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3/DAC/fqp

OCT 13 1970

00750

[redacted] (Unclassified upon removal from basic letter)

SECOND ENDORSEMENT on CG, 1st MarDiv (Rein) ltr 3/DHB/hgl over 5750 Ser: 00212-70 dtd 14Sep70

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

Subj: Command Chronology for period 1-31 July 1970

1. Forwarded.

J. R. Scharnberg
G. R. SCHARNBERG
By direction

Copy to:
CG, III MAF
CG, 1st MarDiv

[redacted]

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[redacted]

3B-1/gfs
5750
Ser: 0052270
19 Sep 1970

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[redacted] (Unclassified upon removal of basic document)

FIRST ENDORSEMENT on CG, 1st MarDiv ltr 3/DHB/hgl over 5750 Ser: 00212-70 of 14 Sep 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

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

Leon N. Utter
LEON N. UTTER
By direction

Copy to:
CG, 1st MarDiv

[redacted]

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

[redacted]

3/DHB/hgl
5750
Ser: 00212-70
14 SEP 1970

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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 July 1970

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

E. H. SIMMONS
Acting

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

COMMAND CHRONOLOGY
1 July to 31 July 1970

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PART II - NARRATIVE SUMMARY

PART III - SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

PART IV - SUPPORTING DOCUMENTS

Enclosure (1)

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COMMAND CHRONOLOGY

PART I

ORGANIZATIONAL DATA

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PART I

ORGANIZATIONAL DATA

1. (U) DESIGNATION

Commanding General	MGen C. F. WIDDECKE
Assistant Division Commander	BGen E. H. SIMMONS

SUBORDINATE COMMANDS

HqBn	Col	E. M. YOUNG
1stMar	Col	P. X. KELLEY
5thMar	Col	C. V. JUDGE
7thMar	Col	E. G. DERNING Jr.
11thMar	Col	E. R. REID Jr.
1stReconBn	LtCol	W. C. DRUMRIGHT
1stEngrBn	LtCol	W. F. GLOWICKI
7thEngrBn	LtCol	W. G. BATES
9thEngrBn	LtCol	J. F. KRAYNAK
1stMTBn	LtCol	J. J. LOUDER
11thMTBn	LtCol	A. D. ALBERT Jr.
1stMedBn	Cdr	T. R. TURNER MC USN (1-19 July 70)
	Cdr	W. A. ELLIOT MC USN (20-31 July 70)
1stDentCo	Capt	M. H. MEAD DC USN
1stForReconCo	Maj	D. D. DORMAN

2. (U) LOCATION

1-31 July 1970, Danang, RVN

3. (U) STAFF OFFICERS

Chief of Staff	Col	N. L. BECK (1-12 July 70)
	Col	E. H. HAFFEY (13-31 July 70)
Staff Secretary	Capt	T. E. PITTS
Assistant Chief of Staff, G-1	Col	R. E. BARDE
Assistant Chief of Staff, G-2	Col	C. W. BOYD Jr. (1-29 July 70)
	Col	A. C. SMITH Jr. (30-31 July 70)
Assistant Chief of Staff, G-3	Col	F. H. WALDROP
Assistant Chief of Staff, G-4	Col	M. M. BLUE
Assistant Chief of Staff, G-5	Col	L. S. HOLLIER Jr.
Assistant Chief of Staff, Comptroller	LtCol	N. M. LASLAVIC Jr.
Adjutant	LtCol	J. J. HUDSON
Air Officer	Col	F. A. SHOOK Jr.
Artillery Officer	Col	E. R. REID Jr.

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Band Officer	CWO2	J. M. POE
Career Planning Officer	1stLt	K. L. PHALAN
Chaplain	Capt	G. A. RADEMACHER CHC USN
Clubs Officer	Maj	K. L. BOURGEOIS
Comm-Electronics Officer	LtCol	J. R. O'MARA
Dental Officer	Capt	M. H. MEAD DC USN
Disbursing Officer	Maj	R. I. DIFFEN
Exchange Officer	Capt	M. J. AVELLINO
Embarkation Officer	Maj	L. D. COKER
Engineer Officer	Maj	W. M. WINOSKI (1-5 July 70)
	Capt	R. J. GADWILL (6-31 July 70)
Field Historian	Maj	G. MARINO (1-4 July 70)
	Capt	R. A. GANGLE (5-31 July 70)
Food Service Officer	Capt	W. F. DeWERT
Ground Safety Officer	1stLt	G. W. SCHUH
Industrial Relations Officer	1stLt	R. L. JENKS
Inspector	Col	C. ASHTON
Staff Judge Advocate	Col	D. E. HOLBEN
Motor Transport Officer	Maj	V. D. SUTTON (1-6 July 70)
	Maj	J. J. McDERMOTT (7-31 July 70)
Naval Gunfire Officer	LCdr	E. C. YOES USN
Ordance Officer	Capt	G. L. DARST (1-30 July 70)
	Capt	D. R. BARTLETT (31 July 70)
Public Affairs Officer	Capt	J. P. NOVAK
Photographic Officer	CWO3	A. A. HUMPHREYS
Postal Officer	Capt	E. M. JENNINGS
Provost Marshal	LtCol	J. A. SCHIMENTI
Special Services Officer	LtCol	W. J. GALYON
Reproduction Officer	WO	R. S. BEZOENIK
Supply Officer	Col	J. J. HOLICKY Jr.
Surgeon	Capt	H. P. PARISER MC USN

4. (C) AVERAGE MONTHLY STRENGTH

USMC		USN		OTHER	
OFF	ENL	OFF	ENL	OFF	ENL
1117	20305	123	987	0	0

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COMMAND CHRONOLOGY

PART II

NARRATIVE SUMMARY

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PART II

NARRATIVE SUMMARY

1. (C) Replacement and Rotation of Personnel

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

Replacements:

Officer	167
Enlisted	3330

Rotated:

Officer	127
Enlisted	2304

b. There were 18 officers and 443 enlisted medically evacuated from RVN. Forty three enlisted personnel returned to duty who were previously evacuated from RVN. A total of 59 personnel departed on emergency leave/ permanent change of station orders. A total of 62 personnel departed on emergency leave/TAD orders.

c. A total of four officers and 134 enlisted extended their tour for 30 days special leave. Three officers and 26 enlisted departed on special leave.

2. (C) Casualty and Graves Registration

a. The following casualities were sustained by units ADCON to 1st Marine Division, during July 1970.

	KIA	WIA	**DOW	MIA	CPTR	OTHER	*NON-BATTLE DEATH	-INJ	TOT
USMC									
OFF		14	1				1		15
ENL	17	237	1			4	6	4	268
USN									
OFF									
ENL		16							16
TOTAL	17	267	2			4	7	4	299

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

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3. (C) Awards

a. 782 award recommendations were processed and forwarded to higher headquarters for approval. In addition, 272 Purple Heart Medals were awarded.

4. (C) Discipline, Law and Order

a. The following criminal investigations were reported for the month of July 1970.

Crimes against Persons and Property	Number
Murder	2
Larceny	6

Traffic Violations

114 traffic violations were reported.

Military Offenses

307 military offense reports were issued as follows:

Attempted Murder/Homicide	4
Blackmarket	1
Armed Robbery	5
Failure to obey an order	2
Non-narcotics abuse drugs	36
Weapons violation	71
AWOL	38
Off limits	88
Curfew violations	19
Disorderly conduct	3
Wrongful appropriation Government Vehicle	2
Other	38
Total	307

5. (C) Industrial Relations

a. Utilization totals as of 31 July 1970 were:

Authorized	On Board
492	444

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6. (U) Personnel and Moral Services

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

Denomination	Number
Protestant	14
Catholic	9
Latter Day Saints	1

b. The following services were conducted during the month:

Denomination	Number	Number Attending
Catholic Sunday Divine Services	97	2203
Catholic Weekday Divine Services	141	1557
Protestant Sunday Divine Services	167	2848
Protestant Weekday Divine Services	88	1926
Memorial Services	10	798
Religion and Customs of RVN	34	744

c. Division Clubs

During the month there were 11 Officers, 20 SNCO and 27 Enlisted Clubs in operation. The gross income for the clubs system during July 1970, was $226,761.35.

d. Division Band

The band performed at five memorial services, 22 military formations and played at three concerts during the month of July 1970. In addition, the band was used as a security platoon/reaction force for the Division CP.

e. Division Exchange

Total sales during July 1970, were $619,388.82.

f. Public Affairs

Seventy five news releases and 1508 Fleet Hometown News Releases were produced during July 1970. In addition, 1st Marine Division Correspondents covered operations with all Marine Regiments in Quang Nam Province.

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g. Postal

The following figures represent pounds of U. S. Mail received and dispatched during July 1970.

Total Received	Total Dispatched	Total Handled
285,992	144,575	430,567

Financial Transaction Totals

U. S. Money Orders and Fees	$920,027.30
U. S. Money Orders Cashed	26,012.84
Stamps, Postage and Insurance Sales	30,100.00

The Main Office and 12 unit post offices were inspected and audited during July 1970. Fifty nine mail rooms were also inspected during the month.

h. Career Planning

Career Planning results during July 1970 were:

Reenlistment Percentages

First Term	(32-97)	32.9
Career	(43-44)	97.7
Total	(75-141)	53.1

Extensions of Enlistment	Career Length	Short
First Term	11	1
Career	3	1
Total	14	2

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

On 31 July 1970, the number of ARVN Interpreters to this Division was 123.

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INTELLIGENCE SECTION

1. ACQUISITION UNIT

a. General. This reporting period was characterized by an extremely slow tempo of enemy activity. The enemy has been avoiding contact and concentrating his efforts on logistical resupply. Harassing attacks marked by lob bomb attacks, sniper incidents and mining of lines of communication were experienced throughout the Division's AO. Through acts of terrorism, probing attacks against CUPP units and propaganda incidents, the enemy continues his attempt to discredit the pacification program. In the reconnaissance zone the enemy has aggressively attempted to deny reconnaissance teams information regarding his movement and unit identification, especially in the Elephant Valley area.

b. Ground Reconnaissance

(1) During July 1970, there were 116 reconnaissance patrols conducted that accounted for 790 enemy sighted. There were 63 enemy contacts, 107 fire missions and 71 air strikes generated by these sightings resulting in 211 enemy KIA, while friendly casualties were one KIA, two KNBC and 14 WIA. First Reconnaissance Battalion conducted combined patrols with ARVN and ROKMC personnel. There was a daily average of 40 teams available with an average of 23 teams operating in the field.

(2) During July 1970, Force Reconnaissance Company conducted 23 patrols that accounted for 24 enemy sighted. There were no contacts, 21 fire missions resulting in five enemy KIA, while friendly casualties were one WIA (NBC). Force Reconnaissance Company had a daily average of eight teams available with a daily average of three teams in the field.

	BATTALION	FORCE
Patrols	116	23
Enemy Sighted	790	24
Contacts	63	0
Fire Missions	107	21
Air Strikes	71	0
Enemy KIA by SAF	107	0
Enemy KIA by Air/Artillery	104	5
Friendly KIA	1	0
Friendly WIA	14	1 (NBC)
NB KIA	2	0

c. Photo Imagery Interpretation Unit. During the month of July the majority of PIIU efforts were directed toward supporting 1st Reconnaissance Battalion, 1st Force Reconnaissance Company and 7th Marines with mosaics, overlays and photo coverage of areas of interest. PIIU prepared mosaics, overlays and photo readouts in support of the Pickens Forest operations. Prepared detailed studys of Western Quang Nam Province and its lines of communications, daily updating the road and trail overlay of the Division TACR from

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aerial photography, reconnaissance reports and VR debriefs. One photo interpreter was provided to Division Schools to instruct on the capabilities of aerial photography. One photo interpreter made a liaison trip to the S-2, 7th Marines to update their photo library. All photo missions for the 1st Marine Division were flown by the 7th Air Force. Thirty-five photo missions were requested, 23 were received and 12 missions are pending. There were 22 hand held missions requested. Seventeen were received and five missions are pending.

d. Aerial Observation Sub-Unit

(1) During the month of July the Aerial Observation Sub-Unit conducted 596 sorties for a total of 1345.5 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)	401
Artillery Fire Missions	97
Hand Held Photo Missions	43

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

Killed by Air/Artillery	40
Structures destroyed	153
Bunkers destroyed	98
Boats destroyed	10
Treeline destroyed (meters)	27,000
Trench line destroyed (meters)	20
Caves destroyed	39
Secondary explosions	76
AA positions destroyed	2

(4) Ground fire was received on 25 occasions, resulting in hits to two aircraft.

(5) Aviation support for the month of July was provided as indicated below:

Unit	Sorties	Hours
Marine Observation Squadron Two (OV-10A)	596	1345.5

e. Interrogation-Translation

(1) During the month of July a total of 649 detainees were interrogated and classified as follows. Fifteen PWs, 44 Civil Defendants, 13 Returnees and 577 innocent civilians, plus five interrogation reports were

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prepared and 58 batches of documents were processed.

(2) Significant information gained from captured documents included a listing of Viet Cong cover designations.

(3) Significant information gained from detainees included updating of order of battle, personalities and the location of two ammo caches.

(4) Significant Events

(a) 3d Interrogation-Translation Team: 1 to 31 July in support of 1st Marines. The team conducted 114 interrogations resulting in two Civil Defendants and 112 innocent civilians. Five batches of documents were processed by the team. Training was conducted for team members on interrogation procedures, enemy order of battle, report writing, typing practice and care of individual weapons. Instructors were provided for the Division Schools to present lectures concerning the mission of ITT and handling of PWs.

(b) 9th Interrogation-Translation Team: 1 to 31 July in support of the 7th Marines, three hundred and twenty-nine detainees were screened at team headquarters with detailed interrogations conducted on nine Viet Cong returnees and 24 Civil Defendants. Two sub-teams were deployed in support of operation Pickens Forest during which an additional 200 detainees were screened. During interrogation of a Viet Cong returnee an arms cache of ten 82mm mortar rounds, thirty 60mm mortar rounds, six rocket propelled grenades, two rocket propelled grenade boosters and 3,720 rounds of AK ammo was found. Thirty-two batches of captured documents were processed by the team. The team received instruction in human exploitation techniques, report writing, order of battle and area study. The team continued to provide instruction to members of the Regiment on handling and processing of PWs.

(c) 13th Interrogation-Translation Team: 1 to 31 July in support of 5th Marines. The team deployed sub-teams for three field operations. Seventeen batches of documents were processed by the team. Training for team members included daily briefings of the regimental tactical situation and care of individual weapons. Classes on handling of PWs and captured documents were held for newly arrived Marines in conjunction with the regimental training program.

(d) 15th Interrogation-Translation Team: 1 to 31 July located at 95th Evacuation Hospital, U.S. Army, Danang with the mission of interrogating all wounded detainees captured by the 1st Marine Division. The team members received instruction in language training, enemy order of battle and care of individual weapons.

(e) 1st Interpreter Team (Division Interrogation Center): 1 to 31 July in support of the 1st Marine Division. Significant information concerning the enemy was the location of an ammo cache containing rockets. Team members

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received training in interrogation techniques, language training, enemy order of battle, terrain studies and care of individual weapons.

(f) 7th Interpreter Team (Document Translation Center): 1 to 31 July in support of the 1st Marine Division. The team screened 58 batches of captured documents totaling 1,117 items. Eighty-five summary translations were made of these items. In addition four full translations were made of ARVN interrogation reports, 19 full translations of ARVN messages and one full translation of a monthly report from Quang Nam Pacification and Development Committee. Training for team members was conducted on processing of captured documents, enemy order of battle, language training, care of individual weapons and administrative procedures.

f. Sensor Control and Management Platoon (SCAMP). During July several SCAMP readout sites were deactivated. Some of the sensors that were being monitored at these sites had selfdestructed. The remaining sensors are being monitored at other readout sites. Implants during July were confined primarily to the 1st Marines AO. Several implants were new applications of the Magid, the device which detects moving ferrous metal. Magids were submerged in streams in 2/1's AO in an effort to interdict ordnance being transported in or beneath sampans. Removal of BPS's from the DAISS continued. Seven Adsid strings were dropped west of base area 112 in support of the operation in that area. A readout site was activated on Hill 435 to monitor the Adsids but due to tactical considerations, was shut down after only a few days operation and two fire missions. The ARVN's asserted that they would not be taking over any of the Division's sensor assets, following redeployment. The RF's expressed some interest. Of the excess 972 gear being removed from the DAISS a large amount has been returned to Cam Ranh Bay for redistribution.

(1) Activity. There were a total of 59 targets and 53 fire missions, an increase over the previous month. An infantry ambush on a sensor acquired target resulted in one confirmed KIA. There was no additional significant BDA.

(2) Sensors were installed as indicated below:

String No	Type	Location	Readout Site
70	MIN/MAG	AT 904829	Hill 190
39	MIN/MAG	AT 927644	Hill 41
62	ADSID	AT 963460	Hill 425
63	ADSID	AT 965457	Hill 425
75	ADSID	AT 980316	FSB Ryder
76	ADSID	AT 974323	FSB Ryder
77	ADSID	AT 980327	FSB Ryder
78	ADSID	AT 982323	FSB Ryder
32, 33	MAGID	BT 081683	Crow's Nest
34, 35	MAGID	BT 012667	Crow's Nest
66	ACOUBUOY	AT 914369	FSB Ryder
50	MIN/MAG	AT 897826	Hill 190

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String No	Type	Location	Readout Site
68	MIN/MAG	AT 915834	Hill 190
70	MIN/MAG	AT 907830	Hill 190
43, 48	MAGID	BT 026674	Crow's Nest
9	MIN/MAG	AT 852788	OP Reno
10	MIN/MAG	AT 852778	OP Reno
36	MIN/MAG	AT 862764	OP Reno
79	ADSID/SPIKE	YC 964364	Hill 435
80	ADSID	YC 956358	Hill 435
81	ADSID	YC 942352	Hill 435
82	ADSID	YC 933348	Hill 435
83	ADSID/SPIKE	YC 927346	Hill 435
84	ADSID	YC 917342	Hill 435
85	ADSID	YC 952350	Hill 435
86,87,88	MAGID	BT 058611	Crow's Nest

(3) Sensors were deactivated as indicated below:

String No	Type	Location	Readout Site
69	MIN/MAG	AT 889842	Hill 190
79	ADSID/SPIKE	YC 964364	Hill 435
80	ADSID	YC 956358	Hill 435
81	ADSID	YC 942342	Hill 435
82	ADSID	YC 933348	Hill 435
83	ADSID/SPIKE	YC 927346	Hill 435
84	ADSID	YC 917342	Hill 435
85	ADSID	YC 952350	Hill 435
12	ADSID	AT 790468	Hill 65
13	ADSID	AT 793464	Hill 65
14	ADSID	AT 800462	Hill 65
15	ADSID	AT 804457	Hill 65
53	ADSID	AT 797487	Hill 119
54	ADSID	AT 793495	Hill 119
55	ADSID	AT 804504	Hill 119
56	ADSID	AT 807515	Hill 119
28	MAG/GSID	BT 031472	Hill 119

(4) The readout sites at Hill 119 and Hill 250 were vacated.

(5) DAIS. Work began removing BPS units from the DAIS. As of the end of the month, 15 units south of Hill 41 had been removed.

(6) Sensor Account. As of 31 July there were 247 RF sensors and 115 Line sensors implanted. The RF sensors were distributed in 70 strings.

(7) Training and Briefings. Orientation briefings on sensors were presented to NCO's attending the Leadership Courses at Division Schools.

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Classes were also presented to 30 ARVN Rangers, 1st and 3rd Counterintelligence Teams, 525 Military Intelligence Unit and 30 NCO's of 51st ARVN on sensor employment. Briefs on the Division Sensor Program were given to the Commandant of the Marine Corps, Colonel CONROY (AC/S, G-1, 1st MAW), Colonel REDMAN (AC/S, Comptroller, 1st MAW), Colonel McELROY (Gen'l Support Officer, 1st MAW), Colonel PIEHL (Designated for CO, 7th Marines)and Lieutenant Colonel REAGAN (Designated for CO, 1st Recon Battalion).

g. Target Intelligence. During July intelligence acquired targets generated 200 TPQ-10 requests, of which 59 were bombed. Eighty-nine intelligence targets were submitted to the 11th Marines with fire missions being conducted on thirty-four. There were two primary ARC LIGHT targets nominated of which four targets were struck. (The two extra targets struck, were nominated in June)

(1) Detector Concealed Personnel (DCP). Twenty-eight missions were requested of which 17 were flown. There were 49 separate sensor readings of which five were with strong readings. The DCP capability for the 1st Marine Division has been temporarily suspended due to nonavailability of aircraft.

(2) Infra-Red (IR). A total of 158 missions were requested, of which 92 were flown resulting in 682 emissions.

(3) Side Looking Airborne Radar (SLAR). There were no SLAR missions flown this month.

2. STAFF COUNTERINTELLIGENCE UNIT

a. As of 31 July 1970, 111 Kit Carson Scouts were employed by the 1st Marine Division. These scouts participated in 694 patrols which resulted in four enemy KIA, 12 enemy/VCS detained and four returnees. A total of seven weapons were captured, 43 caves/tunnels and four caches discovered and 14 mines/booby traps were destroyed or neutralized. Scout personnel additionally participated in 13 Psychological Operations. Kit Carson Scout personnel sustained two WIA during this reporting period.

b. Normal passive and active Counterintelligence support continued during this reporting period to assist in the protection of the Division against the enemy's intelligence collection efforts. Counterintelligence personnel of the 1st, 3d and 7th Counterintelligence Teams participated in 33 combat operations. During these operations, 3,140 persons were screened against existing most wanted criminal lists resulting in 37 persons turned over to GVN authorities for further investigation, 3,038 persons determined to be innocent civilians, the capture of 51 VCI personalities, 30 VC/NVA killed and 23 VC/NVA captured. Additionally, during these operations the following items were captured or destroyed: four spider holes, nine secret tunnels, one hiding place, 10 pounds of salt, two bushels of potatoes, 10,000 pounds of corn, 4,100 pounds of rice, five M-26 grenades, one M-33 grenade, 16 ChiCom grenades, 10 homemade grenades, one booby trap, one 500 pound bomb, one 250 pound bomb, three 105mm

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rounds, two 106mm rounds, eight Claymore mines, one 122mm rocket, 10 pounds C-4 explosive, one LAAW, 30 VT fuses, 19 SKS rifles, six AK-47 rifles, one K-50 rifle, two M-1 rifles, one .45 caliber Thompson sub-machine gun, one .45 caliber pistol, one .38 caliber pistol, 322 x 82mm mortar rounds, 432 x 61mm mortar fuses, 196 x 82mm mortar fuses, 153 x 82mm mortar increments, 27 parachute grenades, 10,000 pull friction fuses, one 75mm Howitzer round, six 50 round drum magazines with ammo, two AK-47 magazines, five boxes machine gun link belts, 30 pounds TNT, one loud speaker, one U. S. gas mask, one U. S. gasoline lantern, 72,800 rounds small arms ammo, 13 pounds of documents and assorted medical supplies.

c. During July 1970, 1st Marine Division units reported a total of 278,890 $VN expended under the Volunteer Informant Program for information or ordnance. There were 359 separate expenditures for the return of ordnance and six expenditures for information.

d. Valuable intelligence information was provided to the 1st Marine Division during the reporting period by Division intelligence liaison representatives located at District Intelligence and Operations Coordination Centers in Hoa Vang, Hieu Duc, Dien Ban, Dai Lac and the Province Phung Hoang Permanent Center at Hoi An.

3. OPERATIONS INTELLIGENCE

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

(1) Daily Intelligence Summaries (INTSUM).

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 (one Officer, one SNCO and two NCO's) conducted at Division Schools.

(3) Four Order of Battle Briefings were conducted for the Commanding Officer, Headquarters Battalion.

c. Enemy

(1) Enemy activity remained at a low level throughout the month of July as the enemy avoided contact and concentrated his efforts on the pacification program and food procurement. The majority of enemy initiated attacks were harassing in nature. Only an attack on A/1/7 CUPP #2 on the 6th was significant. Operation Pickens Forest, resulted in only sporadic, light contact but several significant caches were discovered. Two hospital complexes were discovered during the month.

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(2) During the period 1 to 10 July there were 13 sightings of groups of 10 or more enemy personnel and six significant enemy initiated incidents. The most significant attack of the first third of the month occurred at 2000H on the 6th when A/1/7 CUPP #2 platoon located at (BT 084394) received an estimated 2,000 rounds small arms fire, 4,000 rounds automatic weapons fire and 15 to 20 M-79 rounds from an estimated 50 enemy. The contact lasted about 50 minutes after which the enemy broke contact.

(3) From 11 through 20 July 1970 enemy activity increased from the previous 10 day period. There were 23 sightings of enemy groups of 10 or more personnel, five mortar attacks and seven lob bomb attacks. On the 11th at 0005H a squad observation post from M/3/1 located approximately 3 km northwest of Liberty Bridge received five 82mm mortar rounds which impacted outside their position. At 110015H H&S/2/5 company defensive position at An Hoa combat base observed 10 x 60mm mortar rounds impact outside their position. The low intensity attacks by fire continued as a squad observation post from M/3/1 located 2 km northeast of Hill 55 received one 155mm lob bomb and small arms fire from an enemy position. Reconnaissance team Off Spring at 1230H on the 11th had contact with 10 enemy resulting in five NVA KIA. This action took place 3 km north of Happy Valley. At 112045H Pal Joey (M), reconnaissance observation post on Hill 425 observed 22 enemy 3 km east of Alligator Lake moving east with packs and weapons. On the 12th at 1820H Pal Joey (R) observation post observed 34 enemy in green utilities with packs and weapons moving north 5 km west of An Hoa. Fifty minutes later H&S/3/7 at LZ BALDY observed a VC company, estimated 85 men, in the open 5 km northeast of their position. E/2/5 in a defensive position at Phu Loc #6 received one 250 pound lob bomb from an unknown direction at 151225H. Between 1650H-2057H on the 16th reconnaissance team Donahue had several contacts with small enemy units while operating in the Que Son Mountains 6 km southeast of Alligator Lake. The enemy continued to employ lob bombs in a harassment role, four attacks occurred on the 17th. At 0100H in southern Arizona I/3/5 received three suspected lob bombs of an unknown type. F/2/5 observed one 155mm lob bomb impact 250 meters outside their position at 1915H about 4.5 km southwest of Hill 55 and I/3/5 received a total of ten 155mm lob bombs along with seven ChiComs and five M-79 rounds while operating in the southern Arizona territory. Finally at 2308H on the 17th H&S/3/5 at Hill 65 received small arms fire and observed five enemy. Then the unit received two suspected 155mm lob bombs one of which was a dud. In the Pickens Forest operation at 805282, a search of caves in the area resulted in the finding of 20 cases 7.62mm ammo, four Russian AT-mines, two cases TNT, eight light machine guns, 17 SKS's, 76,680 AK rounds, 553 x 60mm rounds, 350 rounds of 82mm, 180 x 60mm fuses, 150 x 82mm increments, 30 pounds TNT, 22 nonmetallic AT-mines, eight ChiCom grenades, 100 rounds for RR, 162 x 82mm fuses, one 75mm rounds, seven Chinese Claymores, six .50 caliber magazines with 350 rounds, five boxes of machine gun ammo, 23 RPG rounds, 27 parachute grenades and 10,600 pull pin fuses.

(4) There were 16 sightings of enemy groups of 10 or more personnel, two lob bomb attacks, two mortar attacks and two hospital complexes located in the TAOR during the last third of the month. There were no rocket attacks against Division units again during this period. A C/1/7 platoon patrol found

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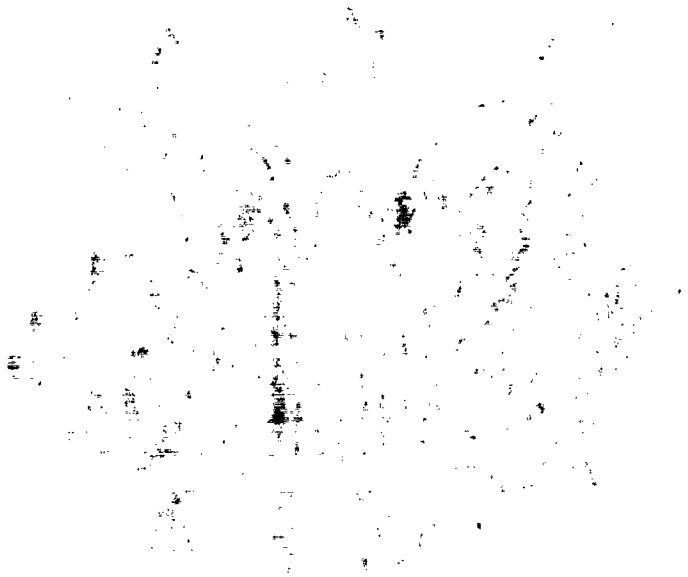
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an enemy hospital with two NVA KIA, two AK-47's, one SKS, two carbines, one M-16 and a large amount of medical gear and drugs in the Que Son Mountains 4 km south of Spider Lake at 1200H on the 25th. On the 26th at 1905H H/2/5 squad ambush received one unknown size lob bomb with multiple projectiles causing four explosions. The incident took place 1.5 km south of Liberty Bridge. 270852H reconnaissance team Lemon received heavy .50 caliber machine gun fire from a position 6 km northwest of OP RYDER. Another hospital complex was located 10 km southwest of An Hoa. D/1/7 platoon patrol while on operation Pickens Forest found the complex at 1200H on the 27th. Eighteen NVA KIA were found along with 23 huts, two operating rooms, a small amount of drugs, one ton of corn and one SKS.

d. Weather

(1) The maximum and minimum temperatures for the month of July were 103 and 70 degrees respectively, with an average temperature of 86.5 degrees. Total precipitation was 1.13 inches, which was 1.67 inches below the monthly mean of 2.80 inches.

(2) Weather during the month had no appreciable effect upon ground operations. Reduced visibility, due to early morning ground fog and/or low ceiling had a minimal effect on aerial observation and helicopter operations.



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ORGANIZATION AND OPERATIONS

1. (C) During the month of July the Division units continued to conduct extensive patrols and ambushes throughout the TAOR. Two named operations, Operation Pickens Forest (D-Day 16 July), and Operation Barren Green (D-Day 24 July) commenced during this reporting period. Operation Barren Green terminated at 270800H Jul70. Insertion of rapid reaction forces, aggressive recon activities, and effective supporting arms continued to keep the enemy off balance. Enemy losses during this reporting period were the lowest so far this year as he avoided confrontation with Marine units and tried unsuccessfully to increase his food procurement and disrupt our pacification program.

a. On 1 July, 2/7 and a Pacifier Company of 1/5 conducted a cordon and search operation southwest of FSB Ross (AT9933). One VC was killed by grenades when he refused to submit to capture when trapped in a cave. Eight other Vietnamese were detained and sent to ITT.

b. On 2 July, a company from 3/7 continuing to recon in force in the QUE SON Mountains made contact with an unknown size enemy force (AT9542). After a brief fire fight the enemy withdrew leaving behind six AK-47 rifles, 1000 rounds of ammunition, and assorted documents.

c. On the morning of 3 July, a platoon of I/3/7 operating in the QUE SON Mountains located an enemy base camp consisting of a cave 20' x 20' x 10' with two rooms 10' x 5' x 6'. A search revealed one AK-47 rifle, two AK-50 rifles, two SKS rifles, and one M-1 rifle. In addition, two 122mm rocket launchers, 450 lbs of corn, and 200 lbs of rice were captured.

d. At 0615, 5 July, C/1/5 Pacifier in coordination with CAP 2/7 conducted a cordon and search operation (BT0362). A total of 14 VC suspects were detained, and a search uncovered four M26 grenades, 15 lbs of C-4 explosives, and 25 lbs of documents.

e. At 2000, 6 July, A/1/7 CUPP Team #2 while moving to an ambush site engaged an estimated 50 man enemy force, resulting in two USMC WIA(E) and one USMC WIA(M). Enemy casualties are unknown, however a sweep of the area on the morning of 7 July produced two AK-50 rifles, one 9mm pistol, and two packs.

f. At 1200, 9 July, A/1/7 CUPP #7 forwarded five HOI CHANHS who had turned themselves in at their day position to ITT.

g. At 1200, 10 July, a fire team OP from C/1/7 received two M26 grenades and heavy automatic weapons fire resulting in three USMC KIA, and one USMC WIA(E).

h. On the morning of 10 July, C/1/5 Pacifier Operation found a bunker in which five VN ages 18-25 were hiding. A search of the bunker pro-

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duced one AK-47 rifle, and one M-16 rifle, and assorted other ordnance items. Detainees forwarded to IIT.

i. On 11 July, while patrolling in the Charlie Ridge area just prior to dark, a squad from M/3/5 spotted 10-15 enemy by a cave. As the squad moved to the area, they observed two enemy approaching from their rear. A hasty ambush resulted in two VC KIA. The squad moved from the contact area and engaged two more enemy to their flank with small arms fire, resulting in two VC KIA. Airstrikes were called in on the cave, and a search at first light on the 12th produced negative results.

j. At 1830, 12 July, a squad patrol from F/2/7 operating seven km north of FSB Ross observed three enemy 30 meters north of their position. The squad engaged the enemy with organic weapons, resulting in two VC KIA. As the area was being searched, one more VC was killed when he was taken under fire by a scout sniper at 300 meters.

k. At midmorning on 13 July, a squad patrol from L/3/7 searching the village of Thuan Long, 3 km southeast of FSB Ryder, found a fortified position consisting of 28 bunkers. A search of the bunker complex produced four tons of unpolished rice. The rice was lifted to FSB Ross, and the bunker complex destroyed.

l. On 13 July, a platoon from H/2/7 on patrol five km west of LZ Baldy spotted one enemy with a weapon 30 meters away. The patrol engaged the enemy with small arms fire wounding him. The patrol followed a blood trail to a cave where the VC was found dead along with his AK-47 rifle. A M26 grenade was thrown into the cave, and one VC emerged and rallied to the patrol. A search of the cave was begun, and two AK-50 rifles, one M-16 rifle, and one PRC-25 radio were found. As the patrol was searching the cave, two grenades were thrown from inside the cave wounding four Marines. The patrol responded with grenades and four more VC surrended to the Marines. Security was established on the cave for the night, and the following morning a Kit Carson Scout with the platoon made voice contact with the remaining enemy in the cave and talked an additional 15 enemy into surrendering. The cave was thoroughly searched and seven VC KIA, 50 lbs of potatoes, 75 lbs of rice, one pair of field glasses, and two transitor radios were found.

m. On 14 July, a one day cordon and search operation by F/2/5 and G/2/5 on eastern GO NOI Island resulted in 6 VC KIA, one VC and two individual weapons captured.

n. At 2130, 15 July, C/1/7 defense position two km southeast of LZ Baldy observed seven enemy with packs and weapons moving south. Organic weapons fire was called in, resulting in two NVA killed and two individual weapons and assorted equipment captured.

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o. On the morning of 15 July, the "Corn Harvest Operation" began in northeast Arizona Territory. One platoon (Rein) from I/3/5, the 193rd RF Co (-), and PF's from Dai Loc District provided security for civilian laborers. The corn, planted and tended by VC, is being harvested to deny VC forces food supplies. During the first day of harvesting, a total of nine tons of corn was collected. The operation continued on 16 July with a total of 21,000 Kilos of corn harvested on the second day.

p. At 0730, 16 July, Operation Pickens Forest began in southeastern Base Area 112 with two Battalions (-) (Rein) of the 7th Marines participating. Results of the operation are shown in paragraph 2.

q. At 0730, 17 July, a squad ambush from E/2/7 spotted two enemy in a boat on the Song Thu Bon. The ambush engaged the enemy with small arms. A sweep of the area produced assorted medical supplies and cooking utensils. The squad followed blood trails leading east and found two rifles hidden in the brush. At first light, a platoon from E/2/7 moved into the area and conducted a detail search which resulted in the finding of a cave and bunker complex (AT805282). A search of the bunker complex revealed the following items: eight RPD light machine guns, 17 SKS rifles, 67,680 AK-47 rounds, 378 x 60mm rounds, 362 x 82mm rounds, 175 x 61mm rounds, and various other types of ordnance including mines, fuzes, RPG rounds, and other types of small arms ammunition.

r. On 19-20 July, F/2/5 and G/2/5 conducted a cordon and search operation in Tan Phuoc area (AT8650). Results of the operation were five VC KIA, two VC detainees, two individual weapons and 10 M26 grenades captured.

s. On 20 July, a pacifier operation was conducted by 1/5 in the 5th Marines AO (BT0563). A total of 650 VN were screened by CIT during the one day operation. A search of the area produced one AK-47 rifle and one 122mm rocket. Thirty three of the 650 VN screened were detained for further interrogation and most were later found to be VC or NVA cadre.

t. On 21 July, F/2/5 and G/2/5 supported by tanks, conducted a search clear operation in Phu Nhuan area (AT8950). Results of the operation were four VC KIA, and three NVA captured along with two 38 caliber pistols, one AK-47 rifle, two CHICOM grenades, maps, compass, and medical supplies.

u. At 0600, 24 July, Operation Barren Green began in the northern Arizona area with the 5th Marines (-) participating. Results of the operation are shown in paragraph 2.

v. On 25 July, C/1/7 discovered a hospital base camp in the central QUE SON Mountains. A search of the area revealed two NVA bodies, six individual weapons and assorted 782 gear.

w. At 1200, 29 July, a platoon patrol from D/1/7 uncovered an enemy

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hospital complex 2500 meters southwest of LZ Starling. A search of the area revealed the bodies of 18 NVA KIA, one SKS rifle, surgical instruments, assorted drugs, and one ton of corn. Also on 29 July, a squad patrol from E/2/7 operating with ARVN intelligence personnel discovered 139 SKS rifles in a cave 1500 meters south of LZ Starling.

x. On 31 July, a squad patrol from H/2/7, operating 2000 meters northwest of LZ Defiant, observed seven enemy 200 meters to the east. A fire mission was called, resulting in three NVA KIA. A search of the area produced one AK-47 rifle, miscellaneous 782 gear and assorted documents.

2. (S) Major Operations

a. Operation Pickens Forest is a Category III operation conducted by the 7th Marines (-) (Rein) in Song Thu Bon Valley. Mission is to interdict enemy logistical support, destroy enemy facilities and capability and kill or capture enemy in the area. Supporting documents, including Frag Orders and spot reports are found in TABS B, C, and F of the Division Command Chronology. Cummulative results as of 312400H Jul70 are as follows:

FRIENDLY	ENEMY
2 USMC KIA	38 NVA KIA
25 USMC WIA(E)	27 VC KIA
6 USMC WIA(M)	234 DETAINEES
23 USMC NHC(E)	47 IWC
1 USMC MIA	9 CSWC
1 USN WIA(E)	

b. Operation Barren Green was a Category II operation conducted by 2/5 (-) (Rein) in Loc Phuoc Valley in the northeastern portion of the Arizona area. Mission to kill or capture enemy forces in the area and deny unharvested crops to enemy use. Cummulative results as of 270800H Jul70 (DTG Terminated) are as follows:

FRIENDLY	ENEMY
8 USMC WIA(E)	10 NVA KIA
2 USMC WIA(M)	8 VC KIA
	3 VC PW
	4 IWC

FOODSTUFF: 104,000 lbs of corn was seized and harvested immediately prior to Operation Barren Green by Dai Loc civilians under combined USMC/District Security Forces. During Operation Barren Green another 13,500 lbs of shelled corn was seized/destroyed, after which 90% of remaining unharvested corn was destroyed. Remainder to be destroyed by air strikes.

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3. (C) Results of all small unit contacts and operations by Division units during this reporting period accounted for the following enemy losses:

194	VC KIA	122	IWC
220	NVA KIA	11	CSWC

4. (C) The following ships provided Naval Gunfire Support for the Division during July.

NAME	NO. OF DAYS	CALIBER	RNDS
USS SAINT PAUL (CA-73)	2	8"55	10
USS SAINT PAUL (CA-73)	2	5"38	58
USS BERKELEY (DDG-15)	4	5"54	631
USS EDSON (DD-946)	6	5"54	887
USS PARSON (DDG-33)	6	5"54	487
USS STRAUSS (DDG-16)	5	5"54	402

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PLANS

1. (C) During July the Combined Unit Pacification Program has been emphasizing RF/PF operational planning and field leadership, with a concurrent effort to improve working relationships between Marines and Vietnamese in CUPP units. With the reduction in enemy activity, as indicated by the sharp decrease in friendly and enemy casualties from the previous month, significant progress has been realized in the construction of homes, schools and wells, and in the cultivation of new areas with a larger variety of crops.

2. (C) Planning continued on Keystone Robin Increment IV Redeployment, as well as the development of contingency plans to meet further redeployments should they be ordered.

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TRAINING

1. During the month of July 1970, 33 Officers and 64 Enlisted Marines attended formal schools in and out of the country.

2. First Engineers conducted three day courses on demolitions, landmine warfare and booby traps. A total of 354 Marines attended. First Engineers mobile contact teams also conducted a one day course for 228 Marines.

3. Eleventh Marines conducted one day courses for non-artillerymen in the adjustment of artillery fire. A total of 119 Marines attended.

4. Scout Sniper school held refresher training for 24 Marines.

5. Division Schools NCO Leadership course graduated 148 NCO's.

6. Division Schools conducted a 16MM projectionist course for 11 Marines.

7. Division Schools Mobile Training Team conducted instruction throughout the Division for 906 Officers and Enlisted Marines.

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OPERATIONAL TECHNICAL INSPECTIONS

1. The below listed units were inspected during the month of July and found to be satisfactory.

2. There were no discrepancies requiring action by this or higher headquarters.

UNITS INSPECTED

2d Battalion, 1st Marines 10 July 1970
2d Battalion, 5th Marines 13 July 1970

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Logistics Input for Part II of July 1970 Command Chronology

1. General. During the month of July the division continued to operate two Logistic Support Areas (LSA'S) which supported units operating out of An Hoa Combat Base and LZ Baldy. Within the 5th Marine Regiment's AO, the LSA at An Hoa handled 484 lifts, moving 2,439,557 pounds of cargo and 3,207 passengers to the field. The 7th Marines LSA at Baldy handled 497 lifts, moving 2,424, 443 pounds of cargo and 3,815 passengers. On 15 July, the G-4 (Facilities) coordinated the turn over of Cobb Bridge to the Quang Da Special Zone. On 20 July, G-4 (Facilities) completed the property transfer of Cau Do Bridge to Quang Da Special Zone.

2. Supply. The Division Supply Inventory Assistance Team was formed during July. This team as presently formed, consists of one officer (CWO-3), 5 SNCO'S and 9 other enlisted personnel. Of these personnel FLC has provided 3 SNCO'S and 9 other enlisted personnel on a temporary duty basis. With the concurrence of the Commanding General, Force Logistic Command, this Division returned to the Stock Account at FLC over 2,000 excess line items of class II, IV, and IX operating stocks during July. All items were in condition code "A" (ready for re-issue). During a 20 day period in July, personnel from Division Supply with 10 Vietnamese laborers prepared 80,000 metal posts for retrograde to FLC. Retrograde of the 80,000 metal posts will be completed during August 1970.

3. Engineer. During the month of July there were 84 Division Work Orders issued to the 1st Engineer Battalion. 6 TSFC requests were submitted to Commanding General, III Marine Amphibious Force and 14 work requests to Public Works. Division Engineer recorded 27 mine incidents of which 9 were accidently detonated causing 4 Military WIA's, 3 ARVN and 1 civilian. There were 5 vehicles damaged from mine incidents. 8 mines were blown in place. 104 pieces of ordnance were turned in by Vietnamese and they were paid a total of 10,300 piasters under the V.I.P. The rehabilatation of the An Trach dam and excavation of the Tay Tinh irrigation canal vicinity AT959654, Sheet 6640 Series L7014 Div Loc was completed on 15 July 1970. The 1st Engineer Bn provided the equipment and personnel necessary to clear 1500 meters of the canal, recover a buried coffer dam, improve 2500 meters of the dam/access road, and provide the materials necessary for rehabilitation of the dam and equipment storage building. Completion of the project fulfilled the tremendous need for water to irrigate over 400 hectares of land in the area. The final inspection and delivery of materials to the site was done jointly with the Division Engineer, Mr. KHE, the Province Irrigation Supervisor, and members of the An Trach operations committee present. The gratitude of the people for work done by the 1st Engineer Bn was expressed and subsequently stated in a letter from the Province Chief, Quang Nam.

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On 25 July 1970, the Assistant Division Engineer, who was assigned on 6 June 70 as the project on-site coordinator for the resettlement of Go Noi Island, returned to the Division Engineer Office. The project, though not completed as originally planned, progressed well ahead of schedule. An access road and bridge to the island had been completed, sites for two villages prepared, over 800 acres of land plowed, and an irrigation system was started. The redeployment of engineer assets required cutting short the scope of the planned project. During the month of July, the Division Engineer coordinated the reactivation or construction of eight Fire Support Bases in support of 7th Marines and Quang Da Special Zone Forces. Operations generally centered around Base Area 112. The FSB's involved were Dagger, Javelin, Maxwell, Hatchet, Foil, Defient, Hill 110, and McNutt.

4. Embarkation. On 9-10 July 1970, this section coordinated the loading of the USS VANCOUVER (LPD-2) and the USS CLEVLAND (LPD-7). The USS VANCOUVER commenced loading 091130H Jul 70 and sailed 101915H Jul 70. Embarkation also coordinated the loading of Engineer (7th and 9th) equipment left behind by Unit I Increment IV, aboard the USS MEEKER COUNTY. The USS MEEKER COUNTY commenced loading 230230H Jul 70 and completed loading 230900H Jul 70. Ship sailed 231130H Jul 70. On 15 and 21 July 1970, planning conferences were held at the 9th Engineer Battalion area for all personnel involved in Keystone Robin (ALFA) movement Units VII and VI/VIII respectfully. Purpose of the meetings was to brief unit embarkation personnel of the movements and a tentative assignment to shipping.

5. Ordnance. The turn-in of all M14 rifles assets by Division units was completed and the project for turning in of ancillary equipment for M14 rifles began during this period. A T/E deficiency at 3d 8" Howitzer Battery was filled by the arrival of a VTR, M-51.

6. Motor Transport. During the month, a total of two hundred and forty-five (245) convoys were conducted within the 1st Marine Division TAOR. These convoys included sixty-two (62) to An Hoa conducted by the 1st Marine Division, seventy-seven (77) to LZ Baldy and LZ Ross conducted by Force Logistic Command and one hundred and six (106) to Chu Lai and Phu Bai conducted by Danang Support Group. During July 1970, 1st Motor Transport Battalion travelled a total of 66,777 miles, transported 45,556 personnel and hauled 4,712 tons of cargo. During the same period, 11th Motor Transport Battalion travelled a total of 101,773 miles transported 9,403 personnel and hauled 13,771 tons of cargo. In total, during the month of July 1970, the Division Motor Transport Battalions travelled a total of 168,550 miles transported 54,959 personnel and hauled 18,483 tons of cargo.

7. Food Service. Menu Support during the month of July was adequate at best. Minor problems occurred due to the turn over of NSA to Army Support Command; However, the problems have been corrected by FLC Ration Company.

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8. Surgeon. The Division Surgeon attended a meeting aboard the USS SANCTUARY concerning the RAV period of the ship between 25 July and 07 August 1970. BGEN THOMAS, MC, USA, USARV Surgeon was chairman of the final conference which recommended that the ship proceed as scheduled to Subic Bay. The total average patient load for the 1st Medical Battalion during July 1970 was 127, with a total of 819 admitted and 210 patients evacuated out of country. Blood expended totaled 697 units. There were 116 malaria cases for the month of July.

9. Dental. The 1st Dental Company renders support to the 1st Marine Division in the Danang and An Hoa areas in the Republic of Vietnam. There are currently 15 dental facilities in operation to provide dental support to the 1st Marine Division. The facilities in operation are of varied types of construction including ten of the SEASIA hut type, two surgical vans, one stucco building, one bunker, and one locally constructed van mounted on a utility trailer. The following treatment was accomplished by the 1st Dental Company during the period 1 July 1970 to 31 July 1970. There were 14,827 total procedures accomplished during the month on 6,071 patients.

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CIVIL AFFAIRS/CIVIC ACTION

Narrative Summary for the period 1 - 31 July 1970

1. (U) During the month of July all USMC and SeaBee engineering equipment was moved off of Go Noi Island due to the upcoming redeployment and other priority tasks. MCB-62 completed the permanent bridge going onto the island. The finished bridge is 440 feet long and took only 25 days to construct. Besides clearing an additional 200 acres of land (total cleared 800 acres), 7th Engineers constructed a defensive berm for the second village and further developed the on island road network. The second village was named Phu Phong (first village is Phu Loc). People began buying lumber from their village lumber yard (lumber contributed by 1st Marine Division, sold by village to create fund for mutually beneficial projects) to construct houses in the new village. A CAP was moved onto the island during the month and will help the villagers in constructing their homes and wells, train the PF's on the island, and provide better security for the people. Despite the phase off of the engineering equipment, assistance to the island will continue as requested/available.

2. (U) The G-5 Section delivered over 1,100 36 inch culverts to districts throughout Quang Nam Province for use in self-help irrigation and foot bridge construction projects. Through this program it is hoped that the Vietnamese will take added interest in the development of their villages and become more civic minded.

3. (U) Fifth Marines completed a school during the month at Loc Son Hamlet near An Hoa. The school was a joint USMC, IRC, self-help project. IRC provided the food for a food for work program. The villagers provided the labor and the material and some technical assistance was provided by 5th Marines. The grand opening of the school was on 30 July, with representatives from Province and Division G-5 in attendance. A meal was prepared for the occasion and refreshments were provided by the Vietnamese. All the villagers were proud of their work and were eager to work together in the future on projects to benefit their village.

4. (U) The Division milk project is enjoying continued success, with Headquarters Battalion, 3/11 and 5th Marines giving maximum participation. During July, 5th Marines distributed a total of 1,015 gallons of milk at Go Chua Hamlet, Loc Thanh Village and A Dong Hamlet. The program supplements the diet of the people, which results in a healthier, stronger populace.

5. (U) The men of 5th Marines donated 8,000$VN to a local Vietnamese laborer at An Hoa. The man lost his monthly paycheck after hearing about the death of his son. The young boy (8) was killed after jumping off a truck and striking a protruding stake. The incident occured just outside the 5th Marine cantonment.

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CIVIL AFFAIRS/CIVIC ACTION FOR PERIOD 1-31 JULY 1970

1. (U) Completed Civic Action Projects during July 1970

Project	Location	Type of Assistance	Unit
Well foundations	AT949702	Supplied materials	4/11
School Room	BT007351	Material furnished	7th Mar
Well	AT935725	Cement	HqBn
Well	AT938732	Cement	HqBn
Pig Stye	AT938732	Cement, roof tin,lumber	HqBn
Water Pump	AT957686	Material furnished	1st Mar
Dam	AT899678	Material furnished	1st Mar
Wells (3)	BT066673	Material furnished	1st Mar
Houses	BT087665	Material furnished	1st Mar
Guard Shacks	AT998710	Material furnished	5th Mar
Guard Shacks	AT969704	Material furnished	5th Mar
School	AT863473	Material, supervision	5th Mar
School	AT865477	Material,supervision	5th Mar
House	AT996735	Self help from villagers	1st Med Bn
School	BT054658	Material furnished	G-5
Market	BT054658	Material furnished	G-5
Houses	BT068540	Material furnished	G-5

2. (U) Projects currently underway in the 1st Marine Division CAACR includes two medcap shelters, two dispensaries, one sewing factory, one classroom, two schools, two wells and two IR-20 rice test plots.

3. (U) Total number of man-days (10 hr days) personnel of units engaged in civic action activities: 1,160

4. (U) Cost of civic action projects:

a. Cost of supplies contributed from military resources for civic action projects (does not include cost of commodities obtained from USAID, CARE, CRS and like organizations). 1,820,610 $VN

b. Expenditures from the US/FWMAF Civic Action/ PSYWAR AIK Fund: 177,220 $VN

5. (U) Voluntary contributions: 233,000 $VN

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

a. Other FWMAF	20	%
b. RVNAF	14	%
c. U.S. Civilian Voluntary Agencies	16	%

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

a. Self-Help labor	88	%
b. Materials furnished by the people	18	%

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

PROGRAMS	MAN-DAYS	$VN
a. Economic Development		
(1) Agriculture	70	330,400
(2) Fisheries	0	0
(3) Markets	47	123,100
(4) Cottage Industries	0	0
(5) Other	33	12,000
b. Education support:		
(1) Construction of Schools	158	153,360
(2) Improvement of schools	59	23,000
(3) Group Instruction	16	0
c. Social Welfare Support:		
(1) Hospitals	17	8,595
(2) Refugees	197	225,946
(3) Orphanages	26	38,496
(4) Religious Organizations	25	5,000
(5) Other Institutions	48	20,000
d. Transportation Support:		
(1) Roads	8	0
(2) Bridges	10	0
(3) Waterways	0	0
(4) Other	108	892,210
e. Refugee assistance support; (all assistance to refugees including activities reported in progress a, b, c and d)	376	510,000

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9. (U) General WALT Scholarship Program: The General WALT scholarship program for this reporting period is negative. There were no scholarships given out during July due to the discontinuance of the General WALT Scholarship program.

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

a. Schools 21

b. Orphanages 6

c. Hospitals/dispensaries 9

d. Other 6

11. Significant Problems

a. The nonavailability of cement and other building material has caused a marked slowdown in many of the lower priority projects.

b. The great delay in receiving supplies through GVN channels causes many of the villagers to lose interest in projects and also lose confidence in their government.

12. Beneficial results of civic action

a. There have been great strides forward in Self-Help projects. The people are learning to do things for themselves and not depend on Marines for assistance. Headquarters Battalion, 1st Marines and 5th Marines in particular reported progress in the Self-Help program. 1/5 reported two self-help projects in one village alone.

13. RVNAF civic action support

a. Quang Da Special Zone has nearly finished a market place and school at Tu Cau New Life Hamlet. Marines contributed cement and some lumber, while the ARVN's did all the work. It is hoped that additional projects can be completed this way in the future.

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

MedCaps	10,659
DentCaps	1,090
Number of Health workers trained	10
Hygiene/Sanitation classes held	10
Attendance	211
Medevacs	18

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NARRATIVE SUMMARY FOR PSYCHOLOGICAL OPERATIONS, PERIOD 1-31 JULY 1970

1. (U) During this reporting period, a total of 13 Hoi Chanhs rallied to Division units. Three(3) Hoi Chanhs rallied to 2nd Bn, 5th Marines; one(1) rallied to 1st Bn, 7th Marines; nine(9) rallied to 2nd Bn, 7th Marines. Ralliers for the I Corps area for July 1970 totaled 309. 96 came from Quang Nam Province and Da Nang City. (approximately 31%)

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

UNIT SUPPORTED	DATE
1st Bn, 5th Marines	18 July 1970
1st Bn, 7th Marines	13 July 1970

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

UNIT SUPPORTED	DATE
1st Bn, 1st Marines	13-16 and 24-27 July 1970
2nd Bn, 1st Marines	20-25 July 1970

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

UNIT SUPPORTED	DATE
1st Bn, 1st Marines	24-27 July 1970
2nd Bn, 1st Marines	31 July 1970
1st Bn, 11th Marines	10-11 and 21-23 July 1970
7th Marine Regiment	1-3 July 1970

5. (U) Cultural Drama Teams were utilized as follows:

UNIT SUPPORTED	DATE
5th Marine Regiment	24-26 July 1970
1st Bn, 7th Marines	4-9 July 1970
1st Bn, 7th Marines A CUPP	6-7 July 1970
7th Marine Regiment	1-7 July 1970

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6. (U) HB (Loudspeaker) Teams. All HB and HE Teams still remain detached to the Regimental S-5's. The Teams have logged in a total of 264 hours and 30 minutes of broadcasting time.

7. (U) HE (Audio/Visual) Teams, also detached to the Regimental S-5's, have logged in a total of 52 movie hours.

8. (U) During this reporting period, 19,291,000 leaflets were dropped on 362 targets within the 1st Marine Division TAOR. 1,900 leaflets were hand distributed throughout the Division TAOR.

9. (U) During the month of July, 227 aerial broadcasts were flown over 227 targets for a total of 22 hours and 10 minutes of tape time.

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COMMUNICATION-ELECTRONICS
NARRATIVE SUMMARY

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

   a. 1st 8 Inch Howitzer Battery

   b. 3d Battalion, 11th Marines

   c. Headquarters Battery, 11th Marines

   d. 1st Engineer Battalion

   e. 1st Medical Battalion

2. Material Assistance Visits. None were conducted.

3. Staff Visits were made to the following units:

   a. Headquarters, 5th Marines

   b. 2d Battalion, 5th Marines

   c. 3d Battalion, 5th Marines

   d. 2d Battalion, 11th Marines

   e. 3d 175MM Gun Battery

   f. Headquarters, 7th Marines

   g. 2d Battalion, 1st Marines

   h. Force Logistics Command

   i. 9th Engineer Battalion

   j. 1st Reconnaissance Battalion

   k. Communication Company, Headquarters Battalion

   l. 7th Engineer Battalion

   m. 1st Bridge Company

4. Courtesy Inspections and Training Visits

   a. A Courtesy Inspection was conducted at 1st Motor Transport Battalion.

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b. A Supply and Maintenance Management Training Visit was conducted at Headquarters, 5th Marines.

5. Communication Security. On 28 July 1970 all units in the 1st Marine Division were directed to commence monitoring their internal communications to include radio and telephonic modes and correct COMSEC violations when detected. At least 60 minutes per day is to be directed to this end. Additionally, units were directed to maintain local records reflecting monitor positions operating, dates and times of monitoring, violations noted, and corrective action taken.

6. Training. The Communication-Electronics Maintenance Section of the CEO office presented two four hour blocks of instruction to representatives from units based in the Danang vital area and the An Hoa combat base. Topics included supply procedures, maintenance management, and special programs. The instruction was presented to Communication Officers, Communication Chiefs, Communication Maintenance Chiefs, and Communication Supply NCOs.

7. (C) Operations

a. Representatives from the CEO office and Wire Platoon, Communication Company attended a XXIV Corps hosted Cable Coordination Conference on 3 July 1970. The purpose of the conference was to discuss Danang area cable plant problems and responsibilities.

b. Personnel from the CEO office and Radio Platoon, Communication Company attended a 1st Marine Aircraft Wing communication equipment demonstration on 7 July 1970. The equipment demonstrated was an ASC-11 command and control communication package mounted in a CH-46 helicopter. This package gives the ground element an airborne command and control capability with several channels of simultaneous VHF communications. The disadvantage of using the CH-46 for command and control is the limited airborne visual capability of the helicopter.

c. Major PHILLIPS, acting CEO, attended a conference on redeployment and formation of a Marine Amphibious Brigade held at Headquarters, 1st Marine Aircraft Wing on 10 July 1970.

d. A presentation on Marine Amphibious Brigade communications was given to the Assistant Division Commander on 13 July 1970. Personnel from the Division Staff and 1st Marines also attended.

e. A conference was held at Headquarters, III Marine Amphibious Force on 14 July 1970 to discuss Marine Amphibious Brigade Communication in detail. Representatives from 1st Marine Division and 1st Marine Aircraft Wing were present.

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f. An HF communication link was established on 16 July 1970 in order to support the 7th Marines during the Pickens Forest operation. This communication link tied in the Division Headquarters, 7th Marines forward command post in Pickens Forest, 7th Marines rear command post at Landing Zone Baldy, and the battalions participating in the operation.

g. Embarkation communications were provided by the Division Communication Company during the period 7-12 July 1970. Communications were established at Division Headquarters, the Ferry Landing, and the Seabee Ramp for the purpose of loading division equipment aboard available shipping.

h. A conference was held at Headquarters, III Marine Amphibious Force on 24 July 1970 to discuss the III Marine Amphibious Force staff's analysis of communications to support a Marine Amphibious Brigade. Representatives of 1st Marine Division, Force Logistics Command, and 5th Communication Battalion were present.

8. (C) New Plans and Programs

a. Planning commenced for the communication required to support the Division and its units during redeployments and the in-country Division posture resulting therefrom; displacement of some combat committed units, with continuity of communications is required.

b. Evaluations of the cordless, manual switchboard SB-3082( )/GT by the 1st Marines continue. To date, this item appears to fill a need during the interim period of transitioning to fully automatic tactical circuit switching.

c. The 1st Marine Division is continuing its support of Marine Corps communication-electronics programs in its field evaluation of the Teletypewriter Set AN/TGC-29 and the automatic alarm system applique for the Radar Set AN/PPS-6.

9. Communication-Electronics Facilities

a. During July nine new communication circuits were engineered and 11 were deactivated.

b. A much needed improvement to the Division dial telephone system occured as the result of an increase in the number of class "C" trunk lines from six to 14.

c. There was a marked decrease in the number of circuit outages occuring during the month of July compared to previous months - July 118, June 149, and May 254.

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Comptroller Section
Narrative Summary

1. During the period, four staff visits, and ten 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		$5,513,200
Unobligated Balance as of 1Jul70	5,513,200	
Less: Decrease to Authorization	-0-	
Less: Obligations during the period	1,440,084	
Unobligated Balance as of 31Jul70		$4,073,116
(2) Planning Estimate		
Authorized to Date		$ 210,000
Unobligated Balance as of 1Jul70	210,000	
Less: Obligations during the period	125,670	
Unobligated Balance as of 31Jul70		$ 84,330

b. Operation and Maintenance, Navy

(1) Requisitional Authority		
Authorized to Date		$ 213,500
Unobligated Balance of 1Jul70	213,500	
Less: Obligations during the period	44,007	
Unobligated Balance as of 31Jul70		$ 169,493

c. Assistance-In-Kind

Authorized to Date		16,900,900$VN
Unobligated Balance as of 1Jul70	9,018,212	
Less: Obligations during the period	2,776,535	
Unobligated Balance as of 31Jul70		6,241,677$VN

3. During the period 15,657 personnel participated in the Savings Bond Savings Deposit Program for an overall 77 percent of participation within the Division.

4. The Disbursing section paid out disbursements of $6,648,679.97 to 20,807 personnel on payrolls and 736 travel and public vouchers. A breakdown of disbursements are as follows:

Military Rolls	6,524,024.50
Civilian Rolls	64,571.17
Public Vouchers	60,084.30
Solatium Payments	500.00
Piaster Sales	41,221.95
Government Issued Checks	6,211,200.34

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COMMAND CHRONOLOGY

PART III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

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PART III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

1. (U) The following distinguished visitors visited the Command during the month of July 1970.

