Materiel in storage is inspected periodically to detect deterioration. The last such inspection was \_\_\_\_\_.

6. Infrequently used equipment is given an operational check and 2nd echelon PM at least monthly.

7. Dry cell batteries are removed from equipment not in active use.

8. Communication spaces are free of an accumulation of junk, unidentified and unauthorized items.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

VI. MAINTENANCE.

A. Maintenance concept. The maintenance concepts employed by the Communication unit and the procedures utilized therewith are a matter specifically addressed by the Communication SOP.

1. Echelon Authorization. The unit performs all work and only that work within its authorized echelon of maintenance in accordance with its T/O and respective repair parts list, SL-4.

2. Evacuation Procedures.

a. All equipment which are DX items and for which action has not been initiated for repair within 24 hours after receipt by the maintenance shop, is sent to 1st FSR for exchange.

b. All equipment, the repair of which exceeds the authorized echelon of maintenance is evacuated to 1st FSR within 24 hours after being turned in to the unit repair shop.

c. Equipment, the repair of which is within the authorized echelon of maintenance, but which cannot be repaired within a reasonable amount of time, based on the judgement of the Communications Officer, is evacuated to 1st FSR as overflow maintenance.

d. A Tactical Equipment Repair Order, (TERO) NAVMC 10245-SD, is properly prepared in accordance with DivO P2000.4 and accompanies all equipment to 1st FSR.

e. Equipment evacuated to FSR is properly packed and padded for protection enroute. Materials for this purpose are on hand.

f. The yellow copy of the TERO is maintained on file by the Communication unit as a receipt from FSR.

g. TERO's for equipment evacuated to 1st FSR are reconciled at least once every two weeks to ascertain status and validity of the work order.

h. Upon the return of equipment from 1st FSR the completed white copy of the TERO is presented to the S-4 or Supply Officer to allow him to extract the cost information.

3. Secondary Reparable Utilization.

a. The unit utilizes the DX program for all secondary reparable.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

b. Adequate controls are in effect within the unit to ensure that the correct FSN is entered on the DD-1348, i.e., the component and not the end item.

c. The unit supply office assigns all document numbers to the DD-1348 to be utilized for a DX transaction. A NORS indicator (G) is used as the first figure of the document serial number in the event the item is combat essential.

d. A communication representative accompanies the supply representative to the DX facility in all cases to ascertain that the correct equipment is returned to the unit and that, insofar as a visual inspection shows, it is in serviceable condition.

e. The Communication Officer reports any discrepancies with DX equipment to the Electronics Maintenance Shop, 1st FSR, immediately upon discovery. All action is coordinated with the office of the Division CEO.

#### 4. Maintenance Schedules.

a. The unit has a schedule for PM on all equipment by serial number. The schedule is planned to permit maximum availability of equipment at any given time.

b. 2nd echelon PM is scheduled on a monthly basis insofar as the tactical situation will permit.

c. Corrective Maintenance is scheduled on a recall repair order basis when this system is appropriate for use.

5. Maintenance Responsibilities. Responsibilities for all personnel in the Communication unit and procedures to be employed are adequately defined by the maintenance portion of the SOP. They include:

a. Preventive maintenance tasks are defined for each type of equipment through the use of the TM. Personnel responsible for PM tasks are familiar with applicable supply support publications.

b. Corrective maintenance tasks are consistent with the SMR codes listed in applicable SL-4's.

(1) Maintenance personnel are familiar with:

(a) Use of the test equipment rated by the unit.

(b) Use of supply support publications.

(c) Vehicular equipment maintenance to include the Power Supply, MK-606 and PU-656 p/o AN/MRC-83 and 87.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

(d) Techniques for quality assurance and an established QA program is in existence within the unit. All equipment is operationally checked prior to return to the user and so indicated by use of the "inspected by" block on the TERO.

(e) Maintenance tasks connected with Battery Storage, BB-451 and BB-606. Maintenance is conducted in accordance with TM-04072A-15/1. A calibrated torque wrench and equalization resistors are on hand to properly carry out the tasks.

6. Chain of Maintenance. There is a well-defined chain of maintenance within the Communication unit which incorporates the following procedural factors:

a. All personnel from the operators up are familiar with the action required to get gear repaired and the records which must be maintained denoting that equipment is in for repair.

b. The TERO is used for the purpose of evacuating equipment from sections to the Communications Maintenance shop. A system of locally assigned repair order numbers is used to maintain control, accountability, and permit traceability of equipment.

c. The maintenance shop utilizes the locally assigned repair order number to associate parts which are on requisition to the specific equipment which is awaiting parts.

7. Calibration.

a. All test and measuring instruments are submitted to 1st FSR for calibration in accordance with "date due" calibration stickers and schedules promulgated by the Calibration Laboratory, 1st FSR. This includes torque wrenches utilized with Battery, BB-451/U and BB-606/U.

b. Radiac equipment is submitted for calibration once each six months in accordance with DivO P2000.4. Equipment is scheduled in such a manner that all equipment is not in for calibration at any one time.

c. Battery chargers, PP-4567/U and PP3240/U are calibrated once each six months.

8. Modifications.

a. All equipment has been verified for modifications which are required. As items are received from DX, these are inspected immediately for modification status.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

b. All requests for 2nd echelon modification parts are submitted by Milstrip message format to 3rd FSR in accordance with DivO P2000.4\_ and DivO 10010.1\_.

c. Requests for 3rd and 4th echelon modifications are submitted on a TERO in accordance with DivO P2000.4\_.

B. RECORDS.1. Preventive Maintenance Records.

a. A copy of SL-3 or extracts are in all equipment folders, consolidated logs and log books to permit inventory of collection type items, components, and accessories.

b. A listing of all PM checks and instructions as to how these checks are to be performed is available in each equipment record folder, log book, and consolidated equipment log. Instructions are provided for inspection and verification of modifications on equipment during 2nd and 3rd echelon PM.

c. All PM actions are recorded on NAVMC 10559 in accordance with the established 1st and 2nd echelon procedures for all equipment requiring this record. The following entries are made:

(1) Checks made by personnel at the various levels of PM.

(2) Problems noted during PM checks.

(a) If equipment is missing accessories, the local requisition and document numbers are shown along with the date of discovery, the item name and quantity required.

(b) If equipment is defective, the deficiency is annotated in simple terms along with the local repair number and/or FSR repair order number and the date on which the equipment was submitted for repair. All remarks are carried forward each month on the equipment forms until the deficiency is corrected. If equipment has been exchanged, the notation is made and serial numbers are changed accordingly.

(3) Dates that PM was performed, signature of personnel performing PM and supervisor's initials ascertaining that PM checks have been adequately accomplished. The Communication Chief reviews all NAVMC 10559 check lists monthly.

d. The NAVMC 10559 provides an accurate description of the condition of the equipment with which it is associated.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

e. Completed copies of the NAVMC 10559 are maintained for six months in equipment files requiring them.

f. Equipment log books contain:

(1) A listing of major components including nomenclature and serial numbers. The record of serial numbers is changed, as required, for any equipment which may be exchanged.

(2) Operational running time of equipment.

## 2. Corrective Maintenance Records,

a. Completed TERO's are screened each time equipment is received from the service support facility and information as to parts replaced is recorded on the maintenance portion of the NAVMC 10530 or in the electronics log book, as appropriate. If equipment is repaired locally the maintenance shop records this information. The date and the organization performing repairs is included.

b. Only parts replaced data is recorded in the maintenance portion of the NAVMC 10530. Replacement of panel lamps, fuses, and batteries is not included.

c. All corrective maintenance information is recorded in the log book, including maintenance which requires parts replacement and also that maintenance which requires no parts, i.e., alignment, etc. Normal performance data is also noted in the log book in order to establish standards against which a comparative analysis can be made.

3. Modification Records. Completed TERO's are screened each time equipment is received from the service support facility and modifications which may have been accomplished by that facility are entered on the NAVMC 10530 or in the log book, as appropriate. If equipment is modified locally, the maintenance shop records this information. Included is the date and the organization performing the modification along with the authority for accomplishing it.

## 4. Logbooks.

a. An electronics repair log book is maintained by the maintenance shop and each respective section and consists of the following information:

- (1) Local repair order number,
- (2) Date received in shop.
- (3) Equipment name .

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

- (4) Owning section.
- (5) Date sent to service support activity.
- (6) TERO number of service support activity.
- (7) Date action completed.
- (8) Remarks (code H, DX, TERO reconciliation date, etc.).
- (9) Person receipting for equipment.

The log book reconciles with duplicate copies of the TERO's which are shown as pending.

b. A battery log is maintained by the maintenance shop in accordance with TM-04072A-15/1. A separate page exists for each battery with the battery identified by the number on the covers. The following information is shown:

- (1) Cycle number.
- (2) Date of charge.
- (3) Open circuit battery voltage prior to charge.
- (4) Start current at beginning of each charge cycle.
- (5) Terminal voltage at end of each charge.
- (6) Terminal current at end of each charge.
- (7) Time required to charge battery:
  - (a) Start time.
  - (b) Stop time.
  - (c) Total elapsed time.
- (8) Date and cycle number of cell voltage equalization.
- (9) Corrective and preventive maintenance actions.
- (10) Remarks.

## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

VII. MESSAGE CENTER.

A. ADMINISTRATIVE. The following administrative details are accomplished within the unit.

1. Administrative letters are properly filled out, dated, and signed for the following, as applicable in accordance with para 514, NWP-16; para 1-7, CSPM-1, and OPNAVINST P5510.1\_.
  - a. Crypto board number letters.
  - b. Top Secret Crypto board.
  - c. Special Category message authorization letter.
  - d. OEO authorization letter.
2. Formal authorization for access to cryptographic information has been made, in accordance with para 100, ACP-122; para 512, NWP-16; and para 1102, KAG-1.
3. A Crypto Security Officer has been designated in writing, in accordance with para 3002, KAG-1; para, 304, ACP-122.
4. An adequate Crypto SOP is on hand, in accordance with para 4102, KAG-1.
5. An encrypted traffic report is being submitted accurately and timely on a monthly basis, or quarterly if a negative report, in accordance with para 5601, KAG-1; para 1-3, CSPM-1\_.
  - a. A six month file is being maintained.
  - b. Report is properly addressed.
  - c. Report has proper classification and downgrading instructions.
6. The accountability of secret and above message traffic is adequate, and in accordance with para 0611, OPNAVINST 5510.1\_.
  - a. The copies are being numbered.
  - b. The pages are being numbered.
  - c. A continuous chain of receipts.
7. Receipts for secret and above messages are being retained for two years in accordance with para 0711.4, OPNAVINST 5510.1\_.

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8. The Comm Center Files are maintained the minimum required three months in accordance with CMC spdltr A04J-JMM-34 of 29 Apr 67, and CG FMFPac msg 190342Z May 67.

9. A watch to watch inventory is being conducted on ComTac Pubs and RPS Pubs and materials in accordance with para 2208, KAG-1; para 2640, DNC-5; and para 341.B, RPS-4.

- a. ComTac Pubs and RPS Pubs are on separate inventory sheets.
- b. RPS equipment is on inventory.
- c. Inventory sheets are retained for six months.

10. The page checks to RPS Publications are being performed in accordance with para 342, RPS-4.

- a. Double page checks are made when page changes are made.
- b. Maintenance manuals are page checked every thirty days.
- c. Loose leaf RPS publication are page checked on a watch to watch basis.

11. A correct up-dated Adonis check-off list is available and utilized in accordance with para 1-32.1A and 1-32.7, CSPM-1.

- a. Check off list is properly filled out.
- b. Check off list has proper classification, secret crypto.
- c. Check off lists are retained the required ninety day period.

12. The following publications are held out readily available for use:

- a. ACP-121 \_\_\_\_\_.
- b. ACP-122 \_\_\_\_\_.
- c. ACP-126 \_\_\_\_\_.
- d. DNC-5 \_\_\_\_\_.
- e. NWP-16 \_\_\_\_\_.
- f. KAG-1 \_\_\_\_\_.

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g. CSPM-1 \_\_\_\_\_.

h. OPNAVINST 5510.1 \_\_\_\_\_.

B. SECURITY. The following security measures are accomplished within the unit.

1. The entrance to the communications/message center is posted "Security Area" in accordance with OPNAVINST 5510.45\_.
2. A security check is made prior to authorizing entrance of personnel not on the access list, in accordance with para 3101.A, KAG-1.
  - a. Clearance is checked.
  - b. ID card is checked.
3. The visitors log is adequate and correctly maintained in accordance with para 3103.C, KAG-1; and para 209, ACP-122.
4. The access list is posted and current in accordance with para 3103.B, KAG-1; and para 209, ACP-122.
5. Adequate storage facilities are available for RPS materials in accordance with 224 and 225, ACP-122; and OPNAVINST 5510.1\_.
  - a. Open safe instructions are posted.
  - b. Combinations are changed every six months, on transfer of personnel knowing the combination, or as a result of suspected compromise.
  - c. The combinations are recorded in a sealed envelope at the S&C files.
6. If applicable, only authorized personal radios and television receivers are permitted in the communication/message center in accordance with para 3110.A and B, KAG-1.
  - a. The radio or television has been inspected by technical security personnel.
  - b. No personal tape-recorders are located in the communication/message center.

C. TRAINING. The following training plan is being accomplished within the unit for communication/message center personnel:

1. An adequate crypto training program is in effect in accordance with para 3002, KAG-1; and para 109, ACP-122.

SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

2. The required reading program of KAO's is being conducted and a record maintained in accordance with the KAO's for the crypto systems held.

D. EMERGENCY PLAN and DESTRUCTION. The following details are accomplished within the unit as pertains to emergencies and destruction:

1. The emergency plan is posted and is in accordance with par. 3603, KAG-1; and para 2160, DNC-5.

a. The plan covers material disaster, enemy action, and civil disturbance.

b. The priority of destruction is listed.

c. The personnel authorized to order implementation of the emergency plan are listed.

2. There are adequate destruction devices readily available consistent with the volume of materiel on hand.

3. Classified waste is being properly safeguarded and destroyed in accordance with para 0616 and 0617, OPNAVINST 5510.1\_.

4. Destruction reports are being made on all secret and above accountable materiel in accordance with para 0628.1, OPNAVINST 5510.1\_.

a. Reports are retained the required two year period.

b. Reports are dated and have the required signatures.

E. MAINTENANCE. The following maintenance practices are performed within the unit:

1. Maintenance records for crypto equipment are maintained in accordance with para 1-30, CSPM-1.

a. Operational checks are performed.

b. The annual CRF overhaul is performed.

c. The maintenance and cleaning of KAR's is performed.

2. The PM of installed and stored crypto equipment is satisfactory.

3. Equipment records on installed or stored equipment other than crypto are being maintained in accordance with TM 4700-15/1\_ and Div0 P2000.4\_.

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SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

4. The PM of installed and stored equipment is satisfactory and in accordance with the appropriate technical manual.

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

(date) \_\_\_\_\_

MARES/FORSTAT CMMI CHECK OFF LISTYes No

1. Appropriate references on hand?

a. T/E.

\_\_\_\_\_

b. S/A.

\_\_\_\_\_

c. MCO 3000.2B w/ch 2.

\_\_\_\_\_

d. DivO P3000.4.

\_\_\_\_\_

FORSTAT

2. Unit using correct procedure for computing logistical measurement areas of D Card (Equipment/Supplies On Hand and Equipment Readiness)

\_\_\_\_\_

3. Date of last completed reconciliation.

\_\_\_\_\_

4. Internal information gathering system adequate?

\_\_\_\_\_

5. D Cards consistent with major reason not C-1?

\_\_\_\_\_

6. Remarks cards used to fully explain CRCAT changes to higher echelons of command? Mandatory RM Cards submitted?

\_\_\_\_\_

7. Are G Cards current? When last changed?

\_\_\_\_\_

MARES

8. Is unit in a degraded readiness posture? If answer is "yes" complete the following:

\_\_\_\_\_

a. Has unit submitted GA Cards for:

(1) T/E deficiencies of combat essential equipment (CEE)?

\_\_\_\_\_

(2) Second echelon repair parts of CEE?

\_\_\_\_\_

(3) Commander's judgment items of equipment?

\_\_\_\_\_

b. Does the unit delete GA Cards as the requisitions are filled? By what procedure?

\_\_\_\_\_

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## SOP FOR COMMAND MATERIEL MANAGEMENT INSPECTIONS

	Yes	No
c. Has unit up-dated last known holder on GA Cards?	—	—
d. Has appropriate supply follow-up action been taken on requisitions?	—	—
e. Has unit submitted a RM Card with data element label "PROB" in accordance with paragraph 2501.4 of the MARES	—	—
10. GB Cards reflect current assets?	—	—
GB Cards reflect current deadline?	—	—
GB deletes submitted on returned equipment?	—	—
11. Unit using correct format in GB submissions (Table 26)? Do personnel understand when Optical Mark Page Reader Sheet is used? When key punch code sheet is required?	—	—
12. <u>Overall Evaluation</u>		

13. Discrepancies Noted:

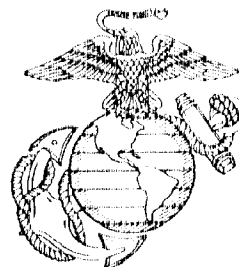
14. Questions from Unit:

\_\_\_\_\_  
(Signature of Inspector)

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DIVO P 5800.1\_\_



S.O.P.

FOR

LEGAL MATTERS



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

DivO P5800.1B  
17/RML/gab  
5 Feb 1970

DIVISION ORDER P5800.1B

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedure for Legal Matters

Encl: ✓(1) LOCATOR SHEET

Reports Required: I. Criminal Activity and Disciplinary Infractions  
Report (Report Symbol JAG 5800-4) par 9005.1  
II. Monthly Report on Possession and Use of Dangerous  
Drugs and Marijuana (Report Symbol FMFPAC  
6710.1) par 9006.1  
III. Monthly Report of NJP (Report symbol 5800/1-17)  
par 9007.1

1. Purpose. To announce and redefine the policies of Headquarters, 1st Marine Division (Rein), FMF with respect to legal matters, to provide information, direction, and guidance to organizations within this Command and to explain new centralized procedures instituted as a result of the implementation of the Military Justice Act of 1968.

2. Cancellation. Division Orders P5800.1A, 5800.2, 5817.1, and 5810.1.

3. Action. The administration of military justice and other legal matters shall be accomplished in accordance with the principles and procedures set forth herein and the sources of law cited therein. Any conflict between the provisions of this Order and the sources of law cited therein shall be resolved in favor of the latter; however, any apparent conflict shall be brought to the attention of the Staff Judge Advocate for clarification and decision.

4. Changes. This directive has been designed to permit changes and page inserts to be made without revocation or change of identity of the Order. Any recommendation for clarification or changes of portions of this Order are invited for submission through the chain of command.

5. Citations. References to "the Code" refer to the Uniform Code of Military Justice. Reference of "MCM, 1969" refer to the Manual for Courts-Martial, U. S. 1969 (Revised Edition). References to the "JAG Manual" refer to the Manual of the Judge Advocate General of the Navy.

6. Applicability. This Order is applicable to all organizations, units and personnel assigned within this Division and includes those organizations,

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DivO P5800.1B  
5 Feb 1970

units and personnel attached or assigned for temporary purposes.

7. Certification. Reviewed and approved this date.

  
C. E. WALKER  
Chief of Staff

DISTRIBUTION: "A" & "B"

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DivO P5800.1B

5 Feb 1970

LOCATOR SHEET

Subj: Standing Operating Procedure for Legal Matters

Location:

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

ENCLOSURE (1)

6

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Log completed change action as indicated.

[illegible]

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SOP FOR LEGAL MATTERS

CHAPTER 1

GENERAL ADMINISTRATION

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## SOP FOR LEGAL MATTERS

## CHAPTER 1

## GENERAL ADMINISTRATION

## 1001 MILITARY DISCIPLINE

1. A high standard of military discipline is necessary to achieve and maintain peak operating efficiency and success in combat. Military discipline consists of preventive and punitive measures and is the responsibility of all echelons of command. The administration of military law is an integral part of discipline, and all persons exercising command and authority must have a clear understanding of the basic principles and procedures of military law. Preventive measures include application of leadership principles to the maximum extent and corrective measures short of disciplinary action. Courts-martial, which frequently result in confinement and attendant loss of badly needed manpower for military purposes, cannot take the place of positive and effective leadership, and should not be used where other effective means of disciplinary control can be applied. Failure to observe and apply preventive measures results in a lowering of morale, an increase of military offenses, and the increased burden of effecting punitive measures. All personnel in authority will continually apply the well-established principles of leadership, military discipline, and the precepts set forth in paragraph 5390.5, Marine Corps Manual, regarding relations between officers and men.

## 1002 MAJOR SOURCE MATERIALS

1. Military justice and the administration thereof is controlled by federal statute and various regulations. The administration of military justice within this command will be conducted in accordance with the Uniform Code of Military Justice, the Manual for Courts-Martial, U. S., 1969, (Revised Edition), the Manual of the Judge Advocate General, the decisions of the United States Court of Military Appeals, directives of higher authority, and Division Orders. Source materials mentioned herein but not held within units of the Division are available through the Office of the Staff Judge Advocate.

## 1003 ASSIGNMENT OF LEGAL DUTIES

1. The commanding officer of each organization authorized to convene special or summary courts-martial will designate an officer of his command as legal officer. The officer designated as legal officer will also be designated as the legal assistance referral officer (see Chapter 8) for the organization and any units brought within the organization by table of organization or by directive of this or higher authority whether attached or assigned. Each organization will also assign duties to an officer as claims officer (see chapter 10 this SOP). Each officer, so assigned, will maintain active liaison with the Office of the Staff Judge Advocate.

1004.

2. Personnel assigned to investigative, court-martial or other legal duties are encouraged to seek advice from the Office of the Staff Judge Advocate. Direct liaison is authorized.

#### 1004 INSTRUCTION

1. Instruction in compliance with Article 137, UCMJ, is mandatory.
2. In addition, individual training schedules should provide for instruction in military justice and investigations and on such topics connected with preventive legal assistance as contracts, taxation, agency (power of attorney), the pitfalls of installment buying, marriage, wills, request mast, hardship discharge, emergency leave procedures, the legal assistance program, habitual petty offenders, criminal law, and administrative and punitive discharges. The Staff Judge Advocate will provide instructors and other assistance upon request.
3. All convening authorities will pursue a program designed to encourage officers and staff noncommissioned officers under their cognizance to educate themselves to gain proficiency in the performance of legal or quasi-legal duties to which they may be assigned, such as an investigator, member of a fact-finding or other administrative body or summary court-martial.

#### 1005 PROMPT DISPOSITION OF CASES

1. The certainty of prompt punishment is more conducive to good discipline than punishment delayed long after the offense. Reported offenses must be processed promptly. Upon receipt of sworn charges the proper authority must take immediate steps to determine what disposition should be made thereof in the interest of justice and discipline. The person accused must be informed of the charges against him as soon as practicable. Any person subject to the Code who is responsible for unnecessary delay in the disposition of any case of a person accused of an offense may be punished as a court-martial may direct, pursuant to Article 98, UCMJ. The burden of establishing that the case of an accused person is handled promptly and efficiently is on the government. The special court-martial convening authority is responsible for assuring prompt disposition of cases within his cognizance.
2. The Naval Investigative Service and Criminal Investigation Division of the Provost Marshal's Office provide trained assistance in the investigation of offenses occurring within his command. Preferring of appropriate charges and specifications will not be delayed pending receipt of investigation reports. An accused should be charged and informed of the charges promptly after an accuser prefers and swears to charges. (See chapter 2, this SOP).

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SOP FOR LEGAL MATTERS

CHAPTER 2

PRETRIAL PROCEDURE

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SOP FOR LEGAL MATTERS

CHAPTER 2

PRETRIAL PROCEDURE

2001 OFFENSE REPORTS

1. Any person having knowledge of an offense allegedly committed by a member of this command will, within 24 hours of obtaining such knowledge, report the same to the officer exercising immediate Article 15, UCMJ, jurisdiction over the accused. Action taken should conform to the requirements of paragraph 30, MCM, 1969.

2002 RESTRAINT OF ACCUSED

1. An accused person may in proper circumstances be restricted, but will not be confined prior to trial by court-martial unless the criteria discussed in Chapter 6 are met.

2. Generally, all officers, noncommissioned officers, and any persons performing military police or guard duties have authority to apprehend. (See paragraph 19, MCM, 1969).

3. See paragraph 20, MCM, 1969 for instruction on restraint generally.

4. A respondent whose case is being processed in accordance with the Marine Corps Separation and Retirement Manual (MCO P1900.16) will not be confined without specific approval of this Headquarters.

2003 ACTION BY IMMEDIATE COMMANDER EXERCISING ARTICLE 15, UCMJ, JURISDICTION WHO DOES NOT HAVE AUTHORITY TO CONVENE COURTS-MARTIAL

1. Upon receipt of information that a member of his command has allegedly committed an offense, the commander who exercises Article 15 authority over the accused, but does not possess the power to convene a court-martial (hereafter in this section "immediate commander"), will make or cause a preliminary inquiry into the suspected offenses, so that an intelligent disposition of the charges may be made. This preliminary inquiry must be in writing, unless the offense is being investigated by NIS or CID.

2. If disposition of the charges pursuant to Article 15, UCMJ, is contemplated by the immediate commander, he must afford the accused the impartial hearing discussed in paragraph 133(b), MCM, 1969. It may be conducted by the immediate commander, or in extraordinary circumstances he may order such hearing conducted by another officer and thereafter take his action on the basis of the report of that hearing. Such a report prepared by another officer must meet the requirements of paragraph 133(b), MCM, 1969. Chapter XXVI, MCM, 1969 refers.

2004

3. In a combat environment, the immediate commander may not be readily available to inform the accused of charges against him. Rather than delay the processing of the charges, a readily available officer (frequently the battalion legal officer) should be authorized to carry out this function and sign the entry on page 3 of the charge sheet, "by direction." When an accused has been ordered into pretrial confinement and is confined at the III Marine Amphibious Force Brig, a prompt telephone call to the Division Brig Liaison Staff Noncommissioned Officer requesting that he inform the detainee of the substance of each offense charged will suffice. The required entry on page 3 of the charge sheet then may be made "by direction".

4. When the immediate commander forwards charges to the summary court-martial convening authority with a view to trial by summary court-martial or Article 15 punishment, no letter of transmittal is required; however, the provisions of paragraph 32(f) (3), MCM, 1969, must be complied with.

5. Where an absentee is dropped as a deserter and the service records are forwarded to the Commandant of the Marine Corps no charge sheet is required as this will be accomplished at that Headquarters. If, when the service record book is received after joining a man from desertion, there is no charge sheet, one should be prepared based upon unit diary and service record book entries and the procedures below followed. Paragraph 1610.5 Marine Corps Manual and paragraph 15116 Marine Corps Personnel Manual refer.

#### 2004 FIRST MARINE DIVISION COUNTY COURTHOUSE SYSTEM

1. At the present time the First Marine Division's TAOR in Vietnam encompasses approximately 800 square miles in I corps. Spread throughout this large TAOR are 34 special court-martial convening authorities. Since 1 August 1969, the effective date of the Military Justice Act of 1968, every case in the division that had been referred for trial by a special court-martial has been tried with lawyer trial and defense counsel and before a certified military judge. This was accomplished by the establishment of a "County Courthouse" system, whereby all special courts-martial are held at division headquarters.

a. Under this system, three separate courts were created. The membership of each consists of one field grade officer and four company grade officers. Three military judges are assigned, one to each court. Each court sits twice a week for a period of approximately two months. There is a court in session for six days of each week. The court members are selected from 7 different commands located near the division CP.

b. All 34 special court-martial convening authorities have appointed each of the three courts by convening order, so that it is possible for any convening authority to refer charges to any one of the three courts.

c. Following is a descriptive analysis of how the system works. The analysis will be divided into four parts:

2-4

2004

- (1) Action Taken Up To and Including Preferral of Charges.
- (2) Action Taken From Preferral of Charges to Referral for Trial.
- (3) Action Taken from Referral For Trial to Date of Trial.
- (4) Action Taken After Trial.

## 2. Action Taken Up To and Including Preferral of Charges

a. Under the new system, it becomes even more essential for a complete preliminary inquiry to be conducted to investigate the allegations of wrongdoing. After the inquiry has been completed, and if the case goes beyond the jurisdiction of the company/battery commander, the battalion legal officer sends the inquiry, together with the SRB of the suspected wrongdoer, to the legal administrative officer in the Office of the Staff Judge Advocate with a request that appropriate charges and specifications, if any, be drafted. (See App A). The docket chief, an experienced 4421 Staff NCO, then studies the statements which comprise the inquiry. He then drafts whatever charges and specifications are warranted by the available evidence. In difficult cases, the docket chief may seek the advice of the legal administrative officer or the chief trial counsel before deciding what charges, if any, should be drafted.

b. An original charge sheet and three duplicates are then typed; the docket chief becomes the accuser and the legal administrative officer takes his oath. The drafting of charges and specifications by the docket section is done as a service for the individual commands. Neither the docket chief nor anyone he may consult receives directions or advice, while performing this function, from the Staff Judge Advocate.

## 3. Action Taken From Preferral of Charges to Referral For Trial

a. The docket chief then returns the charge sheet and all duplicates and the SRB to the accused's unit, recommending which of the three courts the case should be referred to should the convening authority decide to award a special court-martial. (See App B). This recommendation is based solely on the projected case load of the different courts. A calendar of docketed cases published each week and distributed to convening authorities, judges, and counsel.

b. Once the charge sheet is back at the unit, the convening authority may take whatever action he desires. He may dismiss the charges, handle the case at office hours, award a summary court-martial, refer the case for trial by a special court-martial or order an Article 32 investigation of the charges. If he decides on a special court-martial, the convening authority need not refer the case to the suggested court. He also maintains his prerogative to appoint a court composed of members from his own command and then referring the charges to that court. The court referral suggested by the docket chief is in no way binding on the convening authority.

2004

e. Assuming though, that the convening authority chooses to refer the charges to the suggested court, the first endorsement on page three of the charge sheet will be filled out accordingly. The unit then transmits the charge sheet and all copies, together with the accused's SRB back to the Office of the Staff Judge Advocate.

4. Action Taken From Referral For Trial to Date of Trial.

a. Upon receipt of the charge sheet, the docket chief schedules the case on the trial docket. The individual courts hear cases on a rotating basis. When assigning cases, the docket chief simply fills up available dates on the calendar, without regard to which court or which military judge will hear a particular case. A trial or defense counsel may obtain one seven day delay in trial from the docket chief without any reason being given. Any further requests for delay must be presented to the military judge for decision. The average time lapse between the date a case is docketed and the actual date of trial is approximately 3 weeks. It should be noted that the Staff Judge Advocate in no way directs or supervises the docketing of cases.

b. The docket chief next puts together folders, or so-called "trial packages," for the reporter, trial counsel, defense counsel, and military judge. The reporter's trial package consists of a copy of the charge sheet; the trial counsel's package consists of the original charge sheet, the SRB, and the preliminary inquiry; the defense counsel's package consists of a copy of the charge sheet and a copy of the preliminary inquiry, if any; and the military judge's package consists of a copy of the charge sheet.

c. These four folders, with the docket sheet attached, are now routed to the reporter chief. The docket sheet lists the court to which the case has been referred and states the trial date. The reporter chief pulls the reporter's package, assigns a reporter, and gives the package to that reporter. The reporter chief fills out entry 6 on the docket sheet and then forwards it and the remaining three packages to the chief trial counsel. That officer assigns a trial counsel to the case and gives him the three packages. The trial counsel then removes his package, initials the docket sheet for receipt of the SRB, and sends the sheet and the remaining package to the chief defense counsel. The latter assigns a defense counsel, who removes his package and then sends the last package on to the military judge. The docket sheet is then sent to the administrative chief. At the completion of this inter-office routing system, all interested parties have been informed of the court referral and the trial date.

d. Sometime before the actual trial, the trial counsel inquiries of the defense counsel whether the accused wants trial by judge or trial by a court. Depending on the accused's wishes, the court members are notified accordingly. On the date of trial the trial counsel gives the military judge the Court Martial Case Report Form (NAVJAG 5813/2), filled out through item 8A.

2005

## 5. Action Taken After Trial.

a. Immediately after trial, the trial counsel informs the commanding officer of the accused's unit of the results of trial. (See App E). The reporter starts transcribing the record, and when he has completed a rough draft he submits it to the trial counsel for proof-reading. The record is then typed in its final form and is submitted to the military judge for his authentication.

b. After the record has been properly authenticated, the legal administrative officer sends it to the convening authority for his review. The convening authority may indicate the action he desires to take on the 1st Endorsement of the legal administrative officer's cover letter (See App F). After filling out the first endorsement, the convening authority returns the record of trial and the cover letter to the legal administrative officer for the preparation of his action. The administrative section now prepares a convening authority's action and a Court-Martial Order, where appropriate. When completed, the convening authority's action and the CMO, along with the record of trial, are sent back to the convening authority for his signature. (See App G). The convening authority executes the action, signs the CMO, and sends the record of trial to the Commanding General (Attn: Staff Judge Advocate) for the supervisory authority's review and action.

c. It should be noted that all transmittals of trial records between the Office of the Staff Judge Advocate and the units are effected by special messengers, who are supplied by the units. These messengers, who make daily trips between their respective units and the Office of the Staff Judge Advocate, are also responsible for carrying charge sheets back and forth.

## 2005 ACTION BY SUMMARY AND SPECIAL COURT-MARTIAL CONVENING AUTHORITY

1. Office hours are not required in order to award summary or special courts-martial. A reference for trial on page 3 of a charge sheet is all that is necessary. If a court-martial is awarded without the personal appearance of the accused, he must be informed promptly of the specifications and charges that have been referred for trial. Normally this is accomplished in a special court-martial case by service on the accused of a copy of the charges and providing for an immediate establishment of the attorney-client relationship between the appointed defense counsel and the accused. The action of the summary and special court-martial convening authority is discussed in paragraph 33, MCM, 1969. His courses of action will, at this stage of the proceedings, always result in his decision as to one of six possible courses of action:

a. He may apply the non-punitive measures that are set forth in paragraph 128c, MCM, 1969. If this course is followed, he should order the charges and specifications dismissed. It should be noted that this course may be followed even if the accused refuses non-judicial punishment.

2006

b. He may, subject to an accused's demanding trial in lieu thereof, hold an impartial hearing in accordance with Article 15, UCMJ, and chapter XXVI, MCM, 1969, and, if convinced of the accused's guilt, administer non-judicial punishment.

c. He may award a summary court-martial.

d. He may award a special court-martial.

e. He may direct that an Article 32 pretrial investigation be conducted (see paragraph 2007, this SOP).

f. He may consider and direct one of the procedures set forth in the Marine Corps Separation and Retirement Manual, which establishes regulations pertaining to administrative separation. (MCO P1900.16)

#### 2006 MENTAL CAPACITY AND RESPONSIBILITY OF AN ACCUSED

1. When any commander, convening authority, or counsel has reason to believe that an accused lacks mental capacity to understand proceedings against him or that he was not mentally responsible at the time of the alleged offense, the procedures set forth in paragraph 121, MCM, 1969 will be followed.

#### 2007 ARTICLE 32, UCMJ, PRETRIAL INVESTIGATION

1. Whenever it appears from the seriousness of the charges, an offense report or a preliminary inquiry, that trial by general court-martial may be recommended on existing charges, a pretrial investigation must then be ordered by an appropriate court-martial convening authority in accordance with the provisions of Article 32, UCMJ, and paragraph 34, MCM, U. S. 1969. The officer appointed to conduct the pretrial investigation should be of the rank of captain or above or an officer possessing some legal training and experience. Depending upon the number of lawyer counsel available, the Office of the Staff Judge Advocate may, upon request, provide the pretrial investigating officer. Certified defense counsel should be obtained from the Office of the Staff Judge Advocate at the time the pretrial investigation is ordered, without awaiting the accused's request for counsel.

2. At the time assignment of certified defense counsel is requested the officer convening the Article 32 investigation should also request assignment of an officer-lawyer to serve as counsel for the government at the pretrial hearing. Assignment of counsel for the government and defense will not in any way remove ultimate responsibility of the investigating officer to arrive at recommendations based upon the law, the evidence presented at the hearing and his own conscience. The investigating officer will be so advised at the time of his appointment. Appointment of an Article 32 pretrial investigating officer need not be in writing, but must be directed by an officer exercising special court-martial jurisdiction.

2007

3. To avoid delay, the testimony of witnesses at a pretrial investigation may be prepared as summarized, signed statements under oath rather than as verbatim transcripts of testimony under oath. Regardless of whether or not a witness is present at the pretrial hearing, his statement must be under oath before it can be properly considered by the investigating officer. (DD Form 457) Investigating Officer's Report will be completed. In the combat environment it is frequently desirable to record all pretrial testimony verbatim since it may be admitted at a subsequent trial as former testimony without a need for the witness to be present. Such action is discretionary depending on circumstances.

4. The commanding officer ordering the pretrial investigation shall, prior to submitting a recommendation for trial by general court-martial, ascertain that the evidence contained in the report of investigation supports each element of the offense or offenses upon which trial is recommended.

5. In each case where trial by general court-martial is recommended by a special court-martial convening authority after an Article 32 pretrial investigation, the charge sheet and necessary papers shall be forwarded by a letter of transmittal and shall include the following:

a. A completed Report of Investigating Officer (DD Form 457), in an original and four copies as to each accused, including the summarized or verbatim testimony.

b. A recommendation that the accused be awarded a trial by general court-martial.

c. A statement that a copy of the substance of the sworn testimony taken on both sides during the investigation has been furnished to the accused, or that such has not been done, and the reasons therefor.

d. A statement that MCO P5000.3, MARCORPERSMAN, paragraph 7006 (Notification of Parents) has been complied with by the officer exercising immediate Article 15, UCMJ, jurisdiction over the accused.

e. Service record book of the accused.

f. A statement that all material witnesses will be available for trial or that action has been initiated to insure their presence or to take their testimony by deposition. (MCM, 1969, paragraph 30c, and paragraph 2006 of this Order apply).

6. In order to meet the requirement of a speedy trial, commanding officers will comply with Article 33, UCMJ, which provides that the commanding officer of an accused shall within eight days after the accused is ordered into an arrest or confinement status, forward the charge(s) together with the pretrial investigation and allied papers, to the officer exercising general court-martial jurisdiction. If this is not practicable, the commanding officer will report in his letter of transmittal the reasons for delay.

2008

## 2008 WITNESSES

1. The trial of a court-martial or the conduct of an investigation in most instances requires the presence of material witnesses. Both the prosecution and defense are entitled to have witnesses present at a court-martial unless by stipulation or deposition a substitute for personal appearance can be reasonably accomplished.
2. Especially in the combat environment retention of necessary witnesses or recording of their testimony is a matter that must have the personal attention of the special court-martial convening authority and his legal officer. Upon initiation of an offense report, a preliminary inquiry or upon receipt of a criminal investigation report, immediate action must begin to determine who material witnesses are and to cause their retention in-country pending disposition of the case.
3. If indigenous or other local persons (including U. S. citizens) are required as witnesses, the Staff Judge Advocate will be contacted and will make the necessary arrangements for attendance of the requested witnesses. The Staff Judge Advocate will coordinate arrangements for the service of the subpoena and, if necessary, the services of an interpreter.
4. Whenever an essential witness is not within the geographical area where this Division is located, the Staff Judge Advocate will be contacted to provide advice as to the appropriate procedure to be followed in that particular case.
5. With the permission of the Commanding General, members of this command may be made available to testify in local courts or courts-martial in other commands. Such permission will not be granted when the appearance of the requested member of this command would be contrary to the best interest of the naval service. Normally, it is not considered in the best interest of the naval service to hold a member of this command beyond the time he is scheduled to rotate or has been ordered to report to another command either in CONUS or elsewhere. Neither is it considered in the best interests of the naval service if the appearance of a requested witness from this command would prevent such prospective witness from participating in important training or operational commitments with his unit. Persons who are requested to appear in local courts will be referred to the Staff Judge Advocate for advice and instructions.
6. Civilian witnesses. Prior to issuance of a subpoena for a civilian witness or obligating witness fees, or fees for mileage, the party desiring such subpoena will contact the Legal Administration Officer (Office of the Staff Judge Advocate). See also JAG Manual, section 0131.