DATE	NAME	REMARKS
4Jul70	MGen James BALDWIN, USA	Deputy CG,XXIV Corps
5Jul70	Rep Lawrence COUGHLIN,	R-Pa
15Jul70	LtGen W. K. JONES, USMC	CG, FMFPAC
17Jul70	Gen L. F. CHAPMAN, USMC	CMC
20Jul70	MGen D. H. COWLES, USA	ACofS Ops J-3 MACV
22Jul70	Gen W, B. ROSSON, USA	Dep COMUSMACV
31Jul70	BGen R. V. HEISER, USA	Dep ACofS Ops J-3 MACV

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ORGANIZATION AND OPERATIONS

01 Jul (S) CG 1st MarDiv published Standdown and Departure Schedule for Co C, 9th Engineer Battalion, and 3d Force Recon Company.
Ref: CG 1st MarDiv msg 302352Z Jun70
Tab: F

01 Jul (U) 1st MarDiv CCC concurred with 5th Marines request regarding disposition of Hill 25.
Ref: 1st MarDiv CCC msg 302326Z Jun70
Tab: F

01 Jul (C) CG 1st MarDiv published instructions regarding the security for the visit of the Secretary of the Army, the Honorable Stanley R. Resor.
Ref: CG 1st MarDiv msg 010825Z Jul70
Tab: F

02 Jul (C) 1st MarDiv CCC notified Division units to indicate on spot reports, the basis upon which enemy status was determined.
Ref: 1st MarDiv CCC msg 011312Z Jul70
Tab: F

02 Jul (U) CG 1st MarDiv submitted Measurement of Progress Report on the security status of roads, bridges, and mine sweeps.
Ref: CG 1st MarDiv msg 011324Z Jul70
Tab: F

02 Jul (C) CG 1st MarDiv published PPP MOVEREP on ADC's R&R trip.
Ref: CG 1st MarDiv msg 011501Z Jul70
Tab: F

02 Jul (S) CG 1st MarDiv recommended that authority be given to establish a 1st MarDiv (Rear) on or about 1 Sep70 at Camp Pendleton, California.
Ref: CG 1st MarDiv msg 020310Z Jul70
Tab: F

02 Jul (S) CG 1st MarDiv notified Division units of an Increment Four Redeployment Briefing, to be conducted on 3 Jul70.
Ref: CG 1st MarDiv msg 020823Z Jul70
Tab: F

02 Jul (C) CG 1st MarDiv approved temporary AO extension requested by Co C, 5th SFGA.
Ref: CG 1st MarDiv msg 021150Z Jul70
Tab: F

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03 Jul (U) CG 1st MarDiv submitted names of personnel to attend Basic Ammo Tech School.
Ref: CG 1st MarDiv msg 030206Z Jul70
Tab: F

03 Jul (U) CG 1st MarDiv submitted names of personnel to attend Basic Infantry Weapons Repair Course.
Ref: CG 1st MarDiv msg 030207Z Jul70
Tab: F

03 Jul (C) CG 1st MarDiv submitted Herbicide Priority Request for Aug70.
Ref: CG 1st MarDiv msg 030820Z Jul70
Tab: F

03 Jul (C) CG 1st MarDiv submitted the highlights of 1st Marine Division operations for the period 261800H Jun - 031800H Jul70.
Ref: CG 1st MarDiv msg 031426Z Jul70
Tab: F

03 Jul (U) CG 1st MarDiv notified Division units of change of date for Increment Four Redeployment Briefing from 5 Jul to 7 Jul70.
Ref: CG 1st MarDiv msg 031425Z Jul70
Tab: F

04 Jul (C) CG 1st MarDiv approved temporary AO extension requested by CG 101st ABN Division.
Ref: CG 1st MarDiv msg 040556Z Jul70
Tab: F

04 Jul (S) CG 1st MarDiv published Frag Order 30-70 regarding preparations for high threat period commencing 060800H Jul70.
Ref: CG 1st MarDiv msg 040216Z Jul70
Tab: F

04 Jul (S) CG 1st MarDiv published the troop list for Increment Four Redeployment troop reductions.
Ref: CG 1st MarDiv msg 040310Z Jul70
Tab: F

05 Jul (C) CG 1st MarDiv requested temporary AO extension from CG 101st ABN Division.
Ref: CG 1st MarDiv msg 050317Z Jul70
Tab: F

05 Jul (C) CG 1st MarDiv approved modified temporary AO extension requested by CG Americal Division.
Ref: CG 1st MarDiv msg 050335Z Jul70
Tab: F

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05 Jul (U) CG 1st MarDiv submitted names of personnel to attend SCUBA School.
Ref: CG 1st MarDiv msg 050817Z Jul70
Tab: F

05 Jul (U) CG 1st MarDiv submitted names of personnel to attend Special Weapons Refresher Course.
Ref: CG 1st MarDiv msg 050818Z Jul70
Tab: F

05 Jul (C) CG 1st MarDiv recommended the time and dates for official turnover of COBB Bridge and HAI VAN Pass.
Ref: CG 1st MarDiv msg 050825Z Jul70
Tab: F

05 Jul (C) CG 1st MarDiv requested Recon insert AO extension from CG Americal Division.
Ref: CG 1st MarDiv msg 050836Z Jul70
Tab: F

06 Jul (C) CG 1st MarDiv directed 1st Engineer Battalion to provide Engineer and HST Support to QDSZ for rehabilitation of two Fire Support Bases.
Ref: CG 1st MarDiv msg 060533Z Jul70
Tab: F

06 Jul (C) CG 1st MarDiv published proposed itinerary for the visit of LtGen Sutherland, CG XXIV Corps.
Ref: CG 1st MarDiv msg 060810Z Jul70
Tab: F

07 Jul (U) CG 1st MarDiv submitted names of personnel to attend Career Planning School.
Ref: CG 1st MarDiv msg 060749Z Jul70
Tab: F

07 Jul (C) CG 1st MarDiv notified 1/5 to have Bald Eagle Package alerted for quick reaction on the 8th, 15th, and the 17th of Jul70.
Ref: CG 1st MarDiv msg 070143Z Jul70
Tab: F

07 Jul (U) CG 1st MarDiv notified CG 3d MarDiv that all Marines listed on CG 1st MarDiv msg 050818Z Jul70 (Special Weapons Refresher Course) hold Final Secret Clearances.
Ref: CG 1st MarDiv msg 070320Z Jul70
Tab: F

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07 Jul (S) CG 1st MarDiv notified COM 32d NCR that the 1st MarDiv has no requirements for Camp Hoover, and recommended that they request disposition instructions from CG III MAF.
Ref: CG 1st MarDiv msg 070420Z Jul70
Tab: F

07 Jul (S) CG 1st MarDiv notified CG III MAF of unit operation (Operation Pickens Forest) to be conducted by the 7th Marines.
Ref: CG 1st MarDiv msg 070545Z Jul70
Tab: F

07 Jul (U) CG 1st MarDiv notified Division units that the Land Mine Warfare, Demolitions, and Booby Trap School had been extended from three days to five days.
Ref: CG 1st MarDiv msg 070810Z Jul70
Tab: F

07 Jul (C) CG 1st MarDiv recommended to CO QDSZ that CAU DO Bridge be turned over to RVNAF at 1100H on 20 Jul70.
Ref: CG 1st MarDiv msg 070850Z Jul70
Tab: F

08 Jul (S) CG 1st MarDiv published Frag Order 31-70 regarding Operation Pickens Forest.
Ref: CG 1st MarDiv msg 080820Z Jul70
Tab: F (Msg) Tab: B (Overlay)

09 Jul (S) CG 1st MarDiv requested time extension on loan period for the generators, 1.5 KW, used with the IOD.
Ref: CG 1st MarDiv msg 090218Z Jul70
Tab: F

09 Jul (U) CG 1st MarDiv commended 1/5, 1st MAW, 3d CEB, and CAF for Pacifier Operations conducted on the 5th and 7th of Jul70.
Ref: CG 1st MarDiv msg 090541Z Jul70
Tab: F

09 Jul (U) CG 1st MarDiv submitted name of the Marine to attend Teletype Repair Course.
Ref: CG 1st MarDiv msg 090520Z Jul70
Tab: F

09 Jul (C) CG 1st MarDiv approved modified temporary AO extension requested by CO QDSZ.
Ref: CG 1st MarDiv msg 091120Z Jul70
Tab: F

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10 Jul (S) CG 1st MarDiv requested AO extension from 5th SFGA and QDSZ for execution of Operation Pickens Forest.
Ref: CG 1st MarDiv msg 100025Z Jul70
Tab: F

10 Jul (C) CG 1st MarDiv submitted alternate inclement weather schedule for CMC visit.
Ref: CG 1st MarDiv msg 090847Z Jul70
Tab: F

10 Jul (S) 1st MarDiv CCC requested to use the name FSB Defiant in Operation Pickens Forest. FSB will be located at Hill 75 (ZC203323).
Ref: 1st MarDiv CCC msg 100930Z Jul70
Tab: F

10 Jul (C) CG 1st MarDiv submitted the highlights of 1st Marine Division operations for the period 031800H - 101800H Jul70.
Ref: CG 1st MarDiv msg 101416Z Jul70
Tab: F

11 Jul (C) CG 1st MarDiv published PPP MOVREP on BGen W. F. Doehler.
Ref: CG 1st MarDiv msg 110715Z Jul70
Tab: F

11 Jul (C) CG 1st MarDiv approved temporary AO extension requested by Co C, 5th SFGA.
Ref: CG 1st MarDiv msg 110805Z Jul70
Tab: F

11 Jul (S) CG 1st MarDiv passed ADCON Company C, 9th Engineer Battalion to CG III MAF effective 101905H Jul70, and passed Command 3d Force Recon Company to CG III MAF effective 102000H Jul70.
Ref: CG 1st MarDiv msg 110941Z Jul70
Tab: F

11 Jul (S) CG 1st MarDiv published Ch 1 to Frag Order 31-70 (Operation Pickens Forest). D-Day changed from 12 July to 16 July.
Ref: CG 1st MarDiv msg 110955Z Jul70
Tab: F

12 Jul (C) 1st MarDiv CCC approved temporary AO extension requested by the 101st ABN Division.
Ref: 1st MarDiv CCC msg 120100Z Jul70
Tab: F

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12 Jul (C) CG 1st MarDiv directed 1/5 to maintain a Sparrow Hawk/Bald Eagle for the visit of the Chief of Staff, United States Army, General William C. Westmoreland on 13-14 Jul70.
Ref: CG 1st MarDiv msg 120230Z Jul70
Tab: F

12 Jul (S) CG 1st MarDiv published Frag Order 32-70 regarding resumption of normal operations on 130800H Jul70.
Ref: CG 1st MarDiv msg 121010Z Jul70
Tab: F

12 Jul (C) CG 1st MarDiv directed 1/5 to maintain a Sparrow Hawk/Bald Eagle for the visit of CMC on 17-19 Jul70.
Ref: CG 1st MarDiv msg 121333Z Jul70
Tab: F

13 Jul (C) CG 1st MarDiv requested a temporary AO extension from the CG Second ROKMC BDE.
Ref: CG 1st MarDiv msg 130235Z Jul70
Tab: F

13 Jul (C) CG 1st MarDiv published information regarding CMC visit and speech at MAG-16 on 18 Jul70.
Ref: CG 1st MarDiv msg 131310Z Jul70
Tab: F

14 Jul (C) CG 1st MarDiv recommended that official turnover of NAMO Bridge Contonment to RVNAF Forces be conducted at 1000H on 1 Aug70.
Ref: CG 1st MarDiv msg 130745Z Jul70
Tab: F

14 Jul (S) 1st MarDiv CCC submitted a summary of the operation conducted by H/2/7 on 13-14 Jul70.
Ref: 1st MarDiv CCC msg 141130Z Jul70
Tab: F

15 Jul (C) CG 1st MarDiv notified CG 3d MarDiv that due to Keystone Robin, the 1st MarDiv would not be able to fill the quotas for the Special Weapons Refresher Course for the 1st Quarter FY 71.
Ref: CG 1st MarDiv msg 150455Z Jul70
Tab: F

15 Jul (C) CG 1st MarDiv approved time extension on temporary AO extension granted to the CO QDSZ.
Ref: CG 1st MarDiv msg 150205Z Jul70
Tab: F

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15 Jul (C) CG 1st MarDiv approved modified temporary AO extension requested by CG Americal Division.
Ref: CG 1st MarDiv msg 150706Z Jul70
Tab: F

15 Jul (S) CG 1st MarDiv published Standdown and Departure Schedule for Increment Four (Keystone Robin Alfa).
Ref: CG 1st MarDiv msg 150740Z Jul70
Tab: F

15 Jul (S) CG 1st MarDiv confirmed D-Day for Operation Pickens Forest as 16 Jul70.
Ref: CG 1st MarDiv msg 150902Z Jul70
Tab: F

15 Jul (U) CG 1st MarDiv submitted names of personnel to attend Special Weapons Refresher Course on 27 Jul70.
Ref: CG 1st MarDiv msg 150945Z Jul70
Tab: F

15 Jul (U) CG 1st MarDiv notified CG FMFPAC of the itinerary for Major A. W. Stremic, Liaison Officer MCDEC.
Ref: CG 1st MarDiv msg 150946Z Jul70
Tab: F

17 Jul (C) 1st MarDiv CCC confirmed agreement between the 1st Marines and 1st Bn, 5th Marines, that clearance is granted for 1/1 to enter AO of 1/5 daily for the purpose of meeting road sweep team at COBB Bridge and sweeping Route 540 south.
Ref: 1st MarDiv CCC msg 160700Z Jul70
Tab: F

17 Jul (C) CG 1st MarDiv directed Division units to review quotas allocated for the 1st Quarter FY 71 for out-of-country schools and report all quotas they are unable to fill.
Ref: CG 1st MarDiv msg 170950Z Jul70
Tab: F

17 Jul (S) CG 1st MarDiv requested time extension on temporary AO extension granted by 5th SFGA and QDSZ for Operations Pickens Forest.
Ref: CG 1st MarDiv msg 171235Z Jul70
Tab:

18 Jul (C) 1st MarDiv CCC submitted the highlights of 1st Marine Division operations for the period 101800H - 171800H Jul70.
Ref: CG 1st MarDiv CCC msg 171530Z Jul70
Tab: F

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18 Jul (C) CG 1st MarDiv published excerpts of a message received from CG III MAF involving thoughtless actions.
Ref: CG 1st MarDiv msg 170955Z Jul70
Tab: F

18 Jul (S) CG 1st MarDiv published changes to Standdown and Departure Schedule for Increment Four (Keystone Robin Alfa) CG 1st MarDiv msg 150740Z Jul70.
Ref: CG 1st MarDiv msg 172355Z Jul70
Tab: F

18 Jul (U) CG 1st MarDiv requested Division units to submit quotas desired for CBR School for the 1st Quarter FY 71.
Ref: CG 1st MarDiv msg 181040Z Jul70
Tab: F

18 Jul (U) CG 1st MarDiv requested Division units to submit quotas for the Embarkation School (Enlisted) to be conducted 31 Aug - 25 Sep70.
Ref: CG 1st MarDiv msg 181041Z Jul70
Tab: F

18 Jul (C) CG 1st MarDiv approved temporary AO extension requested by Co C, 5th SFGA.
Ref: CG 1st MarDiv msg 180900Z Jul70
Tab: F

19 Jul (S) CG 1st MarDiv published Frag Order 33-70 regarding Category I operations against selected VC/VCI Headquarters and hiding places.
Ref: CG 1st MarDiv msg 182315Z Jul70
Tab: F

19 Jul (C) CG 1st MarDiv approved temporary AO extension and blocking forces requested by CG Second ROKMC BDE.
Ref: CG 1st MarDiv msg 191422Z Jul70
Tab: F

20 Jul (U) CG 1st MarDiv queried the CG 3d MarDiv as to the availability of quotas for RPS School.
Ref: CG 1st MarDiv msg 200843Z Jul70
Tab: F

20 Jul (S) CG 1st MarDiv notified Division units of indications of increased enemy activity on 20 July in commemoration of the 16th anniversary of the signing of the Geneva Accords.
Ref: CG 1st MarDiv msg 200729Z Jul70
Tab: F

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20 Jul (C) 1st MarDiv CCC submitted a summary of operations conducted by HOI AN based RF units in the 7th Marines AO during the period 15 - 19 July.
Ref: 1st MarDiv CCC msg 201010Z Jul70
Tab: F

20 Jul (C) CG 1st MarDiv notified 1/5 to establish communications and liaison with security forces at CAU DO Bridge and be prepared to provide illumination fires, fire support, and reaction forces upon request.
Ref: CG 1st MarDiv msg 201430Z Jul70
Tab: F

21 Jul (C) CG 1st MarDiv notified 1/5 to provide Sparrow Hawk/Bald Eagle for the visit of the Honorable Phillip M. Crane (R. Ill) from 211500H to 211815H Jul70.
Ref: CG 1st MarDiv msg 201515Z Jul70
Tab: F

21 Jul (C) CG 1st MarDiv notified CG III MAF of the 1st MarDiv C&D Focal Point Officers.
Ref: CG 1st MarDiv msg 210210Z Jul70
Tab: F

21 Jul (C) CG 1st MarDiv notified 1/5 to provide Sparrow Hawk/Bald Eagle for the visit of the Acting COMUSMACV, General W. B. Rosson from 221100H to 221630H Jul70.
Ref: CG 1st MarDiv msg 210745Z Jul70
Tab: F

21 Jul (C) CG 1st MarDiv notified the 1st Marines that they are scheduled for "Stack Arms" from 22 July through 1 August.
Ref: CG 1st MarDiv msg 211355Z Jul70
Tab: F

22 Jul (C) 1st MarDiv CCC notified the 7th Marines that Americal Division requested a temporary AO extension in their AO.
Ref: 1st MarDiv CCC msg 220230Z Jul70
Tab: F

22 Jul (C) 1st MarDiv CCC requested time extension on temporary AO extension granted by Americal Division.
Ref: CG 1st MarDiv CCC msg 220913Z Jul70
Tab: F

22 Jul (S) CG 1st MarDiv requested time extension on temporary AO extension granted by 5th SFGA and QDSZ.
Ref: CG 1st MarDiv msg 220922Z Jul70
Tab: F

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23 Jul (C) 1st MarDiv CCC approved modified temporary AO extension requested by Americal Division.
Ref: 1st MarDiv CCC msg 231311Z Jul70
Tab: F

23 Jul (S) 1st MarDiv CCC notified III MAF CCC of Operation Barren Green scheduled for 24 Jul70 for a period of about four days.
Ref: 1st MarDiv CCC msg 230125Z Jul70
Tab: F

23 Jul (U) CG 1st MarDiv submitted names of personnel to attend RPS School.
Ref: CG 1st MarDiv msg 230605Z Jul70
Tab: F

23 Jul (C) CG 1st MarDiv requested continuation of present temporary AO extension granted by CG Second ROKMC BDE.
Ref: CG 1st MarDiv msg 230606Z Jul70
Tab: F

23 Jul (C) CG 1st MarDiv requested continuation of present temporary AO extension granted by Co C, 5th SFGA.
Ref: CG 1st MarDiv msg 230607Z Jul70
Tab: F

23 Jul (C) 1st MarDiv CCC requested continuation of present temporary AO extension granted by the 7th Marines to the 5th Marines.
Ref: 1st MarDiv CCC msg 230615Z Jul70
Tab: F

23 Jul (U) CG 1st MarDiv submitted names of personnel to attend Basic Infantry Weapons Repair Course.
Ref: CG 1st MarDiv msg 230747Z Jul70
Tab: F

23 Jul (U) CG 1st MarDiv submitted names of personnel to attend Basic Ammo Tech Course.
Ref: CG 1st MarDiv msg 230748Z Jul70
Tab: F

23 Jul (U) CG 1st MarDiv submitted names of personnel to attend Career Planning School.
Ref: CG 1st MarDiv msg 230749Z Jul70
Tab: F

23 Jul (C) 1st MarDiv CCC notified the 7th Marines that the 5th Marines requested a temporary AO extension in their AO.
Ref: 1st MarDiv CCC msg 231200Z Jul70
Tab: F

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23 Jul (C) CG 1st MarDiv requested a temporary AO extension from Co C, 5th SFGA.
Ref: CG 1st MarDiv msg 231345Z Jul70
Tab: F

24 Jul (S) CG 1st MarDiv requested authority to deactivate Co E, 1st Recon Bn.
Ref: CG 1st MarDiv msg 240110Z Jul70
Tab: F

24 Jul (C) CG 1st MarDiv notified 1st Engineer Battalion to provide engineer advisory support to U. S. Advisors to Quang Da Special Zone for reconstruction of Fire Support Bases by ARVN Engineers.
Ref: CG 1st MarDiv msg 240313Z Jul70
Tab: F

24 Jul (U) CG 1st MarDiv concurred with the 1st Marines msg 231335Z Jul70 (S) in regard to naval coastal support.
Ref: CG 1st MarDiv msg 240455Z Jul70
Tab: F

24 Jul (C) 1st MarDiv CCC submitted the highlights of 1st Marine Division operations for the period 171800H - 241800H Jul70.
Ref: 1st MarDiv CCC msg 241450Z Jul70
Tab: F

25 Jul (C) 1st MarDiv CCC notified the 5th Marines that the AO extension requested by them from the 5th SFGA and the 7th Marines was approved.
Ref: 1st MarDiv CCC msg 230345Z Jul70
Tab: F

25 Jul (C) 1st MarDiv CCC approved modified temporary AO extension requested by the 5th Marines.
Ref: 1st MarDiv CCC msg 250730Z Jul70
Tab: F

25 Jul (C) CG 1st MarDiv requested 1st Engineer Battalion to provide a road sweep team on 27 July from AT912743 to AT899774 for redeployment of troops by truck.
Ref: CG 1st MarDiv msg 251435Z Jul70
Tab: F

25 Jul (C) 1st MarDiv CCC notified the 7th Marines that the Americal Division requested a temporary AO extension in their AO.
Ref: 1st MarDiv CCC msg 251233Z Jul70
Tab: F

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26 Jul (C) CG 1st MarDiv approved temporary AO extension and the furnishing of blocking forces requested by CG Second ROKMC BDE.
Ref: CG 1st MarDiv msg 260410Z Jul70
Tab: F

26 Jul (C) CG 1st MarDiv approved modified temporary AO extension renewal requested by CG Second ROKMC BDE.
Ref: CG 1st MarDiv msg 260714Z Jul70
Tab: F

26 Jul (C) CG 1st MarDiv requested a temporary AO extension from Co C, 5th SFGA.
Ref: CG 1st MarDiv msg 260715Z Jul70
Tab: F

26 Jul (U) CG 1st MarDiv submitted names of personnel to attend CBR School.
Ref: CG 1st MarDiv msg 260540Z Jul70
Tab: F

26 Jul (S) 1st MarDiv CCC notified the 5th Marines that the 1st Marines requested a temporary AO extension in their AO.
Ref: 1st MarDiv CCC msg 261210Z Jul70
Tab: F

26 Jul (C) 1st MarDiv CCC approved temporary AO extension requested by Quang Da Special Zone.
Ref: 1st MarDiv CCC msg 260650Z Jul70
Tab: F

26 Jul (C) 1st MarDiv CCC approved temporary AO extension requested by the 1st Marines.
Ref: 1st MarDiv CCC msg 261130Z Jul70
Tab: F

26 Jul (S) 1st MarDiv CCC notified III MAF CCC of intended 5th Marines Operation Lyon Valley.
Ref: 1st MarDiv CCC msg 260950Z Jul70
Tab: F

27 Jul (C) 1st MarDiv CCC submitted the 1st MarDiv Friendly Order of Battle for the period ending 262400H Jul70.
Ref: 1st MarDiv CCC msg 270135Z Jul70
Tab: F

27 Jul (S) 1st MarDiv CCC cancelled temporarily Operation Lyon Valley due to lack of clearance into Thuong Duc/Nong Son CIDG AO.
Ref: 1st MarDiv CCC msg 270200Z Jul70
Tab: F

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27 Jul (C) CG 1st MarDiv notified CG 3d MarDiv of quotas, for schools during the 1st Quarter FY 71, that the Division would be unable to fill due to Keystone Robin.
Ref: CG 1st MarDiv msg 270108Z Jul70
Tab: F

27 Jul (C) CG 1st MarDiv requested continuation of AO extension granted by CG Second RCKMC BDE.
Ref: CG 1st MarDiv msg 270536Z Jul70
Tab: F

27 Jul (C) 1st MarDiv CCC notified the 1st Marines that the temporary AO extension requested by them, had been cleared by the Second RCKMC BDE.
Ref: 1st MarDiv CCC msg 270640Z Jul70
Tab: F

27 Jul (S) CG 1st MarDiv submitted locations and cumulative BDA as the results of the use of the Integrated Observation Devices.
Ref: CG 1st MarDiv msg 271245Z Jul70
Tab: F

28 Jul (C) CG 1st MarDiv notified Division units that the Division Schools would be disestablished on 1 August 1970.
Ref: CG 1st MarDiv msg 270607Z Jul70
Tab: F

28 Jul (U) CG 1st MarDiv notified CG FMFPAC that no chemical or biological test requirement exist for the Division for FY 73 or FY 74.
Ref: CG 1st MarDiv msg 270628Z Jul70
Tab: F

28 Jul (C) CG 1st MarDiv approved temporary AO extension requested by CG Americal Division.
Ref: CG 1st MarDiv msg 280641Z Jul70
Tab: F

28 Jul (S) CG 1st MarDiv requested continuation of AO extensions from Co C, 5th SFGA and QDSZ for the purpose of Operation Pickens Forest.
Ref: CG 1st MarDiv msg 280640Z Jul70
Tab: F

28 Jul (S) CG 1st MarDiv notified Division units that the Land Mine Warfare, Demolitions, and Booby Trap School conducted by 1st Engineer Battalion would be disestablished on 1 August 1970.
Ref: CG 1st MarDiv msg 280606Z Jul70
Tab: F

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28 Jul (C) 1st MarDiv CCC notified the 5th Marines that Co C, 5th SFGA had approved their temporary AO extension request.
Ref: 1st MarDiv CCC msg 280850Z Jul70
Tab: F

29 Jul (S) CG 1st MarDiv published a change of location for the Stand-down for the 1st 8" How Btry (-) and 3/7.
Ref: CG 1st MarDiv msg 282341Z Jul70
Tab: F

29 Jul (U) CG 1st MarDiv published disposition instructions for the aids for map reading/message writing at night.
Ref: CG 1st MarDiv msg 290805Z Jul70
Tab: F

30 Jul (C) 1st MarDiv CCC notified the 5th Marines that the temporary AO extension they requested from the Second ROKMC BDE had been approved.
Ref: 1st MarDiv CCC msg 291550Z Jul70
Tab: F

30 Jul (S) 1st MarDiv CCC approved modified temporary AO extension requested by the 1st Marines.
Ref: 1st MarDiv CCC msg 300530Z Jul70
Tab: F

30 Jul (U) CG 1st MarDiv requested a quota of 36 for the enlisted embarkation course.
Ref: CG 1st MarDiv msg 300340Z Jul70
Tab: F

30 Jul (S) CG 1st MarDiv notified the 1st Marines that the temporary AO extension they requested from the Second ROKMC BDE had been approved.
Ref: CG 1st MarDiv msg 300535Z Jul70
Tab: F

30 Jul (C) 1st MarDiv CCC notified the 7th Marines that the temporary AO extension they requested from the Second ROKMC BDE had been approved.
Ref: 1st MarDiv CCC msg 300545Z Jul70
Tab: F

30 Jul (C) CG 1st MarDiv requested temporary AO extension from CG Americal Division.
Ref: CG 1st MarDiv 300845Z Jul70
Tab: F

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30 Jul (C) CG 1st MarDiv notified 1/5 to provide Sparrow Hawk/Bald Eagle for the visit of General W. B. Rosson from 310915H to 311400H Jul70.
Ref: CG 1st MarDiv msg 301347Z Jul70
Tab: F

31 Jul (U) CG 1st MarDiv requested a quota of 11 for RPS School.
Ref: CG 1st MarDiv msg 310115Z Jul70
Tab: F

31 Jul (S) CG 1st MarDiv submitted comments on Arclight AD HCC Committee Report.
Ref: CG 1st MarDiv msg 310205Z Jul70
Tab: F

31 Jul (S) CG 1st MarDiv published Frag Order 34-70 regarding preparations for high threat period.
Ref: CG 1st MarDiv msg 310540Z Jul70
Tab: F

31 Jul (S) CG 1st MarDiv assumed OPCON of 7th Engineer Battalion (-), and 9th Engineer Battalion (-), and 1st Bridge Company (-) effective 191200H Jul70. OPCON Co A (Rein), 7th Engineer Battalion retained by III MAF.
Ref: CG 1st MarDiv msg 310710Z Jul70
Tab: F

31 Jul (C) CG 1st MarDiv approved temporary AO extension requested by QDSZ.
Ref: CG 1st MarDiv msg 310711Z Jul70
Tab: F

31 Jul (S) CG 1st MarDiv published Change 1 to Frag Order 34-70 regarding preparations for high threat period.
Ref: CG 1st MarDiv msg 310944Z Jul70
Tab: F

31 Jul (C) 1st MarDiv CCC submitted the highlights of 1st Marine Division operations for the period 241800H - 311800H Jul70.
Ref: 1st MarDiv CCC msg 311400Z Jul70
Tab: F

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Logistics Input for Part III of July 1970 Command Chronology

5 July 70	Division Engineer visited Hill 55 to inspect area for relocation of the Lt Col MUIR Monument.
10 July 70	Division Engineer inspected irrigation system adjacent to Hill 10 cantonment for G-5 project.
17 July 70	Division Engineer visited III MAF Engineers in regards to Engineer assistance for upgrading cantonment roads prior to the Monsoon season.
18 Jul 70	Division Engineer arranged with Q D S Z G-3 to turn over Road sweeps from Baldy to Baren.
20 Jul 70	Turn in of all Division assets of the M14 Rifle completed this date.

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SEQUENTIAL LISTING OF PSYCHOLOGICAL OPERATIONS

1. (U) Sequential listing of Psychological Operations in support of 1st Marine Division units for the period 1-31 July 1970.

DATE	LEAFLETS AIR DROPPED	LEAFLETS HAND DISTRIBUTED	AERIAL BROADCASTS(HOURS)	GROUND BROADCASTS(HOURS)
01 July	952,000	---	:45	18:00
02 July	652,000	---	:50	12:00
03 July	690,000	---	:30	5:30
04 July	-------	---	:30	-----
05 July	-------	400	2:30	1:30
06 July	1,152,000	---	----	14:30
07 July	592,000	---	1:15	12:00
08 July	890,000	---	----	14:30
09 July	606,000	---	----	17:00
10 July	-------	---	:30	10:00
11 July	1,096,000	600	----	17:00
12 July	818,000	300	:30	6:30
13 July	728,000	300	:50	8:00
14 July	666,000	---	:50	12:00
15 July	616,000	---	:55	12:30
16 July	756,000	---	:50	9:30
17 July	560,000	---	:30	16:30
18 July	560,000	---	1:00	9:00
19 July	354,000	---	1:00	5:00
20 July	762,000	---	:55	2:00
21 July	698,000	---	:40	10:30
22 July	890,000	---	:40	4:00
23 July	638,000	---	:45	8:00
24 July	479,000	---	:15	12:30
25 July	232,000	---	:45	8:00
26 July	692,000	---	:45	-----
27 July	888,000	---	:55	4:30
28 July	670,000	300	:50	4:00
29 July	376,000	---	1:00	4:30
30 July	770,000	---	:30	4:00
31 July	508,000	---	:55	1:30
Total	19,291,000	1,900	22:10	264:30

2. (U) Themes employed were as follows:

a. Chieu Hoi
b. Pro-GVN
c. Rice Denial
d. Trail Campaign
e. Rewards
f. Anti-VC/NVA

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COMMUNICATION-ELECTRONICS
SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

3 July 1970	MGySgt LYLES and Sgt GOCKMAN conducted a communication-electronics courtesy inspection of 1st Motor Transport Battalion.
	Representatives of the Communication-Electronics Office attended a Cable Coordination Conference at Headquarters, XXIV Corps.
4 July 1970	Representatives of the Communication-Electronics Office conducted a Supply and Maintenance Management Training Visit at Headquarters, 5th Marines.
	Captain MILLER and CWO ESTEY made a staff visit to Headquarters, 5th Marines, 2d and 3d Battalions, 5th Marines, 2d Battalion, 11th Marines, and 3d 175MM Gun Battery.
7 July 1970	Representatives of the Communication-Electronics Office attended a demonstration of a helicopter mounted command and control communication package conducted by the 1st Marine Aircraft Wing.
	During the period 7-12 July 1970 an embarkation communication network was activated in support of the loading of Division equipment aboard available shipping.
8 July 1970	Captain MILLER, CWO ESTEY, and MSgt ROBERTS conducted a communication-electronics CMMI inspection of 1st 8 Inch Howitzer Battery.
10 July 1970	(C) The Communication-Electronics Officer attended a conference at Headquarters, 1st Marine Aircraft Wing concerning future redeployments of Marine units and formation of a Marine Amphibious Brigade.
13 July 1970	(C) The Communication-Electronics Officer conducted a briefing for the Assistant Division Commander concerning communication requirements for a Marine Amphibious Brigade.
14 July 1970	(C) Representatives of the Communication-Electronics Office attended a conference at Headquarters, III Marine Amphibious Force regarding detailed communication-electronics requirements for a Marine Amphibious Brigade.
16 July 1970	Captain MILLER made a staff visit to Headquarters, 5th Marines.
	Additional communication circuits were activated in support Operation Pickens Forest.

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17 July 1970	Captain MILLER made a staff visit to Headquarters, 7th Marines.
	Captain MILLER conducted a communication-electronics CMMI reinspection of 3d Battalion, 11th Marines.
20 July 1970	Captain MILLER, CWO ESTEY, and MSgt ROBERTS conducted a communication-electronics CMMI inspection of Headquarters Battery, 11th Marines.
22 July 1970	Captain MILLER and CWO ESTEY conducted a communication-electronics CMMI reinspection of 1st Engineer Battalion.
	Captain MILLER and CWO ESTEY made a staff visit to 2d Battalion, 1st Marines.
23 July 1970	Captain MILLER made a staff visit to Force Logistics Command.
24 July 1970	Captain MILLER and CWO ESTEY conducted a communication-electronics CMMI inspection of 1st Medical Battalion.
	(C) Representatives of the Communication-Electronics Office attended a conference at Headquarters, III Marine Amphibious Force concerning communication-electronics requirements of a Marine Amphibious Brigade.
	Captain MILLER and CWO ESTEY made staff visits to 9th Engineer Battalion and 1st Reconnaissance Battalion.
28 July 1970	All units were directed to commence monitoring their internal communication systems in an effort to enhance communication security.
	Captain MILLER and PFC BLACKWELL made a staff visit to Headquarters, 7th Marines.
29 July 1970	Captain MILLER, CWO ESTEY, and MSgt ROBERTS made a staff visit to Communication Company, Headquarters Battalion.
30 July 1970	LtCol HENN and Capt FARLEY made a staff visit to Headquarters, 5th Marines and 3d Battalion, 5th Marines.
	Captain MILLER, CWO ESTEY, and MSgt ROBERTS made a staff visit to Communication Company, Headquarters Battalion.
31 July 1970	CWO ESTEY made a staff visit to 7th Engineer Battalion and 1st Bridge Company.

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13 Jul Sgt EASTERLING and Cpl MELVIN conducted a Financial Management Technical Inspection at 7th Engineer Battalion.

15 Jul Sgt EASTERLING and Cpl GARCIA conducted a Financial Management Technical Inspection at 1st Medical Battalion.

17 Jul Sgt EASTERLING conducted a Financial Management Technical Inspection at Headquarters Battalion, 11th Marines and Headquarters Battalion.

18 Jul LtCol LaSLAVIC made a staff visit to 9th Engineer Battalion.

20 Jul Sgt EASTERLINGconducted a Financial Management Technical Inspection at 9th Engineer Battalion

21 Jul Sgt EASTERLING and Sgt WAREHAM conducted a Financial Management Technical Inspection at 3d Battalion, 11th Marines. Also, LtCol LaSLAVIC made a staff visit to 7th Marines to discuss fund accountability with emphasis on command responsibility.

25 Jul LtCol LaSLAVIC made a staff visit to 1st Marines and 11th Marines to discuss fund accountability with emphasis on command responsibility.

27 Jul Sgt EASTERLING, Cpl GARCIA and LCpl BOEHM conducted a Financial Management Technical Inspection at 3d 8 inch Howitzer Battery.

29 Jul Sgt EASTERLING and Cpl GARCIA conducted a Financial Management Technical Inspection at 1st Motor Transport Battalion and 11th Motor Transport Battalion.

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COMMAND CHRONOLOGY

PART IV

SUPPORTING DOCUMENTS

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PART IV

SUPPORTING DOCUMENTS

✓TAB A		Command Directory
✓TAB B	(Copy 1 only)	Operational and Administrative Documents
✓TAB C	(Copy 1 only)	Situation Reports, #182-212
✓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 (Less 1/5)
✓TAB J		Seventh Marines Command Chronology
✓TAB K		Eleventh Marines Command Chronology
✓TAB L		First Bn, Fifth Marines Command Chronology
✓TAB M		First Reconnaissance Bn Command Chronology
✓TAB N		First Engineer Bn Command Chronology
✓TAB O		First Motor Transport Bn Command Chronology
✓TAB P		First Medical Bn Command Chronology
✓TAB Q		Seventh Engineer Bn Command Chronology
✓TAB R		Ninth Engineer Bn Command Chronology
✓TAB S		Eleventh Motor Transport Bn Command Chronology
✓TAB T		First Force Reconnaissance Co Command Chronology
✓TAB U		First Dental Co Command Chronology

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HEADQUARTERS
1ST MARINE DIVISION (REIN)
FLEET MARINE FORCE
DANANG, VIETNAM 1 JUL 1970

COMMAND DIRECTORY

Prepared as a matter of interest for commands within, and associated with, the 1st Marine Division, Fleet Marine Force, Pacific. All addressees are requested to notify the Division Adjutant of any errors or omissions noted and changes as they occur.

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		RTD	OFFICE PHONE	QTRS
DIVISION COMMANDER	MajGen C. F. WIDDECKE	Apr71	1stMarDiv 6206	6206
Aide-de-Camp	Capt T. F. HOWE III	Oct70	1stMarDiv 6213	6123
Sergeant Major	SgtMaj H. C. MURRAY	Nov70	1stMarDiv 6170	6664
ASSISTANT DIVISION COMMANDER	BrigGen W. F. DOEHLER	Feb71	1stMarDiv 6209	6109
	BrigGen E. H. SIMMONS	Jun71	1stMarDiv 6133	6109
Aide-de-Camp	1stLt W. D. BROYLES	Oct70	1stMarDiv 6209	6123
CHIEF OF STAFF	Col N. L. BECK	Jul70	1stMarDiv 6205	6105
Staff Secretary	Capt T. E. PITTS	Oct70	1stMarDiv 6238	6123
ProtocolO	2dLt R. R. EPPS	Oct70	1stMarDiv 6238	6123
ASST CofS, G-1	Col R. E. BARDE	Nov70	1stMarDiv 6101	6463
Asst G-1	LtCol D. J. MCADAMS	Aug70	1stMarDiv 6201	6548
Asst G-1	LtCol V. WEAVER	Sep70	1stMarDiv 6101	6630
Asst G-1	Capt B. L. MCSPADDEN	Sep70	1stMarDiv 6454	6442
AdminO	Capt O. C. REYNOLDS	Oct70	1stMarDiv 6201	6565
ASST CofS, G-2	Col C. W. ECID Jr	Aug70	1stMarDiv 6202	6473
Asst G-2	LtCol C. M. MOSHER	Sep70	1stMarDiv 6202	6557
Opns/IntelligenceO	LtCol E. A. TIMMES	Dec70	1stMarDiv 6155	6231
AcquisitionO	Maj W. H. BOND	Aug70	1stMarDiv 6402	
GrndSurv/SCAMP	Maj R. J. DRIVER Jr	Aug70	1stMarDiv 6121	6475
TargetIntelO	1stLt W. C. CUSEO	Dec70	1stMarDiv 6402	
2dSpecSectCommTm	Capt J. M. BOLSON	Sep70	1stMarDiv 6320	6580
OOBO	Capt B. A. RUDACILLE	Jan71	1stMarDiv 6155	6580
PIIU	Capt P. B. ANDERSON	Nov70	1stMarDiv 6178	6580
Chief AO	Capt A. L. SELLECK Jr	Aug70	1stMarDiv 8-5551	
PD/ITT Coordinator	Capt R. T. TANNER	Aug70	1stMarDiv 6424	6154
ET/ITT/ARVN Interpreter	Capt J. H. KEAN	May71	1stMarDiv 6424	
TmCmdr 1stIT	Capt J. G. MORRA	Oct70	1stMarDiv 6420	
TmCmdr 3dIT	Capt D. L. SIWICK	Nov70	1stMarITT	
TmCmdr 7thIT	1stLt J. A. ARONSON	Nov70	7thMarITT 6420	
TmCmdr 13thITT	Capt W. R. WALSH	Sep70	5thMarITT 6424	6154
TmCmdr 15thITT	Capt T. J. PENTONY	Jul70	1stMarDiv 8/951-2105	
TmCmdr 1stCIT	Capt F. D. CRANER	Jan71	1stMarDiv 6586	6586
TmCmdr 3dCIT	Capt P. G. ROOS	Nov70	1stMarDiv 8-5546	
TmCmdr 7thCIT	Capt J. L. YOUNG Jr	Oct70	7thMar	
CounterIntelO	Capt W. E. GILBERT	Oct70	1stMarDiv 6189	6445
CurrentIntelO	Capt E. P. ROLITA Jr	Jan71	1stMarDiv 6155	6500
ASST CofS, G-3	Col F. H. WALDROP	Aug70	1stMarDiv 6203/6347	6473
Deputy G-3	Col H. S. AITKEN	Mar71	1stMarDiv 6203/6347	6468
OpnsO	LtCol H. M. HART	Dec70	1stMarDiv 6168/6403	6595
AsstOpnsO	LtCol W. A. TATE	Jul70	1stMarDiv 6168/6403	6471
AsstOpnsO	Maj J. W. IEDIN	Aug70	1stMarDiv 6168/6403	6538
PlansO	LtCol J. C. RAPPE	Jul70	1stMarDiv 6620	6471
AsstPlansO	Maj T. W. RICH	Mar71	1stMarDiv 6620	6471
TrngO	Maj D. H. LARSON	Jul70	1stMarDiv 6623	6544
OIC CCC	Capt R. A. GAUNGLE	Nov70	1stMarDiv 6138/6139	6544
Asst OIC CCC	Capt R. L. WHITED	Nov70	1stMarDiv 6168/6169	
CCC WatchO	1stLt M. C. CONNER	Aug70	1stMarDiv TOC	
CCC WatchO	1stLt C. W. ELMORE	Sep70	1stMarDiv 6138/6139	
InO ODSZ	2dLt G. G. ROBINSON	Feb71	1stMarDiv 6138/6139	
ROKMC InO	Maj J. C. MAYERS	Nov70	1stMarDiv 6168/6403	
InO, Quang Nam	1stLt R. NEGRON	Nov70	1stMarDiv TOC	
OIC, RUMAE	LtCol R. E. BROWN	Sep70	1stMarDiv 6198	6198
OIC, FSCC	LtCol J. D. SHOUP	Jul70	6268/6269 11thMar Switch (Col Qtrs)	
Asst OIC, FSCC	LtCol J. M. MARTIN	May71	6268/6269 11thMar Switch (LtCol Qtrs)	
TgtInfoO	Capt S. D. PURVIS	Aug70	6268/6269 11thMar Switch (Capt Qtrs)	
Dir DivScol	Capt W. U. SCHMITZ	Oct70	1stMarDiv 6354	6354
MARES/FORSTATO	Capt K. E. RICHARDSON	Aug70	1stMarDiv 6230	6666
AdminO	CWO-3 W. K. MAXIMIN	Jun71	1stMarDiv 6203/6347	
ASST CofS, G-4	Col M. M. BLUE	Feb71	1stMarDiv 6204	6464
Deputy G-4	Col W. K. ZAUDTKE	May71	1stMarDiv 6204	6465
Asst G-4	LtCol R. G. KUMMEROW	Aug70	1stMarDiv 6204	6544
PlansO	Maj J. B. DONOVAN	Feb71	1stMarDiv 6404	6665
OpnsO	Maj J. C. ATKINS	Aug70	1stMarDiv 6251	6665
AsstOpnsO	Capt M. F. SHISLER	Oct70	1stMarDiv 6251	6665
MatMngtO	Maj C. A. MATSON	Nov70	1stMarDiv 6404	6538
AsstMatMngtO	Capt E. H. BROWN	Mar71	1stMarDiv 6637/6404	
AsstMatMngtO	1stLt G. L. RIVERA	Aug70	1stMarDiv 6404	6553
MARESINO	1stLt R. WENZEL	Sep70	1stMarDiv 6404	6553
SEO	Capt J. C. GAILO	Oct70	1stMarDiv 6159	6553
DivFSO	Capt W. F. DEWERT	Nov70	1stMarDiv 6640	6553
ASST CofS, G-5	Col L. S. HOLLIER	Jan71	1stMarDiv 6292/6346	6463
Asst G-5	Maj W. R. HAUCK	Aug70	1stMarDiv 6346/6292	6595
PsyOpO	1stLt W. R. MADDOX	Dec70	1stMarDiv 6191	
AsstCAO	1stLt W. D. BREWER	Jan71	1stMarDiv 6346	
CAO	1stLt R. M. SLATTERY	Oct70	1stMarDiv 6292/6346	
Personal ResponseO	1stLt M. W. POPEN	Sep70	1stMarDiv 6436	
AdminO	1stLt T. C. BAUMGAERTEL	Oct70	1stMarDiv 6292/6346	6552
CO 1dPlt 29thCA	Capt T. KOLLINS	Aug70	1stMarDiv 6436	
AsstPsyOpO	1stLt W. R. FULTZ	Nov70	1stMarDiv 6191	
CO Det 17thPsyOpBn	1stLt G. E. PAIGE	Jul70	1stMarDiv 6191	6556

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ASST CofS, COMPTROLLER	LtCol N. W. LASLAVIC Jr	Sep70 1stMarDiv 6192 6468
Asst Compt	Capt C. P. PEABODY	Oct70 1stMarDiv 6530/6192 6556
ADJUTANT	LtCol J. J. HUDSON	Aug70 1stMarDiv 6293 6548
AsstAdjutant	Maj N. L. WILKINSON	Jul70 1stMarDiv 6293 6548
AsstAdjutant/CONGRINTO	Capt W. J. MAI	Dec70 1stMarDiv 6477/6368 6660
PersO	Capt D. B. GREENLAW	Sep70 1stMarDiv 6547/6647 6644
AsstPersO	Capt C. K. HALEY	Sep70 1stMarDiv 6547/6647 6644
AwardsO	Capt M. R. LAYMAN	Oct70 1stMarDiv 6443/6478 6656
S&C FilesO	2dLt C. W. HEMPHILL	Nov70 1stMarDiv 6622 6650
RPS CustodianO	CWO R. E. PHILLIPS	Sep70 1stMarDiv 6622 6650
CasualtyO	WO D. A. LANE	Oct70 1stMarDiv 6264/6452 6660
DivRearO	1stLt C. E. SUNDBY	Dec70 1stMarDiv 6433 6433
AIR OFFICER	Col F. A. SHOOK Jr	Oct70 1stMarDiv 6214 6465
AsstDivAirO	Maj R. A. EMERSON	Aug70 1stMarDiv 6214 6538
AirLiaisonO	Capt R. G. TENTE	Jul70 1stMarDiv 6214/6268 6543
AirLiaisonO	Capt J. W. CONSOLVO	Jul70 1stMarDiv 6214/6268 6543
AirLiaisonO	1stLt C. L. GRUVER	Jul70 1stMarDiv 6214/6268 6543
AirLiaisonO	1stLt R. C. ARCE	Aug70 1stMarDiv 6214/6268 6543
AMERICAN RED CROSS		
Field Director	H. A. BRETT	Mar71 1stMarDiv 6392 6588
AREA AUDITOR	Capt R. A. LENHART	Feb71 1stMarDiv 6578 6442
ARTILLERY OFFICER	Col E. R. REID Jr	Sep70 1stMarDiv 6296 6179
BAND OFFICER	CWO J. M. POE	Oct70 1stMarDiv 6555 6555
CAREER PLANNING OFFICER	1stLt K. C. PHALAN	Dec70 1stMarDiv 6431 6625
CHAPLAIN	Capt G. A. RADEMACHER	Jan71 1stMarDiv 6219/6590 6472
AsstDivChaplain	Cmdr W. C. FULLER	Jul70 1stMarDiv 6219/6590 6231
CLUBS OFFICER	Maj K. L. BOURGEOIS	Sep70 1stMarDiv 6329 6644
COMM ELEC OFFICER	LtCol J. R. O'MARA	Sep70 1stMarDiv 6172 6472
Asst CEO/PlansOpnsO	Maj R. PHILLIPS	Dec70 1stMarDiv 6534 6520
Asst CEO/ElectO	Capt A. R. MILLER	Sep70 1stMarDiv 6130/6174 6519
ComSecO	Capt T. A. FARLEY	May71 1stMarDiv 6534 6453
DivCommCenterO	Capt E. R. HOBART	Jan71 1stMarDiv 6280 6521
FacilitiesControlO	Capt E. W. HAWKINS	Sep70 1stMarDiv 6193 6453
MaintenanceO	CWO H. E. ESTEY	Dec70 1stMarDiv 6130/6174 6453
DENTAL OFFICER	Capt M. H. MEAD	Nov70 1stMarDiv 6540 6466
DISBURSING OFFICER	Maj J. E. STEVENS	Jul70 1stMarDiv 6273
EDUCATION OFFICER	1stLt R. E. DUNSMORE	Jan71 1stMarDiv 6491 6650
EMBARKATION OFFICER	Maj L. D. COKER	Sep70 1stMarDiv 6239/6339 6478
ENGINEER OFFICER	Maj W. M. WINOSKI	Jul70 1stMarDiv 6290 6145
AsstEngrO	Maj H. S. BALL	Dec70 1stMarDiv 6290 6145
BaseFacilitiesO	1stLt J. R. BOHLER	Nov70 1stMarDiv 6315 6145
EXCHANGE OFFICER	Capt G. L. MASH	Sep70 1stMarDiv 6633
FOOD SERVICES OFFICER	Capt W. F. DEWERT	Nov70 1stMarDiv 6640/6532 6442
GROUND SAFETY OFFICER	1stLt R. NEGRON	Nov70 1stMarDiv 6232/6373
INSPECTOR	Col C. ASHTON	Nov70 1stMarDiv 6208/6372 6466
INDUSTRIAL RELATIONS OFFICER	1stLt R. L. JENKS	Sep70 1stMarDiv 6446 6446
MOTOR TRANSPORT OFFICER	Maj V. D. SUTTON	Jul70 1stMarDiv 6235 6549
NAVAL GUNFIRE OFFICER	LtCmdr E. C. YOES	Oct70 1stMarDiv 6447 6581
ORDNANCE OFFICER	Capt G. L. DARST	Aug70 1stMarDiv 6283 6577
DivAmmoO	Capt L. E. CHAPMAN	Oct70 1stMarDiv 6283 6577
POSTAL OFFICER	Capt E. M. JENNINGS	Jan71 1stMAW 7-5237
PROVOST MARSHALL	LtCol J. A. SCHIMMENTI	Dec70 1stMarDiv 6494 6222
PUBLIC AFFAIRS OFFICER	Capt J. P. NOVAK	Nov70 1stMarDiv 6600/6609 6644
RECONNAISSANCE OFFICER	LtCol W. C. DRUMRIGHT	Aug70 1stMarDiv 6297 6297
REPRODUCTION OFFICER	WO N. S. BEZOENIK	Sep70 1stMarDiv 6636 6442
SPECIAL SERVICES OFFICER	LtCol W. J. GALVIN	Sep70 1stMarDiv 6537/6566 6143
Custodian Recreation Fund	1stLt J. M. VOSMIK	Sep70 1stMarDiv 6537 6143

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STAFF JUDGE ADVOCATE	Col D. E. HOLLEN	Jun71 1stMarDiv 6506/6696 6467
DeputySJA	LtCol P. N. KRESS	Jun71 1stMarDiv 6506/6696 6557
ReviewO	Maj R. J. BLUM	Oct70 1stMarDiv 6319/6321 2557
Chief Trial Counsel	Capt C. E. BROWN	Jul70 1stMarDiv 6394 6577
Chief Defense Counsel/ClaimsO	Capt D. H. LEGEAR	Jul70 1stMarDiv 6417/6393 6577
Legal Assistance	Capt M. P. MERRILL	Jul70 1stMarDiv 6417/6393 6626
AdminO	Capt J. R. TAYLOR	Aug70 1stMarDiv 6506/6696 6680
SUPPLY OFFICER	Col J. J. HOLICKY Jr	Oct70 1stMarDiv 6396/6321/6221 6467
AsstSupO	LtCol W. F. COFFEY	Oct70 1stMarDiv 6396/6321/6221 6544
OpnsO	Capt L. F. HARRIS	Nov70 1stMarDiv 6321/6221 6453
OIC, Material ManagementTm	CWO W. G. SEXTON	Aug70 1stMarDiv 6321/6221
OIC, Personal Effects	1stLt T. L. BARROWS	Dec70 1stMarDiv 6621
SURGEON	Capt H. P. PARISER	May71 1stMarDiv 6507/6316 6470
AsstDivSurg	Cdr T. R. TURNER	Aug70 1stMarDiv 6398 6483
PreventiveMedO	LCdr S. C. STRINGHAM	Dec70 1stMarDiv 6377
AdminO	Cdr G. RAMIREZ	Mar71 1stMarDiv 6507/6316 6525
TANK OFFICER	Capt R. L. NEEDHAM	Aug70 1stMarDiv 6535 (Call through 1/5)
HEADQUARTERS BATTALION		
Commanding Officer	Col E. M. YOUNG	Jun71 1stMarDiv 6501 6464
Executive Officer	LtCol W. E. RUDOLPH	Sep70 1stMarDiv 6334 6549
Adjutant	Capt B. MELLON	Nov70 1stMarDiv 6381/6387 6565
Sergeant Major	SgtMaj M. A. DELGADO	Jul70 1stMarDiv 6334 6664
HEADQUARTERS, 1ST MARINES		
Commanding Officer	Col P. X. KELLEY	Jun71 1stMarDiv 6194 6255
Executive Officer	LtCol W. V. H. WHITE	Jul70 1stMarDiv 6194 6183
Adjutant	Capt J. D. MANLEY	Oct70 1stMarDiv 6697 6183
Sergeant Major	SgtMaj W. A. PLANER	Jul70 1stMarDiv 6697
1ST BATTALION, 1ST MARINES		
Commanding Officer	LtCol G. G. LITTLE	Sep70 1stMarDiv 6148/6183 (RegtSwitch)
Executive Officer	Maj R. A. FREEMAN	Oct70 1stMarDiv 6148/6183 (RegtSwitch)
Adjutant	CWO-2 W. L. EVELAND	Jan71 1stMarDiv 6148/6183 (RegtSwitch)
Sergeant Major	SgtMaj W. J. JONES	Nov70 1stMarDiv 6148/6183 (RegtSwitch)
2D BATTALION, 1ST MARINES		
Commanding Officer	LtCol W. G. LEPTWICH Jr	Apr71 1stMarDiv 6148/6183 (RegtSwitch)
Executive Officer	Maj N. E. HENRY	Oct70 1stMarDiv 6148/6183 (RegtSwitch)
Adjutant	Capt D. D. JOHNSON	Feb71 1stMarDiv 6148/6183 (RegtSwitch)
Sergeant Major	SgtMaj B. QUALLS	Aug70 1stMarDiv 6148/6183 (RegtSwitch)
3D BATTALION, 1ST MARINES		
Commanding Officer	LtCol W. M. YEAGER	Sep70 1stMarDiv 6148/6183 (RegtSwitch)
Executive Officer	Maj P. L. LEFEVRE	Feb71 1stMarDiv 6148/6183 (RegtSwitch)
Adjutant	2dLt J. J. YANTORN	Mar71 1stMarDiv 6148/6183 (RegtSwitch)
Sergeant Major	1stSgt H. C. PRINCE	Nov70 1stMarDiv 6148/6183 (RegtSwitch)
HEADQUARTERS, 5TH MARINES		
Commanding Officer	Col C. V. JUDGE	Jun71 1stMarDiv 953 (RegtSwitch)
Executive Officer	LtCol W. R. KEPHART	Sep70 1stMarDiv 953 (RegtSwitch)
Adjutant	Capt J. E. WALKER	Jan71 1stMarDiv 953 (RegtSwitch)
Sergeant Major	SgtMaj J. SOVA	Jan71 1stMarDiv 953 (RegtSwitch)
1ST BATTALION, 5TH MARINES		
Commanding Officer	LtCol C. F. SAVAGE	Oct70 1stMarDiv 6245/6535
Executive Officer	Maj C. V. JEFFREYS Jr	Sep70 1stMarDiv 6245/6535
Adjutant	2dLt R. B. TEDRICK II	Jan71 1stMarDiv 6245/6535
Sergeant Major	SgtMaj S. T. FEDYSKI	Jan71 1stMarDiv 6245/6535
2D BATTALION, 5TH MARINES		
Commanding Officer	LtCol F. D. LEDER	Jul70 1stMarDiv 953 (RegtSwitch)
Executive Officer	Maj J. E. MASTERS	Sep70 1stMarDiv 953 (RegtSwitch)
Adjutant	2dLt C. W. RICHARDSON	Nov70 1stMarDiv 953 (RegtSwitch)
Sergeant Major	SgtMaj F. W. AYRES	Feb71 1stMarDiv 953 (RegtSwitch)
3D BATTALION, 5TH MARINES		
Commanding Officer	LtCol J. S. GESTSON	Aug70 1stMarDiv 953 (RegtSwitch)
Executive Officer	Maj V. A. VERNAY	Jul70 1stMarDiv 953 (RegtSwitch)
Adjutant	2dLt J. P. PULLIN	Aug70 1stMarDiv 953 (RegtSwitch)
Sergeant Major	SgtMaj L. G. COLE	Nov70 1stMarDiv 953 (RegtSwitch)
HEADQUARTERS, 7TH MARINES		
Commanding Officer	Col E. G. DERNING Jr	Aug70 1stMarDivOperator
Executive Officer	Maj L. S. FRY	Sep70 1stMarDivOperator
Adjutant	Capt H. R. SMITH	Mar71 1stMarDivOperator
Sergeant Major	SgtMaj J. J. SEMENSOW	Jul70 1stMarDivOperator
1ST BATTALION, 7TH MARINES		
Commanding Officer	LtCol C. G. COOPER	Jul70 1stMarDivOperator
Executive Officer	Maj J. R. CURNUTT	Jul70 1stMarDivOperator
Adjutant	Capt S. G. LADA	Feb71 1stMarDivOperator
Sergeant Major	SgtMaj L. M. AKINS	Sep70 1stMarDivOperator

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2D BATTALION, 7TH MARINES			
Commanding Officer	LtCol V. A. ALBERS	Oct70 1stMarDivOperator	
Executive Officer	Maj T. G. MCFARLAND Jr	Oct70 1stMarDivOperator	
Adjutant	Capt V. I. HEAP	Feb71 1stMarDivOperator	
Sergeant Major	SgtMaj R. B. STOKES	Sep70 1stMarDiv 6512	
3D BATTALION, 7TH MARINES			
Commanding Officer	LtCol K. L. ROBINSON Jr	Sep70 1stMarDivOperator	
Executive Officer	Maj W. A. LOKKEN	Oct70 1stMarDiv 952 3/7-5	3/7-5
Adjutant	Capt G. L. GORTON	Nov70 1stMarDivOperator	
Sergeant Major	SgtMaj D. J. ZOBENICA	Sep70 1stMarDivOperator	
HEADQUARTERS, 11TH MARINES			
Commanding Officer	Col E. R. REID Jr	Sep70 1stMarDiv 6296	6179
Executive Officer	LtCol K. C. WILLIAMS	Aug70 1stMarDiv 6296	6179
Adjutant	Capt R. J. QUAN	Sep70 1stMarDiv 6558	
Sergeant Major	SgtMaj C. JANIEL	Dec70 1stMarDiv 6296	
1ST BATTALION, 11TH MARINES			
Commanding Officer	LtCol L. R. BORSA	Jan71 1stMarDiv 6107	
Executive Officer	Maj H. E. DAVISON	Feb71 1stMarDiv 6107	
Adjutant	Capt L. R. THOMPSON	Jan71 1stMarDiv 6254	
Sergeant Major	SgtMaj D. THOMPSON	Aug70 1stMarDiv 6575	
2D BATTALION, 11TH MARINES			
Commanding Officer	LtCol D. C. STANTON	Nov70 1stMarDiv 6575	
Executive Officer	Maj G. W. RYHANYCH	Nov70 1stMarDiv 6575	
Adjutant	WO E. P. SIMPSON III	Oct70 1stMarDiv 6575	
Sergeant Major	SgtMaj V. L. KELLER	Nov70 1stMarDiv 6575	
3D BATTALION, 11TH MARINES			
Commanding Officer	LtCol D. K. DICKEY	Oct70 1stMarDivOperator	
Executive Officer	Maj J. B. MURTLAND	Mar71 1stMarDivOperator	
Adjutant	WO J. E. WOODRUFF	Oct70 1stMarDiv 6575	
Sergeant Major	SgtMaj A. J. ESTERGALL	Nov70 1stMarDiv 6575	
4TH BATTALION, 11TH MARINES			
Commanding Officer	LtCol V. L. DEBOEVER	Oct70 1stMarDiv 6500	
Executive Officer	Maj C. D. BAILEY	Feb70 1stMarDiv 6500	
Adjutant	Capt R. R. RAFFEL	Oct70 1stMarDiv 6252	
Sergeant Major	SgtMaj S. F. ROMANO	Dec70 1stMarDiv 6575	
1ST 175MM GUN BATTERY			
Commanding Officer	Capt C. W. MEIER	Oct70 1stMarDiv 6625	
Executive Officer	Capt D. A. ARTHUR	Jul70 1stMarDiv 6625	
3D 175MM GUN BATTERY			
Commanding Officer	Maj J. J. WHEELER	Sep70 1stMarDivOperator	
Executive Officer	Capt H. A. LUCAS	Aug70 1stMarDivOperator	
1ST 8" HOWITZER BATTERY			
Commanding Officer	Capt N. J. SPITZER	Sep70 1stMarDivOperator	
3D 8" HOWITZER BATTERY			
Commanding Officer	Capt R. R. CRAIG	Dec70 1stMarDivOperator	
Executive Officer	Capt M. B. JOHNSON	Jul70 1stMarDivOperator	
1ST MEDICAL BATTALION			
Commanding Officer	Cdr T. R. TURNER	Aug70 1stMarDiv 6398	6483
Executive Officer	LCdr K. L. DARR	Oct70 1stMarDiv 6398	6483
Admin0	Lt(G. W. MATHEWSON	Dec70 1stMarDiv 6313	6483
Sergeant Major	SgtMaj E. K. MINNICK	Jan71 1stMarDiv 6313	
1ST DENTAL COMPANY			
Commanding Officer	Capt M. H. MEAD	Nov70 1stMarDiv 6540	6466
Executive Officer	Cdr R. D. PRINCE	Aug70 1stMarDiv 6563	
Admin0	Lt (JG) J. A. HELLEY	Dec70 1stMarDiv 6540	6440
1ST ENGINEER BATTALION			
Commanding Officer	LtCol W. F. GLOWICKI	Jan71 1stMarDiv 8-951-3797	
Executive Officer	Maj R. A. KERR	Jul70 1stMarDiv 8-951-3897	
Adjutant	Capt J. M. STOOPS	Oct70 1stMarDiv 8-951-2689	
Sergeant Major	SgtMaj J. M. WISE	Jun70 1stMarDiv 8-951-2789	
7TH ENGINEER BATTALION			
Commanding Officer	LtCol W. G. BATES	Aug70 1stMarDiv 6291	6662
Executive Officer	Maj R. GLEESON	Oct70 1stMarDiv 6850	6662
Adjutant	Capt T. E. DARNER	Nov70 1stMarDiv 6653	
Sergeant Major	SgtMaj J. J. FERNANE	Nov70 1stMarDiv 6624	
9TH ENGINEER BATTALION			
Commanding Officer	LtCol J. P. KRAYNAK	Sep70 1stMarDiv 6592	6413
Executive Officer	Maj J. B. TOWNSEND	Mar70 1stMarDiv 6592	
Adjutant	Capt T. W. SCHAUER	Jul70 1stMarDiv 6412	
Sergeant Major	SgtMaj C. J. MURPHY	Dec70 1stMarDiv 6592	

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1ST MOTOR TRANSPORT BATTALION			
Commanding Officer	LtCol J. J. LOUDER	Oct70 1stMarDiv 6175	6175
Executive Officer	Maj J. R. BALTHIS	Sep70 1stMarDiv 6185	6185
Adjutant	Capt J. G. DILLON	Aug70 1stMarDiv 6661	
Sergeant Major	SgtMaj J. J. KENNEDY	Jul70 1stMarDiv 6185	
11TH MOTOR TRANSPORT BATTALION			
Commanding Officer	LtCol A. D. ALBERT Jr	Nov70 1stMarDiv 6594	6546
Executive Officer	Maj W. H. WALTERS	Nov70 1stMarDiv 6594	6546
Adjutant	Capt H. W. GRAY	Sep70 1stMarDiv 6632	
Sergeant Major	MGySgt O. W. JONES	Oct70 1stMarDiv 6683	
1ST RECONNAISSANCE BATTALION			
Commanding Officer	LtCol W. C. DRUMRIGHT	Aug70 1stMarDiv 6297	6297
Executive Officer	Maj T. TURNER	Aug70 1stMarDiv 6297	6297
Adjutant	Capt E. W. STERLING	Aug70 1stMarDiv 6426/6568	
Sergeant Major	1stSgt J. T. BOUFFORD	Jan71 1stMarDiv 6564	
COMPANY "C", 1ST SHORE PARTY BATTALION			
Commanding Officer	Maj D. B. CONE	Sep70 1stMarDiv 8951	
Executive Officer	1stLt J. J. PRESTON	Aug70 1stMarDiv 8951	
First Sergeant	1stSgt L. LIENAU	Aug70 1stMarDiv 8951	
COMPANY "C", 1ST TANK BATTALION			
Commanding Officer	Capt R. L. MEEDHAM	Aug70 1stMarDiv 6535/6245	
1ST FORCE RECONNAISSANCE COMPANY			
Commanding Officer	Maj D. D. DORMAN	Oct70 1stMarDiv 8951/3281	
Executive Officer	Capt N. B. CENTERS	Dec70 1stMarDiv 8-951-3368	
First Sergeant	1stSgt M. J. JACQUES	Feb71 1stMarDiv 8-951-3368	
3D FORCE RECONNAISSANCE COMPANY			
Commanding Officer	1stLt C. C. COFFMAN	Jul70 1stReconOperator (6486) (6487)	
First Sergeant	GySgt W. A. MELANCON	Aug70 1stMarDiv 6486	

J. J. Hudson

J. J. HUDSON
Lieutenant Colonel, U. S. Marine Corps
Division Adjutant

DISTRIBUTION:

Each General/Special Staff Section: (10)
Each Regt: (40)
Each Separate Bn: (15)
Each Separate Co: (5)
CMC (Code AC): (3)
XXIV CORPS : (25)
III MAF : (5)
1ST MAW : (5)
2d MAW : (5)
3d MarDiv : (10)
5th MEB : (5)
I MEF : (5)
3d FSR : (5)
FLC : (5)
MCB, CAMPEN : (5)
MCD, CLNC : (5)
MCB, CAMP BUTLER: (5)
MCAS EL TORO : (10)
MCDEC, QUANTVA: (5)
FMFPAC : (10)
3d MAW : (5)
MCRD, SDiego : (5)

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OPERATIONAL AND ADMINISTRATIVE DOCUMENTS

SUBJECT	ORIGINATOR AND DATE
1. Periodic Awards Report	7B/MRL/djh 1650 1 Jul70
2. Recurring Reports Checklist	DivBul 5213 7/JJH/tim 3 Jul70
3. Preparation of Material for Retrograde	DivBul 4600 39/LVY/rjo 5 Jul70
4. 1st Marine Division Association	DivBul 1700 37/RED/kat 6 Jul70
5. Fleet Home Town News Report	DivBul 5724 41/JPN/djg 6 Jul70
6. Standing Operating Procedure for Communication-Electronics (COMMSOP)	DivO P2000.4A 10/JRO/rcg 7 Jul70
7. Semi-Annual Check List of Effective 1st Marine Division Directives	DivBul 5215 7/JJH/rls 9 Jul70
8. Logistical Preparation for Monsoon Season	DivO 4000.16A 4/MFS/lms 9 Jul70
9. Efficiency, Effectiveness, and Savings	DivBul 5200 4/WEZ/rlh 11 Jul70
10. Education Program	DivO P1560.1B 37/RGH/sjl 15 Jul 1970
11. Lessons Learned	DivBul 3480 3/DHL/rmh 17 Jul70
12. Instructions for the Receipt, Control, and Disposition of Personal Effects and Baggage	DivO 4050.1C Ch 2 21/DM/ptl 17 Jul70

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13. Reenlistment Report for the month of June 1970	DivBul 1133 54/PPK/sgp 17 Jul70
14. Volunteer Informant Program (VIP)	DivO 7000.4C 2/WEG/cfm 17 Jul70
15. Manpower Management System (MMS) Reporting	DivO 1080.4 1/BIM/lkn 17 Jul70
16. Standing Operating Procedures for Preventive Medicine Services	DivO P6200.4B Ch 2 62/SCS/twc 20 Jul70
17. 1st Marine Division Association	DivBul 1700 37A/RED/sjl 20 Jul70
18. Standard Procedures for Mail Handling upon Redeployment	DivO 2700.5 20/EMJ/rb 20 Jul70
19. U. S. Postal Money Order Control	DivBul 2700 Ch 1 20/EMJ/rb 20 Jul70
20. First Term Reenlistment Results for the 4th Quarter, FY-70	DivBul 1133 54/PPK/sgp 20 Jul70
21. Servicemen's Group Life Insurance (SGLI)	DivBul 1741 47/CKH/tim 22 Jul70
22. Cessation of Command Operated Club Facilities	DivBul 1746 49/KLB/wem 22 Jul70
23. 1st Marine Division Rear Facility	DivO 5300.3C 7A/DEG/tim 25 Jul70
24. Division Communication-Electronics Equipment Pool	DivO 2005.1A 10/ARN/jrb 26 Jul70
25. Cancellation of Division Directive	DivBul 5215 3/WKM/mgf 28 Jul70

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26 √ Operation Overlay to 1st MarDiv Frag Order 31-70 (CG 1st MarDiv msg (S) 080820Z Jul70) Operation Pickens Forest (1st Marine Division S&C Files No. 70-1903, Copy 86 of 100) Overlay classified SECRET.

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

7B/MRL/djh
1650
1 Jul 1970

From: Commanding General
To: Distribution List

Subj: Periodic Awards Report

Encl: √(1) Report of awards processed by the Division Awards Board during the month of June, 1970

1. Enclosure (1) is forwarded for the information of Unit Commanders. During the month of June, 678 award recommendations were forwarded to Higher Authority. This is a significant increase over the 462 awards processed in May. Commanders are urged to continue to recommend heroic and meritorious awards in deserving cases.

R. E. BARDE
By direction

Distribution "A" & "B"

Tab A-1

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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 JUNE 1970 TO 30 JUNE 1970

UNITS	MoH	NC	DSM	SSM	LoM	DFC	NMCM	BSM	NCM	NAM	AM	TOTAL THIS MONTH	TOTAL LAST MONTH	PURPLE HEARTS
1stMarines				(1)	(3)			(9)	(9)	(29)		(51)	(55)	(70)
HqCo					3			2	1	2		8	4	1
1stBn,1stMar				1				2	1	8		12	9	11
2dBn,1stMar								3	6	12		21	29	34
3dBn,1stMar								2	1	7		10	13	24
5thMarines				(1)	(4)			(38)	(21)	(54)	(2)	(120)	(96)	(110)
HqCo					1			2	2			5	8	2
1stBn,5thMar				1	2			16	8	31	2	60	62	30
2dBn,5thMar					1			18	4	11		34	20	54
3dBn,5thMar								2	7	12		21	6	24
7thMarines		(1)		(9)	(1)			(30)	(42)	(48)		(131)	(71)	(124)
HqCo								2	1	3		6	6	1
1stBn,7thMar				3				12	21	16		52	31	82
2dBn,7thMar				3	1			11	12	27		54	18	12
3dBn,7thMar		1		3				5	8	2		19	16	29
11thMarines				(1)				(22)	(20)	(28)	(6)	(77)	(67)	(7)
HqBtry				1				4	6	7	6	24	25	
1stBn,11th								6	5	4		15	10	1
2dBn,11th								4	2	5		11	3	
3dBn,11th								6	3	6		15	10	6
4thBn,11th								2	4	6		12	19	
PAGE TOTAL		1		12	8			99	92	159	8	(379)	(289)	(311)

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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: TO

UNITS	MoH	NC	DSM	SSM	LoM	DFC	NMCM	BSM	NCM	NAM	AM	TOTAL THIS MONTH	TOTAL LAST MONTH	PURPLE HEARTS
1st175GBtry								6	1	2		(3)		
3d175GBtry										1		(1)	(2)	
1st8"HowBtry									1	1		(2)	(2)	
3d8"HowBtry									1	2		(3)	(2)	
HQ BN					5	3		8	17	19	106	(158)	(62)	
1stReconBn				2				12	20	8		(42)	(29)	(17)
1stEngrBn								3	3	1		(7)	(12)	(1)
7thEngrBn								2	5	7		(14)	(5)	(4)
9thEngrBn					1			9	6	11		(27)	(6)	(1)
1stMedBn								1	3	1		(5)	(19)	
1stM.T.Bn									2	8		(10)	(3)	
11thM.T.Bn									1	1		(2)	(9)	
1stDentCo													(4)	
1stForRecon		1		1				7	2	2		(13)	(7)	(4)
Co"C"1stTkBn								1	2	1		(4)	(7)	(10)
Co"C"1stSPBn								1	1	4		(6)	(4)	
OTHERS								2				(2)		
PAGE TOTAL		1		3	6	3		46	65	69	106	(299)	(173)	(37)
TOTAL THIS MONTH		2		15	14	3		145	157	228	114	(678)	(462)	(348)
TOTAL FOR THE YEAR	1	10	1	62	66	5	14	769	1040	1178	174	(3320)		(2495)

1stMarDiv 1650/5(Rev2/70)

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

DivBul 5213
7/JJH/tim
3 Jul 1970

DIVISION BULLETIN 5213

From: Commanding General
To: Distribution List

Subj: Recurring Reports Checklist

Ref: (a) DivO 5213.1B
(b) MCO 5213.6A

Encl: (1) Format for subject report
(2) Explanations regarding the listings

1. Purpose. To compile a list of reports currently required by the Division Staff of subordinate units of the Division.

2. Background

a. Reference (a) assigned the responsibility for administration of the Reports and Forms Control Program within this Command to the Division Adjutant. The reports management portion of this program is organized to provide for the systematic analysis and administrative control of reporting requirements. The overall goal of the program is to ensure that management control and decision-making needs are met, and that reporting requirements imposed by higher authority are fulfilled by an effective and responsive reporting system. Specific objectives include the following:

(1) To ensure that methods, procedures, and systems employed for reporting purposes are realistic, practical, and responsive.

(2) To encourage the practice of requesting only necessary information consistent with an economic workload and minimum administrative requirements.

(3) To seek integration of like data requirements and to develop multiple use of reports.

(4) To provide a central reference area for the exchange of reporting system information pursuant to reports control and improvement.

b. One of the tools of the reports control system is the checklist of recurring reports. In order to compile such a checklist it is necessary to receive input from all Division Staff Sections concerning reports required by them from subordinate units of the Division.

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DivBul 5213
3 Jul 1970

3. Action. It is requested that all addressees submit to the Division Adjutant by 15 July 1970 a listing in the format of enclosure (1) of all recurring reports under their cognizance that are required of subordinate units as of 1 July 1970. Enclosure (2) contains a list of explanations to be used regarding the listings.

4. Self-Cancellation. 1 September 1970.

Noble L. Beck
NOBLE L. BECK
Chief of Staff

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FORMAT FOR SUBJECT REPORT

From:
To: Division Adjutant

RECURRING REPORTS REQUIRED

REPORT SYMBOL	REPORT TITLE	FREQ	FORMAT	REQ DIR

Enclosure (1)

DivBul 5213
3 Jul 1970

(2)

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DivBul 5213
3 Jul 1970

EXPLANATIONS REGARDING THE LISTINGS

1. Report Symbol. A symbol of identification assigned by the Reports and Forms Control Officer to each approved report.

a. Reports control numbers will be assigned by the Division Adjutant. These numbers will provide a standard means of identification, facilitate reference and filing, and indicate that each report meets the program requirements, such as (1st MARDIV 5213/1-1):

(1) "1st MARDIV" denotes a Division Report
(2) "5213" designates the subject of the report
(3) "/1" designates the consecutive number assigned reports in the same subject area
(4) "-1" designates the originator

b. Reports control symbol numbers are assigned to General and Special Staff Sections, as indicated in enclosure (1), to reference (a).

2. Report Title. The report title will be abbreviated in most instances because of space limitations.

3. Frequency. The frequency code indicates the submission interval of the report. The requiring directive should be consulted for exact submission or deadline dates. Abbreviations used in this field are as follows:

A	Annual
BA	Biannual
BM	Bimonthly
BW	Biweekly
D	Daily
M	Monthly
Q	Quarterly
SA	Semiannual
SI	Situational
SM	Semimonthly
W	Weekly

4. Format. This field indicates the media for submission of the report. Abbreviations used are as follows:

FORMAT	Unnumbered Format
JAG	Judge Advocate Form
LTR	Letter
MC	NAVMC Form
MCSA	Marine Corps Supply Activity Form
MED	Bureau of Medicine and Surgery Form
MSG	Message
SF	Standard Form
SPDLTR	Speedletter

Enclosure (2)

(2)

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a. See enclosure (4) to MCBul 5214 of 13 Mar 1970 for a complete list of abbreviations that can be used.

5. Requiring Directive. The document requiring each report in identified in this column. To facilitate maintenance of the reports management system, alpha symbols indicating current revision of directives are omitted. (Example DivO 5213.1B is shown as DivO 5213.1_)

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

DivBul 4600
39/LVI/rjo
[redacted] Jul 1970

5 JUL

DIVISION BULLETIN 4600

From: Commanding General
To: Distribution List

Subj: Preparation of Material for Retrograde

Ref: (a) TM 750-139
(b) TM 750-140
(c) DivO P11240.3A
(d) 1st Mar Div OPLAN 183-69

Encl: (1) Equipment Checklist
(2) Supplies Required

1. Purpose. To publish information pertaining to the preparation of material for retrograde.

2. General

a. Pests of public health and agricultural importance can be exported from Vietnam on cargo and equipment redeployed. These pests are carried in soil, mud, plant debris, trash, litter, and packaging materials. To prevent the possible exportation of pests from Vietnam and their introduction into the U.S. and other areas, specific procedures and requirements have been established by the U.S. Department of Agriculture and the U.S. Public Health Service.

b. Vehicles being prepared for retrograde require special consideration in preservation and maintenance as set forth in references (a) through (d) and as outlined herein.

3. Procedures for Preparation of Cargo

a. Boxes or crates of a standard and uniform size will be utilized to the maximum extent possible in order to facilitate handling and stowage. A pallet loaded with six standard 4.2 cubic foot or four 16 cubic foot boxes is ideal for embarkation.

b. When large size boxes are mounted on skids, the skids are to be placed 4" to 6" from the edge. This allows the box to be lifted by pallet slings.

c. All box containers are to be sealed. If a crate is utilized, the openings will be large enough to permit absolute visual inspection

(3)

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to ensure that no rodents or insects are present.

d. Wooden containers and pallets should be closely inspected for signs of dry rot, moisture deterioration, or termite infestation. Containers or pallets with this type of damage will be replaced.

e. When packaging material, care must be taken to insure that the equipment and supplies are properly packed so as to preclude damage. Unitized cargo will be banded with 1¼" strapping or larger.

f. Pallets will be banded with the strapping placed through the pallet. Banding around the load and pallet prevents the pallet from being lifted by pallet slings and results in unnecessary breakage of the steel strapping.

g. Palletized cargo is subject to fresh water washdown. This precaution is for the removal of soil and plant life that has been picked up from the ground. Accordingly, all containers will be waterproofed to protect supplies and equipment from moisture deterioration.

h. When containers are scheduled for mobile loading aboard vehicles, the vehicle beds and containers must be properly decontaminated prior to loading.

i. If conex containers are utilized, care will be taken to ensure that the gross weight does not exceed 5000 pounds. The largest piece of equipment available to handle a conex container is the rough terrain forklift, 6000 pound.

4. Procedures for Insect and Rodent Control

a. Thorough and complete cleaning of equipment and vehicles, to remove food, trash, plant matter (dead or living), and clumps of soil are most important, and will be accomplished prior to applying rodenticides and insecticides.

b. Rodenticide diphacin-paraffin bait block with 8 foot binding tape will be placed in conex containers, closed vans, tanks and other containers of 15 cubic feet or larger. Diazinon 2% dust for rodent flea control will be used in each container which requires a bait block.

c. Vapona pest strips (FSN 6840-142-9438) will only be used in tightly closed containers, vans, etc., and in equipment where diazinon dust may be harmful. To be effective, the strip must be hung in an open space where the insecticide vapor can be effectively released.

d. Areas not normally requiring treatment with dust or rodent bait blocks include open cabs and cargo beds of vehicles; engine housing; fender wells; and vehicle undercarriage. While small hand packed boxes, mount-out boxes (less than 15 cubic feet), personal baggage, and similar containers will not normally require treatment with rodenticide

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or insecticide the contents must be clean.

e. Straw or plant fibers will not be used to pack or cushion equipment. Mattresses will not be used to cushion gear since they provide excellent harborage for insect pests and rodents.

f. Insecticide dust and rodent bait blocks will be applied to cargo and equipment only by qualified Preventive Medicine Section personnel. Units redeploying will request PMS personnel from Division Embarkation. The number of boxes and vehicles to be treated will be stated in the request. PMS personnel will bring the required insect and rodent control items to be applied. Upon completion of the application and inspection, prior to staging at POE, PMS personnel will verify that the cargo and equipment have been adequately cleaned and treated to meet the standards set by DOD, USDA, and PHS.

5. Procedures for Preparation of Vehicles for Retrograde

a. Maintenance. Perform appropriate preventive maintenance service, i.e., annual/quarterly, to include the following specific services:

(1) Engine oil will be drained and refilled in accordance with the applicable L.O.

(2) Radiator will be drained, flushed, and then refilled.

(3) Lubrication of all vehicles will be accomplished in accordance with appropriate L.O. All oil can points will be oiled.

(4) Brake system will be filled to operating level. Exterior fittings, threaded surfaces, such as cables, clevises, and linkage of service and parking brakes will be coated with oil.

(5) Transmissions, transfer cases, and differentials will be filled to operating level in accordance with vehicle L.O.

(6) Battery supports, compartments, and retainers shall be cleaned.

(7) Ensure 11 lifting modifications are installed and function properly.

(8) Ensure hand brakes on both vehicles and trailers work properly.

(9) Ensure fording valves are working correctly.

(10) Ensure landing legs or supports on trailers work properly.

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b. Packing and Preparation of Organic Motor Transport Shop and Test Equipment

(1) All maintenance tents will be taken down, cleaned, dusted with Diazinon dust, folded and packed in crates/boxes, frame will be cleaned and repainted.

(2) Test equipment will be securely packed with extreme care in mount-out boxes. Prior to packing, all test equipment will be checked to ensure the batteries, if required, are removed. Clean test sets and secure them properly.

(3) General mechanic tool boxes will be inventoried. All tools will be cleaned and oiled or painted as required. Inventory slips will be enclosed, boxes locked and marked, and secured in proper mount-out boxes.

(4) "B" Kits for each individual end item will be cleaned and, or painted or oiled before being packed in appropriate mount-out box.

(5) Hydraulic jacks and dollies will be thoroughly cleaned and painted and checked for leakage prior to being placed in mount-out boxes.

(6) Lubrication buckets and/or pails will be cleaned and checked for leaks before being packed in mount-out boxes.

(7) All organic material that is being prepared for mount-out boxes will be cleaned and properly secured, i.e., spare parts, brake fluid, and line items.

(8) After vehicles have been properly cleaned and the preventive maintenance has been performed, they will not be operated except to move to the POE.

c. Cleaning and Washing

(1) The only way to ensure that vehicles pass inspection is to return the vehicles to showroom condition, to include the undercarriage; anything less will cause rejection. The best method for cleaning is to use scrapers and wire brushes with a mixture of kerosene/diesel fuel followed by high pressure washing. Organizing teams to clean each vehicle has proved successful in accomplishing this task. Particular attention must be paid to less accessible areas since these are carefully checked during the inspection. It was noted during previous redeployments that some vehicles required three to four hours of additional labor to bring them to satisfactory condition after being inspected at POE. Unit commanders must ensure that absolute supervision is carried on during this phase of preparation.

(2) Specific procedures for the cleaning of vehicles to be redeployed:

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(a) Remove communications equipment prior to the cleaning of the vehicle and then reinstall once the vehicle is cleaned.

(b) Saturate undercarriage, wheel wells, engine compartment, and cargo bed with a mixture of kerosene/diesel fuel.

(c) Allow vehicle to absorb this mixture for at least 3 hours.

(d) Scrape above mentioned areas thoroughly with wire brushes and scrapers.

(e) Resaturate vehicle with mixture and allow to set for 2 additional hours.

(f) Washdown vehicle thoroughly with high pressure hose.

(g) Check vehicle closely to ensure that all dirt and plant life have been removed.

(h) If dirt still persists, repeat above procedure.

(i) Sand and spot paint all areas that require painting.

(3) All pioneer tools and hand tools will be cleaned and dried. All unpainted metal surfaces will be coated with preservative oil. Tools will be packed in tool compartments. Pioneer tools will be stowed in appropriate locations.

(4) Tools and Equipment:

(a) Scrapers for removing foreign matter from vehicles can be easily fabricated by using 1¼" banding material. One piece approximately 8" to 10" long, taped 4" from either end with one end bent at a 90 degree angle will enable personnel to reach hard to get at places on vehicles.

(b) Wire brushes are also helpful in removing foreign matter.

(c) A minimum of two 350 GPM pumps should be used at the washdown points located at Cau Do Bridge (AT 998707), Cobb Bridge (AT 945705), and 1st Engineer Battalion cantonment (BT 065725).

(5) Problem Areas Concerning Wheeled and Tracked Vehicles:

(a) Wheeled Vehicles:

1 Engine Compartments.

2 In and behind bumpers and chassis frame.

3 Headlight Compartments.

(5)

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4 Tool compartments.

5 Cargo beds.

6 Between dual wheels and on wheel hubs. All wheels must be pulled to ensure complete cleaning of these areas.

7 On top of transmission/transfer cases.

8 Inside center channels of crossmembers.

(b) Tracked Vehicles: M107/M109/M110

1. Final drives: All grass and rice stalks must be removed from the inside of the sprockets.

2 Inside driver compartment.

3 Engine compartment.

4 Drain port in hull.

5 Tool compartments.

6 Between road wheels.

(c) Tracked Vehicles: TD-15/TD-18/M-64 (EIMCO)

1 Winches.

2 Transmission.

3 Underneath frame.

4 Behind blade.

5 Blade braces.

6 Tracks.

6. Packing and Preservation of Organic Ordnance Equipment

a. The following steps will be taken to ensure organic ordnance is preserved prior to packaging for embarkation:

(1) All 1st echelon maintenance performed thoroughly, special attention to the removal of all rust is essential.

(2) An oil bath consisting of 30wt oil will be applied to all weapons. Weapons will be drip dried.

(3) Weapons will be individually wrapped in grade A type 2 Class I impregnated paper prior to packaging in prefabricated mount-out boxes.

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(4) Packaging will be accomplished by the using unit. All material necessary for packing and preserving of weapons with the exception of 30 wt oil, is available through Division Embarkation.

7. Equipment Services and Supplies. Enclosure (1) provides a check list of services to be performed on equipment prior to inspection and retrograde. Enclosure (2) lists the supplies which are considered necessary to prepare equipment for retrograde.

8. Self-cancellation. 31 December 1970.

Noble L. Beck
NOBLE L. BECK
Chief of Staff

DISTRIBUTION: "A" & "B"

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DivBul 4600
5 Jul 1970

EQUIPMENT CHECK LIST

1. Is body free of dirt and all foreign material in corners and undercarriage?

2. Have all metal and wood bare spots been sanded and repainted?

3. Are all tires properly inflated, valves functioning, and valve caps installed?

4. Have the batteries, battery terminals, battery box, and hold downs been properly cleaned?

5. Have wire cables and exposed metal surfaces of the winch drum and guide been coated with preservative?

6. Are all electrical brake cables and/or air hoses firmly secured to the vehicle?

7. Are all electrical equipment racks firmly secured to the vehicle?

8. Are all electrical plugs, receptacles, connections, and air hose openings covered with tape?

9. Is all vehicular electronics equipment boxed and/or secured to the vehicle?

10. Have the batteries in electronic equipment on vehicles been removed?

11. Is the material to be shipped in truck body, raised from the deck to permit air circulation and firmly secured to prevent shifting?

12. Has the vehicle been lubricated?

13. Has preventive maintenance been performed on the vehicle?

Date completed_____

Organizational shop_____

Shop Officer_____

ENCLOSURE (1)

(3)

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DivBul 4600
5 Jul 1970

LIST OF SUPPLIES AND EQUIPMENT FOR PREPARATION

	NOMEN	FSN	SOURCE
1.	Wire brushes	7920-282-9245	Army SSSC
2.	Putty knives	5120-221-1536	Army SSSC
3.	Marine Corps green paint, as required	8010-526-1612 (1 gal)	MC100
		8010-526-1610 (5 gal)	MC100
4.	Paint brushes (assorted sizes)	(For FSN's see SSSC catalog)	
5.	Rags	7920-205-3571	MC100
		7920-240-1711	Army SSSC
6.	Bristle brushes	7920-240-7171	Army SSSC
7.	Detergent (F/Grease/Tar)	6850-844-1767	MC100
8.	Water proof tape	8135-551-1245	MC100
9.	Buckets, 14 quart	7240-160-0455	Army SSSC
10.	GAA grease (35 lb pail)	9150-190-0907	MC100
11.	Bulk OE30 and G090 oil	9150-680-1106 (30 wt)	MC100
		9150-577-5846 (90 wt)	MC100

ENCLOSURE (2)

(3)

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

DIVBul 1700
37/RED/kat
6 Jul 1970

DIVISION BULLETIN 1700

From: Commanding General
To: Distribution List

Subj: 1st Marine Division Association

Ref: (a) DivO 1700.7A

Encl: (1) New Members in the 1st Marine Division Association during the period 1 December 1969 to 30 May 1970

1. Purpose. To publish the results of the membership drive by unit during the period 1 December 1969 to 30 May 1970.

2. General. Enclosure (1) provides a tabulation of new memberships generated during the period 1 December 1969 to 30 May 1970.

3. Action. It is noted that many organizations have not enlisted any new members during the past six months. In several cases, commanders have failed to submit the monthly report required by reference (a). Organizational commanders will ensure that all non-members and incoming personnel are afforded an oportunity to join the Association and contribute to the Scholarship Fund.

4. Self-Cancellation. 30 July 1970.

Noble L. Beck
NOBLE L. BECK
Chief of Staff

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DivBul 1700
6 Jul 1970

NEW MEMBERS IN THE 1ST MARINE DIVISION ASSOCIATION
DURING THE PERIOD 1 DECEMBER 1969 TO 30 MAY 1970

UNIT	DEC	JAN	FEB	MAR	APR	MAY
Headquarters Battalion	26	0	4	0	**	1
Headquarters Company, 1st Marines	27	5	0	0	0	0
1st Battalion, 1st Marines	0	0	324	151	53	13
2d Battalion, 1st Marines	177	13	24	59	125	91
3d Battalion, 1st Marines	180	83	115	83	62	29
Headquarters Company, 5th Marines	0	4	2	20	12	9
1st Battalion 5th Marines	35	0	**	**	**	0
2d Battalion, 5th Marines	78	29	76	100	3	4
3d Battalion, 5th Marines	0	112	0	40	40	0
Headquarters Company, 7th Marines	0	**	**	**	**	0
1st Battalion 7th Marines	3	22	**	1	0	0
2d Battalion, 7th Marines	46	**	**	**	**	41
3d Battalion, 7th Marines	0	**	**	**	**	0
Headquarters Battery, 11th Marines	0	1	**	**	**	0
1st Battalion, 11th Marines	0	4	0	0	**	0
2d Battalion, 11th Marines	0	**	40	12	**	0
3d Battalion, 11th Marines	6	2	17	6	30	11
4th Battalion, 11th Marines	19	6	4	0	1	1
1st 175 Gun Battery	5	13	5	10	0	0
3d 175 Gun Battery	7	0	13	5	0	0
1st 8" Howitzer Battery	0	**	12	**	5	0
3d 8" Howitzer Battery	0	**	5	5	3	0
1st Recon Battalion	0	5	0	36	2	13
1st Force Recon Company				0	**	0
1st Motor Transport Battalion	2	0	6	3	2	1
1st Engineer Battalion	0	0	1	**	**	118
1st Dental Company			0	1	**	0
1st Medical Battalion	0	0	0	0	**	0
7th Engineer Battalion	0	0	0	0	0	0

ENCLOSURE (1)

(4)

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DivBul 1700
6 Jul 1970

NEW MEMBERS IN THE 1ST MARINE DIVISION ASSOCIATION
DURING THE PERIOD 1 DECEMBER 1969 TO 30 MAY 1970

UNIT	DEC	JAN	FEB	MAR	APR	MAY
9th Engineer Battalion	0	25	0	0	**	0
11th Motor Transport Battalion	0	0	2	**	5	0

**: Report not submitted

ENCLOSURE (1)

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

DivBul 5724
41/JPN/djg
6 Jul 1970

DIVISION BULLETIN 5724

From: Commanding General
To: Distribution List

Subj: Fleet Home Town News Report

Ref : (a) DivO P5720.5A

Encl: (1) Report of Fleet Home Town News Releases Processed During June 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 is the responsibility of the Technical Information Contact Officer (TICO) 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 June are set forth in enclosure (1). TICO's are again reminded that the Fleet Home Town News Center will no longer accept forms on: R & R, extensions of overseas tours, serving with (if form has previously been submitted on an individual when he joined unit, they do not desire another form at a later date that he is serving with the same unit), and participation in an operation unless it is of a significant nature. Although a big improvement was noticed in this month's submissions, some units failed to meet the desired minimum participation of 10 percent of their on board strength for June.

4. Action. Commanders will ensure that all members of their unit are given the opportunity and are encouraged to participate in the program in accordance with reference (a).

5. Self-Cancellation. 31 August 1970.

Noble L. Beck
NOBLE L. BECK
Chief of Staff

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DivBul 5724
6 Jul 1970

REPORT OF FLEET HOME TOWN NEWS RELEASES PROCESSED DURING JUNE 1970

	UNIT	RECEIVED	RELEASED
1.	Headquarters Battalion	50	50
2.	Headquarters, 1st Marines	18	17
3.	1st Battalion, 1st Marines	66	35
4.	2d Battalion, 1st Marines	427	412
5.	3d Battalion, 1st Marines	89	81
6.	Headquarters, 5th Marines	75	65
7.	1st Battalion, 5th Marines	121	107
8.	2d Battalion, 5th Marines	113	100
9.	3d Battalion, 5th Marines	26	26
10.	Headquarters, 7th Marines	17	17
11.	1st Battalion, 7th Marines	42	41
12.	2d Battalion, 7th Marines	126	87
13.	3d Battalion, 7th Marines	160	106
14.	Headquarters, 11th Marines *	47	47
15.	1st Battalion, 11th Marines	66	64
16.	2d Battalion, 11th Marines	20	20
17.	3d Battalion, 11th Marines	94	94
18.	4th Battalion, 11th Marines	34	34
19.	1st Engineer Battalion	56	55
20.	7th Engineer Battalion	124	98
21.	9th Engineer Battalion	59	57
22.	Co. "C", 1st Shore Party Battalion	21	21
23.	1st Motor Transport Battalion	24	24
24.	11th Motor Transport Battalion	81	73
25.	1st Medical Battalion **	1	1
26.	1st Reconnaissance Battalion ***	47	41
		2004	1773

* Includes FHTN Forms submitted by the 3d 8" Howitzer Battery, 1st 175mm Gun Battery and the 3d 175mm Gun Battery.

** Includes FHTN Forms submitted by the 1st Dental Company.

***Includes FHTN Forms submitted by Force Reconnaissance Company.

ENCLOSURE (1)

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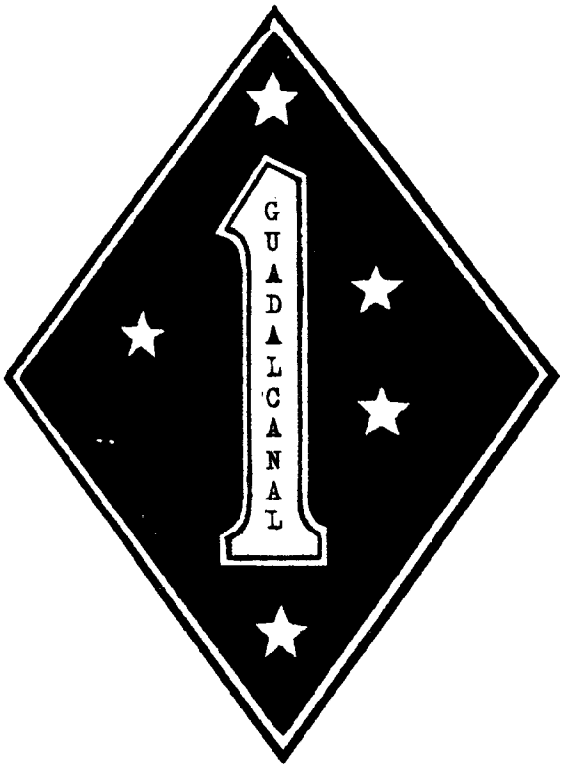
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DIVO P2000.4A

1ST MARINE DIVISION (REIN) FMF

STANDING OPERATING PROCEDURE
FOR
COMMUNICATION-ELECTRONICS

(COMMSOP)



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

DivO P2000.4A
10/JRO/rcg
7 [illegible] 1970

DIVISION ORDER P2000.4A

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure for Communication-Electronics (COMMSOP)

Ref: (a) FMFPacO P02000.2_ (FMFPAC COMMPLAN)
(b) ForO P02000.1_ (III MAF COMMPLAN)
(c) DivO P02000.2_ (CEOI)

Encl: (1) LOCATOR SHEET

Reports Required: Chapter XIV (REPORTS)

1. Purpose. To promulgate a Standing Operating Procedure for Communication-Electronics for use in conjunction with reference (a) to facilitate the efficient management and operation of the communication-electronics system established and operated by the 1st Marine Division (Rein), FMF.

2. Cancellation. DivO P2000.4.

3. Implementation. Effective upon receipt.

4. Recommendations. Recommendations concerning the contents of this Standing Operating Procedure are invited. They will be submitted to this Headquarters (Attn: CEO) via the appropriate chain of command for evaluation.

5. Certification. Reviewed and approved this date.

Noble L. Beck
NOBLE L. BECK
Chief of Staff

DISTRIBUTION: "A" plus DASC(1)/HqBn(6)/1stMar(10)/5thMar(10)/7thMar(10)/11thMar(28)/1stReconBn(2)/1stMTBn(1)/1stMedBn(1)/1stEngrBn(2)/7thEngrBn(2)/9thEngrBn(2)/1stForReconCo(1)/Co C 1stTkBn(1)

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DivO P2000.4A
7 Jul 1970

COPY TO:

COMUSMACV	(1)
CG XXIV CORPS	(2)
I CORPS USADV	(1)
CG AMERICAL DIV	(3)
CG 101ST ABN DIV	(1)
G BTRY 29TH ARTY	(1)
PSA QUANG NAM PROV	(1)
SA QUONG DA STZ	(1)
20TH TASS QDSTZ	(1)
9TH SOS DNG RVN	(1)
COMSEVENTHFLT	(1)
CTF 76	(2)
CTF 79	(1)
CTG 70.8	(1)
CTG 76.4	(1)
CTG 76.5	(1)
CTG 79.4	(1)
CTG 79.5	(1)
CTG 115.1	(2)
USN DET DNG RVN	(1)
NCR-32	(5)
MCB-62	(1)
CG III MAF	(3)
CG I MEF	(1)
CG 1ST MAW	(15)
CG 3D MARDIV	(1)
CG FMFPLOGCMD	(2)
CG 2D ROKMC BDE	(1)
1ST RAD BN	(7)
5TH COMM BN	(2)
2D CAG	(1)

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7 Jul 197[illegible]

LOCATOR SHEET

Subj: Standing Operating Procedure for Communication-Electronics (COMMSOP)

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ENCLOSURE (1)

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RECORD OF CHANGES

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CHAPTER I

COMMAND AND COMMUNICATION-ELECTRONICS

101. COMMUNICATIONS AS A FUNCTION OF COMMAND. Responsibility for communications is a function of command. Each Commanding Officer is responsible for his internal communication system and its efficient operation.

102. COMMUNICATION-ELECTRONICS CONTROL AND SUPERVISION

1. Operational control of communications is exercised through the command structure.

2. Technical control, a function of the Communication Officer, provides the flexibility that is essential to ensure the best possible communication service from available resources.

103. MISSION OF COMMUNICATION-ELECTRONICS ORGANIZATION

1. The overall mission is to install, operate, and maintain reliable, secure, and rapid communications. Communications must be adequate to meet the operational needs of command and to facilitate administration.

2. To establish and maintain liaison with senior and adjacent headquarters for the employment of communication-electronics assets and the development of communication systems.

3. To be prepared to provide other communication-electronics support as may be directed by higher headquarters.

104. PRINCIPLES OF DIVISION COMMUNICATION-ELECTRONICS RESPONSIBILITY

1. Communications between a senior and subordinate unit is the responsibility of the senior.

2. Communication responsibility between adjacent units is as directed by the next common superior.

3. Communications between a supporting and supported unit is the responsibility of the supporting unit.

4. Communications between a reinforcing and a reinforced unit is the responsibility of the reinforcing unit.

5. Communications between a unit and an attached unit is the responsibility of the unit to which the attachment is made.

6. Units neither attached, supporting, nor reinforcing and without organic communication equipment will be provided communication services by the nearest unit possessing the capability.

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7. The above principles of responsibility are not to be considered inflexible; common sense, initiative, cooperation, and mutual assistance shall prevail in the application of these principles.

105. SPECIFIC RESPONSIBILITIES

1. DIVISION COMMUNICATION-ELECTRONICS OFFICER

a. Is responsible to the Commanding General for supervision of the 1st Marine Division communication system.

b. Develops communication doctrinal procedures for use by organic organizations and units.

2. COMMANDING OFFICERS

a. Become familiar with Chapter 2 of NWP-16 (Command and Communications).

b. Ensure that the technical, tactical, and preventive maintenance training programs for communication-electronics personnel are thorough, continuing, and supervised.

c. Ensure that staff officers and other users of the communication system understand the purpose, capabilities, and limitations, of communication means and agencies. Special attention should be directed to the use of call signs, authentication systems, numeral and shackle systems, and operation codes.

d. Ensure that instruction is provided for non-communication-electronics personnel who utilize radio equipment. As a minimum this instruction should include radio operating procedures and aspects of communication transmission security.

e. Ensure that the tactical estimate includes consideration of the effects of terrain and unit separation on the capability of communications to support the tactical plan.

f. Provide for the continuity of communications in the event of casualty or loss of key communication-electronics personnel.

g. Ensure that communication-electronics equipment, with particular attention directed to vehicular equipment, is used only in the manner and purpose for which intended.

h. Keep the Communication Officer informed of the existing and proposed tactical, command, administrative, and liaison situation.

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i. Assign communication-electronics personnel to work in their military occupational specialty.

3. COMMUNICATION OFFICERS

a. Are responsible to their Commanding Officer for supervision of the communication system to include installation, operation, maintenance, and supply.

b. Are responsible for training and assignment of communication-electronics personnel.

c. Are responsible for coordination of the employment and training of communication-electronics elements of subordinate units.

d. Keep the Commanding Officer advised on matters pertaining to the tactics and techniques of communications as well as the communication-electronics situation within the unit.

e. Install, operate and maintain the communication system serving the unit.

f. Ensure that the flexibility of all available communications is exploited to accomplish the operational requirement.

g. Ensure that adequate communication-electronics personnel are assigned to meet requirements and that equipment is adequate and in operating condition.

h. Supervise the training of communication-electronics personnel. Determine by frequent observation the proficiency of the communication-electronics personnel.

i. Exercise supervision over all matters pertaining to communication security. Conduct extensive training in this area.

j. Supervise frequency assets assigned, to determine adequacy. Notify the Division Communication-Electronics Officer when assets in excess of requirements exist.

k. Maintain a continuing program of preventive maintenance on communication-electronics equipment. Determine by periodic inspections the operational readiness of all communication-electronics equipment in the unit.

l. Supervise the correct and timely submission of requisitions and reports. Initiate follow-up action with appropriate supply agencies to ascertain that requisitions have been received and action is being taken.

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106. STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

106. FUNDAMENTALS OF COMMUNICATION-ELECTRONICS

1. The fundamental requirements of communications are reliability, security, and speed. Reliability is always paramount and will never be sacrificed to meet conflicting demands of security and speed, or more convenience. The relative importance of speed and security varies, depending upon the existing situation, and will be considered accordingly.

2. The most frequent causes of unsatisfactory communications are the failures within the affected command to inform the proper personnel of communication requirements and the lack of supervisory action to insure adequate testing, timely activation, and efficient operation of communication facilities. These failures can be eliminated or minimized by assigning qualified personnel to study the problem, ensure corrective action is taken, and to provide the necessary personnel supervision.

3. Testing of circuits and equipment must be done well in advance of intended use to permit correction of deficiencies. Perfunctory testing serves no useful purpose. Successful testing depends upon competent supervision.

4. Alternate circuits with stand-by equipment must be established prior to anticipated use in order to meet the varying operational requirements as they develop.

5. It is necessary that senior, subordinate, adjacent echelons be notified in advance of the movement and proposed location of the command post.

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CHAPTER II

COMMUNICATION-ELECTRONICS ADMINISTRATION AND MANAGEMENT

201. ADMINISTRATION

1. Communication-electronics administrative and management procedures will be structured to meet any given situation for any period of time. Further, they will provide for rapid reaction time, allow for flexibility of implementation, simplicity, and economy of personnel and equipment.

2. All units will develop and publish a Standing Operating Procedure for Communication-Electronics. A copy and subsequent changes will be forwarded to the Commanding General, 1st Marine Division (Attn: CEO).

202. MANAGEMENT

1. PERSONNEL

a. The Division Communication-Electronics Officer will be responsible for recommending the proper assignment and for the effective utilization of all communication-electronics personnel assigned to the 1st Marine Division, except for special communication personnel with military occupational specialties (MOS) in the 2570 series. Recommendations for the assignment of special communication personnel will be made by the Assistant Chief of Staff, G-2.

b. Units under the administrative control (ADCON) of the Commanding General, 1st Marine Division shall:

(1) Ensure that all communication-electronics personnel are properly assigned and effectively utilized within their assigned MOS. This is not intended to preclude the cross-training of an individual for an additional MOS within his assigned occupational field.

(2) Promptly initiate action to obtain the requisite security clearance and access to classified matter for all communication-electronics personnel commensurate with their billet assignment.

(3) Notify the Division Communication-Electronics Officer of any communication-electronics personnel casualties or other unforeseen losses so that replacements can be promptly provided.

(4) Consult the Division Communication-Electronics Officer prior to initiating any action to change the MOS of any communication-electronics personnel to an occupational field other than 25, 28, or 59.

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202.2 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

2. TRAINING

a. Communication-electronics training will be programmed and implemented to increase the technical skill of each individual in the communication-electronics occupational fields on a continuing basis. As prescribed in DivO P1500.31_, a minimum of two hours of formal military occupational specialty technical training will be conducted monthly.

b. Since a significant increase in skill can be obtained through well supervised on-the-job training, emphasis should be placed on proper supervision of all communication-electronics personnel while performing their assigned tasks.

c. All units will have a quarterly communication-electronics training program, which will include as a minimum the following:

(1) Cross-training within occupational fields 25 and 28.

(2) Electrical safety and treatment of electrical shock.

(3) Use of applicable maintenance and supply publications.

(4) Use of currently employed Authentication and Numeral Shackle systems.

(5) Transmission security.

(6) Safeguarding classified information.

(7) Actions to be taken incident to the suspected loss or compromise of classified material.

(8) Mines and booby traps.

(9) Training within each military occupational specialty.

d. Lesson plans shall be prepared for each presentation and all classes will be formally scheduled on unit training schedules.

e. Communication-electronics critiques will be conducted on a timely basis following each operation to ensure that maximum benefit is derived from lessons learned.

f. A list of formal schools currently available to in-country units is contained in DivO 1500.30_. Quotas to the formal schools will be allocated by the Division Training Officer. MCO P1500.12_ further provides information concerning formal schools and courses conducted by the Marine Corps.

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CHAPTER III

AMPHIBIOUS COMMUNICATIONS

301. GENERAL

1. An amphibious operation requires an elaborate and secure system of rapid communications to control and coordinate the actions of naval, ground, and air components. Superimposed on the normal communication requirements of each of the participating forces are additional requirements for command and control of the force as a whole, and for communications between components of the forces for the execution of common or coordinated functions. Additionally, changes in command relationships during the course of an amphibious operation dictate maximum flexibility in communication plans.

2. Communication-Electronics planning begins simultaneously with general planning. Communication-Electronics Officers must have complete and accurate information of the tactical plan and of the task organization to be employed. They should participate in all major conferences in order to keep abreast of changes in the plan.

3. Communications must be established at the commencement of the planning phase between all major participating commands. Maximum communication security is essential during this phase, and must be maintained even though planning headquarters are separated by great distances. Personal liaison will reduce the communication security problem as well as facilitating concurrent planning.

4. Wide unit dispersion and the emphasis on rapid movement over great distances by use of helicopters and vehicles, generated by the modern doctrine of amphibious operations, has resulted in problems of command, control, and coordination which call for departures from previous conventional communication procedures. Hence planning must be concurrent, thorough, and flexible to cope with the problems inherent in amphibious operations.

5. To insure readiness for all amphibious missions emphasis must be placed on:

a. Concurrent planning between Navy and Landing Force units.

b. Increased use of radio relay in lieu of wire.

c. Use of SSB radio equipment for reliable point-to-point circuits.

d. Use of airborne radio retransmission.

e. Use of secure radio equipment on all tactical circuits.

f. Continuous and intensive training of communications and staff personnel to include emphasis on the use of operation, numeral, and authentication codes.

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302 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

302. MAJOR COMMUNICATION PLANNING RESPONSIBILITIES OF THE AMPHIBIOUS TASK FORCE COMMANDER (CATF)

1. The determination of communication requirements of Navy Forces, review and approval of the communication requirements of the Landing Force and other forces, and for consolidation of communication requirements for the Amphibious Task Force as a whole.

2. The acquisition and assignment of necessary technical facilities to the Landing Force.

3. The determination of priorities and allocation of shipboard communication facilities to each participating force.

4. The determination, consolidation, and coordination of the electronic warfare requirements of all participating forces.

5. The announcement of requirements for establishing liaison between all commands of the participating forces for communication planning.

6. The preparation and promulgation of a complete and coordinated plan for the employment of communications during the operation.

303. MAJOR COMMUNICATION PLANNING RESPONSIBILITIES OF THE LANDING FORCE COMMANDER (CLF)

1. Establish provisions for adequate landing force communications during the planning phase.

2. The determination of requirements for communication facilities controlled by higher headquarters and submitting these requirements to the Amphibious Task Force Commander.

3. The preparation of requests for the allocation of shipboard communication services or maintenance facilities for use by landing force units while embarked.

4. The maintenance of liaison with the Amphibious Task Force Commander and subordinate landing force units in all communication planning matters.

5. The preparation and promulgation of a complete and coordinated communication plan for the Landing Force, to be submitted to the Amphibious Task Force Commander for review, approval, and inclusion in the Amphibious Task Force communication plan.

304. THE COMMUNICATION PLAN

1. The communication plan is based on the operation and administrative plans it supports, and must reflect the total requirements of the Landing Force. These will include call signs, cryptographic and authentication systems, special communication equipment, and radio frequencies for communications and aircraft guidance and control.

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2. The communication plan fulfills the communication requirements of the operation in terms of circuits, channels, policies, and procedures governing the operation of the overall system. The plan includes:

a. Announcement of the communication mission.

b. Delegation of communication tasks and responsibilities to major components of the Landing Force.

c. Detailed instructions relative to the organization, installation, operation, coordination, and maintenance of the communication system.

d. Assignment and employment of call signs, frequencies, cryptographic aids, and authentication systems.

e. Instructions concerning security, recognition and identification, navigation aids, and authentication systems.

f. Communication-Electronics logistics support.

3. The plan is prepared in minute detail to facilitate its use by participating commanders at all echelons of command. When information contained in any of the various appendices to the communication plan should be included in subordinate commanders communication plans, sufficient copies should be provided to permit inclusion therein. This procedure eliminates duplication of preparation and reproduction, and minimizes the possibility of errors.

305. COORDINATION

1. The nature of an amphibious operation requires precise coordination between all parallel echelons of the amphibious task force. Landing Force communication officers shall establish direct liaison, when authorized, with the communication officers of corresponding Navy echelons as soon as possible to facilitate communication planning.

2. Communication Officers of all Landing Force echelons shall maintain continuous coordination throughout the amphibious operation.

306. SHIP-TROOP PLANNING

1. LIAISON. As early as practicable, liaison will be established between the ship's communication officer and the senior troop communication officer to be embarked. The purpose of this liaison is to plan in advance for the joint use of shipboard facilities and to insure the smooth functioning of communications.

2. PREPARATION OF INSTRUCTIONS. To ensure reliable, rapid handling of communication services aboard the ship while troops are embarked, and to

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provide adequate instructions on the proper use of interior communication facilities, the ship's communication officer (the Naval Staff Communication Officer in the case of flagships) and senior troop communication officer shall jointly prepare appropriate instructions as desired by the commanding officers concerned. Such instructions shall include:

a. Message releasing procedures.

b. Number of copies required.

c. Procedure for handling high precedence traffic.

d. Routes for messengers.

e. Diagram of office and communication spaces.

f. Roster of troop and Navy officers aboard, and location.

g. Cryptographic arrangements, to include the specimen signature and degree of security clearance granted to each messenger assigned.

h. Radio and teletype guard list for embarked troops, indicating time guard is to commence and terminate.

3. MARINE COMMUNICATION DETACHMENT. Marine Communication Detachments are assigned to amphibious command ships (LCC) with a primary mission of augmenting embarked troop communication elements, and to ensure continuity of Landing Force communications during the ship-to-shore movement.

4. TROOP MESSAGE CENTER. A troop message center shall be established aboard ship as a part of the embarked unit's advance echelon.

5. EQUIPMENT AND FACILITIES

a. Although OPNAVINST 0967.2 (U.S. Navy Ship Type Electronic Plans) provides listings of communication-electronics equipment and facilities aboard amphibious shipping, only personal liaison can establish what equipment and facilities are available.

b. The troop communication officer of the unit to be embarked is responsible to insure that the troop portion of shipboard equipment is made available for testing, calibration, remoting, and tagging prior to embarkation.

c. Troop communication officers must plan to augment shipboard facilities with organic equipment if a survey shows the permanently installed equipment is insufficient to provide adequate communications.

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d. Equipment spares and accessories not required for a ship-to-shore movement will be loaded with organizational equipment.

e. The Communication Officer in coordination with the Embarkation Officer should plan the storage for ready accessibility of equipment and spares. Special consideration must be taken for the storage of batteries.

307. PREPARATION OF EQUIPMENT TO BE LANDED

1. Prior to embarkation, all troop communication equipment shall be tested and radio sets calibrated on assigned frequencies.

2. All equipment shall be waterproofed for operation during the landing or for transportation ashore. If rubberized canvas or plastic bags are not available, improvised covers can be made from shelter halves, ponchos, or other similar materials.

308. RADIO SILENCE

1. During the movement to the objective, radio silence is maintained on troop circuits. No troop equipment will be activated during this period unless specifically authorized by the Amphibious Task Force Commander.

2. On rehearsal and D-Day, radio silence is lifted on order of the Amphibious Task Force Commander. Providing radio silence has been lifted, landing force circuits are normally activated at H minus 4 hours on R and D-Days.

309. TACTICAL LOGISTICS CONTROL PARTY (TACLOG)

1. The headquarters furnishing the TACLOG group will provide Communication personnel to man TACLOG radio sets.

2. Because of the equipment limitation aboard control ships, the TACLOG group will be prepared to embark sufficient man and team pack communication equipment to accomplish its mission.

3. Tactical radio nets paralleling logistical support radio nets must not be overburdened with logistic traffic.

310. HELICOPTER COMMUNICATIONS. See FMFM 3-3 and FMFM 10-1. The embarked troop commander does not have direct control of radio sets installed in helicopters. Any contemplated use of these nets must be coordinated with the pilot prior to take-off.

311. SUPPORTING ARMS COORDINATION

1. See NWIP 22-7 when control is afloat.

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311.2 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

2. See LEM 22 when control is ashore.

312. AIR SUPPORT COMMUNICATIONS. See NWIP 22-3 and EMFM 10-1.

313. NAVAL GUNFIRE SUPPORT COMMUNICATIONS. See NWIP 22-3.

314. SHORE PARTY COMMUNICATIONS

1. See NWP 16( ).

2. Shore Party communications are designed to furnish separate functional communication nets for Landing Force logistics requirements.

315. EMBARKATION PHASE

1. Adequate communications must be planned between naval elements and the forces to be embarked before embarkation commences. The Landing Force Commander will normally be assigned the responsibility of planning for, and providing or obtaining, communications in the embarkation area. This includes the coordination of both military and civilian facilities. Plans must provide for the establishment of communications in the pier or beach areas to control embarkation. Early liaison must be established to ensure efficient functioning of communications during embarkation.

316. REHEARSAL PHASE

1. It is vital that communication rehearsals be conducted prior to an amphibious assault. It is to be expected that communication difficulties will develop; such problems as malfunctioning of equipments, radio interference, ship's antenna problems, and confusion resulting from unfamiliarity with new call signs will arise.

2. It is mandatory that all shipboard radio, radio relay, teletype equipment, and Marine Corps radio equipment that will be used on D-Day be tested. It is highly desirable that a sufficient time lapse be provided between rehearsal and D-Day to permit repair of equipment and to modify operating instructions as necessary.

3. Radio vehicles normally will not be used in the rehearsal.

317. ASSAULT PHASE

1. Communications must be continuous during the ship-to-shore movement. This is a joint responsibility of the Amphibious Task Force Commander and Landing Force elements.

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2. Heavy reliance will be placed on radio and radio relay during the movement. Other means and methods, such as visual, underwater wire, boat messenger, or helicopter will be employed as appropriate.

318. PLANNING FACTORS DURING THE EMBARKATION AND AFLOAT PHASE. For simplicity, communication planning factors are generally grouped to complement the progressive phase of an amphibious operation through the consolidation of the objective area. The following planning factors are presented as a general guide relative to the specific phase involved.

1. EMBARKATION PHASE

a. Continuous liaison with the ship's or naval staff communication officer.

b. Preparation of joint instructions governing:

(1) Message handling procedures.

(2) Cryptographic arrangements.

(3) Guard list.

c. Employment of Marine Communication Detachment. (Flagship LCC only).

d. Communications in the embarkation area.

e. Communications for the control of loading operations.

f. Communication training for embarked communication personnel, (i.e., augmenting ships communication personnel enroute to the objective area).

g. Equipment and facilities.

(1) Availability for use by embarked troops.

(2) Operation of troop or team pack equipment in the event installed equipment is deemed insufficient. Prior approval of CATF is required in accordance with FMFPac0 P2000.4_.

(3) Troop use of interior communications.

(4) Maintenance of troop communication equipment.

(5) Troop Message Center facilities.

h. Preparation of equipment and vehicles to be landed, to include waterproofing and installation of fording equipment.

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310.1 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

i. Shipboard storage requirements.

(1) Accessibility.

(a) Hold spaces.

(b) Deck spaces.

(c) Troop spaces.

(2) Pyrotechnics.

(3) Batteries.

(4) Classified material.

j. Coordination of requirements with other troop headquarters embarked in the same ship.

2. MOVEMENT TO THE OBJECTIVE AREA

a. External and intership communications to higher, adjacent, or subordinate commands.

b. Reports of advanced operations, such as reconnaissance, air, and naval gunfire operations.

c. Maintenance of equipment while enroute.

(1) Control of testing under EMCON conditions.

(2) Exercise periods for motor vehicles.

(3) Battery charging.

d. Delivery of maps, photographs, and other bulky classified material.

e. Debarkation procedures.

(1) Unloading vehicular equipment.

(2) Unloading of non-vehicular equipment.

(3) Security problems presented by off-loading crypto materials.

f. Final preparation of equipment to be landed.

(1) Battery condition check.

(2) Portable equipment check.

(3) Vehicular engine check.

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3. REHEARSAL PHASE

a. Extent of communications to be employed in the conduct of rehearsal.

b. Observation and critique.

c. Resolution of problem areas disclosed.

4. ASSAULT PHASE

a. External communications.

b. Local area task force broadcast.

c. Ship-to-shore movement.

(1) Execution.

(2) Sharing parallel facilities and means.

(3) Naval control of communications for the ship-to-shore movement.

(4) Naval control of communications for beach development.

(5) TACLOG communications.

(6) Shore Party communications.

(7) Peculiar requirements for vertical assault, if applicable.

319. ADVANCED BASE COMMUNICATIONS

1. The Amphibious Task Force Commander is initially responsible for all communications in the objective area.

2. Tactical communications ashore are always the responsibility of the Landing Force Commander. As the operational situation ashore progresses, control of air, naval gunfire, and logistics responsibilities will pass to the Landing Force Commander ashore.

3. If the amphibious operation has been conducted for the purpose of obtaining an advanced naval base, the control of air, naval gunfire, and logistics responsibility will pass from the Landing Force Commander to the Advance Base Commander upon consolidation of the objective area.

4. Incident to the development of the advanced base, the Advanced Base Commander may request communication augmentation from the Landing Force Commander. Such support will be provided, consistent with the tactical situation.

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CHAPTER IV

FACILITIES CONTROL CENTER

401. GENERAL. The 1st Marine Division communication system is a complex network of facilities provided by organic units, the Defense Communications Agency (DCA), III MAF, and other service components. To effectively operate this network, a Communications Facilities Control Center (FCC) is required for continuous coordination and control. Its functioning shall be as stated herein.

402. MISSION

1. The FCC will technically control and coordinate the efforts of the various units tasked with providing communications for the Division. This will encompass all action relative to activation, operation, maintenance, and deactivation of all communications systems operated by or in support of this command.

2. The ultimate objective of the FCC is to ensure the highest order of responsiveness of communications to the command.

3. The FCC will be responsible for:

a. Coordination of activation, operation, maintenance, and deactivation of systems, equipment, circuits, and power.

b. Coordination of the technical effort necessary to activate emergency or back-up communication channels.

c. Coordination and control of pre-emption of circuits and equipments of lower precedence to restore more vital circuits.

d. Coordination and control of re-routing of circuits.

e. Coordination and control of authorized down times for equipment, systems, circuits, or related power.

f. Engineering and coordination of the installation of new systems circuits required to support the Command.

g. Maintenance of the necessary records, logs, and charts to allow for rapid analysis of circuit, system, and power distribution and rapid restoral action.

h. Analysis of performance of the Division Communication System its circuits and equipment to determine reliability and remedial action to prevent outages or their reoccurence.

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403. STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

403. ORGANIZATION

1. The FCC is organized as a section within the office of the Communication-Electronics Officer, 1st Marine Division (Rein), FMF.

2. The FCC is responsible to and is under the operational control of the Communication-Electronics Officer, 1st Marine Division.

3. The FCC will operate 24 hours per day with a SNCO controller and an assistant controller on each watch. Personnel will be assigned by the Division Communication Chief and will work directly for the FCC Officer.

4. The controllers will be attached to Communication Company, Headquarters Battalion, for administrative control only.

404. OPERATION

1. GENERAL

a. Personnel manning the FCC must be intimately familiar with the communication system supporting the Division Headquarters as well as the major communication systems throughout the Division TAOR.

b. The operation of this agency is directly dependent on the complex communication network linking the controller with those internal units and external agencies involved with communication system restoration.

2. NEW CIRCUIT INSTALLATION/CONSTRUCTION

a. The requirement for new or additional communications shall be submitted to the CEO office. These will be validated by the Communication-Electronics Officer. Requests for system expansion, circuit re-routing, or additional circuitry received by the FCC shall be forwarded to the CEO without further action.

b. Once authorization for system expansion or new construction is received by the FCC the following action shall be initiated:

(1) The appropriate agencies shall be notified and briefed on the proposed construction.

(2) Once work has begun, progress shall be plotted

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on the existing system charts (rough Circuit Path Card) and (Circuit Construction Status Chart) and posted in the trouble logs and appropriate work sheets.

c. Once all segments of the new circuit are reported installed and having been tested, the controller will initiate a circuit check in order to ensure circuit continuity.

d. When the circuit has been checked and found to be operational, the subscribers shall be notified, the work ticket completed, the circuit placed on the circuit status boards, a circuit path card and circuit history card will be prepared, and the information will be posted on the CEO Report.

3. CIRCUIT RESTORATION

a. At the time of circuit failure, the FCC will be notified and then the cognizant section or platoon, by direction of Tech Control, Plant Records and/or FCC, shall take immediate steps to restore the circuit. At the time of notification the FCC will obtain the following information:

(1) Name and rank of person reporting

(2) Section or platoon reporting

(3) Circuit designation

(4) Time of outage

(5) Other units affected

(6) Cause of outage, if known, or trouble symptoms

(7) Action being taken

The above information shall be entered on a numbered Work Ticket, the FCC log, and the appropriate status boards. The calling party shall be given a Work Ticket number. All DCS circuit outages shall immediately be reported to EE Log-Out. The EE Log-Out Work Ticket number will be placed on FCC Work Ticket.

b. In the event that the cause of the outage is not immediately known, the FCC will initiate simultaneous checks of the circuit by taking the following actions:

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404.3 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

(1) Initiate tests of local circuitry from frame to local equipment and functional test of local equipment. Frame also checks cross-connects of the circuit. The FCC shall receive results of tests as they are completed.

(2) Effect simultaneous notification and liaison with the distant station or control facility. Check from local frame for continuity of circuits.

(3) If intermediate equipment or facility is involved, check from frame to such equipment or facility.

(4) Through constant liaison and communication between all involved agencies and test points, localize the cause of failure. All agencies notified will be informed to remain on FCC communication channels, until trouble has been isolated, in order to advise the FCC of test results.

c. Once the trouble has been isolated, the FCC will continue to receive reports of tests conducted along the circuit every 30 minutes, and will supervise the restoral efforts by constant supervision of restoral activities and take the following actions:

(1) Notify and obtain necessary technical personnel.

(2) Obtain information pertaining to the corrective measures to be taken.

(3) Establish alternate routes from available spare circuits or pre-empt lower priority circuits if required due to estimated duration of work required to restore high priority circuits.

(4) Maintain liaison with senior and adjacent control facilities to ascertain that proper and timely restoral action is being initiated.

(5) Notify users of estimated duration of outage.

d. When the circuit is restored, a circuit check will be initiated by the FCC.

e. If the circuit test indicates an operational condition, the controller will notify the using section or unit, complete the Work Ticket, enter the information in the FCC Log and Circuit Outage Report, and update the circuit status boards.

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4. REPORTS RECEIVED BY THE FACILITIES CONTROL CENTER

a. Wire Platoon. The duty frame man conducts trunk tests and submits a Trunk Status Report; daily at 0630, 1230, 1530, and 2030.

b. Plant Records submits all completed work orders and requests to the FCC for updating of circuit routing and cable information.

c. Division COC Supervisor makes a telephone report of all radio nets activated and stations not up, as well as any other difficulties encountered with radio and/or teletype nets, every hour or immediately if restoration priority dictates. This report includes the status of the COC and FSCC.

d. Radio Platoon. The radio supervisor located in the transmitter site on Hill 200 submits a telephone report to the FCC as well as to the Radio Platoon Section concerning all equipment outages under his jurisdiction.

e. Communication Center. The CWO makes a telephone report of the general status of the Communication Center upon assuming duty. At 0630, 1230, 1530, and 2030 a telephone report is made; to include back-logs at tape-cut positions, collation, reproduction, and awaiting transmission on any circuits. The Communication Center CWO reports all known outages or communication difficulties.

f. Outage Reports are submitted to the FCC via telephone by the most expeditious means available by the subscriber. All planned outages will be coordinated through the FCC.

5. REPORTS SUBMITTED BY THE FACILITIES CONTROL CENTER

a. The Circuit Outage Report will be submitted to the Communication-Electronics Officer at 0700, 1300, 1600, and 2100 daily, giving the following information:

(1) All outages of the "Red Rocket" (CCSD 00113), III MAF Dedicated (30300), any alternate route for the "Red Rocket," and any complete system, i.e., an entire cable or radio relay system.

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(2) Outages in excess of one hour shall be reported.

(3) Period covered - date and time (Hotel)

(4) Subscribers using the circuit

(5) Circuit designator of the circuit and the circuit restoration priority

(6) Circuit type (SU Voice, CU Voice, Dial Voice, TTY HDUX, TTY FDUX, TTY SUX, or Radio)

(7) Circuit transmission system (FCC-19, TRC-97, TRC-27, MRC-102, MRC-62, LL (Land Line), or Radio).

(8) Date and time (Hotel) of circuit outage and restoration

(9) Total time down

(10) Reason for Outage (RFO) - brief but detailed to the extent that the entire RFO is stated. If the space provided for the RFO is not sufficient, the statement "See ticket #__" will be placed in the space provided for the RFO and that will be attached to the report. If the RFO is unknown, detailed trouble symptoms will be listed.

(11) Back-Log section completed

(12) Peg count (0700 report only)

(13) Signature of duty controller

b. Monthly teletype circuit efficiency report

c. Monthly Radio Relay Equipment efficiency report

d. Trunk Status Report (to be recorded on Circuit Outage Report)

e. All major outages or difficulties will be reported to the Operations Officer, Communication Company.

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CHAPTER V

COMMUNICATION CENTER

501. GENERAL

1. The communication center is the communication agency within a unit/organization responsible for receipt, transmission, local delivery, and necessary encryption and decryption of messages, with the exception of those messages originated or received over functional radio nets or radio relay circuits.

2. Operation of a communication center will be continuous at each command post and each echelon of command.

3. U. S. mail and administrative guard mail will not be handled or cleared through the communication center. Guard mail and general messenger service are the responsibility of the Adjutant Section.

4. In the event of apparent message traffic discrepancies as to the correctness of text, procedure, authentication, precedence, etc., the communication center will distribute the traffic without delay with appropriate annotations, and then initiate corrective action as soon thereafter as practicable.

5. The communication center of each organization will be prepared to furnish an accurate time check daily.

6. Greenwich Mean Time (GMT)(ZONE ZULU) will be used in the date-time-group of all joint communications and in all communications requiring a basic time zone for reference purposes; e.g., messages incorporating a cryptographic system, or the use of authentication, the changing of which is based on time.

502. COMPOSITION. The communication center is composed of the Message Center, the Transmitting and Receiving Section, and the Crypto Center. These components enable the communication center as an entity to discharge the responsibilities of receipt, transmission, and delivery of messages.

503. LOCATION

1. The communication center shall be located so as to best serve the needs of the command. The actual location is designated by the G-1/S-1, based on recommendations made by the communication officer.

2. The communication center will be as close as possible to the internal distribution agency of the headquarters.

3. The communication center shall be located so as to be afforded the maximum physical security.

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504 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

504. ORGANIZATION

1. The communication center is organized to:

a. Keep access to a minimum consistent with efficient operation.

b. Prevent crowding of personnel.

c. Require minimum movement of operating personnel.

d. Provide adequate space for maintenance personnel to work without interfering with operators or operations.

e. Provide an exclusion area for cryptographic operations.

f. Provide adequate personnel and equipment to displace the command post without interruption of operations.

505. OPERATION

1. The operational procedures and practices for processing messages within a communication center will be clearly set forth in a "Communication Center SOP".

2. The traffic handling capabilities of the communication center must be planned to accommodate increased traffic flow, rather than simply addressing the instant requirement.

3. The training and cross-training of personnel is of the utmost importance in the efficient functioning of a communication center. Progressive programs will be instituted to insure that personnel are provided a full and comprehensive understanding of communication center functioning and procedures.

4. The Communication Center Officer will coordinate with the Adjutant and/or the Staff Secretary in establishing messenger service to insure accurate and rapid service with maximum personnel economy.

506. OPERATION INSTRUCTIONS AND PROCEDURES. These will include but not be limited to the following:

1. A current list or card file, to include specimen signatures, of officers authorized to release messages.

2. Procedures for maintaining current information concerning availability of communication means and the location of senior, adjacent, and subordinate command posts.

3. An expedient system for adequately handling, logging, encrypting, decrypting, and delivering messages.

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4. Special instructions for the advance routing of high precedence messages.

5. Maintenance of logs and files (For 90 days in RVN).

6. Provisions for the administrative privacy of messages.

7. Special routing instructions in force.

8. Current task organization.

9. Instructions for the proper safeguarding and destruction of classified waste.

10. An access list of personnel authorized to enter the communication center will be posted and properly maintained.

11. Procedures established to make check of personnel prior to entering who are not included on access list. This procedure should include clearance and ID checks.

12. A visitors log will be maintained by each communication center.

13. Receipts for secret and top secret messages will be retained for two years.

14. Provide for posting of necessary security signs in accordance with OPNAVINST 5510.45_.

15. Ensure that general message file folders are current and properly maintained.

16. Destruction reports will be made on all secret, top secret, and other accountable material requiring destruction.

507. TELETYPEWRITER OPERATING PROCEDURES

1. Normal field teletypewriter operating procedures will be in accordance with ACP 126.

2. All organizations will be prepared to operate with the procedures outlined in ACP 127 and the U.S. Supplement thereto when directed to do so on specific teletype circuits.

3. All AUTODIN circuits including the Division Teletype Net will be operated in accordance with the procedures of JANAP 128.

508. EMERGENCY DESTRUCTION PLAN

1. All communication centers will publish and post an Emergency Destruction Plan.

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2. It is important that routine destruction be carried out promptly at the times specified in order that the amount of material which would require destruction in an emergency may be kept to a minimum. Messages should not be permitted to accumulate to a greater extent than is required.

509. EMERGENCY POWER REQUIREMENTS. Units/organizations operating a communication center on camp power will provide for a ready source of auxiliary power in the event of a camp power failure.

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CHAPTER VI

MESSAGE PREPARATION, HANDLING, ROUTING, AND DISTRIBUTION

601. GENERAL

1. The information presented herein is intended to assist the personnel of the Division in the preparation and handling of messages. These instructions and procedures are amplified in pertinent publications and directives concerning communications and also Section IV of the Division Staff Regulations, DivO P5000.2_.

2. Consistent with mission requirements, the use of electrical communications will be limited to the transaction of official business which requires immediate action or to essential matters that cannot be handled satisfactorily by mail, air mail, or courier service.

3. Personnel authorizing release of messages will exercise control over the type and volume of messages originated within their activities.

602. DEFINITIONS

1. MESSAGE. A message is any thought or idea expressed briefly in plain or cryptic language, prepared in a form suitable for transmission by any means of communication.

2. ORIGINATOR. The originator of a message is the command by whose authority a message is sent. The originator is responsible for the functions of the drafter and releasing officer.

3. RELEASING OFFICER. The person designated to authorize the transmission of a message for and in the name of the originator/commander.

4. DRAFTER. A drafter is an individual who actually composes a message for release by the originator or designated releasing officer.

5. INFORMAL STAFF NOTE. An informal staff note is an informal communication sent by electrical means. It is distinguished from a command message by internal passing instructions within the text of the message. (i.e. "INFORMAL STAFF NOTE FROM COL BLACK G-1 TO COL KNOX G-1"). Precedence and classification requirements are the same as those for a command message. Informal staff notes may be classified or unclassified and normally are of routine precedence. They are not command messages and have no official status. They may not be addressed to commands outside FMFPAC, nor be referenced in command messages, or assigned a precedence higher than priority.

6. EFTO. An abbreviation meaning "Encrypted for Transmission Only". EFTO procedures are employed to protect certain unclassified messages from interception and analysis. Transmissions to or from or within

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RVN will be handled EFTO. Exceptions to this rule are Red Cross messages and messages which include a hospital ship as an addressee.

7. EXCLUSIVE. A message reserved for communication between commanders and deputy commanders and treats either personal matters or matters of particular sensitive nature which the commander will normally handle personally. These messages are classified and will be handled by specifically designated persons.

8. MINIMIZE. In time of emergencies, actual or simulated, or when communication capabilities have been severely curtailed, it becomes necessary to place stringent controls on messages to be transmitted by electrical means. This condition is normally established by a general message.

9. NOTAL. To be used in cases where a reference is not held by all addressees and the originator determines that these addressees do not need the message, then the word NOTAL, meaning not to, nor needed by all addressees will be placed immediately after the reference.

10. PASEP. Used by the originator of a message informing another command that he is making reference to another message dealing with the same subject which is not presently held by the addressee, but is being passed by separate transmission (electrical, messenger, or mail) to that addressee.

603. TYPES OF MESSAGE TRAFFIC. Message traffic is divided into two categories; operational and administrative. These two categories are further divided into two special types of message traffic; drill and exercise.

1. OPERATIONAL TRAFFIC. Operational traffic is defined as:

a. Communications affecting the actual use or movement of troops or aircraft in a combat area.

b. Communications relating to exercises and operations conducted under simulated combat conditions in the interest of training and readiness.

2. ADMINISTRATIVE TRAFFIC.

a. Administrative communications are those which deal with routine matters, personnel and logistic requirements, and routine administrative reports.

b. The highest precedence which may be assigned to administrative traffic is PRIORITY. When required, urgent handling instructions may be included in the message text.

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3. EXERCISE TRAFFIC

a. Exercise traffic can be both operational and administrative. This category of traffic pertains to the planning and execution of amphibious exercises, field training exercises, and command post exercises conducted for the purpose of training and readiness.

b. The following instructions apply to identification of Exercise Messages:

(1) Unclassified Messages. The originator will include the identifying nickname of the exercise preceded by the word "EXERCISE" (i.e. EXERCISE CUBIC MILE) in the first line of the message text immediately following the word "UNCLAS".

(2) Classified Messages. The originator will include the identifying nickname of the exercise preceded by the word "EXERCISE" in the first line of the message text immediately following the classification. Special handling instructions, if applicable, will follow the classification.

(3) Off-Line Cryptosystems. The identifying phrase of the exercise preceded by the word "EXERCISE" will be transmitted in the clear preceding the cryptosystem indicator. In the event the identifying phrase for the exercise is classified, the word "EXERCISE" will be transmitted preceding the cryptosystem indicator and the identity of the exercise will be included in the encrypted text immediately following any special handling instructions.

c. Originator's Responsibilities:

(1) Exercise traffic will not be addressed to non-participating forces or commands.

(2) Exercise traffic which directs addressees to carry out or perform missions in which the originator desires passive action only, will contain the word "CONSTRUCTIVE" as the first word of the sentence or paragraph which directs such action.

(3) Simulated addressals to non-participating forces or commands may be accomplished by inserting the word "SIMULATED" immediately following the intended addressee. Communication center personnel will insert the prosign "ZEN" immediately preceding the simulated addressee(s) to preclude inadvertent delivery.

d. Discontinuance of Exercise Conditions. The phrase "EMERGENCY STOP EXERCISE" transmitted by any means will indicate the immediate discontinuance of exercise conditions. All stations will maintain established communication channels until further notice for traffic pertaining to the emergency.

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e. Resumption of Exercise Conditions. Unless otherwise directed, a message directing the resumption of exercise conditions shall be originated only by the officer conducting the exercise (OCE).

4. DRILL TRAFFIC

a. Drill traffic consists of messages that are drafted, processed, and transmitted solely for the purpose of training or exercising communication personnel and facilities.

b. Extreme care is necessary to ensure that all proper procedures are taken to preclude misinterpretation of action on the drill messages.

c. Drill traffic will be identified by inserting the word "DRILL" immediately following the classification. In off-line cryptosystems the word "DRILL" will be included in the encrypted text immediately following the classification. When counting groups of letters for authentication purposes, the word "DRILL" will not be counted as a part of the text.

604. MESSAGE FORM. A message form is a standard form used in the preparation of a message for release. The form prescribed for Division use for unclassified and classified messages is in the 2100 series. Subordinate commanders may use the forms or procedures that will best facilitate the rapid processing of messages within the individual command.

605. MESSAGE CLASSIFICATION

1. ORIGINATOR'S RESPONSIBILITY

a. The classification of a message is the responsibility of the originator. Each message should be classified on its individual merits in accordance with the guidelines contained in OPNAVINST 5510.1_.

b. Overclassification will be avoided. It diminishes the overall effectiveness of the classification system and introduces stowage problems of significant magnitude.

2. RECLASSIFICATION. Reclassification may be accomplished only by the originator, higher authority, or as indicated in DOD Directive 5200.10_.

3. UPGRADE. In order to upgrade a previously transmitted unclassified message to a classified message, a new classified message will be sent to all addressees of the original message stating the degree of classification desired to be applied to the original message.

606. MESSAGE PRECEDENCE. The assignment of message precedence is the responsibility of the originator. A message should not be assigned a higher precedence than that required to ensure that it reaches the addressee in time for appropriate action. The judicious selection of the lowest possible precedence by the drafter should consider the required delivery time, office hours, and the difference in time zones.

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1. SIGNIFICANCE. The assigned precedence indicates the relative order and required speed of delivery to communication personnel and the relative order in which the addressee should note the message. It does not indicate the action to be taken by the addressee nor the precedence to be assigned to a reply. When such instructions are desired, they should be included within the message text.

2. DUAL PRECEDENCE. Multiple address messages having both action and information addressees may be assigned dual precedence. Action addressees are normally assigned the precedence necessary to ensure that it reaches the addressee in time for appropriate action and information addressees one of lower precedence. Dual precedence will result in more efficient communications and should be used whenever possible.

3. PRECEDENCE DESIGNATIONS

a. FLASH (Z). Flash precedence is reserved for initial enemy contact reports or operational combat messages of extreme urgency. Brevity is mandatory. Outgoing flash messages are hand carried by the originator to the communication center. They are processed, transmitted, and delivered by communication personnel in the order received and ahead of all other messages of lower precedence.

b. IMMEDIATE (O). Immediate precedence is reserved for messages relating to situations which gravely affect the security of friendly forces or populace and which require immediate delivery to the addressee. Immediate messages are processed, transmitted, and delivered in the order received and ahead of all other messages of lower precedence.

c. PRIORITY (P). Priority precedence is reserved for messages which require expeditious action or which furnish essential information for the conduct of operations in progress when ROUTINE precedence will not suffice. Priority messages are processed, transmitted, and delivered in the order received and ahead of all ROUTINE messages.

d. ROUTINE (R). Routine precedence should be used for all messages which require transmission by rapid means, but do not justify a higher precedence.

607. DATE TIME GROUP. Messages are identified by the originator, the date and ZULU time of the message, and the abbreviated month and year (i.e. CG FIRST MARDIV 281012Z OCT 69).

608. MESSAGE ADDRESS. The designation of addressees is the responsibility of the originator. The number of addressees should be kept to a minimum consistent with the requirement that all who need to know are included.

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608.1 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

1. ADDRESS COMPONENTS

a. FROM (FM). Designation of the originator of the message. When the Commanding General, 1st Marine Division, is temporarily absent from his command, all messages originated by the Division staff will be transmitted using the phrase "ADMIN FIRST MARDIV", meaning "Administrative office of".

b. ACTION (TO). Action addressees are those required to take action on the message.

c. INFORMATION (INFO). Information addressees are those who require the message for information. They are not required to take action on the message.

d. COLLECTIVE CALL. Collective call signs are those which represent two or more facilities, commands, authorities, or units. They include the commander thereof and all subordinate commands therein. Use of collective call signs or address is reserved for use by the Commanding General. Collective calls presently employed by this headquarters are:

(1) FIRST MARDIV - All units/organizations organic to and attached to the Division.

(2) FIRST MARDIV OPCON - Units/organizations under the operational control of the 1st Marine Division.

(3) FIRST MARDIV ADCON - Units/organizations under the administrative control of the 1st Marine Division.

(4) FIRST MARDIV ADCON/OPCON - All units/organizations organic to as well as those under the operational and administrative control of the 1st Marine Division.

e. EXEMPT (XMT). Exempt addressees are those excluded from a collective address. They do not require the message for either action or information.

2. DESIGNATION OF ADDRESSEES. Addressees shall be designated in accordance with the following instructions:

a. Messages shall be addressed using approved short titles only.

b. Messages are automatically intended for the commanding officer of the addressed command. The abbreviation "CO" or "OIC" shall not be used. Appropriate titles shall be used when addressing messages to organizations commanded by flag or general officers (i.e. CG THIRD MARDIV, COMSEVENTHFLT).