## 2009 LEGAL HOLD OF WITNESSES

1. When the testimony of a witness within the 1st Marine Division who is scheduled for rotation, special leave or R&R is needed at a trial by court-martial, prompt action shall be taken to determine if he should be placed on a legal hold. The following rules will be observed in placing a legal hold:

2-10

2009

a. It is incumbent upon all hands responsible for the administration of military justice within this command to assure that whenever the ends of justice can otherwise be adequately served, no prospective witness will be retained overseas beyond his normal rotation date or the date he is scheduled to return to CONUS. Thus, if a deposition or stipulation will suffice in place of the personal appearance of a witness, or if the evidence he can supply is otherwise available, such witness will not be retained.

b. No member of this command will be placed on a legal hold beyond the expiration of his enlistment for the purpose of appearing as a witness. See MARCORPERSMAN, paragraph 2207.3b(2) and 7005. If it appears that a Marine scheduled for rotation for the purpose of discharge or release from active duty will be required as an essential witness in a court-martial the Staff Judge Advocate will be contacted immediately.

c. Ordinarily the trial counsel will initially notify the convening authority that a witness is needed. The convening authority upon recommendation of trial counsel will determine whether, in view of the criteria set forth above, the witness should be held. If he decides the witness should be placed on a legal hold he will contact the Legal Administrative Officer in the Office of the Staff Judge Advocate and obtain his advice and assistance in the matter.

d. When a pretrial investigation officer becomes aware of the necessity for placing a witness on legal hold he will notify the organization Legal Officer who will comply with subparagraph c above. In addition, if the investigating officer is assigned from the Office of the Staff Judge Advocate he will notify the Staff Judge Advocate.

e. The request to place a witness on legal hold will be submitted through channels, to this Headquarters (Attention: Division Personnel Officer) on an Administrative Action Form (NAVMC 10274-PD). When this form is not available a memorandum may be used. This request will contain the following:

(1) The name of the accused and the nature of the charges and specifications.

(2) A brief summary of the circumstances which justify placing the witness on a legal hold.

(3) The anticipated date of trial.

(4) A statement that the Staff Judge Advocate or a member of his staff has been contacted and the recommendation of either of the latter officers.

(5) Concurrently, a copy of the request will be sent to the Staff Judge Advocate (Attention: Legal Administrative Officer).

2-11

6

2010.

2. When it is determined by this Headquarters that it is necessary in order to serve the ends of justice, to place a witness on a legal hold, the Division Adjutant will cause the witness to be placed on the Division Legal Hold List which will be maintained by the Division Personnel Officer. Where immediate action is required to place a witness on legal hold a telephone call may be made to the Division Personnel Officer in which case the telephonic request will be confirmed by a written request as previously outlined within 24 hours.

3. Where it is necessary to place a witness from another command on legal hold a request will be forwarded via this Headquarters in the same manner as set forth above.

4. After a witness has testified or when his testimony is no longer needed immediate steps shall be taken to remove him from legal hold. In special court-martial cases the Convening Authority is responsible for the prompt removal of witnesses from the Legal Hold List. The trial counsel will assure that general court-martial witnesses are promptly removed from legal holds. Removal from a legal hold shall be accomplished in the same manner as placing thereon. Thus, the removal of a witness from a legal hold which is accomplished by telephone shall be confirmed in writing as heretofore outlined. The Division Personnel Officer shall deliver a copy of the Division Legal Hold List to the Staff Judge Advocate each Monday showing the name of the person held, the date he was placed in that status, and the case for which the witness is needed.

#### 2010 LEGAL HOLD OF ACCUSED

1. When an accused person has been referred to trial or is under investigation suspected of a violation of the UCMJ a legal hold as defined in paragraph 2009 is not required. However a report to the Division Personnel Officer will be required stating the name and rank of the accused, the nature of the charges and specification and anticipated date of trial. Upon receipt the Division Personnel Officer will place the accused on his legal hold list. Upon completion of the pending investigation or confinement as applicable the accused's commanding officer will insure that his name is removed from the legal hold list and a recomputed RTD is established.

#### 2011 NOTIFICATION OF PARENTS, SPOUSES, OR GUARDIANS

1. The officer exercising immediate Article 15, UCMJ, authority is charged with the responsibility for ensuring compliance with MCO P5000.3, MARCORPERSMAN, paragraph 7006. This order promulgated a standard policy regarding notification of parents, spouses, or guardians of an enlisted person to be tried on serious charges or who is recommended for involuntary separation from the service prior to the expiration of his enlistment. Upon compliance an entry acknowledging the same will be made on page 11 of the individual's service record book. This paragraph includes both punitive (court-martial imposed) and administrative (undesirable) discharges.

2-12

2012

## 2012 APPEARANCE AND ATTENDANCE OF THE ACCUSED AT TRIAL

1. The appearance of the accused at his trial is one of the matters which influences those who judge him. The accused, it must be remembered, is presumed innocent until found guilty. He will appear in court in the uniform ordered by the court-martial. His clothes will be clean and neat. An accused will wear the insignia of his rank, and may wear any decorations, emblems or ribbons to which he is entitled, if appropriate on the uniform prescribed. The responsibility of assuring that an accused is before the court in proper uniform and presents a neat appearance rests upon the immediate commanding officer.

2. When the accused is confined in a Brig, prior to trial, the commanding officer of the accused is responsible for notifying the brig 24 hours before trial. The commanding officer will furnish the necessary guard and transportation from the brig to the courtroom and return unless geographical or communication considerations make such impracticable in which instance the commanding officer of Headquarters Battalion upon request by trial counsel, GCM, will perform this task. The trial counsel, GCM, will notify the commanding officer of any accused to be tried by general court-martial thirty-six hours before trial, of the place, date and hour of trial and will notify him of the results of trial promptly so that appropriate changes of status can be reflected in personnel records and confinement orders. See 5000.1 infra.

SOP FOR LEGAL MATTERS

CHAPTER 3

NONJUDICIAL PUNISHMENT

<u>Paragraph</u>	<u>Page</u>
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3003 Enlisted Punishments.....	3-4
3004 Officer Punishments.....	3-4
3005 Suspension, Mitigation and Remission.....	3-5
3006 Appeals.....	3-5

## SOP FOR LEGAL MATTERS

## CHAPTER 3

## NONJUDICIAL PUNISHMENT

## 3001 GENERAL

1. Commanding officers will utilize nonjudicial punishment in every appropriate case unless trial by court-martial is demanded by the alleged offender. Paragraph 128(b), MCM, 1969, may be used as a guide to determine whether an offense is a proper subject for nonjudicial punishment. The authority possessed by commanding officers, and officers-in-charge, to administer nonjudicial punishment pursuant to Article 15, UCMJ, as interpreted in chapter XXVI, MCM, 1969 and JAG Manual, section 0101, will not be restricted.
2. Article 15, UCMJ, does not apply to, include or limit the use of these non-punitive measures that a commanding officer or officer-in-charge is authorized or expected to use to further the efficiency of his command or unit, such as administrative admonitions, reprimands, exhortations, disapprovals, criticisms, censures, reproof, rebukes, and withholding of privileges, not intended as punishment. (See paragraph 128(c), MCM, 1969, and section 0101c, JAG Manual).
3. Officers-in-charge, designated as such by the Commanding General or higher authority, will have only the authority with respect to enlisted punishments as commanding officers below the rank of major or lieutenant commander. Commanding officers of organizations designated as separate or detached commands will have the powers of a special court-martial convening authority and therefore may impose reduction to the next inferior grade on members of the naval service serving in pay grade E-5 and below.

## 3002 PROCEDURE

1. Commanding officers and officers-in-charge shall administer nonjudicial punishment in strict compliance with the provisions of Article 15, UCMJ, chapter XXVI of the Manual for Courts-Martial, 1969, and section 0101 of the JAG Manual. In every case in which nonjudicial punishment is administered, an impartial hearing will be held in compliance with the procedure outlined in paragraph 133b, MCM, 1969.
2. Nonjudicial punishment may be awarded only for offenses recognized under the Uniform Code of Military Justice. Prior to office hours, the article of the Code violated and a brief summary of the facts constituting the alleged violation must appear on the Unit Punishment Book Form (NAVMC 10132-PD). In addition, if the office hours hearing is to be held by an officer exercising summary and/or special court-martial jurisdiction a charge sheet must be prepared in accordance with Chapter VI, MCM, 1969 (Revised) prior to that officer being presented the matter for hearing or decision. A unit punishment sheet is required only where non-judicial punishment is contemplated.

3003.

3. Records of punishment awarded will be made on the current NAVMC 10132-PD in accordance with the provisions of Chapter XXVI, MCM, 1969, and MCO P5000.3, MARCORPERSMAN, paragraphs 7002 and 15086. This form will contain a signed statement indicating that the individual does not demand trial by court-martial and will accept non-judicial punishment.

4. An informal record of the office hours proceedings must be maintained. This may be prepared by the officer conducting the hearing or by any one at his direction. The record will be maintained as an aid for the commander in furnishing the information required to higher authority on appeal (section 0306.2 of the JAG Manual), or for use in answering correspondence relative to the proceedings which may originate from outside the command. The record may be handwritten memorandum, summation or verbatim testimony recorded on dictabelts or tape. The record as maintained should be sufficient to enable the commander or his successor to reconstruct the proceedings with fairness and accuracy. It may be maintained on the reverse side of the Unit Punishment Book page (NAVMC 10132-PD) being utilized.

5. If a commanding officer determines that his authority under Article 15 is insufficient to make a proper disposition of the case, he may hold the hearing himself and then refer the case to a superior commander for appropriate disposition, or he may refer the entire matter with appropriate recommendations without the hearing. If a hearing is held a summary transcript of all information presented at the hearing, or a copy of the report of any fact-finding body, shall be forwarded with such a referral. The superior commander receiving such a referral will provide the offender with another opportunity to demand trial before imposing punishment under Article 15. The Unit Punishment Book (NAVMC 10132-PD) will contain a notation signed by the offender that he does not demand trial. The accused shall be notified personally or in writing as soon as practicable of the punishment awarded by the superior commander. The accused shall be permitted to see and reply to any papers or documents which are in the hands of the hearing officer and upon which punishment may be based. (See chapter XXVI, MCM, 1969, Revised).

### 3003 ENLISTED PUNISHMENTS

1. Commanding officers defined in paragraph 1450.2, Marine Corps Manual, have authority to reduce enlisted men to the next inferior grade only. No commanding officer, however, may effect a reduction in grade upon enlisted persons in the grade of E-6 and above as nonjudicial punishment.

2. Correctional custody will not be awarded in the combat environment until a suitable facility is approved by this headquarters.

### 3004 OFFICER PUNISHMENTS

1. Any commanding officer may impose admonition or reprimand, and restriction to specified limits with or without suspension from duty, for not more than 15 days upon an officer. A commanding officer of the rank of

3006

major or above may impose restriction for 30 days in addition to admonition or reprimand. All other authorized officer-punishment must be administered by the Commanding General.

2. Admonition or reprimand awarded as punishment in cases of an officer must be accomplished by a letter of censure in accordance with the instructions contained in section 0101 and 0102, JAG Manual.

3. This section does not apply if non-punitive measures are intended or utilized. (See paragraph 128c, MCM, 1969).

### 3005 SUSPENSION, MITIGATION AND REMISSION

1. The powers of the officer administering nonjudicial punishment, or his successor as defined in section 0101h, JAG Manual, to suspend, mitigate, remit or set aside, are enumerated in paragraph 134, MCM, 1969 (Rev). When a person is transferred to another unit, the receiving commanding officer and his successor may exercise these same powers. Section 0101j, JAG Manual.

2. Use of the suspension power after punishment has been awarded is an excellent rehabilitation device. It may be used at the time punishment is awarded or after a portion of the punishment has been served. (See paragraph 134, MCM, 1969).

### 3006 APPEALS

1. The instructions relating to appeals of nonjudicial punishments contained in paragraph 135, MCM, 1969, are amplified in section 0101f, JAG Manual, and the following paragraphs.

2. Any commanding officer who receives and will act on an appeal of a nonjudicial punishment imposed by a subordinate commanding officer and in which a review by an officer-lawyer is either required by Article 15, UCMJ (where the punishment is arrest in quarters for more than 7 days, correctional custody for more than 7 days, forfeiture of pay for more than 7 days, reduction in grade, extra duties for more than 14 days), or desired by the recipient of the appeal, will forward the case directly to the Staff Judge Advocate for legal opinion. The correspondence required in such cases includes the following. (An original and one copy are required)

a. The accused's letter to the commanding officer appealing the punishment, including any enclosures thereto. Although not required, an accused should be encouraged to set forth fully and specifically his complaint regarding the punishment, state the reason(s) he feels the punishment is unjust or disproportionate, and to document his appeal by the statements of additional witnesses, etc., when his guilt or innocence is in issue.

3006.

b. The endorsements thereon by intermediate commanding officers. The endorsement by the commanding officer who imposed the punishment adds, as enclosures, the material necessary to complete the required "package". Should the accused raise issues which are not fully treated in the written summary of the "impartial hearing" or investigative report, all available factual matter pertaining to the issue should be included in the endorsement and if appropriate enclosures thereto.

c. A written summary of the "impartial hearing" or a copy of the report of the court of inquiry or other fact-finding body which may be connected with the case.

d. The Unit Punishment Book sheet (NAVMC 10132-PD (Rev. 9-63)) pertaining to the case, if applicable.

e. The accused's SRB or OQR.

3. Appeals of nonjudicial punishment which must be adjudicated, because of the level at which punishment was imposed, by the Commanding General, 1st Marine Division (Rein), FMF, other commands, or an authority superior to this Command, will be forwarded to or via this Headquarters and will consist of the same package outlined above for cases where review by a Judge Advocate is required or desired by the recipient of the appeal.

SOP FOR LEGAL MATTERS

CHAPTER 4

COURTS-MARTIAL

<u>Paragraph</u>	<u>Page</u>
4001 Basic Policies.....	4-3
4002 Appointment of Courts-Martial.....	4-3
4003 Establishment of Legal Services for Special Court-Martial Convening Authorities.....	4-3
4004 Forms and Procedures for Requesting Legal Services.....	4-5
4005 Personnel of General Courts-Martial.....	4-13

## SOP FOR LEGAL MATTERS

## CHAPTER 4

## COURTS-MARTIAL

## 4001 BASIC POLICIES

1. Convening authorities will refer charges to the lowest court that has the power to adjudge an appropriate and adequate sentence.
2. A person who has been tried in a domestic or foreign court, whether convicted or acquitted, or whose case has been adjudicated by juvenile court authorities, shall not be tried by court-martial nor awarded non-judicial punishment for the same act or acts, except as provided for in JAG Manual secs. 0101(b)(2) and 0107(e).
3. If a case involves both naval and civilian personnel, and the civilian is subject to criminal prosecution in the Federal Courts for felonies arising out of the same transaction, the naval personnel shall not be brought to trial by court-martial without prior reference and approval of the Commandant of the Marine Corps.

## 4002 APPOINTMENT OF COURTS-MARTIAL

1. Commanding Officers of all regiments, battalions, and certain specifically designated separate companies, have authority to convene special and summary courts-martial pursuant to the Code, MCM, 1969, and JAG Manual section 0103.
2. It is desirable that summary courts-martial and presidents of special courts-martial be of field grade rank; however, if such are not available, convening authorities should, whenever practicable, ensure that summary courts-martial, and at least two members of each special court-martial, are of the rank of captain in the Marine Corps or lieutenant in the Navy.

## 4003 ESTABLISHMENT OF LEGAL SERVICES FOR SPECIAL COURT MARTIAL CONVENING AUTHORITIES

1. Effective 1 August 1969, the Military Justice Act of 1968 requires that counsel certified in accordance with Article 27b, Uniform Code of Military Justice, be made available to represent an accused before special courts-martial, unless one can not be obtained due to physical conditions or military exigencies. If qualified counsel is not available, a bad conduct discharge may not be awarded.
2. In addition, the act provides for a military judge certified in accordance with Article 26, Uniform Code of Military Justice, at special courts-martial. He will act as the presiding officer of the court-martial and will rule finally on all challenges and interlocutory questions, except for mental responsibility of the accused at the time of the offense. The accused may request trial by an appointed military judge alone. Such requests will normally be granted.

4003.

3. In view of the posture of this Division, with thirty-four special court-martial convening authorities spread over a large TAOR, and the limited availability of judge advocates, it is considered necessary to centralize the trial of special courts-martial and the voluminous related administrative action. Accordingly, the establishment of a "County Court House" trial system at Division Headquarters is required to ensure compliance with reference (a) and obtain effective utilization of judge advocates with maximum service to convening authorities. This system will relieve commanders of a significant administrative burden without usurping any of their prerogatives. The legal officer of each organization however will have greatly increased responsibilities under this system since there will be no counsel appointed from the units.

4. The Staff Judge Advocate shall:

a. Provide a military judge and a certified trial and defense counsel for all special courts-martial.

b. Provide courtroom facilities, counsel and legal administrative and reporter services to special court-martial convening authorities.

c. Provide an administrative section within the Office of the Staff Judge Advocate that will accomplish the following:

(1) Prepare and type charge sheets (DD458)

(2) Prepare the court-martial appointing order for the signature of the requesting convening authority, utilizing as members, officers made available for that purpose from various Division organizations, or officers from the convening authority's command. It is emphasized that the appointment of court members is the personal responsibility of each convening authority. The utilization of court members from other commands is optional, not mandatory. However, trials will normally be conducted at Division Headquarters.

(3) Cause authentication of the record of trial and arrange for delivery of the record to the convening authority for his action.

(4) Prepare the convening authority's action as directed by the convening authority.

(5) Prepare the court-martial order, when appropriate.

(6) Provide the forms appended as enclosure (1) to convening authorities.

5. The Assistant Chief of Staff G-1, will levy quotas on organizations within close proximity to the Division Command Post to provide for a total of 15 court members, three of whom will be field grade officer. It is contemplated that such members will be divided into three courts, each of which usually will sit two days per week. It is further contemplated that members will serve for approximately two months.

4-4

4004

6. Special Court-Martial convening authorities will request legal services and facilities from the Office of the Staff Judge Advocate, utilizing the forms and procedures outlined in paragraph 4004 below.

7. The legal officer of each organization will maintain close liaison with the Staff Judge Advocate. In addition to his regular duties as legal officer, he will serve as the point of contact within his unit for lawyer trial and defense counsel. He will coordinate arrangements for the presence at trial and pretrial interviews of witnesses and the accused when requested by lawyer counsel.

#### 4004 FORMS AND PROCEDURES FOR REQUESTING LEGAL SERVICES

1. Appendix A: This form is to be utilized when requesting that charges be drafted. The preliminary inquiry and service record book must be included as enclosures. Upon receipt of this form, with enclosures, charges (if appropriate) will be drafted. A charge sheet (DD 458) will be completed within the Office of the Staff Judge Advocate, and appropriate charges will be sworn to before returning the charge sheet to the requesting organization. This form will also be utilized when returning charge sheets to the Office of the Staff Judge Advocate after the convening authority has referred the charges for trial by special court-martial.

2. Appendix B: Preliminary Inquiry Report. This form is to be completed and appended as an enclosure when requesting that appropriate charges be drafted. The necessity for thoroughness cannot be overemphasized. Statements need not be typed, if they are legible. In all cases the original statements must be retained on file, if not forwarded. Charges will be drafted and initial preparation of a case by counsel will be returned to the command with the charges. If the charges are subsequently referred to trial by special court-martial, the preliminary inquiry must again be forwarded to the Office of the Staff Judge Advocate for use by counsel.

3. Appendix C: This form will be utilized in transmitting sworn charge sheets back to the unit. The service record book and preliminary inquiry report will be enclosures.

4. Appendix D: This form will be completed by the trial counsel immediately after trial to inform the convening authority of the results of trial. A copy will also be sent to the III Marine Amphibious Force Brig by the Office of the Staff Judge Advocate if the accused is confined.

5. Appendix E: This form will be utilized to transmit the completed and authenticated record of trial to the convening authority for his action. By endorsement on this form the convening authority may state the action he wishes to take. Upon return of the first endorsement, the Office of the Staff Judge Advocate will draft the convening authority's action.

4-5

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4004

6. Appendix F: This form will be utilized to return the record of trial with the convening authority's action, for signature. If a court-martial order is necessary, it will also be returned for signature. After the convening authority signs his action, the completed record of trial will be forwarded to the Office of the Staff Judge Advocate for review in accordance with Article 65, Uniform Code of Military Justice.

7. Appendix G: Flow Chart.

4004

1DIV 5817/1-17

## HEADING

Address Reply to

From: Commanding Officer  
To: Commanding General, 1st Marine Division (Rein), FMF (Attn: Staff  
Judge Advocate)

Subj: Request for Legal Services; case of Private First Class John T.  
DOE, 000 00 00/0000, USMC

Ref: (a) Legal SOP

Encl: (1) Preliminary Inquiry  
(2) SRB of SNM

1. In accordance with reference (a), it is requested that legal services as indicated below be provided:

a. Use this paragraph for initial request.

( ) Drafting of appropriate charges and specifications, if any, based on preliminary inquiry, enclosure (1), and preparation of charge sheet (DD 458).

b. Use this paragraph when returning completed charge sheets.

( ) Provide lawyer counsel for the subject accused and the Government, and provide reporter and administrative services. Charge sheet referring subject for trial by special court-martial is attached.

SIGNATURE

Appendix A

4-6A

6

4004

1DIV 5817/2-17

PRELIMINARY INQUIRY REPORT  
(Par. 32(b), MCM, 1969)

## Date:

Preliminary Inquiry Officer/NCO

Suspected person(s):

Suspected offense(s):

## WITNESSES

(Attached signed, written statements)

<u>NAME</u>	<u>RANK</u>	<u>ORGANIZATION</u>	<u>PHONE NO.</u>	<u>LOCATION</u> (combat base, field, etc.)	<u>RTD</u>	<u>EAS</u>
-------------	-------------	---------------------	------------------	--	------------	------------

## CID REPORT(S)

- ( ) Attached  
( ) None made  
( ) Not presently available

LIST OF REAL EVIDENCE  
(Gun, knife, marijuana, etc. Do not enclose)

## REMARKS

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SIGNATURE

Appendix B

4-7

4004

1DIV 5817/3-17

OFFICE OF THE STAFF JUDGE ADVOCATE  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

17/  
5814

From: Legal Administrative Officer  
To: Commanding Officer,

Subj: Alleged offenses; case of

Ref: Yr ltr

Encl: (1) Charge sheet; case of snm  
(2) SRB of snm  
(3) Preliminary Inquiry Rpt

1. As requested in reference (a), enclosure (1) has been prepared and is submitted for your consideration and appropriate action.
2. The service record book of the subject named Marine and the preliminary inquiry are returned as enclosure (2) and (3).
3. Should the case be referred for trial by special court-martial, it is suggested that it be referred to the court appointed by your appointing order serial \_\_\_\_\_.

SIGNATURE

Appendix C

4-8

4004

OFFICE OF THE STAFF JUDGE ADVOCATE  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

17/  
5814

From: Trial Counsel  
To: Commanding Officer,

Subj: Special Court-Martial; case of

Ref: (a) Yr SpCM Convening Order  
(b) MCM, 1969, Par 44(e)

1. On this date, the subject member of your command was tried by special court-martial convened pursuant to the authority of reference (a) after having been referred for trial by you.
2. Pursuant to reference (b), you are hereby notified of the result of the trial.

CHARGE(S):

ARTICLE(S)

SPECIFICATION(S)

PLEAS

FINDINGS

SENTENCE:

PUNISHMENT

Bad Conduct Discharge

Confinement/hard labor

Restriction

Hard Labor w/o conf.

Forfeiture

Reduction

Other

3. Upon authentication of the record of trial, it will be submitted to you for action.

Copy to:  
BrigO, III MAF Brig (if confinement adjudged)

Appendix D

4-9

6

DECLASSIFIED

4004

LDIV 5817/6-17

OFFICE OF THE STAFF JUDGE ADVOCATE  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

17/  
5814

From: Legal Administrative Officer  
To: Commanding Officer,

Subj: Special Court-Martial; case of

Ref: (a) TC's ltr

Encl: (1) Record of trial in subj case

1. Reference (a) advised you of the results of the trial in the subject case.
2. Enclosure (1) is submitted for your review. Upon notification in the first endorsement hereon of the action you desire to take, the Administrative Section will prepare a convening authority's action (and court-martial order) for you.

-----  
17/  
5814

FIRST ENDORSEMENT

From: Commanding Officer  
To: Legal Administrative Officer, 1st Marine Division (Rein), FMF

1. Enclosure (1) is returned.
2. My action as convening authority is as follows:

Appendix E

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DECLASSIFIED

4004

1DIV 5817/5-17

OFFICE OF THE STAFF JUDGE ADVOCATE  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602

17/  
5814

From: Legal Administrative Officer  
To: Commanding Officer,  
Subj: Special Court-Martial; case of  
Ref: (a) UCMJ, Art 65

Encl: (1) Record of trial in subj case

1. Enclosure (1) is returned with the convening authority's action and court-martial order prepared as directed by you.
2. After execution of the convening authority's action (and the court-martial order) you should return enclosure (1) to the Commanding General, 1st Marine Division (Rein), FMF (Attn: Staff Judge Advocate) for review pursuant to reference (a).

SIGNATURE

-----

17/  
5814

FIRST ENDORSEMENT

From: Commanding Officer,  
To: Staff Judge Advocate

1. Returned for review in accordance with Article 65(c), Uniform Code of Military Justice.

SIGNATURE

Appendix F

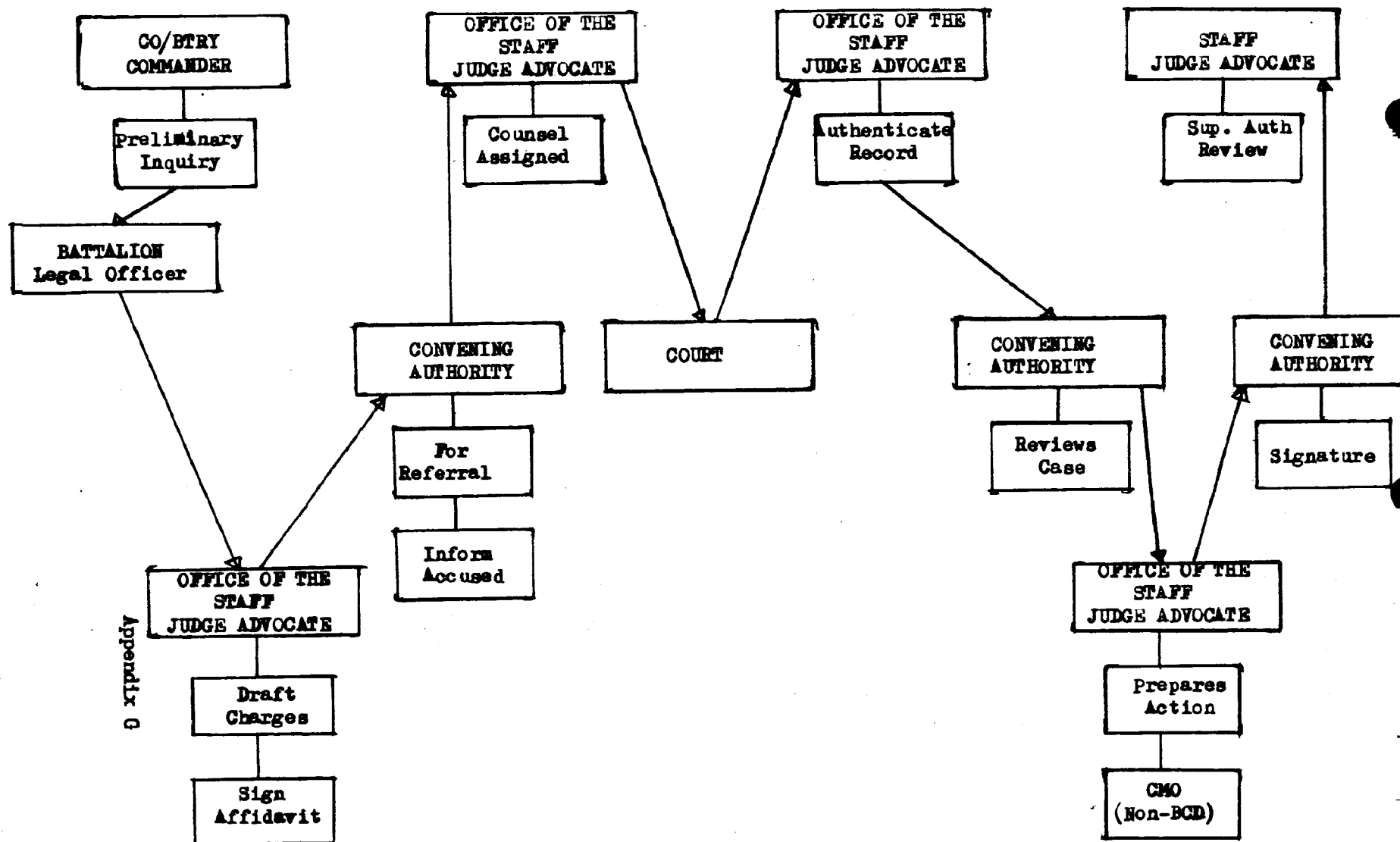
4-11

# FLOW CHART

4-12

4004

DECLASSIFIED



Appendix D

DECLASSIFIED

4005

## 4005 PERSONNEL OF GENERAL COURTS-MARTIAL

1. Officers who are appointed as members of General Courts-Martial are notified of their appointment by a copy of the convening order. Once appointed, court members may only be excused with the express personal permission of the Commanding General. Once a case has been referred to a particular court for trial, a member can only be excused for good and sufficient reasons, not including routine duties or leave, until that case has been completed. Accordingly, requests to be relieved from court-martial duties or to be excused for any case or period of time should be made in writing to this Command (Attn: Staff Judge Advocate) and sufficiently in advance to permit consideration by the Commanding General at his convenience. When the absence is the result of orders (TAD, etc.) issued by this Headquarters, the member will immediately notify the Staff Judge Advocate or Deputy Staff Judge Advocate by telephone of the receipt of such orders.

2. Court members will be notified by telephone by the trial counsel of the court of the date and hour cases have been scheduled.

4-13

SOP FOR LEGAL MATTERS

CHAPTER 5

POST-TRIAL PROCEDURES

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## SOP FOR LEGAL MATTERS

## CHAPTER 5

## POST-TRIAL PROCEDURES

## 5001 ACTION UPON CONCLUSION OF TRIAL

1. Trial Counsel. The trial counsel of a court-martial shall, immediately upon the conclusion of the trial, inform the convening authority of the person tried and the results of trial in writing. A copy of this letter will be delivered to the Commanding Officer of the Brig if confinement is involved. The trial counsel shall take prompt and appropriate action with respect to the confinement status of the accused, if applicable. If the accused has been in pre-trial confinement and he is acquitted or if no confinement is adjudged, the trial counsel will immediately deliver a prisoner release order (DD Form 367) to the commanding officer of the Brig. If confinement is adjudged the trial counsel will deliver a confinement order (NAVPERS 1523, REV) to the commanding officer of the brig unless the convening authority orders the sentence to confinement deferred. See paragraphs 403 and 405, Corrections Manual, 1956 (NAVPERS 15825).

2. Time lost. Time spent in an absence without leave status, pretrial confinement time and time spent while confined may be time lost as provided for in Title 10, U. S. Code, Section 972; paragraph 4008 IRAM; or paragraph C10304, BUPERSMAN. Time lost must be made up on any service obligation, period of active duty or in computing rotation tour dates when this Division is committed to operations overseas. (DivO 1070.1B).

## 5002 CONVENING AUTHORITY'S ACTION (SEE PARAGRAPH 6006 THIS SOP)

1. In accordance with para 4003.4, the Office of the Staff Judge Advocate will prepare the convening authority's action as directed by the convening authority. Compliance with the following directives which are designed to furnish reviewing authorities with sufficient information to fully and appropriately exercise their powers is mandatory.

2. Cases involving approved bad conduct discharges. In compliance with MCO P1900.16, MARCORSEPMAN, paragraph 6019, and the JAG Manual section 0123c, in all cases involving an approved bad conduct discharge, there will be included in the action of the convening authority matters contained in the record book of the accused, not otherwise appearing in the record of trial and occurring during his current enlistment or current extension of enlistment. The following form is suggested:

a. "In accordance with JAG Manual, section 0123c, the following information is supplied:" Then comply with JAG Manual section 0123c.

3. Cases involving convictions of larceny or other offenses involving moral turpitude in which a bad conduct discharge is adjudged. The JAG Manual, section 0123f, directs that certain additional matter be included in the action on the record of trial.

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4. Non-extenuating matter in convening authority's action. When in compliance with the above directives or otherwise, the convening authority considers non-extenuating matter, so much of the proposed convening authority's action as relates to such matters will be shown to the accused before the action is signed. The accused will be afforded an opportunity to rebut or explain that matter (JAG Manual, section 0123f). The convening authority will then reconsider his proposed action in the light of any rebuttal or explanation offered by the accused. Affirmative compliance with this requirement will be indicated as follows:

a. Include in the action on the record of trial, a paragraph stating:

"The above matter considered by the convening authority was referred to the accused for his rebuttal and/or his explanation. The accused's rebuttal and/or explanation of this matter was carefully considered before taking this action".

b. Append to the record of trial, a statement signed by the accused to the following effect:

"I have been informed that the convening authority intends to consider the following matter:

(Here insert a brief synopsis of the matter).

I do (not) desire to rebut and/or explain this matter (and voluntarily make the following statement for the convening authority's consideration)."

#### 5003 MAXIMUM PROCESSING TIME FOR COURTS-MARTIAL

1. Twenty days from the date the commanding officer exercising Article 15, UCMJ, jurisdiction over the accused receives information that the accused may have committed the latest offense alleged, or the date the accused first becomes available to that commanding officer after such information has been received, whichever date is the later, the record of trial in all Summary Courts-Martial at which the accused pleads guilty will be delivered to the Officer of the Staff Judge Advocate. Summary Courts-Martial involving not guilty pleas will be delivered in thirty days. Under the centralized system (para 2004) there are three critical time limitations that the convening authority must be aware of in the processing of special court-martial cases. Aside from ensuring a prompt preliminary inquiry of the suspected offense, there are as follows: First, after the convening authority has received drafted charges and specification from the docket section and he chooses to refer the charges to a court. Except in unusual circumstances i.e., where he decides to appoint a court composed of his own members, or where he is actually unavailable, he will ensure that the charge sheet together with his First Endorsement thereon and the accused's SRB are transmitted back to the Office of the Staff Judge Advocate within 3 days after receipt by his unit. Second, after the record has been authen-

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ticated, the record is sent back to the convening authority for review. After reading the record, the convening authority indicates what action he desires taken and returns it to the Office of the Staff Judge Advocate. In guilty plea cases the convening authority will return the record within 3 days to the Office of the Staff Judge Advocate. In not guilty plea cases, the convening authority will return the record within 8 days to the Office of the Staff Judge Advocate. Third, after the unit receives a prepared convening authority's action and where appropriate a Court-Martial Order, except in unusual circumstances, the convening authority will sign the action, and the CMO and return to the Office of the Staff Judge Advocate for SA's review and action within 2 days.

2. In any case in which the time limitations set forth in paragraph 1 are or will be exceeded, a memorandum, addressed to the Division Chief of Staff and signed personally by the convening authority, will be appended to the record of trial explaining in detail the reasons for the delay in processing the particular case. A similar memorandum will be submitted when the dates of commission of any of the offenses on the charge sheet are further apart than the periods specified above for the particular court involved. Abs nt interference from the agency, it is not a valid reason that formal reports from investigative agencies were not received, i.e. the time runs even though a CID report has not been received. The judicial process must not be delayed.

#### 5004 FORWARDING OF THE RECORD OF TRIAL

1. The original record of trial, complete as required by the MCM, 1969, the JAG Manual, other pertinent instructions, and this Order, will be delivered expeditiously to the Office of the Staff Judge Advocate, for the supervisory authority review pursuant to the MCM, 1969, paragraphs 91b and c, with the number of copies indicated below:

a. Special Courts-Martial Involving a BCD. Original and three copies, accompanied by the accused's service record book and a completed form concerning request or waiver of appellate counsel as required by the JAG Manual, section 0121. The promulgating order will be issued by the supervisory authority upon completion of such review.

b. Special Courts-Martial Not Involving a BCD. Original only.

c. Summary Courts-Martial. (See JAG Manual, section 0120d). Original

(1) In cases wherein a plea of not guilty is entered to any specification on the charge sheet but results in a finding of guilty by the summary court-martial, a summary of the evidence received and considered during the trial relating to each specification for which a not guilty plea was entered must be appended to the original record of trial in each case and will be authenticated by the summary court officer. The summary of evidence prepared by the summary court officer, must show that the evidence introduced during the court-martial supports each of the elements of the offense charged.

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(2) In all cases of trial by summary court-martial in which evidence of previous conviction(s) or evidence of prior nonjudicial punishment is received during the presentencing stage of the trial, a certified copy of each record of conviction or UPB entries showing NJP, from the service record book of the accused which has been received and considered by the summary court-martial, must be appended to the original record of trial in each case.

## 5005 PUBLICATION (ANNOUNCEMENT) OF RESULTS OF TRIAL

1. Each regiment, battalion, separate and detached command, and separate company will where practicable, publish to its personnel all General Court-Martial Orders. In addition, each special court-martial convening authority will publish special court-martial orders pertaining to personnel who are members of or who are attached to units of that organization. Publication of special court-martial order pertaining to personnel of other organizations rests in the discretion of the convening authority.
2. The publication of the results of summary courts-martial to persons other than the accused rests in the discretion of the convening authority.
3. In the interest of the accused acquittals will not be published in any case.
4. Publication of court-martial orders will normally be made on bulletin boards and at a routine troop formation by an officer. Only the charge(s), findings, sentence and the action thereon relating to the sentence will be read. Parading the accused to the gate, through the organizational area, "drumming out," reading off at formations to which the public has been invited, or other specially contrived ceremonies involving a display of disapprobation is strictly prohibited.

## 5006 VACATION OF SUSPENSIONS OF COURT-MARTIAL SENTENCES

1. Statement of Policy. The policies applying to approval of confinement as a part of a court-martial sentence as set forth hereinafter in paragraph 6005, extend to proceedings to vacate suspensions which include confinement.
2. Proceedings to Vacate. Proceedings to vacate suspensions of the unexecuted portions of sentences will be in accordance with UCMJ, article 72, the MCM, 1969, paragraph 97 and appendixes 15 and 16, and the JAG Manual, section C131. In this connection attention is directed to the following:
  - a. Suspended sentences by summary and special courts-martial not involving an approved bad conduct discharge. The suspension of any sentence by summary and special courts-martial which does not include an approved bad conduct discharge, suspended or unsuspended, may be vacated by a special court-martial convening authority without a hearing. Article 72(a) UCMJ, paragraph 97(b), MCM, 1969. However, the requirements of the MCM, paragraph 33a, b, c, and others as appropriate, must be adhered to prior

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to the suspension being actually vacated and ordered executed. A supplementary special court-martial order will be issued in each case wherein a suspended special court-martial sentence was vacated and ordered executed. In this connection, see MCM, 1969, appendix 153, for format and JAG Manual, section 0124, for distribution of such supplementary orders. The vacation of suspended sentences of summary courts-martial should be accomplished by a letter from the convening authority addressed to the accused which advises him of such action, the date thereof and the exact punishment which is vacated and ordered executed. A copy of each such letter should be delivered to the custodian of the accused's service record book for necessary entries and personnel accounting action, a copy to the supervisory authority, and if a reduction in grade is involved, a copy of the reduction order to the Commandant of the Marine Corps (Code DHB) in accordance with Marine Corps Promotion Manual, paragraph 4020. In any case involving vacation of a sentence including confinement at hard labor, a message or letter will be delivered to Commanding General (Attn: Staff Judge Advocate) within 48 hours after a vacation proceedings containing the following information:

- (1) Type of court-martial and date of trial.
- (2) Sentence adjudged.
- (3) Convening authority's action.
- (4) Supervisory authority's action.
- (5) Offense(s) on which the vacation is based.
- (6) Additional disciplinary action pending.

b. Suspended sentences by special courts-martial which include approved bad conduct discharges and all sentences by general courts-martial. The authority to vacate the suspension of all or any part of a special court-martial sentence which, as approved, includes a bad conduct discharge, suspended or unsuspended, or any general court-martial sentence, is restricted to the officer exercising general court-martial jurisdiction over the command of the accused. In such cases, the procedure set forth in UCMJ, article 72(a) and (b), the MCM, 1969, paragraph 97b and appendix 16, and the JAG Manual, section 0131, applies. In that instance, as distinguished from subparagraph 2a above, the man must be present for a formal hearing before the officer conducting the hearing, whether it be conducted by the special court-martial convening authority himself or by an officer appointed by him.

3. Report of Proceedings to Vacate Suspension. The written report of proceedings to vacate suspension, necessary in cases described in subparagraph 2b above, will be accomplished by utilization of DD Form 455. The original and each copy of the report will have appended thereto the original or certified true copies of all the documents taken into consideration by the officer conducting the hearing and the special court-martial convening authority.

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a. Required documents and related papers. The following documents are required to accompany the report and must be attached to the original and each copy thereof:

- (1) Special or general court-martial order which initially promulgated the results of the case pertaining.
- (2) Supplementary special or general court-martial orders pertaining to the case, if any.
- (3) Board of Review Decision pertaining to the case if available.
- (4) Naval Clemency Board action pertaining to the case, if available.
- (5) Court of Military Appeals Decision pertaining to the case, if available.
- (6) Charge sheet alleging offense(s) committed during period of suspension completed through receipt of sworn charges on page 3.
- (7) Certified copy of page 12 from service record book.
- (8) Certified copy of each record of conviction by court-martial from service record book (pages 13).
- (9) Any offense or incident report involved.
- (10) Any other document or evidence considered by the officer conducting the hearing pertaining to the case.
- (11) In addition, there will also be attached any statement made by the accused or other persons when such statement or statements have been considered in the proceedings. This applies as well to a written acknowledgement by the accused that he has been informed of the action being recommended and does not desire to make a statement.

b. Number of Copies. An original and two copies DD Form 455 with the required documents and related papers pertaining to the case will be initially prepared in each case which contains a recommendation for vacation of all or any part of the suspended sentence. The original, complete with the required and related documents, and one copy, complete with the required and related documents, will be forwarded to the Commanding General, 1st Marine Division (Attn: Office of the Staff Judge Advocate) accompanied by the service record book of the accused involved in the proceedings. One copy, complete with the required and related documents, will be retained in the files of the command of the convening authority.

#### 5007 FINAL ACTION IN BAD CONDUCT DISCHARGE CASES

1. The final action in all bad conduct discharge cases and all other cases requiring appellate reviews will be promulgated by this Headquarters

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(Office of the Staff Judge Advocate) subsequent to completion of all appellate reviews in accordance with the JAG Manual, sections 0125b and 0127. The final action will be promulgated in the form of a supplementary special or general court-martial order, as appropriate, for the type of case involved.

#### 5008 RESIDUAL CLEMENCY

1. Each special court-martial convening authority should periodically review the cases of convicted persons with a view toward residual clemency in deserving cases. A half-time review of the cases of men confined is required. Paragraph 97a, MCM 1969, and section 0129 JAG Manual control. SECNAVINST 5815. applies.
2. In all GCM or cases involving a bad conduct discharge only the commanding general and higher authority can order a reduction of an approved sentence by way of residual clemency, but commanding officers should recommend such when appropriate.
3. In all other cases the special court-martial convening authority may order remission, suspension, or mitigation of any sentence. This is accomplished by a supplementary court-martial order.
4. Additional information relative to clemency may be found in III MAFO 1640.1E, paragraph 9a(2).

SOP FOR LEGAL MATTERS

CHAPTER 6

CONFINEMENT AND OTHER RESTRAINT

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## SOP FOR LEGAL MATTERS

## CHAPTER 6

## CONFINEMENT AND OTHER RESTRAINT

## 6001 PRETRIAL CONFINEMENT

1. A commanding officer's authority to confine a member of his command is derived solely from the express provisions of the Uniform Code of Military Justice and the Manual for Courts-Martial, U. S., 1969. Articles 9(d), 10, 13, 15(b)(2)(A) and 58 of the Code and paragraphs 18b, 20c, d and e, 21 and 125 of the Manual for Courts-Martial are pertinent and should be studied. Confinement is authorized as follows:

a. Confinement at hard labor may be lawfully adjudged as a court-martial sentence (if aboard ship confinement on bread and water may also be adjudged by the commanding officer under Article 15).

b. Personnel reasonably believed to have committed an offense under the Code may be placed in confinement prior to and during the trial provided such is necessary to insure his presence at the trial or because of the seriousness of the offense committed. In connection with the latter type confinement, note that a Code offense must have been committed and that confinement is only authorized for the purpose of bringing the accused person to trial on that offense or of protecting society from a man believed to have committed a serious crime.

c. While this Division is committed in Vietnam commanding officers will not order or approve pretrial confinement of personnel unless the criteria set forth in III MAF Order 1640.1 and this order are met or express permission is received from this Headquarters prior to the ordering of any pretrial confinement. The criteria above referred to are that the accused must be charged with an offense that is capital as listed in the Table of Maximum Punishments, paragraph 127, MCM, 1969 or he must be considered as a danger to life or property. Permission to confine a man in pretrial confinement for reasons other than those meeting the foregoing criteria may be addressed to the Commanding General (Attn: Staff Judge Advocate) by message or telephonic means stating fully the exceptional circumstances believed to require pretrial confinement in a particular case.

2. A copy of any pretrial confinement order will be delivered to the Division Brig Liaison SNCO at the Brig at the time any pretrial confinement is effected.

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3. In the cases where confinement is not indicated, arrest or restriction in lieu of arrest, as defined in paragraphs 18 and 20, Manual for Courts-Martial, should be considered if it is necessary to place the accused person in any restraint status. Office Hours is not required for the foregoing. The commanding officer or his direct representative may order arrest or restriction in lieu of arrest. In the latter instance, the commanding officer should review the circumstances as seen as practicable. The limitations of arrest or restriction in lieu of arrest must be specific.

## 6002 COMMAND ACTION FOLLOWING CONFINEMENT

1. Commanding officers shall insure that persons of their command confined in the Brig are visited weekly by a commissioned officer from the command.
2. A representative of the commanding officer will verify the status of the prisoner, as shown in brig reports, in accordance with the records of the confining unit (trial counsel's report of results of trial, court-martial orders, confinement orders, etc.) and the man's Service Record Book. Information on the results of trial will be delivered to the Brig within 24 hours of sentencing. See paragraph 44e, MCM, 1969.
3. Where the sentence of a court-martial includes confinement, consideration should be given to the suitability of suspension of all or part of such sentence where it is apparent that the sentenced person will ultimately return to duty.
4. Upon application by an accused or his defense counsel, the service of a sentence to confinement may be deferred by the convening authority until the sentence is ordered executed. Art 57(d) UCMJ, para 88f MCM, 1969 (Rev).

## 6003 DURING ADMINISTRATIVE PROCESSING

1. Frequently, in cases being processed for an administrative type discharge, or those undergoing proceedings to vacate a suspended sentence involving a punitive discharge, the man concerned has committed offenses against the Code. Confinement in such cases is authorized only if it meets the criteria outlined in paragraph 6001 of this Order and is expressly approved by the Commanding General (Staff Judge Advocate).

## 6004 ALTERNATIVES

1. When processing an administrative discharge or vacating a suspended sentence involving a punitive discharge of a man who cannot be confined in accordance with the foregoing rules, although believed to be an escape risk, the only course of action available is to expedite the necessary hearings and physical examinations for which the accused person must be present and then seek the advice of this Headquarters. (See Marine Corps Manual, paragraph 1910; Marine Corps Order P1900.16, Marine Corps Separation and Retirement Manual.)

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2. The Report of Proceedings to Vacate Suspension, DD Form 455, is printed as Appendix 16 of the Manual for Courts-Martial. Note that personal action by the officer exercising special court-martial jurisdiction, without using a preliminary hearing officer, may materially reduce the time the accused person must be present. Immediately after the appropriate hearing or when administrative discharge correspondence is originated, send the man to the organizational dispensary for a discharge physical examination, notwithstanding the fact that the discharge recommendation has not been forwarded or approved. Thereafter, if the man absents himself he may be discharged in absentia and his discharge certificate sent by registered mail to his home address. The advice and authority of this Headquarters is required in this instance.

#### 6005 CONFINEMENT AS PUNISHMENT

1. Because of space limitations in confinement facilities in combat areas, confinement for periods of less than 60 days will not normally be approved.

2. Convening authorities should consider the mitigation, in appropriate cases, of sentences to perform hard labor without confinement and/or restriction to specified limits without suspension from duty. Where both hard labor without confinement and restriction are approved, the two punishments shall be ordered to be served concurrently. Hard labor without confinement may not be awarded or approved for more than three months and restriction may not be awarded or approved for more than two months (see paragraph 126, MCM, 1969 (Rev)).

3. Confinement of noncommissioned or petty officers should not normally be approved unless the approved sentence also includes reduction to the grade of pay grade E-3 or below. In cases where confinement is approved for noncommissioned or petty officers, without reduction in grade as indicated, the convening authority will set forth the reason therefor in his action on the record of trial.

4. Convening authorities, in approving sentences to confinement and ordering the execution thereof, will give due consideration to any pre-trial confinement of the accused and, when appropriate, take action to credit the accused therefor by reducing the period of confinement rather than crediting a specific period for pretrial confinement. Much simplified administration of records results from the latter disposition and substantially the same mitigation is accomplished. When the period of confinement is reduced solely for the purpose of crediting pretrial confinement, this should be stated in the convening authority's action.

5. The convening authority shall promptly forward to the Brig (Attn: Division Brig Liaison SNCO) a copy of his action taken on the record of any trial in which confinement is ordered executed, in addition to the requirements elsewhere for changes in prisoner status designation or distribution of special court-martial orders.

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6. It is not intended that the foregoing statement of policy limit the authority of a court-martial, or a convening authority in exercising his review powers, to adjudge or approve confinement in such cases as they deem necessary to insure a proper state of discipline.

#### 6006 DESIGNATION OF PLACE OF CONFINEMENT OR TEMPORARY CUSTODY

1. The criteria for designating places of confinement or temporary custody are set forth in BUPERSINST 1640.6 and will be followed in determining the appropriate confinement facility for each accused.

2. In appropriate cases the convening authority will designate the III MAF Brig as the place of confinement or temporary custody. When the supervisory authority takes his action on the record of trial, and providing the accused involved has sufficient confinement remaining to meet the prescribed criteria for transfer to CONUS, the U. S. Naval Disciplinary Command will be redesignated as the place of confinement or temporary custody in the supervisory authority's action. In such cases the request for such transfer will be initiated by the Office of the Staff Judge Advocate and delivered to the Division Adjutant.

#### 6007 CORRECTIONS PROGRAM AND CLEMENCY

1. See paragraph 3003 of this SOP.

#### 6008 DIVISION BRIG LIAISON SNCO

1. To facilitate efficient administration of personnel confined at the III MAF Brig, a staff noncommissioned officer is assigned to the Officer of the Staff Judge Advocate to act as Division Brig Liaison Staff Noncommissioned Officer. He will perform the following duties at the III MAF Brig:

a. Prepare and maintain a record of all personnel confined by Division units and deliver a copy thereof to this Headquarters weekly.

b. Ascertain whether each prisoner in pretrial confinement is formally charged with an offense under the Uniform Code of Military Justice and inform the commanding officer and this Headquarters (Office of the Staff Judge Advocate) whenever a man is confined without any charge against him or when the man does not fall within the categories established by this or higher Headquarters for permitted pretrial confinement.

c. Scrutinize records on all 1st Marine Division confinees and conduct such interviews as may be required to insure in each case that the prisoner's status is correct or originate action to have the status corrected by appropriate changes to confinement orders and in Brig records and the Brig Report.

d. Advise the parent organization and this Headquarters when a prisoner's progress in correction has reached the point that the prisoner has been designated a base parolee or is otherwise in the opinion of Brig authorities deserving of consideration in regard to release through the

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exercise of residual clemency as to unexecuted portions of the sentence by the parent command (non-BCD cases) or this Headquarters (BCD-cases) as provided in section 0129, JAG Manual.

e. Record report on frequency of Brig visits of representatives of the commanding officers. A weekly report will be made to the Division Inspector of all prisoners not visited during the past week.

f. Under direction of the Brig Officer and in coordination with other corrections personnel, assist prisoners in communicating their personal needs to proper authority.

g. Serve as a liaison between prisoners and their commanding officers.

SOP FOR LEGAL MATTERS

CHAPTER 7

JAG MANUAL INVESTIGATIONS

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## SOP FOR LEGAL MATTERS

## CHAPTER 7

## JAG MANUAL INVESTIGATIONS

## 7001 TYPES OF FACT-FINDING BODIES AND POWER TO CONVENE

1. The types of fact-finding bodies and the power to order such are set forth in sections 0204 and 0206, respectively, of the JAG Manual. Ordinarily a one officer informal investigation will suffice.

## 7002 MULTIPLE INVESTIGATIONS OF THE SAME INCIDENT

1. If it is determined that an investigation should be conducted and personnel and/or government property of more than one command are involved, only one investigation of the entire incident will be made. In such cases the decision as to which one activity will conduct the investigation will be made on the following basis:

a. Incidents involving Division organizations only. When all activities concerned are Division organizations, the senior commanding officer shall determine which organization will conduct the single investigation. That officer will notify the commanding officer of the other activities concerned and the Staff Judge Advocate of his decision.

b. Incidents involving non-1st Marine Division Organizations. When other military organizations outside this Division are concerned, the Staff Judge Advocate will be notified and requested to co-ordinate with those commands in the determination of the responsibility for making necessary investigations. Reports of such investigations when made within this command, will be forwarded via the Commanding General without first routing to or via organizations outside of this command.

c. Incidents occurring more than 50 miles from Division Headquarters or any of its subordinate Headquarters. Contact the Office of the Staff Judge Advocate for guidance.

## 7003 SELECTION OF TYPE OF REPORT

1. See JAG Manual, section 0205.

## 7004 CRITERIA FOR DETERMINING WHETHER AN INVESTIGATION IS REQUIRED

1. Mandatory Cases. Investigations must be ordered conducted and forwarded in cases involving any one or more of the following factors:

a. Injury. When a member of the naval service suffers an injury which results in inability to perform duty in excess of 24 hours under

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circumstances that suggest misconduct and not line of duty. (However see paragraph 7008.1 as to use of the Injury Report Form if no misconduct is indicated and 7004.2 when no investigation is required.)

b. Disease. When a member of the naval service is unable to perform duty for a period in excess of 24 hours as a result of alcohol or drug induced disease. (However, see paragraph 7004.2b as to when an investigation is not required.)

c. Death. In any case where the death of a member occurs under doubtful circumstances which suggest misconduct and not line of duty. This includes all apparent or attempted suicides.

d. Possible Claims against or in favor of U.S. Every incident which may result in claims against or in favor of the government.

e. Claims filed against U.S. When a claim is filed under Navy General Claims Regulations, the Navy Personnel Claims Regulations, or the Foreign Claims Regulations (Chapter XX, XXI and XXII, JAG Manual) and an investigation has not already been conducted.

f. 3d Party liability. Whenever medical care and treatment is furnished by the Government, and circumstances surrounding the incident give rise to a claim by the Government against a tortiously liable third person or his insurance company. For example: A civilian driving his private vehicle has an accident resulting in injuries to his three Marine passengers who are hospitalized and provided treatment by a U. S. Naval Hospital. Chapter XXIV JAG Manual. An injury report will not suffice for this purpose.

g. Loss or damage to government property. When Government property is damaged, lost or destroyed by Government personnel, there has been a finding of negligence, and the responsible person has not accepted the finding and has refused to reimburse the Government. Note specifically Chapter 4, MARCORSUPMAN.

h. Administrative Purposes. For administrative purposes, when there is an extensive non-combat loss, damage, or destruction of Government property, where there has been a failure of equipment which should be brought to the attention of higher authority for design modifications or the like, where the conduct of persons involved in the incident is especially worthy of praise or censure, or where an investigation would probably indicate methods of preventing future similar incidents.

i. Civilian killed or injured. When civilians (including, but not limited to, dependents and employees) are injured or killed in a non-combat incident involving Government equipment or personnel (as defined above), the latter being engaged in Government business regardless of where the incident occurs.

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## 2. Cases not requiring investigative action.

a. Injury. When no disability is indicated and the medical officer and commanding officer concur that there is no misconduct involved. An entry in the member's Health Record will satisfy an investigative requirements. When the injury is a result of enemy action.

b. Disease. Time spent evaluating a drug induced disease or habituation without specific inability to perform duty in excess of 24 hours is not charged as time lost and therefore no investigative action is required. (Although such may be the basis for disciplinary action).

c. Death. When the death is a result of enemy action. All other deaths of Navy and Marine Corps personnel must be reported. However, see 0705 of the JAG Manual as to use of the Death Report NAVJAG 5800/16.

d. Supply Investigations. When in the opinion of the Commanding Officer no negligence is indicated in the loss, damage or destruction of Government property or if culpability or responsibility cannot be determined, or if an individual accepts responsibility for the loss, damage or destruction of Government property and voluntarily offers to reimburse the Government. Not specifically 104102.2 MARCORSUPMAN.

3. Discretionary Cases. In all other cases, the ordering of an investigation is discretionary with the commanding officer concerned, however, the considerable expense involved in conducting and processing such investigations usually makes them impractical (when not in one of the above categories). Furthermore, where the sole factor making an "investigation" desirable is disciplinary the proper procedure is the preliminary inquiry or impartial hearing fully discussed in this SOP at Chapter II, and not a Manual of the Judge Advocate General investigation or inquiry.

4. Non-appropriated Fund Activities: Upon the occurrence of an incident which may result in claims for or against an authorized non-appropriated fund activity (criteria similar to those listed in paragraph 7002.1b above may be used), the officer-in-charge will report that fact to this Headquarters (Attn: Assistant Chief of Staff G-1) if the incident happened in the United States, its territories or possessions and the activity has not been detached from Division control. Fact finding bodies deemed necessary will be ordered by the Commanding General in accordance with SECNAVINST 5890.6 and 5890.3 and pertinent Fleet regulations.

## 7005 DUTIES OF INVESTIGATING OFFICER

1. Investigating Officers will be guided by the provisions of Chapters II through XI and Chapter XX and XXI, JAG Manual, familiarization with which is hereby directed. In addition, the following will be observed:

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a. Primary Duty. Assignment to a fact-finding body will be the primary duty of the member until completion of the investigation and will have priority over all other duties unless otherwise directed by the convening authority.

b. Relations with other commands. Investigating officers desiring to interview personnel or visit areas under the control of organizations other than their own will, before doing so, inform the organization commander (normally through the adjutant) of their presence and purpose in his area.

c. Relations with the Armed Forces Hospitals. Investigating Officers desiring to interview patients, doctors, or other personnel of an Armed Forces Hospital or any kind or to obtain diagnosis and prognosis reports therefrom, will check-in with the Security Officer of the hospital, present credentials showing them to be investigating officers, and state what services are desired. Visiting wards or offices of any hospital without prior permission at the hospital is prohibited.

#### 7006 INVESTIGATING OFFICER'S REPORT

1. The investigating officer in submitting his report will follow the form and procedures set forth in section 0608, JAG Manual, and will additionally include the following:

a. Civil charges in claims cases. If in the course of an investigation into an incident involving possible claims against or in favor of the United States (see paragraph 7002.1b, above), it becomes evident that an operator of Government equipment has received a citation, subpoena, or other notice of arrest from civil authorities based upon the incident in question, the investigating officer will immediately report such fact directly to the Staff Judge Advocate.

b. Paper size in investigative reports. Pursuant to the provisions of SECNAVINST 5210.6, standard (8 x 10 1/2 inch) letter size paper will be used for investigative reports.

c. Photographs. While photographs in an investigative report may often be beneficial in presenting a clear factual situation, no useful purpose is served by including photographs of mutilated human bodies, pools of blood, etc., when the facts are undisputed and clearly set forth in the investigative report. Members of investigative bodies should be discreet in the use of photographs and avoid the unnecessary inclusion of objectionable material in their reports. Where such pictures are not to be forwarded they may be described in the report with notation that they have been returned to the custodian or filed locally.

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d. Reproduction of papers and copies of attached enclosures. The original correspondence pertaining to investigations requires permanent or long-time retention in official files and must therefore be of the most suitable quality. Copies of documents, statements, exhibits, etc., in the original investigation will not be used if reproduced by any of the "quick-copying" devices usually intended for temporary use as working papers. Carbon copies, offset duplicated copies, printed copies or photostatic copies are acceptable.

e. Civilian Records. If the investigating officer or board deems it necessary to include, as an exhibit or enclosure, civilian records such as accident reports, arrest reports, court orders, or other documents, a request should be addressed to the appropriate civilian agency or clerk thereof stating the background and the current Marine Corps regulations involved. The letter should ask for immediate transmittal of the report and enclose a statement to this effect: "Should this service involve any charge, please forward the bill to the Commanding General, 1st Marine Division (Rein), Attn: Comptroller), citing on the bill the statute or ordinance requiring reimbursement for such service."

f. Charge sheets. If the investigating officer or any member of a board of investigation or court of inquiry recommends trial by court-martial, a charge sheet, signed and sworn to by the officer who has so recommended shall be submitted to the convening authority with the record of proceedings.

g. Location of injured personnel. The investigative report will indicate where all personnel who have been injured and have not been returned to duty are now geographically located.

#### 7007 REVIEW AND FORWARDING INVESTIGATIVE REPORTS

1. Review by Convening Authorities. Reports of investigations will be reviewed and action taken thereon pursuant to section C211, JAC Manual. Reports that do not contain matter that is required by applicable sections of the JAC Manual will be returned to the investigative body for further proceedings, or if practical, such matter will be administratively determined and acted and considered by the convening authority in his action endorsement on the report.

2. Forwarding of reports. The completed report of investigation, together with the convening authority's action thereon, will be delivered to this Headquarters (Attn: Staff Judge Advocate) not later than 30 days after the incident occurred. If additional time is required, the Staff Judge Advocate will be notified by telephone or message of that fact. In the event there appears to be a Government claim against a tortiously liable third person for medical care and hospitalization provided by the Government an additional copy will be provided for forwarding to Commandant of the Appropriate Naval District. (See Chapter XXIV JAC Manual and paragraph 7002, this order).

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3. Reports not to be forwarded. When a completed investigation report reveals that the incident does not in fact involve one or more of the factors which require an investigation to be conducted, the report need not be forwarded to this Headquarters, if all contemplated disciplinary action can be taken within the convening authority's organization. (See 7004.2). In such cases, the report will be retained in the organization's files for a reasonable time and it may then be disposed of.

4. Convening authority action. Listed below are some of the deficiencies frequently noted in actions by convening authorities on investigative reports:

a. Failure to expressly approve or disapprove the opinion of the investigating officer as to misconduct and line of duty determination.

b. Failure to ensure that a person whose injuries were found to be due to his own misconduct or not in line of duty was afforded his rights to a hearing (see JAC Manual, section 0805). Unless the above procedure is followed and an affirmative statement to that effect is contained in the investigation the report will be returned to the originator.

c. Failure of investigating officer to initiate disciplinary action where appropriate. Recommendations "that disciplinary action be taken" are inappropriate. A specific recommendation, however, is appropriate, e.g., "That Private FUE be tried by court-martial for the alleged offenses appearing on the charge sheet accompanying this investigation."

d. Failure to indicate the disposition of recommendations or of charges by civil authorities noted in the report or enclosures thereto and/or administrative action taken by the Commanding Officer or a military traffic court. Recommendations made by the investigating officer must be the subject of comment in the convening authority's forwarding endorsement.

e. In motor vehicle accident cases involving Government vehicles, failure to ensure that available evidence (e.g., Standard Forms 91 and 91A, Traffic Investigator's Reports, state police reports, photographs of the scene of the incident, statements of available witnesses, etc.), or certified true copies thereof, have been enclosed in the investigative report. The complete, correct names and addresses of insurance companies carrying liability insurance on private vehicles involved, must be included in all cases where claims by the U. S. Government may be made.

f. In traffic matters the Accident Investigation Section (A.I.S.) of the Division Provost Marshal may have investigated the incident especially where death, injury or extensive property damage is involved. Liaison with that office will frequently expedite the investigative process and sometimes facts can be learned which will permit the elimination of a requirement for JAC Manual inquiry.

g. In investigations involving medical care and treatment furnished by the Government which may be the subject of a claim by the Government against a third party, failure to insure that an executed Power of Attorney (Standard Form 96-A) is included in duplicate. See section 2037 (1C), JAG Manual. Furthermore, an additional copy of the investigative report in such cases must be forwarded to this Headquarters.

#### 7008 INJURY AND DEATH REPORTS (NAVJAG 5800/15 and 5800/16)

##### 1. When the injury report may be utilized.

- a. When the member is unable to perform duty in excess of 24 hours.
- b. When the medical officer and the cognizant commanding officer concur that the injury was not the result of misconduct and in line of duty, and;
- c. When in the opinion of the medical officer the injury is likely to result in permanent disability.

##### 2. When the Death Report may be utilized.

- a. Where the circumstances surrounding the death do not suggest misconduct or not line of duty and did not occur under doubtful circumstances which include all apparent suicides.

3. Signature on Death or Injury Reports. The report should be signed by the Battalion/Regimental Commander or his representative authorized to sign by direction, except where the report was prepared by another activity because the person was injured or died at a place distant from his assigned or attached organization).

4. Copies of Death or Injury Reports. Separate, complete reports will be prepared upon each member of the naval service who dies or is injured. In addition, when the report is prepared on an injured person from another organization, an extra copy will be prepared and addressed (in the "Copy to" space near the top of the form) to the permanent organization. Statements and documents relative to the injury will be retained by the command and eventually disposed of as required by paragraph 0705, JAG Manual.

5. Forwarding Injury Reports. (See section 0706, JAG Manual.) Completed injury reports (original and the required number of copies as directed above) on personnel will be delivered to this Headquarters (Attn: Staff Judge Advocate) not later than 15 days after the date on which the incident occurred.

#### 7009 MISCELLANEOUS INVESTIGATIVE MATTERS

1. Advice on investigative procedures. The Staff Judge Advocate is the technical advisor for this command on matters pertaining to investigations.

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Commanding officers, unit legal officers and investigating officers may make direct informal requests for advice on investigative procedures from the Office of the Staff Judge Advocate (Administrative Officer) when necessary.

2. Drafting appointing orders and modifications thereto. The procedural guides and forms prescribed in the JAG Manual, sections 0602 and 1101a, will be followed in preparing appointing orders and modifications thereto.

3. Time lost. Where the convening authority approves an investigation wherein the investigating officer has expressed an opinion that injuries were incurred due to misconduct and not in the line of duty, the time spent in actual recovery is time lost. Appropriate entries in the service record book will be made at this time and in the case of enlisted members must be made good. In officers' cases the time need not be made up but a checkage of pay for the days involved may be ordered. (See SECNAVINST 1626.4, NAVCOMPTMAN, paragraph 044250, IRAM, paragraph 4008 and BUPERSMAN C10304.) Periods of hospitalization for observation rather than treatment are not to be considered in determining time lost.

SOP FOR LEGAL MATTERS

CHAPTER 8

LEGAL ASSISTANCE

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## SOP FOR LEGAL MATTERS

## CHAPTER 8

## LEGAL ASSISTANCE

## 8001 POLICY

1. All special court-martial convening authorities will designate a Legal Assistance Referral Officer who will interview all personnel desiring legal assistance prior to their referral to a legal assistance officer, in order that purely administrative matters can be dealt with internally. The Legal Assistance Referral Officer will not give legal advice, nor will he prepare any legal documents. Direct liaison with the Division Legal Assistance Officer is authorized after consultation with the Legal Assistance Referral Officer.

## 8002 LEGAL ASSISTANCE OFFICER

1. The designated Legal Assistance Officers will assist personnel in the solution of their personal legal problems including, as required, the preparation of legal documents or letters to the cooperating Bar Association Committees on legal assistance to servicemen listed in enclosure (1) to SECNAVINST 5801.1. Legal Assistance Officers will be designated from the lawyers assigned to the Office of the Staff Judge Advocate.

## 8003 SCOPE OF LEGAL ASSISTANCE

1. The legal assistance program contemplates legal advice and assistance in matters of a civil nature. Matters of a disciplinary nature or requests for counsel pursuant to any judicial, quasi-judicial or administrative hearings do not lie within the scope of the legal assistance program.

2. Matters involving purely Marine Corps administrative procedure or orders normally may be resolved by directives and guidance available within each battalion or regiment. Certain administrative procedures, such as application for foreign marriage and conscientious objector status, do require legal assistance. If there is any doubt about a specific case, a Legal Assistance Officer should be contacted for advice.

3. Where legal advice or assignment of counsel other than legal assistance is desired, application will be made to this Headquarters as otherwise provided in this order.

4. Personnel may not visit the Legal Assistance Office without the express consent of the unit commander and screening of the matter by the Legal Assistance Referral Officer who will assure himself that the problem lies within the purview of SECNAV INST 5800.1 and this order.

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5. The appointed Division Legal Assistance Officer will maintain the legal assistance office, its files and records and will keep the required statistics for the annual report to the Judge Advocate General on legal assistance.

6. Emergency legal assistance matters as determined by the Legal Assistance Referral Officer will be seen immediately either at Division Headquarters or, upon request, at the parent command.

7. A Legal Assistance Officer will travel to any organization of this Division to provide legal service upon request of the organizational commander.

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CHAPTER 9

MISCELLANEOUS

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SOP FOR LEGAL MATTERS

CHAPTER 9

MISCELLANEOUS

9001 DESIGNATION OF ADDITIONAL COURT-MARTIAL CONVENING AUTHORITIES

1. When it is considered appropriate, the Commanding General, 1st Marine Division, will designate additional court-martial convening authorities or grant officer-in-charge powers under the authority granted in the Manual of the JAG, section 0103, to provide for the administration of military justice when it cannot be accomplished under the existing command relationship. Examples of such instances are:

- a. Formation of a forward or rear echelon upon deployment of a unit.
- b. Deployment of a unit at a distance which renders the administration of discipline by the parent unit impractical.
- c. The formation of a sub-unit to control small detachments from several commands.
- d. Other circumstances warranting the designation of a commander or officer-in-charge as a court-martial convening authority.

2. Requests for designation as a court-martial convening authority should originate with the commanding officer of the parent unit or with the commander or officer-in-charge of the subordinate unit involved and should be submitted in writing to this Headquarters (Attn: Staff Judge Advocate) ten days prior to deployment or other date occasioning the necessity of the request. Such request should contain the following information:

- a. Designation of the unit involved.
- b. Details as to attachments.
- c. The length of time authority will be needed.
- d. Justification for the requests.
- e. Name and rank of the commander.

3. Where it is considered desirable that the commander of the unit deployed have authority to promote and reduce members of the unit and to convene investigations, authority to convene special courts-martial should be requested.

9002 HOMOSEXUAL CASES

1. The Naval Investigative Service (Office of Naval Intelligence), will be notified and will coordinate all suspected and actual homosexual cases

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in activities located within the Division. Written notification is not required. Processing the case will depend on the facts established in the investigation. Units will investigate such cases in accordance with SECNAVINST 1900.9, and MCO P1900.16 chapters 6016 - 6017. Confinement of suspected homosexuals will not be ordered unless the criteria discussed in Chapter 6 of this order are satisfied.

9003 PUBLIC INFORMATION. DISCLOSURE TO NEWS MEDIA AND OTHER AGENCIES AND PERSONS OF MATTER PERTAINING TO DISCIPLINARY MATTERS AND INVESTIGATIONS

1. While not classified as a security measure, matters pertaining to discipline and investigations are frequently of such a nature that interests of the United States Government and the Marine Corps are involved. It is the policy of this Headquarters that no disclosure of matter pertaining to the administration of military justice or investigations be made without prior approval of this Headquarters. This policy will be strictly observed. The Division Informational Services Officer and the Staff Judge Advocate will be contacted in every instance of informational services media inquiry.

9004 FORFEITURES OF PAY AS PUNISHMENT

1. To simplify the work of the Disbursing Office, forfeitures of pay will be expressed in even dollar units. See paragraph 126(h)(1), MCM, 1969.

9005 SEMI-ANNUAL CRIMINAL ACTIVITY AND DISCIPLINARY INFRACTIONS REPORT (FORM NAVJAG 5800/9 (4-69)) (REPORT SYMBOL JAG 5800-4)

1. All commanding officers exercising special court-martial jurisdiction will submit a Criminal Activity and Disciplinary Infractions Report for the semi-annual periods from 1 January through 30 June and from 1 July through 31 December to the Commanding General, 1st Marine Division (Attention: Staff Judge Advocate) no later than the 10th working day of the month following the period which the report covers. Negative reports are required.

2. In order that the report may be prepared as accurately as possible, the attention of all commanding officers responsible for its submission is invited to the "INSTRUCTIONS" portion of the printed form for specific requirements and guidance.

3. A separate report will be submitted for Marine Corps personnel and Navy personnel with the appropriate block on the front of the form checked with an "X" to reflect the branch of service of the personnel for which the report covers.

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9006 MONTHLY REPORT ON POSSESSION AND USE OF DANGEROUS DRUGS AND MARIJUANA (REPORT SYMBOL FMFPAC 6710.1)

1. All commanding ~~officers~~ exercising special court-martial jurisdiction will submit a Monthly Report on Possession and Use of Dangerous Drugs and Marijuana to the Commanding General, 1st Marine Division (Attention: G-1) no later than the 5th working day of the month following the month which the report covers. An original and one copy of the report are required. Negative reports are required.
2. The form and format of the report will be as prescribed in Fleet Marine Force Pacific Order 6710.1. All items on the form will be completed with an appropriate entry applicable to each particular item of information required by the report. Extra pages may be appended if there is inadequate space under a particular item for full description.
3. Local reproduction of the form is authorized. When reproducing the form, particular attention should be given to all items on the form to insure that no item is changed or omitted during the reproduction process.

9007 MONTHLY REPORT OF NONJUDICIAL PUNISHMENT

1. All commanding officers exercising special court-martial jurisdiction will submit a report to the Commanding General, 1st Marine Division (Attention: Staff Judge Advocate) of the number of nonjudicial punishments awarded within the organization and subordinate units and all units within the cognizance of that organization for the preceding month. Reports may be made by telephone no later than the 5th day of each month.

9008 ADMINISTRATIVE SEPARATION FOR UNSUITABILITY, UNFITNESS, OR MISCONDUCT

1. SECNAVINST 1900.9, MCO P1900.16, Division Order 1900.3\_ and BUPERSMAN C13110-13.
2. The administrative discharge board and proceedings related thereto fall within the cognizance of the Division Adjutant.
3. Administrative discharge may, under proper circumstances, be a course of action to be considered in lieu of judicial action.
4. Lawyer participation is set forth in the basic directives. No person will be processed for undesirable discharge without an opportunity to consult lawyer counsel. No waivers of rights will be accepted until after this consultation is completed and witnessed by lawyer counsel.

9009 INSPECTIONS

1. Technical inspection of subordinate commands will be accomplished semi-annually in coordination with the Division Inspector.

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2. The schedule of inspections will be announced by separate directives.

## 9010 SEIZURE OF CONTRABAND CURRENCY

1. Where United States currency, postal money orders, military payment certificates, savings bonds, or other dollar instruments are held by members of this command in violation of MACV Directive 37-6, such mediums of exchange may be impounded by appropriate authorities as contraband. Where there is prima facis evidence that dollar instruments or Military Payment Certificates are held in violation of currency control directives, Commanding Officers are urged to contact the Office of the Staff Judge Advocate concerning seizure of these items.

9011 SEARCH AND SEIZURE, TEMPIA ADVICE AND CHAIN OF POSSESSION OF EVIDENCE1. SEARCH AND SEIZURE

a. This section of the SOP concerns itself with the type of search which is conducted for the purpose of discovering evidence of guilt of an offense which, it is intended, will be used in a criminal prosecution. This definition, as you can see, excludes the military "inspection". The "inspection" is a legitimate command review of persons and property to determine and evaluate the fitness and readiness of the command to successfully execute its mission. The difference is important. "Inspections" are conducted at the commanding officer's discretion. "Searches" are conducted upon a showing of probable cause. It should be noted that the courts evaluate the difference between a "search" and "inspection" with a common sense approach. Thus, despite a commanding officer's insistence that he was conducting an "inspection" when he discovered certain contraband, if the facts surrounding the "inspection" indicate that the commanding officer had reason to suspect the presence of contraband when he ordered the "inspection", the court will find a "search" and apply the standard of probable cause. Essentially, the commander must honestly evaluate his purpose in launching the inquiry. If he seeks evidence of a crime, he is conducting a search, not an inspection. A seizure is the taking of items found in a search or an inspection.

b. AUTHORIZATION FOR A SEARCH

(1) The substance of the law of search and seizure centers upon the concept of probable cause. A search conducted upon less than probable cause is illegal. The courts have devised a very effective remedy for victims of such illegal searches. Nothing obtained in the course of that search will be admitted into evidence against the victim of the search in a judicial proceeding. Before beginning a discussion of probable cause, however, and explanation of the procedures followed in authorizing a proper search is in order.

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(2) Normally one of the police investigative agencies--CID, NIS and possibly, civilian police--will initiate the question of a search. In the course of investigating a crime or crimes, these agencies upon narrowing their suspicions down to one or two men will conclude that a search of the suspect's locker or dwelling will turn up evidence needed for conviction. Representatives of these agencies will then approach the commanding officer with jurisdiction over the property to be searched. If it is a wall locker, they may well seek out the battalion commander or company commander since they normally have jurisdiction over the spaces in which the wall locker is kept. If it is a dwelling they seek to search, they may have to obtain the base or camp commander's permission. No matter who the commanding officer is, the time of the request from the investigator is the critical point in the search process. At this time and for this purpose the commanding officer becomes, in the eyes of the law, the military equivalent of a federal judge or commissioner. His role is purely judicial. Despite any bland assurances or blanket conclusions that the investigators make, the commanding officer must make an impartial and independent judgement of the facts presented to him.

(3) Two questions must be decided before authorizing a search: (1) Does the commanding officer whose permission is sought have authority to authorize a search of the area or person in question? and (2) Is there probable cause to believe that the specific items sought are to be found in the place to be searched? With regard to the issue of authority, the law provides that a commanding officer of a unit is empowered to grant authority to search persons and property under his jurisdiction. In addition to commanding officers, an officer-in-charge is vested with power to authorize searches. The company commander is the lowest unit commander authorized to permit a search. Search authority is vested in each successive commanding officer in the ascending chain of command. Furthermore, a commanding officer may delegate the authority to search. These delegations which serve to destroy the judicial process in obtaining search authority will not be favorably considered by reviewing authorities. Delegations to the executive or officer-of-the-day have been held proper by the courts. The essence of the propriety of the delegation rests in the requirement that the delegate bring a judicial attitude or approach, rather than a police attitude, to the examination of the operative facts. Thus, delegation to a provost marshal stands little chance of receiving the Court's sanction. The circumstances of a particular case will dictate who is capable of preserving a judicial attitude. Thus, although the executive officer is normally a proper delegate, he could not be delegated such powers in a case where he had been engaged in the police investigation of the particular person whose property is to be searched. Logically, one man cannot be both a vigorous policeman and a fair judge in the same case.

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(4) A commanding officer who, in the course of his own investigation, discovers probable cause to search may do so without question. In distinguishing between a judicial and police attitude the concern is with persons to whom authority is delegated rather than commanding officers themselves. The latter's judicial nature is presumed. It can be said that the authority to search is an incident of command. A note of caution however, to convening authorities who investigate cases is in order. This procedure, that is, personally conducting an investigation may render such a commander unable to convene a court because he will find himself in the position of an accuser. In this same vein, a commanding officer who authorizes a search solely in his judicial capacity will normally be able to convene a subsequent court in the same case. If the issue of the legality of the search is litigated, however, and the commander testifies at the trial, that officer may be unable thereafter to review the case.

c. THE MATTER OF PROBABLE CAUSE

(1) Once the commanding officer resolves the question of his authority, he proceeds to examine the facts before him to determine probable cause. The issue is whether the facts imparted to the commander would persuade a reasonable man to believe that the particular evidence of crime being sought will probably be found in a particular place. It is not necessary that the certain person or person's property to be searched be involved in the probable offense; however, the person's involvement in the offense will, in the normal case, be a key factor in probable cause. Furthermore, there is no necessity to give the suspect an Article 31 warning. If probable cause exists, the individual's objection to the search is immaterial. Of course, if any interrogation is to be made at the side of the search, such as asking the person to identify his foot locker etc., an Article 31 warning and complete advice regarding counsel must be given.

(2) The solution to the question of probable cause is determined from the facts presented to the commanding officer. This rather definitive word "facts" excludes from its application the presumptions, conclusions, opinions and assurances of the CID investigator or whoever else may be seeking the authority to conduct the search. The commanding officer must insist on full disclosure to him of the factual basis for the request. Many investigators are prone to merely tell the commanding officer what they suspect rather than why they suspect. It is this underlying knowledge that the commanding officer must probe. Probable cause is more than mere suspicion, but at the same time it need not be that quality of evidence sufficient to convict a man in a court of law. In making his judicial determination, the commanding officer is not hidebound by mathematical probabilities. He may rely on his common sense and experience in making this decision. He should call the Staff Judge Advocate or Assistant Staff Judge Advocate at any time to discuss problems relating to searches and seizures.