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c. Designation of staff sections or other subordinates is not permitted in the address component. If such instructions are considered essential, they shall be included as passing instructions within the message text, immediately following the classification.

d. Messages shall be addressed to the command even though the commander may be absent. It is the responsibility of the staff to screen traffic and forward that which requires the personal attention of the commander. Only the commander may address a message to his administrative headquarters using the prefix "ADMIN". Messages originated by the administrative headquarters shall be indicated by the word "ADMIN" preceding the short title of the command.

e. Numbers contained in the address of a message shall be spelled out.

f. Except in the case of a collective address, the short title of each addressee shall be listed individually in the address component.

g. The use of mail to effect delivery of messages to all or selected information addressees is encouraged. Delivery by mail shall be authorized by the word "MAIL", "AIRMAIL", "GUARD MAIL", or "COURIER" after the addressee so designated.

h. Messages intended for delivery to individuals at non-military addresses shall include the complete mailing address of the addressee.

i. Geographic locations will not be included as part of any address except when the geographic location is in fact part of the title of the addressee (i.e. NAVSUPACT DNG, CG MARCORB CAMPEN, MARBKS YOKOSUKA, etc.).

609. MESSAGE TEXT. The message text is separated from the message heading and the message ending by the prosign "BT", inserted by the communication center. No more than 65 characters or spaces may appear on one line in the text.

1. CLASSIFICATION. The first word of the message text shall indicate the classification of the message. If operational requirements dictate the transmission of a classified message in the clear the first word of the text shall be "CLEAR". The word "EFTO" preceded by "UNCLAS" indicates the message has been encrypted for transmission only.

2. SPECIAL CATEGORY MARKINGS. Special category markings are used to identify messages concerning special programs or subjects which require privacy not guaranteed by normal security classification. Such messages will be handled and viewed by specially authorized personnel. Specific handling procedures for each type of SPECAT message are prescribed in individual letters. These letters are maintained at the Division Communication Center.

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3. SPECIAL HANDLING SECURITY MARKINGS. Special handling security markings are used to identify messages which require special handling during communications processing, or in distribution, or both. Special handling security markings are placed immediately after the classification (i.e. SECRET NOFORN).

4. FLAGWORDS. Flagwords are used to identify messages which are sensitive or personal in nature, or which require expeditious action. The flagword will indicate that the message requires special distribution and handling.

5. SSIC CODES. The guide for Navy-Marine Corps Standard Subject Identification Codes which will be utilized on Navy and Marine Corps originated messages is SECNAVINST 5210.11_.

a. All Marine Corps originated messages with the exception of the following will contain a SSIC code:

(1) Messages using code words exclusively to identify the subject matter. Exercise messages fall into this category (i.e. HIGH HEELS 70).

(2) Proforma messages such as OPREPS, JOPREPS, MOVREPS, CASREPS, etc.

b. All SSIC codes will consist of the following elements; double slant sign, letter N, four or five number code from the SSIC Codes listed in SECNAVINST 5210.11_ (If four number code used it will be preceded by a zero), double slant sign (i.e. //N04230//).

c. The SSIC Code "//N00000//" will be assigned those messages which require special or unique handling when received by the addressee. This SSIC Code may also be used on an emergency message where time utilized in determining the proper SSIC will delay the message.

d. The SSIC will not replace the narrative subject.

e. The message drafter is responsible for selecting the proper SSIC.

6. PASSING INSTRUCTIONS. Passing instructions shall be used to indicate if the message requires distribution to a specific individual or staff section within a headquarters. Passing instructions shall be inserted immediately after the SSIC Code. Passing instructions are required on all action or information messages transmitted to CMC, COMUSMACV, CG FMFPAC, CG XXIV CORPS, and CG III MAF.

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7. MESSAGE SERVICE INSTRUCTIONS. These instructions are used to improve the overall effectiveness of the communication system. Messages which will be followed-up by mail fall into the category to which message service instructions may be applied. Examples of message service instructions are: "FORWARD WITHOUT SERVICE - PERISHABLE INFORMATION", FORWARD WITHOUT SERVICE - MAIL COPY FOLLOWS". Message service instructions shall be inserted immediately preceding the subject line.

8. SUBJECT LINE. The subject line, when required, shall be concise and untitled. On classified messages the classification of the subject line shall be indicated by the use of the appropriate abbreviation (U, C, S, TS) within parenthesis immediately following the subject line. The subject line may be omitted if its use will require an otherwise unclassified message to be classified or noticeably increase the length of an otherwise brief message.

9. REFERENCES

a. References should be used only when essential for clarity. They will be listed alphabetically.

b. References consist of "YOUR", "MY", or the short title of a third party, followed by the date-time-group, month and year of the message cited. (i.e. CG FMFPAC 132216Z JAN 70).

c. When referring to a message that has been readdressed, only the original date-time-group shall be used.

d. When references are placed in a message destined for several addressees, care must be exercised to ensure that the references are held by all addressees. In cases where a reference is not held by all addressees and the originator determines that they do not need it, the reference will be indicated as "NOTAL", meaning not to or needed by all.

e. When a reference not held by an addressee is being sent by separate means, the reference will be indicated as "PASEP", meaning being passed separately.

f. General messages are referred to by identifying title and serial number and not by date-time-group. An example would be "ALMAR 17".

g. When referring to a message originated by the JCS, other services, nations, or allied commands which contain a cite number, the cite number shall be listed as an element of the reference. (i.e. COMUSMACV 38760/ 171123Z DEC 69 or CG XXIV CORPS AVII-SC/121300Z MAR 70).

10. FORMAT OF BODY

a. NAVAL MESSAGE. A naval message is prepared in a modified letter format in accordance with DNC-5( ).

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b. PROFORMA MESSAGE. A proforma message is prepared in accordance with an established standard format. Proforma messages include MOVREPS, MILSTRIP MESSAGES, SITREPS, DUFFLE BAGS, CASREPS, etc.

11. BREVITY. State exactly what is meant. Commonly used conjunctions, prepositions, and articles should be eliminated unless essential to the meaning.

12. ABBREVIATIONS. Brevity can be obtained through the judicious use of recognized abbreviations. Abbreviations shall not be used unless the drafter can reasonably assume that the meaning will be clear to all addressees. Annex B to DNC 5( ) and paragraph 17052, Marine Corps Personnel Manual list commonly used abbreviations.

13. PUNCTUATION. Punctuation may be used when essential for clarity.

14. NUMBERS. Numbers in the text should be expressed as digits.

15. TIME. Times expressed in messages shall include a zone suffix. When it is necessary to use times extensively throughout a message, a covering phrase such as "ALL TIMES ZULU" may be used.

16. REPETITION. A word or number may be repeated to prevent errors in transmission. It is not to be repeated solely for the purpose of emphasis.

17. CLASSIFICATION OF PARAGRAPHS. Each major paragraph in a classified message must have the classification of that paragraph indicated by inserting the proper letter (U, C, S, TS) within parenthesis immediately following the paragraph number. No indication will be made on unclassified messages.

18. SUBPARAGRAPHS. Subparagraphs are lettered or numbered as appropriate and not indented.

19. DOWNGRADING AND DECLASSIFICATION INSTRUCTIONS. Downgrading and declassification instructions shall be included on all classified messages. Specific instructions are set forth in OPNAVINST 5500.40_. The following abbreviations will be used:

a. GP-1. Excluded from automatic downgrading and declassification.

b. GP-2. Exempted from automatic downgrading.

c. GP-3. Downgraded at twelve year intervals, not automatically declassified.

d. GP-4. Downgraded at three year intervals. Declassified after twelve years.

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20. SAMPLE MESSAGE FORMAT. The following is a guide to assist personnel in drafting messages.

INSTRUCTIONS	EXAMPLE
Classification (Double space letters) Special Handling (If required) SSIC Code	C O N F I D E N T I A L NOFORN //NO2300//
Passing Instructions. (If required)(Are required on msgs to CMC, COMUSMACV, CG FMFPAC, CG III MAF)	III MAF FOR G-3 (Multiple address message) or, FOR G-3 (Single address message)
Subject. Concise and untitled. To be followed by a single letter abbreviation of subject classification included in parenthesis. This applies only to classified messages.	MINES AND BOOBY TRAPS TRAINING (U)
References. Identified alphabetically, continued as necessary.	A. CG FMFPAC 132216Z JAN 70 NOTAL B. MCO 1510.8B C. CMC SPDLTR CSK-3/3-TUV DTD 7 DEC 69 D. COMUSMACV 38760/171123Z DEC 69 PASEP
Text. a. Paragraphs are numbered. b. If message is classified, include classification of each paragraph following paragraph number. c. Subparagraphs are lettered or numbered as appropriate, and not indented.	1. (U) AS PRESCRIBED BY REF A AND B THIS DIV WILL ESTAB MOBILE THREE MAN TEAM TO PRESENT REQUIRED TRAIN. 2. (C) FOL SUBJS AS RECOMM BY REFS C AND D WILL COMPRISE TEAM AGENDA: A. ENEMY DOCTRINE B. PREVENTIVE COUNTERMEASURES C. CURATIVE COUNTERMEASURES (1) PHYSICAL PROTECTIVE COUNTERMEASURES (2) DETECTION COUNTERMEASURES 3. (U) TEAM ITINERARY: ETA ETD LOCATION 26 JAN 02 FEB 7TH MAR 03 FEB 10 FEB 5TH MAR 11 FEB 22 FEB 11TH MAR
Security Classification Procedure Number. (For all classified messages)	GP-4

610. GENERAL MESSAGES

1. Responsibility for relay of general messages lies with the communication center of each unit/organization or command. Each communication center down to and including battalion shall automatically relay all general messages to each unit/organization for which they are communications guard. General messages are not to be readdressed.

a. The following general messages are delivered to all 1st Marine Division units/organizations by the Division Communication Center: ALCOMs, ALCOMPACs, ALCOMPAC(P)s, ALMARs, ALNAVs, NAVOPs, VMACs, and ALPACFLTs.

b. An "All U.S. Units Danang" collective message may be originated by the Area Coordinator ICTZ, CG XXIV Corps or CG III MAF. An "All U.S. Units ICTZ" collective message may be originated by the Area Coordinator ICTZ. These collective messages will be delivered to all 1st Marine Division units/organizations tributary communication centers by the Division Communications Center. Tributary communication centers forward these collective messages to all.

c. All Division unit/organization communication centers will maintain a general message file for each type of general message.

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611 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

611. SPECIAL PROCEDURES

1. READDRESSAL. An addressee may readdress a message to others not included in the original address provided no alteration is made to the original message. A message received for information may not be readdressed for action. Readdressal procedures are prescribed in Section IV of DivO P5000.2_ (Staff Regulations).

2. ACKNOWLEDGEMENT. An acknowledgement is a communication indicating that the message has been received and is understood. An acknowledgement should not be confused with a reply. A prompt reply may serve in lieu of an acknowledgement. Acknowledgement to messages will be made only when requested within the text of the received message.

3. VERIFICATION. A request for verification requires the originator to verify the complete message or the portions indicated. Communication center cannot verify messages.

4. CANCELLATION. Only the originator may cancel a message once it has been transmitted. The cancellation may be in the form of a new message or may be included in a message which supersedes the one cancelled. If the original message is classified the cancellation will be classified.

612. ORIGINATORS/DRAFTERS RESPONSIBILITIES. ACP 121( ) and DNC 5( ) prescribe the duties of the originator and drafter in detail.

613. RELEASING OFFICERS RESPONSIBILITIES. The releasing officer will ensure that the following precautions are taken:

1. Verify the requirement for a message.

2. Verify the accuracy of the addressees.

3. Verify the security classification.

4. Verify the precedence assigned.

5. Ensure that the message is accurate in all respects.

6. Release the message.

614. MESSAGE RELEASE AUTHORITY

1. POLICY

a. Only the Commanding General, Assistant Division Commander, the Chief of Staff, or Deputy Chief of Staff are authorized to release messages concerning the following:

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(1) Policy matters.

(2) Matters which reflect adversely on any command.

(3) Presidential or special interest inquiries or requests.

(4) Communications to the Commandant of the Marine Corps, Commanding General, Fleet Marine Force, Pacific, and other General or Flag Commanders, the nature of which will probably cause the contents to be brought to the attention of the immediate office of the addressee.

(5) Disapproval of recommendations or requests of subordinate commanders.

(6) Significant tactical employment of units.

b. Guidance for message releasing authority for members of the Division General and Special Staff is included in Section IV of DivO P5000.2_ (Staff Regulations).

c. Subordinate unit/organization commanders within the 1st Marine Division may release messages to:

(1) Commanding General, 1st Marine Division.

(2) Any organization within the 1st Marine Division.

(3) Members of their command concerning leave and replies to personal queries of any nature from such members.

d. Commanders of organizations under "operational control only" of the 1st Marine Division may release only administrative messages to higher headquarters in the administrative chain of command. Commanding General, 1st Marine Division and the Task Force and/or Regimental Commander holding operational control will be included as information addressees on all messages released under this authority.

2. REQUEST RELEASE

a. Messages to be transmitted external of the Division may be originated by subordinate commanders; however, these messages must be reviewed and released by the appropriate staff sections of this Headquarters before transmission by the Division Communication Center.

b. Subordinate commanders desiring to release messages as indicated in the above paragraph will submit the message in the following format to the Commanding General, 1st Marine Division:

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614. STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

FM: FIFTH MAR

TO: CG FIRST MARDIV

// REQUEST RELEASE //

FM: CG FIRST MARDIV

TO: CG FMFPAC

INFO: FIFTH MAR

c. In drafting request release messages attention is directed to the fact that the message will be a Commanding General, 1st Marine Division message and not an organizational message. Therefore, terms such as "this organization" will not be used in the text but rather "Fifth Marines reports" the following information. When using messages as references the terms "Your" or "My" will be used as if being drafted by the Commanding General, 1st Marine Division. Identify other referenced messages by originators short title as appropriate.

d. Units that are served by "over-the-counter" delivery will deliver request release messages to the cognizant Division staff section for release. If the cognizant staff section finds it necessary to make extensive changes prior to release, the message will be retyped prior to presentation to the Division Communication Center.

615. DELIVERY TO COMMUNICATION CENTER. Messages will be promptly released and delivered to the communication center in order that the workload may be distributed as evenly as possible throughout the day. Accumulating and delivering messages for transmission at the close of the day shall be avoided. Such action defeats precedence assignment, degrades the entire communication system, and places an unnecessary burden on communication center circuits and facilities.

616. MESSAGE ROUTING. The action section of an incoming message is indicated in the upper right portion of the message. The action section and cognizance and info routing are determined by the Communication Watch Officer in the Communication Center. If the action section desires action changed to another section, that section will fill out a Change of Action Form (Div 2000/3-10 Rev 11-68) and pass it with the action copies to the new action section. The new action section will sign the Change of Action Form to indicate acceptance of action and will pass this form to the Communication Center where it will be filed with the file copy of the message. The Communication Center will reproduce additional copies of messages for the new action section if requested.

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617. MESSAGE DISTRIBUTION. The number of messages reproduced and distributed varies in accordance with type of message and classification. The standard distribution for the Division is G-1, G-2, G-3, G-4, G-5, CEO, ADJ, COMPTROLLER, STAFF SEC, LEGAL, INSPECTOR. These staff sections are responsible for further distribution of messages to special staff sections and activities under their staff cognizance, as required.

618. DRAFTING ERROR DETECTION PROCEDURES. In order to assist in detecting message drafting errors in the Division and to bring these errors to the attention of the message drafters the following procedures will be employed:

1. UNIT/ORGANIZATION MESSAGE REVIEWS. Commanding Officers of units/organizations within this Division shall execute a periodic review of their outgoing message traffic to detect those 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 unduly high precedence for either action or information addressees.

e. Contain unnecessary information addressees.

When errors are discovered action will be taken to ensure that messages containing errors are brought to the attention of the message drafters.

2. DIVISION MESSAGE REVIEW BOARD. This board was established by Division Order 2010.1. The board meets once each month for the purpose of reviewing message traffic originated by the Headquarters general and special staff sections, each regiment and separate battalion assigned or attached to the Division. Messages containing errors in drafting will be attached to a report submitted to the Communication-Electronics Officer by the Chairman of the Review Board. A copy of the report will then be forwarded to the staff section, regiment or separate battalion committing the error. Staff section officers, regimental and separate battalion commanders will ensure that errors in message drafting contained in the report are brought to the attention of the message drafters.

3. COMMUNICATION IMPROVEMENT MEMORANDA (CIM). A CIM consists of comments concerning technical or procedural errors in message traffic prepared by message drafters in the Division. CIMs are prepared on a daily basis as traffic is screened by the Officer in Charge of the Division Communication Center. CIM comments will be placed on a format devised for this purpose

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or they may appear as marginal notations on a copy of the message. CIM messages with appropriate annotations will be forwarded from the Officer in Charge of the Division Communication Center to the Communication-Electronics Officer for further promulgation to the drafting section, unit/organization.

619. EMPLOYMENT OF MINIMIZE

1. In time of peace or war and during states of emergency it may be necessary to drastically reduce traffic. This reduction has proven to be the only effective method presently available that has assured delivery of operational message traffic with a minimum of delay.

2. The following is quoted from FMFPac0 P2000.2_ for the information and guidance of commanders:

"It is not the intent of the Commanding General, Fleet Marine Force, Pacific that commanders rigidly adhere to MINIMIZE restriction when their sound judgement dictates otherwise. Like other regulations, those applying to MINIMIZE are subject to interpretation in the light of the individual set of circumstances existing at the moment. It should be understood that during peacetime certain messages such as death messages, reporting of cryptographic compromises, local disaster, and extreme personal hardship messages are permitted under MINIMIZE conditions whereas routine Red Cross and Class "E" messages are not permitted."

3. Within the 1st Marine Division, when minimize is in effect, only the Commanding General, Assistant Division Commander, Chief of Staff, and Deputy Chief of Staff may release messages or authorize phone calls which must leave or enter the minimize area. Message drafters are responsible for obtaining the proper release prior to submitting the message to the communication center. The Communication Watch Officer is responsible for screening outgoing messages to ensure compliance with the releasing authority.

4. Upon receipt of a message imposing MINIMIZE, sufficient copies will be reproduced to ensure the widest staff distribution. Further, the message shall be disseminated to all subordinate units by the parent communication center. An appropriate "communication note" shall be placed on the message emphasizing the minimize condition and indicating the area involved.

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CHAPTER VII

RADIO OPERATIONS

701. GENERAL

1. The advantage of radio with the absence of physical linkage between terminals is considerably offset by high vulnerability to atmospheric disturbances, crowded frequency spectrum, and enemy countermeasure potential. Only the most comprehensive training and thorough indoctrination of operating personnel can reduce or overcome these vulnerabilities.

2. Radio is considered the primary means of communication during the movement of forces. Radio must be recognized as the least secure means of communication unless protected by cryptographic devices. The following principles apply to the use of radio.

a. Circuit discipline and proper operating procedures are essential and will receive command attention. The use of speech ciphony devices increase the need for circuit discipline, and does not allow for a relaxation of procedures. DNC 5( ), ACP 121, ACP 124, and ACP 125 apply.

b. Authentication, numeral encryption, and KAC operation codes shall be used to the maximum extent possible.

c. When wire/radio relay communications are firmly established, radio communication shall be utilized to the minimum extent consistent with the successful accomplishment of the assigned mission.

d. SSB radios present a security problem due to their increased transmission range. Transmissions sent over these sets can be intercepted thousands of miles away. All radios will operate at the lowest power required to maintain reliable communications.

702. TRAINING

1. Training for radio personnel must include preparation and maintenance of equipment, operation procedures, installation of the most efficient antenna system, information on how to minimize the affects of atmospheric, friendly and enemy interference, and to guard against spurious emission.

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702.2 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

2. Communication MOS training will be included on the unit/organization training schedules. As prescribed by DivO P1500.31 a minimum of two hours of MOS training will be conducted monthly for each MOS.

3. Information pertaining to communications contained in documents such as "Professional Knowledge Gained from Operational Experience in Vietnam" and "Tactical Trends and Training Tips" will be incorporated in the communications training.

4. All radio operators and other operating personnel will be instructed in and prepared to use appropriate authentication/operational codes.

5. Commanding Officers will require frequent monitoring of their own nets and those of subordinate units. Discrepencies noted shall be corrected by one or more of the following methods:

a. Immediate correction over the radio net or operating position.

b. Oral or written correction by improvement memorandum.

c. Disciplinary action when the discrepancy is of a serious nature.

6. Radio operators will be trained to copy messages in such a manner that rewriting is not necessary prior to delivery.

7. The minimum accepted standard for speed on CW circuits within this Division is fourteen words per minute.

8. The basic qualities of good speech must be considered in the selection of radio-telephone operators. Personnel with any accent, noted impediment of speech, or who habitually speak rapidly should never be placed on a radio-telephone circuit.

703. OPERATIONS

1. Radio transmissions shall be kept to a minimum. Unnecessary use of preliminary calls, long calls, test counts, and excessive exchange of radio checks are prohibited. Calls will be abbreviated after initial contact has been established.

2. A Net Control Station (NCS) shall act in a firm and positive manner to suppress procedural violations, ensure net discipline, and minimize outage time, thus ensuring

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that their circuits are effectively fulfilling their designated purpose. Unless otherwise directed, the senior station operating in a radio net will be the net control station. Specifically, each NCS will be responsible for the following:

a. Determining that his transmitter and that of each subordinate station is tuned to the exact operating frequency.

b. Expediting traffic on the net.

c. Maintaining circuit discipline.

d. Limiting transmissions to the minimum essential.

e. Resolving disputes relative to traffic handling.

f. Monitoring to detect, and initiate corrective action relative to procedural discrepancies.

g. Changing frequencies and emission as required to maintain communications.

3. Imposition or lifting of radio silence will be authenticated.

4. All radio stations will maintain radio station logs.

5. Radio sets shall be remoted to the maximum extent possible.

6. Radio stations shall secure only on order from, or with the permission of the net control station.

7. Radio-teletype (RATT) is the primary mode of operation on command type radio nets and voice is the primary on tactical and functional type nets.

8. Antennas which present a safety hazard to helicopters and other low flying aircraft shall be conspicuously marked with panels VS-4/U, VS-6/U, or other suitable material.

9. The tactical situation and mission of the Division requires an extensive complex of communications and results in a high density of radio equipment throughout all commands. The ready availability of this equipment, if not closely supervised, allows unauthorized radio transmissions to flourish. The unauthorized use of communication equipment is prohibited. Commanding Officers will ensure that unauthorized radio transmissions are prevented through the following:

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704. STANDING OPERATING PROCEDURES FOR COMMUNICATION-ELECTRONICS

a. Insure positive custody and control of all tactical radio sets consistent with operational requirements. Particular attention and instruction must be given to small units such as patrols, LPs, OPs, tracked vehicles, etc., since these are often removed from close supervision and therefore more subject to opportunities for unauthorized transmissions.

b. Indoctrinate all personnel and include this subject in the indoctrination of new personnel.

c. Insure that small unit leaders are aware of their command responsibility in prohibiting unauthorized transmissions from tactical radios under their purview.

d. Take rapid and appropriate disciplinary action against violators of this order.

704. RADIO VEHICLES

1. Vehicles with the primary function of transporting radio communication equipment lose their identity as motor transport equipment and become a component of the radio equipment with which associated.

2. In light of the above, and on the premise that the commander who economically utilizes his communication equipment seldom suffers communication failures, the following measures are directed to ensure the availability of vital communication vehicles when required:

a. Radio jeeps will not be used to pull a towed load except under emergency conditions.

b. Radio jeeps will not be used as personnel carriers.

c. A thorough and continuing operator maintenance program will be in force.

d. Exact and detailed running operating logs which show both mobile and stationary operating times will be maintained.

e. Mechanical maintenance and repair of radio vehicles will be expedited to preclude the deadlining of vital communication equipment.

f. Due to the sensitivity of electronics equipment to moisture and dust, radio vehicles will be given priority for covered vehicle stands.

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g. Scheduling of mechanical maintenance for radio vehicles will consider the fact that indicated mileage is not a measure of engine running time. These vehicles accumulate many engine hours at a stationary fast idle.

h. Radio vehicles operated by remote control will be frequently inspected to ensure proper idling speed, generator output, engine temperature, oil pressure, and fuel level.

i. During periods of prolonged inactivity, radio vehicles will be occasionally "exercised", such exercise to include moderate runs over smooth roads during which the entire gear range and front wheel drive assembly is used. This exercise will not be used for administrative purposes and will not exceed 5 miles per week.

j. If the radio set is removed from a vehicle for installation in a bunker or for repair, the vehicle will be administratively deadlined and will be operated only for exercise as described above.

k. Mechanical maintenance and repair over and above driver maintenance of radio vehicles is the responsibility of the Motor Transport Officer.

l. Frequent periodic inspections of electrical fixtures and electronics components should be conducted by competent technical personnel.

m. Vehicles will be frequently inspected to ensure that all operating accessories, operator tool kits, and fire extinguishers are present and in good condition.

n. When scheduling radio vehicles for the replacement and evacuation program, consideration must be placed on operating hours as determined by elapsed time meters and logbooks in preference to the actual mileage on the vehicle.

705. SITING OF RADIO EQUIPMENT

1. Location is a primary consideration when installing radio equipment. Within the limits imposed by the tactical situation and the length of remote lines, the radio site should be on the highest available terrain.

2. Dips, depressions, valleys, and low places are poor for radio transmission and reception and will be avoided. Weak signals

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can be expected if radio antennas are installed close to steel bridges, underpasses, or other structures that contain a high percentage of steel. Power lines will absorb radiated energy as well as inducing noise in the receiver. Locations near highways and other concentrations of motor vehicles will increase receiver noise.

3. For operation at frequencies above 30 megahertz, choose a location that gives line of sight communication paths. In dense woods or jungle every effort must be made to locate antennas above the growth or in a clearing. Transmissions over open paths, across a river, or along open river valleys is recommended. In the VHF band standing waves tend to cause relatively large changes in field intensity for small changes in antenna location. Therefore, it will be necessary to try various antenna locations in an effort to locate the position from which the best results can be obtained.

4. Motor vehicles and other interfering objects will be kept at least 100 feet from the antenna during operation. These tend to interfere with a received signal and distort the radiation pattern. Noise sources should be located and minimized by proper shielding, grounding, or noise suppressor filter circuits.

5. Proper siting of radio vehicles in field operations is of the utmost importance. The vehicle should be as nearly level as possible. Brush and grass should be cleared from beneath the vehicle and in the vicinity of the exhaust to reduce fire hazards. Sufficient distance should be allowed between radio vehicles to prevent interference.

706. ANTENNA CONSTRUCTION

1. GENERAL. In general, the best transmission and reception of radio signals is obtained when the antenna is constructed so that its length is equal to multiples of a quarter-wave at the operating frequency. When an antenna is used which is not a multiple of a quarter-wave length at the operating frequency, antenna loading coils and capacitors must be used in the transmitter to cause the antenna circuit to appear to be a multiple of one quarter-wave length.

2. POLARIZATION. For practical purposes, in the VHF band, radio waves transmitted from a vertical antenna are usually regarded as being vertically polarized; those from a horizontal antenna are regarded as being horizontally polarized. Either type of polarization may be used for VHF transmission, but the performance will be different under certain situations.

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In any case, the orientation of the antennas of all stations on a net should be the same for optimum performance.

a. Vertically polarized antennas have the following advantageous characteristics:

(1) Simple vertical dipole or whip antennas are omnidirectional in a horizontal plane.

(2) Where antenna elevations are limited to 10 feet or less, as for motor vehicle applications, vertical polarization results in a signal at least twice as strong in the 20-40 megahertz band as would be obtained with horizontal polarization using antennas at the same elevation.

(3) For transmission over sea water, vertical polarization is decidedly better than horizontal, when antennas are below 40 feet in elevation and operating frequency is less than 100 megahertz.

b. Horizontal polarization has the following advantageous characteristics:

(1) A simple horizontal antenna pointed east and west transmits and receives best in north and south directions. Conversely, it performs poorly in east and west directions. This inherent directivity is sometimes an advantage as a means of minimizing interference.

3. GROUNDING. An excellent ground connection is essential to optimum radio communications, particularly when a quarter-wave antenna is being used. Every effort should be made to get low resistance grounding connections.

a. The grounding resistance may be reduced by using ground rods connected in parallel and by applying a salt solution to the ground at each rod. An alternate method is the construction of a counterpoise composed of eight radial wires about 25 feet in length laid on the ground and connected together at the ground terminal of the radio set. Either of these techniques will significantly improve field intensity where a low resistance ground is possible.

b. In vehicular mounted radio sets the vehicle serves as the ground. However, as a result of the positioning of the antenna at the rear of the vehicle an uneven field strength is generated toward the right front of the vehicle. This uneven pattern can be partially eliminated by the use of one of the aforementioned counterpoises when the vehicle is operated in a fixed position.

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706.4 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

4. FIELD EXPEDIENT ANTENNAS. FM 24-18, TM 11-486 and COS "Antenna and Antenna Feed Systems" provide a detailed analysis and construction procedures for field expedient antennas.

707. FREQUENCY CONTROL AND USAGE. This headquarters exercises management and control of all frequencies assigned to the 1st Marine Division in the Republic of Vietnam. Only authorized frequencies at approved power levels may be used. The widespread use of the AN/PRC-25/VRC-12 series radios makes the strict management of frequencies mandatory.

1. SSB frequencies are normally assigned on a sole user basis to subordinate organizations by this headquarters.

2. FM frequencies are in demand far exceeding the available supply. As a result, these frequencies will normally be assigned to several areas, and in some cases will be assigned to two users in the same area. The frequency areas are listed in the Division CEOI (DIVO P02000.2_).

3. Shifts of units from one TAOR to another, presents the possibility of mutual interference occuring between units due to the multiple assignment of frequencies. In this event, the Commanding General who exercises responsibility for the TAOR will coordinate the frequencies of the affected unit.

4. Current frequency assignments for organizations of the 1st Marine Division are contained in Supplement 2 to the Division CEOI (DIVO P02000.2_).

5. Requests for new frequency assignments will be submitted to this Headquarters (Attn: CEO) with appropriate justification.

708. FREQUENCY INTERFERENCE. Frequencies are assigned with the understanding that some interference may be expected and must be tolerated. Interference that is considered intolerable or suspected to be intentional jamming should be reported in accordance with the Division CEOI (DIVO P02000.2_). Mere reception of another station on the same frequency does not constitute intolerable interference. Signal strength of the interfering station must be sufficient to dominate the frequency and/or prevent communications between affected stations.

709. INTRA-AREA INTERFERENCE

1. Intra-area interference between units of the 1st Marine Division or between other III Marine Amphibious Force units, that is

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intolerable, shall be referred to this Headquarters for resolution.

2. Intra-area interference between U.S. units in I Corps Tactical Zone and facilities operated by the Government of Vietnam which is intolerable, should be resolved between the Commander of the U.S. facility and the U.S. Advisor of the Government of Vietnam facility. When direct liaison between the U.S. Commander and the U.S. Advisor cannot resolve the interference problem, a report will be made to this Headquarters.

710. INTER-AREA INTERFERENCE. When harmful interference is experienced from stations outside of I Corps Tactical Zone, it will be reported to this Headquarters in accordance with Chapter VI of DivO P02000.2_.

711. JAMMING AND DECEPTION

1. Any suspected enemy jamming or deception shall be reported in accordance with the Division CEOI (DIVO P02000.2_).

2. The employment of jamming or deception by any organization of this Division is prohibited, unless specific authority is obtained from this Headquarters.

712. VOICE/CW CALL SIGNS. Voice and CW call signs for units of the 1st Marine Division are contained in Supplement 1 to the Division CEOI (DIVO P02000.2_).

713. AMATEUR RADIO. The operation of an Amateur Radio Station within the Republic of Vietnam is prohibited.

714. MILITARY AFFILIATED RADIO SYSTEM (MARS)

1. The Government of the Republic of Vietnam has granted permission for the establishment of a MARS network to operate under the direct supervision of the U.S. Military Assistance Command, Vietnam. The U.S. Embassy has assured the Government of Vietnam that MARS will be a closely controlled and military operation with all amateur radio operations prohibited.

2. MARS provides a volunteer facility for handling personal, third party, and morale-type traffic between military personnel and parents, relatives, and friends at home.

3. Additional information concerning MARS operation is set forth in MACV Directive 105-16.

4. MARS operation is normally under the Staff cognizance of the G-1 (Special Services).

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CHAPTER VIII

DIVISION RADIO NETS

801. GENERAL. All radio nets are established to serve command. Message traffic will be transmitted over any radio net regardless of net name and purpose if the situation so dictates. The advent of voice encryption systems now makes possible the transmission of classified information over suitably covered circuits.

802. TYPES OF RADIO NETS

1. Command Nets. A command net links a commanding officer with his immediate subordinates in the chain of command.

2. Functional Nets

a. A functional net is one to carry out rapid communications concerned with a specific operational function. Functional nets connect directly those officers delegated control of a specific function, the net title generally indicating the function for which the net is provided. Messages passed over a functional net are not processed by the communication center.

b. Although functional nets are designed and provided to fulfill certain specific requirements, they are considered part of the overall communication system. Command and administrative traffic may be processed by the communication center for ultimate delivery over functional nets, in the event command channels fail.

803. DIVISION RADIO NETS. The following listed communications nets are those currently being employed or on call in the First Marine Division. Over the years the nets and composition of stations on the nets have changed. The nets depicted herein are those deemed necessary for command and control of the Division. Over the years greater success was realized employing VHF equipment, therefore command nets which employ HF equipment have fallen into disuse.

1. Division Tactical Net #1 (VHF-Covered)

a. Purpose: Provides the Division Commander with a means to exercise tactical control over his major combat and combat support units.

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b. Stations on the net:

Division CP (NCS) (Terminates COC)

CG/ADC (When Airborne)

Infantry Regiments

Artillery Regiment

Infantry Battalions other than organic, that are Opcon to the Division

Engineer Battalions

Reaction Force (When required)

c. Equipment employed: AN/MRC-109 or 110 (RT-524) with KY-8 or AN/PRC-77 with KY-38.

2. Division Tactical Net #2 (VHF Covered)

a. Purpose: Provided as an administrative net for coordination of information between combat operations centers. Also employed as an overload net for Division Tactical Net #1.

b. Stations on the net:

Division CP (NCS) (Terminates COC)

Infantry Regiments

Artillery Regiment

Infantry Battalions other than organic, that are Opcon to the Division

c. Equipment employed: AN/MRC-109 or 110 (RT-524) with KY-8 or AN/PRC-77 with KY-38.

3. Division Reconnaissance Net (VHF Covered)

a. Purpose: Furnishes a channel for direction of reconnaissance effort and the reporting of reconnaissance information.

b. Stations on the net:

Division CP (NCS) (Terminates G-2 Opns Center)

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Division Reconnaissance Battalion

Force Reconnaissance Companies (When Opcon to Division)

c. Equipment employed: AN/MRC-109 or 110 (RT-524) with KY-8 or AN/PRC-77 with KY-38.

4. Division Damage Control Net (HF On Call Uncovered)

a. Purpose: Provides a channel for reporting of damage control assessment information subsequent to an enemy nuclear, biological, or chemical attack or destructive storm within the Division. This net will also be used to direct casualty, evacuation and recovery operations in the stricken areas. This net is activated when so directed by the Division in order to relieve existing circuits of the increased traffic which can be expected following an enemy attack or severe weather conditions.

b. Stations on the net:

Division CP (NCS) (Terminates Log Opn Center)

Infantry Regiments and Battalions

Artillery Regiment and Battalions

Separate Battalions organic to or under operational control of the Division

Monitor teams

c. Equipment: AN/TSC-15, AN/MRC-123, AN/MRC-83, or AN/PRC-47

5. Division Alert/Broadcast Net (HF On Call Uncovered)

a. Purpose: Provide a channel for passing traffic of interest to several units/organizations within the Division. Messages broadcast over this net are warnings of impending air, mechanized or nuclear attacks, general information, administrative traffic, and weather reports. Division headquarters is the only station that will transmit on this net. All other stations will monitor the broadcasts on this net. This net will be manned immediately upon notification by the Division headquarters. Messages broadcast over this net by Division will be numbered consecutively. Any unit finding it has failed to receive a consecutively numbered message

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on this net should make a request to Division by some other means of communications. If a unit/organization receives a message which requires acknowledgement, the acknowledgement should be sent to Division via another net.

b. Stations on the net:

Division CP (NCS) (Terminates COC)

Infantry Regiments and Battalions

Artillery Regiment and Battalions

Separate Battalions organic to or under operational control of the Division

Smaller units when directed

c. Equipment employed: AN/TSC-15, units/organizations will use organic HF equipment.

6. Division Air Observation Net (VHF Uncovered)

a. Purpose: Provides a channel of communications for Division Air Observers in air observation aircraft to report information to the Division Headquarters on enemy emplacements, dispositions and movements. Also issued to pass mission requests from Division to the Air Observers.

b. Stations on the net:

Division CP (NCS) (Terminates DASC with remote into G-2 Opns Center)

Division Air Observers Airborne

VMO Squadron

c. Equipment employed: AN/MRC-109 or 110 (RT-524)

7. Convoy Control Net (VHF Uncovoverd)

a. Purpose: Provides a channel of communications for controlling convoys moving within the I Corps Tactical Zone. This division is responsible for the net although it serves the control purposes of I Corps convoys. It is also used to request support in event of enemy ambushes.

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b. Stations on the net:

Division CP (NCS) (Terminates COC)

Force Logistics Support Group

80th Logistics Support Group (Army)

1st Motor Transport Battalion

11th Motor Transport Battalion

Hai Van Pass Relay Site

All convoys moving within I Corps Tactical Zone

c. Equipment employed: AN/MRC-109 or 110 (RT-524) or AN/PRC-25

8. Naval Gunfire Support Net (HF On Call Uncovered)

a. Purpose: This net provides the Division with a circuit for coordination of naval gunfire support. With limited targets the information normally disseminated on this net is being transmitted on the Shore Fire Control Spot Net. This net is in an on call status and activated if the operational situation should change and dictate use.

b. Stations on the net:

Division CP (NCS) (Terminates FSCC)

Infantry Regiments

Artillery Regiment

General Support Ships

c. Equipment employed: AN/MRC-123, AN/MRC-83, or AN/PRC-47

9. Division Shore Fire Control Spot Net (VHF Covered)

a. Purpose: Provides a circuit for requesting and adjusting naval gunfire. It is also used for administrative purposes.

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b. Stations on the net:

Division CP (NCS) (Terminates in FSCC)

Infantry Regiments (as required)

Destroyers in support

c. Equipment employed: AN/MRC-109 or 110 (RT-524) with KY-8 or AN/PRC-77 with KY-38

10. Shore Fire Control Party Local (VHF Uncovered)

a. Purpose: Provides a channel of communications between the Naval Gunfire Spot Team, Naval Gunfire Liaison Team, and the ships. Is used to request and adjust naval gunfire. Also passes administrative traffic. Acts as a back-up net for the Shore Fire Control Spot Net.

b. Stations on the net:

Division CP (NCS) (Terminates in FSCC)

Infantry Regiments (as required)

Destroyers in support

c. Equipment employed: AN/MRC-109 or 110 (RT-524)

11. Naval Gunfire Air Spot Net (VHF On-Call Uncovered)

a. Purposes: Provides a circuit for an airborne spotter to adjust naval gunfire.

b. Stations on the net:

Division CP (NCS) (Terminates FSCC)

Airborne spotters

Infantry Regiments (as required)

Destroyers in support

c. Equipment employed: AN/MRC-124 or AN/PRC-41 for ground units.

12. Division Radar Beacon Net (VHF On-Call Uncovered)

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a. Purpose: Establishes a channel for coordinating the use of radar beacons within the Division. Established only when beacons are being used.

b. Stations on the net:

Division CP (NCS) (Terminates FSCC)

Radar Beacon Teams

Supporting ships

c. Equipment employed: AN/PRC-25

13. Ground Surveillance (SCAMP) Net (VHF Covered)

a. Purpose: Provides a channel for the Sensor Control and Management Platoon (SCAMP) to pass spot reports and damage assessment reports to Division. Also used to pass administrative and logistics information.

b. Stations on the net:

Division CP (NCS) (Terminates in G-2 Operations Center)

Sensor Readout Sites - 12 stations

c. Equipment: AN/MRC-109 or 110 (RT-524) with KY-8 or AN/PRC-77 with KY-38.

14. Reaction Force Tactical Net (VHF Covered)

a. Purpose: Provides a channel for the company/platoon assigned reaction force missions and then only when executing the assigned mission. This net is used between the reaction force on the ground and the command and control package airborne.

b. Stations on the net:

Command and Control Element Airborne (NCS)

Reaction Force

c. Equipment employed: AN/PRC-77 with KY-38

15. Reaction Force Supporting Arms Net (VHF Uncovered)

a. Purpose: Provides a channel for the company/platoon assigned reaction force missions to pass fire support requests

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from the Artillery Forward Observer or Forward Air Controller on the Ground to the Air Observer Airborne. The Air Observer will pass the request for fire on the Artillery Air Spot Net or to "on station" aircraft supporting the operation.

b. Stations on the net:

Reaction Force (Arty FO or FAC) (NCS)

Command and Control Element Airborne

Air Observer Airborne

c. Equipment employed: AN/PRC-25

16. Division Embarkation Net (VHF-On Call Uncovered)

a. Purpose: Provide a circuit for the Division Embarkation Officer to control the movements of embarkation/debarkation elements.

b. Stations on the net:

Division CP (NCS) (Terminates Logistics Operations Center)

Embarkation/debarkation points

Embark Officer Mobile Station

Water wash down points

Embarkation Officer of units embarking/debarking

c. Equipment employed: AN/MRC-109 or 110 (RT-524) or AN/PRC-25

17. Counterintelligence Team (CIT) Common Net (VHF Covered)

a. Purpose: Provides a channel for teams in the field to coordinate counterintelligence matters, pass immediate tactical information, intelligence information, and order of battle.

b. Stations on the net:

Division CP (NCS) (Termination in Counterintelligence Office)

1st CI Team

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3rd CI Team

7th CI Team

District Intelligence Operations Centers-6 Stations

c. Equipment employed: AN/MRC-109 or 110 (RT-524) with KY-8 and AN/PRC-77 with KY-38.

18. Fire Support Coordination Center Net (VHF Covered)

a. Purpose: Provides a channel for passing of firing grids, clearance to fire information, pre-planned strikes, and information on TPQ-10 strikes.

b. Stations on the net:

Division CP (NCS) (Terminates FSCC)

Infantry Regiments

Marine Liaison Teams at District Headquarters

c. Equipment employed: AN/MRC-109 or 110 (RT-524) with KY-8 and AN/PRC-77 with KY-38.

19. Casualty Reporting Control Center (CRCC) Net (HF Uncovered)

a. Purpose: To coordinate the movement of casualties.

b. Stations on the net:

Division CP (NCS) (Termination in CRCC office)

1st Medical Battalion

Naval Support Activity

Hospital ships

c. Equipment employed: AN/PRC-47

20. G-5 Personal Response Net (VHF Uncovered)

a. Purpose: To coordinate the movement and assignments of psychological operations and civic action teams. Also used in any emergency to request assistance or fire support. This is primarily a mobile net.

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b. Stations on the net:

Division CP (NCS) (Terminates in G-5 office)

Civic Action Teams - 5 stations

c. Equipment employed: AN/TRC-109 or 110 (RT-524) and AN/PRC-25

21. Division Landing Zone (LZ) Common Net (VHF Uncovered)

a. Purpose: To provide a circuit for use by Artillery Regiment and separate battalions to coordinate and control helicopter pick-up and delivery logistics type flights.

b. Stations on the net:

Artillery Regiment (NCS) (when required)

Separate battalions (NCS) (when required)

Supply helicopters

c. Equipment employed: AN/PRC-25

22. Division Quang Nam Sector Liaison Team Net (VHF Covered)

a. Purpose: To provide a channel for liaison between district headquarters Marine liaison teams and their parent unit/organization. This net will be used to gain political clearance from the Districts. It is also used to request emergency fire support and for general coordination.

b. Stations on net:

Marine Liaison Teams at 8 District Headquarters

Infantry Battalions/Regiments with teams at the 8 District Headquarters.

c. Equipment employed: AN/PRC-77 with KY-38.

23. Division CP Local Security Net (VHF Uncovered)

a. Purpose: Provides a channel for coordinating the immediate defense of the Division CP.

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b. Stations on the net:

Headquarters Battalion (NCS) (Termination in the Battalion COC)

Security positions in vicinity of Division CP

Artillery Regiment

Force Logistics Command

Southern Sector Defense Command

Northern Sector Defense Command

c. Equipment employed: AN/MRC-109 or 110 and AN/PRC-25

24. Infantry Regimental Tactical Net #1 (VHF Covered)

a. Purpose: Provides a circuit to the regimental commander to exercise tactical control of his subordinate units.

b. Stations on the net:

Infantry Regiment CP (NCS)

Infantry Regiment CO (when mobile)

Infantry Battalions

Regimental OPs

Combined Unit Pacification Program Teams (when required)

c. Equipment employed: AN/PRC-77 with KY-38

25. Infantry Regimental Tactical Net #2 (VHF Covered)

a. Purpose: Provide a channel of communications for overload traffic from Tactical Net #1. In that the command net is not being employed and most of the high precedence operational, administrative, and logistical traffic is sent on teletype circuits, this net handles low precedence traffic of this nature.

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b. Stations on the net:

Infantry Regiment (NCS)

Infantry Battalions

c. Equipment employed: AN/PRC-77 with KY-38

26. Infantry Regimental Tactical Air Control Party Net (VHF Covered)

a. Purpose: Provides a channel of communications to the Regimental Air Liaison Officer to receive tactical air requests, logistics air requests, and coordinate information with his battalion Air Liaison Officers.

b. Stations on the net:

Infantry Regiment (ALO) (NCS)

Infantry Battalions ALOs

c. Equipment employed: AN/MRC-109 or 110 (RT-524) with KY-8 or AN/PRC-77 with KY-38

27. Infantry Regimental SAV-A-PLANE Net(UHF Uncovered)

a. Purpose: To provide a channel for rotary and fixed wing aircraft to use to obtain area clearance before transitting a Regimental TAOR.

b. Stations on the net:

Infantry Regiment (NCS)

Fixed or Rotary Wing Aircraft (when required)

c. Equipment employed: AN/PRC-41

28. Infantry Regimental Landing Zone Common Net (VHF Uncovered)

a. Purpose: To provide a circuit for use by the regiments to coordinate and control helicopter pick-up and delivery logistics type flights. Each regiment has its own net. Logistics flights will check into this net when working a regimental landing zone.

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b. Stations on the net:

Infantry Regiment (NCS) (as necessary)

Infantry Battalion (as necessary)

Supply helicopters

c. Equipment employed: AN/PRC-25

29. Infantry Regimental Base Defense (VHF Uncovered)

a. Purpose: Provide a channel for coordinating the immediate defense of the regimental cantonment.

b. Stations on the net:

Regimental COC (NCS)

Perimeter security stations

c. Equipment employed: AN/PRC-25

30. Combined Unit Pacification Program (CUPP) Net (VHF Uncovered)

a. Purpose: To provide a channel for CUPP company/platoon coordination of operations.

b. Stations on net:

CUPP squads/platoons and company

c. Equipment employed: AN/PRC-25

31. Infantry Battalion Tactical Net (VHF Covered)

a. Purpose: Provides a circuit for the Battalion Commander to exercise tactical control over his rifle companies.

b. Stations on net:

Infantry Battalion CP (NCS)

Infantry Battalion CO (when mobile)

Infantry Battalion S-3 (when mobile)

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803.32 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

Infantry Battalion OPs

Rifle Companies

Combined Unit Pacification Program Teams (when required)

Relay sites (as required)

c. Equipment employed: AN/PRC-77 with KY-38

32. Infantry Battalion Administrative Net (VHF Covered)

a. Purpose: Provides a channel to pass administrative or logistical traffic to subordinate units. Also has flexibility of employment (i.e. to contact liaison units or used for convoy control)

b. Stations on net:

Infantry Battalion CP (NCS)

Infantry Battalion S-4 (when required)

Rifle Companies

Supporting Logistics Support Area

c. Equipment employed: AN/PRC-77 with KY-38

33. Infantry Battalion Tactical Air Control Party (VHF Covered)

a. Purpose: Provides a channel for coordination between the forward air controllers and the battalion air liaison officers. This net is also used by the forward air controllers to forward air requests to the battalion air liaison officer. Helicopters will enter this net during troop movements or tactical operations..

b. Stations on the net:

Infantry Battalion (ALO) (NCS)

Forward Air Controllers with Rifle Companies

Supporting helicopters

c. Equipment employed: AN/PRC-77 with KY-38

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34. Infantry Battalion 81MM Mortar Conduct of Fire Net (VHF Covered)

a. Purpose: Provides a channel for requesting and controlling of fires of the 81MM Mortar platoon. Individual gun sections, when operating independently with rifle companies receive fire control commands direct from the forward observers on this net.

b. Stations on net:

81MM Mortar FDC (NCS)

81MM Mortar Forward Observers

81MM Mortar Sections

81MM Mortar Representatives at Battalion FSCC

c. Equipment employed: AN/PRC-77 with KY-38

35. Infantry Rifle Company Tactical Nets (VHF Uncovered)

a. Purpose: Provides the rifle company commander with a channel for command and tactical control of subordinate units of the company.

b. Stations on net:

Company CP (NCS)

Rifle Platoons (3)

Weapons Platoon

c. Equipment employed: AN/PRC-25

36. Artillery Regiment Fire Direction (VHF Covered)

a. Purpose: Provides the Artillery Regiment FDC with a means for the transmission and reception of requests for fire support. Also provides the battalions with a means of requesting reinforcing artillery fires when required.

b. Stations on net:

Artillery Regiment (FDC) (NCS)

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803.37 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

Direct Support Artillery Battalions

General Support Artillery Battalion

Attached 8" Howitzer Batteries

Attached 175MM Gun Batteries

Artillery Battalion liaison officers

c. Equipment employed: AN/PRC-77 with KY-38

37. Artillery Regiment Tactical Net (VHF Covered)

a. Purpose: Provides the artillery commander with an overload circuit for fire direction and is utilized for intelligence and administrative traffic.

b. Stations on net:

Artillery Regiment (FDC) (NCS)

Direct Support Artillery Battalions

General Support Artillery Battalion

Attached 8" Howitzer Batteries

Attached 175MM Gun Batteries

Artillery battalion liaison officers

c. Equipment employed: AN/PRC-77 with KY-38

38. Artillery Regiment Air Observation Net (VHF Covered)

a. Purpose: To provide a channel for the airborne artillery observers to transmit target information to artillery units and to adjust fires. It is also used for purpose of providing intelligence not readily attainable by the ground observer.

b. Stations on net:

Artillery Regiment (NCS)

Airborne Observers

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Direct Support Artillery Battalion

General Support Artillery Battalion

Attached 8" Howitzer Batteries

Attached 175MM Gun Batteries

c. Equipment employed: AN/TRC-77 with KY-38

39. Artillery Survey Net (VHF Uncovered)

a. Purpose: Provides a channel for the exchange of survey information and data between the survey teams and Regiment.

b. Stations on net:

Artillery Regiment (NCS)

Artillery Survey Teams

c. Equipment employed: AN/TRC-109 and AN/TRC-25

40. Artillery Integrated Observation Device (IOD) Net (VHF Covered)

a. Purpose: Provides a circuit for the administrative and logistics exchange of information. The equipment is also used by the teams on the Battery Conduct of Fire Nets.

b. Stations on net:

Artillery Regiment (NCS)

IOD OPs (6 stations)

c. Equipment employed: AN/TRC-77 with KY-38

41. Direct Support Artillery Battalion Command Net (VHF Covered)

a. Purpose: Provides the battalion commanders with a means to supervise and coordinate administrative, logistical, tactical, and command activities of the subordinate units. In addition, this net may be used for coordination between the liaison officers of the battalion or as an alternate fire direction net.

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b. Stations on net:

Artillery Battalion CP (NCS)

Organic Artillery Batteries

Attached Artillery Batteries/Platoons

c. Equipment employed: AN/PRC-77 with KY-38

42. Direct Support Artillery Battalion Fire Direction Net #1 (VHF Covered)

a. Purpose: Provides a channel of communication for the transmission of tactical and technical fire direction and fire control information. The designation of units to fire, fire missions, tactical fire orders, and technical data is passed over this net.

b. Stations on net:

Artillery Battalion FDC (NCS)

Organic Artillery Batteries

Attached Artillery Batteries/Platoons

Artillery Battalion Liaison Officers

c. Equipment employed: AN/PRC-77 with KY-38

43. Direct Support Artillery Battalion Fire Direction Net #2 (VHF Covered)

a. Purpose: To provide overload net for Fire Direction Net #1.

b. Stations on net: Same as for Fire Direction Net #1.

c. Equipment employed: AN/PRC-77 with KY-38

44. Direct Support Artillery Battery Conduct of Fire Net (VHF Covered)

a. Purpose: Provides a channel of communications for the requesting of fires on a specific target and the subsequent adjustment of these fires. Each firing battery possesses a battery conduct of fire net.

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b. Stations on net:

Artillery Battery FDCs (NCS)

Artillery Liaison Officers (as required)

Artillery Forward Observers

IOD OP'S (when necessary)

Artillery Air Observers (when necessary)

Sensor Control and Management Platoon OPs. (when necessary)

Reconnaissance Teams (when necessary)

c. Equipment employed: AN/PRC-77 with KY-38

45. General Support Artillery Battalion Command Net (VHF Covered)

a. Purpose: Provides the battalion commander with a means to supervise and coordinate administrative, logistical, tactical, and command activities of the subordinate units.

b. Stations on net:

Artillery Battalion CP (NCS)

Organic Artillery Batteries

Attached Artillery Batteries/Platoons

Battery Liaison Officers

c. Equipment employed: AN/PRC-77 with KY-38

46. General Support Artillery Battalion Fire Direction Net (VHF Covered)

a. Purpose: Provides a channel of communications for the transmission of tactical and technical fire direction and fire control information. The designation of units to fire, fire missions, tactical fire orders, and technical data is passed over this net.

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b. Stations on the net:

Artillery Battalion FDC (NCS)

Organic Artillery Batteries

Attached Artillery Batteries/Platoons

Artillery Battery Liaison Officers

c. Equipment employed: AN/PRC-77 with KY-38

47. General Support Artillery Battery Conduct of Fire Net (VHF Covered)

a. Purposes: Provides a channel of communications for the requesting of general support fires on a specific target and the subsequent adjustment of these fires. Each firing battery possesses a battery conduct of fire net.

b. Stations on net:

Artillery Battery FDCs (NCS)

Artillery Battery Liaison Officers

Artillery Forward Observers

IOD OP's (when necesssary)

Artillery Air Observer (when necessary)

Sensor Control and Management Platoon OPs (when necessary)

Reconnaissance Teams (when necessary)

c. Equipment employed: AN/PRC-77 with KY-38

48. 8" Howitzer Battery Command Net (VHF Covered)

a. Purpose: Provides the battery commanders with a means to supervise and coordinate administrative, logistical, tactical, and command activities of the platoons.

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b. Stations on net:

Howitzer Battery CP (NCS)

Platoons of the Battery

c. Equipment employed: AN/PRC-77 with KY-38

49. 8" Howitzer Battery Fire Direction Net (VHF Covered)

a. Provides the battery FDC with a means for the transmission and reception of requests for fire support.

b. Stations on net:

Howitzer Battery FDC (NCS)

Platoons of the Battery

c. Equipment employed: AN/PRC-77 with KY-38

50. 175 Gun Battery Fire Direction Net (VHF Covered)

a. Purpose: Provides the battery FDC with a means for the transmission and reception of requests for fire support.

b. Stations on net:

Gun Battery FDC (NCS)

Platoons of the Battery

c. Equipment employed: AN/PRC-77 with KY-38

51. Engineer Battalion Command Net (HF Uncovered)

a. Purpose: Provides a channel of communications between Commanding Officer when mobile and his COC. Is also utilized by Battalion Roadmaster to communicate with the CP. It is further employed to communicate with elements the battalion supports.

b. Stations on net:

Battalion CP (NCS)

Commanding Officer (when mobile)

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803.52 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

Roadmaster

Detached Battalion elements

c. Equipment employed: AN/MRC-123 and AN/PRC-47

52. Engineer Battalion Tactical Net (VHF Uncovered)

a. Purpose: Provides a circuit for the commander to exercise command and control of his subordinate units. It is also used to pass situation reports, spot reports, casualty reports, and administrative information from the subordinate units to the CP.

b. Stations on net:

Battalion CP

Engineer Companies

c. Equipment employed: AN/PRC-25

53. Engineer Company Tactical Net (VHF Uncovered)

a. Purpose: Provides a channel for each company to exercise command and control of subordinate units. Is utilized extensively for coordination of minesweep operations.

b. Stations on net:

Company CP (NCS)

Engineer Platoons

Liaison personnel

c. Equipment employed: AN/PRC-25

54. Motor Transport Battalion Command Net (VHF Uncovered)

a. Purpose: Provides a channel through which the Battalion Commander can exercise command of his subordinate units.

b. Stations on net:

Battalion CP (NCS)

Commanding Officer (when mobile)

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Truck companies

c. Equipment employed: AN/MRC-110 (RT-524) and AN/PRC-25

55. Motor Transport Battalion Convoy Control Net (VHF Uncovered)

a. Purpose: Provides a channel for the convoy commander with a means of controlling the various elements of his convoy. Further, net provides a means for Battalion CP to maintain contact with the convoys.

b. Stations on net:

Battalion CP (NCS)

Battalion Convoy Commander

Convoy elements

c. Equipment employed: AN/MRC-110 (RT-524) and AN/PRC-25

56. Motor Transport Battalion Husky Control Net (VHF Uncovered)

a. Purpose: Provides a channel for the husky convoy commander with a means of controlling the various elements of his convoy. Further, net provides a means for Battalion CP to maintain contact with the convoys.

b. Stations on net:

Battalion CP (NCS)

Husky Convoy Commander

Husky vehicles

c. Equipment employed: AN/MRC-110 (RT-524) and AN/GRC-125

57. Reconnaissance Battalion Tactical Net (VHF Covered) (As required net)

a. Purpose: Provides a circuit for the Commanding Officer to exercise command and control of his subordinate units. This net is normally employed only during high threat periods.

b. Stations on net:

Battalion CP (NCS)

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Organic Companies (5 stations)

c. Equipment employed: AN/PRC-77 with KY-38

58. Reconnaissance Nets #1 and #2 (UHF Covered)

a. Purpose: Provides channels for coordination of Reconnaissance Battalion operations. Also used for passing of situation reports, spot reports, casualty reports, and logistics information from various observation posts and relay stations to the CP. Reconnaissance teams in the field are tied into the OPs and relay stations by an uncovered net. The information transmitted by the 30-40 teams in the field is sent to a relay station or OP site where it is transmitted back to the CP. Four OPs or relay sites are on one net and three on the other net.

b. Stations on nets:

Battalion CP (NCS)

Relay stations and OPs

Reconnaissance teams using AN/PRC-25s

c. Equipment employed: AN/PRC-77 with KY-38

59. Reconnaissance Battalion Reporting Net (VHF Covered)

a. Purpose: Provides a circuit to tie all 7 relay sites and OPs together to provide logistic information and pass intelligence. Also is used as overflow net for Reconnaissance Nets #1 and #2.

b. Stations on net:

Battalion CP (NCS)

Relay stations and OPs (7 stations)

c. Equipment employed: AN/PRC-77 with KY-38

60. Reconnaissance Company Command Net (VHF Uncovered)

a. Purpose: Provides a channel for control of reconnaissance inserts. Ties in the various relay sites employed.

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b. Stations on net:

Company CP (NCS)

Relay sites

c. Equipment employed: AN/PRC-25

61. Reconnaissance Company Tactical Nets #1 and #2 (VHF Uncovered)

a. Purpose: Provides channels for passing of situation reports, spot reports, casualty reports, and logistics information from the teams in the field to relay sites and in turn back to the CP.

b. Stations on net:

Company CP (NCS)

Relay Stations

Reconnaissance teams

c. Equipment employed: AN/PRC-25

62. Helicopter Support Team (HST) Net (VHF Uncovered)

a. Purpose: Provides designated landing support areas (LSA) in each regiment with means of communications between the Helicopter Support Teams and helicopters using the LSA for troop movement or resupply. Each regiment has an HST assigned.

b. Stations on net:

Helicopter Support Teams (NCS)

Helicopters using LSA

c. Equipment employed: AN/PRC-25

63. Military Police Company Net (VHF Uncovered)

a. Purpose: Provides the Division Provost Marshal with a channel to exercise control of the various elements of the MP Company and traffic control posts.

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b. Stations on net:

Company CP (NCS)

Provost Marshal (when mobile)

Military Police Platoons

Relay Hai Van Pass

Military Police Squads (as required)

Traffic control posts (as required)

c. Equipment employed: AN/MRC-110 or AN/MRC-109 and AN/PRC-25

64. Northern Sector Defense Command (NSDC) Net (VHF Covered)

a. Purpose: Provides a channel for the coordination of security forces within the Northern Sector Defense Command.

b. Stations on net:

NSDC (NCS)

Force Logistics Command

1st Medical Battalion

9th Engineer Battalion

Headquarters Battalion, 1st Marine Division

1st Marines

1st Battalion, 5th Marines

Hoa Vang District Headquarters

Other units as required in the command area

c. Equipment employed: AN/PRC-77 with KY-38

65. Northern Sector Observation Post Net (VHF Uncovered)

a. Purpose: Provides a channel to promulgate rocket warnings and timely warning of enemy activity in the Northern Sector Defense Command.

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b. Stations on net:

Artillery Regiment FDC (NCS)

Observation Posts

Artillery Battalions as required

Headquarters Battalion, 1st Marine Division

c. Equipment employed: AN/PRC-25

66. Southern Sector Defense Command (SSDC) Net (VHF Covered)

a. Purpose: Provides a channel for the coordination of security forces within the Southern Sector Defense Command.

b. Stations on net:

SSDC (NCS)

Military Police Battalion

Marine Air Support Squadron

Hoa Vang District Headquarters

General Support Artillery Battalion

Other units as required in the Command area.

c. Equipment employed: AN/PRC-77 with KY-38

67. Southern Sector Observation Post Net (VHF Uncovered)

a. Purpose: Provides a channel to promulgate rocket warnings and timely warning of enemy activity in the Southern Defense Command.

b. Stations on net:

General Support Artillery Battalion (NCS)

Artillery Regiment

Observation Posts

Direct Support Artillery Battalions (as required)

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c. Equipment employed: AN/PRC-25

804. WING COMMUNICATIONS NETS USED BY THE DIVISION. The following listed Wing communications nets are those currently being used by the Division to coordinate requests and communicate with air support provided to the Division.

1. Tactical Air Request Net #5 (VHF Covered)

a. Purpose: Provides a channel to pass fixed wing and rotary wing aircraft requests from the regiments to the Direct Air Support Center. Requests originating from the field are forwarded over the battalion and regimental Tactical Air Control Party Nets and then sent on this net by the Regimental Air Liaison Officers to the DASC.

b. Stations on net:

Marine Air Support Squadron (DASC) (NCS)

Division Air Officer

Infantry Regimental Air Liaison Officers

Artillery Regiment

Separate Battalions (as required)

c. Equipment employed: AN/MRC-110 (RT-524) with KY-8 or AN/PRC-77 with KY-38.

2. Tactical Air Direction Net (TAD) (UHF Uncovered)

a. Purpose: Provides a channel for the control of strike aircraft during a close air support mission. Although the majority or 98% of all air strikes are controlled by airborne controllers there are occasions when the strikes will be controlled by the Forward Air Controllers on the ground. Several TAD nets are normally employed depending on the scope of operations.

b. Stations on net:

Forward Air Controllers

Air Support Radar Teams

Air Liaison Officers (as required)

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Separate Battalions (as required)

Direct Air Support Aircraft

c. Equipment employed: AN/PRC-41 or AN/MRC-124

3. Medevac Common Net (VHF Operates in Covered and Uncovered modes)

a. Purpose: Provides a channel for the control of medical evacuations. One frequency is used uncovered and the other Medevac frequency is used with covered equipment.

b. Stations on net:

DASC (NCS)

Medical Battalion

Medevac Helicopters

Infantry units (as required)

Artillery units (as required)

Separate Battalions (as required)

c. Equipment employed: AN/PRC-25 or AN/PRC-77 with KY-38

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CHAPTER IX

WIRE AND RADIO RELAY

901. GENERAL

1. Whenever practicable, an integrated wire and radio relay system will be installed to serve as the principal means of communications within the 1st Marine Division.

2. Field wire systems incorporate trunk lines, long locals, and command post installations.

902. WIRE INSTALLATION

1. In the initial installation of a command post, the installation of radio relay terminal trunk lines takes priority over all other wire installation requirements.

2. Priority of installation of trunks/remotes/locals within the 1st Marine Division is:

a. Radio relay trunk lines and radio remote lines to G-3/Combat Operations Center.

b. Radio relay trunk lines and radio remote lines to the communication center.

c. Radio relay trunk lines to the switchboard.

d. Local telephones:

(1) Communication Center.

(2) G-3/S-3.

(3) Chief of Staff/Executive Officer.

(4) Commanding General/Commanding Officer.

(5) G-2/S-2.

(6) G-4/S-4.

(7) G-1/S-1.

(8) Communication-Electronics Officer/Communication Officer.

(9) Adjutant.

(10) Others as directed.

3. During the planning for installation, the requirements for permanent telephone and teletype facilities should be considered. If practical, wire lines required for the tactical situation should be constructed in such a manner that they can be incorporated into the permanent wire system with minimum modification.

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903. WIRE CONSTRUCTION

1. TECHNIQUES. The following construction techniques shall be used within the 1st Marine Division:

a. Telephone lines will be laid clear of and on the south and east sides of roads.

b. Wire construction crossing primary roads will be overheaded at least 20 feet; over secondary roads at least 18 feet.

c. A conspicuous flag or panel will be secured to the center of spans over roadways. Long spans, such as those over valleys and rivers shall be marked every 50 feet.

d. All internal command post wire construction shall be buried and/or overheaded. This includes radio remote lines entering the command post.

e. Wire construction when buried at road crossing will be buried to a depth of at least 8 inches. The buried wire will extend to tagged stakes well beyond the shoulders of the road.

f. Telephone cable, either fabricated or standard, will be used to connect the switchboard to a terminal frame outside the immediate command post area.

g. The minimum clearance between telephone lines/cable/coax and power lines on joint use poles is 4 feet.

h. Wire lines should not run parallel to power lines and should cross power lines at right angles.

2. CABLE MARKING

a. BURIED CABLE

(1) The history of damage to cables containing high priority circuits emphasizes the importance of insuring that buried cables are properly marked. Procedures for marking cables in RVN are included in ICCI 2030.1_.

(2) The following procedures will be used to permanently mark all U. S. Military buried cable:

(a) Permanent cable markings will be placed every 300 feet on main cable runs within secure areas. Permanent markings will also be placed at both extremes of the right of way at road crossings, fence lines, changes in direction of cable runs, splice points, and locations of pressure equipment not mounted on posts. Cable markings WILL NOT be placed outside of secure areas.

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(b) All permanent markings for buried cable will be 4"x 4" concrete posts, 36" long with 18" protruding. Wooden markings of the same dimensions may be substituted as a temporary measure. All markings will have 4" square metal number plates securely affixed to the top of the marker. All numbers will be stamped with a steel die and the plates attached to the concrete markers with 1" lead anchor and 1" No. 10RH galvanized wood screw. If wooden markers are used temporarily, a similar number plate of suitable material will be affixed to the top of the marker. The following information will be stamped on marker plates:

1. Line 1 - Maintenance responsibility: M____.

2. Line 2 - Cable Number.

3. Line 3 - Cable size (number of pairs) and gauge.

4. Line 4 - Date of installation (month and year).

5. Line 5 - Distance and direction to cable (use metric system with arrow to indicate direction).

6. Line 6 - Splice number (if applicable).

(c) As an added precaution to prevent construction or excavation crews from damaging buried cables, signs will be posted in prominent locations inside secure areas stating that buried cables are located in the immediate area and that no construction, excavation, demolition, or placing of fence poles will be done without obtaining prior clearance from the area Communication-Electronics Officer and the 1st Marine Division Communication-Electronics Officer.

b. OVERHEAD CABLE

(1) Proper identification of overhead wire and cable is mandatory in RVN due to the joint use of poles by civilian agencies and the various military services.

(2) Minimum information on all tags will include: unit, number of pairs, cable/line identification, gauge, and date of installation. Proper markings of overhead cable/wire will be in accordance with FM 24-20 and the following instructions:

(a) All cable/wire will be tagged, at the time they are installed, at the following points:

1. Where cable/wire routes intersect.

2. Where cable/wire routes cross highways, railroads, bridges, and large natural obstacles.

3. At splice points.

4. Whenever construction changes from overhead to buried or buried to overhead.

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5. At all anticipated trouble areas.

6. At all branch points.

7. At all terminal boxes.

8. At all cable hooks.

(b) The required information will appear on wire tags and poles as follows:

1. Field wire and spiral-four cable tags:

   a. Maintenance responsibility: M____.

   b. Type of circuit: SU voice, switchboard, etc.

   c. Circuit and/or system number.

2. Multi-pair cable tags:

   a. Maintenance responsibility: M____.

   b. Cable number.

   c. Pair count and gauge.

   d. Date installed: Month and year.

3. Pole marking:

   a. Maintenance responsibility: M____.

   b. Installing unit.

   c. First digit pole number.

   d. Second digit pole number.

   e. Third digit pole number.

   f. Date installed: Month and year.