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(3) One of the major elements to consider in determining probable cause is the reliability of the source of the information--often an individual informer. It is clear that hearsay knowledge of facts is not only a proper means of determining probable cause, but often a necessary one. In the usual case, an individual once or twice removed from the commanding officer will relate to an investigator, platoon commander, officer of the day, etc., information of a probable crime. The recipient of that information will then relate it to the commander in the form of a request for authorization to search. The person making this request must tell the judicial authority (commanding officer or his delegate) that there is an informer and that this informer has provided certain facts.

(4) Frequently, the investigator may have valid police reasons for concealing the identity of his informer. In this case, the official should inquire as to the number of times this informer has proven reliable, the circumstances by which the informer learned of his information, if known, and whether the informer himself is a criminal. If the investigator tells the commander that the informer has in the past given accurate information, the information contributes greatly to his reliability in the present case. It is also important to learn the quality of his information. If he was an eye-witness or an undercover party to some conspiracy, his information certainly is of the highest quality. If he merely passed on unit rumors to the investigator, then the information, is of a much lower quality. Time is another important factor. Obviously the older the information the more questionable is its reliability.

(5) To reiterate, probable cause is merely the requirement that before authority to search can be given, the judicial authority must determine that there exists a body of facts which show in substance a probability, beyond mere suspicion, that certain evidence will be found in a particular place. At least one rule should be clear from this discussion, it is plainly erroneous to authorize a search on the unsupported conclusion of a criminal investigator. Commanders and delegates empowered to authorize searches must insist upon a thorough briefing on the facts. Criminal investigators must champion the guilt of their suspects and are, by virtue of their position, ill-equipped to objectively appraise their suspicions or foundation for a search. This is not to say that military investigators are incompetent, ill-trained or unscrupulous. Nothing could be further from the truth. As a general rule, our military investigators are not only competent but, in the specific area, well trained and prepared to present facts demonstrating probable cause. The rule remains however, that merely because one is appointed an investigator does not relieve the commander or his delegate from making a judicial determination under the law based upon anything less than sufficient facts to establish that probable cause for a search exists. A form recording this decision should be used to preserve this information for trial since frequently the commanding officer or his delegate who authorized the search will be called into court to testify. See section 0148, JAG Manual.

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d. EXCEPTIONS TO PROBABLE CAUSE

(1) Much stress has been laid on the probable cause prerequisite to lawful search. Nevertheless, there are exceptions to the requirement of probable cause. One of them is the search incident to a lawful arrest or apprehension as it is termed in the Manual for Courts-Martial. The rule here is that a person authorized to make an apprehension (See MCM, par 19) can, incident to the lawful apprehension, search the person of the individual in custody and also any property under that person's immediate control. Property under the immediate control will most often include the automobile, locker, or room of the person. The property searched however, must be under his immediate control at the time of the arrest. Thus, if Private John DOE is arrested in the enlisted club, his vehicle or locker could not be searched without a showing of probable cause and permission from proper authority. If apprehended while in the vehicle, it could be searched incident thereto. The apprehension, however, must be lawful. Lawfulness depends on there being probable cause for it. The probable cause test for an apprehension focuses upon whether there is reasonable cause to believe (1) that a crime has been committed or is being committed and (2) that the person to be apprehended committed it or is committing it. The general consideration attendant to probable cause for a search such as reliable informer, corroboration, quality of information, and time lapse, have identical application for an apprehension. Generally, however, the persons authorized to apprehend in the Manual will exercise this authority without seeking the commanding officer's permission. For such a search to be valid, it must be conducted right after the apprehension or as soon thereafter as is possible.

(2) The other principal exception to the requirement for probable cause for a search occurs when the individual whose person or property is to be invaded voluntarily consents to the search. The right to be free from unreasonable searches and seizures may be waived. A person who consents to a search is in no position to later object to it as an unlawful intrusion; however, the courts are hesitant to find that a person has waived this important right unless it is clearly voluntary. Thus, the Government in seeking to establish consent by an accused has a strong presumption against consent to overcome. See appendix 1-j, section 0148, JAG Manual for form. In the ordinary case, once a person has been taken into custody by the authorities, his consent to a search of his property will rarely be found to be voluntary. Consequently, the consent would not be accepted as a substitute for a properly authorized search upon a probable cause. As a general rule, consent searches should not be attempted once a man is in custody or an investigation has focused upon him as the prime suspect. Often attempts are made to obtain pro forma consent to searches from the accused. Commanding officers would be wise to require a showing of probable cause be made in such cases unless completely satisfied that the search victim is aware of his prerogatives and is not refraining from their exercise because of fear or coercion. Often an hour's work by the investigator will evolve facts warranting probable cause. To risk a potentially successful prosecution on a questionable consent is normally a costly waste of time and effort.

e. PARTICULARITY

(1) Before the commanding officer permits a search he must designate the items to be searched for and the particular place to be searched. A search may not be used as a vehicle for a Government fishing expedition for evidence. Hence, the search must have a defined aim and a limited area in order to be lawful. Thus even though Private JONES is an exposed thief, a search of his wall locker may not be ordered for the purpose of finding evidence of possible thefts. If JONES is the probable culprit in the case of Private SMITH's missing watch, a search of his wall locker for SMITH's watch is a properly defined search. By the same token, a search for SMITH's missing watch in whatever place the CID thinks appropriate would be unlawful because of the failure to specify a particular place.

(2) The requirement that there be some description of the particular items sought does not place a restriction on the number of things sought. As many items as there are probable cause to search for may be properly included within one authorization to search. Furthermore, the rule does not impose a requirement that the commanding officer make an accurate guess as to what exactly will be found. In most cases no real problem is present. If the accused is suspected of stealing tires (assuming probable cause), then tires will be the authorized aim of the search. If he is suspected of having in his possession false ID cards, then false ID cards will be sought. Sometimes, the nature of a suspected offense will leave in doubt exactly in what form the evidence will be found. In a suspected marijuana offense, it would be entirely proper to describe the things sought as "marijuana", instead of limiting the search to marijuana cigarettes, for instance. It would also be proper to authorize a search for "heroin and facilities for its use" rather than guessing that a hypodermic needle will be found and not a pill. If the facts available do not clearly indicate in what form the drugs are possessed, a search for "addictive drugs, barbiturates, or other unlawful stimulants" would be proper. Once a search for a particular item or items has been lawfully authorized, all items of contraband revealed by the search may be seized. More information on what may be seized is contained in a subsequent paragraph of this document.

(3) Authorization to search must also be confined to a particular place. The particular place to be searched is defined by the probable cause. If the body of facts indicates the items will probably be in a certain automobile, it would be unlawful to extend the search authorization to a wall locker. The size of the area to be searched is also controlled by the known facts. A search of a squadbay for stolen articles has been approved when ordered proximate in time to the theft so as to allow for the probability that the goods have not been removed. However, to search an entire battalion, or a whole block or an entire base, would be too broad to be considered reasonable under usual circumstances. In this regard keep in mind that a search's purpose is not to learn where something can be found, but rather to seize things probably to be found

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in a predetermined place. The searching individuals may not exceed the bounds of their authorization without again presenting probable cause to the commanding officer or his authorized delegate.

f. NECESSITY

(1) There is one exception to the requirement that before a search can be conducted, proper authority must be obtained. This exception occurs when the exigencies of time do not permit an agent to delay long enough to obtain authorization. Thus, where it appears that unless a search of Private JONES' vehicle is conducted on the spot he will drive away with a load of stolen weapons or other contraband, an agent would be warranted in failing to contact the appropriate commander before searching. Obviously, this type of search will be more important to criminal investigators than commanding officers. However, one note should be registered in connection with the necessity search--it provides no substitute for probable cause. The basis for the search is subject to review for probable cause just and the command search is. This latter point is important to convening authorities in reviewing the sufficiency of evidence in connection with courts-martial.

g. WHAT MAY BE SEIZED

(1) Principally, there are four classes of property which represent the lawful objects of seizure. These are:

- (a) FRUITS of a crime, e.g. a bludgeon, burglar tools
- (b) INSTRUMENTALITIES of a crime, e.g. a bludgeon, burglar tools
- (c) CONTRABAND, (Def: any property of which possession constitutes a crime), e.g. marijuana, counterfeit money, etc.
- (d) EVIDENCE of a crime, e.g. written admissions of the crime, bloody clothes, etc.

(2) These categories cover a broad evidentiary area. It is essential to observe that the particular facts of a case will always dictate whether certain property is within one of the four categories. Thus a letter representing a ransom note becomes the instrument of a crime of kidnapping. A photograph used to intimidate another into paying money to its possessor becomes the instrument of an extortion. Letters present a problem worthy of some additional examples. Correspondence between an accused and an uninvolved friend which contains admission of guilt represents mere evidence and may be seized in the course of a search. This has not always been true. A recent decision of the Supreme Court of the United States reversed the prior rule and now permits the seizure of mere evidence as well and contraband, fruits of a crime and instrumentalities of a crime. Additionally,

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a letter from one accomplice to another will often be the instrument of a conspiracy and consequently may be seized. Simply stated, this problem is one to be faced on a case by case basis. When a search incident to an arrest is conducted, the scope of possible seizure widens. In addition to the four categories already presented, the arresting officer may also seize weapons and other means of escape. It is more than likely that a weapon will be a proper subject for seizure anyway by coming under one of the categories.

(3) As noted previously, the things sought must be described in the authorization to search. Thereafter the search must be aimed at finding the things described. Thus, a search for stolen times would not be reasonably conducted by looking into a small foot locker. A search for marijuana cigarettes would reasonably include a foot locker. Things discovered by an agent who is searching outside the reasonable ambit of his authorization may not be seized because that additional snooping would be adjudged a new and unauthorized search. However, it often occurs that an agent while searching pursuant to his authorization will discover an item not described in his authorization, but falling within one of the categories. Such an item may properly be seized if it is either in plain view or discovered incident to the authorized search.

#### h. CONCLUSION:

(1) This foregoing is designed to provide basic guidance to assist commanders and their delegates in determining whether or not to order a search and if so, the kind of a search to order. It does not purport to, and will not, solve all problems. The resolution of a particular problem depends upon the facts which exist at the time the decision is made. The correct solution to one problem may well be completely erroneous in the next problem only a day later. By applying the rules set forth above to the factual situation existing at the time the decision is to be made, however, there is a greater probability that the evidence seized will be admissible.

(2) One final word of caution is in order. There is often time to consult a member of the Office of the Staff Judge Advocate to seek and receive advice as to whether or not legal requirements of a lawful search have been met in a particular case. All commanders and their delegates are encouraged to avail themselves of such advice and counsel at all times. The decision to authorize or deny the search is necessarily and properly to be made by the commander or his delegate. The advice and counsel by the Office of the Staff Judge Advocate is furnished in an effort to assist the responsible officers in making more informed decisions.

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2. INTERROGATION OF CRIMINAL SUSPECTS

a. The United States Court of Military Appeals in the case of United States v. TEMPIA, decided 25 April 1967, held that the Supreme Court decision in Miranda v. Arizona, 384, U. S. 436 (1966) has applied to military law since 13 June 1966, the date of the Miranda decision. The Tempia case held that the Constitutional protections against self-incrimination are available to persons subject to the Uniform Code of Military Justice. The Tempia decision has been further clarified by later decisions from the U. S. Court of Military Appeals. Hence, the rules set forth in Miranda must be applied to military interrogations of criminal suspects. Accordingly, at any interrogation at which an Article 31(b) advice is required, the accused or suspect should be advised as indicated in enclosure (4). (This does not apply to Office Hours). After such explanation the accused or suspect should be asked if he desires counsel.

(1) If he answers in the affirmative, the interrogation must cease until counsel has been provided. When counsel is requested, the interrogator will contact the unit legal officer who will in turn contact the Staff Judge Advocate.

(2) If with or without counsel, at any time during the proceedings he indicates in any manner that he does not wish to be interrogated further, the interrogation must cease.

b. Any statement obtained from an accused in violation of the foregoing rules will not be admissible in evidence against him in a court-martial. The same is true of any other evidence derived through an improperly obtained statement. It is to be noted that the Government has the burden in a court-martial of proving beyond a reasonable doubt that the accused had been fully advised of the rights set forth above and thereafter made knowing, conscious, and intelligent waiver of any of those rights.

c. Until an officer or non-commissioned officer actually suspects a person of an offense or the person is accused, there is no requirement that the advice or warning be given. Furthermore, if a person volunteers a statement without being asked or interrogated there is no need to give the advice. When, in an interrogation a witness provides information which leads the interrogator to suspect that the witness has committed an offense the interrogator must cease and the interrogator must then give appropriate advice before proceeding.

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SAMPLE FORM FOR ADVICE AND ACKNOWLEDGEMENT BY A SUSPECT

STATEMENT of \_\_\_\_\_

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_, have been informed by  
\_\_\_\_\_ that he is (they are)  
acting in the official capacity of \_\_\_\_\_.

I have been advised that I am suspected of the offense of \_\_\_\_\_  
\_\_\_\_\_ and I am aware that other offenses  
may possibly come to light during the interrogation.

1. I have been advised that I have the right to remain silent. I also  
have been advised that I have a right to make a statement if I so desire.

2. I have been advised that if I do make any statement it can be used  
against me in a trial by court-martial or other disciplinary or admin-  
istrative proceeding.

3. I have been advised that I have the right to consult with lawyer  
counsel at any time prior to or during the interrogation. I further  
understand that such counsel may be military lawyer counsel of my choice  
if reasonably available; civilian counsel provided at my own expense;  
or military lawyer counsel appointed for me. I further understand that  
military lawyer counsel of my choice, if reasonably available or military  
lawyer counsel appointed for me will be provided free of charge. I  
further understand that I have the right to have such aforementioned  
lawyer counsel present with me at any time during the interrogation, if  
I so desire. Finally, I understand that if I do desire counsel at any  
time prior to or during the interrogation, I cannot be interrogated un-  
less and until such counsel is made available to me and I have actually  
consulted with him.

4. I understand that at any time I wish the questioning to be discon-  
tinued I have only to indicate in any manner that I do not wish to be  
interrogated.

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\_\_\_\_\_

Authorized to administer  
oaths by

**PLATE 1**

**DECLASSIFIED**

9012

### 3. CHAIN OF POSSESSION PROCEDURES

When evidence is seized after a lawful search, certain procedures must be followed to assure subsequent admissibility of the evidence at trial. The procedures are:

- a. The evidence should be tagged or initialled.
- b. It should not be altered, tampered with, or removed from its container except for good reason.
- c. The person who assumes possession should not let it out of his possession until he is relieved of it by an authorized new custodian.
- d. There should be a minimum number of custodians.
- e. The custodian may, by registered mail, return receipt requested, mail the evidence to the Custodian, Evidence Locker, Provost Marshal's Office, MP Company, 1st Marine Division with either a request for storage, or in the case of drugs, for analysis and storage until trial. He should set forth who besides himself has had possession of the evidence.
- f. At the trial a custodian at any stage must be prepared to testify that he assumed possession from "A", that he thereafter had possession at all times until he marked it or gave it to "C"; that he did not alter, change, add or subtract from it except incidental to laboratory tests while it was in his possession; and that it was in the same state when he surrendered possession as it was when he assumed possession.
- g. The testimony of all persons who are "links" in the chain of possession must be established before the person who performed any laboratory tests is called as a witness and qualified as an expert, thus permitting him to give his opinion as to what the particular substance is.
- h. Objects that are readily identifiable because of their own peculiarities, such as a rifle with a serial number, may be admissible without showing the chain of custody, but the same custodial procedures should nevertheless be used.

### 9012 FORWARDING OF LEGAL MATTERS

1. All matters pertaining to courts-martial requiring action at this Headquarters, particularly Article 32 investigations in which trial by general court-martial is recommended, will be forwarded directly to this Headquarters, and not via regimental headquarters.

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2. Other legal matters forwarded to this Headquarters for action or further transmittal may be forwarded via regimental headquarters at the discretion of the regimental commander; however, in the relationship between the respective special court-martial convening authorities and this Headquarters as a general court-martial convening authority, such is not required by law.

9013 TIME LOST

1. Division Order 1070.1 states that lost time as defined in paragraph 4008 IRAM will be excluded from the calendar computation of time creditable for completion of an assigned overseas tour. As the rotation tour date is established by day, month and year, commanding officers will re-establish rotation tour dates on a day for day basis for lost time for any period of absence without leave, any confinement at hard labor, or any time lost due to a misconduct-not line of duty holding as provided for in the JAG Manual.

9014 PERSONNEL OR RECORDS WANTED BY CIVIL AUTHORITIES

1. Chapter 13, JAG Manual, is the primary source of direction when civil authorities desire records of delivery of persons of the naval service or to serve process upon them.

2. Seek advice from the Staff Judge Advocate in doubtful cases.

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## SOP FOR LEGAL MATTERS

## CHAPTER 10

## CLAIMS

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## SOP FOR LEGAL MATTERS

## CHAPTER 10

## CLAIMS

## PART A: NON-FOREIGN CLAIMS

## 10001 GENERAL

1. Claims may be asserted both by and against the U. S. Government, and different statutes and regulations apply. The general rule is that the Government can only be sued or required to respond to claims or for damages where it has consented to do so by legislation. The most usual claims arise out of the Federal Tort Claims Act, military personnel claims, foreign claims, and Medical Care Recovery Act claims.

## 10002 FEDERAL TORT CLAIMS ACT CLAIMS

1. See Chapter XX, JAG Manual, especially sections 2016A-2016L, and section 2025(c)(3).

## 10003 MILITARY CLAIMS ACT CLAIMS

1. See Chapter XX, JAG Manual, especially section 2017-2028B.

## 10004 PERSONNEL CLAIMS

1. See Chapter XX, JAG Manual; MCO 5890.2; IIIMAF0 5840.1 and Div0 5890.1.

2. Marines and Navy personnel suffering loss of personal property due to either hostile or non-hostile action under circumstances where the Government should indemnify them should be encouraged to seek reimbursement by applying on form NAVEXOS 2662A or NAVJAG 5890/1A (Rev 12-66).

3. Personnel claims in Vietnam may be submitted directly to the Commanding General, III Marine Amphibious Force where the amount claimed is \$1,000 or less.

## 10005 NONAPPROPRIATED FUND; CLAIMS AGAINST

1. See Chapter XXIII, JAG Manual.

## 10006 MEDICAL CARE RECOVERY ACT CLAIMS

1. See Chapter XXIV, JAG Manual.

2. This occurs when a serviceman is hospitalized at an armed forces hospital due to negligence or the intentional act of a party who, because of his acts or omissions, should be called upon to reimburse the Government for the costs of the hospitalization.

10007.

## PART B: FOREIGN CLAIMS

## 10007 GENERAL

1. Chapter XXII, JAG Manual and MACV Directives 25-1 and 25-3 are the basic directives. Each Special Court-Martial Convening Authority will appoint a Claims Officer to investigate or process all claims arising within that organization's area of responsibility. This officer should be the organizational Legal Officer or Civil Affairs Officer, and his name will be reported to the Division Foreign Claims Officer at the Office of the Staff Judge Advocate.

## 10008 NON-COMBAT FOREIGN CLAIMS

1. A non-combat foreign claim is a request for compensation for injury, death or damage to the property of an inhabitant of Vietnam, other than from combatant activity, caused by Armed Forces or civilian employees of the Department of Defense in the commission of negligent, wrongful, or other acts involving fault. The primary purpose of the Foreign Claims Act (10 USC 2734) is "to promote and maintain friendly relations through the prompt settlement of meritorious claims" of residents of foreign countries. However; it should be noted that the United States desire to maintain good relations does not obviate the necessity of a tortious act by one of its agents in order to make the Government liable for payment. The only instances in which Foreign Claims will be paid in the absence of fault by the responsible Government Agent are those where JAG Manual section 2209 has provided for strict liability on the part of the Government.

2. Non-Combat foreign claims will be investigated and processed in accordance with MACV Directive 25-1 with the following exceptions and amplifications:

a. Claims officers may not solicit claims against the U. S. Government. However, once the desire to make a claim is independently expressed, the claimant will be fully advised as to his rights; copies of the claim forms will be presented to him for submission, and assistance will be rendered to him in preparing the form. The official form for the filing of foreign claims in Vietnam is Standard Form 95EVK, a trilingual form in English, Vietnamese and Korean. A bilingual form, Standard Form 95EV, in English and Vietnamese, may be used interchangeably with Standard Form 95 EVK. The claimant will submit three copies of these forms completely filled out and signed in ink (a right thumb print witnessed by the claims officer when the claimant cannot write). Only one set of any supporting documents should be submitted.

b. Incidents which may result in a foreign claim must be promptly and thoroughly processed by the Claims Officer of the unit to which the U. S. individual or U. S. property involved in the incident was assigned, and the appropriate report submitted to the Division Foreign Claims Officer within twenty days of the incident. The purpose of making an investigation is to collect and perpetuate all evidence and factual

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10008

data useful in determining liability. Since the claimant has two years from the date of the incident to submit his claim, an investigation must be conducted even if no claim is filed or if the injured party indicates he does not want to submit a claim. These investigations will be filed in the office of the Foreign Claims Commission and will determine the disposition of any future claims arising from the subject incident.

c. MACV Directive 25-1 lists DA Form 1208 (Report of Claims Officer) and DA Form 1668 (Small Claims Certificate) as the appropriate reports of investigations of foreign claims. However, in the future, all reports will be made on DA Form 1208. The Small Claims Certificate will not be used. Three copies of the form will be completed and signed by the Investigating Officer, and FMO reports, investigations (including preliminary inquiries and JAG Manual Investigations), statements of witnesses and other supporting documents should be attached. The original and one copy of the report along with three originals of Standard Form 95EV or 95EVK are to be forwarded to the Commanding General, First Marine Division (Attn: Division Foreign Claims Officer). One copy will be retained on file by the Unit Claims Officer. Claims investigating officers are urged to contact the Division Foreign Claims Officer in the Office of the Staff Judge Advocate for assistance with any problems they might have when conducting an investigation in which DA Form 1208 is being utilized.

d. Paragraph 10 of MACV Directive 25-1 directs that when a Government vehicle is involved in an accident with a Vietnamese, an "incident card" will be given to the victim prior to leaving the scene of the accident. This card will be properly completed by the driver and given to the Vietnamese. This form can be reproduced locally. Organizational commanders will insure that each motor vehicle operator has sufficient copies in his possession while operating a Government vehicle.

e. In Vietnam, a person under the age of 21 who has not been emancipated cannot submit a claim in his own behalf. Contact the Foreign Claims Officer at the Office of the Staff Judge Advocate if the claimant is a minor.

f. The Foreign Claims Act adopts the rules of comparative negligence. Before the amount of a payment is computed a decision must be made as to how much of the accident was the fault of the United States or its agent. Thus, the report of investigation will reflect the extent to which the claimant was also at fault.

g. Meritorious non-combat claims for crop damage, land or tree damage, trespass, or other damage to realty provided for in the terms of a lease or authorization for land use or occupancy, will be processed under this regulation. In such cases a valuation of the real estate damage will be included in the report of investigation. This figure may be obtained from U. S. military engineers, USAID representatives or RVN district or province officials knowledgeable in crop or real estate values.

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SOP FOR LEGAL MATTERS

CHAPTER 11

LEGAL SERVICES AND LEGAL OBLIGATIONS IN VIETNAM

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## SOP FOR LEGAL MATTERS

## CHAPTER 11

## LEGAL SERVICES AND LEGAL OBLIGATIONS IN VIETNAM

## 11001 GENERAL

1. Presence of this Division and its personnel in Vietnam creates certain duties and responsibilities that are established by special circumstances and which are controlled by special directives.

2. All military units, property, and personnel in the Republic of Vietnam are directed by and subject to the commands, orders, directives and instructions of the United States Military Assistance Command, Vietnam (MACV Directives) and all Marine and Navy personnel serving with this division are subject to the commands, orders, directives and instructions of Commander in Chief, Pacific (CINCPAC), the Commanding General, Fleet Marine Force, Pacific, (FMFPAC), the Commanding General, III Marine Amphibious Force, and the I Corps Coordinator (ICC Instructions). Reference should be made to these directives, which are lawful general orders within the meaning of Article 92, UCMJ, as particular situations require.

## 11002 JURISDICTION

1. U. S. Law. Both the Uniform Code of Military Justice and all applicable federal criminal statutes (appropriate sections U. S. Code Annotated) govern the conduct of all U. S. Military personnel in Vietnam and civilians accompanying the armed forces. In the instance of apprehension or charging of a civilian contact this Headquarters immediately.

## 2. Vietnamese Law and the Pentilateral Agreement

a. Under the terms of the Pentilateral Agreement to which the United States and the Republic of Vietnam are signatories, immunity from criminal and civil jurisdiction of the courts of Vietnam is granted to U. S. Military personnel and certain categories of civilians (See MACV Directive 27-1). Crimes involving Vietnamese persons as victims or their property must be processed in accordance with the law of the United States exclusively.

b. Though the Vietnamese government has no judicial authority over U. S. armed services personnel and certain civilians these individuals have a duty to observe Vietnamese law, and obey the lawful directives of Vietnamese governmental authorities as set forth in paragraph 2(b) (2) of MACV directive 27-6.

11003

11003 SPECIFIC DIRECTIVES - LAWFUL GENERAL ORDERS

1. Customs Control - MACV Directive 643-1.
2. Privately owned Vehicles - MACV Directive 58-3.
3. Custody and Control of Weapons - MACV Directive 210-5.
4. Personal conduct and activities of U. S. Forces Personnel - MACV Directive 632-2.
5. Inspections and Investigations, War Crimes - MACV Directive 20-4.
6. The Law of Land Warfare - FM 27-10.
7. Prisoners of War - Determination of Status - MACV Directive 20-5.
8. Rules of engagement - Division Order 003330.2.

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

DivO 7300.1A  
12/NML/rab  
5 Feb 1970

DIVISION ORDER 7300.1A

From: Commanding General  
To: Distribution List

Subj: Administration of Assistance-in-Kind (AIK) Funds

Ref: (a) MACV Directive 37-32  
(b) ForO 7301.4  
(c) DivO 5080.4  
(d) DivO 3410.2  
(e) ForO 11013.2  
(f) DivO 1650.9  
(g) DivO P4400.7  
(h) DivO P7000.3

Encl: (1) Instructions pertaining to AIK Construction Support  
(2) Instructions pertaining to AIK Supplies and Material Support  
(3) Instructions pertaining to AIK Local Daily Hire Support

Reports Required: I. AIK annual Budget Estimate, (1st MarDiv Symbol 7300-1) par.4c  
II. AIK Construction Status report (1st MarDiv Report Symbol 7300-2) par.4f to enclosure (1)  
III. AIK Funding Status Report (1st MarDiv Report Symbol 7300-3) par.6

1. Purpose. To set forth the procedures and responsibilities governing the use of Assistance in Kind (AIK) Funds within the 1st Marine Division.

2. Cancellation. DivO 7300.1.

3. Information

a. This Order implements the provisions of references (a) and (b) as they pertain to this Division.

b. AIK Funds are piaster funds of the Government of Vietnam (GVN) provided to U.S. Forces to procure directly, from procurement sources within the Republic of Vietnam (RVN), those required goods and services authorized by the Mutual Defense

DivO 7300.1A

5 Feb 1970

Assistance Agreement of 1950.

c. AIK Funds cannot be used to purchase goods and services outside the RVN. However, this does not preclude contractor/vendor from using their own working capital to finance the purchase of supplies or equipment outside the RVN for use in the performance of their AIK funded contract.

d. The Commanding General, 1st Marine Division receives AIK fund support for specific programs. These programs and their respective program administrator are set forth below:

<u>PROGRAM</u>	<u>ADMINISTRATOR</u>
(1) US/FWMAF Civic Action Imprest Fund	AC/S G-5
(2) Kit Carson Scouts (KCS)	AC/S G-2
(3) Construction	DEO
(4) Supplies and Material	DivSupO
(5) Local Daily Hire (LNC)	Div IRO

e. The US/FWMAF Civic Action fund is a revolving fund used to finance, in coordination with local MACV advisors, high impact civic action projects. The funds are administered directly through G-5 channels and are restricted to their intended purpose and not available to the Division for other purposes. Appropriate policy and instruction on the operation, administration, and funding controls are contained in reference (c).

f. The Kit Carson Scout program is administered directly through the G-2 channels. AIK funding provides support for the pay and allowances of the KCS. Appropriate policy and instruction on the operation, administration, and funding controls are contained in reference (d).

g. Enclosure (1) through (3) set forth the appropriate policy and administrative procedures pertaining to the remaining AIK programs.

#### 4. Budget Formulation

a. AIK funds are an integral part of the total Command resources and as such have a direct bearing on the utilization of U.S. appropriated funds. Consequently, the same criteria and standards utilized to develop U.S. appropriated dollar requirements shall be used in developing the overall AIK

DivO 7300.1A

5 Feb 1970

dollar requirement.

b. Budget calls will be based on guidance received from higher authority usually during the 3d quarter of the calendar year. Specific guidance as to financial ceiling imposed, format and submission dates will be delineated within the annual budget call.

c. The applicable program administrators are responsible for developing the total Division requirement within their assigned programs. These requirements shall be forwarded to the Division Comptroller for consolidation and subsequent submission to higher authority.

5. Allocation of Funds. The Division is allocated AIK funds on a quarterly basis from the Commanding General, III Marine Amphibious Force. Upon receipt of the quarterly allocation, the Division Comptroller will issue AIK limitation letters to the applicable program administrators.

6. Accounting. Memorandum accounting will be performed by the Division Comptroller. An AIK fund status report indicating the present balance will be provided each program administrator at least twice monthly by the Division Comptroller.

7. Approving/Purchasing Officer Imprest Funds

a. Approving/Purchasing Officer Imprest Funds have been established within this Headquarters as follows:

<u>UNIT</u>	<u>PURPOSE</u>
(1) AC/S, Comptroller	Supply/material fund advances
(2) Industrial Relations Office	LNC hire fund advances
(3) AC/S, G-5	US/FWMAF Civic Action Fund Advances

b. Verification of the AIK Imprest Fund will be accomplished at least once monthly on an unannounced basis. The Commanding General, 1st Marine Division will appoint a disinterested officer to conduct the verification as prescribed by reference (b).

8. Action

a. Addressees will submit their requirements for AIK

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5 Feb 1970

fund support to the appropriate program administrator in accordance with the procedures set forth herein.

b. The Division Comptroller will be responsible for the overall administration of the Division AIK Program.

  
C. E. WALKER  
Chief of Staff

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5 Feb 1970

INSTRUCTION PERTAINING TO AIK CONSTRUCTION SUPPORT

1. General. The Division Engineer is designated as the program administrator for the Division AIK Construction Program. As such, he is directly responsible for the preparation of the AIK construction budget and the administration of facilities construction, maintenance materials and/or services provided through AIK.
2. Authorized Uses. AIK is authorized for all types of small construction which can be performed by a local Vietnamese contractor. Projects which are considered to be particularly suited to AIK funding are:
  - a. Those with a high labor to material ratio; i. e., hand spreading of crushed rock or gravel in confined areas, hand mixing of small concrete jobs such as sidewalks and relatively small site improvements.
  - b. Those projects involving relatively simple technical design which do not involve complicated electrical wiring, fixtures or detailed intricate structural wood work.
  - c. Those projects where the use of materials and/or methods of construction are typical of the established Vietnamese construction methods; such as, field stone or quarried rock (rubble) retaining walls and fences, ripped ditches and cut or natural drainage slopes, thatched roof or bamboo construction and decorative flat stone work.
3. Restrictions. That the project:
  - a. Meet the requirements of reference (e).
  - b. Does not exceed three million piasters without prior approval of COMUSMACV;
  - c. The work be performed by local Vietnamese contractors.
4. Administration
  - a. Cantonment Commanders will submit their requirements for AIK funding to the Division Engineer. Although AIK requirements are developed within the same guidelines as U.S. appropriated dollars they do not require the same detailed justification.
  - b. Upon receipt of the request the Division Engineer

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will:

(1) Determine the proper category of work and its appropriateness for the AIK funding.

(2) Arrange for plans and specifications from NSA Public Works if required, and requests that a contract be let.

(3) Coordinate activities of project administration with the requesting unit and the contractor.

(4) Maintain a status of all pending, in process and completed projects.

(5) Provide the Division Comptroller an AIK construction status report by the 5th of each month to show the following:

(a) Project and Work number.

(b) Estimated Cost.

(c) Current Status of the Project; i.e., planning contract, construction or completed stage.

ENCLOSURE (1)

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INSTRUCTION PERTAINING TO AIK SUPPLIES AND MATERIAL SUPPORT

1. General. The Division Supply Officer is designated the program administrator for the Division Supplies and Material Program. As such, he is responsible for the approval of purchases falling within the purview of this program.
2. Authorized Uses. The criteria used in expending U.S. appropriated funds will be used as a guide in determining the validity of purchases. Examples of authorized uses are:
  - a. Repair of furniture, equipment or office furnishing provided/issued by U.S. Government sources. (Repairs of furniture and furnishing owned by nonappropriated fund activities is not authorized and must be repaired at the expense of that fund).
  - b. Authorized items of all types of supplies or material available on the local economy; such as name tags, plaques, etc. However, the purchase of plaques must be in accordance with reference (f). Purchases should be limited to a quantity sufficient to satisfy immediate requirements only, and not for the purpose of building inventory stocks.
3. Unauthorized Uses. AIK support from this program is not authorized for payment of:
  - a. Salaries or wages of permanent Local National Civilian Hire.
  - b. Transportation charges to commercial carriers or claims against the government.
  - c. Supplies and material in support of personnel not assigned ADCON to the 1st Marine Division.
  - d. Equipment, furniture or furnishing for purchases for nonappropriated fund activities.
  - e. Civic Action Activities.
  - f. Major modification or renovation projects falling within the purview of the construction program.
  - g. Supplies and material purchases from outside the Republic of Vietnam.
4. Administration. Supplies and Materials required by Division units from commercial sources will be requested in accordance with the procedures contained in reference (g) for normal open

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ENCLOSURE (2)

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purchase requests.

a. Upon approval of the request by the Division Supply Officer, the request will be forwarded to the Division Comptroller for the proper obligation and funding.

b. An Approving/Purchasing Officer will be appointed by this Headquarters in accordance with reference (h) to fund purchases which do not exceed 30,000\$VN. Those requests which exceed 30,000\$VN will be forwarded to the Contract/Purchasing Officer of FLC for purchasing, indicating the purchase is to be made with AIK funds of this Division.

ENCLOSURE (2)

DivO 7300.1A  
5 Feb 1970

INSTRUCTION PERTAINING TO AIK LOCAL DAILY HIRE SUPPORT

1. General. The Division IRO is designated as the program administrator and is responsible for the monitoring and administration of this program.
2. Authorized Uses. The use of LNC hire authorizes the Division to hire local civilians on a day labor basis to supplement the permanent hires authorized under appropriated or nonappropriated funds. Ideal uses are for grass cutters, sand bag fillers, area police and other general unskilled labor.
3. Restrictions
  - a. Payments and Hires must be made on a daily basis, thus precluding long range permanent hire arrangements.
  - b. Generally, only the use of unskilled labor is authorized.
  - c. The rate of pay shall be as indicated in the current schedule of wages for the Vietnam Area.
4. Administration. As the program administrator, the Division IRO is appointed an approving/purchasing officer in accordance with the instructions contained in paragraph 4b to reference (b).
  - a. Area coordinator commanders desiring to participate in the use of LNC will appoint approving/purchasing officers. Figure 4-A-1 to reference (h) will be used for appointment letters within this Division.
  - b. Funds in support of this program will be administered as an Imprest Fund by the Division IRO. Subordinate unit approving/purchasing officers may be advanced funds to support their LNC requirement from the Division IRO on an interim receipt basis. The Division IRO will be responsible for insuring authorized unit approving/purchasing officers receive the necessary instructions on the proper utilization of these funds.

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

DivBul 4440 Ch 1  
21/RHN/rhn  
5 Feb 1970

DIVISION BULLETIN 4440 Ch 1

From: Commanding General  
To: Distribution List

Subj: Controlled Items Reporting

1. Purpose. To direct pen changes to the basic Bulletin of 26 January 1970.
2. Action. Paragraph 3.c; third sentence, change "controlled items reporting cards (WCS)." to read "controlled items reporting cards (WCA)."

  
O. E. WALKER  
Chief of Staff

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
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DivBul 2700  
20/EMJ/wem  
6 Feb 1970

DIVISION BULLETIN 2700

From: Commanding General  
To: Distribution List

Subj: U. S. Postal Money Order Control

Ref: (a) MACV Directive 65-5  
(b) CG JTT MAF 260106Z Sep69  
(c) DivO P2700.4C

1. Purpose. To publish instructions relevant to the sale and control of U. S. Military Postal Money Orders purchased by members of this Command.

2. Cancellation. DivBul 2700 of 17Jan70.

3. Information

a. COMUSMACV has determined that the illegal purchase of Postal Money Orders by money manipulators and their agents seriously deters US-RVN efforts to stabilize the RVN economy, therefore, more stringent control measures are required, as matter of priority, to halt this form of illicit currency transactions.

b. In accordance with instructions contained in references (a), (b) and (c), the following policy is hereby established for the sale and control of Military Postal Money Orders within this Division:

(1) Effective immediately, all personnel desiring to purchase a Postal Money Order will be required to present the following documents to the postal finance clerk prior to the purchase of money orders:

(a) A valid MACV 5, Currency Control Card and ID Card or Dog Tags. When the MACV Form 5 has been lost, commanders shall provide a certificate indicating that a new card has been requested. The certificate will authorize the individual to complete a single controlled transaction at the specified post office providing regular postal support to the unit. The commander's statement will be completed to show the name of the individual, rank, social security number, amount of the transaction, facility to be used, date, name and grade of

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Commander, organization, and telephone number. The statement will be prepared as follows:

"I hereby authorize (grade and name), social security account number (SSAN), to complete a controlled currency transaction in the amount of (\$) at (facility and date). This authorization is valid only for the date indicated above, and only at the specified facility. A new MACV Form 5 has been requested for this individual."

(Commander's signature)  
Typed name and grade  
Organization  
Telephone number


- (b) A properly completed MACV 385 (Currency Control Card).
- (c) An envelope, addressed for delivery outside of Vietnam.

(2) In addition to the above requirements, personnel purchasing money orders will be required to place the completed Military Postal Money Order inside the envelope in the presence of the postal clerk, seal it and return same to the postal clerk for posting.

(3) Personnel attempting to purchase Military Postal Money Orders without complying with the foregoing requirements will not be accommodated.

4. Action. Commanders at all echelons will ensure widest possible dissemination of the contents of this Bulletin. Information contained herein should be made a part of unit commander's orientation procedures for newly arrived personnel. Also, applicable portions of this Bulletin should be conspicuously posted on unit bulletin boards, near the mailroom, in the lobby of unit post offices, and incorporated into each unit's mail handling order.

5. Self-Cancellation. 31 July 1970.

  
O. E. WALKER  
Chief of Staff

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1st Marine Division (Rein), FMF  
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DivO 1900.3G Ch 1  
7/JJH/bjg  
7 Feb 1970

DIVISION ORDER 1900.3G Ch 1

From: Commanding General  
To: Distribution List

Subj: Administrative Separation for Unsuitability, Unfitness, Misconduct  
and Discharge for the Good of the Service; information concerning

Encl: (1) New page inserts to DivO 1900.3G

1. Purpose. To transmit new page inserts to the basic Order.

2. Action

a. On page 1, under enclosures, add:

"(4) Notification of Recommendation for Discharge for Convenience  
of the Government."

b. Remove ~~present~~ pages 3 and 4 and replace them with enclosure (1)  
hereto.

c. Insert new enclosure (4).

  
C. E. WALKER  
Chief of Staff

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(3) Recommendations under the provisions of subparagraph 6017.2d of reference (a) will be supported by a report of investigation from the Criminal Investigation Department of the Naval Investigative Service. A psychiatric evaluation alone is not sufficient.

(4) Recommendations under the provisions of subparagraph 6017.2c, e, f and g of reference (a) will be supported by certified copies of appropriate service record book pages, health record pages, court documents and other related matter.

c. Misconduct. Recommendations for undesirable discharge by reason of misconduct will be submitted in accordance with the provisions of paragraph 6018 of reference (a). Enclosure (2) will be utilized to notify, advise and record the rights of the respondent in all cases processed under that paragraph.

(1) Recommendations for discharge under the provisions of subparagraph 6018.2b will be supported by a certified copy of NAVMC 136 (Examination of Applicant by Recruiting Officer) and other documents substantiating that, in fact, the respondent fraudulently enlisted. See reference (b) for instructions in processing Class III offenders under this subparagraph.

(2) Recommendations for discharge under the provisions of subparagraph 6018.2c will be supported by a certified copy from the clerk of the court of the judgement of conviction and/or the probation officer report attesting to the respondent's conviction by civil authorities.

d. Request for undesirable discharge for the good of the service. Requests will be submitted in accordance with paragraph 6021 of reference (a). An individual may submit a request for undesirable discharge for the good of the service to escape trial for an offense(s) committed in which he is triable by court-martial and which is punishable by a punitive discharge. Enclosure (3) will be utilized for such requests. The member will be directed to report to the Office of the Staff Judge Advocate with his request for counseling by a lawyer qualified in accordance with Article 27b, UCMJ.

\* e. Convenience of the Government. Recommendations will be submitted in accordance with paragraph 6012.1f of reference (a). Enclosure (4) will be utilized in notifying an individual of proposed discharge action.

5. Action. Commanding Officers exercising Special Court-Martial authority shall personally sign all recommendations for discharge pursuant to references (a) and (b). They shall ensure that the provisions of these directives, in spirit as well as letter, and the following implementing policies and instructions are strictly adhered to:

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- a. Request an investigation by the Naval Investigative Service to determine the facts and circumstances upon receipt of information indicating that the conduct or physical defect of a Marine places him within the purview of subparagraphs 6016.1g, 6017.2a, or 6018.2b(6) of reference (a).
- b. Cause an informal investigation to be conducted into the circumstances when it is determined that a Marine is unsuitable for further military service and a recommendation for discharge is contemplated pursuant to subparagraphs 6016.1a through f of reference (a).
- c. Insure that the respondent in all undesirable discharge cases reports to the Office of the Staff Judge Advocate with his notification and reply sheet and enclosures thereto for counseling by a lawyer qualified in accordance with Article 27b, UCMJ, notwithstanding the fact that the respondent expressed a desire to waive counsel.
- d. Insure that the reference used for each recommendation for discharge is based on the appropriate subparagraph in references (a) and (b).
- e. Insure that Naval Investigative Service reports are referenced by control number and are not appended as enclosures to recommendations for discharge. However, attachments thereto as indicated on the front page of the NIS report may be used as enclosures to the recommendation.
- f. Recommendations for undesirable discharge or endorsements on requests for discharge to escape trial by court-martial shall contain comments by the Commanding Officer as to the performance of duty and/or general value to the service of the respondent.
- g. Insure that any member subject to undesirable discharge under any of the provisions of paragraph 6017 or 6018 of reference (a) is processed for discharge and notified to that effect by enclosure (2) and accorded all rights pursuant to subparagraph 6023.1a of reference (a). The fact that the Commanding Officer recommends the individual for retention in the service or discharge with a general discharge under honorable conditions does not relieve this requirement.
- h. Insure that recommendations are submitted to the Commanding General in original and one complete copy. Cases with their specific basis involving homosexuality, sexual perversion, or unauthorized use or possession of drugs, marijuana, or narcotics must be addressed to the Commandant of the Marine Corps (Code AIA), via this Headquarters.
- i. Insure that the service record book and health record of the respondent concerned is forwarded with, but not as enclosures to, the

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recommendation. They will be returned by this Headquarters upon completion of the Commanding General's action on the case.

  
G. E. WALKER  
Chief of Staff

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

DivO 5510.12A  
2/WEG/rmb  
10 Feb 1970

DIVISION ORDER 5510.12A

From: Commanding General  
To: Distribution List

Subj: Security Indoctrination

Ref: (a) OPNAVINST 5510.1  
(b) ICCI 5510.3  
(c) DivO P5510.1

Encl: (1) List of Security Briefing Topics

1. Purpose. To amplify the instructions concerning security orientation contained in references (a), (b) and (c).

2. Cancellation. DivO 5510.12.

3. Background

a. The enemy places great emphasis on espionage, sabotage and subversion. Captured documents and interrogation of detainees reveal that he uses every available means to obtain information concerning the capabilities, limitations, vulnerabilities, and probable courses of action of U.S. and Free World Military Forces.

b. The security posture of this Command can be jeopardized by the disclosure of pending operations to unauthorized persons, the lack of personal censorship in letters, the indiscriminate personal photography of vital Marine Corps installations, laxity in handling of classified information and carelessly discarding personal and official correspondence.

c. Within Quang Nam Province it is known that the enemy is monitoring our radio communications and has tapped telephone lines in the Division area of operations. It can be assumed that the enemy uses this capability to his advantage.

d. It must be realized that hostile intelligence activities are not limited to Vietnam. Personnel on R&R should be aware that an attempt may be made to exploit them for information.

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10 Feb 1970

e. Enemy intelligence efforts can be neutralized only by implementation and continued enforcements of sound security measures.

#### 4. Action

##### a. Commander's Responsibilities

(1) Insure that security orientations are included in all unit training programs. A security briefing will be conducted for all newly arrived personnel. This indoctrination will be repeated quarterly. Appropriate records will be maintained to assure that all personnel receive the security indoctrination. Security areas to be covered are shown on enclosure (1).

(2) Institute procedures to insure all maps, charts, official correspondence, and notes, regardless of classification are burned. An authorized burn site will be established and personnel assigned to burn details will remain at the burn facility until all residue has been consumed by fire.

##### b. Individual Responsibilities

(1) Each individual is responsible for insuring that personal and private correspondence, including envelopes, are not carelessly discarded. To prevent the enemy from collecting information on an individual, order of battle data, source material to exploit U.S. captives or propaganda information, each individual will destroy or safely secure private correspondence.

(2) Each individual is responsible for reporting immediately any knowledge of actual or suspected enemy intelligence activities to his immediate superior. When in an R&R status, all such information will be reported to the Officer-in-Charge of the R&R Center. If no R&R Center exists within the country in which travel is being performed or if directed by the OIC of the R&R Center to do so, the individual will report known or suspected foreign intelligence activity immediately to the U.S. Military Attache, Embassy or Consulate. In any event, upon return to the Republic of Vietnam a second report will be rendered to the individual's immediate commanding officer.

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5. Support. Technical advice, assistance and investigative support is available to the commander. Request for such support will be addressed to this headquarters (Attn: ACofS, G-2).

  
C. E. WALKER  
Chief of Staff

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LIST OF SECURITY BRIEFING TOPICS

1. Safeguarding of classified information. (Includes clearances, accesses, limited access areas, "need to know" policy, where to and where not to discuss classified material, proper destruction procedures).
2. Transmission of classified material.
3. Communication Security. (Includes proper radio and telephone procedures).
4. Destruction of official correspondence. (Includes maps, charts, roughs).
5. VC methods of gathering material. (Includes agents, loose talk, use of civilians on military installations, printed matter in trash areas, POW's, women).
6. Subversion.
7. R&R Countries. (Includes information covered in this directive).
8. Personal Censoring of mail. (Includes classified information, troop movements, unit intentions, exaggerations, lies).
9. Protection of personal/private correspondence and photographs.
10. Photography. (Includes restrictions on subjects to be photographed and where film should be developed).
11. Subversive literature. (Includes action to be taken upon receipt).
12. Personal Diaries.

HEADQUARTERS  
1st Marine Division (Rein), FMF  
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DivBul 5720  
41/JPN/dmc  
7 Feb 1970

DIVISION BULLETIN 5720

From: Commanding General  
To: Distribution List

Subj: Change of Title Designation For Informational Services Office

Ref: (a) MCBul 5720 of 28Nov69

1. Purpose. To promulgate information concerning the new title for Informational Services Office.

2. Information.

a. Reference (a) announced the redesignation of Informational Services Office to Public Affairs Office (PAO) in order to bring Marine Corps terminology more in line with the other armed services.

b. The change of titles does not change the mission assigned. The PAO is still responsible for providing appropriate information to the civilian news media and to favorably present the Marine Corps and the 1st Marine Division story to the public.

c. Current directives and SOP's reading Informational Services will remain in effect. Directives and SOP's will not be revised solely for the purpose of incorporating the new terminology. However, as revisions become necessary for updating or altering policy, the new title will be used.

3. Action. Unit commanders and their respective Technical Information Contact Officers are advised to make note of the contents of this Bulletin for future dealings with Division Public Affairs Office.

4. Self-Cancellation. 31 May 1970.

  
C. E. WALKER  
Chief of Staff

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

DivBul 5724  
41/JPH/dmc  
7 Feb 1970

**DIVISION BULLETIN 5724**

From: Commanding General  
To: Distribution List

Subj: Fleet Home Town News Report

Ref: (a) DivO 5720.5

Encl: (1) Report of Fleet Home Town News Releases processed during January 1970.

1. Purpose. To promulgate information of the Division's participation in the Fleet Home Town News Program (FHTN), in accordance with the provisions of reference (a).

2. Information. The Division's FHTN Program is designed to require a minimum of effort on the part of subordinate commands while maximizing participation. (It should be noted that of the total number of forms received by this Headquarters for processing in January, many were not released due to improper completion. It is the responsibility of the Technical Information Contact Officer to ensure that all forms are correctly completed in accordance with the applicable portions of reference (a)).

3. Unit Participation. FHTN Releases processed by this Command during January are set forth in enclosure (1). Some units still fall below the desired minimum participation of 15 percent of their onboard strength each month.

4. Action. Commanders will ensure that all members of their unit are given the opportunity and are encouraged to participate in the Program on each appropriate occasion.

DivBul 5724  
7 Feb 1970REPORT OF FIRST HOME TOWN NEWS RELEASES PROCESSED IN JANUARY 1970

<u>UNIT</u>	<u>RECEIVED</u>	<u>RELEASED</u>
1. Headquarters Battalion	46	35
2. Headquarters, 1st Marines	25	32
3. 1st Battalion, 1st Marines	437	260
4. 2d Battalion, 1st Marines	1043	396
5. 3d Battalion, 1st Marines	295	215
6. Headquarters, 5th Marines	76	32
7. 1st Battalion, 5th Marines	525	390
8. 2d Battalion, 5th Marines	412	159
9. 3d Battalion, 5th Marines	259	206
10. Headquarters, 7th Marines	3	0
11. 1st Battalion, 7th Marines	665	530
12. 2d Battalion, 7th Marines	2	2
13. 3d Battalion, 7th Marines	0	0
14. Headquarters, 26th Marines	11	7
15. 1st Battalion, 26th Marines	41	27
16. 2d Battalion, 26th Marines	0	0
17. 3d Battalion, 26th Marines	20	20
18. Headquarters, 11th Marines	6	3
19. 1st Battalion, 11th Marines	12	15
20. 2d Battalion, 11th Marines	0	0
21. 3d Battalion, 11th Marines	69	48
22. 4th Battalion, 11th Marines	42	31
23. 1st Battalion, 13th Marines	62	41
24. 1st Engineer Battalion	16	16
25. 7th Engineer Battalion	31	10
26. 9th Engineer Battalion	44	36
27. 1st Motor Transport Battalion	40	39
28. 11th Motor Transport Battalion	23	19
29. 1st Medical Battalion	17	46
30. 1st Hospital Company	5	5
31. 1st Reconnaissance Battalion	58	47
32. 1st Tank Battalion	47	45
33. 1st Shore Party Battalion	6	6
34. 3d Amphibian Tractor Battalion	7	4
35. 3d 8" Howitzer Battery	2	2
	<u>4245</u>	<u>2709</u>

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

DivO 3400.4E  
3/HGL/iej  
13 Feb 1970

DIVISION ORDER 3400.4E

From: Commanding General  
To: Distribution List

Subj: Nuclear, Biological and Chemical (NBC) Defense

Ref: (a) MCO 3400.3  
(b) FMFPacO 3401.8\_  
(c) FMFM 11-5  
(d) FM 21-40  
(e) FM 21-41  
(f) FM 21-48  
(g) TM 3-210  
(h) TM 3-220  
(i) DivO P4700.10\_  
(j) MCO P4400.15\_  
(k) DivO 4400.7\_  
(l) MarCorps TI-10010-15/1  
(m) MarCorps TI-10010-15/2

Reports Required: I. Chemical Defense Property Serviceability (Report Symbol MC-3440-01) par. 6a.  
II. Operational NBC Reports (Report Symbols NBC-1, NBC-2, NBC-3, NBC-4, NBC-5) par. 6b.

1. Purpose. To issue instructions for Nuclear, Biological and Chemical Defense and Readiness for individuals and units of this Division in compliance with references (a) and (b).

2. Cancellation. DivO 3400.4D.

3. Information. Nuclear, Biological and Chemical weapons are designed to produce mass casualties and render a unit ineffective. In order to defend against that possibility, it is mandatory that this Division be capable of functioning in an NBC environment.

4. Organization

a. The normal command and staff structure is used to implement NBC defense measures. Designated specialists within the Division will furnish the information required to cope with the situation.

DivO 3400.4E  
13 Feb 1970

b. At Division level, the COC operates under the ACofS, G-3 and acts as a coordination center for NBC defense matters.

c. In company/battery and larger size units for which T/O's do not include MOS 5702 and 5711 billets, a minimum of one officer and four enlisted assistants will be assigned NBC defense duties on an additional duty basis.

d. Monitor/Survey and Decontamination Teams will be assigned to all levels of command in accordance with current T/O's and directives, and will be consistent with the command's primary mission in an NBC environment.

(1) Monitor/Survey Teams consisting of a minimum of two personnel shall be trained and equipped to conduct radiological monitoring or surveys, biological sampling and chemical detection.

(2) Decontamination Teams consisting of one NCO (Team Leader) and nine members shall be trained in all aspects of decontamination in accordance with current directives, to include the establishment and operation of personnel decontamination stations.

4. Responsibilities. The NBC Defense responsibilities of the unit commander may be divided into the four categories: Training, Intelligence, Operations and Logistics.

a. Training. A unit commander achieves the ability to minimize the effects of NBC warfare against his personnel and equipment through a comprehensive NBC defense training program. Assignment of NBC Defense personnel (MOS 5702 and 5711), in itself does not ensure an effective NBC defense posture. It is the individual unit commander's responsibility to provide the impetus to NBC defense training and to ensure that adequate time is allotted in the unit schedule to conduct such training. References (c) through (h) will be used in the conduct of such training.

(1) Individual Training. Individual training is conducted to attain the following objectives:

(a) General Objective. Achieve proficiency in those protective measures employed by the individual to survive NBC attack with minimum reduction in combat effectiveness. Each individual Marine will participate in a minimum of one gas chamber exercise annually.

(b) Specific Objectives. Each individual must be able to:

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1 Recognize NBC attacks by appearance of effects, delivery means, or alarms and take appropriate protective action.

2 Don, properly clear and check the protective mask within nine seconds.

3 Perform simple decontamination of his person, personal equipment, individual weapon, position, and crew-served weapon when any of these are contaminated as the result of NBC attack.

4 Perform self aid or administer first aid for injuries resulting from NBC attack.

5 Recognize all standard marking signs which indicate NBC contaminated areas.

6 Cross and bypass NBC contaminated areas with minimum danger to himself.

7 Maintain individual protective equipment.

8 Perform his combat tasks during enemy employment of NBC weapons.

9 Maintain a high order of health, personal hygiene, and sanitary discipline as a protective measure against biological operations.

10 Take the maximum protective measures against the effects of blast, heat and radiation from a nuclear explosion consistent with the performance of assigned duties.

(2) Unit Training. Unit training is conducted to attain the following objectives:

(a) General Objective. Develop and maintain the unit capability for successful accomplishment of its missions while under NBC attack.

(b) Specific Objectives. The unit must be able to:

1 Decontaminate unit equipment.

2 Cross, bypass, or function in contaminated areas, decontaminating where necessary.

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3 Take proper protective action against enemy aircraft spray attack.

4 Determine the presence of NBC hazards and take proper defensive actions.

5 Operate its NBC detection equipment, to include detection, sampling and identification kits, and alarms.

6 Operate its radiac equipment and be able to conduct radiological monitoring and surveys.

7 Sustain an enemy NBC attack with minimum interference to execution of assigned missions.

8 Maintain a high order of sanitation to minimize vulnerability to biological attack.

9 Recognize and report NBC attacks promptly and properly.

10 Maintain its NBC equipment.

b. Intelligence. The unit should have an intelligence capability to:

(1) Coordinate NBC survey and radiological monitoring operations and maintain NBC survey and radiological monitoring situation maps.

(2) Interpret NBC survey and radiological monitoring data and relate them to the tactical situation and their effects on personnel, both immediate and cumulative.

(3) Disseminate radiological fallout and NBC information according to regularly established procedures for handling all intelligence.

(4) Familiarize personnel with enemy NBC capabilities, organization, weapons, equipment, techniques, and activities which would be indicative of enemy preparation for NBC attacks.

(5) Determine the effects of terrain and weather on enemy employment of NBC weapons on areas or routes intended for friendly troops, to include the effect of such attacks on these areas.

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(6) Investigate NBC attacks and furnish reports thereon.

c. Operations. Each unit must have:

(1) A Standing Operating Procedure for NBC Operations.

(2) Collective defense measures to include proper NBC discipline; protection of food, water, and equipment; and proper use of sentinels, working parties and convoys..

(3) Qualified personnel to teach and supervise the use of NBC protective equipment.

(4) Personnel familiar with the effects of NBC weapons and duration of the effects.

(5) The capability to accomplish the field impregnation of clothing.

(6) Methods of dealing with NBC contaminated areas and equipment.

(7) The ability, at battalion and higher level, to recommend the allowable radiation dosage for an operation based on the unit's current status of radiation exposure.

d. Logistics. Each unit must:

(1) Accomplish the maintenance of NBC monitoring supplies and equipment in the correct quantity and condition to include issue, organizational maintenance, installation, calibration and replacement.

(2) Conduct surveillance inspections on items of chemical defense property.

(3) Establish priorities for distribution of controlled or critical NBC supplies.

5. Maintenance.

a. Radiac Equipment

(1) Storage and Handling

(a) Radiac equipment shall be stored in a clean dry area.

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(b) Equipment containing radioactive materiel shall be kept in a segregated storage area with controlled access to prevent handling by unauthorized personnel. Handling of the radioactive source provided with some instruments shall be in accordance with instructions contained in accompanying technical manuals. The RADIOACTIVE SOURCE SHALL BE RETURNED TO ITS STORAGE POSITION IMMEDIATELY AFTER USE. Accountability of this source is required by law.

(c) Operators maintenance will be performed as described below, and will consist of an operational check and preventive maintenance as described in the equipments technical manual. A log will be maintained showing inspections, maintenance and calibration performed.

1 Battery operated equipment will be checked weekly.

2 Dosimeters, Radiac Detector Chargers and A. C. operated equipment will be checked monthly.

(2) Calibration and Maintenance. Reference (i) sets forth procedures for maintenance and calibration of radiac equipment. Calibration will be accomplished as follows:

(a) Battery operated equipment will be wipe tested and calibrated every six months. Generally one sixth of the units equipment should be turned in each month so that a six month calibration interval is maintained.

(b) Dosimeters and A. C. operated equipment will be calibrated biennially.

b. Chemical Defense Property. Chemical defense property, not having the same supply evolution as in-use items, requires periodic inspections to determine whether designed protection factors are still provided. Inspection reports furnish Marine Corps Inventory Control Points information on the condition of chemical defense items in stock, and provide a basis for procurement of new or replacement items.

(1) All items subject to inspection are listed in SL-8-09996A. Chemical defense items not appearing therein, except for new items in the process of being introduced into the special list, should be reported in accordance with references (j) and (k) for disposition instructions.

(2) Reference (1) sets forth specific instructions to be used in inspecting chemical defense items. Department of the Army Supply Bulletins (SB 3-30 Series) are used in conjunction with the Marine Corps Technical Instruction. Chemical defense items will be subjected to the visual inspection requirements and those tests that can be conducted by the unit in accordance with the provisions of the applicable serviceability standards and reference (1).

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(3) Reference (m) sets forth procedures for obtaining technical assistance in the inspection of chemical defense property.

(4) Inspection results will be recorded on the following reporting forms:

(a) DA Form 984 Material Serviceability Report.

(b) DA Form 985 Data Sheet for Grand Lots, Miscellaneous Lots or Depot Lots.

#### 6. Reports.

##### a. Chemical Defense Property Serviceability Report

(1) Division units will inspect chemical defense property in accordance with paragraph 5b.

(2) Division units will submit an original and two copies of their reports to this Headquarters (Attn: G-3) by 15 December annually for consolidation and submission in accordance with reference (1).

b. Operational NBC Reports. In the event of an NBC environment, notification will be promulgated by the fastest means available in accordance with the following formats. Detailed instructions on their use is contained in references (c) and (g).

(1) NBC-1 (Observer's initial report, giving basic data)

(2) NBC-2 (Report used for passing evaluated data)

(3) NBC-3 (Immediate warning of expected contamination)

(4) NBC-4 (Report of radiation dose-rate measurements)

(5) NBC-5 (Report of areas of contamination)

7. Action. Subordinate unit commanders will issue Standing Operating Procedures to conform with the provisions of this Order.

  
G. E. WALKER  
Chief of Staff

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

DivO 4700.1H  
4/RJK/r1b  
14 Feb 1970

DIVISION ORDER 4700.1H

From: Commanding General  
To: Distribution List

Subj: Unsatisfactory Equipment Report (UER)

Ref: (a) MCO 4700.1  
(b) ForO P4000.5

Report Required: Unsatisfactory Equipment Report (Report Symbol  
MC-4700-1) par. 6d

1. Purpose. To promulgate amplifying instructions for the preparation and submission of UER's, Form NAVMC 10293-SD, in accordance with references (a) and (b).

2. Cancellation. DivO 4700.1G.

3. Information

a. The UER is one of the most vital management tools available that can be employed to assist in the correction of materiel deficiencies. A field report of a noted deficiency is the first step in the chain of procedures to institute corrective action. Absence of UER submissions on specific materiel indicates the materiel is satisfactory.

b. Timely submissions of UER's will:

(1) Accelerate correction of deficiencies in materiel.

(2) Prevent further issue and use of deficient materiel.

(3) Facilitate the issuance of required technical publications or changes thereto.

(4) Protect the Marine Corps interest with respect to express or implied warranties.

4. Responsibility for Submission

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14 Feb 1970

a. The commanding officer of the unit in which a reportable deficiency occurs, is responsible for the submission of a completed report on that deficiency. Commanding officers will inform all personnel concerned of the importance of these reports and of the necessity for their prompt submission.

b. When materiel deficiencies cannot be appropriately analyzed at a given maintenance level, the maintenance activity supporting that level should be informed in order that a more detailed investigation may be conducted prior to submission of the UER. This will normally result in a more accurate evaluation of the deficiency, thereby facilitating expeditious corrective action.

5. Reporting Criteria A UER shall be submitted when a deficiency in materiel occurs as a result of:

a. Improper design of items or components considered necessary for proper operation, maintenance, or handling of the materiel.

b. Faulty materiel or poor workmanship.

c. Excessive wear or deterioration for the period of time and for the conditions under which the item was in use or on hand.

d. A condition constituting a hazard to personnel or materiel.

e. Unsatisfactory operation or performance of equipment in the course of normal operations.

f. Erroneous instructions or discrepancies in content of technical publications.

g. Circumstances other than those indicated herein, but considered to be of sufficient importance to warrant reporting.

## 6. Action

a. Commanders of organizations submitting UER's will:

(1) Deliver the original and two copies of the UER (Form NAVMC 10293-SD, Rev 8-59) addressed to the Commandant of the Marine Corps (Code CSY) without letter of transmittal, to this Headquarters (G-4) by the most expeditious means available.

(2) Provide five additional copies of the UER to this Headquarters (G-4) forwarding to the Commandant of the Marine Corps (Code CSY) via command channels. A letter of transmittal will accompany the UER and will set forth the date upon which the original and two copies

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were delivered to this Headquarters.

b. Assistant Chief of Staff, G-4 will:

(1) Ensure that the original and two copies of the UER mentioned in paragraph 6a(1) above are reviewed for format and accuracy of contents by the special staff officer concerned and are forwarded to the Commandant of the Marine Corps within forty-eight hours of receipt.


(2) Prepare the appropriate forwarding endorsement for the five copies of the UER prepared for transmittal via command channels and forward to the Commandant of the Marine Corps within five days of receipt.

c. Special Staff Officers will:

(1) Review the original and two copies of the UER for format and accuracy of contents and make corrections as necessary.

(2) Prepare an appropriate forwarding endorsement on the UER (five copies submitted via command channels) based on any data previously gathered on like deficiencies, and submit such endorsement for signature and forwarding to the Commandant of the Marine Corps by the Assistant Chief of Staff, G-4.

d. Report symbol MC-4700-1 is assigned to all UER's outlined herein, regardless of the category of equipment being reported. "MC-4700-1" will be typed in the upper right corner of the form immediately below the word "EXPEDITE" printed thereon. Detailed instructions for completion of the UER are contained in paragraph 7 of reference (a).

  
G. E. WALKER  
Chief of Staff

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

DivO P6000.1B Ch 3  
16/WED/tjw  
14 Feb 1970

DIVISION ORDER P6000.1B Ch 3

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedure for Medical Services

Encl: (1) New page insert to DivO P6000.1B

1. Purpose. To transmit a new page insert and direct a pen change to subject Order.


2. Action

a. Remove and destroy present page 6-5 and replace with corresponding page in enclosure (1).

b. On page vi, below "CASUALTY REPORTING AND MANAGEMENT 607 6-5" add "NO SHAVING CHITS 608 6-5".

3. Change Notation. Significant changes contained in this change are denoted by asterisk (\*) shown in the outer left margin.

4. Certification. Reviewed and approved this date.

  
C. E. WALKER  
Chief of Staff

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3. A minimum time of seven days is required to receive the final results of a physical examination. For this purpose, physical examinations for discharge, reenlistment and special examinations should be conducted at least ten working days prior to the date final results are desired. This allows the medical officer sufficient time in which to further evaluate personnel and to reschedule examinations, if required. No personnel are to be discharged or released from the service until a medical officer's clearance is obtained certifying that personnel are in fact physically qualified for such discharge or release. This also applies to personnel \*reenlisting or extending their enlistment. For exceptions, MCO P1900.16, MARCORSEPMAN, par. 7002.2 applies.

4. Physical profiling of Marine enlisted personnel shall be in accordance with MCO 6110.1\_\_.

5. In accordance with BUMEDINST 6120.21, annual physical examinations of Navy and Marine Corps personnel assigned to duty in Vietnam are not required until such time as such personnel are transferred outside the area of Vietnam. The suspension of this requirement does not apply to Aviation personnel, who must continue to receive annual physical examination in accordance with Art. 15-60, MANMED.

607. CASUALTY REPORTING AND MANAGEMENT. All Medical department personnel will thoroughly familiarize themselves with the provisions of DivO P3040.1\_\_ and render all necessary assistance to commanders in casualty management matters.

\*608. NO SHAVING CHITS. If medically indicated, due to pseudofolliculitis, the issuing of NO SHAVING CHITS by unit medical officers is authorized for a period not to exceed two weeks. If the pseudofolliculitis has not responded sufficiently to permit shaving by that time, the patient shall be referred to a dermatologist for evaluation and recommendation for further treatment. Upon recommendation of a dermatologist, the time limitation for NO SHAVING CHITS is authorized for a period not to exceed two months.

6-5  
Ch 3

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

DivO 5510.8A  
2/NEG/rmb  
15 Feb 1970

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DIVISION ORDER 5510.8A

From: Commanding General  
To: Distribution List

Subj: Propaganda Material

Ref: (a) MACV Dir 380-20 (NOTAL)

Report Required: Spot Report (Report Symbol 1st Mar Div 5510.8/1) par. 4

1. Purpose. To provide policy and procedures for the handling and reporting of enemy propaganda and subversive material directed toward FWMAF, other than that in the Vietnamese language, acquired by members or units of this Command.

2. Cancellation. DivO 5510.8.

3. General

a. Propaganda material disseminated by the enemy may include pictures, cartoons, leaflets, greeting cards, letters, booklets, so called "Safe Passes" and audio presentations.

b. The quality of enemy propaganda material has improved and continues to reflect an attempt to exploit current events. In addition, the enemy is using crude hand written and typed propaganda directed against FWMAF.

c. The use of propaganda and some of the methods utilized to distribute the material reflects that the enemy has a professional propaganda program and is attempting to subvert FWMAF/RVNAF personnel.

d. The nature and extent of enemy propaganda must be constantly evaluated.

4. Responsibilities

a. All personnel will:

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DirO 5510.8A

15 Feb 1970

(1) Report to their supervisors or commanding officer all propaganda materials encountered.

(2) Turn-in all propaganda materials to their commanding officer or designated representatives.

(3) If propaganda material is presented to an individual or at an canteen, attempt to obtain identifiable information on the individual concerned.

b. Commanding Officer and supervisors will:

(1) Brief all newly assigned personnel concerning enemy propaganda.

(2) Take appropriate action to neutralize any adverse effect on troop morale.

(3) Report propaganda in accordance with paragraph 5, below.

#### 5. Reporting Procedures

a. Enemy propaganda efforts that are dramatic in nature or are considered to have a significant influence on FVMAF personnel will be reported to this Headquarters (Attn: G-2) by spot report. This includes all incidents where the enemy attempts to use audio propaganda presentations directed toward units of this Command.

b. All enemy propaganda materials collected by subordinate organizations will be forwarded as soon as possible to this Headquarters (Attn: G-2/SCI) for evaluation. Letters of transmittal will include the following:

(1) Identification of the unit receiving, finding or capturing the material.

(2) Date and location in full, including grid coordinates, of acquisition.

(3) Name of Marine who would be most knowledgeable on the circumstances surrounding the acquisition.

(4) Circumstances surrounding acquisition.

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(5) If the material is presented to an individual or delivered to a cantonment, the name and address of the person who presents this material should be included in the report.

c. Enemy propaganda material in Vietnamese language is excluded.

d. It is realized that some propaganda material, i.e., embroidered handkerchiefs, etc., may be desired to be retained as souvenirs. In these cases notation should be made on the forwarding letter. After the material has been evaluated and is no longer of intelligence value, it will be returned to the individual listed in the forwarding letter.

e. This report is exempt from reports control under provisions of MCO 5213.6\_.

  
G. E. WALKER  
Chief of Staff

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

DivO 4400.19F  
L/RJK/rwr  
17 Feb 1970

DIVISION ORDER 4400.19F

From: Commanding General  
To: Distribution List

Subj: Logistical Summary Report (LOGSUM)

Ref: (a) ForO 4000.1\_\_  
(b) MCO P3000.2\_\_

Encl: ✓(1) LOGSUM Format and Reporting Instructions

Report Required: Logistic Summary Report (Report Symbol 1st MarDiv  
4400/2-4) par. 4.

1. Purpose. To prescribe the frequency, format and content for the submission of the monthly LOGSUM.

2. Cancellation. DivO 4400.19E.

3. General

a. Reference (a) directs the commanders of the major commands subordinate to III Marine Amphibious Force (III MAF) to submit a LOGSUM to the Commanding General, III MAF not later than 1200H on the sixth day of each month.

b. The monthly LOGSUM is designed to provide commanders and staffs with an appraisal of the in-country logistical situation. Through analysis of information presented, the LOGSUM will generate the requirement for action in specific areas or emphasize the need for action by higher headquarters.

c. The LOGSUM submitted by subordinate commands will serve as the basis for the Division LOGSUM, as well as providing a means of keeping this and intermediate headquarters apprised of the logistical situation and current or anticipated problem areas. Therefore, information should

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include, but not be limited to, the items of major logistical importance outlined in enclosure (1).

4. Action The following procedures will govern the submission of the monthly LOGSUM:


a. A LOGSUM will be prepared by commanders of all ADCOM units having requisitioning authority. The report will be submitted in duplicate to arrive at this Headquarters not later than 1200F on the 26th day of each month and will be "as of" the 20th day of that month.

b. The required information and prescribed format for the LOGSUM are set forth in enclosure (1).

c. Amplifying instructions for each month's LOGSUM will be promulgated by message from this Headquarters not later than the 18th day of each month.

d. For the purpose of LOGSUM reporting, a critical item is defined as "one essential to the support of operations which is in short supply or expected to be in short supply and significantly impairs a unit's combat effectiveness."

e. The LOGSUM will be submitted via the administrative chain of command. Regimental Commanders will review subordinate unit LOGSUM reports and develop an overall statement as to the logistical posture of their Regiment.

  
C. E. WALKER  
Chief of Staff

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DivO 4400.19F

17 Feb 1970

LOGSUM Format and Reporting InstructionsSECTION I - Supply1. Enclosure (1)

a. Overall Supply Status. A narrative summary of the overall supply situation covering the general supply status, significant highlights and accomplishments during the reporting period.

b. CLASS II(1) Comments on the Overall Class II Situation

A narrative summary of the overall Class II situation and a statement for each of the sub-classifications B, E, F, M, and T. A positive narrative statement is required under each sub-classification, e.g. "Supply Support is adequate".

(2) Significant Problem Areas

Submit a narrative statement of significant problems not reported in subparagraph b (1) above for each sub-classification (Sub-classification B, E, F, M, and T are applicable).

c. CLASS IV(1) Brief Narrative Summary

Submit a summary of the overall Class IV situation.

(2) Critical Deficiency

For critical items, indicate only the nomenclature, FSM, Unit of Issue, and total deficiency or quantity required.

(3) Significant Problem Areas

Indicate any significant problem areas for those items reported critical in paragraph c (2) above. If there are no significant problem areas, insert the word "NONE".

d. CLASS VII

Report in the same format described in paragraph b above. Sub-classification A, B, D, G, K, L, M, and N are applicable.

e. CLASS VIII

Report in the same format described in paragraph b above

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except that sub-classifications are not applicable.

f. CLASS IX

Report in the same format prescribed for paragraph b above.  
(Sub-classifications A, B, D, G, K, L, M, N, and T are applicable).

g. T/E Deficiencies. List all deficiencies of Combat Essential Equipment (per Table 23 of MCO P3000.2B) authorized by T/E and Special Allowance, utilizing the following format:

NOMENCLATURE _____		FSN _____	
DOC NO _____	PRI _____	QTY _____	LKH _____
STATUS _____		DATE _____	

If no status received note follow-up AT\_, AF, and Date \_\_\_\_\_

Example:

Radio Set, AN/GRC-125	5820-086-7536
M69410-9345-0124	02 1 MPB BM 0010

If no status received, MCI AT\_ 9356

ENCLOSURE (1)

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## SECTION II - MAINTENANCE

### 2. Enclosure (2). Maintenance Situation and Significant Problem Areas.

a. Maintenance Situation. A narrative summary of the overall maintenance situation covering general status, significant highlights and accomplishments during the reporting period.

b. Significant Problem Areas. A narrative statement of significant equipment maintenance problems in sufficient detail to clearly identify the problem area, its scope and impact on a unit's materiel readiness.

### 3. Enclosure (3). Motor Transport. Report all items of Combat Essential Equipment in this commodity area (as listed in Table 23, Appendix A of reference (b)) in accordance with the following format. Include Lube and Steam **Cleaning units**.

UNIT:

DATE:

#### MOTOR TRANSPORT

<u>ITEM</u>	<u>AMT</u>	<u>OP</u>	<u>OR</u>	<u>2D ECHELON</u>		<u>3D ECHELON</u>	
				<u>WCRS</u>	<u>NCRM</u>	<u>WCRS</u>	<u>NCRM</u>
Trk, 1/4T, M151	8	7	5	1	0	0	1
Trk, 2 1/2T, M35	20	16	8	2	1	4	1
Lube Unit, 150CFM	1	1	1	0	0	0	0

a. After all equipment has been entered, comment on the reason for each deadlined piece of equipment to include what repair parts (WCRS) and maintenance (NCRM) is required.

b. For each piece of equipment that is deadlined 2d echelon WCRS (and 3d echelon WCRS for those units authorized to perform 3d echelon maintenance) list each repair part that is required to bring the equipment up to operational status. Include FCV, unit of issue, document number, priority, quantity on order, last known holder, status and date of status. If no status is received from WCI within 10 days after the document draft date, then report an AT follow-up and date of follow-up.

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Include this information on a separate sheet attached to the enclosure using the following format:

End Item Nomenclature

Repair Part Nomenclature      FSM \_\_\_\_\_

Doc# \_\_\_\_\_ Pri \_\_\_\_\_ Qty \_\_\_\_\_ LKF \_\_\_\_\_ Status \_\_\_\_\_ Date \_\_\_\_\_

If no status received note follow-up AT\_, AF\_ and Date \_\_\_\_\_

Example:

Truck, Cargo M37

Fan assembly      2930-142-0144  
M69410-9345-0123      02 2 MRL      PM      9360  
If no status received      MCL      AT\_      9356

c. Submission of MORS requisitions is limited to materiel in quantities required to return a designated equipment to an operational ready status. They will not be submitted for combat essential end-item T/E deficiencies or stock replenishment. MORS requisitions will meet the criteria for critically needed items as contained in MCC 4400.16\_\_.

d. For DX items, MFAG 9 will be listed as LKF.

e. Report the quantity authorized (AUTH), On Hand (OH), Not Operationally Ready due to Supply (MORS) by echelon, and Not Operationally Ready due to Maintenance (MORM) by echelon.

f. Include as AUTH equipment authorized by the Tables of Equipment and Special Allowances. Increases or decreases in AUTH column from previous month's LOGSUM must be explained.

g. Report as OH all items possessed, including equipment in the hands of detached or subordinate units. Do not report equipment on hand from attached units as these items are to be reported by parent ADCCM units.

h. An item is considered MORS when it is deadlined awaiting parts.

i. An item is considered to be MORM while it is undergoing repairs,

ENCLOSURE (1)

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awaiting shop space, or deadlined for lack of maintenance personnel. Equipment will not be reported NORM while undergoing normal scheduled organization preventive maintenance.

j. Equipment that is reported as in-transit to 3d echelon for repair will include reasons for deadline, e.g. engine, transmission, etc.

k. Equipment at 3d echelon awaiting Code " letters will be reported NORM.

l. Equipment evacuated to 3d FSR will be reported in the OR column even though the owning unit does not have physical custody of the item, **since custodial control (ECR Card) is still maintained by the owning unit.**

m. In the case of radio vehicles, report as deadlined on enclosure (3) only those vehicles deadlined for motor transport reasons. Those vehicles deadlined for communication-electronics reasons will be considered OR for purposes of this enclosure.

4. Enclosure (4). Tracked Vehicles. Same format and reporting instructions as for Enclosure (3), Motor Transport.

5. Enclosure (5). Major Weapons. Same format and reporting instructions as for Enclosure (3), Motor Transport.

6. Enclosure (6). Materiel Handling Equipment. Same format and reporting instructions as for Enclosure (3), Motor Transport.

7. Enclosure (7). Engineer Construction Equipment. Same format and reporting instructions as for Enclosure (3), Motor Transport.

8. Enclosure (8). Marine Amphibious Equipment. Same format and reporting instructions as for Enclosure (3), Motor Transport.

9. Enclosure (9). Communication-Electronics. Same format and reporting instructions as for Enclosure (3), Motor Transport, with the exception of radio vehicles.

a. For purposes of this enclosure, report radio vehicles as deadlined, whether for motor transport or communication-electronics reasons. If for motor transport reasons, then **so state.** If for communication-electronics reasons, then elaborate as per paragraph b, below.

ENCLOSURE (1)

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b. For each item of equipment shown as deadlined the specific component, subassembly, module and/or repair parts must be spelled out in the narrative summary. If this information is unknown, provide a brief description of the indicated trouble, e.g. won't transmit, no klystron power, etc. When reporting equipment deadlined at 3d echelon due to DX obligation, specifically state the component and date of obligation in a narrative summary for the items.

10. Enclosure (10). Generators. Same format and reporting instructions as for Enclosure (3), Motor Transport. Include all generators on this enclosure which are listed on the Tables of Equipment or Special Allowances.

ENCLOSURE (1)

DivO 4400.19F  
17 Feb 1970

## SECTION III - SERVICES

11. Enclosure (11). A narrative summary of the overall services situation covering general status, significant highlights and accomplishments during the reporting period. For purposes of the LOGSUM, this section deals with logistic services not covered elsewhere in this Order. These services include, but are not limited to, property disposal, handling of personal effects, laundry, bath units, bakery, ice, mortuary services and graves registration.

12. Enclosure (12). Significant Transportation Problem Areas. A narrative summary of significant transportation problem areas. Example: Batteries K and L frequently fire at rates exceeding the Battalion's resupply capability. Requests for additional motor transport have not been honored by Division, and as a result, the ammunition on position at the Batteries reached dangerously low levels.