904. WIRE CIRCUIT NUMBER ASSIGNMENTS. The 1st Marine Division has been assigned circuit numbers 30,000 to 39,999 for use in RVN. Sub-assignment is as follows:

CommCo, Hq Bn	30,000 - 33,999
1st Mar	34,000 - 34,499
5th Mar	34,500 - 34,999
7th Mar	35,000 - 35,499
11th Mar	35,500 - 36,249

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1st Engr Bn	36,250 - 36,499
7th Engr Bn	36,500 - 36,749
9th Engr Bn	36,750 - 36,999
1st Med Bn	37,250 - 37,499
1st Recon Bn	37,500 - 37,749
1st MT Bn	38,000 - 38,249
11th MT Bn	38,250 - 38,499
1st Force Recon Co	38,750 - 38,999
Spares	39,000 - 39,999

905. WIRE TAGGING. Wire tag color code assignments are as follows:

RED	(MX-892/G)	Artillery Units
YELLOW	(MX-893/G)	Infantry and Ground Recon Units
GREEN	(MX-894/G)	Headquarters and Support Units
WHITE	(MX-895/G)	Aviation Units

906. TELEPHONE SWITCHBOARD OPERATIONS

1. GENERAL

a. Telephone switchboard operations shall be in accordance with ACP 134.

b. Telephone switchboard code names will not be used within the 1st Marine Division. Operators will answer calls with unit designation such as "1st Recon Battalion", "Fifth Marines", etc.

2. PRIORITY SERVICE

a. Trunk calls will be answered and handled on a priority basis.

b. Flash calls (concerning initial enemy contact) will be immediately serviced by the operator regardless of preemption required.

c. Priority call procedures exercised under the Joint Uniform Telephone Communication Precedence System may be encountered within the Division telephone system. A calling party who claims precedence under this system will be honored. Provisions of this system make it mandatory that switchboard operators within the 1st Marine Division be familiar

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with the purpose and precedence assignments of the Joint Uniform Telephone Communication Precedence System.

3. SPECIAL PROCEDURE FOR GENERAL/FLAG OFFICER TELEPHONE CALLS

a. GENERAL. Telephone calls placed by or for general/flag officers and civilian officials of equivalent grade (GS-16 and above) are of extreme importance and will receive preferential handling by switchboard operators. It is imperative that the operator who accepts a call assures that it is completed rapidly over quality circuits. To assure positive identification of general/flag officers, the phrase "BLUE ARROW" will be used by personnel authorized to use this designator.

b. PROCEDURE. BLUE ARROW calls will be handled by operators at all U. S. Military switchboards throughout RVN as follows:

(1) The call will be afforded an automatic precedence of IMMEDIATE by the operator, unless a FLASH precedence is assigned by the calling party. Accordingly, the call will preempt all others in progress, except calls of similar precedence.

(2) The operator will ask for the name and telephone number of the called party, and will route the call to the desired party, devoting full attention to the call until completion.

(3) The operator accepting the call is responsible for routing it via quality circuits to the final destination.

(4) The call will be identified to all subsequent operators as a BLUE ARROW call.

(5) Progress of the call will be supervised to assure continuous circuit quality, and to determine when the call is completed.

(6) The switchboard supervisor or chief operator will be informed that a BLUE ARROW call is being placed; they will assure that the instructions listed herein are followed by the operator.

(7) The cords being used for a BLUE ARROW call will be conspicuously marked.

4. PREEMPTION. Calls from any source will be put through by any available means when the calling party insists on his need for such measures. When preemption is demanded, the calling party will give his name to the operator, after which preemption will be accomplished. Unit communication officers will review cases of preemption and determine if an abuse is evident. A report of abuse will be made to this Headquarters (Attn: CEO).

907. OUTSIDE PLANT

1. Requests for pole line construction and/or assistance will be submitted to this Headquarters (Attn: CEO) for action. Requests will show

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desired routing, terminal box locations, number of pairs required, number of pairs to be dropped at each terminal box, and complete justification.

2. Field wire/cable may be installed on 1st Marine Division poles only by specific authority of this headquarters. Authority will be granted for essential and justified cases, where assignment on existing cable pair will not meet the requirement. Requests should be submitted to this Headquarters (Attn: CEO). Each request will include a line route map of the proposed project. Units authorized to install wire or cable on 1st Marine Division poles shall effect liaison with the Division Communication Company to coordinate installation and to ensure minimum interference with future construction efforts.

908. TELEPHONE SERVICE

1. All unit Commanding Officers will take aggressive action to limit the use of telephone systems to official business.

2. Upon displacement and/or relocation, each staff section shall inform the chief operator or wire chief that the section is moving and telephone service may be terminated. No telephones will be removed from a local line without advising the operator.

909. RADIO RELAY OPERATIONS

1. Terminal and relay teams will be attached to subordinate units as required and will operate under the cognizance of the subordinate unit/organization communication officer. The unit/organization communication officer who has cognizance will determine their operating site.

2. Radio relay stations will be located to meet the requirements for communications, dispersion, camouflage, power and ease of supervision, consistent with the tactical situation.

3. Specific radio relay system requirements will be contained in the Communication-Electronics Annex to each operation order.

4. This Headquarters will coordinate and assign radio relay frequencies within the 1st Marine Division. If frequency interference exists, the Division Frequency Coordinator will be notified.

5. All unit/organizational Commanding Officers will ensure that prime power for an assigned radio relay terminal or relay station is given the highest priority in the event of failure of the terminal's/relay's normal power source.

6. The unit/organization under whose cognizance a radio relay team operates will provide the following:

a. Wire lines from the radio relay terminal to the unit switchboard or staff section on a high priority basis.

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b. General supervision and coordination of efforts of the team with his own operations.

c. Support, to include electronics maintenance within the capability of the unit.

d. Normal logistics services such as rations, fuel and lubricants, ammunition, water, local security, and vehicle maintenance.

7. Radio relay terminal installations will be in accordance with the following criteria:

a. Voice channels not employing teletype will have ringers at the radio relay site (AN/MRC-62).

b. On channels used to carry superimposed teletype signals the ringers at the radio relay equipment will be disconnected. Filter Unit F-98/U and Telephone-Teletype Converters TA-182/U will be located at the switching central terminal frame.

c. Low power will be utilized to minimize interference whenever possible.

d. Upon establishment of initial radio relay communications the radio relay operator shall conduct a terminal-terminal system line-up.

e. After connections of local wire lines, the radio relay operator will check from each local wire termination to insure that the local systems are complete.

f. Teletype, telephone, and ringing facilities will be checked for normal operations from subscriber to subscriber in both directions upon completion of all wire connections.

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CHAPTER X

VISUAL - SOUND - PYROTECHNIC

1001. GENERAL

1. Visual, sound, and pyrotechnic signals are a supplementary means of communications available to all units/organizations and are transmitted by panels, flashing lights, signal flags, and pyrotechnics. They are suitable for transmitting prearranged messages over short distances. Good visibility and line-of-sight transmission paths are essential.

2. Visual recognition and identification signals for joint use between U. S. and RVN units are contained in FM 21-60. Other pertinent publications that contain information concerning procedures and signals for visual, and sound communications are ACPs 129, 136, 150, and 168. Additional information is set forth in NWP 16( ) and DNC 5( ).

3. Unit/organization CW call signs will be used on visual circuits.

1002. FLASHING LIGHT

1. GENERAL. Flashing light as a method of visual communication is available to every Marine who is equipped with a flashing light and who has a knowledge of International Morse Code. Simple prearranged signals, of course, can be transmitted without knowledge of Morse Code.

2. PROCEDURE. Each character shall be transmitted clearly and distinctly. The speed of transmission will be governed by the prevailing conditions and the capabilities of the transmitting and receiving operators. Accuracy in transmission is more important than speed.

3. PROSIGNS. All authorized prosigns are applicable to flashing light procedure. In addition, the following prosigns are authorized:

a. D - Reduce brilliance or use smaller light.

b. L - Relay or relayed.

c. W - Your light is unreadable.

4. FLASHING TO AIRCRAFT

a. Visual signalling between the ground and an aircraft is only possible when the aircraft is occupying certain positions relative to the line of sight from the station with which signalling is taking place. Therefore, it is essential that the light be properly trained throughout all transmissions with aircraft.

b. Most high performance aircraft cannot signal by flashing light. If it is necessary to communicate with such an aircraft, the message will be transmitted twice, the repetition will be preceded by the prosign IMI. The pilot will indicate receipt by rocking his wings.

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1003 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

1003. SEMAPHORE. Semaphore provides a means of visual communications. However, it is limited to short distances and necessitates exposure of the transmitting operator. Within these limits it may be used to distinct advantage, particularly during periods of radio silence, or where other means of communications are not available.

1004. WIGWAG FLAG. This method of visual signalling is slower than semaphore. However, once the direction in which the transmitting operator is facing is known, the operator may remain concealed during the transmission. The standard device for the system is a hand flag, but a simple transmitting device may be made from anything at hand.

1005. PANELS

1. Panel communications are a very effective supplementary means of communication. They should be planned for and used when radio communications are either inadvisable or impossible.

2. Panels are considered ideal for use by patrols, landing craft and vehicles, or by troops in isolated areas.

3. When panels are used for communication purposes, specific instructions for their use must appear in the operation plan or order.

4. Instructions in the use of panel communications are set forth in ACP 136.

1006. PYROTECHNICS

1. The pyrotechnic code for use in RVN is published by the RVNAF JGS. Division Order P02000.2_ contains the current pyrotechnic code for use by U. S. Forces.

2. The chief value of pyrotechnics lies in the speed with which certain information may be transmitted. This information is limited to specified and prearranged items. There can be no flexibility in the use of pyrotechnics.

3. The limitations which are intrinsic in pyrotechnic signals should be fully appreciated before attempting to devise signals for use in the field. Some of the factors which must be considered before employing pyrotechnic signals are as follows:

a. Simplicity is essential. Signals consisting of a succession of pyrotechnics or a combination of colors should be avoided. An observer may see only part of the signal and misinterpret the meaning.

b. The standard colors are the only ones that give satisfactory service under the varying conditions of visibility. These are red, white (or yellow), and green.

c. Pyrotechnic signals are easily imitated by the enemy. Little reliance can be placed on them unless the source or origin can definitely be ascertained.

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d. Under certain atmospheric conditions, white signals may appear as yellow. They must be considered synonymous when devising signals.

e. Under certain conditions of humidity, white signals may appear as green.

f. There is no method of cancelling a pyrotechnic signal once it has been fired, except by another means of communication.

g. Many pyrotechnics are high angle signals which may be seen for great distances. Often it is difficult, if not impossible, to locate the exact point of origin. Since the signals may be visible to many different units the meaning assigned to particular signals must be coordinated at the highest level of command operating in a given area.

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CHAPTER XI

MAINTENANCE MANAGEMENT

1101. GENERAL

1. This chapter provides commanding officers and communication officers of this Division with the instructions, information, and guidance required to manage electronics supply and maintenance functions of their units. The instruction, information, and guidance provided herein are primarily intended for the use of the communication officer and do not modify or cancel existing supply and maintenance orders and procedures.

1102. MAINTENANCE MANAGEMENT

1. GENERAL. Officers and staff noncommissioned officers who have the responsibility for making certain that communication-electronics equipment in their charge is in combat ready condition must apply principles of leadership properly adapted to the maintenance management situation. This area of responsibility is perhaps one of the most challenging tasks in communication-electronics. It demands systematic planning, effective organization, close supervision, and vigorous follow through action. Communication officers shall insure that the unit SOP contains all of the necessary elements of effective maintenance management and adequately defines all the procedures associated therewith.

2. PRINCIPLES OF MAINTENANCE MANAGEMENT. Some of the most important principles for supervisors in communication-electronics are:

a. Maintenance tasks must be defined. Maintenance generally consists of two types - corrective and preventive.

(1) Corrective maintenance is defined as that action taken to restore equipment to a serviceable or specified condition.

(2) Preventive maintenance is defined as the care and servicing by personnel for the purpose of maintaining equipment in satisfactory operating condition by providing for systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects. Corrective maintenance generally cannot be predicted under the present philosophy by the Marine Corps for maintainability and reliability. However, through employment of an effective PM program, equipment failures can be reduced. PM actions to be performed must be developed through the use of pertinent technical publications and are dependent upon the operating environment and the employment of the equipment. The communication officer must develop a comprehensive program which encom-

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passes 1st and 2d echelon PM for each type of equipment authorized. The program shall provide for the definition of PM tasks, the frequency of accomplishment, and personal responsibilities. The preventive maintenance program shall be a specific factor included within the unit communication-electronics SOP.

b. Maintenance tasks must be scheduled. Scheduling of work is the only way to ensure that all equipment is properly serviced.

(1) As stated above, corrective maintenance requirements are unpredictable. However, through the employment of a recall repair work order system a type of schedule can be developed within a unit. The recall system is where the maintenance shop requisitions replacement parts while the user retains use of the equipment. The equipment is then called in by the shop for corrective measures upon receipt of the parts. The recall system can only apply when the corrective maintenance required is of such a nature that the equipment can still perform its mission, and further use would not tend to cause major damage and when no hazard exists to personnel.

(2) Preventive maintenance is always capable of being scheduled consistent with operational requirements and hence permits a means for distribution of the work effort.

c. Responsibility for performance of maintenance tasks must be clearly assigned. An individual must be identified with the items of equipment that he is to maintain. For example, a driver-operator must be permanently assigned to each radio vehicle with the clear understanding that both the driver maintenance of the vehicle and the operator maintenance of the radio set are his responsibility.

d. Personnel must clearly understand how to accomplish their assigned maintenance tasks. Personnel must be familiar with the TM's for the equipment being maintained. They must be required to demonstrate their knowledge, and they should be urged to make continual reference to the TM rather than depend on memory. When the "buddy system" is used to indoctrinate new men, the "old timer" must be required to make the new man proficient in the procedures outlined in the manuals before passing on the short cuts.

e. Maintenance tasks must be supervised. Supervisory personnel must know the details of the required tasks. They must observe the performance of operators and technicians and make immediate corrections as necessary. Unit technical personnel should be available to assist in supervision of operators performing maintenance.

f. Maintenance tasks must be approved by the supervisor before

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the worker secures. Unit technical personnel can be required to furnish standards of quality for the supervisor's use. These would enable him to judge the quality of the work performed. A final assurance inspection is a necessity.

3. TOOLS OF MAINTENANCE MANAGEMENT. Certain procedures and records are mandatory elements of the maintenance program. The scheduled preventive maintenance and the equipment records are tools with which the communication officer and his staff can work in the management of their maintenance effort.

a. The communication officer shall schedule all preventive maintenance to include monthly second echelon checks. The PM schedule must reflect all end items by serial number and be recorded in such a manner that it can be readily ascertained when work is due and when it is accomplished. Status boards, card files, individual sheets, DD-314, etc, may be used for the purpose of displaying PM schedules. The unit technician should be charged with the responsibility for maintaining the schedule complete and up-to-date.

b. Maintenance records can be used for many purposes in managing the maintenance program.

(1) Responsibility for operator maintenance of each piece of equipment is monitored by the PM schedule and the Preventive Maintenance Instructions.

(2) Information on the condition of each item of equipment is available to the communication officer by personal inspection and supervision.

(a) The operator knows his equipment better than anyone else. When he notices a defect or discovers an inventory shortage, he must take corrective action to requisition the missing item and remedy the defect. If second echelon maintenance is required, a TERO is made out and the item evacuated.

(b) The technician is able to determine the performance of the equipment with his test equipment. Measured equipment performance where required, is recorded in the logbook or other record, as applicable.

(3) Supervisory personnel must review and reconcile the requisition logbook and the repair order logbook. Periodic inventories of collection type equipment must be conducted. Equipment Support Publications must be kept current, complete, and serviceable. The status of Equipment Modifications must be recorded. Category I

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equipment logbooks must be examined by the supervisor. If records do not reflect the actual condition of the equipment, they are not serving their intended purpose.

(4) Maintenance and Modification Card, (NAVMC 10530), or Record of Maintenance Card NAVMC ( ) proposed (see paragraph 1108 of this order), reveals helpful information to unit technicians. Recurrent problems are a matter of record which serve to alert a technician to a possible deficiency which should be reported. This record can also be of assistance in qualifying equipment for retirement.

c. Clear assignment of responsibility is one of the most useful tools for management of maintenance. In addition, all personnel must clearly understand to whom they report and who reports to them.

(1) Operators will be informed of their responsibility for the following tasks:

(a) Daily preventive maintenance care of communication-electronics equipment while it is in use.

(b) Proper cleaning and storage of equipment after operation.

(c) Monitoring the inventory of assigned equipment.

(d) Informing supervisory personnel of equipment defects discovered while working with the equipment.

(e) Operator maintenance on the vehicular portion of radio sets.

(f) Proper care of equipment accessories.

(g) Monitoring supply status of inventory deficiencies.

(2) Technicians will be informed of their responsibility for the following tasks:

(a) Scheduled preventive maintenance of all communication-electronics equipment.

(b) Determining condition of communication-electronics equipment.

(c) Mechanical adjustments, electrical alignment, and repair of communication-electronics equipment within their echelon

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capability.

(d) Technical assistance and instruction to operators.

(e) Technical supervision during operator maintenance.

(f) Technical advice to the communication and supply officers.

(g) Inspections for the communication officer.

(h) Preparation of Tactical Equipment Repair Order, (NAVMC 10245-SD), for equipment requiring evacuation.

(i) Liaison with supporting maintenance activities with regard to maintenance status of evacuated equipment.

(j) Proper care, inventory, and calibration of test equipment.

(k) Control of the equipment modification program in the unit.

(l) Keeping the communication officer informed of equipment condition.

(m) Advising the communication officer when an Unsatisfactory Equipment Report should be prepared.

(n) Proper use of equipment records.

(o) Responsibility for custody of equipment in the shop awaiting work or parts.

(p) High standards of craftmanship in electrical and mechanical practices.

(q) Responsibility for establishment of quality assurance procedures.

(r) Supply status of requisitions for repair parts for items awaiting parts in the shop.

(s) Conscientious effort for safety in every aspect of shop routine.

(t) Responsibility for security of hand tools.

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1103. STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

1103. PUBLICATIONS

1. GENERAL. The communication officer shall ensure that adequate authorized publications for communication-electronics materiel are on hand in the minimum quantity required for efficient operation of the unit and that they are maintained up-to-date as changes or revisions are promulgated. He shall further ensure that all personnel have a working knowledge of the publication system and are intimately familiar with the publications that relate to their functional responsibilities within the unit. In addition, publications should be readily available for the user at the location where the equipment is maintained.

2. TYPES OF PUBLICATIONS. The following publications contain information with which communication-electronics personnel should be completely familiar:

a. TABLE OF AUTHORIZED MATERIEL (TAM). This publication provides a listing of materiel authorized for FMF use. Materiel is arranged in the publication by commodity and type. Type 1 items are those which are "T/E" items; Type 2 items are those which are classified "As Required". The range and depth of Type 2 materiel may be established by higher authority or at the discretion of the commander.

b. TABLE OF ORGANIZATION (T/O). This publication, in addition to providing the plan by which the unit is organized, indicates the organic logistics capability. This factor delineates the echelon of maintenance which the unit is authorized to perform.

c. TABLE OF EQUIPMENT (T/E). This publication lists allowances of Type 1 items for a particular unit as well as establishing certain minimum allowances of Type 2 materiel. Each T/E is identified by a number which corresponds to the Table of Organization (T/O) under which the unit is organized.

d. MARINE CORPS STOCK LIST SL-1-2. This publication is an index of all current equipment support publications required for each item of equipment authorized for Marine Corps use. The SL-1-2 shall be used to determine the publications required for the support of equipment authorized the unit. The SL-1-2 is revised by cumulative monthly changes and shall be reviewed at least once each quarter to insure currency of publications.

e. MARINE CORPS STOCK LIST SL-1-3. This publication furnishes a listing of the types of publications available from stock at the Marine Corps Supply Activity, Philadelphia, Pa. Included are publications prepared by other military services that have been adopted and are authorized for use by the Marine Corps.

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f. MARINE CORPS STOCK LIST SL-3 SERIES. This is a series of publications which provides listings of each item of equipment. These publications are identified by the equipment Item Designator (ID) number. An up-to-date SL-3 is the basis for equipment inventory; therefore, an SL-3 shall be maintained by each using section of organic equipment.

g. MARINE CORPS STOCK LIST SL-4 SERIES. This series of publications is identified in the same manner as the SL-3 series above. It provides a listing of all maintenance repair parts for a subject equipment along with the echelon of maintenance authorized to perform the work. Technical libraries (maintenance shop, supply point), shall include all SL-4's which apply to the unit's organic equipment.

h. TECHNICAL MANUALS (TM)

(1) Technical Manuals (TM) are associated with the applicable equipment by means of the ID number or by the Federal Supply Classification (FSC) number. For example, TM-03817A-12/1 uses the ID number to associate the TM with Radio Set AN/PRC-47; while TM 11-5820-401-20 uses the FSC number to associate the TM with Radio Set AN/VRC-12. FSC (5820) associates the TM with its commodity class, communication equipment, the number 401, (in the Army System) is an arbitrarily assigned number used in the same manner as the Marine Corps ID number and associates the manual to the specific set, AN/VRC-12.

(2) TM's are associated with using personnel by an echelon of interest indicator. For example, an applicable TM for Radio Set AN/PRC-47 is TM-03817A-12/1. The number "12" indicates that the manual is applicable to first and second echelon, operation and/or maintenance. The number "35" would indicate that the manual is for use by personnel performing Field (third and fourth echelon) and Depot (fifth echelon) maintenance.

(3) TM's relating to a unit's authorized echelon of maintenance will be requisitioned and maintained. TM's relating to a higher echelon of maintenance may be maintained in limited quantities at the discretion of the commanding officer.

i. TECHNICAL INSTRUCTIONS (TI). These directives contain information of a technical nature for users of all Marine Corps Tactical Equipment.

(1) Special techniques and maintenance procedures.

(2) Supplementary TM information pending TM revision.

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(3) Administrative technical details.

(4) Safety standards.

(5) Serviceability standards.

(6) Non-urgent instructions for modifying equipment that may effect physical technical operation and maintenance of equipment.

j. MODIFICATION INSTRUCTIONS (MI). These directives are published to effect modifications on a specific item of equipment. The MI's can be readily associated with an end item of equipment by the ID or FSC number appearing in the upper right hand corner . This number will also designate the echelon of maintenance authorized to effect this particular MI. To insure timely application of MI's and improve the operational capabilities of tactical equipment, it is necessary that all 2nd echelon and above maintenance shops receive and maintain copies of ALL MI'S on organic equipment, regardless of the echelon of maintenance authorized, in order to accomplish the modification which has been promulgated or to make the necessary arrangements with the appropriate service support facility.

k. LUBRICATION INSTRUCTIONS (LI). A LI prescribes lubrication instructions for equipment to include lubricants to be used and the intervals at which the equipment should be serviced.

l. SUPPLY INSTRUCTIONS (SI). A SI contains supply information on equipment and special notices such as acquisition, disposition, regulation, or notification of availability. Periodically, a SI in the 5600 series will transmit minor pen changes to certain technical documents.

3. Requisitions for publications shall be submitted in accordance with the instructions contained in MCO P5600.31_ as modified by MCBul 5600 of 23 July 1969, and as determined by research of the SL-1-2 or SL-1-3.

4. Technical and stock list publications, as defined by MCO 5215.14_ and MCO 4410.3_, play critical roles in achieving system and equipment readiness. As a result, the currency and adequacy of data published in these documents is essential.

a. MarCor Supply Publications Error and Recommendation Form, NAVMC 10772, as established by MCO 5600.41_ provides a medium for accelerating information feed back to the respective agency to immediately cause the necessary corrections, changes, and/or revision, as appropriate, to the Marine Corps equipment support publication concerned. With the NAVMC 10772, users at all levels may

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correspond directly, without staffing, with the originator in order to cite errors and submit recommendations.

b. Communication officers shall obtain and maintain a supply of NAVMC 10772 for use in reporting errors and submitting recommendations. The form has the activity and address preprinted on it.

c. The unnumbered form provided with some publications is obsolete and shall not be used.

5. Maintenance and supply publications shall be filed by type. Within each type, file in numerical sequence in order of Item Designator (ID), Federal Supply Class (FSC), and Subject Numerical Designator (SND).

1104. SUPPLY FUNCTIONS

1. PRESCRIBED RECORDS. The following records are essential to proper communication-electronics supply functioning and shall be maintained by each unit.

a. SUPPLY REQUESTS. A copy of all requisitions, DD Form 1348, submitted to the unit supply officer shall be maintained by the communication officer. These requisitions should reflect the document number assigned by the unit supply. To provide a means of rapidly reviewing outstanding requisitions, copies of DD Form 1348 shall be filed in FSN sequence. As a requisition is filled, it should be removed from the pending files and placed in a completed file. Partially filled requisitions should be marked appropriately and retained until all items have been received. In addition to the requisition file, a log with all pertinent requisition data shall be maintained both at the central ordering point for communication supplies and at each subordinate section level, i.e., wire, radio, message center, maintenance shop, etc. The log book shall consist of 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 by serial number/TERO number.

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(8) Date item placed on order (Julian Date).

(9) Supply document number.

(10) Date item received (Julian Date).

(11) Remarks (may consist of reconciliation dates, partially filled requisition information, etc.)

(12) Signature of person receipting for supplies for the requisitioner.

b. RECONCILIATION. An internal reconciliation will be scheduled by the unit supply officer on a monthly, or more frequent, basis as directed by MCO P4400.15_. This reconciliation will be conducted with customers to reconcile the validity of all requests and cancel any which are no longer required.

c. STOCK RECORDS. Stock Record and Inventory Control Cards (NAVMC 706) are established and maintained, as appropriate, by the unit supply officer, for all major end items and every expendable and repair item used by the communication unit with the exception of components which are included as a part of the equipment initial issue. These cards provide a means by which communication officers can obtain allowances and usage data and other statistical information required for effective supply management. Stock items which have been obtained through other than normal supply channels shall be reflected on the cards.

d. STOCK LEVELS. The stockage of electronics repair parts may not be of great density at the user's level, however, it is considered prudent to mention the relationship which exists between stock levels and movements at this juncture. An example will serve to clarify this relationship.

(1) Unit "A" has a requirement for 6 of a certain repair part for a particular end item over a 6 month period as determined by current usage data. Knowing this, the user generates a demand for 6 each of this item. This constitutes only one movement (one demand) within a six month period and is not considered to be a recurring demand for the item. Thus, the item is not stocked locally.

(2) Unit "B" has the same requirement for the same part, i.e., 6 each in 6 months. The user here generates a demand each month for one each. This is considered to be a recurring demand since there are at least 2 movements within the 6 month period. The item is stocked locally.

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(3) Although the requirement for the parts was the same in each unit, the movements generated were what made the difference as to whether the item was stocked locally. This emphasizes the need for timely requisitioning based upon need rather than saving the requisitions until a number accumulates.

e. EQUIPMENT CUSTODY RECORD CARDS. A valid copy of the Equipment Custody Record (NAVMC 10339-SD) shall be maintained by the communication officer. The ECR card shall include (1) information as to location of equipment and (2) serial numbers of all major components which comprise equipment.

2. ALLOWANCES AND REPAIR PARTS STOCKAGE

a. EQUIPMENT ALLOWANCES. The basic allowance of equipment is contained in the Table of Equipment (T/E) for a given unit. Special allowances are promulgated by other documents, letters, messages, etc. Additionally, certain items may be authorized on an "as required" basis. It is readily seen that no single publication provides all allowance data. For this reason Allowance Lists consisting of Type 1 and Type 2 items and special allowances authorized are prepared in accordance with DivO 4400.7_ by unit supply officers. These listings provide responsible officers with a consolidation of all items of equipment authorized, and the communication officer shall maintain a valid allowance list on hand. It should be borne in mind that allowances are prescribed to meet the needs of using units. When an allowance does not meet these needs or is in excess of needs, liaison shall be established with the unit supply officer for the purpose of initiating corrective action.

b. OPERATING STOCKS. Each issue point is authorized to stock an average 30 day operating level of expendables and repair parts based on past usage experience. Operating stock levels shall be reviewed periodically through coordination with the unit supply officer to ensure that adequate stocks are maintained. Units shall requisition and stock only those repair parts authorized their echelon of maintenance.

c. MOUNT OUT. No mount out stockage is authorized in RVN.

3. DISPOSITION OF EXCESS PROPERTY. Property in excess of authorized allowances shall be reported to the unit supply officer for disposition.

4. DISPOSAL OF SILVER-BEARING MATERIALS. Unserviceable assets of Battery Storage FSN 6140-981-5865 (monoblocks), a component of Battery BB-451 and BB-606, contain a high percentage of silver and shall

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be disposed of in accordance with MCO 4555.1_. The words, "CONTAINS RECOVERABLE SILVER", shall appear in bold print on each turn-in document to identify these items.

5. INSPECTIONS OF NEW OR REPLACEMENT EQUIPMENT. Upon receipt of new or replacement equipment the communication officer shall cause an inspection to be held immediately. This inspection will consist of an inventory and a serviceability test. Any discrepancies shall be reported to the unit supply officer.

1105. EQUIPMENT POOL. A Division communication-electronics equipment pool has been established and is maintained under the cognizance of the Division Communication-Electronics Officer in accordance with DivO 2005.1_. This equipment is available for use on a short term basis for contingency purposes. Requests for equipment will be directed to this Headquarters (Attn: CEO).

1106. TEMPORARY LOAN OF EQUIPMENT. All transactions involving temporary loan of communication-electronics equipment between regiments, separate battalions/companies, or commands outside this Division will be coordinated with the Division Communication-Electronics Officer.

1107. EQUIPMENT STATUS REPORT. This report is required by the Division Communication-Electronics Officer to keep abreast of the asset posture within the Division and to effectively manage these assets to satisfy tactical requirements. Selected items of equipment will be added as the need arises. Reports will be in accordance with Chapter 14 of this order.

1108. MAINTENANCE RECORDS

1. RECORD SYSTEM. The record system contained in enclosure (1) to FMFPac letter 10D3/bkh of 25 Nov 69 is the only record system to be used by FMFPac units in the maintenance of communication-electronics equipment until Chapter 6 of TM 4700-15/1A is revised.

2. TYPES OF RECORDS. The type of record to be maintained is determined by the category of the equipment. Equipment is classified by category in Figure 1 of Chapter 15.

a. Category I equipment requires an electronics logbook:

(1) Purpose. To record the significant maintenance data concerning the equipment and assist in the maintenance management program.

(2) Responsibilities. The commanding officer is responsible for ensuring that an electronics logbook is maintained for each item of Category I communication-electronics equipment and that the logbook

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accompanies the equipment upon change of custody. See Figure 2, Chapter 15).

(3) Preparation Instructions. The electronics logbook is a standard 8" X 10½" hard-cover record book. The logbook for a system should contain entries pertaining to the entire system and not repeat items included in records of the equipments which make up the system. Similarly, the complex equipment logbook should not include entries which are appropriately entered on the maintenance records for components. The logbook should contain, but is not limited to, the following information.

(a) A list of equipments/components making up the system/equipment. The complete nomenclature and serial number will be included. Serial numbers of items subject to component exchange should be entered in pencil.

(b) A listing of all modifications applicable to the system/equipment. This should contain the MI/TI number, component affected and short title of the MI/TI. The date the MI/TI was completed/verified should be updated. If the MI/TI has not been completed a pencil entry should indicate what action has been taken to complete the MI/TI.

(c) Equipment performance standards as extracted from appropriate TM's, if applicable.

(d) The date and results of equipment performance tests to include methods used to determine performance.

(e) Record of equipment repairs to include data of failure, symptoms, corrective action taken, repair parts requisition identification, work order/TERO number, and dates returned, if applicable. These entries should be brief, but must be in sufficient detail to clearly define the deficiency and corrective action taken.

(4) Where Filed. At the discretion of the commanding officer.

(5) Final Disposition. Upon removal of the equipment from the supply system, the logbook may be destroyed.

(6) Additionally, Category I equipment must have those applicable records discussed in paragraph 1109.

b. Category II equipment requires the NAVMC () proposed (locally reproduced) or the NAVMC 10530. (See Figures 3 and 4, Chapter 15). In either case, the data discussed in paragraph 3 below will be recorded:

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1108.2 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

(1) Purpose. To maintain a record of maintenance of significant events pertaining to Category II equipment.

(2) Responsibilities. The commanding officer is responsible for ensuring that an electronics equipment record card is maintained for all Category II equipments, including items which are internal to Category I equipments, and for ensuring that these cards accompany the equipment when it is transferred or loaned to another activity.

(3) Preparation Instructions. This form is used to record maintenance significant data concerning the equipment, e.g. - equipment immersed in salt water, vehicle engine operating hours not recorded on vehicle instruments, radio set sensitivity and power output, replacement of gears in teletype equipment, etc. Individual entries shall be made in accordance with the following.

(a) Equipment Model Designation. All letters and numbers shall be included to identify the specific components.

(b) Name of Equipment. The designated nomenclature of the equipment shall be entered on the card, such as: Radar Set AN/PPS-6 or Radio Set AN/MRC-110.

(c) Serial Number. The serial number is the serial number of the end item itself for Category II equipment.

(d) I. D. Number. Enter the appropriate I.D. numbers for reference to TM's, MI's, SL's, etc.

(e) Failure Date. This is the date the event occurred.

(f) Remarks. This column is to be used to describe the event of symptoms exhibited by the equipment to indicate a failure or faulty operation. The entry should be concise, but should describe the symptom or occurrence in such a manner that it can be readily recognized by others.

(g) Corrective Action Taken. Enter the corrective measures taken to eliminate the fault described in the remarks column. The entry can be concise, but should be as clear as possible. The clearer the information in this column, the more valuable it will be to the unit, the Marine Corps and the manufacturer. The cause of the problem is to be listed with the parts replaced or action taken to correct the deficiency.

(h) Performed By. The name of the technician that performed the corrective action shall be entered.

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(i) The reverse of the card will be used to record modifications (MI's/TI's) applicable to the equipment and a list of the major components comprising the equipment. See paragraph 1108.2a(3) (b) above for entries regarding MI/TI's.

(4) Where Filed. At the discretion of the commanding officer.

(5) Final Disposition. The electronic equipment record or maintenance card may be destroyed when the equipment is rebuilt or disposed of.

(6) Additionally, Category II equipment must have those applicable records discussed in paragraph 1109 below.

c. Category III equipment requires no one specific record. The requirements for maintenance management of Category III equipment are outlined in paragraph 1109 below. The records to accomplish the purpose of the maintenance management program may take the form of card files, wall charts, ADP machine records, form DD-314, logbooks, or file folders, as desired and as necessary to implement the program.

1109. MAINTENANCE MANAGEMENT PROGRAM. Maintenance management is discussed in paragraph 1102 of this order. The purpose of the maintenance management program cannot be achieved without control of the separate elements of the program. The maintenance management records described apply to all categories (I, II, III) of communication-electronics equipment. Commanding officers are responsible for ensuring that records are established to control the following.

1. ORGANIZATIONAL MAINTENANCE PROGRAM

a. PM Instructions (PMI) will be prepared on each major item, detailing what is required daily, weekly, monthly, and quarterly by the operator/technician. These data are available in the equipment TM.

b. SL-3's will be maintained in the maintenance shop and in the section having cognizance of the equipment for the purpose of periodic inventory to ensure the completeness of equipment.

c. A PM schedule will be prepared and implemented. Daily PMs may be recorded at the units discretion. Weekly PMs will be scheduled and accomplished on all equipment in use. Equipment not in use may be PMd on a monthly basis. A second echelon PM schedule will be prepared and implemented on a monthly basis. The fact that maintenance has been completed and the date and type (daily, weekly, monthly) of the next scheduled maintenance will be recorded.

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d. Corrective Maintenance (CM) is directed and authorized by means of the TERO, NAVMC 10245. A locally reproduced repair order (R/O) form may be used internally. A control number (REQUEST NUMBER block) will be assigned each TERO or R/O and will be recorded in the R/O logbook to control all transactions relating to this repair operation. Julian dates will be used in the R/O logbook to facilitate calculation of Repair Cycle Time, turn around time, etc.

(1) It is the using unit's responsibility to originate a R/O on the maintenance shop, prepared in duplicate. The maintenance shop assigns a control number from the logbook to the R/O, receipts for the equipment on the R/O, and tags the equipment with the R/O number. All maintenance performed and parts replaced are recorded on the R/O.

(2) A complete second echelon PM will be performed on each equipment at the time it is processed by the maintenance shop for any corrective maintenance R/O.

(3) When equipment is evacuated to FSR for maintenance a TERO must be prepared. The FSR TERO number will be recorded in the R/O logbook.

(4) When a Secondary Reparable is evacuated to MFAG-9 for DX a DD-1348 must be prepared. The DX obligation number and equipment serial number changes will be recorded in the R/O logbook.

(5) Repair parts and other items requisitioned as a result of PM/CM requirements are recorded on the R/O with the requisition request/document number indicated. The requisition logbook will indicate the R/O number for which the part is ordered; see paragraph 1104.1a of this order.

e. When equipment is evacuated for maintenance or repair parts are requisitioned, the TERO/requisition number, and dates will be recorded.

f. Measured equipment performance, if applicable, (specified by the TM) will be recorded for Category III equipment.

2. EQUIPMENT MODIFICATION PROGRAM. To ensure that all equipment has applicable modifications installed, a file of MI/TI's on all organic equipment will be maintained by the maintenance shop, as listed by the current SL-1-2.

a. The completion of first/second echelon modifications is the responsibility of the owning unit in accordance with DivO 10010.1; see paragraph 1116.2c of this order.

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b. For third/fourth echelon modifications, open a TERO and submit to this Headquarters (Attn: CEO). The CEO is the Assistant Modification Coordinator for Division communication-electronics assets and will schedule third/fourth echelon modifications with FSR.

c. A record must be retained on each item that records all applicable MI/TIs and their current status; i.e. completed (date), on order (document number) pending, etc. See paragraph 1116.2.

3. T & MI CALIBRATION PROGRAM. To ensure that T & MI's are scheduled and calibrated when required in a manner that will have minimum impact on unit operations. See paragraph 1117.2 of this order.

4. REQUISITION CONTROL. To ensure that repair parts, tools, and publications are placed on requisition, follow-up action taken, and properly applied when received.

a. Requisition logbook format described in paragraph 1104.1a of this order.

b. A duplicate DD-1348 file shall be maintained in accordance with paragraph 1104.1a of this order.

c. Requisitions must be traceable to the TERO, R/O, or the specific end item, by serial number, requiring the requisitioned item.

5. HAND TOOL CONTROL SYSTEM. To ensure that tool sets are complete or items on requisition.

a. Each tool set must be made the responsibility of a designated individual. Tool sets not assigned an individual must be secured against pilferage.

b. Each tool set will be signed for by the custodian. The Responsible officer will maintain a signed/dated inventory/shortage list.

c. Periodic (minimum quarterly) inventories will be held using current SL-3 and missing tools placed on requisition. The requisition request/document number will be recorded on the tool set inventory/shortage list.

6. EQUIPMENT SUPPORT PUBLICATIONS CONTROL SYSTEM. To record publications required, on hand, and/or on requisition.

a. Publications are listed for each item of organic equipment in SL-1-2 (See paragraph 1103 of this order) for the types and range of publications the using unit must maintain.

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1109.6 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

b. Required publications must be serviceable, complete, and current. Changes are entered and the "Record of Change" sheet is completed. Missing publications are on order and recorded in the requisition logbook.

c. Publication files must be reviewed at least quarterly to ensure up-dating. Discard obsolete publications on receipt of a superceding publication.

1110. RADIO VEHICLE MAINTENANCE

1. MAINTENANCE OF VEHICLES. In coordination with the Motor Transport officer, the communication officer will insure that:

a. Provision is made for thorough and continuing daily and weekly operator maintenance. Motor Transport may request assistance in the accomplishment of "Q" and "A" scheduled inspections; such assistance should be provided in accordance with TM 11240-15/1.

b. Vehicles are frequently inspected and that all operating accessories, operator tool kits and fire extinguishers, are present and in good condition.

c. Frequent periodic inspections of electrical fixtures and electronics components are conducted by technical personnel.

d. Mechanical maintenance and repair of radio vehicles is expedited to preclude deadlining of this vital equipment.

e. Indicated mileage is not a measure for actual engine operating time. Radio vehicles accumulate many engine hours at a stationary fast idle. Therefore, provisions should be made for scheduling motor transport maintenance based on actual engine operation. Paragraph 2-3b of TM 11240-15/1A states that tactical vehicles will be serviced quarterly, every 150 hours, or every 3000 miles, whichever occurs first. With this consideration in mind, particular attention should be given to the operating time reflected on the engine hour meter when scheduling preventive maintenance. Annual services are performed every 12 months, 12000 miles, or 600 hours, whichever occurs first. Operation under adverse conditions (extreme temperatures, salt water, dust, or mud) may require that these services be performed more frequently. Commanders are authorized to reduce the intervals between the performance of PM services when conditions indicate the need.

f. Consideration is given to actual operating hours rather than read mileage when scheduling vehicles for the Replacement and Evacuation (R&E) program.

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2. MAINTENANCE OF ELECTRONICS EQUIPMENT

a. The relative sensitivity of electronics equipment to moisture and dust demands that priority be given to radio vehicles for covered stands, where available.

b. When radio vehicles are operated by remote control, there will be a frequent inspection of each vehicle to insure proper idling speed, generator output, engine temperature, oil pressure, and fuel level.

c. The MK-606/MRC or PU-656/M is the electrical power generating system (LEECE-NEVILLE SYSTEM) of the M38A1 and M170 vehicles modified for the AN/MRC-83 and AN/MRC-87 configuration. The MK-606/MRC includes the alternator, rectifier, voltage regulator, and power take-off assembly (V-belts, pulleys, etc.). The maintenance of the MK-606/MRC and PU-656/M is the responsibility of communication-electronics personnel.

d. The operational readiness of AN/MRC-( ) radio sets must be considered as a SYSTEM. The technician, assisted by the operator, must check out SYSTEM PERFORMANCE in an OPERATING CONFIGURATION, from batteries to the antenna. Second echelon maintenance of the system shall be accomplished on a SCHEDULED MONTHLY BASIS. (See paragraph 1109.1c)

1111. ORGANIZATION FOR MAINTENANCE

1. GENERAL. There are five echelons of maintenance. The following establishes divisions of responsibility in the performance of tasks.

a. ORGANIZATIONAL MAINTENANCE. Organizational maintenance (1st and 2nd echelon) will be performed within the First Marine Division (Rein), FMF. The exception is First Medical Battalion. This organization possesses only 1st echelon capability for maintaining communication-electronics items and therefore will evacuate equipment to 1st FSR for 2nd echelon corrective maintenance.

b. FIELD MAINTENANCE. First Force Service Regiment provides field maintenance support (back-up 3rd and 4th echelon) for this Division.

c. DEPOT MAINTENANCE. Supply Centers provide depot maintenance (5th echelon).

d. SPECIAL MAINTENANCE AUTHORITY. Communication Company, Headquarters Battalion, is authorized 3rd echelon maintenance and 3rd echelon parts stockage while deployed in RVN.

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1111.1 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

e. Headquarters Battery, Artillery Regiment, is authorized 3rd echelon maintenance on RAWIN Set, AN/GMD-1 and 3rd and 4th echelon maintenance on counter mortar radar equipment.

1112. CORRECTIVE MAINTENANCE

1. OPERATOR RESPONSIBILITY. Operators of equipment may replace component parts (see SL-3), batteries, burned out panel lamps, and fuses only. They must be trained to immediately report all other equipment failures so that unit technical personnel can correct faults and/or prevent further damage to the equipment.

2. TECHNICIAN RESPONSIBILITY. Specific corrective maintenance which can be accomplished by technical personnel is determined not only by the echelon of maintenance authorized their unit in the Table of Organization but the manner in which the equipment is constructed.

a. SECOND ECHELON MAINTENANCE. The tasks for the equipment composed of "black boxes" and modules are limited to the identification and replacement of defective "black boxes". Where more conventional construction techniques have been employed, 2nd echelon limits technicians to the replacement of "pluck out" parts; e.g., electron tubes. The echelon of maintenance authorized to replace a specific part is indicated in respective stock lists, SL-4. It is found in the maintenance part of the Source-Maintenance-Recoverability (SMR) Code. Replacement of parts coded "O" is authorized as 2nd echelon.

b. THIRD ECHELON MAINTENANCE. Generally, permits the technician to troubleshoot within defective modules, i.e., piece part isolation. In conventionally constructed equipment, the technician can troubleshoot directly to the defective part and replacement can be accomplished with small hand tools. Repair parts maintenance coded "F" in the SL-4 can be replaced at 3rd echelon.

3. MAINTENANCE BEYOND AUTHORIZED LIMIT OF UNIT. When repair is beyond the authorized limit of the unit technician, the equipment must be evacuated to the supporting maintenance activity. However, if equipment has been deadlined for a period of ten days awaiting parts for 2nd echelon maintenance, the item of equipment may be evacuated to the authorized service support facility. In such cases, if the required 2nd echelon repair part is readily available at the service support facility, it will be applied, the 3rd and 4th echelon maintenance accomplished, and the equipment returned to the using unit. If the 2nd echelon repair part is not readily available, the required 3rd and 4th echelon maintenance will be accomplished and the equipment returned to the using unit for completion of 2nd echelon

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maintenance requirements. If the required 2nd echelon repair part has been requisitioned by the using unit, this will be so indicated on the Tactical Equipment Repair Order (TERO) (NAVMC 10245-SD) prior to turn-in. This will preclude a duplicate issue of the required part. For the trip to and from the supporting unit, the equipment must not be allowed to bounce around in the back of a vehicle. Old matresses or soft packing material placed in the vehicle bed is ideal for protection of transported equipment.

4. OVERFLOW MAINTENANCE. When a unit is unable to perform repairs on combat essential equipment which falls within its echelon of maintenance due to lack of shop space, time, or personnel, the equipment may be passed on to the supporting service unit. Requests for "overflow maintenance" shall be processed in accordance with DivO 4700.10_.

1113. EQUIPMENT EVACUATION

1. GENERAL. A maintenance chain is established to evacuate defective equipment to the repair facility qualified to perform the required echelon maintenance.

a. Regiments and/or battalions, with 2nd echelon maintenance capability, having equipment requiring 3rd echelon maintenance or higher, will evacuate their equipment directly to 1st FSR or other designated support unit.

b. Battalions without a 2nd echelon maintenance capability, not attached to a regiment; e.g., First Medical Battalion, requiring 2nd echelon maintenance or higher, will evacuate equipment directly to 1st FSR, or other designated support unit.

c. Companies and lower echelons, regardless of maintenance capability, will evacuate equipment via their parent organization or the organization to which they are attached. If it is determined that 3rd echelon or higher maintenance is required, the senior unit shall be responsible for the evacuation of equipment to 1st FSR, or other designated support unit.

d. Repair will be accomplished at the lowest echelon of maintenance authorized to make the required repair. In the event operational commitments preclude such repair, annotate TERO "overflow" 2d echelon" and evacuate when necessary.

2. TIMELY REPAIR OR EVACUATION. Prompt evacuation of equipment requiring maintenance beyond the using unit capability is a necessity to ensure timely repair and a balanced work load at the appropriate repair facility. In order to ensure the availability of

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serviceable reparable items for DX support, it is imperative DX items either have action initiated to repair them or else be evacuated within 24 hours by the 2nd echelon (using) unit.

3. PREVENTIVE MAINTENANCE RESPONSIBILITIES. First echelon maintenance is an owning unit responsibility. When vehicular communication equipment or other items which are susceptible to outside storage are in 1st FSR for repair, the owning unit will perform this maintenance. First echelon preventive maintenance checks will be performed at intervals consistent with that which is required to prevent further deterioration to equipment.

1114. REQUEST AND DELIVERY (FIELD MAINTENANCE). Units requesting field maintenance services will prepare a Tactical Equipment Repair Order (TERO) (NAVMC 10245) and submit equipment to 1st FSR. Commanding officers will sign all priority 1-4 TERO's and certify the combat essentiality. An officer may be designated by the commander to sign lower priority TERO's.

1. COMMUNICATION-ELECTRONICS ITEMS. The following information will be included in the "Remarks" block of the TERO.

a. Is the equipment combat essential as defined by current directives? (Yes-No)

b. Indicate whether MARES "to deadline" (GB Card) report has been submitted in accordance with MCO P3000.2_.

c. Activity Code (AC) of the unit turning the item in for repair under which the MARES report was submitted.

d. Cost Code, less digits 8-9.

e. If a component turned-in for repair deadlines a combat essential item, indicate the end item deadlined and serial number.

f. The priority to be used in repair operations.

g. Required Delivery Date (RDD), if applicable.

h. Brief description of work to be performed or the symptoms/effects to be corrected.

i. Additional data for engineer equipment. See paragraph 1114.2 following.

j. See sample TERO, Figure 5, Chapter 15.

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2. ENGINEER ITEMS. TERO's submitted for the repair of generators must contain the following additional information and be accompanied by the equipment record folder NAVMC 696d.

a. Purchase Date.

b. Cumulative months in use. (Use-age)

c. Estimated cost of current repairs.

d. Cumulative cost of repair.

e. Accessories or attachments missing.

3. TURN-IN INSTRUCTIONS

a. Equipment requiring field maintenance repairs will be delivered to the Electronics Maintenance Company, 1st FSR, accompanied by the TERO properly prepared as per paragraph 1114.1.

b. Organizational maintenance will be completed within the unit's capability prior to delivery of equipment for higher echelon maintenance.

c. Equipment requiring maintenance for causes other than normal wear will be accompanied by written certification on, or attached to, the TERO's that investigations or reports have been completed. If the certification is not received, FSR maintenance facility will segregate and tag the equipment and report the details to this Headquarters. Further inspection or repair will be suspended pending clarification.

4. COMPLETED WORK

a. Upon completion of all 3rd echelon maintenance, the using unit will be notified by 1st FSR. All equipment must be picked up within 48 hours after such notification.

b. Items will be inspected jointly by qualified personnel designated by the organizational commander and the maintenance facility inspector. Discrepancies noted will be corrected as soon as possible. The unit representative will be advised as to the estimated date of completion if it is not feasible to correct the discrepancy immediately. After completion, the unit will again be notified.

c. Upon acceptance, the unit representative will return the receipt and receive a completed copy (white) of the TERO upon which all maintenance repair cost data will have been entered.

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d. The green copy of the TERO will be retained in the permanent files of the supporting maintenance facility for future reference.

e. The white copy of the TERO will be submitted to the unit S-4 or supply officer for the purpose of extracting cost data. It will then be returned to the communication officer who shall cause it to be filed with maintenance records in accordance with the organizational maintenance program. The TERO can serve in part, as a record for measured equipment performance for Category III equipment, where applicable.

5. DIRECT EXCHANGE ITEMS

a. MCO 4442.3_ establishes a program for secondary reparable items (components of end items that are reparable and are controlled by higher authority). A pool of these secondary reparable items has been established at FLC for the purpose of providing direct exchange (DX) of components with using units.

b. Units turning-in items under the DX program will prepare a MILSTRIP document, DD-1348 in accordance with DivO P4400.7_ and submit the document along with the component to the FLC "DX" facility. Exchange of items will be accomplished, or if assets are not available, an obligation will be established and a copy of the DD-1348 will be provided to the using unit indicating a document number. When assets become available, they will be placed in the respective unit's RUC bin awaiting pick-up.

c. Second echelon repair parts required for secondary reparable items should be placed on requisition even though the item is sent to DX, the reason being that a demand for this requirement will never be registered in the unit unless it is placed on order. (See paragraph 1104.2b of this order). Priority 17 should be used for these parts and they should be placed in the unit supply upon receipt.

1115. REPAIRS THAT EXCEED THE CAPABILITY OF THE MAINTENANCE UNIT IN RVN. Items requiring repairs which either exceed the authorized echelon of maintenance or exceed the physical capabilities of the field maintenance facility will be processed for evacuation to 3rd Force Service Regiment in accordance with established procedures. Those items of equipment to be evacuated to 3rd Force Service Regiment for overflow third, fourth, and fifth echelon repair and Code "H" items will be invoiced by 1st FSR. A copy of the transfer document (Letter of Evacuation) will be forwarded to the unit originally turning the item in for repair. Upon receipt of the notice of further evacuation by 3rd FSR or "Washout" of an item, the using unit will drop the subject equipment from their account and submit a requisition

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through normal channels for a replacement.

1116. EQUIPMENT MODIFICATION

1. GENERAL. MCO P4400.84_ establishes management procedures for insuring that modifications are properly effected. DivO 10010.1_ delineates responsibilities in this same area. Modifications are generally of two types - normal and urgent. "Normal" modifications shall be accomplished on a planned scheduled basis, but in any case not later than one year from the MI/TI issue date. "Urgent" MI's shall be applied on a priority basis over normal scheduled maintenance but consistent with the tempo of operational requirements.

2. INSTRUCTIONS OF PARTICULAR INTEREST TO THE COMMUNICATION OFFICER ARE:

a. Maintain an up-to-date file of MI's and TI's relating to organic equipment. Refer to SL-1-2.

b. Know the modification status of organic equipment. Modification status must be recorded in the equipment logbook for Category I equipment, on the record of maintenance card NAVMC ( ) proposed or NAVMC 10530 for Category II equipment, and in the unit equipment modification program record for Category III equipment.

c. Insure that all required modifications have been effected.

(1) For equipment requiring 1st and 2nd echelon modifications submit a MIISTRIP requisition in message format in accordance with the instructions contained in DivO 10010.1_. Requests should be made within ten days after the receipt of the Division notification to units. For urgent modifications this action will be accomplished within five days.

(2) For equipment requiring 3rd and 4th echelon modifications, submit a Tactical Equipment Repair Order, NAVMC 10245-SD, to this Headquarters (Attn: CEO) via the chain of command to arrive not later than ten days after receipt of the Division's notification message. For urgent modifications this action will be accomplished within five days.

(3) A separate TERO, completed as shown in Figure 6, Chapter 15, will be submitted for each required modification on each individual serialized item of equipment.

(4) Commands having a 3rd echelon maintenance capability authorized by this or higher headquarters are required to submit a TERO as noted above; however, they will annotate their requests with

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the following statement: Material only as authorized (authority/reference). Work requests so annotated will be considered valid requirements by the service support facility and material will be requisitioned in the same manner as if their own shops were accomplishing the work.

(5) When submitting equipment for repair to the field maintenance activity, record any 3rd and 4th echelon modifications required but not accomplished on the Tactical Equipment Repair Order.

3. REPORTING OF COMPLETED MODIFICATIONS. Report complete modifications to this Headquarters (Attn: CEO) in accordance with DivO 10010.1_. Additional reporting instructions may be contained in the "reports required" paragraph of the MI directing the modification.

4. RECORDING OF MODIFICATIONS. Record the applicable modification of the equipment in accordance with the instructions contained in the MI or TI.

1117. EQUIPMENT CALIBRATION. MCO 4355.5_ sets forth the policy and procedures for calibration of test and measuring instruments (T&MI) employed by the Marine Corps. The calibration laboratories at 1st and 3rd FSR support equipment of this Division. Communication officers shall insure that the following action is taken.

1. TEST AND MEASURING INSTRUMENTS. Submitted for calibration in accordance with the calibration schedule promulgated by the Calibration Laboratory, 1st FSR. Normally, equipment submitted for calibration will be considered as voluntarily deadlined in nature and will not be reported on the MARES or LOG SUM reports. It will be reported and explained on the Communication-Electronics Status Report.

2. Radiac equipment is submitted to 1st FSR for calibration in a manner such that each equipment is calibrated once every six months as established by MCO 3400.3_. To preclude all radiac equipment being unavailable at any one time, units shall develop a local schedule for its turn-in, e.g., one of each type of equipment per month. The following types of radiac equipment require calibration.

a. Radiac Computer Indicator, CP-95A/PD

b. Radiac Set, AN/PDR-27J

c. Radiac Set, AN/PDR-54

d. Radiac Meter, IM-174/PD

e. Radiac Meter, IM-143/PD

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3. Battery Chargers PP-3240A/U, PP-4567/U, and Torque Wrenches. Submitted for calibration each six months.

4. A record will be maintained of the unit T & MI calibration program to ensure that equipment is scheduled and calibrated when required and in a manner that will have minimum impact on unit maintenance and operational requirements.

1118. COMMUNICATION-ELECTRONICS TECHNICAL ASSISTANCE TEAMS. Technical Instruction Teams and Maintenance Contact Teams are available from 1st FSR. These teams are organized in each case to accomplish the specific task to be performed.

1. TECHNICAL INSTRUCTION TEAMS. The Technical Instruction Teams will be composed of personnel capable of conducting technical instruction on the maintenance and operation of the equipment in question. Requests for teams will be addressed to this Headquarters (Attn: CEO) at least seven days prior to the dates desired.

2. MAINTENANCE CONTACT TEAMS. Maintenance Contact Teams will be furnished upon request by the 1st FSR or Division Communication Company to perform maintenance beyond the capability of the requesting unit, assist in recovery of items, and provide such technical assistance as is needed. The ability to meet these demands successfully is predicated upon having maximum available knowledge prior to dispatching the contact team. Every effort will be made to schedule contact teams at a time convenient to all. To coordinate and expedite a request for contact team assistance, the following procedure will be followed.

a. A Tactical Equipment Repair Order (NAVMC 10245-SD) will be prepared and delivered to this Headquarters (Attn: CEO). The request will contain information on the nature of work requested and date desired.

b. Emergency requests will be limited to combat essential items. Emergency requests will be submitted informally by the most expeditious means to the 1st FSR. A NAVMC 10245-SD will be furnished to the contact team on its arrival or as soon thereafter as possible.

1119. DRY CELL BATTERIES

1. STORAGE. It is essential that dry cell batteries be stored in a cool dry area because of their perishable nature. Stocks of dry cell batteries in hands of Division units will not exceed initial requirement plus 30 days based on usage (FMFPac0 4410.1B applies). Accordingly, usage data on dry cell batteries will be computed by all units.

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1119.2 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

2. DATE CODING. Each battery is stamped with a date code number. This code number indicates the month and year of manufacture by means of a three digit number. The first two digits indicate the month and the third digit the year. Months earlier than the tenth month are preceded by "0". EXAMPLE: A battery manufactured in December 1969 will be stamped "129".

3. COMPUTATION PROCEDURE. Unit allowances are computed by multiplying the initial allowance of each type of battery by the usage rate. See example in Figure 8 of Chapter 15. Figure 8 of Chapter 15 is provided as a guide to units. While this figure shows combat factors, units should use figures based on actual experience.

4. REPORTS. Upon receipt of batteries with expired shelf life from the supply source, a report shall be submitted to this Headquarters immediately, in accordance with Chapter 14 of this order.

5. DESTRUCTION OF DRY CELL BATTERIES. All unusable dry cell batteries will be chopped up and burned to ensure complete destruction in accordance with DivO 4525.1_.

1120. INSPECTIONS AND STAFF VISITS

1. COMMAND MATERIEL MANAGEMENT INSPECTIONS. The Division CEO will conduct periodic Command Materiel Management Inspections. These inspections will be informal; i.e., no equipment displays, etc. The inspection will include examination of management practices, records, publications, maintenance and supply procedures, facilities and installed equipment, training, and a technical inspection of selected items of equipment. A written report of the results of these inspections will be submitted to the Assistant Chief of Staff, G-4.

2. STAFF VISITS. Staff visits will be made on an unscheduled basis. The primary purpose of a staff visit is to discuss problems the unit may have that cannot be solved internally. This is an informal visit and no report will be written unless it is required to obtain a desired result.

3. COURTESY INSPECTIONS. Units may request courtesy inspections by the Division CEO. The scope of this inspection will depend on the desires of the unit and may range from an inspection of one item to a complete inspection as described in paragraph 1120.1. A written report, oral brief, or both will be furnished according to the desire of the Unit Commander. Normally, courtesy inspections will not be made within thirty days of a scheduled Command Materiel Management Inspection.

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1121. WATERPROOFING OF COMMUNICATION-ELECTRONICS EQUIPMENT. All communication-electronics equipment being embarked for amphibious operations will be waterproofed. During periods of inclement weather all communication-electronics equipment being tactically employed will be waterproofed/protected to the maximum extent possible. Figure 9 of Chapter 15 lists the most commonly employed waterproofing materials.

1122. SPECIAL CONSIDERATIONS. All communication-electronics equipment and supporting generators, when possible, will be shielded from the direct rays of the sun. Experience in RVN has confirmed that a higher failure rate is experienced when the communication-electronics equipment and supporting generators are not shielded from the direct rays of the sun and properly ventilated.

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CHAPTER XII

CRYPTOGRAPHIC EQUIPMENT MAINTENANCE

1201. GENERAL. Maintenance management principles are proven standards which vary little, if at all, due to location, environment, or the tactical situation. Neither the intricacy nor the security classification of an end item or major component modify these procedures. The handling of documents which contain data subject to possible compromise will enter in, but this will in no way affect the requirement for proper preventive and corrective maintenance, timely parts requisitioning, and aggressive supply support.

1202. CRYPTOGRAPHIC EQUIPMENT MAINTENANCE PERSONNEL

1. OPNAVINST 2221.3_ provides that graduation from an approved course of instruction is evidence of competence to maintain cryptographic equipment, provided that employment since graduation has been substantially continuous with no gaps of more that eighteen months. Such continuity of employment shall be evidenced by appropriate entries on page 3 of the Service Record Book. Additionally, DD Form 1435, "Cryptographic Maintenance and Experience Record", will be completed on each cryptographic maintenance technician who successfully completes or has successfully completed a cryptographic maintenance course. This form shall constitute a chronological record of all cryptographic training and maintenance experience received by the individual, and shall become a permanent part of each individual's Service Record Book. Each form shall be reviewed and updated every 12 months and prior to a permanent change of station. Supervisory personnel who are qualified technically will thoroughly review the DD Form 1435 to ensure the individual's competency on a particular equipment before assigning him responsibility for installation, maintenance, or repair.

2. Personnel, although previously qualified, who no longer satisfy the above criteria because of major equipment changes or because of the lack of opportunity to apply their knowledge within the preceding eighteen months, shall not be assigned to tasks without requalifying by retraining or by successfully passing a proficiency examination approved by BUPERS or NAVMATCMD, as appropriate. Personnel designated as limited maintenance technicians, as portrayed on the DD Form 1435, are excluded from this requirement.

1203. MAINTENANCE LEVELS. The maintenance system comprises levels of cryptographic repair within the FMF; Navy Cryptographic Repair Facilities (CRF) continue to perform maintenance functions beyond FMF capabilities.

1. Using Unit Maintenance (Organizational or Limited Maintenance).

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1203.1 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

a. Maintenance through "equipment exchange" may be performed by operators of the equipment who have been informally indoctrinated.

b. Preventive maintenance will be performed by assigned radio repair personnel who are graduates of an approved limited maintenance course of instruction.

c. Diagnosis and repair is performed to the extent authorized by the applicable maintenance publications by assigned radio repair personnel who are graduates of an approved course of instruction.

2. Intermediate Level Maintenance (KY-38 only).

a. All maintenance authorized using units.

b. All maintenance authorized by KAM 220 less Circuit Element Card (CEC) repair.

3. Full (unlimited) Maintenance. Full (unlimited) maintenance will be performed on cryptographic equipment at CRF's only, except in the case of Communications Company, Headquarters Battalion, which is authorized full maintenance on all cryptographic equipment (except the KY-38) organic to the battalion in accordance with MCO 002651.1_.

4. Through the use of DD Form 1435, the Communication Officer shall determine the qualifications of cryptographic equipment technicians/repairmen, i.e., limited or unlimited maintenance trained.

1204. FLOW OF CRYPTOGRAPHIC MAINTENANCE FOR ALL EQUIPMENT EXCEPT THE KY-38

1. Regiments, battalions, and separate companies/batteries of the 1st Marine Division are restricted to organizational (limited) maintenance on cryptographic equipment. This is commensurate with the performance of organizational maintenance on other communication-electronics equipment and is levied in the interests of economic use of personnel assets, test equipment, and expediting repairs. Each unit authorized to hold cryptographic equipment also rates the applicable operation and maintenance publications for that equipment as indicated by MCO 04408.2_.

2. Communications Company, Headquarters Battalion, is authorized third echelon maintenance and parts stockage while in RVN and is authorized to perform full maintenance on cryptographic equipment organic to the battalion. However, ONLY limited maintenance is authorized on the KY-38.

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3. The Cryptographic Repair Facility, NSA, Danang, will provide full maintenance support (except for the KY-38) for the units possessing capabilities as designated in paragraph 1 above as well as overflow maintenance for Communications Company. Whenever possible, this should be limited to Printed Wiring Board (PWB) repair rather than the end item. Adherence to this policy will greatly reduce down-time and will aid in preventing a backlog of equipment at CRF. In all cases, equipment will be accompanied by a properly annotated Tactical Equipment Repair Order (TERO), NAVMC 10245-SD. When a complete end item is turned-in to the CRF for maintenance, a COMMSEC MATERIEL Report, RPS-101/SF-153, completed in duplicate will be used to effect accountability in the transfer. In cases where classified PWB's are turned in for maintenance and immediate turn around is not effected, the RPS-101/SF-153 will also be required. Prepare the transfer report (SF-153) in duplicate addressed to: CRF, Danang. In item 1 check the block designated "Other" and specify, "for repairs". Do not drop this equipment from RPS 10B and do not send a copy of the transfer report to NAVSECSTA. This is a local transaction and a file must be maintained and designated as "CRF Danang-Temporary Transfer Reports". The CRF technician is an authorized RPS custodian and can properly receipt for the equipment.

4. To ensure the maximum service, those units desiring full maintenance on an end item should make arrangements by telephone (8-951-2812 or 8-951-2739). Direct liaison with the CRF is authorized.

1205. FLOW OF MAINTENANCE FOR KY-38 CRYPTOGRAPHIC EQUIPMENT

1. The Crypto Repair Facility, Electronics Maintenance Company, 1st FSR, will provide direct support intermediate maintenance for KY-38 equipment for all units of the Division. The CRF, Subic Bay, will provide unlimited maintenance for all units in RVN.

2. Units will submit requests for maintenance on a TERO (NAVMC 10245). Ensure that all limited maintenance has been performed in accordance with KAM-222 prior to turn-in to FSR. Priorities indicated in the remarks column of the TERO shall be in accordance with DivO 4700.10 and the following criteria, which is provided as a guide:

a. Less than 15% of KY-38 equipment deadlined - use priority 05.

b. 15% or more KY-38 equipment deadlined, or operationally committed KY-38 deadlined - use priority 02.

Required Delivery Dates (RDD) shall be used consistent with the urgency of need. All defective Circuit Element Cards (CEC) which are operating spares associated with CEC kits will be submitted on a priority 05.

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1205.3 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

3. The maintenance float concept will be employed by FSR. A pool of equipment and CECs will be held by the Crypto Repair Facility. This will permit a unit submitting a defective KY-38 or CEC for repair to receive a serviceable one in exchange. In the event float assets are depleted, FSR will receipt for the KY-38 or Classified CEC as discussed in paragraph 1206 of this order. Any CEC which is not classified and for which no accountability is required may be submitted to FSR and retained by them for repair in the normal manner.

4. Upon exchange of a complete KY-38, the Communications Officer will ensure that the new serial number or register number is provided the unit RPS custodian for entry in his records.

1206. ACCOUNTABILITY OF TSEC/KY-38 EQUIPMENTS

1. When turning-in a KY-38 to 1st FSR, the SF-153 should be completed to facilitate processing in the event a DX item is not available for turn around. The SF-153 should be prepared from a local holder to local holder with original and one copy. Include equipment Serial Number in the "Remarks" block.

2. If the KY-38 or KYK-28 must be turned in and no replacement is available, the SF-153 must be executed. When a replacement becomes available, the equipment is returned to the holder and both copies of the SF-153 may be destroyed.

3. Accountability of this equipment is by "quantity" as opposed to register number. CSPM-1-28 and 1-29 prescribe detailed procedures. This procedure permits expeditious transfer of equipment on a one-for-one basis to facilitate maintenance.

1207. INTERNAL PROCEDURES FOR MAINTENANCE. Repairs authorized on organic cryptographic equipment will be performed in accordance with the applicable limited, intermediate, or full maintenance KAM. In all cases, a TERO will be utilized in the same manner as is prescribed for repairing other communication-electronics equipment.

1208. LOCATION OF ORGANIC MAINTENANCE FACILITIES. Due to the classification of the equipment itself and the general nature of the repair performed on cryptographic equipment, it is recommended that the cryptographic maintenance area be located within the Communication Center or in the COC. Normally, this is also the site of equipment repair parts and applicable maintenance manuals as well as additional cryptographic equipment not in use. Locating the maintenance area within the Communication Center or COC eliminates the requirement for providing additional crypto-secure areas within the communication-electronics maintenance area and the need to suspend other communications repair work to prevent the possibility

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of compromise. Since little or no test equipment is required to perform organizational maintenance this should require a small working space.

1209. UNSATISFACTORY EQUIPMENT REPORTS. Those items of equipment that are determined to be unsatisfactory or to warrant investigation due to repeated failure are to be reported using an Unsatisfactory Equipment Report (UER) NAVMC - 10293, in accordance with DivO 4700.1_.

1210. QUARTERLY AND ANNUAL MAINTENANCE CHECKS. Quarterly and annual maintenance checks will be performed as outlined in the applicable KAM for the particular equipment. In those cases where there is no qualified cryptographic maintenance technician available to the unit or where the facilities for performing these maintenance checks are inadequate, the CRF has agreed to perform such checks subject to prior arrangements by the unit.