13. Enclosure (13). Miscellaneous. This section will be utilized to report any logistical problems or items not covered elsewhere in this Order. Use a separate paragraph/subparagraph for each problem or item reported. Example: The 10,000 gallon water tank reported in December's LOGSUM was repaired by the 1st Engineer Battalion in January. However, when placed into service, it continued to leak. Emergency repairs were requested on 20 and 23 January 1969. As of this date, repairs have not been accomplished. Repair of this tank is essential to the water supply of this unit.

14. Enclosure (14). Combat Losses

a. For the purpose of LOGSUM reporting, a combat loss will be considered to have been sustained when, in the opinion of the command involved, an item of equipment is rendered unserviceable beyond economical repair as a direct result of enemy action. This includes small arms, fragmentation, land mines, aircraft crash and capture. It does not include equipment lost as the result of medevac, submersion or non-hostile accidents.

b. Equipment to be reported includes that listed in Table 23 of MCO 3000.2, as well as all rifles, pistols, machine guns and grenade launchers. Three columns will be used in the report: Item, Quantity and Cause.

15. Each of the foregoing enclosures (1-14) will be prepared on separate sheets and will contain the unit designation and the date.

ENCLOSURE (1)

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HEADQUARTERS  
1st Marine Division (Rein), FMF  
FPO, San Francisco, California 96602  
DivO P5000.2A Ch 1  
7/JJH/ccc  
18 Feb 1970


DIVISION ORDER P5000.2A Ch 1

From: Commanding General  
To: Distribution List

Subj: Headquarters, 1st Marine Division Staff Regulations

Encl: ✓(1) New page inserts to DivO P5000.2A

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove present pages 3-1, 3-2, 3-3 and 3-4 and replace with enclosure (1) hereto.
3. Change Notation. Paragraphs in enclosure (1) denoted by an asterisk (\*) contain changes not previously published.
4. Filing Instructions. This Change will be filed immediately following the signature page of the basic Order.
5. Certification. Reviewed and approved this date.

  
C. E. WALKER  
Chief of Staff

DISTRIBUTION: "A"

## 1ST MARINE DIVISION STAFF REGULATIONS

303.1

## SECTION III

301. PERSONNEL ASSIGNMENT AND ADMINISTRATION1. GENERAL

a. Assignments of company grade officers and enlisted personnel joining this Division for duty within the Division Headquarters will be accomplished by the Division Adjutant. Assignments of field grade officers will be accomplished by the Assistant Chief of Staff, G-1.

b. Requests for assignment and reassignment of personnel within the general and special staff sections and their subordinate offices, will be forwarded to the Division Adjutant for action.

2. PERSONNEL RECORDS

a. The maintenance of records of Headquarters personnel is the responsibility of the Commanding Officer, Headquarters Battalion.

b. It is the responsibility of each section head to maintain close liaison with Headquarters Battalion, to ensure that all persons concerned are informed on matters affecting the administration of the personnel in his section.

c. The Commanding Officer, Headquarters Battalion shall be notified, in writing, of changes in assignment of personnel within a staff section.

302. LEAVE AND LIBERTY

1. GENERAL. Leave and liberty for members of this Headquarters will be governed by the provisions of MCO 1050.15 and Division Order 1050.1\_, Leave.

303. FITNESS REPORTS1. PREPARATION AND SUBMISSION OF FITNESS REPORTS

a. Fitness reports for officers, staff non-commissioned officers, and sergeants of the Marine Corps and Marine Corps Reserve will be completed in accordance with paragraph 1610.3, Marine Corps Manual; Marine Corps Order 1610.7; and instructions contained in the following subparagraphs.

b. Fitness reports for Navy officers will be prepared in accordance with Article 1701, U. S. Navy Regulations, BUPERS INSTRUCTION 1611.12 series, and the instructions contained in this Order.

## 303.2 1ST MARINE DIVISION STAFF REGULATIONS

c. Petty Officer Reports of Enlisted Performance Evaluation will be prepared in accordance with BUPERSMAN, Article C-7821. Report forms for Navy personnel assigned to the Division general and special staff will be stocked and prepared for reporting seniors by the Headquarters Battalion Medical Section.

2. REPORTING SENIORS AND REVIEWING OFFICERS

a. GENERAL. The reporting senior for non-commissioned officers will be that officer under whose direct supervision the individual performs his regular duties. It is the policy of this Division that the reporting senior for officers will normally be the battalion or regimental commander except in the case of those officers on the Division staff. It is further the policy of this Division that only field grade officers will be reporting seniors for officers.

b. FITNESS REPORTS ON ORGANIZATIONAL COMMANDERS AND DIVISION STAFF OFFICERS. Fitness reports for organizational and unit commanders and Division staff officers will be accomplished in accordance with the listing below.

REPORTING SENIORS AND REVIEWING OFFICERS

<u>Officer Reported On By:</u>	<u>Marks Recommended By</u>	<u>Reviewing Officer</u>
(1) <u>Commanding General</u>		
Asst Division Commander		CG, FMFPac
Chief of Staff		CG, FMFPac
Deputy Chief of Staff	C/S	CG, FMFPac
Aide-de-Camp		CG, FMFPac
Asst Chief of Staff, G-1	C/S	CG, FMFPac
Asst Chief of Staff, G-2	C/S	CG, FMFPac
Asst Chief of Staff, G-3	C/S	CG, FMFPac
Asst Chief of Staff, G-4	C/S	CG, FMFPac
Asst Chief of Staff, G-5	C/S	CG, FMFPac
Asst Chief of Staff, Comptroller	C/S	CG, FMFPac
* **Deputy Chief of Staff, G-3	G-3	CG, FMFPac

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## 1ST MARINE DIVISION STAFF REGULATIONS

303.2

	<u>Marks Recommended By</u>	<u>Reviewing Officer</u>
Regimental Commanders	C/S	CG, FMFPac
Separate Battalion Commanders	C/S	CG, FMFPac
#Separate Co/Btry Commanders	C/S	CG, FMFPac *
Division Air Officer	C/S	CG, FMFPac
Area Auditor (Concurrent)	G-1	CG, FMFPac
Division CEO	C/S	CG, FMFPac
Division Chaplain	C/S	N/A
Division Dental Officer	C/S	N/A
Division Inspector	C/S	CG, FMFPac
Staff Judge Advocate	C/S	CG, FMFPac
Division Surgeon	C/S	N/A
Division Supply Officer	C/S	CG, FMFPac
 (2) <u>Chief of Staff</u>		
Staff Secretary		CG
Division Protocol Officer		CG
Division Adjutant	G-1	CG
 (3) <u>Asst Chief of Staff, G-1</u>		
Division Band Officer		C/S
Division Career Planning Officer		C/S
Asst Division Chaplain	Div Chaplain	N/A
Division Clubs Officer		C/S
Division Exchange Officer		C/S
Division Industrial Relations Officer		C/S

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Ch 1

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## 303.2 1ST MARINE DIVISION STAFF REGULATIONS

	<u>Marks Recommended By</u>	<u>Reviewing Officer</u>
Division Public Affairs Officer		C/S
Division Special Services Officer		C/S
(4) <u>Asst Chief of Staff, G-3</u>		
\$Division Naval Gunfire Officer		C/S
Division Photo Officer		C/S
(5) <u>Asst Chief of Staff, G-4</u>		
Division Embarkation Officer		C/S
Division Engineer Officer		C/S
Division Motor Transport Officer		C/S
Division Food Services Officer		C/S
* Division Ordnance Officer		C/S
(6) <u>Asst Chief of Staff, Comptroller</u>		
Division Disbursing Officer		C/S
(7) <u>Division Inspector</u>		
Ground Safety Officer		C/S
Division Provost Marshal (Concurrent)		C/S
(8) <u>Division Engineer Officer</u>		
Division Reproduction Officer		G-4
(9) <u>Division Adjutant</u>		
Division Awards Officer		C/S
Division Postal Officer		C/S
* (10) <u>Division Communication-Electronics Officer</u>		
CO, Communications Company (Concurrent)		C/S
* Not applicable in the case of separate battalions and companies commanded by Navy officers.		
# Applicable only in case units under immediate ADCON and/or OPCON of the Commanding General, 1st Marine Division.		
\$ Not applicable when this assignment filled by a Navy officer.		
** Only when billet is filled by a Colonel.		

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

DivO 2010.1  
10/RP/led  
19 Feb 1970

DIVISION ORDER 2010.1

From: Commanding General  
To: Distribution List

Subj: Message Review Board Program

Ref: (a) ForO 5420.8

Reports Required: I. Narrative Summary on Monthly Message Review Board Activities (Report Symbol 1stMarDiv 2010.1/1) par. 5b  
II. Narrative Summary of Message Review Board Activities for Calendar Quarters (Report Symbol 1stMarDiv 2010.1/2) par. 5c

1. Purpose. To promulgate policy and provide guidance for a message review board program within this Headquarters, and to provide procedures that will ensure effective and economical use of electrical means of communications as directed by reference (a).

2. General. The efficiency and economical use of telecommunication services is a command responsibility. In RWN, it is a particular necessity that message traffic transmitted by electrical means be closely supervised in order to maintain proper standards of efficiency and ensure communications economy. The Message Review Board established within this Headquarters will provide that means of exercising supervision and control to meet these ends.

3. Composition. The Message Review Board will be composed of one representative from each of the following sections:

- a. G-1.
- b. G-2.
- c. G-3.
- d. G-4.
- e. Division Supply.
- f. Division Communication-Electronics Office.

DivO 2010.1  
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g. Division Adjutant.

h. Division Communication Center.

4. Responsibilities

a. The Communication-Electronics Officer is responsible for the overall supervision and functioning of the Message Review Board Program. The Division Communication-Electronics Officer representative will be responsible for scheduling and chairing the Board meetings.

b. The OIC, Division Communication Center will furnish a minimum of 15 messages drafted by each of the general and special staff sections of the Headquarters and a minimum of 10 messages transmitted from each regiment and separate battalion assigned or attached to the Division. These messages will be selected indiscriminately from one month's traffic.

c. The Message Review Board will:

(1) Conduct an examination once each month of the traffic furnished by the OIC, Division Communication Center.

(2) Review message traffic with the objective of detecting messages which:

(a) Were unnecessarily verbose or contained unnecessary information for electrical transmission.

(b) Were overclassified.

(c) Could reasonably have been transmitted by other than electrical means.

(d) Were assigned a precedence higher than necessary for either action or information addressees.

(e) Had addressees improperly identified, or could have used an Address Indicating Group (AIG).

(f) Are not in proper message format. Format procedures include proper use of passing instructions, when necessary; use of Standard Subject Identification Codes (SSIC); and proper listing of references.

(3) Review message traffic product distributed by the Communications Center for legibility and neatness.

(4) Recommend corrective action required to ensure effective utilization of communication facilities.

DivO 2010.1  
19 Feb 1970


d. General and Special Staff Section Officers, Regimental Commanders and separate Battalion Commanders will ensure that errors in message drafting attributed to their section, regiment or battalion and contained in the Division Message Review Board Report are brought to the attention of the message drafters.

#### 5. Reports

a. The Chairman of the Message Review Board will prepare and submit to the Communication-Electronics Officer a report summarizing in narrative form the activities of the Board at each monthly meeting, to include improvements resulting from these activities and pertinent recommendations.

b. The Communication-Electronics Officer will prepare a monthly report for distribution which will include the findings of the Message Review Board, trends or patterns of message drafting errors, and a tabulation of message errors by staff section, regiments and separate battalions assigned to the Division. Messages containing errors enumerated in subparagraph 4.c(2) will be attached to the report of the respective staff section, regiment or separate battalion committing the drafting error.

c. The Communication-Electronics Officer will submit a report to the Commanding General, III Marine Amphibious Force summarizing in narrative form the Message Review Board activities for the previous quarter, to include improvements resulting from these activities and pertinent recommendations. This report will be submitted on the 15th of April, July, October and January.

  
C. E. WALKER  
Chief of Staff

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

DivO 3593.1A  
17/JIS/es  
22 Feb 1970

DIVISION ORDER 3593.1A

From: Commanding General  
To: Distribution List

Subj: Firearms Control

Ref: (a) DivO 5100.9  
(b) DivO 3460.1

1. Purpose. To publish orders prohibiting the possession of unauthorized weapons and to prescribe safety procedures in areas where hostile contact is not imminent. Additionally, to direct attention to and compliance with control of authorized firearms within the 1st Marine Division.
2. Cancellation. DivO 3593.1.
3. Background. Recently, individuals of this Command have been found in possession of and carrying unauthorized weapons. Unauthorized weapons are defined as privately owned, captured, and non-T/O weapons. The only weapons personnel are authorized are those issued in keeping with their duty assignment. Accidental discharges have been caused in many cases by lack of training and unfamiliarity with a weapon in the possession of a Marine.
4. General
  - a. Reference (a) prohibits the introduction or possession of privately owned firearms. Reference (b) provides for the confiscation and retention of all captured weapons as United States Government property with ownership passing to an individual only after all conditions and requirements have been met establishing the weapons as a "war trophy". Custody will only be given to the authorized individual at such time as he departs the Republic of Vietnam on permanent change of station orders. These directives preclude any individual from having in his possession either privately owned firearms or captured weapons.
  - b. Personnel of this Command have additionally been found in possession of non-T/O weapons. The possession of non-T/O weapons, as defined by this Order, is also prohibited. (For the purpose of this Order, non-T/O weapons are U. S. Government issued weapons not on the individual's unit T/O and not issued to him nor accountable to him).
  - c. Issue of T/O weapons to individuals of a command should be strictly in keeping with the duty assignment and authorized weapon for same. The issuance of pistols, caliber .45, for convenience purpose is not authorized, yet personnel untrained and unfamiliar with the pistol have been issued that weapon upon their own request.

DivO 3593.1A  
22 Feb 1970

d. Possession of "borrowed" weapons is not uncommon. As in the indiscriminate issuance of weapons, the "borrowed" weapon in the hands of an untrained individual creates a hazard both to himself and to others.

5. Safety Measures to be Implemented Within Cantonment or Other Relatively Secure Areas. Review of accidental discharges have proven that the majority of these accidents have occurred within cantonments or other relatively secure areas. The obvious cause is, therefore, unnecessarily loaded weapons. Primary factors contributing to the problem are possession and unauthorized use of weapons, relaxation of supervision and levels of alertness and control in relatively secure areas. A partial solution is weapons control and training. However, of equal importance is the elimination of loaded weapons under conditions where contact with enemy is remote or improbable. Toward this end Commanding Officers are directed to instigate and publicize and all personnel are directed to comply with the following safety measures within cantonments and all other relatively secure areas:

a. Specifically in the case of the pistol, caliber .45, a magazine will not be inserted unless contact at close quarters is imminent. The pistol is a short range weapon utilized only at times of absolute final necessity. Violation of this provision constitutes direct disobedience of this directive.

b. Strict enforcement of "weapon clear" and "magazine out" orders for all weapons in areas where contact is not imminent is mandatory.

c. Establishment of ammunition controls and continual inspection of living quarters and defensive positions to assure pickup of extra or adrift ammunition is required.

d. Whenever possible, the establishment of weapons cleaning areas external to living quarters will be prescribed.

e. Strict supervision at all levels to ensure familiarity and compliance with subparagraphs "a" through "d" above.

## 6. Action

a. All personnel are directed to comply with the purpose and intent of this Order.

b. Commanding Officers at all levels are directed to comply with the intent and word of references (a) and (b), and are further directed to assure strict control in issuance of the pistol, caliber .45, and the enforcement of paragraph 4.a above. Should a commander determine a change in individual weapon is required due to duty functions, (i.e. rifle, M-16, in lieu of pistol, caliber .45, due to recurring assignment on road sweeps


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DivO 3593.1A

22 Feb 1970

where it is desirable to have a weapon which carries a greater distance) he may authorize exchange when training and familiarization on the weapon is determined to have been completed. The issuance of two weapons for convenience purposes is unauthorized.

c. Commanding Officers are authorized to re-arm those personnel armed with a pistol, caliber .45, without regard to the T/O prescribed weapon, when the individual demonstrates careless handling or otherwise unstable behavior.

  
G. E. WALKER  
Chief of Staff

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

DivO P8000.1A Ch 2  
8/LEC/wtm  
22 Feb 1970

DIVISION ORDER P8000.1A Ch 2

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedure for Ordnance (SOP)

Encl: (1) New page inserts to DivO P8000.1A

1. Purpose. To transmit new page inserts to subject Manual.

2. Action

a. Remove and destroy present pages 2-3, 2-4, 2-5 and 2-6; page A-1 to Appendix A; and page E-1 to Appendix E; and replace them with enclosure (1) hereto.

b. Insert new page 2-7 and 2-8 and page E-2 to Appendix E.

3. Filing Instructions. This Change will be filed immediately following page 3 of the basic Manual.

4. Certification. Reviewed and approved this date.

  
C. E. WALKER  
Chief of Staff

DISTRIBUTION: "A" & "B"

205.9

3. It is realized that building ~~six~~ bunkers is not feasible and the average battalion size unit can ~~manage~~ by with ~~three~~ bunkers. Separate storage space must be provided for HE, Pyro, and WP as a minimum. Those units storing blasting caps or dynamite must go to four and five spaces respectively. Appendix B portrays one example of minimum bunker for small units.

#### 205. HANDLING AND PRESERVATION

1. Ammunition must be handled under the direct supervision of competent personnel who thoroughly understand the hazards and risks involved.
2. Ammunition must be handled carefully since rough handling may cause fire, detonation, or may render the ammunition unserviceable and unsafe to handle.
3. Do not throw, drop, tumble, or drag ammunition. Careless handling of ammunition and containers may damage projectile rotating bands, and/or break or damage container which will result in the unserviceability of the ammunition through deterioration and corrosion.
4. Ammunition containers with cartridges or powder bag charges will not be rolled.
5. Fuzes or fused rounds that have been dropped or accidentally rolled could possibly be armed or partially armed and should be disposed of.
6. Ammunition will not be unnecessarily exposed to the direct rays of the sun.
7. Ammunition will be protected from mud, sand, dirt and water as far as possible. If it gets wet or dirty, it should be wiped off as soon as possible. Verdigris or light corrosion will be wiped off.
8. Store ammunition in original containers as long as possible. Exposure to the elements causes munitions to deteriorate rapidly. Ammunition that is removed from containers and is not used should be returned to containers and sealed to provide maximum protection. Do not remove ammunition from sealed containers except when needed within a short period of time or as dictated by tactical necessity.
9. Grenades will be returned to their original containers and returned to exterior wooden cases on return to storage.

2-3  
Ch 2

206.1

206. FIRE AND SAFETY PRECAUTIONS

1. Only authorized personnel will be permitted in ammunition storage areas.
2. Post signs with the warning "No Smoking within 50 Feet" at approaches to ammunition storage areas.
3. Ammunition stored in an area where vegetation grows rapidly requires vigilance to prevent brush, weeds, moss and similar material from growing through the stacks. This growth will result in a fire hazard if not carefully controlled.
4. Water barrels and/or sand should be placed in close proximity to all stored ammunition to be used in case of fire. A thin film of mineral oil on the water will slow down evaporation.
5. No extraneous spark producing devices i.e., OBM equipment, shovels, picks, tools, etc., shall be kept within ammunition storage bunkers.
6. All combustible materials must be stored at least 50 feet from ammunition storage bunkers.

207. UNSERVICEABLE AMMUNITION

1. Ammunition which becomes unserviceable will be returned promptly to the Ammunition Supply Point (ASP) for disposal.
2. Ammunition without packing containers will not be accepted by the Ammunition Supply Point. In the event original packaging materials are not available, utilize any type container that will protect the ammunition during travel and subsequent storage.
3. Commanding Officers of using units will ensure that the following steps are taken prior to returning ammunition to an Ammunition Supply Point:
  - a. An inspection of all ammunition items will be conducted by an officer or staff non-commissioned officer prior to any ammunition being loaded aboard a vehicle or helicopter. The inspector will ensure that all ammunition is rendered safe. Particular attention will be given to the following:

2-4  
Ch 2

208.1

(1) Fuses equipped with a safety wire will have the wire inserted.. This is particularly important with respect to 81mm mortar ammunition fused with the M524 series fuse. The M524 fuse is extremely hazardous in the armed condition and can be detonated by a slight jarring.

(2) 66mm rockets with the M72 series launcher will not be cocked and in a ready to fire condition, and the safety pin will be replaced.

(3) Ammunition will be properly packed. Loose grenades, fuses and other explosive devices will not be placed in the bed of a truck or trailer. Ammunition will be segregated by type and Department of Defense Identification Codes (DODIC) to the extent possible. When trucks with ferrous beds are used to transport ammunition/explosives, wooden planking or dunnage must be used to cover the metal bed.

(4) Unserviceable ammunition will not be stored or transported with serviceable ammunition, (see paragraph 168 of FM 9-5 and DivO 8027.1\_4)

(5) All misfires will have all appropriate safety devices replaced, will be properly packaged, marked as misfires, and returned separately to the Ammunition Supply Point in accordance with DivO 8027.1\_4.

(6) Duds will not be included in any shipment.

b. Upon completion of the inspection, the inspecting officer will certify that the ammunition has been inspected and is safe for transportation. The format appearing as Appendix F will be used for this purpose.

c. A copy of this certification will be provided to the Officer-In-Charge of the Ammunition Supply Point or his representative upon delivery of the ammunition.

## 208. MALFUNCTIONS AND ACCIDENTS INVOLVING AMMUNITION

1. Preliminary reports will be submitted immediately by phone to Division Ordnance, telephone 6208 or 6608, providing the data required by MI 8010-15/1 w/Ch 1. The preliminary message report to higher headquarters will be originated by this Headquarters with the

2-5  
Ch 2

208.2

reporting unit as an information addressee. Appendix C lists data required for a preliminary report.

2. All ammunition malfunctions will be reported. Any accident involving the use of ammunition, regardless of whether or not the ammunition is considered to be a causative factor, will also be reported. All units are directed to ensure that all information required by MI 8010-15/1 w/Ch 1 is included in the preliminary report. Although complete information is not always available due to extenuating circumstances, the following information is vital and must be included in the preliminary report,

a. Complete identification of unit involved, including malfunction serial number. A consecutive serial number will be assigned by each unit reporting malfunctions, e.g. 1st Battalion, 7th Marines 1-69, 2-69, etc. Serial numbers will be assigned by calendar year.

b. Federal Stock Number (FSN), Department of Defense Identification Code (DODIC), complete nomenclature and lot number of item, including all suffixes. This information must be precisely as shown on the malfunctioned munitions.

c. Components, model and lot number. This is particularly important when malfunction is tied to a certain component, i.e., split cartridge case; the cartridge case lot is vital as many ammunition lots are assembled with more than one cartridge case lot.

d. Appearance of the ammunition prior to the malfunction and complete description of storage conditions prior to firing.

e. Weather conditions at the time of the malfunction.

f. Description of the Malfunction. One word or brief description such as "premature", "short round", or "misfire" is not sufficient. Make description as detailed as necessary to convey the actual circumstances, procedures followed, and results. Give such things as description of color of flash and residue, sound, impact area, and damage to weapon. Technicians reviewing the report are thousands of miles from the malfunction site; such information as charge used, range to target, elevation, etc., is extremely helpful in their evaluation of the incident. Provide information regarding fragments and residue available and preserve same for evaluation by higher headquarters.

2-6  
Ch 2

g. Casualties, explain in detail.

h. Number of rounds of subject lot fired by unit prior to the malfunction, and if available, provide usage history of same lot by parent unit or other units in the same area of operation.

i. Number of rounds of this lot remaining on hand, both at the malfunction site and in the operating area. If quantity is only at the malfunction site, specify.

j. Actions taken regarding withdrawal of the ammunition lot from use.

3. A detailed written report referencing the preliminary report will be submitted directly to each action and information addressee. Example is shown in Appendix D, page D-1. Prior to submitting report, it will be hand carried to the Division Ordnance Officer for screening and correction. After the report has been screened, it will be returned to the unit for final drafting and submission. A detailed written report will also be submitted via command channels to the Commandant of the Marine Corps (Code CSY-8). Sufficient copies will be provided so that via commanders may retain one copy each. (Examples shown in Appendix D, page D-2).

4. In both the preliminary and detailed reports, state the question and then the answer; do not just list the paragraph number or letter and the response or answer.

5. Remaining assets of malfunctioned lot will be returned to nearest ASP and all turn-in documents will be annotated with the DTG of Division message that transmitted the preliminary report and will be marked "Locally suspended fold for 120 days".

209. EVACUATION OF CASUALTIES. All ammunition and/or munitions will be removed from casualties prior to their evacuation.

210. CAPTURED ENEMY MUNITIONS. Captured enemy munitions must be stored separately and as far as possible from United States munitions (see paragraph 170 of FM 9-5 and DivO 8027.1). Unit commanders shall, as soon as possible, report all foreign explosives ordnance encountered in areas under their control. Commanders shall also report all caches of foreign munitions encountered in the field to the nearest EOD unit when the tactical situation permits investigation by EOD personnel. For EOD support,

211:

call 957-4105 and provide information as shown in Appendix E. The Assistant Chief of Staff, G-2 will be notified, also.

211. TECHNICAL ASSISTANCE. When technical advice or assistance is needed, contact the Division Ordnance Officer.

2-8  
Ch 2

APPENDIX A

1. Marine Corps Orders and Technical Instructions

- a. MCO 4700.1\_ Unsatisfactory Equipment Report Form (UER), NAVMC 10293-SD.
- b. MCO 8020.1\_ Handling, Storage, Disposition of Ammunition and Explosives.
- c. MCO 8010.1\_ Marine Corps Class V Logistical Planning and Support Data.
- d. TI 8005-15/4 Inspection by Witnessing Officer of Individual Arms.
- e. TM 4700-15/1\_ Tactical Equipment Record Procedures.
- f. MI 8010-15/1 w/Ch 1 Malfunction and Accident Reports; Ammunition and Explosives.

2. 1st Marine Division Orders

- a. DivO 4700.1\_ Submission of Unsatisfactory Equipment Report (UER) Forms NAVMC 10293-SD.
- b. DivO 8010.1\_ Vietnam Ground Ammunition Expenditure Rates.
- c. DivO P8000.1\_ SOP for Ordnance.
- d. DivO 8027.1\_ Duds, Misfires, and Foreign Munitions.
- e. DivO 8020.1\_ Explosive Ordnance Safety.
- f. DivO 8220.1\_ Safety Regulations for Mortars.
- g. DivO 8012.1\_ Warning System for Critical Class V Material.

Figure 1. Ordnance Directives and Publications Required by unit Ordnance Officers.

## APPENDIX E

1. (a) _____	(b) _____
UNIT REQUESTING EOD ASSISTANCE	PERSONS REQUESTING/RANK/PHONE
2. (a) _____	(b) _____
TIME/DATE REQUESTING	LOCATION OF INCIDENT
3. EXPLOSIVE ORDNANCE INVOLVED:	
(DESCRIPTION) _____	
_____	
_____	
_____	
DIAMETER _____	LENGTH _____
MARKINGS _____	
FUZZING _____	UNUSUAL CHARACTERISTICS _____
(b) KNOWN _____	
NOMENCLATURE _____	
4. PROTECTIVE MEASURES TAKEN _____	
5. TECHNICAL INTELLIGENCE REPORT NUMBER: (IF APPLICABLE) _____	
6. ADDITIONAL INFORMATION: (IF APPLICABLE) _____	

Figure 1. Format for EOD request.

APPENDIX E

<u>UNIT</u>		<u>DATE</u>	
<p>This is to certify that the following items of ammunition have been inspected and are safe for shipment.</p>			
<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>QTY</u>	<u>VEHICLE SERIAL #</u>

Signature

Figure 1. Certification Format.

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

DivBul 1700  
JF/RGE/ajk  
24 Feb 1970

DIVISION BULLETIN 1700

From: Commanding General  
To: Distribution List

Subj: 1st Marine Division Association

Ref: (a) DivO 1700.7A

Encl: ✓(1) 1st Marine Division Association Membership for month of  
January 1970

1. Purpose. To publish the current status of membership by unit for  
the month of January 1970.

2. General. Enclosure (1) provides a tabulation of memberships for  
the month of January 1970.

3. Information

a. The month of January was the lowest total of new memberships  
in eleven months.


b. Reports continue to be submitted late and/or not at all by  
25 percent of the units in the Division.

4. Action

a. Organizational commanders will ensure that all non-members  
and incoming personnel are afforded an opportunity to join the  
Association and/or contribute to the Scholarship Fund.

b. In accordance with reference (a), organizational commanders  
will ensure that the required report is submitted as indicated.

5. Self-Cancellation. 15 April 1970.

  
G. E. WALKER  
Chief of Staff

DISTRIBUTION: "A" & "B"

DivBul 1700  
24 Feb 19701ST MARINE DIVISION ASSOCIATION MEMBERSHIP  
FOR MONTH OF JANUARY

UNIT	NEW	PREVIOUS	TOTAL
Headquarters Battalion	0	527	527
Headquarters Company, 1st Marines	5	102	107
1st Battalion, 1st Marines	0	59	59
2d Battalion, 1st Marines	13	1,043	1,056
3d Battalion, 1st Marines	83	1,312	1,395
Headquarters Company, 5th Marines	4	257	261
1st Battalion, 5th Marines	0	369	369
2d Battalion, 5th Marines	29	480	509
3d Battalion, 5th Marines	112	520	632
Headquarters Company, 7th Marines	**	14	14
1st Battalion, 7th Marines	22	211	233
2d Battalion, 7th Marines	**	419	419
3d Battalion, 7th Marines	**	271	271
Headquarters Company, 26th Marines	1	85	86
1st Battalion, 26th Marines	1	39	40
2d Battalion, 26th Marines	22	20	42
3d Battalion, 26th Marines	2	102	104
Headquarters Battery, 11th Marines	1	124	125
1st Battalion, 11th Marines	4	111	115
2d Battalion, 11th Marines	**	283	283
3d Battalion, 11th Marines	2	311	313
4th Battalion, 11th Marines	6	489	495
1st Battalion, 13th Marines	6	474	480
1st 175 Gun Battery	13	251	264
3d 175 Gun Battery	0	123	123
5th 175 Gun Battery	**	0	0
1st 8" Howitzer Battery	**	0	0
3d 8" Howitzer Battery	**	176	176
1st Recon Battalion	5	93	98
1st Tank Battalion	0	93	93
1st Motor Transport Battalion	0	231	231
1st Engineer Battalion	0	76	76
1st Shore Party Battalion	**	78	78
1st Hospital Company	**	1	1
1st Medical Battalion	0	8	8
	1		ENCLOSURE (1)

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DivBul 1700  
24 Feb 1970

1ST MARINE DIVISION ASSOCIATION MEMBERSHIP  
FOR MONTH OF JANUARY

UNIT	NEW	PREVIOUS	TOTAL
3d Amphibian Tractor Battalion	**	228	228
7th Engineer Battalion	0	204	204
9th Engineer Battalion	25	246	271
11th Motor Transport Battalion	<u>0</u> 356	<u>39</u> 9,489	<u>39</u> 9,825

\*\* : Report not Submitted

ENCLOSURE (1)

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

DivO 1710.14A  
3/RWG/tu  
25 Feb 1970

DIVISION ORDER 1710.14A

From: Commanding General  
To: Distribution List

Subj: Establishment of "Stack Arms" Center

1. Purpose. To announce the establishment of an infantry rest center to be known as "Stack Arms" and to promulgate general instructions as to operation and responsibility thereof.
2. Cancellation. DivO 1710.14.
3. Background. The nature of operations in the 1st Marine Division is such that infantry units are often in combat for prolonged periods of time with no occasion to relax or rest. It is the Commanding General's desire that infantry companies be afforded the opportunity to stand down from combat for a brief period of rest and relaxation as required.
4. General
  - a. "Stack Arms" is a separate facility located in the 2d Battalion, 1st Marines cantonment designed to accommodate an infantry company including attachments. Duration of the rest period will be for 48 hours, with the unit normally arriving noon one day and departing at noon two days later. A 24 hour period, noon until noon, will be allowed to prepare the center for the next unit. It is intended that units will be rotated on a continuing basis.
  - b. The purpose of "Stack Arms" is to provide a varied assortment of services for the unit and the individual Marine being accommodated. Scheduled services will be at the option of the unit commander concerned.
  - c. No effort will be spared by personnel concerned to ensure that every Marine attending "Stack Arms" will be afforded the opportunity to relax and enjoy himself within the bounds of good order and discipline and common sense.
  - d. The maximum capacity of "Stack Arms" is 228 enlisted Marines less SNCOs. In addition there is one sea hut set aside for company grade officers and one hut for SNCOs.

DivO 1710.14A  
25 Feb 1970


5. Responsibilities

a. Assistant Chief of Staff, G-1. The Assistant Chief of Staff, G-1 will be responsible for the coordination and assignment of personnel required to adequately support "Stack Arms". In addition he is responsible for those sections under his cognizance who will be directly tasked to support the Center. Personnel permanently assigned or TAD to the "Stack Arms" Center will be assigned to HqBn 1st Marine Division. HqBn will provide personnel and administration services for the "Stack Arms" Center as necessary and appropriate.

b. Assistant Chief of Staff, G-3. The Assistant Chief of Staff, G-3 will be responsible for the scheduling of units in/out of "Stack Arms". Selection of units designated to stand down will be coordinated with the Regimental Commanders concerned.

c. Commanding Officer, 2d Battalion 1st Marines. The Commanding Officer, 2d Battalion, 1st Marines will provide logistical support and security for the "Stack Arms" Center. The relation between 2d Battalion, 1st Marines is that of a host/tenant within the 2/1 cantonment.

d. Officer in Charge, "Stack Arms" Center. The Officer in Charge, "Stack Arms" Center will be assigned by the G-1 and will function as the operational commander of the center. In this capacity he will be responsible to the Commanding General for the operations of the center. He will coordinate with the appropriate staff sections to ensure that the operations of the center is functional and the services provided are in keeping with the spirit of this directive.

  
G. E. WALKER  
Chief of Staff

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


DivBul 5215  
3/RMH/wem  
25 Feb 1970

DIVISION BULLETIN 5215

From: Commanding General  
To: Distribution List

Subj: Cancellation of a Division Order

1. Purpose. To cancel an existing directive from the Division Directives System.
2. Cancellation. DivO 04900.1A.
3. Self-Cancellation. When required action has been completed and for record purposes on 28 February 1970.

  
C. E. WALKER  
Chief of Staff

DISTRIBUTION: "A" & "C"

Copy to:  
CG, III MAF (6)

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

DivO P3040.1D Ch 2  
7/JJH/wem  
25 Feb 1970

DIVISION ORDER P3040.1D Ch 2

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedure for Casualty Reporting and Management

Encl: (1) New page insert to the basic Order.

1. Purpose. To transmit a new page insert to the basic Order.
2. Action. Remove and destroy present page 6-1 and 6-2 and replace with enclosure (1) hereto.
3. Change Notation. Significant changes contained in the revised pages are denoted by an asterisk (\*) symbol.
4. Filing Instructions. This Change will be filed immediately following Change 1 to the basic Order.
5. Certification. Reviewed and approved this date.

  
C. E. WALKER  
Chief of Staff

DISTRIBUTION: "A" & "B" plus 7C(30)

Copy to:

CMC (Code DNA)	(2)
CG, FMFPac	(3)
CG, I MEF	(2)
CG, III MAF	(3)
CG, 2dMarDiv	(1)
CG, 3dMarDiv	(3)
CG, 1stMAW	(1)
CG, 2dMAW	(1)
CG, 3dMAW	(1)
CG, MCB, Camp (PE&BC)	(1)
CG, ForLogComd	(4)
CG, MCB, Camp Butler	(3)
COMNAVSUPACT Danang	(2)
CO, USS SANCTUARY	(1)
CO, USS REPOSE	(1)
CO, 3dFSR	(1)
ARC Rep, 1stMarDiv	(1)

## STANDING OPERATING PROCEDURE FOR CASUALTY REPORTING AND MANAGEMENT 601.6

## SECTION VI - TWICE/THRICE WOUNDED PERSONNEL

601. TWICE/THRICE WOUNDED PERSONNEL

1. Marines who are wounded in combat or as a result of hostile action in the Vietnam Theatre of Operations, (not as a result of their own misconduct), (1) on two separate occasions and require hospitalization in excess of 48 hours for each wound, or (2) are wounded three times, with each wound meeting the criteria for the Purple Heart Medal as defined in SECNAVINST P1650.1, will be reassigned to duty outside that theatre in accordance with MCO 1300.21. Wounds received during a previous tour in Vietnam cannot be considered in qualifying as twice/thrice wounded.
2. Marines of this Command who qualify as twice/thrice wounded will be \* transferred to Marine Corps Base, Camp Butler, Okinawa for further assignment to WestPac billets to complete their 12-month unaccompanied overseas tour.
3. Commanding Officers will ensure that systems are in effect within their organization/unit to closely monitor personnel records in order to identify immediately personnel who receive a second/third wound qualifying them for transfer out of Vietnam.
4. Twice wounded personnel will be immediately reported to Division CRCC by telephone upon return to duty from the second period of hospitalization in excess of 48 hours, and will be processed immediately for transfer out of Vietnam.
5. Thrice wounded personnel, who receive a third wound and are not hospitalized, will be returned to a rear area immediately and reported to Division CRCC by telephone. They will also be processed immediately for transfer out of Vietnam.
6. Telephone reports to Division CRCC of twice/thrice wounded personnel will contain the following information:
  - a. Name, rank, service number/MOS.
  - b. Organization, to include the RUC.
  - c. RTD.
  - d. Date and casualty report number of first wound.
  - e. Date and casualty report number of second wound.
  - f. Date and casualty report number of third wound. (if applicable)
  - g. Date of return to duty.

6-1  
Ch 2

26

## 601.7 STANDING OPERATING PROCEDURE FOR CASUALTY REPORTING AND MANAGEMENT

h. Duty preference within WestPac (if applicable) 1 \_\_\_\_\_,  
2 \_\_\_\_\_, 3 \_\_\_\_\_.

i. Security clearance held or eligibility.

- \* 7. At the time the above telephone report is made to Division CRCC, authority will be given by Division CRCC for issuance of transfer orders. Such authority will be the date time group of the phone call then in progress. The parent organization will then prepare transfer orders to Marine Corps Base, Camp Butler, Okinawa indicating the authority in the orders as follows:

AUTH CG 1ST MARDIV FONECON DTG \_\_\_\_\_ \* \_\_\_\_\_ H(MONTH & YR)(MCO 1300.21\_ and FMFPACO P3040.21\_)

\* This DTG will be as given by Division CRCC as described above.

The effective date of transfer will also be furnished by Division CRCC.

- \* 8. All personnel eligible for transfer out of Vietnam will be expeditiously processed by their parent organization/unit and delivered to Division CRCC, with all service records and personal effects in their possession and completely checked out of their unit, within 24 hours after the initial telephone report was made.
- \* 9. Expeditious processing of twice/thrice wounded personnel cannot be overstressed. Every possible effort will be made to ensure they are removed from the threat of enemy action immediately and transferred out of Vietnam as expeditiously as possible.

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

DivBul 7110  
12/CPP/rah  
25 Feb 1970

DIVISION BULLETIN 7110

From: Commanding General  
To: Distribution List

Subj: Planning Estimate and Operating Budget Requirement  
Phase II Fiscal Years 1970, 71 and 72

Ref: (a) DivO P7000.3C, SOP for Financial Management  
(b) FMFPacO 7000.1F, SOP for Financial Management (NOTAL)

Encl: ✓(1) Index for 1st Marine Division Units Submission  
✓(2) Sample Format A  
✓(3) Sample Budget Highlights  
✓(4) Sample Narrative Justification of Increases/  
Decreases, Current Year, 1970  
✓(5) Sample Narrative Justification of Increases/  
Decreases, Budget Year, 1971  
✓(6) Sample Narrative Justification of Increases/  
Decreases, Budget Year Plus one, 1972  
✓(7) Sample Special Use Codes Form  
✓(8) Sample Monsoon Requirements Form  
✓(9) Sample Field Fortification Requirement Form  
✓(10) Sample Program Code 3 Requirement Form  
✓(11) Sample Increase in Allowance Form  
✓(12) Sample Chaplains Equipment Form  
✓(13) Sample Summary Analysis of TAD Variances Form  
✓(14) Sample MAC TAD Requirement Form  
✓(15) Sample Narrative Justification of TAD Form  
✓(16) Sample Schedule of Conferences Form  
✓(17) Sample In-Country Schools Form  
✓(18) Listing of Cost Accounts and Responsible Unit/  
Cognizant Staff Sections  
✓(19) Errors and Problems Encountered During Phase I

1. Purpose. To promulgate policy, procedures and guidance for submission of Phase II requirement.

2. Background. During the budget review process each year, HQMC must present its budget estimates to reviewing officials of SecNav, SecDef, and the Bureau of the Budget, culminating in a final review by the House and Senate Appropriations Committee, before passage of the appropriation act. At each

DivRul 7110  
25 Feb 1970

stage of review the programs and sub-programs are thoroughly analyzed by reviewing officials and an intimate knowledge of all details supporting the estimates is required by Marine Corps witnesses. In view of the decentralized nature of the budget formulation for O&M appropriations, it is imperative that all commands present a thorough justification of their estimates in order that this Headquarters may make available to the Commandant of the Marine Corps via Headquarters FMFPac all supporting data necessary.