1211. REQUISITIONING OF CRYPTOGRAPHIC MATERIAL

1. GENERAL. MCO 04408.2_, DivO P4400.7_ and MCO P4400.15_ establish the criteria and procedures for ordering cryptographic repair parts. These procedures vary little from those for ordering repair parts for other communications equipment. Whether the repair part is classified or not, a MILSTRIP document, DD-1348, is used to establish the obligation internally. Requisitions for cryptographic repair parts will be submitted by the unit supply officer to 3rd Force Service Regiment (MR100) by unclassified (EFTO) message in MILSTRIP format as listed in DivO P4400.7_ with the following additional information provided:

a. Publication Reference.

b. Publication Date.

c. Page Number.

d. Item Number.

e. Item Name.

f. End Item Application (If publication is other than an SL-4).

g. Unit Estimated Price.

h. Total Estimated Cost.

2. Preparation and Use of Administrative Messages

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~~1211.2~~ STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

a. Requisitions, follow-ups, and cancellations submitted in message format are limited to a maximum of seven (7) transactions per message. Explanatory data is listed on the line immediately following each transaction. All transactions on a single message must have the same routing identifier code (Card Columns 4-6).

b. The first line in the body of the message will contain the words "MILSTRIP REQUISITION(S) (CRYPTO)". Thereafter, each transaction will be numbered, beginning with the number 1, and the first 66 columns of data, except for dividing slashes (/) which will be inserted between elements. Cancellations and follow-ups will be in the same format as a requisition except that the first line in the body of the message will be shown as "MILSTRIP CANCELLATION (CRYPTO)" or "MILSTRIP FOLLOW-UP (CRYPTO)", as appropriate.

1212. CRYPTOGRAPHIC PUBLICATION ALLOWANCES. Allowances for publications for holders of cryptographic equipment are as established in RPS-32. It is the responsibility of the Commanding Officer to determine the adequacy of his publication allowances and to recommend such changes as he believes are warranted to the Chief of Naval Operations via chain of command and the Commandant of the Marine Corps. Complete allowances will always be held unless otherwise authorized.

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CHAPTER XIII

SAFETY REGULATIONS

1301. GENERAL

1. Many Marines are injured each year by accidents that result from poor safety programs that are not properly supervised and enforced.

2. Commanding Officers and Communication Officers will periodically review their unit safety program and conduct inspections to insure the practical application of common sense safety regulations. Particular attention will be paid to those areas outlined in this order. Publications relative to safety are listed in Appendix A.

1302. ELECTRICAL

1. All communication and power equipment including antennas will be grounded in accordance with MCO 5100.9_, Force Order 5101.1_ and DivO 5100.10_.

a. The ground bus will be a minimum size AWG #10 copper wire.

b. The ground rod must be carefully installed so as to present less than 3 ohms impedance between the ground rod and earth.

c. The ground bus must be connected securely to the ground rod.

d. Ground strap connections must be free of rust and paint.

2. The following safety precautions will be observed in electronic repair areas and fixed operating spaces.

a. Areas adjacent to work benches, electronics equipment, and other sources of high voltage will have rubber floor matting or other suitable floor insulation to reduce the hazard of electronic shock.

b. Electrical outlets, plugs, and cords will be inspected periodically to ensure they are safe and free of defects. In no case will defective power cords, plugs, or outlets be used.

c. Trouble shooting and repair of electronic equipment will not be accomplished by one person working alone. At least two persons will be in the immediate area, both of whom will be familiar with the equipment or location of the power control switches.

d. All personnel working in and around communication spaces and the repair area will be fully informed of the hazards of electronic

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shock involved and shall be indoctrinated in accident prevention and first aid procedures.

e. A resuscitation poster/pharyngeal airway shall be prominently displayed in all repair shops and fixed/semifixed communication spaces.

f. A first aid kit will be available in all electronic repair shop spaces.

g. Electronic repair shops will establish a specific routine for securing equipment upon completion of working schedules.

1303. ANTENNAS

1. The antenna and antenna lead wire used with radio sets AN/TRC-75, AN/MRC-83, 87, 123, 124 and AN/TSC-15 are capable of causing serious bodily harm and constitute a dangerous fire hazard if inadvertently contacted.

2. Signs with the phrase "DANGER HIGH VOLTAGE" in both English and Vietnamese will be displayed in the vicinity of the antenna base when these sets are operating. Example - DANGER HIGH VOLTAGE - NGUY-HIEM DIEN NAMH.

3. Antennas must be erected in accordance with the equipments technical manual.

a. Antennas must never be erected in a location where they can come in contact with power lines, wires, or cables. The antenna should be twice its height from any overhead power lines.

b. Antenna guys and anchors will be located as far from power lines as possible. Particular attention is required to ensure guys do not come in contact with abrading surfaces. Periodic inspections of guy lines and anchors are required to ensure serviceability.

4. When possible, isolate the antenna by the construction of an enclosure of rope, wire, or white tape.

5. All guys will be inspected for worn spots, frays, rotten portions and any other imperfections, prior to being placed in service.

6. Personnel will not work on any antenna structure during an electrical storm or when a storm is imminent.

7. Only personnel required for the erection of an antenna structure will be in the erection area. Personnel who are erecting or dismantling antenna structures will wear helmet liners or hard hats.

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8. Turn off radio sets before attempting to connect or change antennas.

1304. VEHICULAR RADIO EQUIPMENT

1. When vehicular mounted radio equipment is on the move the following precautions will be adhered to.

a. Vehicular radio equipment will be operated on the move only when specifically authorized by unit supervisory personnel and then only in response to an operational requirement.

b. Vertical whip antennas will not be higher than 15 feet from the ground.

c. Never pass under power lines if there is any doubt as to whether there is adequate overhead clearance between the power lines and the antenna.

d. Never permit arms or legs to extend over the sides of the vehicle when on the move. If the antenna comes in contact with a power line and the body is in contact with the ground, wet bushes, trees or other foliage; the body will act as an electrical conductor and serious shock or death may result.

2. Never dismount from a vehicle until a thorough check has been made to ascertain that the whip antenna is not in contact with power lines. Normally, a vehicle is insulated from ground and personnel are relatively safe if they remain inside the vehicle. However, if the antenna is in contact with power lines, the moment an individual touches the ground he is electrically grounded and fatal results may occur.

3. Prior to refueling a radio vehicle, the radio must be turned off and the engine stopped.

1305. TOOLS

1. Personnel will be indoctrinated in the following safety factors regarding tools.

a. Use the correct tool for the job.

b. Screwdrivers used in electronics shops will be insulated, with nonflammable handles.

c. Every file must be equipped with a handle.

d. Hammer heads must be securely wedged, handles not splintered or cracked, and not taped.

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1305.1 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

e. All soldering aids will be constructed from a non-metallic material.

f. Screwdriver blades must be correctly dressed.

g. Pliers and wrenches will show no evidence of abuse. Plier jaws must open and close freely.

h. Mushroomed hammer and cold chisel heads will not be used.

i. Soldering irons will be free of defects or burns.

j. Tools will be kept clean.

1306. ELECTRON TUBES CONTAINING RADIOACTIVE MATERIALS. Some electron tubes contain a significant amount of radioactive material. The hazard of handling individual electron tubes containing this material is primarily that of contamination of personnel and surrounding material with radioactive fragments resulting from breakage. Under NO conditions should unauthorized personnel handle broken or unbroken electron tubes containing radioactive material. Broken and useless tubes containing radioactive material should be treated as any other radioactive waste and disposed of in accordance with instructions contained in TI-5960-15/2.

1307. CATHODE RAY TUBES

1. Cathode ray tubes are highly evacuated. If a cathode ray tube is broken, the relatively high external pressure will cause the tube to implode (burst inwardly), which will result in metal parts and glass fragments being impelled violently. It is therefore imperative that these tubes be handled with extreme caution.

2. In addition to the dangers involved in implosion, the inner coatings of some tubes are poisonous if absorbed in the blood stream.

1308. USE OF CLEANING EQUIPMENT

1. Brushes, dusters, brooms, or other such articles which may be used within four feet of, or on electrical equipment having exposed or current carrying parts shall not, themselves, have any exposed metal parts.

2. When using a vacuum cleaner, use only one with nonmetallic base and an adequate dust receiver.

3. Steel wool or emery cloth will never be used on electronic equipment because of the conductive residue remaining after use.

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4. When solvents are necessary, use the smallest possible quantity of approved solvent.

5. Skin contact with solvent must be avoided as much as possible. All solvents are toxic to a degree.

6. Gasoline, benzene, ether, alcohol, and carbon tetrachloride shall NOT be used on electronic equipment. The following are approved solvents.

a. Stoddard solvent. Best used for mechanical cleaning. Low toxicity, flammable. Avoid use on electronic components if possible.

b. Methyl chloroform (1, 1, 1 trichloroethane) is approved for electronic cleaning. It causes corrosion action on metal, especially alluminum. After evaporation, the residue contains a high percentage of inhibitor which is flammable.

c. Trichloroethylene or Perchloroethylene are approved for electronic cleaning. Both are mildly toxic.

7. Solvent containers must be kept tightly closed (including empties), out of the sun, and marked as to contents.

8. Smoking is prohibited in the vicinity of solvent tanks and during use.

9. Solvents may be used only in well ventilated areas.

1309. WET CELL BATTERIES

1. The following precautions shall be taken when charging wet cell batteries.

a. The charging current will be deenergized before making any repairs to terminal connections or before batteries are connected to or disconnected from the charging lines.

b. Extreme care will be exercised to avoid striking sparks and open flames in the vicinity of batteries being charged. A "NO SMOKING" sign will be posted prominently in the vicinity.

c. Charging shall not be started until it has been ascertained that the charging room or area is adequately ventilated.

2. The following precautions shall be taken in handling electrolytes.

a. Protective equipment, including face shields or goggles, gloves and, rubber apron will be used.

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b. Never pour water into battery acid. The acid must always be poured slowly into the water.

c. Acid neutralizing agents such as soda will be kept readily available in areas where acid batteries are stored and charged along with five gallons of fresh water.

3. BB-451/U batteries that use a potassium hydroxide electrolyte will react violently to sulfuric acid. These batteries will NOT be charged in the same area as lead acid batteries. Overcharging will be avoided.

4. Electrolyte neutralizing agents such as vinegar will be kept readily available along with five gallons of fresh water. Boric acid will also be kept available.

5. Tools used for alkaline batteries will be used solely for that purpose.

6. First aid instruction for acid or alkaline burns will be posted as appropriate.

1310. MERCURY BATTERIES

1. Mercury batteries when discharged below 70% of their normal operating voltage may give off water which is further broken down by electrolysis to hydrogen and oxygen. This causes a dangerous concentration of explosive gas in the case of the battery.

2. Never discharge a mercury battery beyond the intended useful life. Explosions occur only due to mishandling.

3. Puncture the battery jacket before discarding to release any gas present.

1311. FIRE

1. General cleanliness in the entire area is essential for the prevention of fires. In addition, the following requirements are particularly applicable in an area where work with electricity is being carried out.

a. Avoid the use of flammable cleaning fluids.

b. Keep electronics equipment clean.

c. Avoid open flames.

2. Class "C" fire extinguishers with an up-to-date inspection tag will be kept available for use in case of an electrical fire.

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3. A unit fire bill will be prominently posted.

1312. WIRE INSTALLATION

1. The following rules are applicable to pole climbing.

a. Instruction in pole climbing involving the use of climbing gaffs will be closely supervised by qualified personnel at all times.

b. The wearing of climbing gaffs except when actually engaged in climbing is prohibited.

c. Tools or materials shall never be carried in the hands while climbing.

d. Pins, braces, or guy wires shall not be used as handholds.

e. A climber will never loop a rope over his hand or arm while climbing. He should loop one end of the rope over his pliers or connectors.

f. A safety belt will be worn at all times when working on a pole.

g. No weapons, other than side arms will be carried while actually climbing poles or trees. An accidental fall on a slung rifle could result in a broken back. In RVN the climber will be provided with an armed guard who will remain on the ground in the immediate vicinity.

2. Pole climbing equipment must be inspected regularly to ensure a usable condition.

a. Gaff gage TL-144 will be used.

b. No cracks, cuts in leather, stitches sound, buckle holes not excessively worn.

c. Buckles, D-rings, snaps free of defects.

3. The minimum road clearance for wire is 18 feet.

4. The minimum clearance between telephone lines/cable/coax and power lines on joint-use poles is 4 feet.

5. Climbers and trouble shooters leaving main CP areas will travel only in teams.

6. When installing communication wire/cable lines on or near power lines, the construction criteria outlined in enclosure (1) to ICCI 2300.2 will be followed.

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7. Poles that have been in service for extended periods of time might be defective, and could break under the weight of a lineman climbing or working aloft. Always inspect or test each pole before climbing. The following guides will be used in testing poles.

a. The soundness of a pole can be tested by gently rocking the pole back and forth in a direction at right angles to the lines. Do not rock the pole if there is a chance that the pole will cause damage if it should fall, or that the swaying telephone wires will contact any power line. Rocking can be done with pike poles.

b. Wooden poles can be tested for soundness by jabbing the butt at a point several inches below the ground line with a screwdriver or pick. This test will reveal rotten wood if the pole has begun to decay at that point.

8. When working in the vicinity of power lines, follow the rules stated below.

a. All electric light and power wires must be considered to be carrying dangerous voltage.

b. Do not tie field wire lines or cable lines to transformer cases, electric light brackets, or power accessories.

c. Always assume that any metallic portion of a power line is alive and deadly.

9. Routes taken by helicopter or observation aircraft when laying wire lines must be carefully selected to avoid power lines, populated areas and road nets. The wireman in the helicopter will observe all safety regulations pertaining to passengers and will wear a safety belt.

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STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS 1403

CHAPTER XIV

REPORTS

1401. PERSONNEL REPORT. All units under 1st Marine Division ADCON will submit a monthly communication-electronics personnel status report to this Headquarters (Attn: CEO). Reports will be compiled as of the first day of each month, to arrive no later than the fifth day. The following instructions apply.

1. Use 1st MarDiv Form 1200/3 (3-70), Figure 10.

2. Report personnel in occupational fields 25, 28, and 59 only.

3. Key personnel, to include all Officers and Staff NCOs, will be listed on the reverse of Form 1200/3 showing name, rank, file/serial number, MOS, billet assignment and RTD.

4. Regiments submit a single consolidated report including all personnel in subordinate units.

1402. REPORT OF LOSS, CAPTURE OR RECOVERY OF RADIO EQUIPMENT. Loss, capture or recovery of any radio equipment will be reported to this Headquarters, (Attn: CEO). Reports may be submitted by letter or message, and should contain the following information:

1. Type and quantity of radios and batteries lost or captured, or type and quantity of radios recovered.

2. Whether loss, capture, or recovery occurred.

3. Time of event.

4. Location of event.

5. Condition of material at time of event.

6. Any known or suspected use of subject equipment for jamming or deception.

7. Any remarks deemed appropriate, including frequency radio set on.

1403. FREQUENCY USAGE. 1st Marine Division units are not required to submit frequency usage reports. Change 1 to OPNAVINST 2400.7 applies.

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1404. STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

1404. EQUIPMENT STATUS REPORT. All units/organizations under 1st Marine Division ADCON will submit a bi-monthly communication-electronics equipment status report to this Headquarters (Attn: CEO). Reports will be as of the 10th and 25th of each month and are to arrive no later than the 15th and 30th of each month. The following information will be provided:

1. Figure 11 is the reporting format. Forms are available from the CEO office.

2. Each unit/organization will submit a separate report. Regiments may have the battalions submit "via" if so desired.

3. Only the quantities authorized in writing will be shown as T/E or SP ALL (special allowance).

4. List the other unit(s)/organization(s) involved if equipment is LOAN FM (Loan From) or LOAN TO.

5. OR is the number of items operationally ready.

6. DL 2 is the number of items on deadline at second echelon. This includes items pending completion of a Secondary Reparable Item transaction.

7. DL 3/5 is the number of items evacuated, as complete end items, for repair.

8. REQ is the number of end items on requisition. Provide the requisition document number(s) in the remarks column.

9. H CL is the number of items that received Code H letters or are combat loss but which have not as yet been placed on order.

10. TOT is the total number of items on hand. If the total from Section A differs from the total in Section B, an explanation must be made in the REMARKS column. Example: Excess items will not be reported in Section A, but will be reported in Section B. The difference must be accounted for in the REMARKS column.

11. Provide document numbers for all end items on requisition and all components of Combat Essential Equipment (CEE) evacuated in excess of 15 days. CEE is that equipment listed in DivO P3000.4_.

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STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

CHAPTER XV

MAINTENANCE RECORD CATEGORIES

Category I

Central Office, Telephone, AN/TTC-7, 28
Communication Central, AN/TSC-15
Radar Set, AN/MPQ-10A, 31
Radio Set, AN/MRC-63, 83, 87, 97
Radio Terminal Set, AN/MRC-62
Rawin Set, AN/GMD-1A
Shop Electronic, AN/GRM-32, 38
Special Communication Central, AN/MSC-43

Category II

Meteorological Station, AN/TMQ-4
Public Address Set, AN/PIQ-3
Public Address Set, AN/TIP-1, 2
Radar Set, AN/PPS-6
Radio Set, AN/KRC-1, 2, 3, 4, 5
Radio Set, AN/MRC-109, 110, 123, 124
Radio Set, AN/TRC-27
Radio Set, AN/VRC-12, 47, 49, 73
Radiosonde Recorder, AN/TMQ-5A
Switchboard, SB-86

Category III

All Others

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ELECTRONICS LOG BOOK

FOR

AN/MRC-62

SERIAL NUMBER 83

(As an illustrative example, a typical electronics logbook has been prepared for Radio Set AN/MRC-62. The entries in this sample electronics logbook are typical entries. Actual entries should include, but are not limited to, the sample entries shown.)

NOTE: Use standard 8" X 10½" hard cover record book.

Figure 2-1

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INDEX

LIST OF EQUIPMENTS/COMPONENTS	SECTION 1
MODIFICATIONS APPLICABLE	SECTION 2
EQUIPMENT PERFORMANCE STANDARDS	SECTION 3
EQUIPMENT PERFORMANCE TESTS	SECTION 4
RECORD OF EQUIPMENT REPAIRS	SECTION 5
OPERATIONAL RUNNING TIME	SECTION 6

Figure 2-2

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LIST OF EQUIPMENTS/COMPONENTS

Date Log Opened 1 July 1966

NAME	NOMENCLATURE	SERIAL NO.	REMARKS
Amplifier Power Supply	AM-682/TCC-3	615	
Dynamotor Power Supply #1	DY-94/GRC-10	851	
Dynamotor Power Supply #2	DY-94/GRC-10	114	
E -			
T -			
C -			
Radio Receiver #1	R-125/GRC-10	324	See Note

NOTE: Replaced by R-125 serial number 126 at 450 hours.

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MODIFICATIONS APPLICABLE

MI/TI NO.

Short Title

Component affected

Date requested

Requisition request/Doc NO.

Date completed/verified

Remarks

(Note: Recommend vertical columnar format spread across 2 pages of logbook for above entries.)

Figure 2-4

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EQUIPMENT PERFORMANCE STANDARDS

1st/2d Echelon

ITEM (AN/GRC-10)	REF (TM 11-614)
1. Control unit MASTER POWER switch, TYPE OF OPERATION switch.	Par 115.f
2. Control Unit front panel plugs.	
3. -etc-	

3d Echelon

1. Receiver LINE LEVEL control adjusted for output of zero dbm.	Par 204.a
2. Transmitter LINE LEVEL control adjusted for zero dbm output from receiver.	Par 204.b

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EQUIPMENT PERFORMANCE TESTS

DATE	7 Jan 70
RESULT	SAT
METHOD USED	Op Check
OPERATOR/TECHNICIAN	A. B. CHARLES
REMARKS	Stand-by Status -Wkly PM

(Note: Recommend vertical columnar format spread across 2 pages of logbook for above entries.)

Figure 2-6

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RECORD OF EQUIPMENT REPAIRS

DATE	4 Jan 70
SYMPTOMS	R-125 meter OSC-2 reads 5ua
CORRECTIVE ACTION	Replaced V-11
REPAIR PARTS RQN	Reordered on 629-70
REPAIR ORDER NO.	R 618-70
DATE COMPL	4 Jan 70
OPERATOR/TECHNICIAN	B. C. DELTA

(Note: Recommend vertical columnar format spread across 2 pages of logbook for above entries.)

Figure 2-7

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OPERATIONAL RUNNING TIME

DATE	START	STOP	HOURS	CUMULATIVE OP TIME	REMARKS
4Jan70	0830	1430	6.00	1478	

Figure 2-8

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ELECTRONICS EQUIPMENT RECORD OF MAINTENANCE CARD, NAVMC ( )

(FRONT OF RECOMMENDED 8X10 CARD)

EQUIPMENT MODEL DESIGNATOR	NAME OF EQUIP	SER NO.	I.D. NO.

DATE	REMARKS	CORRECTIVE ACTION TAKEN	PERFORMED BY

Figure 3-1

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(REAR OF RECOMMENDED 8X10 CARD)

MODIFICATIONS APPLICABLE

MI NUMBER	SEQUENTIAL NUMBER	MI SHORT TITLE	EQUIPMENT AFFECTED

EQUIPMENT COMPONENTS

NOMENCLATURE	NAME	NOMENCLATURE	NAME

Figure 3-2

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MAINTENANCE MODIFICATION RECORD, NAVMC 10530

ITEM NAME		SERIAL NO.
MODIFICATION RECORD		
DATE	AUTHORITY	ORGANIZATION

(Format shown only - front of card)

MAINTENANCE RECORD		
DATE	COMPONENTS REPLACED	ORGANIZATION

(Format shown only - rear of card)

Figure 4

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TACTICAL EQUIPMENT REPAIR ORDER

NAVMC 10545-SD (REV. 8-85) (SUPERSEDES PREVIOUS EDITIONS WHICH ARE OBSOLETE AND WILL NOT BE USED)

USMC REGISTRATION NO.	MODEL	TYPE	CAPACITY	DRIVE	MILEAGE/HOUR READING
317	1A5PRC-41	SPEC GEN			

ORGANIZATION TO WHICH VEHICLE IS ASSIGNED	PHONE NO.	AUTHORIZED BY (Signature)	DATE	REQUEST NO.
ELEC MAINT - COMM CO - HQ BN - 1ST MARDIV	6249	A. B. CHARLEY	9184	0157

ORGANIZATION PERFORMING REPAIRS	ACCEPTED BY (Signature)	DATE	REPAIR ORDER NO.
ELECT MAINT CO - 1ST FSR			

Item No.	DESCRIPTION OF WORK	LABOR (Hours)	MECHANIC (Signature)	MATERIAL USED	STOCK NO.	QTY.	COST
	TOTAL LABOR HOURS				TOTAL MATERIAL COST		$

REMARKS.

1. Yes
2. GB card submitted
3. AC 11006
4. Cost Code (less digits 8-9)
5. (See Par 1114.2 COMMSOP)
6. AN/PRC-41 SN 1422
7. PRI 05
8. RDD 9200
9. L-208 won't tune

WORK COMPLETED		INSPECTED BY		USING UNIT NOTIFIED		DELIVERED TO	
SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE NOTIFIED	INDIVIDUAL'S SIGNATURE	DATE DEL'VD.

(2)
15-13
Figure 5-1

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TACTICAL EQUIPMENT REPAIR ORDER

NAVMC 10245-SD (REV. 2-61) (SUPERSEDES PREVIOUS EDITIONS WHICH ARE OBSOLETE AND WILL NOT BE USED)

USMC REGISTRATION NO.	MODEL	TYPE	CAPACITY	DRIVE	MILEAGE/HOUR READING
A127	AN/PRC-47				

ORGANIZATION TO WHICH VEHICLE IS ASSIGNED	PHONE NO.	AUTHORIZED BY (Signature)	DATE	REQUEST NO.
HEADQUARTERS COMPANY, FIFTH MARINES	6953	B. C. DELTA	9184	0139

ORGANIZATION PERFORMING REPAIRS	ACCEPTED BY (Signature)	DATE	REPAIR ORDER NO.
ELECTRONICS MAINTENANCE COMPANY, FIRST FSR			

Item No.	DESCRIPTION OF WORK	LABOR (Hours)	MECHANIC (Signature)	MATERIAL USED	STOCK NO.	QTY.	COST
	TOTAL LABOR HOURS			TOTAL MATERIAL COST			$

REMARKS:

1. Yes
2. N/A
3. AC 11150
4. Cost Code (less digits 8-9)
5. N/A
6. N/A
7. PRI 12
8. N/A 9188
9. MI 03817A-35/6A

WORK COMPLETED		INSPECTED BY		USING UNIT NOTIFIED		DELIVERED TO	
SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE NOTIFIED	INDIVIDUAL'S SIGNATURE	DATE DEL'VD.

Figure 6

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SAMPLE COMPUTATION OF DRY CELL BATTERY REQUIREMENTS

END ITEM 1 APPLICATION	2 DENSITY	INITIAL3 QTY	COMBAT4 FACTOR	INITIAL5 ALLOW	30 DAY6 REQT	MO 7 REQT	TOTAL8 REQT
AN/PRC-25	20	1	6.78	20	136	156	///
AN/GRC-125	4	4	8.40	16	34	50	206

STEP 1. Check unit allowance list against column (1).

2. For each item of organic equipment listed, determine the type(s) of battery required.

3. For each different battery requirement, make a table similar to the example above.

4. List each end item application for each battery. See column (1) of the example.

5. Indicate the allowance (density) of each end item (column (2)).

6. From Figure 7 list the initial quantity required to place the end item in operation (column (3)).

7. From Figure 7 list the Combat Factor as shown in column (4) above. This is the average 30 day consumption of the battery to operate one end item for 24 hours daily in combat.

8. Multiply column (2) by column (3) for each application. Enter the product in column (5). This is the quantity required to place all end items of each type in operation.

9. Multiply the quantity in column (2) by the combat factor in column (4). Enter the product in column (6). This is the 30 day operational requirement for all end items of this type.

10. Add the quantity in column (5) to the quantity in column (6). Enter the result in column (7). This is the mount out quantity for all end items of each type.

11. Add all column (7) subtotals for each end item. The result (column (8)) is the total MO requirement.

Figure 7

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CONTROL NUMBER	EQUIPMENT	BATTERIES	QUANTITY IN EQUIPMENT	COMBAT FACTOR
H2375	AN/AMT-4	BA-259	1	1.00/Equipment (expendable)
A0870	AN/GIC-1	BA-30	26	120.90
		BA-35	8	12.00
A2210	AN/GMD-1A	BA-30	2	4.00
		BA-42	1	.05
A0320	AN/GRA-6	BA-30	4	1.05
		BA-414A	2	1.05
A1730	AN/GRA-39A	BA-30	12	8.00
A1800	AN/GRC-125	BA-386	1	6.78
A2340	AN/GRM-32B	BA-30	3	4.60
		BA-42	2	.05
		BA-58	2	.08
		BA-200/U	1	1.06
		BA-261/U	1	.80
		BA-412/U	1	6.75
		BA-419/U	2	4.22
		BA-1086	1	8.00
		6135-857-3320	6	10.00
A2350	AN/GRM-38A	BA-2	6	1.50
		BA-23	2	.05
		BA-30	5	.17
		BA-42	2	.05
		BA-58	2	.08
		BA-261/U	1	.08
		BA-412/U	1	6.75
		BA-419/U	2	4.22
		BA-1086	1	8.00
		6135-857-3320	6	10.00
A1400	AN/MPQ-10A	BA-30	1	.50
		BA-261/U	1	.08
A2440	AN/MSC-43	BA-200/U	1	1.06
A2550	AN/PCC-1	BA-386	2	27.12
A1620	AN/PDR-27J	BA-30	6	5.75
A1630	AN/PDR-54	BA-30	2	.06
		BA-1330/U	2	.06
04648A	AN/PDR-56	BA-30	2	.06
		BA-1330/U	2	.06
A1280	AN/PIQ-5	BA-30	10	14.00
A1960	AN/PRC-6	BA-270/U	1	13.90
A2000	AN/PRC-25	BA-386	1	6.78
05493A	AN/PRC-74	BA-30 or	70	1438.00
		BA-386 or	2	39.60
		BA-418/U	10	200.00
A2050	AN/PRC-77	BA-386	1	6.78
06742A	AN/PRC-93	K-308A	1	.50
A0470	AN/PRS-3	BA-15A	1	4.94

Figure 8

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CONTROL NUMBER	EQUIPMENT	BATTERIES	QUANTITY IN EQUIPMENT	COMBAT FACTOR
		BA-51	2	9.12
A0480	AN/PRS-4	BA-15A	1	4.94
		BA-51	2	9.12
A2225	AN/PRR-9	BA-505/U	1	20.60
A3235	AN/PRT-4	BA-399/U	1	5.15
A1050	AN/PSM-4D	BA-30	1	.03
		BA-261/U	1	.07
A0490	AN/PSR-1	BA-30	6	10.00
A0940	AN/TMQ-4	BA-30	16	12.20
A0950	AN/TMQ-7	BA-30	2	18.78
A2090	AN/TRC-97	BA-200/U	1	1.06
06226A	AN/TTC-7A	BA-30	10	11.45
A0670	AN/URM-32	BA-419/U	2	4.22
		BA-412/U	1	6.75
H2335	AN/URM-105	BA-58	2	.81
		BA-261/U	1	.07
A3140	AN/USM-15	BA-58	1	.08
A1060	AN/USM-123A	BA-30	1	.03
		BA-261/U	1	.12
00167A	EE-8	BA-30	2	2.06
A0255	ID-1189/PR	BA-399/U	1	2.00
A1610	IM-174/PD	BA-1288	1	.50
		BA-1318/U	2	1.77
06723A	TSEC/KY-38	BA-386	2	30.00
A3250	ME-30C/U	BA-30	4	2.34
A3210	OAH-4	BA-35	1	1.00
		BA-36	1	2.13
A0470	P-153	BA-1389	2	2.00
A2480	SB-22/PT	BA-30	4	3.45
A2490	SB-86/PT	BA-2	2	.14
		BA-30	4	7.06
		BA-200/U	10	64.50
A2380	TA-207/P	BA-30	2	5.20
A2650	TA-312/PT	BA-30	2	2.06
A3100	TE-49	BA-30	2	2.34
		BA-31	1	.04
A3170	TK-87/U	BA-30	4	2.34
A3160	TK-122/UG	BA-30	2	4.00
H2450	TP-9	BA-27	1	.03
		BA-2	3	1.21
		BA-65	1	.49
A3050	TS-26A/TSM	BA-31	1	.04
		BA-59	1	.06
A1070	TS-297/U	BA-42	1	.04
A1050	TS-352/U	BA-30	1	.03
		BA-31	3	.12
A1080	TS-505D/U	BA-30	2	.02
H2475	TS-1622/U	BA-42	2	.12

Figure 8

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WATERPROOFING MATERIAL REQUISITIONING DATA

	STOCK NUMBER	NOMENCLATURE	UNIT OF ISSUE	PRICE
1.	8030-598-3059	Asbestos Grease (AWC)	pl	$10.00
2.	9160-253-1171	Beeswax technical	ck (1 lb)	.75
3.	8030-281-2337	Compound, sealing "Duxseal"#4951	bg (5 lb)	2.18
4.	8465-185-0723	Cover, waterproof, rifle or carbine	ea	.31
5.	8465-185-0724	Cover, waterproof, sub-machine gun	ea	.45
6.	8465-185-0725	Cover, waterproof, machine gun	ea	.72
7.	8465-185-0726	Cover, waterproof, pistol	ea	.13
8.	6850-264-6562	Desicants, activated	cn (5 gal)	5.70
9.	8135-171-1552	Paper, wrapping, waxed 18"X100 yards	rl	9.40
10.	8030-582-4598	Plastic Coating Compound stripable	cs (50 lbs)	33.35
11.	6685-752-8240	Indicator, humidity, card	ea	.01
12.	8010-263-3196	Insulation compound, electrical ignition	ea pl	13.00 10.20
13.	5970-159-1598	Insulation compound, silicone	tu (8 oz)	1.11
14.	8135-926-8938	Tape, pressure sensitive adhesive 1"X60 yds (cloth)	rl	1.50
15.	8135-926-8939	Tape, pressure sensitive adhesive 3"X60 yds (cloth)	rl	4.50
16.	8135-926-8940	Tape, pressure sensitive adhesive 4"X60 yds (cloth)	rl	6.00

Figure 9

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	STOCK NUMBER	NOMENCLATURE	UNIT OF ISSUE	PRICE
17.	8135-926-8941	Tape, pressure sensitive adhesive, 6"X60 yds (cloth)	rl	9.00
18.	8135-914-1614	Tape, pressure sensitive adhesive, 2"X60 yds (cloth)	rl	3.00
19.	8465-507-6493	Waterproof Bag CW-436/PR	ea	.55
20.	8105-699-6947	Waterproof Bag CW-437/PR	ea	4.30

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COMMUNICATION-ELECTRONICS PERSONNEL STATUS REPORT UNIT: DATE:

RANK	MGYSGT		MSGT		GYSGT		SSGT		SGT		CPL		LCPL		PFC/PVT		TOTAL		90 DAY ATTRIT			NET
MOS	M/L	O/H	M/L	O/H	M/L	O/H	M/L	O/H	M/L	O/H	M/L	O/H	M/L	O/H	M/L	O/H	M/L	O/H				
2500																						
2511																						
2519																						
2531																						
2532																						
2533																						
2535																						
2537																						
2538																						
2542																						
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2815																						
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2831																						
2841																						
2845																						
2847																						
2861																						
2867																						
2891																						
5931																						
5932																						
5933																						
5934																						
5935																						
TOTAL																						

Div Form 1200/3 (3-70)

Figure 10

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COMMUNICATION-ELECTRONICS EQUIPMENT STATUS REPORT

UNIT _____ DATE _____

NOMENCLATURE	A				B							REMARKS
	T/E	S/A	LOAN FROM	TOTAL	OR	D/L 2	D/L 3/5	REQ	H CL	LOAN TO	TOTAL	

Figure 11

(6)

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STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

APPENDIX A

LIST OF REFERENCES

1. CEOIs and SOPSs

FMFPAC 0 P02000.2E.....SOP FOR COMM-ELECT COMMPLAN EIGHT
FMFPAC 0 2000.4.....AMPHIBIOUS COMM SOP, LTR OF PROMULGATION FOR
FMFPAC 0 2110.2.....SOP FOR MESSAGE HANDLING
FMFPAC 0 P003430.1B.....SOP FOR ELECTRONIC WARFARE
FMFPAC 0 4010.1E.....SOP FOR SALVAGE
FORCE 0 P02000.1C.....III MAF COMM-ELECT COMMPLAN FOUR VIETNAM
FORCE 0 2070.1A.....SOP FOR MILITARY AFFILIATE RADIO SYSTEM (MARS)
FORCE 0 P2000.2A.....III MAF COMMUNICATION CENTER SOP
DIV 0 P02000.2E.....FIRST MARDIV CEOI
DIV 0 P2000.4A.....FIRST MARDIV COMMSOP
DIV 0 P2030.1A.....FIRST MARDIV FCC SOP
DIV 0 03430.1.....SOP FOR ELECTRONIC WARFARE

2. COMMUNICATION SECURITY

OPNAVINST 2250.1.....SECURITY VIOL OF RPS-DIST CRYPTO AND NON-CRYPTO MATERIAL
MCO 5510.2.....SECURITY OF CLASSIFIED MATTER
MCO 5521.3.....PERSONNEL SECURITY CLEARANCES AND ACCESS
FMFPAC BUL 5510.....REPORTING PROCEDURES FOR SECURITY VIOLATIONS AND COMPROMISES OF CLASSIFIED MATERIAL
FMFPAC 0 5522.1A.....UNANNOUNCED SECURITY INSPECTIONS
ICCI 5510.3.....SECURITY OF INFORMATION AND MATERIAL; SAFE-GUARDING OF
ICCI 5510.4.....PHYSICAL SECURITY
FORCE 0 02200.2A.....TELEPHONE TRANSMISSION SECURITY
FORCE 0 02230.1B.....COMMUNICATION SECURITY
FORCE 0 02390.1B.....CODE WORDS AND OPERATION NICKNAMES
FORCE 0 003830.1.....EXPLOITATION OF ENEMY COMMUNICATIONS, CRYPTO-LOGIC MATERIAL AND INFORMATION
FORCE 0 05510.2.....CLASSIFIED SEATO INFORMATION AND MATERIAL, HANDLING OF
FORCE 0 005510.3A.....DISCLOSURE OF CLASSIFIED INFORMATION TO FOREIGN NATIONALS
FORCE 0 05510.4.....OPERATIONS SECURITY (OPSEC)
FORCE 0 5511.2.....SECURITY OF CLASSIFIED INFORMATION
FORCE 0 5511.4.....PROCEDURES FOR HANDLING CLASSIFIED MATERIAL
FORCE 0 5521.1.....PERSONNEL SECURITY CLEARANCES
DIV BUL 02200.....ENEMY COMMUNICATION INTELLIGINCE
DIV 0 02220.1.....SECURE VOICE RADIO OPERATIONS
DIV 0 02220.3.....TRANSMISSION SECURITY

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STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

3. CABLE MANAGEMENT

FMFPAC O 02300.1.....CABLE TRAINING PRIORITY SYSTEM
FORCE O 2300.2.....MACV COMMAND AND CONTROL CIRCUITS
ICCI 2030.1B.....STANDARDIZATION OF CABLE MARKING
ICCI 2300.2A.....COMMUNICATIONS CABLE COORDINATING COMMITTEES, ICTZ
ICCI 2300.4.....OUTSIDE CABLE DISTRIBUTION AND CABLE PAIR UTILIZATION

4. COURIER SERVICE

OPNAV INST 226..5A.....ARMED FORCES COURIER SERVICE

5. EMERGENCY WARNING AND WEATHER PROCEDURES

FMFPAC O 3140.1.....TYPHOON AND DESTRUCTIVE WINDS PRE-CAUTIONARY POLICIES AND PROCEDURES
FMFPAC O 3145.1.....TYPHOON CONDITIONS AND INSTRUCTIONS
ICCI 3145.1A.....DESTRUCTIVE WEATHER FLOODING AND WARNING SYSTEMS

6. FREQUENCIES

FMFPAC O 2400.3.....JOINT FREQUENCY REGS
FMFPAC O 02410.1.....COORDINATION OF ASG OF RADIO AND RADAR FREQ ALLOCATED FOR USE BY THE USMC
FMFPAC O 2410.1C.....JOINT FREQUENCY MANAGEMENT

7. INSPECTIONS

FMFPAC O 5041.1B.....CONDUCT OF INSPECTIONS

8. LOGISTICS & EQUIPMENT

FMFPAC O 4000.2I.....MOUNT OUT, MOUNT OUT AUGMENTATION AND GARRISON OPERATING LEVELS FOR MATERIAL IN SUPPLY CLASSES II, VII, AND IX
FMFPAC O 4000.8B.....LOGISTICS POLICIES AND PROCEDURES FOR SUPPORT OF USMC UNITS IN THE WESTERN PACIFIC
FMFPAC O 4000.10D.....SPECIAL TABLE OF EQUIP FOR FMFPAC GROUND AIR SHORT TITLE SPECPAC T/E
FMFPAC O 4400.1C.....COMBAT LOSS OR DAMAGE TO CONTROLLED ITEMS OF EQUIPMENT
FMFPAC O 4400.13A.....COMBAT LOSS OF EQUIPMENT
FORCE O 4400.8.....COMBAT LOSSES OF EQUIPMENT
FORCE O 4441.2.....REQUESTS FOR MODIFICATION OF ALLOWANCES; PROCEDURES FOR SUMISSION OF
DIV O 2005.1.....DIV COMM-ELECT POOL

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STANDING OPERATING PROCEDURES FOR COMMUNICATION-ELECTRONICS

9. MAINTENANCE

a. BATTERIES

MCO 4555.1.....PROCESSING SILVER-BEARING MATERIALS
MCO 4570.13.....DISPOSITION OF EXCESS AND SURPLUS SILVER METAL AND SILVER-BEARING MATERIALS
FMFPAC O 4410.1.....COMPUTATION OF DRY CELL BATTERY RQMTS
FMFPAC O 4410.1B.....COMPUTATION OF DRY CELL BATTERY MOUNT-OUT RQMTS
DIV O 4525.1.....DESTRUCTION OF ENERGY DEVELOPING DEVICES

b. MAINTENANCE

MCO 4000.6.....MAINTENANCE FLOAT FOR 3d AND 4th ECHELON MAINTENANCE ACTIVITIES
MCO 4355.5A.....THE MARINE CORPS CALIBRATION PROGRAM
MCO 4400.4.....RECOVERABLE ITEMS PROGRAM
MCO 4400.102.....FACTORY SUPPOPT PROGRAM, RADIO SET AN/TRC-97
MCO 4423.2.....MANAGEMENT OF "COLLATERAL MATERIAL" USED WITH MAJOR ITEMS OF MARINE CORPS EQUIPMENT
MCO 4700.1.....USE OF UNSATISFACTORY EQUIPMENT REPORT, FORM NAVMC 10293
MCO 11240.48.....PREVENTIVE MAINTENANCE, MOTOR VEHICLES
MCBUL 4700 SERIES.....TECHNICAL INFORMATION BULLETIN
FMFPAC O 4000.19B.....FMFPAC 3d AND 4th ECHELON MAINTENANCE FLOAT
FMFPAC O 4710.1.....MAINTENANCE SUPPORT
DIV O 4000.10.....MAINTENANCE FLOAT AND REPAIRABLE ITEMS CONTROL
DIV O 4000.12.....EQUIPMENT OPERATION AND MAINTENANCE
DIV O 4000.15.....MAINTENANCE FLOAT AND ITEMS, CONTROL OF
DIV O 4400.21.....PROCEDURES FOR THE R&E PROGRAM
DIV O 4700.1.....UNSATISFACTORY EQUIPMENT REPORT
DIV O P4700.10.....SOP FOR EQUIPMENT MAINTENANCE
DIV O 10010.1.....MANAGEMENT PROCEDURES FOR MODIFICATION OF MARINE CORPS EQUIPMENT
DIV O P11240.30.....MAINTENANCE FLOAT AND ITEMS, CONTROL OF
TM-4700/1A (FMFPAC PROPOSED CH#6).....COMMUNICATIONS-ELECTRONICS MAINTENANCE RECORDS

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STANDING OPERATING PROCEDURES FOR COMMUNICATION-ELECTRONICS

9. MAINTENANCE

c. SUPPLY

MCO 4410.3.....MARINE CORPS STOCK LIST PUBLICATION
MCO P4400.15.....ORGANIC PROPERTY CONTROL PROCEDURES MAN
MCO 4400.16.....UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)
MCO 4400.32.....POLICY FOR SUPPORT OF NEW EQUIPMENT INTO THE MARINE CORPS
MCO P4400.84.....MARINE CORPS UNIFIED MATERIAL MANAGEMENT SYSTEM(MUMMS) - SPECIAL PROGRAMS MAN
MCO 04408.2.....SUPPLY SUPPORT FOR CRYPTOGRAPHIC EQUIP
MCO 4423.1.....PROVISION INITIAL ISSUE-REPAIR PARTS
MCO 4442.3.....MARINE CORPS SECONDARY REPAIRABLE ITEM PROGRAM
MCO 5215.14.....MARINE CORPS TECHNICAL PUBLICATION SYSTEM
MCO P5600.31.....MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS
MCO P5600.32.....RETENTION OF TECHNICAL EQUIPMENT PUBLICATIONS FOR MARINE CORPS EQUIPMENT
MCO 5600.41.....USE OF NAVMC 10772-MARINE CORPS SUPPLY SUPPORT PUBLICATION ERRORS
DIV O P4400.7.....SOP FOR SUPPLY

d. SAFETY

NAVMAT 10470.....SAFETY EQUIPMENT MANUAL
NAVSO P2455.....U. S. NAVY SAFETY PRECAUTIONS
MCO 5100.9.....SAFETY PRECAUTIONS, ELECTRONICS
FORCE O 5101.1A.....LIGHTENING PROTECTION
DIV O 5100.10.....LIGHTENING PROTECTION
DIV O 11320.3.....FIRE PREVENTION AND PROTECTION

e. EQUIPMENT AND STATUS REPORTING

MCO P3000.2.....MARINE CORPS OPERATIONAL EFFECTIVENESS REPORTING SYSTEM
MCO 4000.12.....READINESS FOR COMBAT OF COMBAT-ESSENTIAL FMF EQUIPMENT
DIV O P3000.4.....MARES/FORSTAT INSTRUCTIONS
DIV O 4400.19.....LOGISTIC SUMMARY REPORT
DIV O 4400.20.....PREPARATION AND SUBMISSION OF MARES/UNIT EQUIPMENT AND SUPPLY REPORT

f. ALLOWANCES

DIV O 4441.14.....REQUESTS FOR MODIFICATIONS OF ALLOWANCES/REPLACEMENT FACTORS; PROCEDURES FOR THE SUBMISSION OF
DIV O 4441.16.....SPECIAL ALLOWANCES

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STANDING OPERATING PROCEDURES FOR COMMUNICATION-ELECTRONICS

10. MESSAGE HANDLING

SECNAVINST 5210.11A.....STANDARD SUBJECT IDENT CODES
OPNAVINST 2110.2D.....INTERNAL MESSAGE HANDLING AND DIST
FORCEBUL 2100.....NAV-MARCOR MESSAGES
FMFPAC O 2100.1.....USE OF ROUTING CODES FOR MSG TRAFFIC
FMFPAC O 2100.2.....STANDARDIZATION OF INCOMING AND OUTGOING MESSAGE FORMS WITHIN FMFPAC
FMFPAC O 2110.2.....SOP FOR MESSAGE HANDLING
FORCEBUL 2100.....STANDARD SUBJ IDENT CODE ON NAVY/MARINE MESSAGES
FORCE O 2100.1.....ROUTING CODES FOR MESSAGE TRAFFIC
FORCE O 5420.8.....MESSAGE REVIEW BOARD PROGRAM

11. MINIMIZE

ICCI 2100.1.....COMMUNICATIONS MINIMIZE

12. MOVEMENT REPORTS

FMFPAC O 03120.7.....MOVEMENT REPORT INSTUCTIONS, SUPPLEMENT TO

13. RECORDS, FILES, & DIRECTIVES

SECNAVINST 5211.3A.....NAVY MARCOR RECORDS CLASSIFYING & FILING
SECNAVINST 5212.5B.....DISPOSAL OF NAVY MARCOR RECORDS
SECNAVINST 5215.1B.....THE NAVY DIRECTIVES SYSTEM
SECNAVINST 5216.5A.....NAVY CORRESPONDENCE MANUAL

14. RADIO

ICCI 2305.3A.....UNAUTHORIZED RADIO TRANSMISSIONS
DIV O 2220.4.....UNAUTHORIZED RADIO TRANSMISSIONS

15. REPORTS

FMFPAC O 1080.7.....PERSONNEL STATUS REPORT
FMFPAC O 2010.1.....COMM-ELECT OPERATIONS REPORT

16. RPS AND CRYPTOGRAPHIC EQUIP MAINTENANCE

OPNAVINST 2221.3B.....CRITERIA INSURING COMPETENT PERS TO INSTALL MAINT REPAIR CRYPTO EQUIP

17. SCHOOLS

FORCE O 1500.1.....BATTLEFIELD SURVEILLANCE RADAR(AN/PPS-6) SCHOOL
FORCE O 1550.4.....KY-28/38 MAINT TRAINING COURSE

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18. TELEPHONE SERVICE

SECNAVINST 2305.10	MONITORING OF TELEPHONE CALLS
OPNAVINST 2305.13	POLICY FOR DOD WORLDWIDE AUTOVON
MCO 2305.12	INTERCEPT-MONITOR PHONE CONVERSATIONS
FMFPAC O 2305.6	JOINT OVERSEAS SWBD/JOSS/, CALL IDENTIFIERS
FORCE O 02200.2A	TELEPHONE TRANSMISSION SECURITY
FORCE O 2300.1A	TELEPHONE SYSTEM IMPROVEMENT THROUGH SUBSCRIBER EDUCATION
FORCE O 2305.2A	REDUCTION OF OVERSEAS TELEPHONE CALLS
ICCI 2305.1	CLASSES OF TELEPHONE SERVICE
ICCI 2305.2	TELEPHONE MANAGEMENT OFFICE
ICCI 2305.4	COMM CONTROL AND PRECEDENCE SYSTEM FOR TELEPHONE CALLS WITHIN U.S. MILITARY COMM SYSTEMS
DIV O 2305.3	CONTROL OF OVERSEAS PHONE CALLS

19. MISCELLANEOUS

NAVCOMINST 2070.2A	NAVY-MARINE CORPS MILITARY AFFILIATED RADIO SYSTEM(MARS)
FMFPAC O 2070.1	U.S. FORCES AMATEUR RADIO REGS
FMFPAC O 3480.2	PROGRAM FOR EXPLOITING PROFESSIONAL KNOWLEDGE GAINED FROM USMC EXPERIENCE IN VIETNAM
FORCE O 2000.2	FROST CALLS
FORCE O 2030.2	FACILITIES CONTROL CENTER
DIV O 003120.2A	III MAF ALT CP COORD

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

DivBul 5215
7/JJH/rls
9 Jul 1970

DIVISION BULLETIN 5215

From: Commanding General
To: Distribution List

Subj: Semi-Annual Check List of Effective 1st Marine Division Directives

Ref: (a) MCO P5215.1D
(b) DivO 5605.1K

Encl: (1) Numerical Check List of Effective Directives
(2) Requisition for Missing Directives

1. Purpose. To publish a list of 1st Marine Division (Rein), FMF directives which were effective as of 30 June 1970, in accordance with the instructions contained in reference (a).

2. Action

a. Originating Sections. Column seven of enclosure (1) reflects the originator's code number of all effective division directives. Originating Staff Officers are directed to review all directives under their cognizance to insure that they are current and applicable in accordance with command policies and regulations issued by higher authority. Any discrepancies noted on enclosure (1) will be reported to the Division Adjutant.

b. Recipients of Directives. Addressees required to maintain directives are directed to complete the following action:

(1) Review master directives files to determine whether all directives listed on enclosure (1), as authorized by reference (b) are held, ensuring that all cancelled directives have been removed from the active files.

(2) Request missing directives from this Headquarters (Attn: Div Adj) within 20 days after receipt of this Bulletin. Requests for classified and unclassified directives will be submitted separately. When directives not authorized by reference (b) are requested, complete justification therefor will be indicated.

(3) Requests for missing directives from battalion and lower echelons will be consolidated at battalion level and submitted on the requisition contained in enclosure (2).

(4) Division directives issued prior to 30 June 1970 not listed

(7)

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herein are cancelled and will be removed from the active files and destroyed.

3. Self-Cancellation. 31 December 1970.

Noble L. Beck
NOBLE L. BECK
Chief of Staff

DISTRIBUTION: "A" & "B"

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DivBul 5215
9 Jul 1970

NUMERICAL CHECKLIST OF EFFECTIVE DIRECTIVES

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ENCLOSURE (1)

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COLUMN IDENTIFICATION

Column	
1	Subject-numerical designation, consecutive number, and revision suffix letter
2	Number of changes issued
3	Self-Cancellation date; i.e., month, day, year
4	Subject
5	Distribution
6	Date of directive; i.e., month, day, year
7	Originator's code

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1	2	3	4	5	6	7
			MILITARY PERSONNEL			
1020.1E	2		Uniform Regulations in RVN	AB	1 20 0	1
1050.1C	1		Leave	AB	11 29 8	1
1050.3C			Voluntary Extension of Overseas Tours and Special Leave	AB	9 03 9	47
1050.4			Off Limits Areas & Curfew	AB	2 03 0	17
1070		12 31 0	Audit of SRB's	B	6 27 0	7
1070.1C			Rotation Tour Dates	AB	3 26 9	47
1080	1	7 31 0	Manpower Management System (MMS) Reporting	AB	4 01 0	1
1080.2			Personnel Accountability	AC	8 19 7	5
1080.3	1		Utilization of the Embossed Personnel Plate	AB	3 21 0	1
1133		8 31 0	Reenl Report for May70	AB	6 14 0	54
1133		7 31 0	Reenl Report for Apr70	AB	5 13 0	54
1133		6 30 0	First Term Reenl Results for 3dQtr, FY70	AB	4 23 0	54
1133		6 30 0	Reenl Report for Mar70	AB	4 21 0	54
P1133.1E	1		Career Planning Program	AB	4 08 9	54
1133.8			Career Planning Orientation Course	AB	12 16 8	54
1230.1E			Classification Testing Program	AB	5 09 7	7
1300.9E			Rotation of Personnel & Rpt of Trans Requirements	AB	4 14 9	47
1300.12			Identification of Personnel with Physical & Administrative Limitations	AB	8 03 8	47
1300.14			Restrictive Assignments	AB	10 27 9	7
1301.14			Assumption of Command	AB	4 27 0	7
1306.13C	1		Processing of Replacement Drafts Arriving by Ship & by Aircraft	AB	7 29 7	7
1306.15			Nomination of Personnel to Serve as Instructors in NROTC Program	AB	10 21 8	47
1326.1			Utilization of Enlisted Mar OF 03	AB	9 29 8	47
1401.1C	1		Enlisted Promotions	AB	3 14 0	1
1418		10 31 0	Participation in the August 70 Exam for Petty Officer 3d Class thru CPO...	AB	6 24 0	16
1421.1A			Commissioning of Enl Pers who Demonstrate Outstanding Combat Leadership	AB	1 02 0	1
1500		9 30 0	Grnd/Aviation Off Cross Orientation Program	B	6 16 0	3
1500		9 30 0	DivScol Courses, 1stQtr, FY71	AB	6 13 0	3
1500		9 01 0	Food Svc Sanitation Trng Prog; availability of	C	5 21 0	62
1500		6 30 0	Helicopter Support Team Trng	B	4 22 0	3

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1	2	3	4	5	6	7
			MILITARY PERSONNEL			
1500		10 01 0	Employment of "Automatic Claymore" in Ambush Tactics	AB	4 19 0	3
1500		9 30 0	I Corps Generator School	AB	4 18 0	15
1500		9 30 0	Dai La Pass Rifle Range	AB	3 23 0	3
1500		6 30 0	Ambush & Counterambush Tactics & Techniques	AB	3 22 0	3
1500	1	6 30 0	Grnd/Aviation Officer Cross Orientation Program	B	3 09 0	3
1500		6 30 0	DivScol Courses, 3dQtr FY70	AB	1 05 0	3
1500.28F			Land Mine Warfare, Demo & Booby Traps Scol	AC	1 03 0	3
1500.30D			1stMarDiv Annual Trng Directive, 1Jul69-30Jun70	AB	7 07 9	3
P1500.31A			SOP for Training	AB	1 24 0	3
1500.32A			Division Scols	AB	8 28 9	3
P1560.1A	2		Education Program	AB	7 24 7	37
1560.2			Drug Abuse Suppression Trng	AB	5 16 9	32
1560.3			Command Info & Indoc Program	AB	5 14 0	1
1601.3A			Command Duty Officer Inst.	AB	12 19 9	3
1610.5	2		Individual Responsibility	AB	3 26 8	1
1620.1			Use of Force During Apprehension	AB	6 20 7	17
1626.9B			Absentees & Deserters	AB	6 20 0	1
1640.1			Brig Liaison SNCO	AB	9 30 8	17
1650		11 30 0	RVN Armed Forces Meritorious Unit Citation of Gallantry w/ Palm; case of III MAF	AB	6 01 0	7B
1650	1	6 30 0	Combat Action Ribbon	AB	11 02 9	7
1650.5A			Incentive Awards Program	AB	1 11 0	1
P1650.8A			SOP for Awards	AB	2 03 0	7B
1650.9			Award of Trophies	AB	9 02 8	7B
1650.10			Recognition of Indiv Who Effect Capture of Enemy Personnel	AC	12 11 8	47
1650.11A			Award of Div End-of-Tour Plaque	AB	6 12 0	7C
1650.13			Vietnamese Awards	AB	4 14 0	1
1700		6 30 0	1stMarDiv Association	AB	6 06 0	37
1700.3I			Request Mast	AB	2 01 8	32
1700.6			Personal Affairs Program	AB	7 18 8	54
1700.7A			1stMarDiv Association	AB	1 23 0	1
1710		7 15 0	Allocation of Out-Of-Country R&R for Apr, May, & June	AB	3 28 0	37
1710.1A			Water & Beach Recreation Areas; use of	AB	9 09 9	37
1710.2B			China Beach In-Country R&R	AB	1 22 0	37
P1710.8C	1		Special Services Program	AB	4 26 9	37
1710.10E	2		Out of Country R&R Program	AB	3 29 9	37

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			MILITARY PERSONNEL			
1710.11	1		SOP For MARS Station NOEFD	AB	5 23 7	37
1710.12			Swimming Areas; authority to designate & safety requirements to be observed	AB	8 20 7	32
1710.13			Tape Recorded Music, Resale Activity	AB	4 28 8	37
1710.14A			Establishment of "Stack Arms" Center	AB	2 25 0	3
1710.15			R&R Bags	AB	7 01 9	37
1730.1A			Lay Leadership Program	AB	1 31 7	19
P1730.3B	1		SOP for Chaplins	AB	2 17 7	19
1730.4A			Transportation for Chaplains	AC	6 18 8	4
1746		12 31 0	Conversion of MPC to Piasters within the Div Clubs System	A	6 01 0	49
1746		7 31 0	Semi-annual Inventory of the 1stMarDiv Clubs System	A	5 09 0	49
P1746.1B	4		SOP for Division Club System	AB	6 15 8	49
1746.2B			Purchase & Consumption of Alcholic Beverages	AB	12 26 9	1
P1746.3	1		SOP for Clubs and Messes Central Service Agency	D	5 22 9	49
1746.4A	1		Div Non-appropriated Funds Wage & Payroll Regulations	AB	10 30 9	1
1746.5			Financial Policies for Clubs & Messes; establishment of	A	12 21 9	49
1752.1A			Marriage in the Far East	AB	11 15 9	17
1900.3G	2		Administrative Separation for Unsuit, Unfit, Misconduct & Discharge for Good of Service, Info Concerning	AB	10 10 9	7
1910.2G			Request for Discharge or RELAD for Dependency or Hardship	AB	11 01 9	7
1910.4			Early Release of Enl Pers for College Enrollment	AB	10 08 9	7
			COMMUNICATIONS			
P02000.2E	1		Comm-Elect Operating Instructions (CEOI) (U)	E	3 31 0	10
P2000.4	2		SOP for Comm-Elect (COMMSOP)	AB	1 29 8	10
2005.1	1		Div Comm-Elect Equipment Pool	AB	6 25 9	10
2010.1			Message Review Board Program	AB	2 19 0	10
P2030.1A			SOP for Comm Facilities Control Center (FCC-SOP)	SPL	5 01 0	10
02200		6 30 0	Enemy Comm Inter Threat (U)	AC	12 22 9	3
02220.1			Secure Voice Radio Procedures	AB	1 05 7	10
02220.3	1		Transmission Security (U)	AB	9 07 7	2

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1	2	3	4	5	6	7
			COMMUNICATIONS			
2220.4			Unauthorized Radio Transmissions	AB	6 06 9	10
2305.3			Control of Overseas & Long Distance Telephone Calls Within U.S. Military Comm System	A	9 18 9	10
02601.1A			RPS; Handling, Accounting, Maintenance, Transmittion & Disposition of Pubs & Equipment (U)	CE	6 07 0	7A
2700		10 31 0	Control & Prevention of Non-Mailable Items from being Introduced into U.S. Mails	AB	5 04 0	20
2700		7 31 0	U.S. Postal Money Order Control	AB	2 06 0	20
2700		8 31 0	Processing of Casualty Mail	AB	3 10 0	20
2700.3D			Guard & Courier Mail Service	AB	3 29 9	7
P2700.4C	1		SOP for Postal Services	ABF	8 12 9	20
			OPERATIONS AND READINESS			
3000		9 30 0	MARES/FORSTAT Instructions; Schedule of	AB	4 01 0	4
3000		6 30 0	MARES/FORSTAT	AB	1 26 0	4
P3000.1D	1		SOP for Operations	AB	4 18 6	3
P3000.4	1		MARES/FORSTAT Instructions	AB	1 24 9	3
P3040.1D	3		SOP for Casualty Reporting & Management	A	11 27 9	7
3050.1	1		Emergency Relief	AC	11 14 7	46
03100.2B			Herbicide Operations (U)	AB	1 03 0	3
P03100.3			SOP for Requesting AN/TPQ-10 Strikes (U)	E	8 21 8	3
3100.4			Operational Discrepancies	ACF	1 05 9	14
P3120.13B	1		Div Air Operations	AB	6 13 7	14
3120.15A	1		SOP for Helicopter Support Teams	AB	9 27 7	4
3120.16B	1		SOP for COC & FSCC During Mortar, Artillery and/or Rocket Attack	AB	12 26 9	3
3120.17A			PMO & MP Activities	AB	4 28 8	1
03120.19	1		Counter Rocket Program	AB	7 22 7	3
3120.20A	1		Continuity of Command	A	4 13 8	3
3120.21A			Target Selection & Target Priority; Staff Responsibility	A	5 13 0	3
3120.23			Procedures for the Establishment, Operation & Displacement of the Div Command Post	A	5 24 8	1

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1	2	3	4	5	6	7
			OPERATIONS AND READINESS			
003120.24			III MAF Alternate CP; Provisions for (U)	E	4 17 9	3
03120.25			Use of Explosives for Bridge Security (U)	AB	2 11 0	3
3150.1A			Div Photo Section; operation & employment of	AB	2 21 9	3
P03300.1	3		SOP for the FSCC	CE	7 30 8	3
03310.1			Airborne Control of Air Strikes by Air Observers	E	12 20 7	14
03330.2B			CLASSIFIED TITLE	AC	12 06 9	3
03330.3			Control, Disposition & Safeguarding of Vietnamese property Captured Material & Food (U)	DT	12 17 9	3
3400.4E			NBC Defense	AB	2 13 0	3
03400.10			SOP for Employment of Chemical Munitions (CS/CN)(U)	AB	11 23 8	3
P3410.1A			SOP for Psychological Opns	AB	3 19 9	46
3410.2A			SOP for Kit Carson Scout Program	AB	1 16 9	2
3410.3	1		Kit Carson Scout Orientation Course	AB	8 16 8	2
3410.4			Documenting & Reporting Acts of Terror and Attacks on Population Centers; info concerning	AB	11 01 9	46
03430.1			SOP for Electronic Warfare(U)	A	6 04 5	2
3435.1	1		SOP for Route Sweeping	AB	7 07 7	15
3441.1A			Disaster Control & Emergency Recovery Measures	AB	4 20 8	4
3460.1B	1		Control, Screening, Evacuation and Disposal of Captured Enemy Material	AB	2 25 0	2
3460.2A			Evacuation & Exploitation of Captured Enemy Documents	AB	1 08 0	2
3461.2B			Processing, Exploiting, Evacuating, Accounting & Reporting of Detainees	AB	3 24 9	2
3461.3			Command Relationship of ITT Personnel	AB	6 26 8	2
3480		11 15 0	Lessons Learned	AB	6 26 0	3
3480		11 15 0	Lessons Learned	AB	5 15 0	3
3480		10 15 0	Lessons Learned	AB	4 21 0	3
3480		9 15 0	Lessons Learned	AB	3 18 0	3
003480		8 15 0	Lessons Learned (U)	AB	2 22 0	3
3480		7 15 0	Lessons Learned	AB	1 20 0	3
P3480.1C	1		Operational Reports	AB	3 24 0	3
003490.1			CLASSIFIED TITLE	E	12 28 8	3
3500.1			Indoctrination Training of Replacements	AB	3 06 9	3

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1	2	3	4	5	6	7
			OPERATIONS AND READINESS			
3500.4A			Reciprocal Training Program	AB	12 14 9	3
3510.5F	3		Tactical Improvement Program	BC	7 20 4	3
P03520.1			SOP for Ground Surveillance(U)	AB	9 18 9	2
3560.2B			SOP for Combat Operations Center (COC)	AB	7 09 8	3
3590.1B			Div Scout Sniper Program	AB	8 21 9	3
3591.18A			Markmanship Training & Fam Firing of Indiv & Crew Served Weapons	AB	10 23 8	3
3593.1A			Firearms Control	AB	2 22 0	17
P3800.1G	3		SOP for Intelligence	AB	1 24 8	2
P3820.2B			Countermeasures Against Mines & Booby Traps	AB	12 09 9	2
3840.1B			Maps, Charts & Map Substitutes	AB	10 26 9	2
03840.2	1		Operational Security (U)	AB	6 28 9	3
03850.2C			Missing, Detained or UA Pers; POW Sightings & Suspected POW Locations; reporting of	BE	5 06 0	2
03860.1			Phoenix/Phung Hoang Program(U)	AC	10 04 9	2
3900.1			Special Procedure for Expediting Equipment Development	AB	12 28 8	3
			LOGISTICS			
4000		11 18 0	Logistical Preparation for Monsoon Season; planning for	AB	5 30 0	15
P4000.2E			SOP for Logistics	AB	9 02 9	4
4000.15A	1		Maintenance Float End Items; Control of	AB	7 30 8	4
4000.16	1		Logistical Preparation for Monsoon Season	AB	10 07 7	4
P4000.17B			SOP for Logistics Support Areas (LSA's)	AB	9 20 9	4
4010.1			Recovery Of Expended Cartridge Cases & Empty M2A1 Metal Boxes	AB	1 10 7	8
4030.1	1		Control & Utilization of CONEX Containers	AB	12 25 7	4
4050		12 31 0	Personal Effects, handling & disposition of	AB	6 22 0	21
4050		8 31 0	Personal Effects	AB	4 04 0	21
4050.1C	1		Instructions for the Receipt Control & Disposition of Personal Effects & Baggage	AB	1 11 0	21
4050.2A			Privately Owned Weapons	AB	2 22 8	21
4050.3A			Transportation of Dangerous Material/Contraband & Prohibited Articles Aboard Aircraft & Ships & Inspection of Baggage	AB	9 17 7	1

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1	2	3	4	5	6	7
			LOGISTICS			
4066.2			Responsibility of Unit Commanders for Support of Exchange Operations	AB	9 19 7	1
4066.3			MC Exchange Mail Order Program for WestPac	AB	10 02 7	1
P4066.4			SOP for 1stMarDiv Exchange	AB	10 27 7	50
4066.5	1		Solicitation by Unauthorized Civilian Enterprises	AB	4 24 8	50
4340.1			Illegal Possession of Gov't Property & Contraband	AB	8 09 9	32
4400		6 30 0	Supply Chief's Conference; announcement of	AB	6 11 0	21
4400		11 15 0	Supply Data Transmission Support Test	AB	6 07 0	21
4400		7 31 0	Requisition Priority Abuse	AB	3 25 0	21
P4400.7E			SOP for Supply	AB	4 15 0	21
4400.19F			Logistical Summary Report	AB	2 17 0	4
4400.21			Procedures for the Replacement & Evacuation Program	AB	12 22 8	4
4400.22A			Monthly Asset Status Report	AB	9 15 9	21
4400.23			Jungle Hammocks FSN 8465-782-6723	A	8 08 9	21
4400.24			1stMarDiv Individual Weapons Master Inventory File	AB	4 04 0	21
4400.25			Div Inventory Assistance Team	AB	4 05 0	21
4400.26			Combined Allowance List	AB	5 21 0	4
4422.1A			Staff Procedures for Provisioning, Maintenance and Resources Management of Major Items of Equipment	AB	10 11 68	4
4440		6 30 0	Controlled Items Reporting	AB	1 26 0	21
4440.2			Garrison Property Control	AB	5 17 8	4
4440.3			Garrison Property Messhall Equipment Control Procedures	BC	10 16 8	55
4441.14D			Request for Modifications of Allowances/Replacement Factors procedures for the submission of	AB	4 23 9	4
4441.16E			Special Allowances	AB	6 05 0	4
4525.1A			Energy Developing Devices; destruction of	AB	10 27 9	10
4600		7 01 0	Embarkation Highlights of 3dMarDiv Redeployment	AB	12 24 9	39
P4600.1E	4		SOP for Embarkation	AB	9 04 7	39
4600.2			Embarkation Contact Inst	AB	11 07 8	39
4600.3			Bi-monthly Embarkation Data; submission of	AB	9 02 9	39
4600.4			Mechanized Embarkation Data System (MEDS)	AB	10 04 9	39
4630.1A			Customer ID Code Numbers	AC	5 12 7	7

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1	2	3	4	5	6	7
			LOGISTICS			
4631.1			Helicopter Passengers Manifesting	AB	4 14 9	14
4640.1			Transporting of RPS Shipments	AB	4 17 9	7A
4700		6 30 0	Timely Pickup of Completed TERO's	AB	1 23 0	4
4700.1I			Unsatisfactory Equipment Rpt	AB	4 02 0	4
P4700.6C			SOP for the Maintenance of Engineer Equipment	AB	5 01 0	15
4700.7A			Inspection Checklist for Engineering Equipment	AC	2 20 9	15
P4700.8	1		SOP for Engineer Operations	AB	3 01 7	15
4700.9			Required Records for Non-Tactical Generators	AB	9 24 7	15
P4700.10A	1		SOP for Equipment Maintenance	AB	7 01 9	4
4700.11			Engineer Equipment Maintenance Instruction Team	AB	7 07 8	15
4730.1			Cantonment Report	AB	9 17 8	4
			GENERAL ADMINISTRATION AND MANAGEMENT			
P5000.1F	3		SOP for Administration	AB	6 01 9	1
P5000.2A	1		HQ, 1stMarDiv Staff Regs	A	10 30 9	7
5041		9 30 0	Civic Action & Psychological Operations Technical Inspections 1stQtr, FY71	AB	6 27 0	46
5041		9 30 0	Career Planning Technical Insp	AB	6 24 0	54
5041		9 30 0	Financial Management Tech Insp 1stQtr, FY71	AB	6 22 0	12
5041		7 15 0	Quarterly Insp Schedule	A	6 20 0	32
5041		10 31 0	Medical Tech Insp	AB	6 18 0	16
5041		9 30 0	Admin Insp Sked, 1stQtr, FY71	AB	5 30 0	1
5041	1	9 30 0	CMMI; Schedule of	AB	5 28 0	4
5041		6 30 0	S&C/ComTac Pub Library Insp announcement of	AC	4 07 0	7A
5041		6 30 0	Career Planner Tech Insp	AB	3 30 0	54
5041		6 30 0	Financial Management Tech Insp 4thQtr, FY70	AB	3 27 0	12
5041		6 30 0	Public Affairs Tech Insp	AB	3 20 0	41
5041		6 30 0	Chaplain's Tech Insp	SPL	3 18 0	19
5041		6 30 0	Civic Action Tech Insp	AB	3 14 0	46
5041		6 30 0	CMMI; Schedule of	AB	3 14 0	4
5041		7 31 0	Medical Tech Insp	AB	3 09 0	16
5041		6 30 0	Admin Insp Sked, 4thQtr, FY70	AB	3 08 0	1
5041		6 30 0	Tech Insp (Legal) 3d & 4th Qtr, FY70	AB	1 08 0	17
5041.1F			SOP for CG's Inspections	AB	10 07 6	32
P5041.18C	1		SOP for CMMI's	AB	2 03 0	4
5041.19A			Command Inspection of Equip	AB	12 04 7	4

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			GENERAL ADMINISTRATION AND MANAGEMENT			
5041.20			Instructions for the Conduct of Tech & Spl Inspections	AB	10 27 6	32
5050		10 01 0	Periodic Admin/Logistics Conference	AC	4 10 0	5
5050.5B			CG's Daily Briefing	AC	6 28 0	5
5050.6			Briefing Requirements for Incoming Officers	AC	8 16 7	5
5050.7			HQMC Debriefing of Selected Officers Returning from RVN	AC	4 05 9	3
5060	1	7 15 0	Orientation for BGen E.H. SIMMONS	AC	6 14 0	5
5060		6 30 0	Ceremony for BGen E.H. SIMMONS	AB	6 10 0	3
5060.9A			SOP for Protocol Functions	AB	12 02 8	6A
5060.10A			Awards Ceremonies	AB	5 22 9	38
5060.11A			SOP for Div CP Ceremonies	AB	4 07 0	3
5060.12A			Change of Command Ceremonies	AB	7 02 9	7
P5080.1A	2		SOP for Civil Affairs	AB	1 17 8	46
5080.3H	1		Concept & Assignment of Civil Affairs Areas of Responsibility	AB	4 14 0	46
5080.4A			Finincial Admin US/FWMAF Civic Action Fund	AB	12 14 7	46
5080.5A			Unit Civic Action Area Folder	AC	1 30 0	46
5080.6E	1		Policy & Reporting Procedures for General WALT Scholarships	AB	11 04 9	46
5080.8B			Monthly Civic Action & Monthly Medical Civic Action Reports	AB	3 20 0	46
5080.9			SOP for Handling Refugees	AB	4 19 8	46
5080.10			Vietnamization Program	AB	6 07 0	7
P5100.8B			SOP for Ground Safety Prog	AB	5 21 0	32
5100.9A			Carrying & Possession of Weapons, action concerning	AC	6 25 0	3
5100.10A			Lightning Protection	AB	4 02 9	32
5100.11B	1		Typhoon/Storm Bill	AB	11 19 8	4
5100.12	2		Flood Bill	AB	11 19 8	4
5101.2A			Weapons Safety	AB	3 04 9	32
5120		9 30 0	U.S. Savings Bond Program	AB	6 17 0	12
5120.1I			U.S. Savings Bond & Savings Deposit Program	AB	4 21 9	12
5200.2A			Project MACONOMY	AB	2 21 0	12
5213.1B			Reports & Forms Control Prog	AB	5 19 7	7
5215.2A			Procedures for the Publication, Identification and Maint of Div Directives	B	4 15 6	7
5216.1H			Delegation of Authority to Sign Official Correspondence and Release Messages in the Name of the CG	A	7 24 7	7
5216.2			Program to Reduce the Volume CONGRINT Correspondence	AB	3 23 8	1

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1	2	3	4	5	6	7
			GENERAL ADMINISTRATION AND MANAGEMENT			
5230.1			Responsibilities & Duties of the Div Automatic Data Processing System Engr Officer	AB	7 18 8	4
P5300.1B			SOP for FMF Personal Assistance Program	BC	6 03 9	1
5300.2C	1		Recurring Personnel Reports	AB	11 15 8	1
5300.3B			1stMarDiv Rear Facility	AB	12 16 9	7A
05300.4			Spl Daily Personnel Report(U)	AB	4 02 8	1
P5312.2B	1		ARVN Interpreter Program	AB	4 04 8	1
5312.3A			SOP for Scout/Sentry Dog Teams	AB	12 28 9	3
5320.1B			Billet Assignment; report of	AB	12 26 9	1
5350.1A			Civil Rights	AB	7 18 6	1
5390.1			Platoon Leaders Pamphlet "The Racial Situation" Equality of Treatment & Opportunity	AB	1 17 0	1
5400.3A	1		Provisional HQ for Units Task Organized under the Command of Asst Div Commander	AC	2 09 9	3
5420.1A			Leadership Council	AB	12 14 9	1
05500.3			Tactical Alert Conditions (U)	AC	5 12 9	3
P5510.1	8		SOP for Security of Military Information	BC	1 21 5	2
5510.7A			Crypto Access	AB	9 29 6	10
5510.8A			Propaganda Material	AB	2 15 0	2
5510.9			Reliability Program	AB	5 13 7	15
005510.10			Disclosure of Classified Info to Foreign Nationals	E	10 16 9	2
5510.11			Sleeping on Watch	AB	8 26 7	32
5510.12A			Security Indoctrination	AB	2 10 0	2
5512.1			Pass & ID Issue & Control	AB	5 11 7	27
5512.2B			Ration Cards; regs governing	AB	4 01 0	47
5512.3			Passports & Visas	AB	10 12 7	17
5512.4			MACV ID/Priv Card for Civilians; regulations governing	AB	5 23 8	50
5512.5A			MACV Currency Control Card Form 5 & MACV Currency Form 385	AB	3 03 9	47
05522.1B	1		Security Inspections of Vital Bridges (U)	AB	1 03 0	3
5560.1			Highway Traffic Regs	AB	12 20 7	35
5560.2			Security of Vehicles	AB	12 27 7	35
5560.3B			Vehicle Parking, Div CP	AB	3 15 0	5
P5560.4A	1		SOP for Traffic Control in Hai Van Pass	AB	6 10 9	4
5600.2B			Training Manuals	AB	1 03 9	3
5600.3			Printing Management & Div Reproduction	AB	1 17 8	63
5605.1K			Dist of Directives within the 1stMarDiv (Rein) FMF	AB	1 02 9	7

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GENERAL ADMINISTRATION AND MANAGEMENT						
5710.8A			1stMarDiv Personal Response Program	AB	11 12 9	46
P5720.5A			SOP for Public Affairs	AB	4 30 0	41
5720.6			Serious Incidents Report	AB	12 25 8	32
5724		7 31 0	Fleet Home Town News Report	AB	6 12 0	41
5724		6 30 0	Fleet Home Town News Report	AB	5 11 0	41
5750.1B			Historical Program	AB	12 30 7	3
5750.2D			Command Chronology	AB	6 20 0	3
P5800.1B			SOP for Legal Matters	AB	2 05 0	17
5800.3			Procedures for Requesting Lawyer Council	AB	9 20 8	17
5800.7			Entrapment & Related Activities by Pers Engaged in Law Enforcement & Security Duties	AB	1 16 9	17
5801.1			Legal Assistance Office	AB	9 30 8	17
5810.1			Procedural Aspects of Obtaining & Preserving Evidence	AB	2 19 9	17
5817.1			Establishment of Legal Serv for Special Court-Martial Convening Authority	AB	7 05 9	17
5820.2E			Employment of Criminal Investigators	B	2 24 0	27
5890.1			Personal Property Claims	AB	1 29 9	17
MEDICINE AND DENTISTRY						
P6000.1B	3		SOP for Medical Services	AB	12 04 8	16
6200		12 31 0	Monsoons in ICTZ, Medical Preparation for	AB	6 25 0	62
P6200.4B	2		SOP for PMS	AB	9 16 9	16
6260.1A			Dangerous Pesticides; control of	AB	7 19 8	16
6260.2			Hearing Conservation Program	AB	12 28 9	16
6600.1	1		SOP for Dental Service	BD	5 07 6	40
6700.1			Medical & Dental Items Recommended for Standardization	AB	5 31 7	16
6710.2B			Narcotics & Related Drugs	AB	5 11 7	17
6710.3A	1		Possession or use of Dangerous Drugs or Marijuana	AB	1 20 9	1
FINANCIAL MANAGEMENT						
P7000.3C			SOP for Financial Management	AB	4 26 9	12
7000.4B			Volunteer Informant Program	AB	9 10 8	2
7010.1A			Non-Appropriated Funds	AB	11 27 7	57
7020.1			International Balance of Payment Program	A	3 06 9	12
7043.1A			Restricted Purchase of Commodities in RVN	AB	6 18 8	12

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FINANCIAL MANAGEMENT						
7200.2A			Conversion of MPC	AB	5 31 9	12
7200.3A			Solatium (Condolence) Payment	AB	6 13 9	12
7220.3D			Currency Control Regs	AB	6 01 0	12
7220.5B			Disbursing Operations	AB	3 25 0	18
7220.6			Advances of Foreign Currency for Conversion Purposes	AB	3 17 7	18
7300.1A	1		Administration of AIK Funds	AB	2 05 0	12
7302.1B	1		Control of Piaster Expenditures	AB	6 20 8	12
ORDNANCE MATERIAL						
P8000.1A	3		SOP for Ordnance	AB	7 15 8	8
8010.1E	1		Vietnam Ground Ammo Expenditure Rates	AB	3 11 9	8
8012.1			Warning System for Critical Class V Material	AB	11 07 9	8
8020.1			Explosive Ordnance Safety	AB	8 05 7	8
8020.2			Control & Safe Handling of Munitions	AB	1 13 0	8
8023.1A			Compatibility of Class V Supplies for Combat Loading	AB	1 11 0	8
8027.1A			Duds, Misfires & Foreign Munitions	AB	10 02 9	8
8110.3	1		Employment of Expedient Anti-personnel Weapons	AB	8 16 6	8
8220.1			Safety Regs for Mortars	AB	6 02 6	8
8370		6 30 0	175mm M107 Gun (SP)	AB	3 09 0	8
8370		6 30 0	Cleaning and Lub Instructions for Lower Receiver Extension of M16A1 Rifle	AB	12 31 9	4
FACILITIES AND ACTIVITIES ASHORE						
10010.1C			Management Procedures for Modification of MC Equipment	AB	5 18 9	4
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DivBul 5215
9 Jul 1970

From:

To: Commanding General, 1st Marine Division (Rein), FMF (Attn: DivAdj)

1. It is requested that the directives which have been circled on the attached list be forearded to the addressee shown on the mailing label.

(Signature)
(CO or Unit AdminO)

NOTES:

(1) Place the number corresponding to the number of copies desired in parenthesis below the number of the directive being requested.
(2) Classified directives will be requisitioned by separate correspondence directed to the Division Adjutant (Attn: S&C Files)

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DivBul 5215
5 Jul 1972

REQUISITION FOR MISSING DIRECTIVES

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1133 42170	P1133.1	1133.8	1230.1
1300.9	1300.12	1300.14 1301.14	1306.13
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1421.1	1500 61670	1500 61370	1500 52170
1500 42270	1500 41970	1500 41870	1500 32370
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1700.3	1700.6	1700.7	1710 32870
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1746 60170	1746 50970	P1746.1	1746.2
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1900.3	1910.2	1910.4	P2000.4
2005.1	2010.1	P2030.1	2220.4
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4400 32570	P4400.7	4400.19	4400.21
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P4700.8	4700.9	P4700.10	4700.11
4730.1	P5000.1	P5000.2	5041 62770
5041 62470	5041 62270	5041 62070	5041 61870
5041 53070	5041 52870	5041 40770	5041 33070
5041 32770	5041 32070	5041 31870	5041 31470

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5041 31470	5041 30870	5041 30870	5041 10870
5041.1	P5041.18	5041.19	5041.20
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5060 61470	5060 61070	5060.9	5060.10
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5512.5	5560.1	5560.2	5560.3
P5560.4	5600.2	5600.3	5605.1
5710.8	P5720.5	5720.6	5724 61270
5724 51170	5750.1	5750.2	P5800.1
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5817.1	5820.2	5890.1	P6000.1
6200 62570	P6200.4	6260.1	6260.2
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8220.1	8370 30970	8370 123169	10010.1
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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

Div0 4000.16A
4/MFS/lms
9 JUL1970

DIVISION ORDER 4000.16A

From: Commanding General
To: Distribution List

Subj: Logistical Preparation for Monsoon Season

Encl: (1) Motor Transport Preparations
(2) Ordnance Preparations
(3) Engineer Preparations
(4) Communication-Electronics Preparations
(5) Medical Preparations
(6) Food Services Preparations
(7) Supply Preparations
(8) Embarkation Preparations

1. Purpose. To promulgate necessary information and guidelines to assist all Division units in making maximum effective preparations for the adverse weather encountered during the monsoon season.

2. Cancellation. Div0 4000.16.

3. General. The Danang area monsoon season normally begins in October and continues through February. Certain essential unit preparations will ensure that personnel, equipment, and facilities are ready for sustained operations during this period of adverse weather. Sufficient quantities of protective clothing, supplies, and equipment should be stocked to meet the demands of the monsoon weather. Defensive positions, buildings, helo pads, air strips, and roads should be carefully inspected and necessary improvements undertaken to prepare them for adverse weather.

4. Action

a. All units will thoroughly review monsoon requirements using enclosures (1) through (8) of this order as a guide. These enclosures are not intended to provide a complete check-off list of all required preparations for all units. Each unit must evaluate its own readiness status in relation to its mission, location, and resources. Commanders are expected to exercise initiative and imagination to plan and prepare for any special problems imposed on their commands by the monsoon weather.

b. All units will take positive steps to requisition authorized allowances of equipment, spare parts, and supplies needed for sustained monsoon operations.

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c. Units will submit work requests to the Division Engineer for improvements required to prepare defensive positions, buildings, fixtures, and roads for the monsoon season.

d. Progress-type reports will be submitted to this Headquarters (G-4) when directed.

Noble L. Beck
NOBLE L. BECK
Chief of Staff

DISTRIBUTION: "A" & "B"

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DivO 4000.16A
9 JUL1970

MOTOR TRANSPORT PREPARATIONS

1. The following information is provided as an aid for timely planning for Motor Transport preparations for the monsoon season.

a. Facilities

(1) Motor Transport Park

(a) Select a site for the motor pool that is crowned and has good drainage. Divert water runoff around the motor pool.

(b) Ensure motor pool entrances and access roads have good bases, are crowned, drained and culverted as required.

(c) Develop hardstand wash racks for the nightly wash down of all vehicle undercarriages.

(2) Maintenance Shops

(a) Select maintenance structure sites on crowned, well drained surfaces.

(b) Develop decked, covered, and enclosed shelters to permit the performance of 1st and 2nd echelon maintenance.

(c) Construct adequate work benches to permit the accomplishment of repairs on dry and clean surfaces.

(d) Ensure that lighting is adequate for the performance of maintenance at night and during periods of reduced light.

(e) Ensure lube/service racks are solidly constructed to prevent collapse, and that racks have good drainage and hardstand entrance.

(3) Storage

(a) Develop adequate storage facilities to get infrequently used vehicle accessories off the ground and under cover.

(b) Construct shelves for the storage of tools and equipment to keep them out of the mud and water.

(c) Ensure bulk POL products are properly covered to prevent water contamination.

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b. Supplies

(1) Review October through February parts usage and order additional parts, less DX items, reflecting monsoon increased usage rates. Pay particular attention to normal high usage items; i.e. wheel bearings, seals, and universal joints.

(2) Request supporting maintenance unit to increase stockage of DX items reflecting monsoon usage.

(3) Ensure sufficient canvas and bows are in stock or on requisition to replace torn or broken pieces.

(4) Ensure sufficient POL products are on hand or on requisition for increased monsoon usage.

(5) Ensure tow chains/cables are available for each vehicle.

c. Training

(1) Give special training to drivers on the operation of vehicles and the performance of driver's maintenance during the monsoon season.

(2) Give special training to mechanics on the performance of mud checks and other maintenance services peculiar to the monsoon season.

(3) Ensure personnel are trained to operate and maintain T/E pumps and/or decontamination units utilized to washdown vehicles.

d. Vehicles and Maintenance

(1) Check vehicles for completeness and serviceability in accordance with paragraph 2 of this enclosure.

(2) Ensure vehicle undercarriages are washed down nightly.

(3) Ensure vehicles are thoroughly lubricated weekly utilizing the appropriate lubrication order.

(4) Ensure vehicles receive thorough L checks (mud checks) as required.

e. Miscellaneous

(1) Ensure that boots, rain gear, etc., are on hand for drivers and mechanics.

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2. Inspection of vehicle components to insure watertightness during monsoon weather.

a. Inspection of each component of the vehicle that is affected by the entrance of water is required to ensure watertightness.

b. Components to be Inspected

(1) Spark plug cables

(a) Inspect cables for cracks and deterioration.

(b) Inspect cables for tight connections at plugs and distributors.

(c) Cracked cables or loose connections will cause a short in the ignition system. Replace cables if necessary.

(2) Spark plugs

(a) Remove spark plugs and inspect for cracks and general condition.

(b) Replace gaskets (0 rings).

(c) Loose plugs or defective gaskets will allow water to enter cylinder on the intake stroke of the piston.

(3) Generator

(a) Check inspection plug for tightness.

(b) Check mounting brackets.

(c) Check generator wiring harness adapter for tightness and general condition.

(d) Water entering a generator will not cause immediate damage. Over a period of time, however, deterioration will occur causing shorts within the generator.

(4) Generator regulator

(a) Inspect gasket around cover.

(b) Check for missing screws and tightness of screws.

(c) Inspect chassis wiring harness at the regulator.

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(d) Water entering the regulator will not cause immediate damage, but will eventually result in deterioration and shorts which may burn up the generator and regulator.

(5) Distributor

(a) Remove cover and inspect cover gasket.

(b) Inspect condition of points, rotor, distributor cap, and coil.

(c) Check distributor vent lines at the distributor.

(d) It is very important that all screws are present and tight; the slightest amount of water entering the distributor will cause shorts and disable the vehicle.

(6) Starter

(a) Check starter mounting bolts.

(b) Inspect starter switch and cables for condition and tightness.

(c) A slow or dragging starter should be checked by starter circuit tests, and a faulty component should be replaced or repaired.

(d) Water entering a starter will cause immediate damage, and will prevent the vehicle from being restarted.

(8) Transmission

(a) Inspect transmission gear shift lever boot for condition.

(b) Inspect power take-off to transmission connection for tightness and general condition.

(c) Entrance of water will not cause immediate damage, but will cause deterioration and components to freeze up.

(8) Batteries and cables

(a) Remove and inspect batteries.

(b) Determine battery condition and state of charge.

(c) Remove and inspect filler caps.

(d) Inspect battery cables and terminals.

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(e) Battery filler caps are one-way vented and only require tightening to be secure.

(f) Batteries are affected immediately by the entrance of water and will normally require replacement when electrolyte is contaminated.

(9) Carburetor

(a) Inspect air intake extension for general condition.

(b) Inspect carburetor mount bolt and top cover screw for tightness.

(c) The carburetor and engine will be affected immediately by the entrance of water.

(10) Fuel tank

(a) Inspect fuel tank for general condition.

(b) Remove and inspect fuel tank cap and gasket for general condition.

(c) There are two types of fuel tank caps used, one-way vent type and butterfly valve type.

(d) Inspect fuel sending unit and fuel lines for tightness.

(e) The fuel system will be affected immediately by the entrance of water in the fuel tank or lines.

(11) Compressor

(a) Inspect compressor strainer for presence and condition of gasket to insure tightness.

(b) Check compressor to engine mount bolts for tightness.

(c) Inspect compressor lines and fittings for condition and tightness.

(d) Entrance of water will not affect the compressor immediately, but will cause rapid deterioration of components.

(12) Air cleaner

(a) Remove oil bath and inspect gasket for presence and condition.

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(b) Inspect air cleaner body for condition and tightness of connections and hoses.

(c) The air cleaner will not be affected by the entrance of water, but water will have an effect on engine operation.

(13) Master cylinder

(a) Inspect master cylinder housing for condition, and securing of linkage to cylinder and frame.

(b) Inspect rubber boot for holes, rips, and dry rot.

(c) Inspect filler cap gasket.

(d) Attach and inspect vent line.

(e) Entrance of water will not affect the brake system immediately, but will deteriorate and foul the brake system rapidly.

(14) Ventilating valves

(a) Inspect valves for condition and tightness.

(b) Remove cables and adjust valves.

(c) Ensure that valves will close when cables are pulled out.

(d) Loose or improperly adjusted valves will result in loss of crankcase pressure and engine failure.

(e) Inspect ventilation lines and connections to insure condition and tightness.

(15) Exhaust manifold, pipe, and muffler.

(a) Check manifold and gaskets.

(b) Check condition of manifold and bolts.

(c) Inspect muffler for holes and leaks.

(d) Inspect exhaust pipe, tail pipe, and clamps for condition and leaks.

(16) Air intake system

(a) Inspect air cleaner to carburetor extension.

(b) Inspect air intake to air cleaner connections.

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DivO 4000.16A
JUL 9 1970

ORDNANCE PREPARATIONS

1. The monsoon season imposes additional requirements in the area of ordnance maintenance and ammunition. It is imperative that plans be formulated to prepare for these requirements and to acquire the necessary material.

2. The following areas should be reviewed and action taken as required:

a. Storage bunkers must be adequate to provide protection from the elements. Drainage must be adequate to insure that bunkers will not be flooded. Dunnage is required to raise ammunition off the ground.

b. On-site storage positions must have cover available to protect propellant, fuzes, and primers of ready ammunition.

c. Ammunition required in excess of a Basic Allowance and 12 days of ammunition is to be requested in accordance with Ch. 1 to DivO 8010.1E.

d. Crews must be instructed that wet and/or corroded/rusty ammunition is considered unserviceable and will not be fired.

e. Hot lockers should be constructed for the storage of optical instruments when they are not in use.

f. Muzzle covers and sight covers must be available in sufficient quantity to cover muzzles and sights.

g. Ordnance equipment must be inspected and lubricated more frequently during periods of inclement weather to prevent corrosion, rust, and to purge water that has accumulated in lubricated parts.

h. Pertinent technical publications must be reviewed for special lubricant requirements and other instructions regarding operation under adverse conditions.

i. Lubricants and cleaning material must be acquired to meet the anticipated increased demand.

j. Armories must be weatherproofed to insure that weapons stored therein will be protected from the elements.

k. Maintenance areas should be sheltered as much as possible to protect crews working on equipment.

ENCLOSURE (2)

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DivO 4000.16A
9 Jul 70

ENGINEER PREPARATIONS

1. Unit Commanders shall institute stringent inspection procedures to ensure that the following actions are taken on a continuing basis in preparation for the forthcoming monsoon season.

a. Field Fortifications

(1) Ensure that sufficient bunkers are available or that material is on order.

(2) Provide for adequate drainage for bunkers, both inside and out.

(3) Ensure that bunkers are free from mud slide hazards.

(4) Ensure that bunkers have proper overhead and reinforcing materials.

(5) Provide connecting routes between bunkers, fighting holes and living spaces. Ensure that there is adequate drainage on these routes.

(6) Ensure that sufficient fighting hole covers are on hand and that they will drain properly.

(7) Prepare secondary and supplementary fighting positions.

(8) Ensure that sandbags are laid with intermediate rows of headers and stretchers alternated, and that the side seams of sandbags are facing inboard.

(9) Ensure that all drain systems (i.e. ditches and culverts) are clean and free of obstructions.

(10) Avoid stripping hillsides bare thus causing erosion and mud slides.

(11) Provide adequate dry storage for water point chemicals and maintain at least one week's operating reserve.

b. Roads and Helo Pads

(1) The helo pad should be located above monsoon flood level and adequately surfaced.

(2) Provide an adequate roadway between the helo pad and the combat base.

(3) Ensure that all roads are properly ditched, crowned, and surfaced.

ENCLOSURE (3)

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(4) Check to see if each base is located to permit effective operations during the monsoon season.

(5) Establish "one way" traffic patterns wherever possible within cantonments. Don't drive if you can walk.

c. Structures

(1) Check the sufficiency of strongbacks and/or tent decks for living quarters.

(2) Sufficient tin roofed huts should be available for office spaces.

(3) Ensure that messhalls have concrete or wooden decks and tin roofs. Ensure that there is sufficient cover to keep the chow line out of rain.

(4) Provide for a garbage house and utensil cleaning area for each messhall.

(5) Check the size of the messhall (50% seating capacity of 80% unit strength).

(6) Adequate storage should be available for extra supplies.

(7) Adequate showers should be available.

(8) Heads and urinals should be available.

(9) Repair screening material should be available.

(10) Ensure that wells, water points, and water storage facilities are sufficient and properly located.

(11) Hot boxes should be available for storage of electronics gear coming in from the field.

(12) Ensure that towers are completed, under construction, or on requisition.

(13) Tower base should be located or improved so as to preclude collapse from high wind velocity and/or erosion.

(14) Adequate material should be available for the patching of tents.

(15) Caulking material should be available for sealing leaks in tin roofs.

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(16) A hardstand should be available for washdown of engineer equipment and motor transport vehicles.

(17) Check all internal and external electrical wiring for bare wires, poor insulation, and fire hazards. Have unauthorized wiring removed.

(18) Replace tent pegs with 5 foot barbed wire pickets to insure that high winds do not pull staking out of wet soil.

d. Engineer Equipment

(1) Request portable shower units where required.

(2) Ensure that generators and their fuel systems are properly sheltered and adequately grounded.

(3) Ensure that sufficient reefers and refrigeration units are available for the galley.

(4) Ensure chain saws, axes, and machetes are serviceable.

(5) Ensure that 55 GPM pumps and hoses are serviceable.

(6) Prepare all water containers for use and keep them clean.

2. The amount of readily available engineer support is limited; therefore, many of the projects required will, by necessity, have to be conducted on a selfhelp basis.

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COMMUNICATION-ELECTRONICS PREPARATIONS

1. The following information is provided for guidance in preparing for the effects of the monsoon season on communication-electronics:

a. Check status of all repair orders and requisitions and assure that all required follow-up action has been completed.

b. Be certain that wire installations are in serviceable condition and poles are guyed to prevent their falling when the earth becomes soft.

c. Ensure that water proofing materials are on hand or on order and personnel are schooled in water proofing methods. For a list of waterproofing materials see DivO P2000.4_ .

d. Make sure all equipment and systems are properly grounded in accordance with DivO 5100.10_ .

e. Provide hot boxes for storage of equipment.

f. Provide shelter for generators and vehicular mounted radio sets.

g. Store canvas and leather gear in dry storage areas.

h. Ensure that radio and radio relay operators are checked out on procedure for adjusting antenna guys in rainy weather.

i. Be sure that wire system terminal strips and test points are waterproofed.

j. Provide proper shelter for remote controlled radio sets and the remote control equipment.

k. Ensure that dismounted radio equipment has been racked or shelved a sufficient height from ground level to preclude flooding.

l. Check vehicular mounted HF radio equipment to be certain it is properly prepared for operation in heavy rains.

m. Ensure adequate supplies of dry cell batteries are on hand.

n. Make arrangements for inside storage of batteries.

o. Be certain that personnel have been instructed in safety precautions when operating and adjusting radio equipment in wet areas.

p. Ensure that personnel are instructed in first aid procedures in connection with electric shock, and are familiar with the Division Order on Lightning Protection.

ENCLOSURE (4)

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DivO 4000.16A
9 Jul 1970

MEDICAL PREPARATIONS

1. The following check list is provided for guidance in medical preparation procedures for the monsoon season:

a. Ensure there is an adequate stock of sick call items on hand to support the requirements of a sharp increase in the number of upper respiratory conditions during the monsoon season. Also ensure that all personnel receive influenza innoculations prior to and/or during the 3d week of September.

b. Be sure that medical personnel are sufficiently familiar with the signs and symptoms of wet foot injury (immersion foot) to provide for early diagnosis and timely treatment.

c. To prevent and control malaria, ensure that all available mosquito breeding sites within the cantonments are eliminated. Drain all standing pools; drain and invert all unused containers; tighten tents to eliminate water collecting folds; cover all fire barrels after placing thin coat of oil over water. Issue sufficient protective clothing, mosquito netting, repellent, and chemoprophylaxis.

d. Ensure that company corpsmen are aware of the need to inspect each man's feet at least once per day.

e. Provide a local program to indoctrinate all personnel in the necessary steps to prevent and control malaria. Organic supply should plan to provide four 2 ounce bottles of insect repellent per man per month during the monsoon season.

f. Plan for increased requirements for rodent control during the monsoon season. Organic supply should provide additional stocks of premixed Warfarin Rat Bait. Additional bait boxes and rat traps (spring or cage type) should be constructed and placed in strategic areas throughout base camps.

g. Increased runoff of surface water contaminated from the surrounding terrain necessitates continued emphasis on the treatment of water supplies.

h. Provide, in the event that medical evacuations become impossible, sufficient ward supplies and other facilities for holding patients up to 2 to 3 days when necessary. Regimental medical officers should be stationed near regimental headquarters for patients who cannot be immediately medevaced.

ENCLOSURE (5)

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Div0 4000.16A
9 JUL 1970

FOOD SERVICES PREPARATIONS

1. The following information is provided for guidance in preparing for monsoon food services requirements:

a. Ensure storage of all subsistence equipment under cover and above water level.

b. Maintain the following supply of rations:

(1) "A" Rations - 3 days

(2) "B" Rations - 7 days

(3) "C" Rations - 5 days

c. Provide adequate drainage ditches around all facilities.

d. Install waterproofing over screens and louvers to prevent blowing rain from entering subsistence buildings.

e. Maintain an adequate supply of gasoline for field ranges and immersion water heaters.

f. Maintain an emergency stock of candles.

g. All electrical equipment and switches should be covered to prevent water from entering circuits.

h. Where possible, maintain a reserve emergency potable water supply for drinking and cooking.

i. Provide cover over troop mess gear washing area to protect immersion water heaters.

j. Ensure that storage space is available for extra stocks of MCI's, "B" rations, and ration supplement sundries packs.

ENCLOSURE (6)

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DivO 4000.16A
9 Jul 1970

SUPPLY PREPARATIONS

1. The following information is provided for guidance in supply preparation procedures for the monsoon season.

a. Review the expendable account to ensure appropriate stock replenishment action has been taken. When the quantity available for issue is equal to, or less than, the reorder point, compute assets in accordance with paragraph 03012 of MCO P4400.15E. Also formulate an alternate resupply plan for units which may be isolated by floods.

b. Air and dry all tent, tarpaulin, and textile items in stock. Inspect for serviceability. Initiate replacement action for those items determined to be unserviceable.

c. Review DX items to ensure initial allowances are on hand or on order.

d. Inspect all items that are not packed in preservation. Provide preservation necessary to prevent deterioration.

e. Check storage areas. All material should be off the deck to preclude damage by water flow. Pallets, skids, dunnage, or other storage aids should be used.

f. Check outside storage areas. Proper drainage should be available to prevent pools of water in the storage area.

g. Cover all outside storage with tarpaulins or other weather proof material.

h. Initiate follow up action, where required, to determine actual status of the requisition. Ensure that you have computer-produced output cards for all outstanding documents indicating a back order or a pass. Where the status indicates a release of stock, and the stock has been received, direct inquiries to consignor to determine location of material.

i. Inspect stocks of insulated wire and sisal or manila rope for signs of moisture damage.

j. Ensure there is an adequate supply of candles and battle lanterns, also rope, if needed for patrol life lines required for stream crossings.

k. Ensure that storage space is available for extra stockage of sundries packs.

l. Ensure that waterproof packaging received with supplies is used to maximum benefit.

ENCLOSURE (7)

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Div0 4000.16A
9 Jul 1970

EMBARKATION PROCEDURES

1. The following information is provided for embarkation preparations for the monsoon season:

a. Standing operating procedures as set forth in Division Order P4600.1E are applicable to monsoon preparations. Special attention is invited to paragraphs 405.2d, 405.2e, and 405.2h.

b. All staging areas within the Danang TAOR are open staging areas. Therefore, it is recommended that tarpaulins or other suitable cover be provided by the moving unit for additional protection from the adverse conditions of monsoon weather. The U. S. Naval Support Activity will not provide this requirement.

c. Normal periods of staging are lengthened during the monsoon due to equipment failure, poor conditions of roads and staging areas, and the possible decrease in availability of cargo ships. Once embarked, ships quite frequently remain out of beach support areas for lengthy periods of time because of weather effects on surf conditions.

d. It is imperative that requests for shipping be forwarded to this Headquarters (Attn: Embarkation Officer) as soon as possible. Expedient, timely requests provide the Naval Support Activity with sufficient time to adjust to weather conditions and still acknowledge desired unit ETA's.

ENCLOSURE (8)

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

DivBul 5200
4/WKZ/rlh
11 Jul 1970

DIVISION BULLETIN 5200

From: Commanding General
To: Distribution List

Subj: Efficiency, Effectiveness, and Savings

Ref: (a) DivO 5200.2A
(b) ACofS, Compt ltr t2/MML/rah 5200 of t2Jun70

1. Purpose. To publish instructions and guidelines for improving the military effectiveness and efficiency of the 1st Marine Division.

2. Background

a. The Commandant of the Marine Corps has recently reiterated his concern for commanders and staff section heads at all levels, as well as the individual Marines, to be constantly sensitive and alert for programs and policies that will increase the military effectiveness and efficiency of the Marine Corps. These programs and policies should include emphasis on utilization of resources, men, money, and/or material to result in savings without adverse effect on accomplishment of the mission. The Commandant has indicated that a Marine Corps Order on an Austerity Savings Program will soon be published.

b. Similarly, Project MACONOMY, as outlined in reference (a), places emphasis on a management improvement program aimed at achieving greater efficiency in utilization of available resources.

3. Information

a. The previous environment wherein an almost unlimited supply of men, money, and material assets was available to this Division has substantially changed. An ever present and increasing demand to utilize immediately available assets to the maximum continues to confront this Division. Only by a continued review of existing programs and policies can the units/staff sections accomplish an aggressive, viable program that will meet the needs for increased military effectiveness.

b. The Division Commander is confident that subordinate units and staff sections have active programs to achieve the goals stated above. It is apparent, however, that the reporting of resulting increased

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efficiency, effectiveness, and savings has not been diligently pursued.

c. There also appears to be some misunderstanding as to just what comprises a reportable item. Improvement is not limited to "hard dollar" results. Reference (b) presents areas which are reportable. Inquiries as to whether items are reportable should be referred to the Assistant Chief of Staff, Comptroller (6192). Any preventive measures to correct waste or misuse of any Division assets should be made known. This type of information can be shared with other units as "Lessons Learned".

d. Substantial and continual progress can be made to increase this Division's military effectiveness if every Marine attached to it is continually reminded of the need for such action. All officers and SNCO's are enjoined to personally direct their attention towards this end. This is and will remain an "All Hands" responsibility.

e. The information obtained from the reports required in paragraph 4 will be considered when a Division Order replacing this bulletin is published upon receipt of the anticipated Marine Corps Order. Commanders/Section Heads are encouraged to give this bulletin maximum consideration.

f. Commanders are encouraged to include a period on "Efficiency, Effectiveness, and Savings" in their indoctrination program for new arrivals in their unit. It is also suitable subject material to be included in the Quarterly Training Schedule and in Officer/SNCO/NCO School.

4. Action. Unit commanders and all staff sections will:

a. Ensure each Marine is aware of the contents of this bulletin and of his responsibility to contribute to the military efficiency of the Division.

b. Review reference (a) and exert command influence to ensure full implementation of its provisions.

c. Review all Unit/Section policies, programs, and directives concerning management improvement to include the resources of men, money and material.

d. Report to this Headquarters (Attn: ACofS, G-4) by 25 July 1970:

(1) The results of review directed in paragraph 4.a and 4.b above.

(2) Any immediate steps taken to strengthen policies and

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programs.

(3) Programs that have been successful within the unit/section.

(4) Significant problem areas precluding improving effectiveness or bettering frugality and possible remedial actions.

5. Self-cancellation. 31 December 1970.

Noble L. Beck
NOBLE L. BECK
Chief of Staff

DISTRIBUTION: "A" & "B"

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DIV O P1560.1 B

PROCEDURES FOR OPERATIONS OF THE DIVISION EDUCATION PROGRAM



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

DivO P1560.1B
37/RGH/sjl
15 Jul 1970

DIVISION ORDER P1560.1B

From: Commanding General
To: Distribution List

Subj: Education Program

Encl: (1) LOCATOR SHEET

Report required: Monthly Education Program Report (Report Symbol 1st Mar Div 1560-1) par 101.2(2)

1. Purpose. To publish instructions and procedures for the operation of the Education Program within the 1st Marine Division.

2. Cancellation. DivO P1560.1A.

3. Background. The purpose of the Off-Duty Education Program is to provide 1st Marine Division personnel with educational opportunities designed to increase their efficiency, broaden their academic and technical background and contribute to their well being.

4. Operation. The 1st Marine Division has established and has in operation an Education and Registration Office. All educational programs and United States Armed Forces Institute testing and registration will be conducted through or by this office. Certain Off-Duty Education Programs have been suspended, these being Instructor Hire and Vocational Aptitude Testing Service, because of deployment.

5. Certification. Reviewed and approved this date.

E. H. HAFFEY
Chief of Staff

DISTRIBUTION: "A" & "B"

Copy to: CMC (Code DX) (2)
CG, FMFPac (3)

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DivO P1560.1B
15 Jul 1970

LOCATOR SHEET

Subj: Education Program

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

ENCLOSURE (1)

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RECORD OF CHANGES

Log completed change action as indicated.

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

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SECTION I

101. ORGANIZATION OF DIVISION EDUCATION PROGRAM

1. DIVISION EDUCATION OFFICER. The 1st Marine Division Education Officer performs his duties as outlined in MCO P1560.16__, Marine Corps Education and Library Manual, Paragraph 1003.2 and other pertinent directives. His duties include, but are not restricted to the following:

a. Plans, supervises and promotes an education program in such a manner that all members of this Command have an opportunity to raise their educational level.

b. Establishes and maintains liaison with organizational education officers and education noncommissioned officers.

c. Compiles all necessary quarterly, semi-annual and annual reports submitted to higher Headquarters as required by MCO P1560.16__.

d. Makes frequent staff visits to all organizations in connection with education matters.

e. Handles, administers and safeguards all USAFI test materials, ensuring all USAFI test materials are stored in metal file cabinets, each equipped with a steel lock and bar and approved three-combination dial-type padlock, or properly secured field safes or upright safes.

f. Accounts, by serial number, for all USAFI test materials furnished by the servicing USAFI.

g. Returns all USAFI test materials in double envelopes to the servicing USAFI for destruction when they become worn, torn, or otherwise no longer usable, after replacement tests have been received. Testing materials marked "Controlled Items (USAFI TEST MATERIAL)" will not be destroyed in the field. Receipts (DD Form 815) will be requested from USAFI when testing materials are returned.

h. Ensures that tests are not loaned to any other activity for use.

2. ORGANIZATIONAL EDUCATION OFFICERS. Each regimental, battalion and separate company education officer is responsible for the education program of his organization as set forth in this Order.

a. Each regiment, battalion and separate company will

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designate by written order an education officer and noncommissioned officer. This order should give the name, rank, service number, RTD and phone number where each can be contacted. A copy of this order will be forwarded to the Division Education Officer.

b. Each company/battery will designate by written order, an education officer and noncommissioned officer. A copy of this order will be maintained in the battalion education office.

c. Each regimental or battalion education officer will have completed at least 1 year of college or its equivalent (for Marine Corps purposes successful completion of the GE-CLEP). If at all possible, college graduates should be assigned to the duties of education officer.

d. Each regimental or battalion education officer is responsible for the following:

(1) The effective issuance and control of educational material provided at government expense. The material will be procured through the Division Education Office.

(2) (Report Symbol DO 1560-1). Submission of the Monthly Education Report (Refer Fig. 1) to the Division Education office no later than the fifth day of each month.

(3) Scheduling GED and GE-CLEP testing dates by contacting the Division Education Office.

(4) Holding periodic inspections of the subordinate unit education programs.

(5) Establishing procedures to enable personnel to obtain recognition for completed off duty education work.

3. COMPANY/BATTERY EDUCATION OFFICERS

a. The success of any education program lies in the number of courses completed and not in the number undertaken. To ensure a high rate of completion, each company/battery education officer will interview all applicants prior to enrollment, to determine that they possess the necessary qualifications. MCO P1560.16__, Marine Corps Education and Library Manual, Chapter 2, contains information which will be of assistance to the counsellor in conducting this interview.

b. After enrollment, assistance should be provided the individual

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throughout the length of the course. Accordingly, company/battery education officers will ensure that an organizational follow-up program is maintained within their organization, which will adhere to, but will not be restricted to the following:

(1) Preparation of an Educational Development Record (Refer to Fig. 2) for each course taken out in the organization.

(2) Personal contact by the education officer/NCO at least once each month with each student to encourage submission of lessons. Each contact will be recorded on the individual Educational Development Record, along with any essential information.

(3) The company/battery education officer will file and control Educational Development Records to afford access for inspections by the Division Education Officer, the battalion education officer and other authorized personnel. Educational Development Records will be retained for the enrollees' tour of duty and placed in the Service Records upon rotation or transfer to another unit.

(4) The information contained on the development record will be of assistance in compiling the Monthly Education Report (Refer to Fig. 1).

c. The company/battery education officer will assist personnel in writing letters to state departments of education, high schools and institutions of higher learning concerning individual educational plans and accreditation of service experiences. MCO P1560.16__, Marine Corps Education and Library Manual, Chapter 2 and 5, offers suggestions pertaining to these areas (Refer Fig. 3).

102. USAFI TESTING

1. TESTS OFFERED. USAFI offers a number of tests and testing services which may help a student obtain further credit for his knowledge and experience, and which may assist him in furthering his education. The types of tests available from USAFI are:

a. General Educational Development High School (GED)

b. General Examinations of the College Level Examination Program (GE-CLEP).

c. USAFI Achievement Tests, Form III B (UAT III B)

d. End of Course Tests (EOC).

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e. USAFI Subject Standardized Tests (USST)

2. GED TEST COUNSELLING

a. Every applicant should be interviewed in an effort to determine the ability of the individual to pass the complete battery of tests. GCT, age, former schooling and demonstrated aptitude are guidelines in this area. Page 8a of the applicants Service Record Book will be checked for eligibility for original GED test or retest.

b. Applicants who have not completed the ninth grade will be required to take the USAFI Achievement Test Form III B prior to applying for the GED Test. Passing scores on the USAFI Achievement Test Form III B will be required in order to take the GED test.

c. Applicants should be informed of the nature and scope of the examination. In many cases he will decide for himself that there is a need for further study in certain subject areas. See Fig. 4 for a listing of the USAFI Texts recommended for study preparation..

3. GE-CLEP TEST COUNSELLING. The GE-CLEP Exam is recommended for all high school graduates and those who pass the GED. Applicants should be advised of the nature and scope of examinations, and especially how it differs from the GED.

4. USAFI ACHIEVEMENT TESTING

a. Applicants who have not completed the ninth grade are required to take the USAFI Achievement Test Form III B prior to applying for the GED Test. Eligibility for the GED Test will be determined by the scores on the Achievement Test.

b. In any case where the company/battery education officer is doubtful of an applicant's ability to pass the GED test, the USAFI Achievement Test Form III B will be taken first.

c. USAFI Achievement Test materials are stocked at Division and may be requisitioned by the battalion education officer. A roster of individuals desiring to take the test will be included with the request.

d. After a request has been approved, the requesting unit will send an NCO to Division to sign for and hand-carry the materials back to the Battalion Commander.

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e. The materials will be afforded the protection given to MCI Examinations. (See Para 101.1E)

f. The materials will be promptly used and returned to Division for grading and reporting.

5. DIVISION GED AND GE-CLEP TESTING

a. The Division Test Control Officer will procure and administer all USAFI Tests to personnel of the 1st Marine Division and supporting units. The only tests which are exempted from this requirement are the USAFI Achievement Tests as indicated in paragraph 102.4, of this Order.

b. Division organizations, to include attached and supporting units, will make appointments for administration of original GED and GE-CLEP tests (not retests) by telephone communication with the Division Education Officer.

c. After appointment for GED/GE-CLEP testing is confirmed by telephone communication, the unit will properly fill out one DD Form 179 (See Fig. 5) on each individual to be tested and make arrangements to deliver the examinees to the Division Education Office by 0730 on the days of the scheduled testing.

d. Proctors will be provided on the basis of one proctor per unit, regardless of the number of examinees from that unit. Proctors will have a high school education or equivalent (passed High School GED).

e. The unit education NCO or the proctor will deliver the completed DD Forms 179 to the testing center on the day of the testing.

6. TESTING SESSIONS. The Division Testing Section normally conducts three GED/GE-CLEP testing periods each week. The first on Monday and Tuesday, the second on Wednesday and Thursday and the third on Friday and Saturday. During each of the two day testing periods a maximum of 45 people may be tested. The normal composition of sessions is 40 GED and 5 GE-CLEP.

7. TESTING HOURS. Examinees scheduled for testing will report to the Division Testing Section not later than 0730. Testing is conducted throughout the day and is normally secured at 1630.

8. TESTING REGULATIONS

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a. All examinees must present a valid identification card.

b. The Division Education and Testing Center carries in stock only original USAFI GED and GE-CLEP materials. Prospective examinees should be thoroughly screened prior to being sent to the center in order to eliminate those who failed previous tests. Those previously tested who failed any portion of the test battery will be required to qualify for retests in accordance with retesting policies set forth in section 6-6 of the current edition of the USAFI Catalog and paragraph 102.11 of this Order.

c. Each examinee will wear the appropriate uniform, normal arms, and equipment. Parent organizations will provide the examinees with transportation to and from the Testing Center. The Testing Center will make arrangements for over-night billeting for those individuals coming in from outlying areas.

9. FIELD TESTING. Whenever practicable, the Division Education Officer will make every effort to get out to the major units in outlying areas in order to facilitate testing of their members. Field Testing will be conducted in the same manner as at Division, paragraphs 102.5- 102.8c are applicable.

10. GED/GE-CLEP TEST RESULTS

a. Test results are computed by USAFI and are reported in two scores, the standard score and the percentile score. In order to pass a test, the student must achieve the passing standard score shown in paragraph 10b below. The percentile score is simply a conversion of the standard score and shows how well the student ranks with typical students throughout the nation. For example, a percentile score of 70 indicates that the student scored better than 69 of 100 students who took the test.

b. Passing standard scores are:

TEST NUMBER	GED	GE-CLEP
1	35	417
2	35	404
3	35	412
4	35	408
5	35	415

c. GED/GE-CLEP scores will be entered into the SRB as outlined

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in IRAM, par 4010.5 g.

d. If, according to the Commission on Accreditation of Service Experiences Bulletin No. 5, Tenth Edition, January 1969, the individual's scores meet his state's requirement, a request should be made directly to the individual's state board of education for a certificate of academic achievement equivalent to a diploma. The parent unit of the individual Marine should immediately initiate correspondence toward obtaining the diploma. Requests should be made of USAFI to forward test scores on a DD Form 1571. (See Fig. 6)

e. Three to five weeks are necessary for USAFI to grade and return scores to the examinee. In the event that test scores are not received in a reasonable period of time, a request may be made to the Director, USAFI Madison, in accordance with Figure 7, on a DD Form 1571.

11. USAFI GED/GE-CLEP RETESTS

a. USAFI GED/GE-CLEP retests for individuals of all Division Units will be applied for and administered by the Division Education Officer, only.

b. Retest due to failure will be authorized only after four months has elapsed or the examinee has successfully completed a course of study in a USAFI correspondence course(s) recommended for the test(s) failed. Retests requested in order to raise already passing scores to meet higher civilian or military requirements are subject to the same waiting period or evidence of attempt at self-improvement.

c. A DD Form 179 will be filled out in duplicate on each applicant for retest in accordance with Fig. 8. Item 12 will be filled out to indicate where and when the first tests were taken and the scores. In addition, the reason for desiring a retest will be given. The completed applications will then be forwarded to Division Education Officer.

12. USAFI END OF COURSE TESTS AND SUBJECT STANDARDIZED TESTS

a. All USAFI End of Course (EOC) and Subject Standardized Tests

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for individuals of all Division units will be applied for and administered by the Division Education Officer, only.

b. A DD Form 179 will be filled out in duplicate on each applicant and then forwarded to Division Education Officer. (See Fig. 9)

13. USAFI END OF COURSE RETESTS AND SUBJECT STANDARDIZED RETESTS

a. USAFI EOC/USST retests for individuals of all Division Units will be applied for and administered by the Division Education Officer, only.

b. Retests due to failure will be authorized only after four months has elapsed or the examinee has successfully completed a course of study in a USAFI correspondence course(s) recommended for the test failed.

c. A DD Form 179 will be filled out in duplicate on each applicant for retest in accordance with Fig. 10. Item 12 will be filled out to indicate where and when the first test was taken and the score. In addition, the reason for desiring a retest will be given. The completed applications will then be forwarded to Division Education Officer.

103. OFF DUTY EDUCATION PROGRAMS AVAILABLE

1. CORRESPONDENCE COURSES

a. THE UNITED STATES ARMED FORCES INSTITUTE (USAFI). USAFI offers a complete range of correspondence courses beginning with vocational and technical subjects and progressing through grammar school courses, high school courses and college courses.

(1) Initially, a student may enroll in a maximum of two courses at a cost of $5.00 per course in the form of a money order payable to the Treasurer of the United States. For each satisfactory completion of a course, a student may enroll in one free course. Any individual who is disenrolled forfeits the $5.00 fee initially paid and in order to take out a new course at a later date must pay another $5.00. The initial enrollment fee of $5.00 is not applicable to pre-high school or spoken language courses.

(2) Subsequent enrollments are on a 'one for one' basis.

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For each course completed, an individual is entitled to one free one. The only verification of this entitlement is the USAFI Free Enrollment Certificate which will be returned to the student with his Certificate of Course Completion. For each subsequent enrollment, the DD Form 305 must be accompanied by the USAFI Free Enrollment Certificate.

(3) APPLICATION FOR USAFI COURSE (DD FORM 305)

a. The DD Form 305 is filled out in duplicate. (See Fig. 11)

b. All copies of the DD Form 305 must be signed by the applicant and the unit education officer.

c. The completed DD Form 305 will be sent to Division Education to be certified.

d. A file copy will be retained and the remaining copy returned, with an envelope, to the unit for the attaching of a money order or USAFI Free Enrollment Certificate. The completed application should then be sent to USAFI.

e. Division Education stocks no courses or course materials.

b. PARTICIPATING COLLEGE AND UNIVERSITY COURSES

(1) This program provides students the opportunity to take courses for credit from a college or university of their choice.

(2) The catalog, Extension Correspondence Courses, NAVMC 1084, lists the colleges and universities that offer extension courses.

(3) The DD Form 305 is filled out in triplicate. (See Fig. 12). Applications will be submitted to the Division Education office for certification. Certified applications will be returned with an addressed envelope, to the unit for the attaching of a money order payable to the institution. The completed application will then be sent directly to the institution. Further correspondence is then directly between the student and the institution.

(4) The student must pay for each enrollment.

2. VOLUNTARY OFF DUTY STUDY CLASSES

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104.

a. USAFI. Group study courses at no expense are explained in the USAFI catalog and MCO P1560.16__, Marine Corps Education and Library Manual.

b. TUITION ASSISTANCE. To assist personnel desiring tuition assistance from the Marine Corps for accredited off duty education courses, such as those offered by the University of Maryland, Far East Division, education officers should refer to Chapter 3 of MCO P1560.16__, Marine Corps Education and Library Manual.

104. EVALUATION. Evaluation of educational experiences is the procedure by which high school or college credits may be granted for military training, service experience and off duty education. Most high schools and colleges give credit for MCI, MCS, ECI, Army Correspondence Courses and USAFI courses.

1. The Commission on Accreditation of Service Experiences, Bulletin No. 5, Tenth Edition, January 1969, outlines the accreditation policies and practices of departments of education of the various states regarding achievement during military service.

2. An individual desiring to obtain academic credit for completed military training experience or education courses may request an official transcript of such experiences from his commanding officer, and that it be sent to his particular civilian educational institution for evaluation. (See Fig. 3 and refer to MCO P1560.16__, Marine Corps Education and Library Manual, Para. 5000.4).

105. PROGRAMS LEADING TO COMMISSIONED RANK. In order to encourage participation by enlisted Marines in programs leading to commissioned rank in the Marine Corps, all unit education officers are directed to give information of these programs wide dissemination throughout their respective units.

1. It is recommended that complete canvass and indoctrination of all personnel be achieved by frequent use of company formations, bulletin boards, and formal lectures for the dissemination of this information.

2. The attention of unit education officers is directed to MCO 1560.11 which will answer most questions which might arise, and be of further assistance in stimulating interest and application for these various programs.

3. The Division Education Office will make available its services to any unit which may desire assistance concerning the subject programs as pertaining to MCO 1560.11__. All applications for these programs

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will be handled by the Battalion S-1 and the Assistant Chief of Staff, G-1.

106. REQUESTS FOR MATERIALS. Requests for bulk supplies of educational materials such as forms, reference materials, etc., will be addressed to the Division Education Office.

107. INSPECTIONS. The Division Education Officer will make inspections of the off duty education programs of each regiment and battalion in conjunction with the Commanding Generals inspection. These inspections will include examination of reference materials, educational development records, and general knowledge of personnel in educational matters.

108. DIVISION EDUCATION OFFICE. The Division Education Office, located within the MASS 2 area of Headquarters Battalion, is set up primarily to assist the units within the 1st Marine Division with any problems which may arise concerning education. This office maintains a quantity of educational reference materials, and forms which can be issued, on a temporary basis, upon request. This office conducts the following services for all 1st Marine Division personnel and supporting units:

1. Administers all USAFI examinations.

2. Maintains a number of college catalogs which can be used for counselling.

3. Administers American College Testing (ACT) examinations when received.

4. Administers the Army Language Aptitude Test upon request. Requests should be submitted by the individual on an Administrative Action Form (NAVMC 10274), to the Commanding General, 1st Marine Division, (REIN), FMF, (Attn: Division Education Officer), via the chain of command.

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EDUCATION PROGRAM REPORT
1 DIV 1560/1 (REV 6-67)

Due at Division Education Office prior to the 5th working day of each month.

ORGANIZATION: Reporting Period 1st _____ to 1st _____

	NEW ENROLLMENT				LESSONS SUBMITTED				COMPLETIONS			
	H. S.		COLL.		H. S.		COLL.		H. S.		COLL.	
	Off	Enl	Off	Enl	Off	Enl	Off	Enl	Off	Enl	Off	Enl
1. H. S. & College Courses												
2. USAFI Corres. Courses												
3. USAFI Group Study Courses (Specify Course & No. on reverse)												
4. College Univ. Courses thru USAFI												
5. Others (Specify on reverse)												

	COMPLETED			
	Sat.		Unsat.	
	Off	Enl	Off	Enl
6. USAFI Tests:				
a. GED Tests High School				
b. GED Tests College level				
c. End of Course Tests				
d. Subject Examination				
e. Achievement Tests				
f. Participation College and University tests				

7. Number of Individual Counseling Interviews held concerning education.

8. Number of in-service training transcripts and DD forms 295 sent to Educational Agencies.

9. Number of High School Diplomas and Certificates of Equivalency received. (Not GED Test Reports)

10. College Degrees received during reporting period. Specify if obtained by other than off duty study.		Off	Enl
	Associate		
	Baccalaureate		
	Masters		

11. Total number of individuals in command taking one or more courses.

12. Total number of courses being taken in command.

13. Total personnel TAD in excess of 30 days.

(INSTRUCTIONS: See Reverse)

Figure 1. Format of Monthly Education Program Report

(10)

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EDUCATION PROGRAM REPORT
1DIV 1560/1 (REV 6-67)

INSTRUCTIONS:

1. When computing lessons submitted for those personnel enrolled in either a high school or a college, count each CLASS ATTENDED as a lesson submitted.

2. MCS and MCI courses will not be reported on this form. Local records should be kept to satisfy G-3/S-3.

REMARKS:

Education Officer - Phone No.

Signature Commanding Officer

Figure 1. Format of Monthly Education Program Report (continued)

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EDUCATION DEVELOPMENT RECORD

Last Name	First	Initial	Grade	Ser. No.	MOS

Grades completed in school: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

GED Test Scores: High School- Test No. 1 ___ College- Test No. 1 ___
2 ___ 2 ___
3 ___ 3 ___
4 ___ 4 ___
5 ___ 5 ___

Course Title: Course Number:

Date of Enrollment: No. of Lessons in Course:

Lessons Completed	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Last date contacted and remarks:

(Note: To be produced locally on 8" x 10½ paper or 5" x 8" card)

Figure 2. Format of Education Development Record

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APPLICATION FOR THE EVALUATION OF EDUCATIONAL EXPERIENCES DURING MILITARY SERVICE

_____
(Date)

(Name and Address of School)

EVALUATION REQUEST FOR:

_____
(Name of Applicant)

ATTENTION

_____
(Service Number)

Dear Sir:

The person named above has requested that the attached summary of his educational achievements, accomplished while serving in the Armed Forces of the United States, be forwarded to you for review and evaluation. The Armed Forces make no recommendations concerning the awarding of credit for educational experiences during Military Service, as it is recognized that this function is the prerogative of civilian education.

The Commission on Accreditation of Service Experiences of the American Council on Education has published the following documents that may be helpful in your review of the applicant's educational experiences:

a. "Policies of State Departments of Education for the Accreditation of Educational Experiences of Military Personnel and of Results on the Tests of General Educational Development." *(The Bulletin No. 5)*

b. "A Guide to the Evaluation of Educational Experiences in the Armed Services."

c. "Credit Recommendations for USAFI and MCI Courses and Tests." *(The Bulletin No. 10)*

Since any official of a school, college, state department of education, or other educational institution can obtain additional information relative to accreditation of Service Experiences, you may write directly to the Commission on Accreditation of Service Experiences of the American Council on Education, 1785 Massachusetts Avenue, N. W., Washington, D. C. 20036.

The evaluation of this applicant's educational experiences, as well as any guidance which you may provide him, should be sent directly to the applicant at the address shown in Section I, block 7, on page 3. Your interest is genuinely appreciated.

Sincerely yours,

_____
(Education Officer)

Figure 3. Application for the Evaluation of Educational Experiences During Military Service

DD FORM 1 MAR 66 295 EDITION OF 1 APR 65 MAY BE USED.

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INSTRUCTIONS TO APPLICANT

This form is for your convenience in applying for evaluation of your educational experiences during Military Service. Give as much detailed information as possible. Include additional information on separate sheets, if necessary.

You are encouraged to write a preliminary letter to the school or agency concerned, explaining your interest in its evaluation of your records for the continuance of your education. Training, correspondence study, or special experiences not described on this form which you believe would be of interest to those reviewing your case, should be included in this letter.

All applicants should:

a. Fill in items 1 through 16.

b. Fill in items 17 through 23 for USAFI courses and for other academic courses completed during Military Service.

INSTRUCTIONS TO CERTIFYING OFFICER

(Custodian of Personnel Records)

This application is intended to provide factual information that schools and colleges require for their own evaluation of the applicant's educational achievement. CERTIFYING OFFICERS WILL NOT MAKE RECOMMENDATIONS REGARDING CREDIT TO BE AWARDED.

The certifying officer should:

a. Insure that the information provided in Section II comes from the applicant's Service record. Names of schools or courses should not be abbreviated.

b. For Naval personnel whose local records are complete, enter appropriate information in Section II on page 4 and certify the form. *If records are not complete leave Section II blank* and return the form to the Educational Services Officer. In the case of Marines whose records are incomplete, the applications should be sent to the Commandant of the Marine Corps *(Code DGK)* for completion and forwarding to the appropriate addressee.

c. CERTIFY THE FORM ON PAGE 4.

d. Return the DD Form 295 to the Education Officer *(except when processed as in b above)*.

INSTRUCTIONS TO EDUCATION OFFICER

The education officer should:

a. Complete page 1. The name and address of the school or agency should be the same as that listed at the top of page 3 of this form. PAGE 1 IS IN ADDITION TO AND NOT A SUBSTITUTE FOR THE LETTER TO BE WRITTEN TO THE EVALUATING AGENCY BY THE APPLICANT HIMSELF.

b. Mail the DD Form 295 to USAFI, Madison, Wisconsin 53703, for attachment of applicant's official USAFI records if he has taken USAFI courses and/or tests. USAFI, Madison, will forward the form to the school or agency from which evaluation is desired. *NOTE: An Official Report of Educational Achievement through the United States Armed Forces Institute is sent directly to educational institutions, employers, or state departments of education in accordance with the policies outlined in the USAFI catalog.*

c. Mail the DD Form 295 directly to the school or agency from which evaluation is desired if the applicant has not taken USAFI courses and/or tests.

d. For Naval personnel: If Section II has been left blank, forward the form to the Bureau of Naval Personnel *(Pers-E)*. If Section II has been completed, proceed as in b or c above, whichever is appropriate.

Figure 3. Application for the Evaluation of Educational Experiences During Military Service

(10)

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APPLICATION FOR THE EVALUATION OF EDUCATIONAL EXPERIENCES DURING MILITARY SERVICE

TO: *(Name and address of education institution, agency, or employer)*

SECTION I - TO BE COMPLETED BY APPLICANT

(Read Instructions on page 2 before filling out this page - Print or type)

PERSONAL DATA

1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. GRADE/RANK OR RATING	3. SERVICE NUMBER(S)	
		4. PRESENT	5. PREVIOUS

4. PRESENT BRANCH OF SERVICE	5. ORIGINAL DATE ENTERED SERVICE	6. SOCIAL SECURITY NUMBER
☐ ARMY ☐ NAVY ☐ AIR FORCE ☐ MARINE CORPS ☐ COAST GUARD		

7. APPLICANT'S MAILING ADDRESS FOR REPLY FROM EDUCATIONAL INSTITUTION *(Include ZIP Code)*

8. DATE OF BIRTH	9. SEX	10 HOME ADDRESS *(Where mail will always reach you)*

CIVILIAN EDUCATION

11. MONTH AND YEAR YOU LAST ATTENDED CIVILIAN SCHOOL	12. CIRCLE HIGHEST GRADE OF SCHOOL COMPLETED	13. HIGH SCHOOL GRADUATE?
	6 7 8 9 10 11 12 13 14 15 16	☐ YES ☐ NO

14. NAME AND MAILING ADDRESS OF EDUCATIONAL INSTITUTION LAST ATTENDED	15. IN WHAT MAJOR FIELD DO YOU PLAN TO CONTINUE YOUR STUDY?

16. HAVE YOU COMMUNICATED WITH THE EDUCATIONAL INSTITUTION, AGENCY, OR EMPLOYER TO WHOM THIS FORM IS ADDRESSED WHILE YOU HAVE BEEN IN THE SERVICE? IF "YES" GIVE APPROXIMATE DATES.

☐ YES ☐ NO

EDUCATIONAL COURSES COMPLETED IN SERVICE

17. CATALOG NUMBER AND TITLE OF COURSE *(If no courses were taken, print NONE)*	18. METHOD OF STUDY *(Correspondence, self-teaching, locally conducted classes, etc.)*	19. SCHOOL AND ITS LOCATION	20. DATE COMPLETED

USAFI TESTS COMPLETED *(Not listed above)*

21. NAME AND LEVEL OF TEST	22. DATE COMPLETED	23. INSTALLATION WHERE TAKEN

DATE OF THIS APPLICATION	SIGNATURE OF APPLICANT

Figure 3. Application for the Evaluation of Educational Experiences During Military Service

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Figure 5. Application for the Evaluation of Educational Experience During Military Service

SECTION II - TO BE FILLED IN BY CERTIFYING OFFICER

(Read Instructions on page 2 before filling out this page. Fill in each item)

24. BASIC OR RECRUIT TRAINING COMPLETED AT *(If none, print NONE)*

25. PERIOD OF RECRUIT TRAINING

a. FROM

b. TO

26. SERVICE SCHOOLS ATTENDED *(If none, print NONE)*

NAME OF SCHOOL	LOCATION	NAME OF COURSE	DATE ENTERED	LENGTH OF COURSE IN WEEKS	DATE COMPLETED	MILITARY SPECIALTY (MOS, AFSC, RATE, etc.)	FINAL MARK AND/OR STANDING IN CLASS[1]

[1] *If information is available, give names of specific subjects studied and grades received. If class standing is shown, give number in class, e.g., "10 in 241."*

27. MAJOR SERVICE JOBS OR BILLETS *(Complete only when form is sent to employer)*

TITLE OF EACH MAJOR JOB OR BILLET FILLED WHILE IN SERVICE	GIVE JOB SPECIFICATIONS OR CLASSIFICATION NUMBER AND BRIEF DESCRIPTION OF DUTIES	LENGTH OF TIME IN EACH JOB OR BILLET *(In months)*

THIS APPLICATION MUST BE SIGNED BY AN OFFICER

I CERTIFY THAT THE INFORMATION CONTAINED HEREIN HAS BEEN COMPARED WITH OFFICIAL RECORDS, AND THAT THIS INFORMATION IS CORRECT.

SIGNATURE OF CERTIFYING OFFICER

MILITARY ADDRESS

NAME AND GRADE/RANK OF CERTIFYING OFFICER *(Print or Type)*

SERVICE NUMBER

(10)

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BOOKLIST

USAFI Texts recommended for study in preparation for GED Tests or GED Retests

High School GED Test Texts

TEST TITLE			USAFI Number
Test No. 1 Correctness and Effectiveness of Expression	1.	Harbrace Handbook of English	D106
	2.	English in Action	E102
	3.	Eng. Grammar and Comp.	D104
	4.	Webster's Dictionary: Sec. on Orthography and Punctuation	---
Test No. 2 Interpretation of Reading Materials in the Social Studies	1.	The Making of Modern America	F200
	2.	Our Amer. Government	D220
	3.	Man's Story	D202
	4.	American Problems Today	B222
Test No. 3 Interpretation of Reading Materials in the Natural Sciences	1.	Modern Biology	D250
	2.	Science	E275
	3.	Chemistry and You	D285
	4.	Modern Physics	D290
Test No. 4 Interpretation of Literary Materials	1.	England in Literature	C120
	2.	The U. S. in Literature	C122
Test No. 5 General Mathematical Ability	1.	Review Arithmetic Textbook I	C150
	2.	Review Arithmetic Textbook II	C150.02
	3.	Mathematics to Use	C151

Figure 4. USAFI Texts Recommended for Study in Preparation for GED Tests

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BOOKLIST

USAFI Texts recommended for study in preparation for GED Tests or GED Retests

College GED Test Text

TEST TITLE			USAFI Number
Test No. 1- Correctness and Effectiveness of Expression	1.	Writer's Guide & Index to Eng.	E400
	2.	Patterns in Writing	E400.3
Test No. 2- Interpretation of Reading Materials in the Social Sciences	1.	The Federal Union	D455
	2.	The American Nation	D456
	3.	A History of Civilization	D458
	4.	Government by the People	D457
	5.	Sociology	C495
Test No. 3- Interpretation of Reading Materials in the Natural Sciences	1.	Life: An Intro. to Biology	C505
	2.	Fundamentals of Phy. Science	B512
	3.	General Chemistry	C514
	4.	Introduction to Coll. Physics	C517
Test No. 4- Interpretation of Literary Materials	1.	College Survey of Eng. Lit.	D404
	2.	American Tradition in Lit. I	D408
	3.	American Tradition in Lit. II	D409
Test No. 5- Mathematics	1.	College Algebra	E425
	2.	Plane Trigonometry	E435
	3.	Calculus	C440

Figure 4. USAFI Texts Recommended for Study in Preparation for GED Tests

(10)

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FOR USAFI USE

UNITED STATES ARMED FORCES INSTITUTE
(See reverse side for USAFI address)

APPLICATION FOR USAFI TEST

FOR USAFI USE

PRINT OR TYPE ALL INFORMATION. SEE REVERSE SIDE FOR USAFI TESTING POLICIES AND INFORMATION.

1. PRINT APPLICANT'S LAST NAME IN BOXES BELOW	PRINT FIRST NAME BELOW	MIDDLE INITIAL	RANK OR RATING
MARINE	John	S	SGT

NAVY ENLISTED MEN WHOSE SERVICE NUMBER BEGINS WITH A LETTER WILL ENTER THIS LETTER IN THE SECOND BOX IN ITEM 3, FOLLOWED BY THE 6 DIGITS. THE FIRST BOX WILL BE LEFT BLANK. Others write numbers only in items 3 and 4.

DO NOT USE PREFIX OR SUFFIX LETTERS.