### 3. Scope

a. Budget formulation is a year-round task. When this task is performed properly, budget estimates may be prepared with relative ease and speed. Participation by all units will permit better planning and utilization of the budget as a control device. The budget estimate must be carefully developed and prepared by the commander and his staff, utilizing experience data accumulated during this and prior years. It will provide the basis for developing a sound financial plan that will assist in the accomplishment of the assigned missions. The Unit Code Management Report provided with each Operating Forces Financial System (OFFS) report is the most valuable tool for preparation of the budget a commander has at his disposal. This report lists, by Cost Accounts, the amount of funds obligated by a unit. A careful review and screening of this report, along with known usage data, will assure local commanders of the most accurate budget submission possible.

b. The Phase II estimate will be based on gross requirements. Commanders have the responsibility of insuring that only necessary costs are included in the budget estimate and of assembling and reporting the detailed justification necessary to support their stated requirements. The data contained in the estimate should be based on actual demands, projections of average demands, consideration of one time buys, estimate of increased or reduced requirements due to location and mission, as well as other factors.

### 4. Action

a. Budget Estimates of responsible units/connizant staff sections must be submitted to this Headquarters in an original and three copies to arrive not later than 20 March 1970, and shall include the information shown on enclosure (1).

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b. Format A (enclosure (2)) will be completed for each fiscal year 1970, 71, and 72.

(1) For Fiscal Year 1970, the 1st and 2d Quarter will reflect actual requirements, posted to the memorandum records as of 31 December 1969. The 3d and 4th Quarter will reflect a review of Phase I Budget requirements submitted in December 1969 with consideration of increased/decreased requirements as a result of mission changes, ADCON changes, etc.

(2) For Fiscal Year 71, show estimated requirements based on past history plus any known or projected increase/requirements.

(3) Fiscal Year 72 will be based on Peace-Time Operations at MCR, Camp Pendleton.

(4) Program Code 3 funds (Construction and Maintenance), will not be shown within the unit's submissions. Input for these requirements should be provided by the Division Engineer in accordance with paragraph 4h below.

c. Budget Highlights. The purpose of this document is to provide a narrative statement highlighting the major funding considerations for each fiscal year involved. The preparation of the Budget Highlights necessitates a joint staff effort. This document should portray, in concise terms, why a unit requires a specific sum for operations and training, maintenance of equipment, initial purchases and replenishment of equipment. Enclosure (3) is a sample Budget Highlights.

d. Justification. Separate justification is required for each fiscal year. The justification should be prepared in a manner that will explain increases/decreases by program and individual Cost Account, where the requested funds are to be used and specifically, why the requested amounts are needed in those areas to support assigned missions. Sufficient detail will be provided to assure understanding of the requirements. It is important that the requirement be sufficiently justified to the extent that reviewers will not question the need or validity for those requirements. Funding will be provided for those requirements where the need is established through justifications provided by the commands.

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(1) Narrative Justification of Increases/Decreases, Current Year (CY), 1970. Detailed justifications shall be provided to explain increases/decreases reflected in the unit's Phase II estimate as compared to its Phase I budget submission. Enclosure (4) contains the sample format.

(2) Narrative Justification of Increases/Decreases, Budget Year (BY), 1971. Detailed justification shall be provided to explain increases/decreases of the BY over the CY. Enclosure (5) contains the sample format.

(3) Narrative Justification of Increases/Decreases, Budget Year Plus One (BY+1), 1972. Detailed justification shall be provided to explain increases/decreases of the BY+1 over the BY. Particular emphasis should be placed on these justifications as this is the data used to justify a budget which has not yet been presented to SecNav, SecDef and the Bureau of the Budget. Enclosure (6) contains the sample format.

e. Special Use Code. The following items in addition to being included in the total dollar requirements of Format A will be broken out and itemized separately for each Fiscal Year in the format contained in enclosure (7):

- (1) POL
- (2) Communications Wire and Cable
- (3) Batteries
- (4) Self Service

f. Monsoon Requirements. Monsoon requirements, in addition to being included in the Format A, will be broken out and itemized separately for each fiscal year in the format contained in enclosure (8):

- (1) Wire
- (2) Sandbags
- (3) Stakes
- (4) Culvert Material

g. Field Fortification Requirements. The following items included on the Format A within Cost Account 01 shall

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be broken out and itemized separately for each Fiscal Year in the format contained in enclosure (9):

- (1) Wire
- (2) Sandbags
- (3) Stakes
- (4) Culvert Material

h. Program Code 3 Requirements. The Division's construction requirements are requested from the Division Engineer. The format shown in enclosure (10) should be used to report these requirements.

i. Increase in Allowances. Cost Accounts RB and BD will be used to record costs involving the initial purchase of increases in allowances, as authorized by the Commandant of the Marine Corps or Commanding General, Fleet Marine Force, Pacific. The Division G-4 is requested to provide the input data for the budget submission for Fiscal Year 1970, 71 and 72. Refer to reference (b) paragraph 221.1 and figure 2-5 pages 2-82 through 2-96 for the definitions and criteria of Cost Accounts RB and BD. The Requisitional Authority holders will not include requirements for these CAs within their budget submissions. Enclosure (11) is a sample format.

j. Chaplain's Equipment. O&M, MC funds are used to provide necessary support involving the procurement, maintenance and replacement of standard or non-standard stock items of Chaplains equipment and ecclesiastical supplies. The Division Chaplain is requested to provide a listing of itemized requirements for Fiscal Year 1970, 71 and 72, in the format contained in enclosure (12).

k. Consolidation of Budget Estimate. Parent Commands are requested to consolidate the submission of subordinate units into one budget in the format prescribed by enclosure (1). The consolidation, as well as each battalion or separate Company/Battery estimate, should be forwarded to this Headquarters (Attn: Comptroller).

1. TAD, School Training, Emergency and Special Leave

(1) To justify estimates for TAD (ADMIN), Schools Training and Conferences, the General and Special Staff sections of this Headquarters are requested to review

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their current year FY-70 requirements and provide this as well as FY-71 and FY-72 requirements to the Division Adjutant. The Division Adjutant is requested to consolidate these requirements, including detailed justifications for each Fiscal Year. A complete picture of TAD funds must be available. Therefore, it is urged that realistic amounts be shown, giving utmost consideration to experience. Concise and factual narrative justification is also required. General justification and such entries as "miscellaneous" should be avoided.

(2) The summary Analysis to TAD variances is the format prescribed by enclosure (13).

(3) The Division Adjutant is requested to provide the requirement for travel to be reimbursed to the Military Airlift Command for transportation costs for FY-1970, 71 and 72. Included will be the costs for Emergency and Special Leave travel plus cost of witnesses. The format shown in enclosure (14) will be used.

(4) The format illustrated in enclosure (15) will be used to justify estimates for TAD.

(5) The schedule of conferences format as shown in enclosure (16) is required for FY-1971 and 72. Submit separate formats for each fiscal year. The format should show separate cost estimates for each conference to be attended, broken down by conference subject matter, location and duration (applicable quarter and number of days), number of persons attending and per diem versus transportation costs. Indicate the cost of conferences attendance as a total sum on the Summary Analysis of TAD Variances, enclosure (13).

m. In-Country Schools. Requisitional Authorities conducting in-country schools are requested to include these requirements under Cost Account 07 on their Format A for all fiscal years. This requirement will be further broken out and submitted as a separate annex for each fiscal year in the format contained in enclosure (17).

n. In all calculations appearing in the budget estimate, amounts shall be rounded to the nearest dollar (i.e., 50¢ or more will be rounded to the next highest whole dollar).

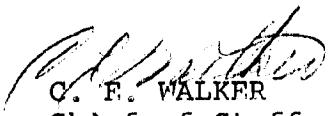
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o. Enclosure (18) is a listing of Cost Accounts and responsible unit/cognizant staff sections.

p. Enclosure (19) lists errors and/or problems encountered during Phase I budget preparation.

5. Self-Cancellation. 30 April 1970

  
C. F. WALKER  
Chief of Staff

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25 Feb 1970

INDEX FOR 1ST MARINE DIVISION UNITS SUBMISSION

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Annex B Narrative Justification of Increases/Decreases  
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Annex C Special Use Codes  
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Annex E Field Fortification Requirements  
Annex F In-Country Schools
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Annex E Field Fortification Requirements  
Annex F In-Country Schools

NOTE: Submissions should be in an original and three copies

ENCLOSURE (1)

## DECLASSIFIED

SUBMITTING AGENCY:

FISCAL YEAR \_\_\_\_\_

DivBul 7110

BUDGET SUBMISSION

25 Feb 1970

1. OPERATIONS (LESS MAT MAINT)	GA	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL	ACT
a. Admin & Operat'g	01						
b. Training	02						
d. Emergency Leave	04						
e. TAD (Admin)	05						
f. Special Leave	06						
g. School Training	07						
i. Printing & Repro.	09						
m. Welfare & Rec.	40						
n. Cog "I" Blank Forms	41						
OPERATIONS	TOTAL						
2. MAINTENANCE OF EQUIPMENT							
a. Comm/Elect 1st & 2d Boh	B1						
" 3d Boh	B2						
" 4th Boh	B3						
b. Engineer 1st & 2d Boh	C1						
" 3d Boh	C2						
" 4th Boh	C3						
c. Gen Prop 1st & 2d Boh	D1						
" 3d Boh	D2						
" 4th Boh	D3						
d. Ordnance 1st & 2d Boh	E1						
" 3d Boh	E2						
" 4th Boh	E3						
e. MT 1st & 2d Boh	F1						
" 3d Boh	F2						
" 4th Boh	F3						
MAINTENANCE OF EQUIPMENT	TOTAL						
3. INITIAL PURCHASES -ALLOW							
a. Inscr Allow - TYPE 2	H2						
INITIAL PURCHASES	TOTAL						
4. REPLENISHMENT OF ALLOW							
a. Comm/Elect	I1						
b. Engineer	I2						
c. General Property	I3						
d. Ordnance	I4						
e. Motor Transport	I5						
f. Class II	I6						
REPLENISHMENT	TOTAL						
PROGRAM CODE 3	01						
TOTALS							

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25 Feb 1970

#### BUDGET HIGHLIGHTS

1. Budget Highlights will be submitted for the current year, budget year and budget year plus one. The purpose of this document is to provide a narrative statement highlighting the major funding areas such as operations, maintenance of equipment, initial purchase and replenishment.

2. Budget Highlights should be a joint staff effort. Presented in the following manner:

(a) Background. A clear, concise picture of a unit's mission, programs in effect or being put in effect, to combat rising costs or to increase effectiveness.

(b) Operations. A descriptive highlight of section one of Format A.

(c) Maintenance Equipment. A descriptive highlight of section two of Format A.

(d) Initial Purchases. A descriptive highlight of section three of format A.

(e) Replenishment. A descriptive highlight of section four of Format A.

3. Elements of this exhibit are incorporated by successive higher echelons to justify requirements and are used in the Marine Corps budget to Congress. Emphasis on high quality justifications and use of available statistics and/or workload data will better assure maximum fund support.

ENCLOSURE (3)

DivBul 7110  
25 Feb 1970NARRATIVE JUSTIFICATION OF INCREASES/DECREASES, CY-1970

Gross Requirements for Current Year 1970	\$500,000
Requirements previously submitted, Phase I	450,000
Variance	\$ 50,000

<u>NARRATIVE JUSTIFICATION</u>	<u>SUB FUNCTION</u>	<u>FUNCTION</u>	<u>PROGRAM</u>
1. <u>Operations</u>			1,000
a. <u>Admin and Operating (CA:01)</u>		500	
(1) Increase due to additional requirements for fuel to run three generators authorized by CG, IIIMAF Msg _____ and, CG 1STMARDIV ltr _____.	250		
(2) Increase due to requirement for additional office supplies to implement new administrative system called _____ as out-lined in DivO _____.	150		
(3) Increase required for monsoon equipment. Increase to T/O _____ of ten Marines, authorized by CG 1STMARDIV ltr _____.	200		
(4) Decrease due to ADCON Change as directed by CG, IIIMAF Msg _____ and CG 1STMARDIV ltr _____.	(100)		
b. <u>Printing and Reproduction (CA:09)</u>		300	
(1) Increase due to requirement of printing 50,000 forms for the G-5 Shop. Reference AC/S G-5 ltr _____.	400		
(2) Increase needed to purchase new photo-plates. Five on hand were WOIS and have been	50		

ENCLOSURE (4)

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<u>NARRATIVE JUSTIFICATION</u>	<u>SUB FUNCTION</u>	<u>FUNCTION</u>	<u>PROGRAM</u>
reported on Reproduction Officers letter _____ as unserviceable.			
(3) Decrease due to ADCON Changes as directed by CG, III MAF Msa _____ and CG 1STMARDIV ltr _____.	(150)		
c. <u>Coq "I" Blank Forms (CA:41)</u>		200	
(1) Increase of Coq "I" forms needed for (JUMPS) as established by MCO _____.	200		
2. <u>Maintenance of Equipment</u>			35,000
a. <u>Comm-Flect 1st&amp;2d Fch (CA:B1)</u>		1,000	
(1) Increase due to introduction of new radios. Charge to T/E _____ as authorized by CMC ltr _____.	750		
(2) Increase due to additional stocks received from _____ leaving RVN as directed by CG 1STMARDIV ltr _____.	400		
Items _____ Qty _____			
(3) Decrease due to turn in of three radios which were obsolete. Turn in directed by Div CFO ltr _____.	(150)		
b. <u>Comm-Flect 3d Fch (CA:B2)</u>		500	
(1) Increase due to additional stock received from _____ leaving RVN. As directed by CG 1STMARDIV ltr _____. Most of this stock needs 3d Fch repairs due to excessive wear and operational use.	500		
Items _____ Qty _____			
c. <u>Engineer 1st and 2d Fch (CA:C1)</u>		10,000	

ENCLOSURE (4)

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25 Feb 1970

<u>NARRATIVE JUSTIFICATION</u>	<u>SUB FUNCTION</u>	<u>FUNCTION</u>	<u>PROGRAM</u>
(1) Increase due to expanded Rock quarry operations, because of ADCON Changes as directed by CG 1STMARDIV ltr _____ and increase of assets received from deploying units. <u>Items</u> <u>Qty</u>	12,000		
(2) Increase due to addition of three generators authorized by CG IIIMAF Msq _____ and, CG 1STMARDIV ltr _____.	500		
(3) Increase due to repairs of TD-18 Tractor received from _____ 2d echelon parts needed replacements see Supply Officer letter _____ attached.	1,500		
(4) Decrease due to loss of UNIT as directed by CG 1STMARDIV Msq _____.	(2,500)		
(5) Decrease due to turn in of excess stocks, because of ADCON Changes, Supply Officer ltr _____ and Div Supply ltr _____.	(1,500)		
d. <u>MT 1st&amp;2d Ech(CA:F1)</u>		21,500	
(1) Increase due to addition of ten 2 1/2 ton vehicles, five 1/4 ton vehicles and one Wrecker vehicle. These vehicles are an increase to T/E _____ as approved by CMC ltr _____.	22,000		
(2) Decrease due to loss of UNIT as directed by CG 1STMARDIV Msq _____.	(500)		
e. <u>MT 3d Ech(CA:F2)</u>		1,000	
(1) Increase due to excess	500		

ENCLOSURE (4)

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25 Feb 1970

<u>NARRATIVE JUSTIFICATION</u>	<u>SUB FUNCTION</u>	<u>FUNCTION</u>	<u>PROGRAM</u>
sive use of equipment requiring evacuation to 3d echelon repair shops.			
(2) Increase due to addition of sixteen vehicles. This is an increase to T/F _____ as approved by CMC ltr _____.	500		
f. <u>MT 4th Fch(CA:F3)</u>		1,000	
(1) Increase due to two vehicles damaged by a land mine. Supply ltr _____ evacuation approved by Division G-4 ltr _____.	1,000		
3. <u>Initial Purchase - Allow</u>			1,000
a. <u>Increase Allowance-Type 2 (CA:H2)</u>		1,000	
(1) Increase due purchase of _____ as directed by _____.	1,000		
4. <u>Replenishment of Allow</u>			13,000
a. <u>General Property(CA:N3)</u>		1,000	
(1) Increase due to requirement for four General Purpose tents. This is a new requirement, CG 1STMARDIV ltr _____.	1,200		
(2) Decrease due to loss of UNIT leaving RVN, CG IIIMAF Msc _____.	(200)		
b. <u>Ordnance (CA:M4)</u>		10,000	
(1) Increase due to Change of T/F _____ as directed by CMC ltr _____ and CG 1STMARDIV Msc _____.	7,000		
(2) Increase due to requirement of One Hundred pairs of	3,000		

ENCLOSURE (4)

## DECLASSIFIED

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<u>NARRATIVE JUSTIFICATION</u>	<u>SUB FUNCTION</u>	<u>FUNCTION</u>	<u>PROGRAM</u>
Rinoculars and 50 wrist watches, Division Supply ltr_____.			
c. <u>Class II (CA:N6)</u>		2,000	
(1) Increase due to require- 2,650 ment for _____ needed to pro- vide support for Operation _____ This is an increase of ten over our normal requirement. This is a one time buy.			
(2) Decrease due to stocks (650) received from UNIT leaving RVN, CG IIIMAF Msg _____.			
Grand Total	50,000	50,000	50,000

NOTE

1. Sub-Function = Increases/Decreases
  - (a) Why do I need funds requested? Increases
  - (b) Where can I save money? Decreases
2. Function = Cost Accounts
3. Program = The area of funding
  - (a) Operations
  - (b) Maintenance of Equipment
  - (c) Initial Purchase - Allowance
  - (d) Replenishment of Allowance

ENCLOSURE (4)

DivBul 7110  
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NARRATIVE JUSTIFICATION OF INCREASES/DECREASES,  
FY-1971 OVER FY-1970

Requirements for Budget Year, 1971	\$556,000
Requirements Current Year, 1970	500,000
Variance	\$ 56,000

<u>NARRATIVE JUSTIFICATION</u>	<u>SUB FUNCTION</u>	<u>FUNCTION</u>	<u>PROGRAM</u>
1. <u>Operations</u>			(3,760)
a. <u>Admin and Operating (CA:01)</u>			(3,860)
(1) Increase due to mon- soon requirements for increase of 125 personnel to T/O _____ approved by CMC ltr _____.	1,140		
(2) Increase due to sta- tionary supplies needed for Resource Management System (RMS), directed by NAVSOP3013.	127		
(3) Decrease of POL requirements due to turn in of 15, M151A1 1/4 ton truck. Change to T/F _____ Ref: CMC Msa _____ _____ ZJAN70.	(2,000)		
(4) Decrease of Field Fortifications due to recovery program started in FY-1970 by BnO _____.	(3,127)		
b. <u>Cog"I" Blank Forms (CA:41)</u>			100
(1) Increase of Cog"I" forms needed for RMS established by NAVSOP3013.	100		
2. <u>Maintenance of Equipment</u>			25,760
a. <u>Comm-Elect 1st&amp;2d Ech (CA:R1)</u>			5,760

ENCLOSURE (5)

## DECLASSIFIED

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<u>NARRATIVE JUSTIFICATION</u>	<u>SUB FUNCTION</u>	<u>FUNCTION</u>	<u>PROGRAM</u>
(1) Increase due to addition of 20 Ky-38 radios, T/E _____ authorized by CMC ltr _____.	6,060		
(2) Increase due to _____.	700		
(3) Decrease due to _____.	(1,000)		
b. <u>Comm-Elect 3d Ech (CA:B2)</u>		1,000	
(1) Increase due to addition of 20 Ky-38 radios, T/E _____ authorized by CMC ltr _____.	1,000		
c. <u>General Property 1st&amp;2d Ech (CA:D1)</u>		500	
(1) Increase due to procurement of 100 tent repair kits as shown on DivO _____.	1,500		
(2) Decrease due to tents now being repaired by this command with new tent repair kits as shown above.	(1,000)		
d. <u>Ordnance 1st&amp;2d Ech (CA:E1)</u>		10,500	
(1) Increase due to introduction of new amphibious track vehicles. Change of T/E _____ authorized by CMC ltr _____.	11,800		
(2) Decrease due to turn in of 342 rifles as approved by CG 1STMARDIV Msg _____.	(1,300)		
e. <u>Ordnance 3d Ech (CA:E2)</u>		4,000	
(1) Increase due to introduction of new amphibious track vehicles. Change of T/E _____.	4,250		

ENCLOSURE (5)

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<u>NARRATIVE JUSTIFICATION</u>	<u>SUB</u> <u>FUNCTION</u>	<u>FUNCTION</u>	<u>PROGRAM</u>
authorized by CMC ltr _____.			
(2) Decrease due to turn in of 342 rifles as approved by CG 1STMARDIV Msg _____.	(250)		
f. <u>Motor Transport 1st&amp;2d Ech</u> <u>(CA:F1)</u>		4,000	
(1) Increase due to _____.	3,400		
(2) Increase due to _____.	700		
(3) Decrease due to _____.	(100)		
3. <u>Initial Purchase - Allow</u>			-0-
4. <u>Replenishment of Allow</u>			34,000
a. <u>Comm-Flect (CA:N1)</u>		5,000	
(1) Increase due to _____.	3,700		
(2) Increase due to _____.	2,500		
(3) Decrease due to _____.	(1,200)		
b. <u>Engineer (CA:N2)</u>		1,000	
(1) Increase due to _____.	1,000		
c. <u>General Property (CA:N3)</u>		(2,000)	
(1) Decrease due to _____.	(2,000)		
d. <u>Ordinance (CA:N4)</u>		30,000	
(1) Increase due to _____.	28,000		
(2) Increase due to _____.	<u>2,000</u>		
Grand Totals	56,000	56,000	56,000

ENCLOSURE (5)

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NOTE

1. Sub-Function = Increases/Decreases
  - (a) Why do I need money? Increases
  - (b) Where can I save money? Decreases
2. Function = Cost Accounts
3. Program = The area of spending
  - (a) Operations
  - (b) Maintenance of Equipment
  - (c) Initial Purchase - Allowance
  - (d) Replenishment of Allowances

DivPul 7110  
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NARRATIVE JUSTIFICATION OF INCREASES/DECREASES,  
FY+1 1972 OVER FY-1971

Requirements for Budget Year Plus One, FY-1972	\$ 125,000
Requirements for Budget Year, FY-1971	556,000
Variance	<u>\$(431,000)</u>

<u>NARRATIVE JUSTIFICATION</u>	<u>FUNCTION</u>	<u>SUB FUNCTION</u>	<u>PROGRAM</u>
<u>1. Operations</u>			(75,000)
<u>a. Admin and Operating (CA:01)</u>		(65,000)	
(1) Increase due to _____. 2,000			
(2) Decrease due to _____. (28,000)			
(3) Decrease due to _____. (39,000)			
<u>b. Printing and Reproduction</u>		5,000	
<u>(CA:09)</u>			
(1) Increase due to _____. 5,730			
(2) Decrease due to _____. (730)			
<u>c. Welfare and Recreation (CA:40)</u>		(15,000)	
(1) Decrease due to _____. (6,000)			
(2) Decrease due to _____. (9,000)			
<u>2. Maintenance of Equipment</u>			(325,000)
<u>a. Comm-Elect 1st&amp;2d Fch (CA:B1)</u>		(37,000)	
(1) Decrease due to _____. (37,000)			
<u>b. Comm-Elect 3d Fch (CA:B2)</u>		3,000	
(1) Increase due to _____. 4,050			
(2) Decrease due to _____. (1,050)			

ENCLOSURE (6)

## DECLASSIFIED

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<u>NARRATIVE JUSTIFICATION</u>	<u>SUB FUNCTION</u>	<u>FUNCTION</u>	<u>PROGRAM</u>
c. <u>Comm-Elect 4th Ech (CA:B3)</u>		(10,000)	
(1) Decrease due to _____.	(10,000)		
d. <u>Ordnance 1st&amp;2d Ech (CA:E1)</u>		(325,000)	
(1) Decrease due to _____.	(225,000)		
(2) Decrease due to _____.	(100,000)		
e. <u>Ordnance 4th Ech (CA:E3)</u>		44,000	
(1) Increase due to _____.	44,000)		
3. <u>Initial Purchase - Allow</u>			(1,000)
a. <u>Increase in Allowance (CA:H2)</u>		(1,000)	
(1) Decrease due to _____.	(1,000)		
4. <u>Replenishment of Allow</u>			(30,000)
a. <u>Comm-Elect (CA:N1)</u>		(13,000)	
(1) Increase due to _____.	1,200		
(2) Decrease due to _____.	(14,200)		
b. <u>Engineer (CA:N2)</u>		(7,000)	
(1) Increase due to _____.	750		
(2) Decrease due to _____.	(6,200)		
(3) Decrease due to _____.	(1,550)		
c. <u>Ordnance (CA:N4)</u>		(5,000)	
(1) Decrease due to _____.	(5,000)		
d. <u>MT (CA:N5)</u>		(7,000)	
(1) Increase due to _____.	179		
(2) Decrease due to _____.	(7,179)		

ENCLOSURE (6)

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<u>NARRATIVE JUSTIFICATION</u>	<u>SUB FUNCTION</u>	<u>FUNCTION</u>	<u>PROGRAM</u>
a. <u>Class II (CA: N6)</u>		2,000	
(1) Increase due to _____	<u>2,000</u>	<u>          </u>	<u>          </u>
Grand Total	(431,000)	(431,000)	(431,000)

NOTE

1. Sub-Function = Increases/Decreases
  - (a) Why do I need money? Increases
  - (b) Where can I save money? Decreases
2. Function = Cost Accounts
3. Program = The area of spending
  - (a) Operations
  - (b) Maintenance of Equipment
  - (c) Initial Purchase - Allowance
  - (d) Replenishment of Equipment

ENCLOSURE (6)

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SAMPLE SPECIAL USE CODES, FY\_\_\_

COST ACCOUNT 01

a. POL \$

b. Communication Wire and Cable

c. Batteries

d. Self Service

TOTAL

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_

ENCLOSURE (7)

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<u>ITEM</u>	<u>QTY</u>	<u>U/P</u>	<u>TOTAL</u>	<u>COST</u>
		\$	\$	
<b>TOTAL</b>			\$	

1

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SAMPLE FIELD FORTIFICATION REQUIREMENTS, FY

<u>ITEM</u>	<u>QTY</u>	<u>U/P</u>	<u>TOTAL COST</u>
a. Wire			\$
b. Sandbags			
c. Stakes			
d. Culvert Material			
TOTAL COST			\$

ENCLOSURE (9)

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25 Feb 1970

SAMPLE PROGRAM CODE 3 REQUIREMENTS FY

<u>ITEMS</u>	<u>1ST QTR</u>	<u>2D QTR</u>	<u>3D QTR</u>	<u>4TH QTR</u>	<u>TOTAL</u>
1.	\$	\$	\$	\$	\$
2.					
3.					
4.					
5.					
6.					
7.					
8.					
TOTAL FY	\$	\$	\$	\$	\$

Description and Justification

1.

ENCLOSURE (10)

SAMPLE INCREASE IN ALLOWANCE FY-

T/E Equipment CA BB

UNIT: \_\_\_\_\_

ITEM: ASA/SFA

QTR QTY

U/P

TOTAL  
COST  
\$ \_\_\_\_\_

AUTHORITY

TOTAL \$ \_\_\_\_\_

Special One-Time Buys CA BD

UNIT: \_\_\_\_\_

ITEM: ASA/SFA

QTR QTY

U/P

TOTAL  
COST  
\$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

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1

ENCLOSURE (11)

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SAMPLE CHAPLAIN'S EQUIPMENT FY

A. STANDARD ITEMS

ITEMS

TOTAL COST  
\$

NON-STANDARD ITEMS

ITEMS

TOTAL COST  
\$

TOTAL COST

\$

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TEMPORARY ADDITIONAL DUTY ANALYSIS STATEMENT  
PART I

ACTIVITY: \_\_\_\_\_  
UIC: \_\_\_\_\_  
OPERATIONS ACCOUNT: \_\_\_\_\_  
SUBHEAD: \_\_\_\_\_

F/SF	TYPE TAD	FY-1970	NO. OF PERSONS	FY-1971	NO. OF PERSONS	FY-1971 OVER FY-1970	FY-1972	NO. OF PERSONS	FY-1972 OVER FY-1971
	CMC SPONSORED CONFERENCES								
	1.								
	2.								
	3.								
	4.								
	5.								
	SUBTOTAL								
	CMC DIRECTED SUPPORT (FLIGHT CREWS)								
	1.								
	2.								
	SUBTOTAL								
	LOCALLY SPONSORED TAD (i.e. LIAISON TRIPS)								
	1.								
	2.								
	3.								
	4.								
	SUBTOTAL								

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1

ENCLOSURE (13)

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SAMPLE MAC TAD REQUIREMENT FORM

F/SF	TYPE TAD	FY-1970	NO. OF PERSONS	FY-1971	NO. OF PERSONS	FY-1971 OVER FY-1970	FY-1972	NO. OF PERSONS	FY-1972 OVER FY-1971
	TRAINING (CIVILIAN AND MILITARY)								
	1.								
	2.								
	3.								
	4.								
	SUBTOTAL								
	SPECIAL LEAVE						X	X	X
	1. SPECIAL LEAVE						X	X	X
	2. SPECIAL LEAVE: OTHER THAN CONUS						X	X	X
	SUBTOTAL						X	X	X
	EMERGENCY LEAVE								
	1. EMERGENCY LEAVE								
	SUBTOTAL								
	GROSS TOTALS								
	ANTICIPATED RE- INBURSEMENT TO MIL- ITARY AIRLIFT COMMAND (MAC)								

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ENCLOSURE (14)

TEMPORARY ADDITIONAL DUTY ANALYSIS STATEMENT  
PART II

ACTIVITY: \_\_\_\_\_  
UIC: \_\_\_\_\_  
OPERATION ACCOUNT: \_\_\_\_\_  
SUBHEAD: \_\_\_\_\_

F/SF	FY-1970	NO. OF PERSONS	FY-1971	NO. OF PERSONS	FY-1971 OVER FY-1970	FY-1972	NO. OF PERSONS	FY-1972 OVER FY-1971
<u>PER DIEM</u>								
PER DIEM COST TO COUNTRIES WITH IBOP IMPLICATIONS						X	X	X
PER DIEM COST OTHER THAN IBOP IMPLICATIONS						X	X	X
TOTAL COSTS						X	X	X
<u>TRANSPORTATION</u>								
COST TO COUNTRIES WITH IBOP IMPLICATIONS						X	X	X
COST OTHER THAN IBOP IMPLICATIONS								
TOTAL COST								
TOTAL OF COST WHICH WILL BE REIMBURSED TO THE MILITARY AIRLIFT COMMAND (MAC)								

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1

ENCLOSURE (15)

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SAMPLE SCHEDULE OF CONFERENCES, FY-19\_\_

<u>CONFERENCE</u>	<u>SPONSOR</u>	<u>LOCATION</u>	<u>QTR</u>	<u>NO. OF DAYS</u>	<u>NO. OF PERSONNEL ATTENDING</u>	<u>PER DIEM</u> \$	<u>MAC TRAVEL</u> \$	<u>COMM AIR</u> \$	<u>TOTAL COST</u> \$
-------------------	----------------	-----------------	------------	------------------------	---------------------------------------	---------------------------	-----------------------------	---------------------------	-----------------------------

TOTAL

\$  
\$  
\$

\$  
\$  
\$

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ENCLOSURE (16)

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UNIT HEADING  
SAMPLE IN-COUNTRY SCHOOL FY-

<u>SCHOOL</u>	<u>SPONSOR</u>	<u>LOCATION</u>	<u>QTR</u>	<u>NO. OF DAYS</u>	<u>NO. OF PERSONNEL ATTENDING</u>	<u>COST \$</u>
---------------	----------------	-----------------	------------	------------------------	---------------------------------------	--------------------

TOTAL COST FY-19\_\_ \$\_\_\_\_\*

\* Should be the same as shown on the Format A under CA 07

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ENCLOSURE (17)

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LISTING OF COST ACCOUNTS AND RESPONSIBLE UNIT/COGNIZANT STAFF  
SECTION

OPERATIONS (LESS MATERIAL MAINTENANCE)

<u>COST ACCOUNT</u>	<u>TITLE</u>	<u>RESPONSIBLE FOR SUBMISSION</u>
0001	Admin & Operating * (Program Code 3) **Chaplain's Equipment	Units holding Requisitional Authority
0002	Training	" " " "
0004	Emergency Leave	Division Adjutant
0005	TAD (Admin)	Division Adjutant
0006	Special Leave	Division Adjutant
0007	School Training	Division Adjutant and Requisitional Authority conducting "In-Country schools
0009	Printing and Repro	Commanding Officer, Head- quarters Battalion
0040	Welfare & Recreation	Commanding Officer, Head- quarters Battalion
0041	Cog"I" Blank Forms	Units holding Requisitional Authority

MAINTENANCE OF EQUIPMENT

00B1	Comm/Elect 1st&2d Ech	Units holding Requisitional Authority
00B2	" " 3d Ech	" " " "
00B3	" " 4th Ech	" " " "
00C1	Engineer 1st&2d Ech	" " " "
00C2	" 3d Ech	" " " "

ENCLOSURE (18)

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MAINTENANCE OF EQUIPMENT (CONT.)

00C3	Engineer 4th Ech	Units holding Requisitional Authority
00D1	General Property 1st & 2d Ech	Units holding Requisitional Authority
00D2	" " 3d Ech	" " " "
00D3	" " 4th Ech	" " " "
00E1	Ordnance 1st & 2d Ech	" " " "
00E2	" 3d Ech	" " " "
00E3	" 4th Ech	" " " "
00F1	Motor Transport 1st & 2d Ech	" " " "
00F2	" " 3d Ech	" " " "
00F3	" " 4th Ech	" " " "

MATERIAL T/E CLASS II TYPE 1

00N1	Replenishment Comm/Elect	" " " "
00N2	" Engineer	" " " "
00N3	" Gen Property	" " " "
00N4	" Ordnance	" " " "
00N5	" Motor Transport	" " " "
00N6	" Class II, Type	" " " "

INCREASE IN ALLOWANCE (CMC)

00BB	T/E Material	Division G-4
00BD	Special One Time	" "

INITIAL PURCHASE-ALLOWANCE

00H2	Incr Allow-Type 2	Units holding Requisitional Authority
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ENCLOSURE (18)

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NOTE: \* (PROGRAM CODE 3)  
\*\*

Division Engineer  
Division Chaplain

ENCLOSURE (18)

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PHASE I ERRORS AND/OR PROBLEM AREAS

1. During the Phase I budget preparation, numerous omissions, errors, and problems were encountered from Parent Commands/Subordinate Units budget submissions. It is strongly recommended that all activities review their next Phase II submission to ensure the problems enumerated below have not been repeated:

a. Parent Commands did not consolidate subordinate units submissions. See paragraph 4.k.

b. Commands did not submit original and three copies plus subordinates original and three as back up. See paragraph 4.a and 4.k.

c. Commands and their subordinate units did not provide narrative justification for increases/decreases by Program and/or Cost Account. See paragraph 4.d and enclosures 4, 5, and 6.

d. Increases/Decreases in Narratives enclosures 4, 5, and 6 did not match dollar totals shown on Format A's.

e. Causes of increases/decreases were not explained in narratives. See paragraphs 4.d, 4.d(1), (2), and (3).

f. Additions of Format A's omitted or in error.

g. Age of Equipment or increases anticipated are not acceptable justification without workload data and/or authorization for anticipated increases.

h. Calculations were not rounded to the nearest dollar (i.e., 50¢ or more will be rounded to the next highest dollar). See paragraph 4.n.

i. Some commands submitted Fiscal Year 1972 as a War Budget instead of Peace-Time. See paragraph 4.b(3).

2. While the listing above is not all inclusive, it does point out the majority of errors and/or problems encountered and should be used as a guide for checking Phase II submissions before forwarding to this Headquarters.

ENCLOSURE (19)

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

DivO 3460.1B  
2/CEB/dew  
25 Feb 1970

DIVISION ORDER 3460.1B

From: Commanding General  
To: Distribution List

Subj: Control, Screening, Evacuation and Disposal of Captured Enemy  
Materiel

Ref: (a) ForO 3460.4  
(b) DivO 3461.2  
(c) DivO P3800.1  
(d) DivO 03330.3

Encl: ✓(1) DA Form 1687 (Notice of Delegation of Authority Receipt  
for Supplies)  
✓(2) Criteria for the Determination of War Trophies and War Trophy  
Firearms  
✓(3) DD Form 603-1, War Trophy Registration/Authorization  
✓(4) DD Form 603, Registration of War Trophy Firearms  
✓(5) Request for Firearms Export License  
✓(6) Temporary Export License  
✓(7) Sample of Control, Turn-in and Disposal of Captured Enemy  
Weapons Report

Reports Required: I. Quarterly Museum and Display Inventory (Report  
Symbol 1stMarDiv 3460/1-2) par. 8  
II. Control, Turn-in and Disposal of Captured Enemy  
Weapons Report (Report Symbol 1stMarDiv 3460/2-2)  
par. 10

1. Purpose. To prescribe policies and establish basic procedures for  
the accounting, control and disposition of captured enemy materiel.

2. Cancellation. DivO 3460.1A.

3. General

a. Reference (a) sets forth policies and establishes basic procedures  
for the accounting, control and disposition of captured enemy materiel; as  
consolidated from various directives from higher authority and imple-  
mented by the Commanding General, III Marine Amphibious Force.

DivO 3460.1B

25 Feb 1970

b. 1st Marine Division units which are under the operational control of any other command will be guided in the handling of captured enemy materiel by directives as promulgated by that command.

4. Policies. Policies governing captured enemy materiel are as follows:

a. All weapons and materiel captured from enemy forces by Division personnel become the property of the United States Government. (See reference (b) for disposition of materiel in possession of prisoners of war (PW) when captured).

b. Captured materiel has value for the following purposes and will be redistributed, when directed, in the priority sequence indicated:

- (1) Technical intelligence.
- (2) Issue to friendly forces.
- (3) Training.
- (4) Research and development efforts.
- (5) Public relations and historical needs.

c. Evacuation of captured materiel will be accomplished through normal logistical channels. Captured materiel of significant intelligence value will be appropriately tagged and expeditiously evacuated to this Headquarters (Attn: G-2). Significant intelligence items are defined as follows:

(1) New Items. Specimens of types of materiel which have never been recovered before, or known types of foreign materiel appearing in the RVN for the first time.

(2) Modified Items. Standard types of Communist World or friendly forces (US and FMAF) materiel which have been modified by NVA/VC forces.

(3) Recent Items. Specimens of any type of Communist World Materiel manufactured within the last three calendar years.

(4) SICR Items. Any items listed on current Specific Intelligence Collection Requirements.

d. Prompt recovery and evacuation of captured materiel from the battlefield is essential to prevent recapture and reclamation by enemy forces and to remove items which may hinder friendly forces.

DivO 3460.1B  
25 Feb 1970

e. The tactical situation may require that consideration be given to the destruction of captured materiel; however, every effort will be made to evacuate captured materiel and only as a last resort should it be destroyed in place. (See reference (d) concerning requests for support in evacuating captured materiel.) As an exception to the above, medical materiel will be left in place if evacuation is not feasible. Medical materiel will not be destroyed under any circumstances.

f. Captured weapons and munitions will not be employed by personnel subject to this Order without the express consent of this Headquarters.

g. Captured foreign materiel, to the maximum extent possible, will be handled in the same manner as like items of U. S. materiel; i.e.: subsistence, ordnance, ammunition, etc.

h. Recovered ARVN/US/FMAF materiel will be evacuated through normal logistical channels and will not be released to local Vietnamese Government agencies/officials without the express consent of this Headquarters.

i. Captured munitions and explosive ordnance will be evacuated through ammunition retrograde channels in the same manner as other class III munitions. Live explosive ordnance which cannot be identified by the discovering unit, or which is of special interest, or which has not been encountered in the area of operations before, will be inspected by Explosive Ordnance Disposal and Technical Intelligence Personnel prior to its destruction or exploitation. In these instances Division G-2 should be notified for purposes of coordination. In the case of ammunition of intelligence value these munitions will be evacuated through special EOD channels. Under no circumstances will live explosive ordnance be forwarded through the normal chain of command until it has been inspected and rendered safe by EOD personnel.

## 5. Processing of Captured Enemy Materiel

### a. Control

(1) All weapons and materiel captured from enemy forces become the property of the United States Government. Commanders at all echelons will provide adequate security for captured materiel until it has been evacuated or otherwise disposed of in accordance with instructions issued by this or higher headquarters. All personnel should be warned that misappropriation of captured materiel is an offense punishable under the provisions of Article 103, UCMJ.

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(2) Until a captured weapon or article meets the conditions set forth herein to qualify as a war trophy or war trophy firearm it shall remain as government property and be safeguarded accordingly. After such determination is made, ownership will pass to the authorized individual; however, a war trophy firearm will remain in government custody until such time as the owner leaves RVN on permanent change of station orders. See paragraph 5d(2)(c) for additional details.

b. Accountability

(1) While no formal accountability system is required by Marine Commands, there is a continuing need to monitor the shipment of captured weapons to preclude unauthorized appropriation during shipment. In this regard, it is directed that command intelligence officers prepare shipping documents (DD Form 1348-1) to include weapon nomenclature, serial number, quantity and capturing unit for all weapons and materiel evacuated to Salvage Platoon, Supply Company, Supply Battalion, 1stFSR, FLC following screening. The shipping documents will be prepared in sufficient copies so that the receiving agency can receipt for the shipment and provide the command turning in materiel with a record of turn-in. Weapons directed for expeditious shipment to Combined Materiel Exploitation Center (CMEC) will be accounted for in the same manner.

(2) All units will maintain an accurate on-hand inventory of captured weapons and materiel to include serial number, quantity, type and capturing unit.

c. Tagging. Commanders at all echelons will ensure that all captured enemy materiel and weapons are properly tagged as follows:

(1) Any equipment tag, bilingual or conventional, may be utilized as long as the date, time, place and circumstances of capture or acquisition, and identity of capturing unit is shown. If available, it is recommended that MACV FORM 149 be utilized for this purpose.

(2) If the captured article or weapon is a possible war trophy or war trophy firearm, the name of the capturing individual should be prominently indicated.

(3) All personnel should be warned that alteration, falsification or removal of equipment tags may result in disciplinary action under the provisions of Article 103, UCMJ.

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d. Evacuation Flow

(1) Capturing Unit. Captured materiel will be tagged and expeditiously evacuated to the command's intelligence officer for initial intelligence screening.

(2) S-2. Captured materiel will be screened at all levels of command for information of immediate tactical significance. Exploitation at these levels does not replace the need for detailed evaluation and analysis of captured materiel at CMEC. For this reason, captured materiel will be further evacuated, based on the results of the screening, as follows:

(a) Materiel of significant intelligence value will be expeditiously evacuated to this Headquarters (Attn: 3-2) or released to CMEC Field Coordination Team, as appropriate.

(b) All other captured materiel, except authorized war trophies/war trophy firearms, will be evacuated through logistical supply channels to Supply Company, Supply Battalion, 1stFSR, FLC.

(c) Materiel declared and certified as an authorized war trophy/war trophy firearm in accordance with the procedures outlined in paragraph 7 below will be retained by the finder's unit in command custody.

e. Disposition Procedures

(1) No materiel, serviceable or unserviceable, will be disposed of other than by evacuation as prescribed above, at any echelon without the express approval of this Headquarters.

(2) The only exception to the above prohibition is in the case of materiel of intelligence value or items needed to fill other requirements of CMEC. These items may be selected at any echelon of the evacuation chain by CMEC Field Coordination Team or "Go-Teams" and will be evacuated as noted in paragraph 5b(1).

6. Intelligence Screening Officer

a. The Assistant Chief of Staff, 3-2, is designated as the 1st Marine Division Intelligence Screening Officer.

b. Regimental Commanders will designate **an intelligence screening officer** (preferably an Officer in S-2 section), in writing, for the purpose of authenticating items as authorized war trophies and for confiscation and disposal of those items not authorized as war trophies. Screening officers will be guided by reference (a) and provisions of this Order.

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c. Certified signature cards of persons so designated under provisions of this paragraph will be forwarded to the Registration Section, United States Army Headquarters Area Command (USAHAC) Provost Marshal, APO San Francisco, California 96243, via this Headquarters (Attn: G-2 and PMO). (See enclosure (1).)

## 7. War Trophies

### a. Definitions

(1) War Trophies. Any item of enemy public or private property utilized as war materiel captured from hostile forces in armed conflict, which has been determined to have no intelligence value; is not prohibited from ~~importation~~ into the United States; is not prohibited as a war trophy by pertinent laws or directives; and has been authenticated and/or registered in accordance with the provisions of this Order.

(2) War Trophy Firearms. Rifles, pistols, revolvers up to and including caliber .45 (or equivalent expressed in terms of other linear measure) and all gauges of shotguns, provided such firearms are not otherwise prohibited. Enclosure (2) contains further details.

(3) Prohibited Item. A prohibited item is an item which cannot be classified as a war trophy/war trophy firearm because of intelligence value, import prohibitions, or restrictions imposed by pertinent laws or directives. Enclosure (2) contains further details.

b. Instructions for Processing War Trophies (Excluding Firearms). Department of Defense personnel serving in Vietnam are authorized to retain certain small items of enemy materiel as legitimate war trophies. An individual desiring to register a war trophy will be issued DD Form 603-1 (War Trophy Registration/Authorization) (Enclosure (3)), by a designated Intelligence Screening Officer (See paragraph 6 above). The form will be prepared in triplicate with distribution as follows:

(1) Original-Retained by individual.

(2) Copy-Retained by individual.

(3) Copy-2 forwarded to Headquarters, MACV (Attn: CMEC).

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c. Instructions for Processing War Trophy Firearms. Processing involves the presentation of the firearm to the designated Intelligence Screening Officer who is empowered to authenticate the firearm as a war trophy. This authentication provided on DD Form 603-1 is then presented to the Division Provost Marshal for registration and for preparation of a request for an export license. Details regarding this two-step procedure are presented in the following paragraph.

(1) DD Form 603-1 (War Trophy Registration/Authorization): (Enclosure (3)) will be completed and will be authenticated by a designated Intelligence Screening Officer and distributed as follows:

(a) Original-Retained by individual.

(b) Copy 1-Retained by individual.

(c) Copy 2-Forwarded to Headquarters, MACV (Attn: CMEC) by the issuing unit.

(d) Copies 3 and 4-Retained by individual for attachment to application for Vietnamese Export License. (Paragraph d. below).

(e) Copy 5-Retained by issuing unit.

(2) DD Form 603 (Registration of War Trophy Firearms: Enclosure (4)) is executed by the Provost Marshal which includes stamping of each copy of the form with the Provost Marshal's official stamp. Distribution of the forms will be as follows:

(a) Original-Retained by individual.

(b) Copy 1-Retained by individual.

(c) Copy 2-Forwarded to Provost Marshal General, Department of the Army, Washington, D. C. 23015, by the issuing unit.

(d) Copies 3 and 4 Retained by individual for attachment to application for a Vietnamese Export License. (Paragraph d. below).

(e) Copy 5-Retained by issuing unit.

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(3) While no directive will be issued requiring the war firearms be returned to the owner a given number of days prior to his departure from RVN, it is desired that the weapon be returned only in sufficient time to allow processing for return to CONUS.

(4) In cases where an individual is transferred to another command, the war trophy firearm will accompany the individual to the new command.

d. Export License for War Trophy Firearm

(1) An RVN export license must be obtained prior to removal of war trophy firearms from Vietnam. Individuals may request an export license for a war trophy firearm (Enclosure (5)) as they process the war trophy at the Provost Marshal's office. The request will be prepared in duplicate with authenticated DD Form 603 and 603-1 attached (2 copies of each form) and submitted to the Provost Marshal, 1st Marine Division, for forwarding to the Registration Section, USAHAC Provost Marshal, APO 96243. Request should be submitted at the earliest practicable date but no later than 90 days prior to scheduled departure from Vietnam. If conveniently located and practical in the Saigon Area, the export license may be picked up at the Registration Section, USAHAC Provost Marshal, approximately 60 days subsequent to submission of the request. The normal procedure requires the execution of a request for the export license to be mailed to the intended recipient. The individual submitting the war trophy firearm for registration must submit this request that the export license be mailed, at the time of application.

(2) In exceptional cases where a war trophy firearm is acquired less than 90 days before scheduled departure from Vietnam, or if the individual possessing a valid war trophy can show cause as to why he was unable to apply for the export license prior to 90 days preceeding his departure, the Provost Marshal may issue a Temporary Export License, (Enclosure (6)) provided the proper forms are submitted and outlined in the previous paragraph.

e. Subsequent Registration. Compliance with the provisions of this Order does not in any way preclude subsequent registration of war trophy firearms in accordance with various U. S. Federal, State or local laws, or with regulations of other military installations or commands.

f. Shipment of War Trophies

(1) War trophies other than firearms may be mailed, shipped, included in authorized baggage, or carried personally to the U. S.. The authenticated DD Form 603-1 pertaining to each article will be packed or carried with the article.

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(2) War trophy firearms may not be mailed or shipped to the U. S. For movement by air, war trophy firearms will be packed in the individual's accompanied baggage and may not be carried into the aircraft passenger compartment. For movement by water, war trophy firearms may be packed in the individual's accompanied baggage or carried personally aboard ship. Firearms carried personally aboard ship will be turned over to the ship's purser for safe keeping during the voyage. For either mode of transport, the individual must have **a copy of the DD Form 603-1 immediately available** as verification of his authority to possess the weapon. As an exception to the above, if a legitimate war trophy has been acquired by an individual who is subsequently medically evacuated from Vietnam, the portion of the directive which requires that the war trophy accompany the individual is waived. The officer assigned the responsibility to inventory and forward the individual's personal effects will accomplish the necessary procedures for application for an RVN Export License, pack and forward the war trophy firearm with the individual's personal property.

g. Violation and Seizures. Items of captured equipment which are not authenticated as war trophies are subject to seizure by civil or military authorities. Individuals shipping or carrying such items into the United States are subject to disciplinary action and prosecution.

h. Procurement of Forms. DD Form 603-1, Request for Export License, DA Form 1687, and Temporary Export License may be locally reproduced or procured through publication channels. DD Form 603 may not be locally reproduced.

#### 8. Captured Weapons/Materiel Museums, Displays and Exhibits

a. Museums are authorized to be maintained at the division, regimental and separate battalion levels with the following exceptions:

(1) Materiel/weapons categorized as significant value items will not be utilized for display purposes unless released by this Headquarters and CMEC.

(2) All items held in unit museums are subject to withdrawal to fill urgent intelligence/logistical requirements.

(3) All captured materiel retained by commands for unit museums will be inventoried by type, quantity, serial number and picked up on appropriate property books for control purposes. A report of the museums will be provided this Headquarters (Attn: G-2) on a quarterly basis not later than the 5th day of January, April, July and October with a reporting cut off date of the 25th day of December, March, June and September.

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b. The number of weapons held in museums and/or displays will not exceed five individual weapons of each type per regiment or two individual weapons of each type per separate battalion. Not more than one crew-served weapon of each type will be held by regiments or separate battalions.

c. Individual items utilized as permanent exhibits within office spaces, messes and clubs will be accounted for as prescribed above and will be reported as display items in the report noted in paragraph 8a(3).

d. Infantry regiments may retain additional weapons in unit armories for training purposes; however, no more than ten individual weapons of each type and four crew-served weapons of each type will be maintained within the infantry regiments for such purposes. Weapons retained for training purposes will be accounted for as prescribed in paragraph 8a(3) and reported as the "training inventory" in the report identified therein.

e. Special displays at battalion and separate company levels are authorized at the discretion of regimental commanders; however, the duration of such exhibits should be for a limited time only. Significant value items are not authorized for exhibit and will be evacuated without delay.

#### 9. Requirements

a. In-country operational and training requirements related to captured materiel will be submitted to this Headquarters (Attn: G-2) for processing in accordance with reference (a).

b. Out-of-country requirements for captured materiel received by subordinate units will not be honored by the receiving command; however, such requests will be forwarded to this Headquarters (Attn: G-2) for processing in accordance with reference (a).

#### 10. Reports

a. The capture or recovery of weapons and other significant materiel will be reported in the Daily Intelligence Summary in accordance with the provisions of reference (c).

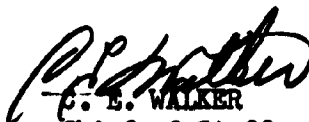
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b. Regimental and separate battalion commanders will consolidate monthly captured enemy weapons disposition information from units under their operational control and submit a report, in the format shown in enclosure (7), to reach this Headquarters (Attn: G-2) no later than the 5th of the following month.

c. Commanders of units operating museums or utilizing permanent displays will report quarterly those assets held in subject museums and displays. Paragraph 8 applies.

11. Responsibilities. Control, screening, evaluation, demilitarization when necessary and disposal of captured materiel are command responsibilities. Commanders at all echelons are responsible for the development and insurance of local policies and procedures governing these areas in accordance with instructions contained herein and related regulations.

12. Applicability. This Order is applicable to all forces under the operational control of the 1st Marine Division.

  
C. E. WALKER  
Chief of Staff

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ENCLOSURE (1)

Intelligence Screening Officers				
NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES				DATE
For use of this form, see AR 711-16; the proponent agency is the Office of the Deputy Chief of Staff for Logistics				5 Feb 1970
AUTHORIZED REPRESENTATIVE (S)				
ORGANIZATION		STATION		
1st Marine Regiment		1st Marine Division, F. P. O. 96602		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SVC NO/SSAN	AUTHORITY		SIGNATURE AND INITIALS
		REQ	REC	
DOE, John R.	0123456	X		<i>John R Doe</i>
SMITH, Robert A.	0234567	X		<i>Robert A Smith</i>
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER				
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON (S) LISTED ABOVE, WHOSE SIGNATURE (S) APPEAR (S) ABOVE, THE AUTHORITY TO SIGN:				
REMARKS				
DD Form 503-1 as Intelligence Screening Officer				
I ASSUME FULL RESPONSIBILITY				
ORGANIZATION		GRADE	ACCOUNT NUMBER	
1st Marine Regiment		06	N/A	
LAST NAME - FIRST NAME - MIDDLE INITIAL (Print or Type)		SIGNATURE		
JONES, James J.		<i>James J. Jones</i>		

DA FORM 1687  
1 DEC 67

REPLACES EDITION OF 1 APR 66

☆ GPO: 1969 - 343-784/544

D170 3160.1B  
25 Feb 1970

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Divo 3460.1B  
25 Feb 1970CRITERIA FOR THE DETERMINATION OF WAR TROPHIES AND WAR TROPHY FIREARMS

1. General. All weapons and materiel captured from enemy forces becomes the property of the United States Government. Captured property which has no value to the United States Government or the possession of which by an individual is not prohibited by law or directive may be declared a war trophy or a war trophy firearm and ownership passed to an individual. Captured materiel has value for the purposes stated in paragraph 4.b. of the basic directive. The value of a particular item may change from time to time. For example, an increase in the requirements for an enemy weapon for training purposes could result in the elimination of that weapon as an authorized war trophy firearm.

2. Authorized War Trophies

a. For definition of the term "War Trophy" refer to paragraph 7.a.(1) of the basic Order.

b. Department of Defense personnel serving in Vietnam are authorized to retain certain small items of enemy materiel as war trophies provided such items have not been prohibited elsewhere in this Order. Example of war trophies include packs, canteens, and web gear.

c. All items must be submitted to an Intelligence Screening Officer for authentication as a war trophy. In the case of any doubt at the regimental level, the item will be referred to the Division Intelligence Screening Officer.

3. Authorized War Trophy Firearms. The following weapons may be authenticated as war trophy firearms when captured from the enemy by U. S. Forces personnel and when not otherwise prohibited:

a. Rifles, carbines, revolvers and semi-automatic pistols up to and including caliber .45 (or equivalent expressed in terms of other linear measure) manufactured in a Communist Bloc Nation.

b. Shotguns, all gauges, manufactured in a Communist Bloc Nation.

c. U. S. Rifle, caliber .30, M1903.

d. U. S. Rifle, caliber .30, M1917.

e. British Enfield, caliber .30, M1917.

f. World War II German and French rifles and semi-automatic pistols (Mausers, MAS-36's, etc).

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#### 4. Prohibited Items

a. United States property. For the purposes of this Order in the case of weapons, United States property will be determined by the following test. If there exists in the inventory of U. S. Government property a weapon of the same caliber and make as a firearm being presented for registration, the weapon does not qualify. If there is not, and all other prerequisites of this Order are met, it can qualify as a war trophy, provided it is accompanied by a statement signed by a commissioned officer attesting to the circumstances of its capture. Exceptions to **the foregoing are the weapons described in paragraphs 3.c. and 3.d. above.**

b. Property of any allied nation. In the case of a weapon, the markings thereon will determine whether it is the property of the government of an allied nation. In the absence of such markings the weapon can be declared a war trophy firearm if all other prerequisites can be met and provided it is accompanied by a statement signed by a commissioned officer attesting to the circumstances of its capture. Exceptions to the foregoing are the weapons described in **paragraphs 3.e. and 3.f.**

c. United States property issued or otherwise provided to other governments, to include the Republic of Vietnam and captured from hostile forces in armed conflict.

d. Name plates taken from any type of equipment. Name plates will not be removed from captured equipment except as authorized by ACofS, G-2, this Headquarters.

e. Live ammunition, explosives, or any item containing explosives. For the purposes of this Order, ammunition is defined as ammunition or cartridge cases, primers, bullets or propellant powder designed for use in any firearm.

f. Firearms of the categories listed below or component parts, regardless of degree of serviceability. Demilitarization or other means does not alter this prohibited status. These weapons are prohibited by Federal Law from importation into the United States and may not be retained under the provisions of this Order.

(1) Shotguns having a barrel or barrels less than 18 inches in length.

(2) Rifles having a barrel or barrels less than 16 inches in length.

ENCLOSURE (2)

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(3) Any weapon made from a shotgun if such weapon, as modified, has an overall length of less than 26 inches or a barrel or barrels of less than 18 inches in length.

(4) Any other weapon, except a pistol or revolver, from which a shot is discharged by an explosive and if such weapon is capable of concealment on the person.

(5) Machine guns, submachine guns, machine pistols, or any weapon which fires or is designed to fire automatically without manual reloading, by a single function of the trigger.

(6) Mufflers or silencers for any firearm, whether or not such firearms are included in the foregoing categories.

(7) Any weapon made from a rifle if such weapon, as modified, has an **overall** length of less than 26 inches or a barrel or barrels of less than 16 inches in length.

(8) Any destructive device. For purposes of this Order, a destructive device is defined as any explosive, incendiary or poison gas to include:

(a) Bomb.

(b) Grenade.

(c) Rocket having **propellent** charge of more than four ounces.

(d) Missile having an explosive or incendiary charge of more than one-quarter ounce.

(e) Mine.

(f) Any device similar to those described above.

g. Crew-served weapons and associated equipment (i.e., anti-tank rocket grenade launchers, flame throwers and mortars).

h. Electronic equipment (radios, telephones, switchboards, radar equipment and mine detectors) or component parts thereof.

i. Flammables of any nature.

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j. Government owned or privately owned equipment of any hostile force which is not designed to be issued to or carried by an individual (i.e., motor vehicles, aircraft, motorcycles, machine tools, surgical or dental instruments).

k. Government owned or privately owned articles of household nature, objects of art of historical value, or articles of worth, such as silver or goldware, china ware, linens, furniture, stamp collections, coin collections, gems, jewelry and paintings.

l. Articles, including works of art or sciences, which were the property of municipalities or institutions dedicated to religion, charity, education, the arts and sciences, or other items of local value as may be determined by COMUSMACV.

m. Items determined to be of more value to research, training, military intelligence, historical, or other purposes than as a trophy (i.e., special purpose clothing, scientific research papers, technical books, weapons or equipment of peculiar design or modification).

n. Private effects and articles of personal use taken by anyone from a captive, such as money, identity cards, wallets, non-military documents, articles for clothing and feeding, badges of rank and nationality, decorations and articles of a personal and sentimental value. Any item of the above nature, regardless of source, will be subject to intelligence screening.

o. Any item, article, or piece of equipment obtained in violation of international law or in violation of a treaty law in effect between the United States and any other country. (See paragraph 59 and 405-411, DA FM 27-10, the Law of Land Warfare).

p. Any other article or materiel not included above, but subsequently determined by COMUSMACV to be potentially detrimental to the health, safety, or welfare of individuals, may be prohibited from retention or shipment as war trophies.

q. Any weapon, by whatever name called, the purpose of which is to propel or expel a gas or gas-producing materials, either by means of an explosive or compressed air.

ENCLOSURE (2)

4

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# WAR TROPHY REGISTRATION/AUTHORIZATION

INSTRUCTION: This form will be prepared for all types of war trophies. Original to owner; 1 copy with trophy; 1 copy retained by issuing command. If war trophy is a firearm, DD FORM 603 will also be prepared.

THEATER AND inclusive period of service in overseas command

NAME of owner (Last, First, Middle)

Service Number

Grade/Rank

ORGANIZATION

Permanent Home Address

## DESCRIPTION OF WAR TROPHY

DESCRIBE item (if firearm, indicate make, type - rifle/pistol)

SERIAL NUMBER or identifying mark (if firearm, include country of manufacture)

DATE

TYPED NAME, Grade. Org of Authenticating Officer

STATION

SIGNATURE

DD FORM 603-1, 1 JUL 65 OIOT-801-8910

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ENCLOSURE (3)

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25 Feb 1970

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IF DD FORM 603 IS NOT AVAILABLE DD FORM 603-1 MAY BE USED.

**REGISTRATION OF WAR TROPHY FIREARMS**

The original of this registration form will be retained by the person authorized possession. This registration is not transferable.

1. LEADER

2. NAME OF OWNER (*Last name, first name, middle initial*)

3. SERVICE NO.

4. GRADE

5. ORGANIZATION

6. PERMANENT HOME ADDRESS (*Street, city, State*)7. **DESCRIPTION OF FIREARM**

a. MAKE

b. TYPE (*Rifle, pistol, shotgun, etc.*)

c. MODEL

d. SERIAL NO.

e. CALIBER

f. COUNTRY OF MANUFACTURE

8. DATE

9. TYPED NAME, GRADE, AND ORGANIZATION OF EXECUTING OFFICER

10. STATION

11. SIGNATURE OF EXECUTING OFFICER

**DD** FORM 603  
1 OCT 51

ENCLOSURE (4)

D140 3460.1B  
25 Feb 1970

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DivO 3460.1B  
25 Feb 1970

REQUEST FOR FIREARMS EXPORT LICENSE

\_\_\_\_\_  
(DATE)

Name (first, middle, last) \_\_\_\_\_

Occupation (title, rank) \_\_\_\_\_ Ser. No. \_\_\_\_\_

Agency \_\_\_\_\_ Agency/Unit address \_\_\_\_\_

Date of departure \_\_\_\_\_

Airline \_\_\_\_\_ Flight No. \_\_\_\_\_

Type of firearm (pistol, revolver, rifle, shotgun) \_\_\_\_\_

Make of firearm \_\_\_\_\_

Caliber (m/m) \_\_\_\_\_

Serial number of firearm \_\_\_\_\_

Vietnamese gun permit No. \_\_\_\_\_ Date of issuance \_\_\_\_\_

The weapon described above will be hand carried or shipped via  
accompanied baggage on or about \_\_\_\_\_ (date)

In the event I make arrangements to dispose of the weapon described  
above prior to my departure from Vietnam, I will immediately notify the  
Provost Marshal, USAHAC, Saigon so that the requested export license may  
be cancelled.

\_\_\_\_\_  
(Signature of Applicant)

NOTE: This request should be submitted at the earliest practicable date  
but not later than 90 days prior to scheduled departure from  
Vietnam. When completed this form should be mailed to:

Provost Marshal  
United States Army Headquarters Area Command  
(Attn: Registration Section)  
APO, San Francisco, California 96243

1

ENCLOSURE (5)

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DivO 3460.1B  
25 Feb 1970

TEMPORARY EXPORT LICENSE

OFFICE OF THE PROVOST MARSHAL  
1st Marine Division, (Rein), FMF  
FPO, San Francisco, California 96602

LCF/pec  
5800  
Date \_\_\_\_\_

From: Provost Marshal  
To: Chief, Vietnamese Customs

Subj: Transporting Firearms

1. This is to certify that \_\_\_\_\_

\_\_\_\_\_ has applied for an export license on the following weapon (s):

Type of firearm:

Make of firearm:

Caliber:

Serial Number of Firearm:

2. Request permanent export license be mailed to: \_\_\_\_\_

By direction

## DECLASSIFIED

DivO 3460.1B

25 Feb 1970

SAMPLE OF CONTROL, TURN-IN AND DISPOSAL OF CAPTURED ENEMY WEAPONS REPORT

(APPROPRIATE HEADING)

From: Commanding Officer  
 To: Commanding General, 1st Marine Division (Attn: G-2)  
 Subj: Control, Screening, Evacuation and Disposal of Captured Enemy Materiel

Ref: (a) DivO 3460.1B

1. In accordance with reference (a), the following information is provided for the month of \_\_\_\_\_ 19\_\_.

## \* a. Balance

(1) On hand beginning of month	IW 15	CS 3
(2) Captured	IW 60	CS 17
(3) Removed from Museum/Display	IW 10	CS 3
(4) Removed from Training Inventory	IW 0	CS 0
(5) Total (1) through (4)	IW 85	CS 23
(6) On hand end of month	IW 7	CS 0
(7) Difference	IW 78	CS 23

## \* b. Disposition

(1) Destroyed	IW 3	CS 1
(2) Turned in to FLC	IW 49	CS 21
(3) Turned in to 3-2	IW 3	CS 0
(4) Turned in to CMCC	IW 0	CS 0
(5) Retained in Museum/Display	IW 2	CS 0
(6) Retained in Training Inventory	IW 1	CS 1
(7) Retained as war trophies	IW 20	CS 0
(8) Total (1) through (7)	IW 78	CS 23

\*NOTE: 1. Paragraphs a.(1) and a.(6): "On Hand" refers to those weapons on hand awaiting turn-in only. (Does not include museums, displays, training inventory or trophy weapons).

2. Paragraphs a.(7) and b.(8) must be equal.

3. Paragraph a.(2) must equal total weapons captured and reported in unit Intsums for the period.

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

DivBul 4400  
21/WEK/tkl  
28 Feb 1970

DIVISION BULLETIN 4400

From: Commanding General  
To: Distribution List

Subj: Supply Chiefs' Conference; announcement of

1. Purpose. To announce a 1st Marine Division Supply Chiefs' Conference.

2. Information. A Division Supply Chiefs' Conference will be held on 17 and 18 March 1970. Supply Chiefs of all 1st Marine Division units are invited to attend.

a. Billeting will be arranged by the Division Supply Office.

b. Agenda items will include presentations on MARES-FORSTAT report-procedures, Personal Effects and Baggage Handling procedures, Command Materiel Management Inspection Team-Lessons Learned, and Garrison Property Control procedures. A tour of the supply facilities of the Force Logistic Command and an open forum discussion of supply problems will also be included.

3. Action. Commanding Officers are requested to:

a. Allow attendance at the subject conference by unit supply chiefs.

b. Submit recommended topics for the discussion period to this Headquarters (Attn: DSO) not later than 10 March 1970.

4. Self-Cancellation. 31 March 1970.

*Noble L. Beck*  
NOBLE L. BECK  
Chief of Staff

DISTRIBUTION: "A" & "B"

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RESEARCH MATERIAL LOAN RECORD (57)  
NAVMC HQ 344 (REV. 1-70)

REFERENCE BRANCH  
MARINE CORPS HEADQUARTERS  
ROOM 3129, ARLINGTON ANNEX  
STOP 82  
TELEPHONE: OXFORD 41481 OR 41473 (CODE 11)

FROM Commandant of the Marine Corps Washington, D. C. 20380

REFERENCE

TO:

*Jack Shudson*

Fold

DATE *1 Feb 1981*  
THE FOLLOWING RESEARCH MATERIAL IS:

- ☒ REQUESTED FOR LOAN
- ☐ REQUESTED FOR TWO WEEK RENEWAL
- ☐ RETURNED WITH THANKS
- ☐ ENCLOSED FOR RETENTION
- ☐ UNDER SEPARATE COVER
- ☐ TRANSMITTED FOR TWO WEEK LOAN
- ☐ TO BE DELIVERED TO BEARER OF FORM
- ☐ MATERIAL THAT MAY/MAY NOT BE RENEWED
- ☐ TO BE RECEIPTED FOR AND THE COPY RETURNED

RESEARCH MATERIAL (List publications or documents)

*1st Maw Div Command  
Chronology, Feb 1970 (4)  
(Overlays - Sheets 1 - 4  
to Tab B-30)*

ARCHIVIST/LIBRARIAN

RECEIPT FOR RESEARCH MATERIAL		RECEIPT FOR MATERIAL DELIVERED TO BEARER	
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A-17680

DECLASSIFIED

CG FIRST MARDIV

FIRST MARDIV ABOON/OPCON

2/MAR/68

TATE

G-3

CG III MAF

CG I CORPS

CG XXIV CORPS

CG FIRST MAW

SA QUANG DA SPEC ZONE

PTT

PTT

~~SECRET~~/NOJ100//~~SECRET~~

III MAF G-3

FRAG 0 2-78 FIRST MARDIV

A. OVERLAY OF NEW TACR (PASEP)

B. MX 060047Z JAN 78

C. 1ST MARDIV OPLAN 183-69

D. 1ST MARDIV OPO 301A-ER

E. IOOI 11011.6

1. (S) SITUATION

A. ENEMY. SEE 1ST MARDIV DAILY INTEL SUMMARY AND APPROPRIATE

PERIODIC/SPECIAL INTEL REPORTS.

B. FRIENDLY.

(1) SEE REF A, B, C AND D.

(2) 51ST ARVN REGT \* RELOCATED REGT UP TO CAMP NINH, NINH

55 VIO 967615 AND ASSUMES RESPONSIBILITY FOR SELECTED GROUPS AT A  
MUTUALLY AGREEABLE TIME WITH 1ST MAR.

2. (S) MISSION. 1ST MARDIV CONSIDERING Q/A 1 MAR, RECONSTRUCT  
SELECTED UNITS/ORG OF THE 1ST MARDIV IN ACCORDANCE WITH 2 AND 4, RECONSTRUCT  
AND ADJUST TACR BOUNDARIES TO THOSE INDICATED REF A. CONTINUES  
MISSION CONTAINED REF D.

PAGE ONE OF SIX

110557 FEB

(UNCLASSIFIED)

(30)

## 3. (S) EXECUTION

## A. HEADQUARTERS BN

(1) BE PREPARED TO STAND DOWN DET M.P. CO, HQS BN, 5TH MARDIV, WHEN DIRECTED.

## B. 1ST MAR

(1) O/A 1 MAR AT A MUTUAL AGREEABLE TIME WITH 26 MAR COMMENCE PHASED RELIEF ELEMENTS OF 26 MAR IN PRESENT TACR AS SHOWN REF A.

(2) AT A MUTUALLY AGREEABLE TIME WITH 26 MAR, ESTABLISH REGT, BN CP'S AT PRESENT 26 MAR, 1/26, 3/26 CP LOCATIONS.

(3) AT A MUTUALLY AGREEABLE TIME WITH 26 MAR ASSUME RESPONSIBILITY OF TACR AS SHOWN REF A.

(4) DIRECT LIAISON 51ST ARVN REGT FOR PRESENT CP TURNOVER AUTHORIZED.

(5) CONTINUE MISSIONS ASSIGNED BY REF B EXCEPT FOLLOWING CHANGES:

(A) PAR 3B (3) - UPON ASSUMPTION NEW TACR, DELETE RESPONSIBILITY FOR DAI LOG.

(B) PAR 3B (6) - DELETE IN ENTIRETY.

(C) PAR 3E (9) - ASSUME NEW UPON ASSUMPTION NEW TACR.

## C. 5TH MAR

(1) WHEN DIRECTED, DESIGNATE ONE BN/CO DIVISION *TO BE ASSIGNED TO* ~~REQUIRE~~.

(2) WHEN DIRECTED, ASSUME RESPONSIBILITY ~~THE~~ NEW TACR AS SHOWN REF A.

(3) CONTINUE MISSIONS ASSIGNED BY REF D EXCEPT FOLLOWING CHANGES:

(A) BE PREPARED TO PROVIDE A REACTION FORCE FOR RELIEF OF BAYLAC DISTRICT HEADQUARTERS.

## D. 7TH MAR

(1) WHEN DIRECTED, ASSUME RESPONSIBILITY OF EXPANDED PORTION OF PRESENT TACR AS SHOWN REF A.

## (2) CONTINUE MISSIONS ASSIGNED BY REF D EXCEPT FOLLOWING CHANGES:

(A) BE PREPARED TO PROVIDE A RELIEF FORCE FOR THE CIDG CAMPS AT THUAN DUC (2C142533) AND NONG SON (AT814363). (THIS IS A SECONDARY RESPONSIBILITY - 5TH MAR HAVE PRIMARY RESPONSIBILITY.)

## E. 26TH MAR

(1) BE PREPARED TO STAND DOWN FROM RESPONSIBILITY OF PRESENT TASK WHEN DIRECTED.

(2) PROVIDE COMPLETE TURN-OVER FILES ON BATS TO CO, 1ST MAR.

## F. 11TH MAR (REIN)

(1) PROVIDE ARTILLERY SUPPORT AS REQUIRED TO SUPPORT NEW TASK AS SHOWN REF A.

(2) BE PREPARED TO STAND DOWN 1/13, K BATT 4/13, DET HQS BATT 4/13 WHEN DIRECTED.

(3) CONTINUE MISSIONS ASSIGNED BY REF D.

## G. 1ST RECON (REIN)

(1) PROVIDE RECON SUPPORT AS REQUIRED TO SUPPORT NEW TASK AS SHOWN REF A.

(2) BE PREPARED TO STAND DOWN A CO, 5TH RECON, DET HQS CO, 5TH RECON WHEN DIRECTED.

## H. 1ST TANK BN (-) (REIN)

(1) BE PREPARED TO STAND DOWN ALL SUPPORT LADS ONE CO TO DIVISION CMB/UNITS WHEN DIRECTED.

(2) BE PREPARED TO STAND DOWN CO A, 5TH TANK BN, DET HQS CO, 5TH TANK BN

WHEN DIRECTED.

(3) From REMAINING CO BE PREPARED TO CONT ONE PLT D/S EA INF & REGT

(3) CONTINUE MISSIONS ASSIGNED BY REF D UNTIL DIRECTED OTHERWISE.

(4) PROVIDE INCREASED SECURITY DURING ALL ADMINISTRATIVE OVERLAND MOVEMENTS.

## I. 1ST ENGINEER BN (REIN)

UNCLASSIFIED

(1) PROVIDE ENGINEER SUPPORT AS REQUIRED TO SUPPORT NEW TACR AS SHOWN REF A.

(2) CONTINUE MISSIONS ASSIGNED BY REF B.

J. 1ST MOTOR TRANSPORT BN (REIN)

(1) PROVIDE MOTOR TRANSPORT SUPPORT AS REQUIRED TO SUPPORT NEW TACR AS SHOWN IN REF A.

(2) BE PREPARED TO STAND DOWN CO A, 5TH MT, DET H&S CO, 5TH MT BN WHEN DIRECTED.

(3) CONTINUE MISSIONS ASSIGNED BY REF B.

K. 11TH MOTOR TRANSPORT BN

(1) PROVIDE MOTOR TRANSPORT SUPPORT AS REQUIRED TO SUPPORT NEW TACR AS SHOWN REF A.

(2) CONTINUE MISSIONS AS ASSIGNED REF B.

L. 1ST SHORE PARTY BN (REIN)

(1) BE PREPARED TO STAND DOWN ALL SUPPORT LESS ONE CO TO DIVISION C&G/UNITS WHEN DIRECTED.

(2) BE PREPARED TO STAND DOWN CO A, 5TH SP BN AND DET H&S CO, 5TH SP BN WHEN DIRECTED.

(3) CONTINUE MISSIONS ASSIGNED BY REF B UNTIL DIRECTED OTHERWISE.

(4) PROVIDE INCREASED SECURITY DURING ALL ADMINISTRATIVE OVERLAND MOVEMENTS.

M. 1ST MEDICAL BN (REIN)

(1) PROVIDE MEDICAL SUPPORT AS REQUIRED.

(2) BE PREPARED TO STAND DOWN CO A (-) (REIN) 5TH MED BN, 1ST HOSPITAL CO, FMP WHEN DIRECTED.

N. 1ST DENTAL CO, FMP

(1) PROVIDE DENTAL SUPPORT AS REQUIRED.

**0. DIVISION RESERVE - IN 5TH MAR**

- (1) WHEN DIRECTED MOVE TO NEW RELOCATION TO BE ANNOUNCED.
- (2) CARRY OUT MISSIONS AS ASSIGNED BY DFL.
- (3) ~~SEE COORDINATING INSTRUCTIONS.~~

**P. COORDINATING INSTRUCTIONS**

(1) ~~DIVISION RESERVE WILL BE ONE IN (NAME OF TROOP) PREVIOUSLY ENGAGED IN GUPP PROGRAM).~~

(2) PAGE CHANGES TO REF D WILL FOLLOW.

(3) ORDERS FROM III MAP FOR RETURN OF PLAT, 1ST BRIDGE CO, 2D PLAT 3D BRIDGE CO ATTACHED TO 7TH ENGR BN TO BE ISSUED SEPARATELY.

(4) ORDERS FROM III MAP FOR RETURN 2ND 3RD 4TH 5TH 6TH 7TH 8TH 9TH 10TH 11TH 12TH 13TH 14TH 15TH 16TH 17TH 18TH 19TH 20TH 21ST 22ND 23RD 24TH 25TH 26TH 27TH 28TH 29TH 30TH 31ST 32ND 33RD 34TH 35TH 36TH 37TH 38TH 39TH 40TH 41ST 42ND 43RD 44TH 45TH 46TH 47TH 48TH 49TH 50TH 51ST 52ND 53RD 54TH 55TH 56TH 57TH 58TH 59TH 60TH 61ST 62ND 63RD 64TH 65TH 66TH 67TH 68TH 69TH 70TH 71ST 72ND 73RD 74TH 75TH 76TH 77TH 78TH 79TH 80TH 81ST 82ND 83RD 84TH 85TH 86TH 87TH 88TH 89TH 90TH 91ST 92ND 93RD 94TH 95TH 96TH 97TH 98TH 99TH 100TH 101ST 102ND 103RD 104TH 105TH 106TH 107TH 108TH 109TH 110TH 111TH 112TH 113TH 114TH 115TH 116TH 117TH 118TH 119TH 120TH 121ST 122ND 123RD 124TH 125TH 126TH 127TH 128TH 129TH 130TH 131ST 132ND 133RD 134TH 135TH 136TH 137TH 138TH 139TH 140TH 141ST 142ND 143RD 144TH 145TH 146TH 147TH 148TH 149TH 150TH 151ST 152ND 153RD 154TH 155TH 156TH 157TH 158TH 159TH 160TH 161ST 162ND 163RD 164TH 165TH 166TH 167TH 168TH 169TH 170TH 171ST 172ND 173RD 174TH 175TH 176TH 177TH 178TH 179TH 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2153RD 2154TH 2155TH 2156TH 2157TH 2158TH 2159TH 2160TH 2161ST 2162ND 2163RD 2164TH 2165TH 2166TH 2167TH 2168TH 21

G. 7TH MFR

(1) WHEN DIRECTED, UPON ASSUMPTION OF EXPANDED TASK, IN DEPLOYED WESTERN AREA MAY RECEIVE LOGISTIC SUPPORT FROM LSU AN HQ. COORD W/THIS HQ (G-4) AND JCS (G-3).

(2) REMAINDER REG'T WILL CONTINUE TO RECEIVE SUPPORT FROM LSU AT BALDI.

(3) PRIOR TO EVAC AND CP, DISPOSE OF REAL ESTATE IAW REF B.

D. ALL OTHER UNITS NOT RETROGRADING: NO CHANGE.

E. UNITS RETROGRADING:

(1) NO CHANGE PRIOR TO STANDDOWN.

(2) COMPLY WITH REF B.

5. (3) COMMAND AND COMMUNICATIONS - NO CHANGE.

GP-4

BT

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UNCLASSIFIED