2. SOCIAL SECURITY ACCT NO.	3. SERVICE NO.	4. PREVIOUS SVC NO.	5. BRANCH OF SERVICE
123-45-6789	1550937		☐ ARMY ☐ NAVY ☐ AIR FORCE ☒ MARINE CORPS ☐ COAST GUARD

6. COMPLETE MILITARY ADDRESS OF APPLICANT (Include Zip Code)	7. ORIGINAL DATE ENTERED SERVICE	8. DATE OF BIRTH Month	8. DATE OF BIRTH Year	9. HOME STATE
HQ BTY 2nd BN 11th MARINES 1 MARDIV (REIN) FMF FPO SAN FRANCISCO, 96602	1964	April	40	Iowa

10. EDUCATION (Circle highest year of school completed)			GRADUATE	
ELEMENTARY	HIGH SCHOOL	COLLEGE	HIGH SCHOOL	COLLEGE
1 2 3 4 5 6 7 8	9 10 (O) 12	13 14 15 16 17 18	☐ YES ☒ NO	☐ YES ☒ NO

11. USAFI TEST(S) REQUESTED (See paragraphs 1 and 2, reverse side)				FOR USAFI USE
TYPE OF TEST (EOC, GED, USST, GE)	EOC, USST TEST NUMBER	TITLE (OR PARTS OF HS-GED TESTS OR GENERAL EXAMINATIONS)	LEVEL (HIGH SCHOOL OR COLLEGE)	TY / LEV / RT / LO / MA / CMA
GED		1-5		
		or		
GECLEP		1-5		
(Use only for retests) USAFI RETESTS REQUESTED (See paragraph 5, reverse side)				
		LEAVE BLANK		

12. REMARKS (Reasons for more than one EOC or USST. See paragraph 3, reverse side. Eligibility for retests. See paragraph 5, reverse side. Include date and location of initial testing.)

LEAVE BLANK

13. DATE	14. SIGNATURE OF APPLICANT
12 Feb 70	John S Marine

CERTIFICATION

15. THE UNDERSIGNED CERTIFIES TO BE AN AUTHORIZED USAFI TEST CONTROL OFFICER DULY APPOINTED IN ACCORDANCE WITH THE PROVISIONS OF APPLICABLE DIRECTIVE LISTED IN PARAGRAPH 6, REVERSE SIDE OF THIS FORM, AND ASSUMES SOLE RESPONSIBILITY FOR RECEIVING, SAFEGUARDING, ADMINISTERING, AND RETURNING THE TESTS TO THE SERVICING USAFI IN COMPLIANCE WITH THE REGULATIONS CITED.

NAME AND RANK OF USAFI TEST CONTROL OFFICER (Print or Type)	SIGNATURE OF USAFI TEST CONTROL OFFICER
LEAVE BLANK	LEAVE BLANK

16. MILITARY ADDRESS OF USAFI TEST CONTROL OFFICER (Include Zip Code)

LEAVE BLANK

Figure 5. Application for original GED or GE-CLEP

88 FORM 179 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND ARE NOT TO BE USED.

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REQUEST FOR USAFI TEST REPORTING

Use this side for requesting Official Reports of Educational Achievement or for requesting Duplicate Reports of USAFI Testing when request is for only one examinee. Use reverse side for requests for Duplicate Reports of USAFI Testing for more than one examinee.

TO:
Director
U.S. Armed Forces Institute
Madison, Wisconsin 53703

FROM: *(Include ZIP Code)*
EDUCATION OFFICER
2nd Battalion, 11th Marines
1st Marine Division, FMF (Rein)
FPO, San Francisco, Calif. 96602

NAME (Last, First, Middle Initial)	SOCIAL SECURITY ACCOUNT NUMBER
MARINE, John S.	123-45-6789

PRESENT SERVICE NUMBER	PRESENT BRANCH OF SERVICE	PREVIOUS SERVICE NUMBER	PREVIOUS BRANCH OF SERVICE *(For each Service Number)*	GRADE, RATE, OR RANK	DATE OF BIRTH *(Month and Year)*
155 09 37	USMC	None	None	SGT	April 40

TESTS TO BE REPORTED	DATE TEST TAKEN		PLACE TEST TAKEN
	MONTH	YEAR	
GED-High School Complete Battery	May	1965	Education Center (Bldg. 1392) Camp Pendleton, California 92055

REQUEST CERTIFICATE(S) OF COMPLETION FOR THE FOLLOWING TESTS

(If requesting certificates of completion, use this space)

REPORTS TO BE SENT TO *(If other than requestor)* *(Include ZIP Code)*

(If requesting results are sent to an agency, use this space.) Commands making requests for cognizant personnel should be aware of State Department of Education Policies, Bulletin #5, Tenth Edition.

EXAMPLE: (Using the State of Mississippi)

A. P. BENNET, Director
Division of Instructions
State Department of Education
P. O. Box 771
Jackson, Mississippi, 39205

DATE SIGNED	SIGNATURE AND GRADE OF REQUESTER
24 March 1967	John D. Jones John D. JONES lstLt. EDUCATION OFFICER

REMARKS

(IF ANY)

Note; Use other side for group requests only.

Figure 6. Request for USAFI Test Report

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(10)

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REQUEST FOR USAFI TEST REPORTING

Use this side for requesting Official Reports of Educational Achievement or for requesting Duplicate Reports of USAFI Testing when request is for only one examinee. Use reverse side for requests for Duplicate Reports of USAFI Testing for more than one examinee.

TO:
Director
U.S. Armed Forces Institute
Madison, Wisconsin 53703

FROM: *(Include ZIP Code)*
EDUCATION OFFICER
2nd Battalion, 11th Marines
1st Marine Division, FMF (Rein)
FPO, San Francisco, Calif. 96602

NAME *(Last, First, Middle Initial)*	SOCIAL SECURITY ACCOUNT NUMBER
MARINE, John S.	123-45-6789

PRESENT SERVICE NUMBER	PRESENT BRANCH OF SERVICE	PREVIOUS SERVICE NUMBER	PREVIOUS BRANCH OF SERVICE *(For each Service Number)*	GRADE, RATE, OR RANK	DATE OF BIRTH *(Month and Year)*
155 09 37	USMC	None	None	SGT	April 40

TESTS TO BE REPORTED	DATE TEST TAKEN		PLACE TEST TAKEN
	MONTH	YEAR	
GED-High School Complete Battery	May	1965	Education Center (Bldg. 1392) Camp Pendleton, California 92055

REQUEST CERTIFICATE(S) OF COMPLETION FOR THE FOLLOWING TESTS

Request certificate of completion.

REPORTS TO BE SENT TO *(If other than requester) (Include ZIP Code)*

LEAVE BLANK

DATE SIGNED	SIGNATURE AND GRADE OF REQUESTER
24 March 1967	John D. Jones 1stLt. EDUCATION OFFICER

REMARKS

Marine did not receive results to date.

Figure 7. Request for initial test results

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FOR USAFI USE

UNITED STATES ARMED FORCES INSTITUTE
(See reverse side for USAFI address)

APPLICATION FOR USAFI TEST

USAFI USE

PRINT OR TYPE ALL INFORMATION. SEE REVERSE SIDE FOR USAFI TESTING POLICIES AND INFORMATION.

1. PRINT APPLICANT'S LAST NAME IN BOXES BELOW	PRINT FIRST NAME BELOW	MIDDLE INITIAL	RANK OR RATING
DOE	John	E	Lance Corporal

NAVY ENLISTED MEN WHOSE SERVICE NUMBER BEGINS WITH A LETTER WILL ENTER THIS LETTER IN THE SECOND BOX IN ITEM 3, FOLLOWED BY THE 6 DIGITS. THE FIRST BOX WILL BE LEFT BLANK. *Others write numbers only in items 3 and 4.*

DO NOT USE PREFIX OR SUFFIX LETTERS.

2. SOCIAL SECURITY ACCT NO.	3. SERVICE NO.	4. PREVIOUS SVC NO.	5. BRANCH OF SERVICE
231-70-7492	3550932		☐ ARMY ☐ NAVY ☐ AIR FORCE ☒ MARINE CORPS ☐ COAST GUARD

6. COMPLETE MILITARY ADDRESS OF APPLICANT *(Include Zip Code)*	7. ORIGINAL DATE ENTERED SERVICE	8. DATE OF BIRTH (Month / Year)	9. HOME STATE
H&S Co., 1st Bn 1st Marines 1st Marine Division (Rein), FMF FPO, San Francisco, Calif. 96602	7 Nov. 1966	Feb / 47	Georgia

10. EDUCATION *(Circle highest year of school completed)*			GRADUATE	
ELEMENTARY	HIGH SCHOOL	COLLEGE	HIGH SCHOOL	COLLEGE
1 2 3 4 5 6 7 8	9 10 0 12	13 14 15 16 17 18	☐ YES ☒ NO	☐ YES ☒ NO

11. USAFI TEST(S) REQUESTED *(See paragraphs 1 and 2, reverse side)*

TYPE OF TEST (EOC, GED, USST, GE)	EOC, USST TEST NUMBER	TITLE (OR PARTS OF HS-GED TESTS OR GENERAL EXAMINATIONS)	LEVEL (HIGH SCHOOL OR COLLEGE)
		LEAVE BLANK	

(Use only for retests) USAFI RETESTS REQUESTED *(See paragraph 5, reverse side)*

GED		2 & 4	
GECLEP		1-3	

FOR USAFI USE

TY	LEV	RT	LO	MA	CMA
TY	LEV	RT	LO	MA	CMA
TY	LEV	RT	LO	MA	CMA

12. REMARKS *(Reasons for more than one EOC or USST. See paragraph 3, reverse side. Eligibility for retests. See paragraph 5, reverse side. Include date and location of initial testing.)*

COMPLETED HS GED MARCH 1967, AT CAMP LEJEUNE, N. C.
1-45, 2-30, 3-50, 4-27, 5-39

SATISFACTORILY COMPLETED HS GED, MARCH 1967, AT CAMP PENDLETON, CALIF.
1-45, 2-36, 3-50, 4-27, 5-47
RETEST TO MEET HIGHER CIVILIAN STANDARDS

13. DATE	14. SIGNATURE OF APPLICANT
18 June 1967	JOHN E. DOE John E. Doe

15. CERTIFICATION

THE UNDERSIGNED CERTIFIES TO BE AN AUTHORIZED USAFI TEST CONTROL OFFICER DULY APPOINTED IN ACCORDANCE WITH THE PROVISIONS OF APPLICABLE DIRECTIVE LISTED IN PARAGRAPH 6, REVERSE SIDE OF THIS FORM, AND ASSUMES SOLE RESPONSIBILITY FOR RECEIVING, SAFEGUARDING, ADMINISTERING, AND RETURNING THE TESTS TO THE SERVICING USAFI IN COMPLIANCE WITH THE REGULATIONS CITED.

NAME AND RANK OF USAFI TEST CONTROL OFFICER *(Print or Type)*	SIGNATURE OF USAFI TEST CONTROL OFFICER
LEAVE BLANK	LEAVE BLANK

16. MILITARY ADDRESS OF USAFI TEST CONTROL OFFICER *(Include Zip Code)*

LEAVE BLANK

Figure 8. Format of request for USAFI GED/GE-CLEP retests.

DD FORM 173, OCT 67 — PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND ARE NOT TO BE USED.

(10)

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FOR USAFI USE

UNITED STATES ARMED FORCES INSTITUTE
(See reverse side for USAFI address)

USAFI USE

APPLICATION FOR USAFI TEST

PRINT OR TYPE ALL INFORMATION. SEE REVERSE SIDE FOR USAFI TESTING POLICIES AND INFORMATION.

1. PRINT APPLICANT'S LAST NAME IN BOXES BELOW	PRINT FIRST NAME BELOW	MIDDLE INITIAL	RANK OR RATING
DOE	John	E	Lance Corporal

NAVY ENLISTED MEN WHOSE SERVICE NUMBER BEGINS WITH A LETTER WILL ENTER THIS LETTER IN THE SECOND BOX IN ITEM 3, FOLLOWED BY THE 6 DIGITS. THE FIRST BOX WILL BE LEFT BLANK. *Others write numbers only in items 3 and 4.*

DO NOT USE PREFIX OR SUFFIX LETTERS.

2. SOCIAL SECURITY ACCT NO.	3. SERVICE NO.	4. PREVIOUS SVC NO.	5. BRANCH OF SERVICE
231-70-7492	3550932		☐ ARMY ☐ NAVY ☐ AIR FORCE ☒ MARINE CORPS ☐ COAST GUARD

6. COMPLETE MILITARY ADDRESS OF APPLICANT *(Include Zip Code)*	7. ORIGINAL DATE ENTERED SERVICE	8. DATE OF BIRTH *Month*	*Year*	9. HOME STATE
H&S Co., 1st Bn 1st Marines 1st Marine Division (Rein), FMF FPO, San Francisco, Calif. 96602	7 Nov. 1966	Feb	47	Georgia

10. EDUCATION *(Circle highest year of school completed)*			GRADUATE	
ELEMENTARY	HIGH SCHOOL	COLLEGE	HIGH SCHOOL	COLLEGE
1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16 17 18	☐ YES ☒ NO	☐ YES ☒ NO

11. USAFI TEST(S) REQUESTED *(See paragraphs 1 and 2, reverse side)*

TYPE OF TEST (EOC, GED, USST, GEI)	EOC, USST TEST NUMBER	TITLE (OR PARTS OF HS-GED TESTS OR GENERAL EXAMINATIONS)	LEVEL (HIGH SCHOOL OR COLLEGE)
EOC	SA 100.7	Ninth Grade English (Test No. usually differs from Course No.)	HS
		OR	
USST	SCV-1-A-4	CIVICS	HS

(Use only for retests) USAFI RETESTS REQUESTED *(See paragraph 5, reverse side)*

LEAVE BLANK

FOR USAFI USE

TY	REV	RT	LO	MA	CMA
TY	REV	RT	LO	MA	CMA
TY	REV	RT	LO	MA	CMA

12. REMARKS *(Reasons for more than one EOC or USST. See paragraph 3, reverse side. Eligibility for retests. See paragraph 5, reverse side. Include date and location of initial testing.)*

LEAVE BLANK

13. DATE	14. SIGNATURE OF APPLICANT
18 June 1967	John E. Doe

15. CERTIFICATION

THE UNDERSIGNED CERTIFIES TO BE AN AUTHORIZED USAFI TEST CONTROL OFFICER DULY APPOINTED IN ACCORDANCE WITH THE PROVISIONS OF APPLICABLE DIRECTIVE LISTED IN PARAGRAPH 6, REVERSE SIDE OF THIS FORM, AND ASSUMES SOLE RESPONSIBILITY FOR RECEIVING, SAFEGUARDING, ADMINISTERING, AND RETURNING THE TESTS TO THE SERVICING USAFI IN COMPLIANCE WITH THE REGULATIONS CITED.

NAME AND RANK OF USAFI TEST CONTROL OFFICER *(Print or Type)*	SIGNATURE OF USAFI TEST CONTROL OFFICER
LEAVE BLANK	LEAVE BLANK

16. MILITARY ADDRESS OF USAFI TEST CONTROL OFFICER *(Include Zip Code)*

LEAVE BLANK

Figure 9. Format of request for USAFI EOC Test or USST.

DD FORM 1 OCT 67 173 — PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND ARE NOT TO BE USED.

DECLASSIFIED

DECLASSIFIED

FOR USAFI USE

UNITED STATES ARMED FORCES INSTITUTE
(See reverse side for USAFI address)

APPLICATION FOR USAFI TEST

USAFI USE

PRINT OR TYPE ALL INFORMATION. SEE REVERSE SIDE FOR USAFI TESTING POLICIES AND INFORMATION.

1. PRINT APPLICANT'S LAST NAME IN BOXES BELOW	PRINT FIRST NAME BELOW	MIDDLE INITIAL	RANK OR RATING
DOE	John	E	Lance Corporal

NAVY ENLISTED MEN WHOSE SERVICE NUMBER BEGINS WITH A LETTER WILL ENTER THIS LETTER IN THE SECOND BOX IN ITEM 3, FOLLOWED BY THE 6 DIGITS. THE FIRST BOX WILL BE LEFT BLANK. *Others write numbers only in items 3 and 4.*

DO NOT USE PREFIX OR SUFFIX LETTERS.

2. SOCIAL SECURITY ACCT NO.	3. SERVICE NO.	4. PREVIOUS SVC NO.	5. BRANCH OF SERVICE
231-70-7492	3550962		☐ ARMY ☐ NAVY ☐ AIR FORCE ☒ MARINE CORPS ☐ COAST GUARD

6. COMPLETE MILITARY ADDRESS OF APPLICANT (Include Zip Code)	7. ORIGINAL DATE ENTERED SERVICE	8. DATE OF BIRTH (Month / Year)	9. HOME STATE
H&S Co., 1st Bn 1st Marines 1st Marine Division (Rein), FMF FPO, San Francisco, Calif. 96602	7 Nov. 1966	Feb / 47	Georgia

10. EDUCATION (Circle highest year of school completed)			GRADUATE	
ELEMENTARY	HIGH SCHOOL	COLLEGE	HIGH SCHOOL	COLLEGE
1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16 17 18	☐ YES ☒ NO	☐ YES ☒ NO

11. USAFI TEST(S) REQUESTED *(See paragraphs 1 and 2, reverse side)*

TYPE OF TEST (EOC, GED, USST, GE)	EOC, USST TEST NUMBER	TITLE (OR PARTS OF HS-GED TESTS OR GENERAL EXAMINATIONS)	LEVEL (HIGH SCHOOL OR COLLEGE)	FOR USAFI USE
		Leave Blank		TY / SCORE / RT / LO / MA / CMA
				TY / SCORE / RT / LO / MA / CMA

(Use only for retests) USAFI RETESTS REQUESTED *(See paragraph 5, reverse side)*

EOC	SA517.7	College Physics I	Coll	TY / SCORE / RT / LO / MA / CMA
		OR		
USST	SA446.7	Linear Algebra	Coll	

12. REMARKS *(Reasons for more than one EOC or USST. See paragraph 3, reverse side. Eligibility for retests. See paragraph 5, reverse side. Include date and location of initial testing.)*

LEAVE BLANK

13. DATE	14. SIGNATURE OF APPLICANT
18 June 1967	John E Doe

15. CERTIFICATION

THE UNDERSIGNED CERTIFIES TO BE AN AUTHORIZED USAFI TEST CONTROL OFFICER DULY APPOINTED IN ACCORDANCE WITH THE PROVISIONS OF APPLICABLE DIRECTIVE LISTED IN PARAGRAPH 6, REVERSE SIDE OF THIS FORM, AND ASSUMES SOLE RESPONSIBILITY FOR RECEIVING, SAFEGUARDING, ADMINISTERING, AND RETURNING THE TESTS TO THE SERVICING USAFI IN COMPLIANCE WITH THE REGULATIONS CITED.

NAME AND RANK OF USAFI TEST CONTROL OFFICER (Print or Type)	SIGNATURE OF USAFI TEST CONTROL OFFICER
LEAVE BLANK	LEAVE BLANK

16. MILITARY ADDRESS OF USAFI TEST CONTROL OFFICER (Include Zip Code)

LEAVE BLANK

Figure 10. Application for EOC or USST retest

DD FORM 179 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND ARE NOT TO BE USED.

A-15

(10)

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PRINT OR TYPE. READ INSTRUCTIONS ON REVERSE SIDE BEFORE FILLING IN THIS APPLICATION.

NAVY ENLISTED MEN WHOSE SERVICE NUMBER BEGINS WITH A LETTER WILL ENTER THE LETTER IN THE SECOND BOX IN ITEM 3, FOLLOWED BY THE 6 DIGITS. THE FIRST BOX WILL BE LEFT BLANK.

UNITED STATES ARMED FORCES INSTITUTE
(See reverse side for USAFI address)

APPLICATION FOR ENROLLMENT OR USAFI COURSE TRANSFER

FOR USAFI USE

PRINT APPLICANT'S LAST NAME	PRINT FIRST NAME	M. I.	RANK OR RATING
DOE	John	E	Lance Corporal

NAVY ENLISTED MEN see note at top left. Others write numbers only.

2. SOCIAL SECURITY NO.	3. PRESENT SVC. NO.	4. PREVIOUS SVC NO.	5. BRANCH OF SERVICE	6. DATE OF BIRTH (Month and year)
231-70-7492	3550932		☐ ARMY ☐ NAVY ☐ AIR FORCE ☒ MARINE CORPS ☐ COAST GUARD	April 1951

7. COMPLETE MILITARY ADDRESS OF APPLICANT *(Include ZIP Code)*

H&S Co., 1st Bn 1st Marines
1st Marine Division (Rein), FMF
FPO, San Francisco, Calif. 96602

8. HOME ADDRESS *(Where mail will always reach you) (Include ZIP Code)*

1909 Forest Parkway
Denver, Colorado 80220

FOR USAFI USE 1 2 3 4 5 6 7 8 9

9. EDUCATION *(Circle highest year of school completed)*

ELEMENTARY	HIGH SCHOOL	COLLEGE	GRADUATE: HIGH SCHOOL	GRADUATE: COLLEGE
1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16 17 18	☐ YES ☒ NO	☐ YES NO ☒

10. NAME OF HIGH SCHOOL OR COLLEGE LAST ATTENDED OR CURRENTLY ATTENDING: Denver East High
LOCATION: Denver, Colorado
FROM: 1968
TO: 1969

11. INDICATE PREREQUISITE OR ADDITIONAL EDUCATIONAL EXPERIENCE THAT MAY QUALIFY YOU FOR THE COURSE REQUESTED

☐ HIGH SCHOOL GED TEST(S) ☐ OTHER USAFI COURSE(S)
☐ GENERAL EXAMINATIONS ☐ OTHER THAN USAFI COURSE (SPECIFY)
☐ PREREQUISITE COURSE(S) LISTED IN USAFI CATALOG

REASON FOR TAKING THIS COURSE:
☒ COLLEGE CREDIT
☐ HIGH SCHOOL CREDIT
☐ CREDIT TO SATISFY COLLEGE ENTRANCE
☐ CIVILIAN JOB OR BUSINESS
☐ MILITARY JOB OR TRAINING
☒ SELF-IMPROVEMENT

12. USAFI COURSE *(See instructions 2a and 4, reverse side)*

NUMBER	TITLE	SHOULD USAFI SEND MATERIALS TO STUDENT?	METHOD OF STUDY
C-453	Principles of Economics I	☒ YES ☐ NO	☒ CORRESPONDENCE ☐ GROUP STUDY
		☐ YES ☐ NO	☐ CORRESPONDENCE ☐ GROUP STUDY

13. ENROLLMENT FEE ☒ $5.00 ENROLLMENT FEE ATTACHED ☐ NO FEE REQUIRED (LAST ENROLLMENT SATISFACTORILY COMPLETED)
NO. OF LAST COURSE COMPLETED AND DATE
I INTEND TO SUBMIT LESSONS ☒ YES ☐ NO

14. UNIVERSITY CORR COURSE *(See instructions 2b and 5, reverse side)*

NUMBER	TITLE	FEE ATTACHED (Made Payable to School-see Catalog)	NAME AND LOCATION OF SCHOOL	FOR USAFI USE
----------	LEAVE BLANK	----------	LEAVE BLANK	
----------	LEAVE BLANK	----------		

15. USAFI COURSE TRANSFER *(See instructions 2c and 6, reverse side)*

FROM COURSE NO.	TO COURSE NO. AND TITLE	SHOULD USAFI SEND MATERIALS TO STUDENT?
	☐ CORRESPONDENCE ☐ GROUP STUDY ☐ FEE ATTACHED ☐ NO FEE REQUIRED (LAST ENROLLMENT SATISFACTORILY COMPLETED)	☐ YES ☐ NO

16. REASON FOR TRANSFER

17. SIGNATURE OF APPLICANT	18. SIGNATURE OF CO OR OFFICIAL DESIGNEE	19. DATE
John Doe	J. M. Marine J. M. MARINE CAPT USMC	3 April 70

20. *FOR USE ONLY BY DULY AUTHORIZED REGISTRATION SECTIONS (See instruction 3, reverse side)*

IF COURSE MATERIALS WERE ISSUED TO THE STUDENT FROM STOCK AT A DULY AUTHORIZED REGISTRATION SECTION AND REPLACEMENT IS DESIRED, LIST COURSE NUMBER(S) AND TITLE(S) BELOW. ACTION WILL BE TAKEN ON REPLACEMENT REQUESTS *ONLY* IF MATERIALS WERE ISSUED TO STUDENT BY THE REGISTRATION SECTION.

NUMBER	TITLE

REGISTRATION SECTION NUMBER AND ADDRESS

(Figure 11. Application for USAFI course)

DD FORM 1 DEC 67 305 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND ARE NOT TO BE USED.

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PRINT OR TYPE. READ INSTRUCTIONS ON REVERSE SIDE BEFORE FILLING IN THIS APPLICATION.

NAVY ENLISTED MEN WHOSE SERVICE NUMBER BEGINS WITH A LETTER WILL ENTER THE LETTER IN THE SECOND BOX IN ITEM 3, FOLLOWED BY THE 6 DIGITS. THE FIRST BOX WILL BE LEFT BLANK.

UNITED STATES ARMED FORCES INSTITUTE
(See reverse side for USAFI address)

APPLICATION FOR ENROLLMENT OR USAFI COURSE TRANSFER

FOR USAFI USE

PRINT APPLICANT'S LAST NAME	PRINT FIRST NAME	M. I.	RANK OR RATING
DOE	John	E	Lance Corporal

NAVY ENLISTED MEN see note at top left. Others write numbers only.

2. SOCIAL SECURITY NO.	3. PRESENT SVC. NO.	4. PREVIOUS SVC NO.
231-70-7492	3550932	

5. BRANCH OF SERVICE: ☐ ARMY ☐ NAVY ☐ AIR FORCE ☒ MARINE CORPS ☐ COAST GUARD

6. DATE OF BIRTH *(Month and year)*: April 1951

7. COMPLETE MILITARY ADDRESS OF APPLICANT *(Include ZIP Code)*:
H&S Co., 1st Bn 1st Marines
1st Marine Division (Rein), FMF
FPO, San Francisco, Calif. 96602

8. HOME ADDRESS *(Where mail will always reach you) (Include ZIP Code)*:
1909 Forest Parkway
Denver, Colorado 80220

FOR USAFI USE: 1 2 3 4 5 6 7 8 9

9. EDUCATION *(Circle highest year of school completed)*

ELEMENTARY	HIGH SCHOOL	COLLEGE	GRADUATE: HIGH SCHOOL	GRADUATE: COLLEGE
1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16 17 18	☐ YES ☒ NO	☐ YES NO ☒

10. NAME OF HIGH SCHOOL OR COLLEGE LAST ATTENDED OR CURRENTLY ATTENDING: Denver East High
LOCATION: Denver, Colorado
FROM: 1968
TO: 1969

11. INDICATE PREREQUISITE OR ADDITIONAL EDUCATIONAL EXPERIENCE THAT MAY QUALIFY YOU FOR THE COURSE REQUESTED
☐ HIGH SCHOOL GED TEST(S) ☐ OTHER USAFI COURSE(S)
☐ GENERAL EXAMINATIONS ☐ OTHER THAN USAFI COURSE (SPECIFY)
☐ PREREQUISITE COURSE(S) LISTED IN USAFI CATALOG

REASON FOR TAKING THIS COURSE:
☒ COLLEGE CREDIT
☐ HIGH SCHOOL CREDIT
☐ CREDIT TO SATISFY COLLEGE ENTRANCE
☐ CIVILIAN JOB OR BUSINESS
☐ MILITARY JOB OR TRAINING
☒ SELF-IMPROVEMENT

12. USAFI COURSE *(See instructions 2a and 4, reverse side)*

NUMBER	TITLE	SHOULD USAFI SEND MATERIALS TO STUDENT?	METHOD OF STUDY
	LEAVE BLANK	☒ YES ☐ NO	☒ CORRESPONDENCE ☐ GROUP STUDY
	LEAVE BLANK	☐ YES ☐ NO	☐ CORRESPONDENCE ☐ GROUP STUDY

13. ENROLLMENT FEE ☐ $5.00 ENROLLMENT FEE ATTACHED ☐ NO FEE REQUIRED (LAST ENROLLMENT SATISFACTORILY COMPLETED)

NO. OF LAST COURSE COMPLETED AND DATE:

I INTEND TO SUBMIT LESSONS: ☒ YES ☐ NO

14. UNIVERSITY CORR COURSE (SEE INSTRUCTIONS 2b AND 5, REVERSE SIDE)

NUMBER	TITLE	FEE ATTACHED *(Made Payable to School-see Catalog)*	NAME AND LOCATION OF SCHOOL	FOR USAFI USE
1C	Introduction to Investments	$29.50	Univ. of Minnesota Minneapolis	

15. USAFI COURSE TRANSFER *(See instructions 2c and 6, reverse side)*

FROM COURSE NO.	TO COURSE NO. AND TITLE	SHOULD USAFI SEND MATERIALS TO STUDENT?
	☐ CORRESPONDENCE ☐ GROUP STUDY ☐ FEE ATTACHED ☐ NO FEE REQUIRED (LAST ENROLLMENT SATISFACTORILY COMPLETED)	☐ YES ☐ NO

16. REASON FOR TRANSFER

17. SIGNATURE OF APPLICANT: John Doe

18. SIGNATURE OF CO OR OFFICIAL DESIGNEE: J. M. Marine
J. M. MARINE CAPT USMC

19. DATE: 3 April 70

20. *FOR USE ONLY BY DULY AUTHORIZED REGISTRATION SECTIONS (See instruction 3, reverse side)*

IF COURSE MATERIALS WERE ISSUED TO THE STUDENT FROM STOCK AT A DULY AUTHORIZED REGISTRATION SECTION AND REPLACEMENT IS DESIRED, LIST COURSE NUMBER(S) AND TITLE(S) BELOW. ACTION WILL BE TAKEN ON REPLACEMENT REQUESTS *ONLY* IF MATERIALS WERE ISSUED TO STUDENT BY THE REGISTRATION SECTION.

NUMBER	TITLE

REGISTRATION SECTION NUMBER AND ADDRESS

(Figure 12. Application for courses from participating colleges & universities)

DD FORM 1 DEC 67 305 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND ARE NOT TO BE USED.

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

DivBul 3480
3/DHL/rmh
17 July 1970

DIVISION BULLETIN 3480

From: Commanding General
To: Distribution List

Subj: Lessons Learned

Encl: (1) Lessons Learned, Month of June 1970

1. Purpose. To promulgate a compilation of Lessons Learned for the month of June 1970.

2. Action. Commanders will ensure wide dissemination of the information contained in enclosure (1).

3. Self-Cancellation. 15 December 1970.

E. H. HAFFNER
Chief of Staff

DISTRIBUTION: "A" & "B" (20)

(11)

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DivBul 3480
17 July 1970

LESSONS LEARNED, MONTH OF JUNE 1970

1. ITEM: Cordon and Search Operations. (1st Marines)

DISCUSSION: On 27 May 1970, the Hamlet of Le Son (AT981659) was cordoned and searched by 2d Battalion, 1st Marines in coordination with GVN Forces and District Officials. The operation was predicated on captured VC documents indentifying over 150 residents of the hamlets as members of the VC Infrastructure.

COMMENT: After the village had been cordoned, and all civilians moved into the collection point, control of the populace became a major problem. There were not enough personnel to direct the people into the designated areas and as always, the communications gap aggravated the problem.

LESSONS LEARNED

a. An interpreter should be utilized solely as a coordinator/communicator at the collection point, thereby facilitating communication between security forces and the civilians.

b. At least one squad should be specifically designated as security for the collection point, thus circumventing the last minute designation of a security element at the collection point.

c. An OIC, other than the CIT or ITT Officer, should be designated as overall coordinator of the collection, screening, and holding areas. The S-4 Officer would be preferable to all others because he has the ultimate responsibility for construction and maintenance of the collection site.

2. ITEM: The M-26 as a booby trap detonator. (5th Marines)

COMMENT: An M-26 Hand Grenade sitting in plain sight on a trail can be a trip mechanism for a pressure release booby trap. On one occasion a Marine from this unit picked up a hand grenade from the center of a trail and activated a daisy chain emplaced back along the trail. The movement of the hand grenade activated the device.

LESSON LEARNED: Handle all ordnance found in contested areas outside friendly lines with extreme caution. Consider each item to be a booby trap.

3. ITEM: Search Techniques. (5th Marines)

COMMENT: When conducting a cordon and search in an area with dense treelines and heavy foliage a methodical and aggressive search must be made of the entire area. A valuable search technique is to make up a search unit composed of S-2 and KUS Scouts, and controlled

ENCLOSURE (1)

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by the S-2 Officer. A 20 man group broken down into four man teams, each with a KCS, can make a very thorough search. The KCS's are particularly good at recognizing entrances to spider holes and tunnel complexes in bamboo thickets and dense treelines. When a hole is located, one team of four men can set up security around the hole while the KCS attempts to talk the enemy from his hideout.

LESSON LEARNED: To search villages and treelines for spider holes, employ an independent search group composed of S-2 and KCS Scouts plus security forces, all under the control of the S-2 Officer.

4. ITEM: Use of Fire Team Ambushes. (5th Marines)

COMMENT: The enemy conducts the majority of his night movements between the hours of 2000 to 2400 and 0200 to 0600. A fire team ambush deployed from the main ambush during these hours can greatly increase the effectiveness of the ambush by covering more terrain. This team may set as an early warning system for the ambush or as ambush for enemy escaping from the main ambush. The fire team site should be fairly close and within 400 meters of the main ambush due to its small size and fire capability, and at least one rally point should be designated in case of an emergency. A good system of pyrotechnic signals should be devised. The fire team should have a limited illumination capability, either M-79 illumination or white parachute type pop-ups. The triangle claymore ambush with 360 degree use of claymore mines should be emphasized with the fire team concentrating on a primary killing zone. LAWWS also can be highly effective.

LESSON LEARNED: The use of fire team ambush to supplement a main ambush is effective and should be encouraged on the small unit level as a means of interdicting enemy movement, lines of communications, and resupply routes.

5. ITEM: Employment of whip antenna (AT-271A/PRC). (1st Recon Bn)

COMMENT: In an area where communication is marginal or poor it may become necessary to use the whip antenna (AT-271A/PRC). In facilitating the use of the whip antenna the team must come to a security halt. Through the use of the flexible antenna base (AB-591/PRC-25) and breaking down the antenna into segments, the antenna may be bent to a streamline position parallel to the radio operators radio back board, thus allowing easy movement. In areas of negative or poor communication the rubber band at the base of the antenna may be removed and the whip antenna extended with little difficulty.

LESSON LEARNED: Breaking down the whip antenna (AT-271A/PRC), allows a team to have better communication than with the tape antenna in similar situations, and, if communication is poor, this method of

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employment eliminates loss of communication due to the time consuming process of changing from a tape antenna and base to a whip antenna and base.

6. ITEM: Working with Creosoted Poles. (1st Engr Bn)

COMMENT: When working with creosoted poles especially in the extreme heat of the summer season, the highest precautions should be taken to prevent painful burns from the creosote. This is especially true while working with creosote in and around water. Creosoted poles floating in the water give off creosote leaving a film on the water. A worker may never notice anything wrong while he is in or working around the water, however, after drying off, the part of the body exposed to the creosote will begin burning intensely when it comes in contact with the direct rays of the sun.

LESSON LEARNED: Before working with creosote of any kind, you should try to protect yourself with petroleum jelly or similar substance. If this is not available, obtain isopropyl alcohol (rubbing alcohol) from the corpsman. The person exposed to the creosote should rub himself with the alcohol and then immediately wash the alcohol off with water. Finally, apply burn ointment to the burn or see a corpsman as soon as possible.

7. ITEM: Use of alternate types of demolition in the destruction of extensive enemy tunnel complexes. (1st Engr Bn)

COMMENT: There are times when an engineer unit assigned the task of destroying extensive enemy tunnel complexes experiences the inability to obtain the desired type of demolitions due to the tactical or logistical situation.

LESSON LEARNED: A recent experience has revealed that an excellent demolition material to be used in conjunction with and as a supplement to the desired type demolition is the 15 pound shape charge. By reversing the cone on its stand, (facing the cone upwards) the detonation creates a destructive force. Excellent results have been achieved when this charge is used in this manner and in conjunction with C-4. The shape charge placed in this particular manner has extremely good results when utilized on reinforced roofing.

8. ITEM: Careful consideration for the employment of the M-18 Smoke Grenade in tunnel complexes. (1st Engr Bn)

COMMENT: Because of the vast experience the enemy has in the field of tunnel construction, the location and determination of the length and direction of tunnel complex is impeded by the excellent use of camouflage. In order to help locate air vents, exits, entrances, it has been the practice to employ the M-18 Smoke Grenade. By visually

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sighting smoke, openings have been discovered that in some cases may have gone undiscovered.

LESSON LEARNED: If the M-18 Smoke Grenade is to be employed it should be used well in advance of any actual tunnel destruction. A recent experience indicated that 24 hours prior to actual placement of the demolitions a recon of a tunnel complex was made and the M-18 Smoke Grenade was then employed. When demolition teams did enter these tunnels to place the necessary demolitions their skin came in contact with some areas of the tunnel. Due to the extensive heat of the tunnel the body was sweaty and pores were open where upon the chemical agent of the smoke grenade contacted that open skin. The result was a chemical burn, which irritates enough to warrant medivac. Those individuals who wore jackets did not suffer the burns as extensive as those who did not wear jackets.

9. ITEM: Communications Equipment - Waterproofing. (5th Marines)

COMMENT: Water damage to the AN/PRC-25 due to crossing a river, or from exposure to rain, can cause needless temporary or even permanent loss of communication. "An ounce of prevention is worth a pound of cure"; and a little time and effort in waterproofing is worth far more than the possible outcome of the loss of communications in a combat zone.

LESSON LEARNED: For protection of communication equipment while crossing a water barrier or to prevent exposure to rain, the following field expedients are easily accomplished and effective:

a. Waterproof the handset by covering it with a plastic BA-386 battery bag. Tape the bag just below the ear piece so that it is tight and has a diaphram effect for easy sound transmission. Then tape the bag tightly above and below the mouth piece to prevent moisture from entering. One more tight taping about three inches down the cord, followed by trimming the excess bag, and the handset is rendered relatively waterproof.

b. Protect both audio jacks from moisture damage by covering them with plastic and taping a tight seal at either end about two inches up the cord.

c. The last two critical items to be protected are the power jack and antenna jack. The power jack cover and the antenna base are designed to be water tight when properly fastened. However, if these are faulty or worn, communications can diminish or be lost completely due to moisture intake. Covering these jacks in the same method that the audio jacks are covered will protect them adequately.

ENCLOSURE (1)

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

DivO 4050.1C Ch 2
21/DM/ptl
17 Jul 1970

DIVISION ORDER 4050.1C Ch 2

From: Commanding General
To: Distribution List

Subj: Instructions for the Receipt, Control, and Disposition of Personal Effects and Baggage

Encl: (1) New page inserts to DivO 4050.1C

1. Purpose. To transmit new page inserts to the basic Order

2. Action. Remove the present page 3 of enclosure (4) and enclosures (5) and (9) of the basic Order. Replace them with the enclosures hereto.

E. H. HAFFEY
Chief of Staff

DISTRIBUTION: "A" & "B" plus 21 (50)

Copy to:
CGIII MAF (5)
CG FORLOGCOMD (5)
USASUPCOM (2)
CO 3D FSR (2)

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(1) Personal effects will be packed in a suitable container, banded, locked or otherwise sealed so as to deter pilferage and render immediately discoverable if the container is opened or tampered with. Railroad car seals will be utilized whenever practicable.

(2) Remaining copies of Group I inventory forms will accompany the personal effects when turned over to the Battalion Supply Officer for shipment.

h. Deliver Group III effects packaged ready for mailing to the nearest postal facility and mail them, utilizing registered (return receipt requested) U. S. Mail Service, to the Officer-in-Charge, Personal Effects and Baggage Center, Base Material Battalion, MCB Camp Pendleton, California 92055 (Paragraph 7.d (2) of reference (e) refers).

2. THE BATTALION SUPPLY OFFICER. The Battalion Supply Officer will provide materials and assist the Personal Effects Inventory/Handling Board in packing and preparing personal effects for shipment/mailing. When Group I personal effects containers have been securely banded, locked, tagged and sealed, the Battalion Supply Officer (or his designated deputy) will accomplish the following action:

a. Receipt for the personal effects sealed containers from the Personal Effects Inventory/Handling Board, including date.

b. Deliver the sealed personal effects with copies of the inventory to the Officer in Charge, Personal Property Branch, U. S. Army Support Command, Danang as soon as practicable. Unit representatives will perform a joint inventory with ASC on all personal effects at the time of delivery and attest to the accuracy of this inventory. Discrepancies found between unit inventory and joint inventory will be forwarded by Army Support Command to the major command concerned. Units will process personal effects on a continual basis to preclude accumulation and requirement to inventory an excessive quantity of personal effects at one time. Commands will insure aggressive action to resolve all discrepancies and provide immediate response via the Commanding General, 1st Marine Division (Attn: DivSupO) as requested by the Army Support Command letter of discrepancies. Other III MAF collection points are listed in paragraph 11 of reference (a). If delivery will be delayed longer than 96 hours, notify the Division Supply Officer of pertinent circumstances.

c. Notify the Division Supply Officer when personal effects have been delivered.

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DivO 4050.1C
17 Jan 1970

SAMPLE LETTER OF TRANSMITTAL FOR PERSONAL EFFECTS/BAGGAGE OF DECEASED OR MISSING PERSONNEL

UNIT HEADING

DATE

From: Commanding Officer
To: Officer-in-Charge, Personal Property Branch, U. S. Army Support Command, Da Nang

Subj: Shipment of Personal Effects; request for, case of SSgt Jimmy JAMES 000 00 00/0000, USMC (Deceased)

Ref: (a) DivO 4050.1C

Encl: (1) NAVMC 10154-PD

1. In accordance with reference (a), it is requested that the personal effects of SSgt Jimmy JAMES be shipped and marked as shown below:

Ship to: Officer-in-Charge
Personal Effects and Baggage Center
Base Material Battalion
MCB, Camp Pendleton 92055

Mark for: "Owner's Name"
"Rank, Service Number"
"status (Deceased or MIA and date of occurrence)

2. A certified copy of enclosure (1) has been packaged in each container of personal effects of the subject named Marine accompanying this letter.

ENCLOSURE (5)
Ch 2 (17 Jul 1970)

(12)

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DivO 4050.1C
11 Jan 1970

PERSONAL EFFECTS DISPOSITION FORMAT GROUP I RECEIVED BY THE COLLECTION POINT

UNIT HEADING

_____
Date

From: Commanding Officer
To: Commanding General, 1st Marine Division (Rein) FMF (Attn:DivSupO)

Subj: Group I Personal Effects; report of disposition

1. Disposition of Personal Effects (Group I) has been made as follows:

a. Personal Effects of: _____
Name, rank, ser no., unit

b. WIA turned into Collection Point, Force Logistics Command on:
_____
Date

c. KIA, MIA turned into Collection Point, Army Support Command on:
_____
Date

d. Type of container packed in: _____

e. Received by: _____
Name rank, ser no.

f. Group I items hand carried by SNM when med-evaced: _____
Date

_____
Signature designated
member of Peref/Inv Board

NOTE: This format must be forwarded to DivSupO within 24 hours after completion of Turn-In of Personal Effects.

ENCLOSURE (9)
Ch 2 (17 Jul 1970)

(12)

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

DivBul 1133
54/PPK/sgp
17 Jul 1970

DIVISION BULLETIN 1133

From: Commanding General
To: Distribution List

Subj: Reenlistment Report for the month of June 1970

Ref: (a) MCO P1040.28

Encl: (1) June 1970 Tabulation of First Term Reenlistment Percentages and of percentages of established Quarterly Quota.

1. Purpose. To publish reenlistment results and percentages for the month of June 1970.

2. Information.

a. June retention rates decreased with 26 first term Marines reenlisting or executing career length extensions.

b. Final reenlistment results for June 1970 are:

First Term	Career	Total
30.2%	88.8%	44.2%

c. Enclosure (1) provides a tabulation of first term reenlistment results for regiments and battalions.

3. Action. All units with low retention results will, in accordance with reference (a), take positive action to ensure a viable and progressive Career Planning Program.

4. Self-Cancellation. 30 September 1970.

E. H. HAFFEY
Chief of Staff

DISTRIBUTION: "A" & "B" plus 54(50)

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DivBul 1133
17 Jul 1970

JUNE 1970 TABULATION OF FIRST TERM
REENLISTMENT RESULTS

UNIT	REC/ELIG	REENL	% FOR JUNE	QTR QUOTA	TOTAL NO REEN/QTR	% OF QTR QUOTA
HqBn	6	2	33.3%	11	19	172%
1stMar	7	7	100%	26	23	88.4%
HqCo	0	0	0	2	1	50%
1stBn	0	0	0	8	1	12.5%
2dBn	1	1	100%	8	1	12.5%
3dBn	6	6	100%	8	20	250%
5thMar	7	4	57.2%	26	13	50%
HqCo	2	2	100%	2	3	150%
1stBn	2	0	0	8	2	25%
2dBn	0	0	0	8	1	12.5%
3dBn	3	2	66.6%	8	7	87.5%
7thMar	9	3	33.3%	26	17	65.3%
HqCo	2	0	0	2	1	50%
1stBn	3	3	100%	8	12	150%
2dBn	2	0	0	8	0	0
3dBn	2	0	0	8	4	50%
11thMar	20	7	35%	22	23	104%
HqBtry	3	1	33.3%	2	2	100%
1stBn	2	1	50%	4	1	25%
2dBn	0	0	0	4	4	100%
3dBn	3	3	100%	4	8	200%
4thBn	5	1	20%	4	4	100%
1st8"How	0	0	0	1	2	200%
3d8"How	2	0	0	1	1	100%
1st175Guns	2	0	0	1	0	0
3d175Guns	3	1	33.3%	1	1	100%
1stRecon	7	0	0	5	2	40%
1stMedBn	0	0	0	1	0	0
1stEngr	1	1	100%	5	1	20%
7thEngr	20	0	0	6	5	83.3%
9thEngr	6	1	16.6%	6	9	150%
1stMTBn	3	1	33.3%	1	1	100%
11thMTBn	0	0	0	3	2	66.6%

ENCLOSURE (1)

(13)

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

DivO 7000.4C
2/WEG/cfm
17 Jul 1970

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DIVISION ORDER 7000.4C

From: Commanding General
To: Distribution List

Subj: Volunteer Informant Program (VIP)

Ref: (a) ForO 7200.3C

Encl: (1) VIP Intelligence Collection Priorities
(2) MACV Form 56-R, VIP Fund Receipt
(3) MACJ2 Form 58, VIP Fund Certificate of Valid Expenditure
(4) Sample Monthly Recapitulation Report
(5) Report of Unreliable Personality
(6) Sample Appointing Letter for Custodians of VIP Funds
(7) Sample MACJ2 Form 57 Advance and Return of Intelligence Contingency Funds and/or Vouchers

Reports Required: I. Report of Unreliable Personality (Report Symbol 1 Div 7000/1) par 4
II. Monthly Recapitulation Report (Report Symbol 1 Div 7000/2) par 5

1. Purpose. To provide policy and guidance for the use of special funds to pay monetary rewards to civilian indigenous personnel who voluntarily report intelligence information or deliver munitions to 1st Marine Division units.

2. Cancellation. DivO 7000.4B.

3. Background

a. As outlined in reference (a), the basic objectives of the VIP are:

(1) To assist tactical commanders in acquiring intelligence information that will help accomplish their mission.

(2) To enhance protection of friendly forces and facilities by providing advance warning of enemy plans and activities, particularly impending rocket, mortar, artillery and sapper attacks.

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(3) To decrease enemy capabilities to employ mines and demolitions against friendly personnel and vehicles and otherwise disrupt LOCs.

(4) To develop reliable new sources of intelligence information.

(5) To create anxiety and uncertainty among the enemy regarding the adequacy of his own security.

(6) To disrupt enemy logistics by denying secure caches for weapons, ordnance and supplies.

b. The general concept of this program requires that subordinate commanders will, in conjunction with Vietnamese civilians and military authorities whenever feasible, develop requirements for information which leads to disclosure and neutralization of VC/NVA intentions, activities and capabilities; identification and neutralization of members of the Viet Cong Infrastructure (VCI); and the capture and recovery of weapons, ordnance and other material.

c. It is apparent that in order for such a program to be successful, the program must be flexible, must ensure VIP funds are available at the lowest levels of command, and must provide that indigenous personnel are promptly rewarded for volunteering information or material.

d. The VIP has materially assisted commanders in the location of enemy weapons, supply caches, mines and booby traps and has resulted in information leading to the partial neutralization of the VC political organization (infrastructure) and VC/NVA military forces.

4. Policy and Procedures

a. The Assistant Chief of Staff, G-2, is responsible for the operation of the Volunteer Informant Program within the 1st Marine Division. The Division Staff Counterintelligence Officer will be the Custodian of VIP funds allocated to the 1st Marine Division.

b. Awards may take the form of cash, material goods or recognition through forms of public ceremony.

c. In some areas promise of goods or equipment may offer greater incentive than cash awards. If rewards of this nature are made, the items should be common to the area, readily available on the local market and administered so that the reward will not draw undue attention to the informant. In cases where retaliation against the informant

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appears to be possible, the award will be made as promptly and as inconspicuously as possible after the information has been verified.

d. This Headquarters does not prescribe standardized awards to be given for specific types of information or material. Determination of the amount of each cash award to individual informants of less than 5,000 $VN is left to the discretion of subordinate commanders. In making this determination, emphasis should be placed on the following:

(1) Amounts of any award are to be determined by negotiation with the informant.

(2) Each award will be based on the quality, quantity, and overall value of the information received with consideration given local socio-economic conditions.

(3) Rates paid by the local intelligence community for similar information will be considered.

(4) It is desired that maximum information be obtained for minimum payment. The recipient of the information should ensure that the informant is satisfied and will cooperate in the future.

(5) Individual awards will be made in accordance with the priorities as established in enclosure (1).

(6) When payments are made, emphasis should be given that the payment is made in appreciation for the informant's patriotic action in support of the GVN against the enemy.

e. Cash awards exceeding 5,000 $VN will not be offered or paid without prior approval of the Commanding General, 1st Marine Division. Awards in these amounts will be approved only in those cases where such an amount is clearly necessary for the collection of exceptionally valuable information. Requests for approval of awards over 5,000 $VN are to be forwarded to the Commanding General, 1st Marine Division (Attn: G-2/SCI).

f. Subordinate commanders will review all award payments made by their commands for correctness and ensure that the level of award payments does not escalate or that price-level competition does not develop among subordinate units or with other agencies of the US/GVN.

g. Receipts for payments to informants are essential and will be obtained whenever possible. The individual making a cash award

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payment will prepare a receipt at the time payment is made. MACV form 56-R dated 7 October 1969 will be utilized for this purpose (enclosure (2)). In the event that obtaining a receipt would result in the loss of a possible informant or additional information, a certificate of valid expenditure will be prepared in lieu of the receipt for payment. This certificate (enclosure (3)) will contain:

(1) Identification of the individual reporting the information.

(2) A brief resume of the information obtained and the details pertaining to its verification.

(3) Action taken and/or final disposition of captured material (if any) and results obtained.

The informant will not be required to sign the certificate; however, the signature of the payer is required. The signature of a witness will be included whenever possible. When other than cash awards are involved, such as payment in rice or the use of a ceremonial award, the receipt or certificate will be prepared showing the type of award and results obtained.

h. VIP funds will be utilized to reward Vietnamese civilians only. Rewards will not be paid to U. S. personnel, Vietnamese Government officials or agencies, Vietnamese military or para-military personnel or Kit Carson Scouts. VIP funds will not be utilized to establish agent/informant networks, as payment for the return of stolen U. S. property unless such property is/was being used by enemy forces, or for information which does not lead to neutralization/destruction of enemy forces, equipment or material. In all cases where a payment is made for information, the Monthly Recapitulation Report (enclosure (4)) will briefly describe action taken on the basis of the information received. However, where information is verified, but reaction is impossible, the informant may still be paid for his efforts.

i. To support the objectives of developing new reliable sources of intelligence, "repeat informants" who provide reliable information will be referred to the supporting counterintelligence unit for possible exploitation.

j. While Vietnamese civilians must be appropriately rewarded, protection against false reporting by VC/NVA sympathizers is necessary. Custodians of VIP funds will retain sufficient records of informants to permit local identification of swindlers and other unreliable persons. Should it be known or suspected that an individual is reporting false information, he will be apprehended and turned over to the

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supporting counterintelligence unit which will:

(1) Ascertain the reason for the false report and notify the unit concerned.

(2) Appropriately classify the individual as civil defendant, prisoner of war or innocent civilian.

(3) Make appropriate disposition of the individual based on the above classification.

(4) Submit a report of Unreliable Personality (enclosure (5)) to the Commanding General, III MAF via this Headquarters (Attn: ACofS, G-2/SCIO).

k. To protect the well being of an informant after he has volunteered information and received an award, it may become necessary to relocate him to a secure area of his choice. In such event, up to 6,000 $VN may be expended to assist in relocation and resettlement of an informant and his immediate family. Since such relocation and resettlement of civilians is a GVN function, U. S. commands will not participate in actual resettlement beyond an advisory capacity.

l. The VIP will be coordinated with civil affairs and psychological warfare operations. In addition, the VIP and its rationale will be publicized by psychological warfare media to both American military personnel and Vietnamese civilians. While it should be emphasized to indigenous personnel that a person who volunteers information or material services will be provided anonymity and may receive "on the spot" rewards for services rendered, the specific amount of awards being offered should be omitted.

m. All cases wherein Vietnamese civilians volunteer information or material, whether compensated or not, will be reported in paragraph 11 of command INTSUMS.

n. Each organization allocated VIP funds from this Headquarters will establish effective implementing instructions, and will appoint a unit custodian of VIP funds. All appointments will be made in writing, and copies of appointing letters will be forwarded to this Headquarters (Attn: ACofS, G-2/SCIO). (See enclosure (6) for sample appointing letter).

5. Fiscal Accounting Procedures

a. Unit commanders will assure a separate and distinct account

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of VIP funds is maintained and procedures for the proper accounting and safeguarding of funds have been established.

b. Attention is directed to the classification of fiscal records and reports pertaining to the Program as noted on the enclosures.

c. Command custodians will:

(1) Draw funds from the custodian VIP funds, 1st Marine Division, as required. Funds will be drawn by utilizing MACJ2 Form 57 prepared in duplicate. (See figure (1), enclosure (7)).

(2) Distribute funds to sub-custodians, while requiring that all sub-custodians be familiar with proper accounting procedures.

(3) Maintain adequate records of all expenditures within the command.

(4) Provide a Monthly Recapitulation Report of VIP funds to this Headquarters (Attn: ACofS, G-2/SCIO) by the 3d of each month, covering the previous calendar month. Enclosure (4) represents a sample report.

(5) Conduct an audit at the end of each fiscal quarter. The result of this audit will be submitted with the applicable monthly report.

(6) Upon change of custodian, conduct an audit of VIP funds records, cash on hand, and cash in the custody of sub-custodians. At the completion of the audit, a copy of MACJ2 Form 57 will be submitted to this Headquarters (Attn: ACofS, G-2/SCIO) showing the total funds on hand.

(7) To ensure timeliness of reporting, security of funds and vouchers, and prompt resolution of problem areas, direct liaison is encouraged between command custodians and the Division Custodian.

d. Upon receipt of Monthly Recapitulation Reports, the Custodian of VIP funds, 1st Marine Division, will record all expenditures, and will ascertain that Division and reporting units totals coincide. The custodian will then forward a completed MACJ2 Form 57 in duplicate to each unit. These forms will reflect under "Balance Forward", the total amount of funds available for use by the unit during the reporting month. An additional entry will show the amount expended by the unit during the reporting month. "Balance" will reflect funds on hand at the unit at the end of the reporting month. (See figure (2),

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enclosure (7)). The unit custodian will sign the original and return it to the Division Custodian.

E. H. HAFFEY
Chief of Staff

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Examples of the types of information for which awards may be given, listed in order of collection priority, are:

a. Information on imminent enemy rocket, mortar or artillery threats to FWMAF/RVNAF installations.

b. Information on imminent ground attacks or sapper activity directed at FWMAF/RVNAF installations.

c. Information on VC/NVA troop locations, movements or new tactics.

d. Information on locations of prisoners of war and prisoner of war camps. (The recovery of US prisoners of war should be coordinated with the Joint Personnel Recovery Center through intelligence channels).

e. Information on planned ambushes or other possible disruptions of lines of communication.

f. Information on locations of VC/NVA facilities, munitions, food and other supply caches.

g. Information on the identities of members of the VCI. (Specific monetary awards (bounties) will not be publicized on posters, leaflets, etc.).

h. Information on infiltration activities, including ship and craft transporting VC/NVA personnel and material.

i. Information on the location of emplaced mines and boobytraps.

j. Information on enemy lines of communication.

k. Information leading to the defection of VC/NVA units or their military and political leaders.

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17 Jul 1970

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VOLUNTEER INFORMANT PROGRAM FUND RECEIPT

1. I certify that on _____, I received _____ piasters from a member of the United States Military, as an award for furnishing information on the Viet Cong/North Vietnamese Army.

*Informant's Signature | Informant's Printed Name | RVN ID Card No.

Informant's Date and Place of Birth | Informant's Current Residence

Hamlet, District, and Province where this information was collected

2. Has the informant provided other information in the past? Yes__ No__

3. Estimate of informant's potential for providing further valid information in the future: Outstanding__, Good__, Fair__, Poor__.

4. **Brief description of information and results obtained: _____

5. I certify that the above payment was made, that it is a correct and valid expenditure, and that any material captured or recovered as a result of this award has been/will be disposed of in accordance with MACV Directives 381-24 and 529-9, and appropriate service department regulations.

Signature of Person making payment | Signature of Witness

Rank, service no., & organization | Rank, service no., organization

NOTE: *The informant's signature and the identifying data in paragraph 1, above must be filled in if at all possible. This data may be taken from the informant's RVN ID Card. A brief explanation will be entered when circumstances absolutely preclude identifying the informant on the receipt. **Results obtained must be concisely described. Resulting combat responses, the number of enemy killed or captured as well as the amount and type of material captured or recovered must be described in paragraph 4, above.

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(When filled in)

COLLECTION AND CLASSIFICATION OF INFORMATION

CERTIFICATE OF VALID EXPENDITURE

I certify that _____ VN Piasters were expended on _____ in the Republic of Vietnam for purposes connected with the collection and classification of information in coordinated intelligence operations of the South Vietnamese Armed Forces.

Signature: _____

Rank: _____

Service Number: _____

Unit: _____

WITNESS:

Name: _____

Rank: _____

Service Number: _____

(Brief resume of information obtained):

ENCLOSURE (3)

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COLLECTION AND CLASSIFICATION OF INFORMATION FUNDS RECEIPT
BIÊN LAI NGÂN QUỸ THÂU THẬP VÀ PHÂN LOẠI TIN TỨC

I, the undersigned, do hereby acknowledge receipt on _____
Tôi ký tên dưới đây nhìn nhận có lãnh ngày _____

of cash in the amount of _____ from _____
một số tiền mặt là _____ của _____

_____ ,to be used only for purposes connected
_____ , chỉ được xử dụng cho công tác thâu

with the collection and classification of information in coordinated
thập và phân loại tin tức trong các hoạt động tình báo phối hợp

intelligence operations by the Republic of Vietnam Armed Forces.
của Quân Lực Việt Nam Cộng Hòa.

(Chữ ký) Signature: _____
(Họ Tên) Name: _____
(Cấp bậc) Rank: _____
(Số quân) Service Nr: _____
(Đơn vị) Organization: _____
(Địa điểm) Location: _____

WITNESS (Chứng nhận):

_____
(Signature - Chữ ký)

Name (Họ Tên): _____

Rank (Cấp bậc): _____

Service Nr (Số quân): _____

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17 Jul 1970

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MACJ2 FORM 58

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DivO 7000.4C
17 Jul 1970

SAMPLE MONTHLY RECAPITULATION REPORT

(UNIT HEADING)

From: Commanding Officer
To: Commanding General, 1st Marine Division (Rein), FMF (Attn: G-2/SCI)

Subj: Report of VIP Funds for period 1-31 May 1970

Ref: (a) DivO 7000.4C

1. In accordance with reference (a), the following is a report of expenditures by this Command for the month of May 1970:

a. 3 Dec - Paid VN National for one 82mm mortar round 650 $VN

b. 10 Dec - Paid VN National for one AK-47 rifle 1,500 $VN

c. 15 Dec - Paid VN National for two ChiCom grenades 700 $VN

d. 29 Dec - Paid VN National for information leading to the capture of 3,000 pounds of rice 1,000 $VN

NOTE: 1. Every entry must be an individual transaction. The transactions will not be consolidated by date.

2. Monthly Recapitulation:

a. Funds carried forward from FY 1969 31,500 $VN

b. Funds drawn FY 1970 95,000 $VN

c. Funds expended FY 1970 112,350 $VN

d. Funds expended this reporting period 3,850 $VN

e. Funds on hand 31 May 1970 14,150 $VN

NOTE: 1. Line "d" should equal the sum of expenditures reported in paragraph 1.
2. Line "e" should equal the sum of lines "a" and "b" minus line "c".

ENCLOSURE (4)

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DivO 7000.4C
17 Jul 1970

SAMPLE REPORT OF UNRELIABLE PERSONALITY
(UNIT HEADING)

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From: Commanding Officer
To: Commanding General, III Marine Amphibious Force
Via: Commanding General, 1st Marine Division (Rein), FMF (Attn: G-2)

Subj: Report of Unreliable Personality

1. Report of unreliable personality is submitted on the following individual:

Name:	DE, Nguyen Van
DPOB:	2Mar47, Mai Loc (H) Can Chinh (V) Cam Le (D) Quang Tri (P) RVN
Address:	Dai La (H) Hoa Loc (V) Hieu Duc (D) Quang Nam (P) RVN
Father's Name:	THIEN, Nguyen
Mother's Name:	SAM, Phan Thi
Alias/AKA:	None
Sex:	Male
Occupation:	Farmer
Spouse's Name:	N/A
Name Trace Action:	N/A

ID/Passport Number, issuing authority, date and place of issue: 187004 by National Police at Cam Le (D) on 22 Feb 1965.

Narrative Statement: Provided false information pertaining to a weapons cache in Quang Nam (P) in an attempt to obtain a VIP payment.

/s/

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DivO 7000.4C
17 Jul 1970

SAMPLE APPOINTING LETTER FOR CUSTODIANS OF VIP FUNDS

(UNIT HEADING)

(Identification Symbols)

From: Commanding Officer
To: (Officer being appointed)

Subj: Custodian of VIP Funds, appointment of

Ref: (a) DivO 7000.4

1. In accordance with reference (a), you are hereby appointed as the Custodian VIP Funds allocated to this Command. You will be guided by the provisions of reference (a) in the performance of your duties.

2. An audit of your account will be conducted at least quarterly and upon your relief as Custodian.

/s/

Copy to:
CG, 1st MarDiv (Attn: ACofS, G-2/SCIO)

ENCLOSURE (6)

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DivO 7000.4C
17 Jul 1970

SAMPLE MACJ2 FORM 57, ADVANCE AND RETURN OF INTELLIGENCE CONTINGENCY FUNDS AND/OR VOUCHERS

ADVANCE AND RETURN OF C&CI FUNDS AND/OR VOUCHERS (MACV J2, SOP FOR C&CI FUNDS)			REFERENCE NUMBER
TO: 1stLt J. P. DOE Custodian VIP Funds 7th Marines		FROM: Capt A. B. SEA Custodian VIP Funds 1st Marine Division	
TRANSACTIONS AFFECTING ACCOUNT			
TRANSACTIONS	ADVANCED	RETURNED	BALANCE
1. BALANCE FORWARD 40,000$VN			
2. UNITED STATES CURRENCY			
3. MILITARY PAYMENT CERTIFICATES			
4. FOREIGN CURRENCY (Show unit, type and rate)			
(a) Adv 118$VN to $1.00 U.S. 60,000$VN	SAMPLE		
(b)			
(c)			
5. PAID VOUCHERS			
6. INCORRECT VOUCHERS			
TOTAL 100,000$VN			
[X] ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED TO THE INDIVIDUAL NAMED ABOVE. [ ] RETURN: THE ABOVE STATEMENT IS CORRECT.	I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED FROM THE INDIVIDUAL NAMED ABOVE.		
SIGNATURE A. B. SEA	DATE 16 May 1970	SIGNATURE J. P. DOE	DATE 16 May 1970

MACJ2 FORM 57
27 Jan 68 Replaces MACV Form 395, which may be used until exhausted

FIGURE 1

ENCLOSURE (7)

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DivO 7000.4C
17 Jul 1970

SAMPLE MACJ2 FORM 57, ADVANCE AND RETURN OF INTELLIGENCE CONTINGENCY FUNDS AND/OR VOUCHERS

ADVANCE AND RETURN OF C&CI FUNDS AND/OR VOUCHERS
(MACV J2, SOP FOR C&CI FUNDS)

REFERENCE NUMBER:

TO: 1stLt J. P. DOE
Custodian VIP Funds
7th Marines

FROM: Capt A. B. SEA
Custodian VIP Funds
1st Marine Division

TRANSACTIONS AFFECTING ACCOUNT

TRANSACTIONS	ADVANCED	RETURNED	BALANCE
1. BALANCE FORWARD 135,000$VN			
2. UNITED STATES CURRENCY			
3. MILITARY PAYMENT CERTIFICATES			
4. FOREIGN CURRENCY (Show unit, type and rate)			
(a)			
(b)			
(c)			
5. PAID VOUCHERS			
6. INCORRECT VOUCHERS			
EXPENDED FOR MAY 1970 35,000$VN			
TOTAL 100,000$VN			

SAMPLE

☐ ADVANCE: I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED TO THE INDIVIDUAL NAMED ABOVE.

☒ RETURN: THE ABOVE STATEMENT IS CORRECT.

I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED FROM THE INDIVIDUAL NAMED ABOVE.

SIGNATURE	DATE	SIGNATURE	DATE
J. P. DOE	10 June 1970	A. B. SEA	10 June 1970

MACJ2 FORM 57
27 Jan 68 Replaces MACV Form 395, which may be used until exhausted

FIGURE 2

ENCLOSURE (7)

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

~~DivO~~ 1080.4
1/BLM/lkn
17 Jul 1970

DIVISION ORDER 1080.4

From: Commanding General
To: Distribution List

Subj: Manpower Management System (MMS) Reporting

Ref: (a) MCO P1070.8, IRAM
(b) MCO 1080.34
(c) MCO 1080.32
(d) DivO P5000.1

Encl: (1) Procedures to be utilized in reconciling entries on the Unit Diary with the Unit Transaction Register (UTR)
(2) Copy of CG 1stMarDiv ltr to commanding officers, subj: Unit Transaction Register

Reports Required: Unit Transaction Register (Report Symbol 1st MarDiv 1080/1) par. 3.b.(3) (a)

1. Purpose. To publish instructions establishing a Manpower Management Reporting Coordination System within this Command and to promulgate procedures for insuring timely and accurate reporting of information into the MMS.

2. Information

a. Paragraph 6004 of reference (a) delineates the responsibilities of commanding officers of reporting units and of intermediate commands for the timely and accurate submission of information and required documents.

b. Reference (b) contains information and instructions concerning the utilization of the Unit Transaction Register (UTR) in the MMS.

c. Reference (c) contains information regarding the Statistical Transaction Analysis Report (STAR) in support of the MMS and provides unit diary statistical information for all reporting units.

d. Paragraph 201 of reference (d) establishes procedures to insure all reporting units submit unit diaries on a timely basis to the Automated Services Center (ASC), Force Logistics Command (DPI #16).

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e. Since the inception of the MMS in WestPac Commands on 1 March 1969, unit diary error rates for this Command, on occasion, have exceeded the standard for reporting performance established by the Commandant of the Marine Corps.

f. The number of UTR's containing third or higher notifications to reporting units of erroneous or incorrect information entered on unit diaries, is also considered on occasion, to be excessive. It is apparent that, in many instances, timely action is not being taken to correct reported deficiencies.

3. Action

a. Assistant Chief of Staff, G-1. Appoint an officer from the G-1 Section as the Command MMS Coordinator. This officer will be responsible for:

(1) Coordination of all matters pertaining to the MMS within the Command.

(2) Monitoring third and higher notices of disrepancies contained on UTR's in order to identify trends developing in erroneous reporting.

(3) Maintaining continuous liaison with the ASC and organizational MMS Coordinators in order to obtain current information which would assist in improving reporting procedures within the command.

(4) Monitoring the unit diary statistical information provided by the Commandant of the Marine Corps on reporting units of this command in the Statistical Transaction Analysis Report (STAR).

(5) Coordination, as required, with the ASC and organizational MMS Coordinators for unit education programs on MMS.

b. Organizational Commanders

(1) Appoint an officer as MMS Coordinator (Regimental/Battalion level) and provide the name of the officer appointed to this Headquarters (G-1). Officers appointed should be thoroughly versed in all areas of MMS and able to provide supervision of unit diary administrative personnel.

(2) Establish procedures, as set forth in enclosure (4) of reference (b) and enclosure (1) of this Order, which require all reporting units under their cognizance to reconcile UTR entries with entries on the unit diary to insure that all unit diary entries have been processed.

(3) Establish procedures to insure that appropriate action is taken expeditiously on all required corrections indicated on UTR's.

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(a) All UTR's containing a third or higher notice of errors are received by this Headquarters (G-1). Upon receipt, they are analyzed and forwarded by letter of transmittal (enclosure (2)), to Battalion Commanding Officers. Utilizing the reverse of enclosure (2), a report of corrective action taken will be made to this Headquarters (G-1) within five days after receipt of the UTR. Units experiencing difficulty in correcting any rejected unit diary entries are encouraged to contact the ASC or this Headquarters (G-1) for assistance.

(4) Establish a continuing education program for all personnel involved in reporting information into the MMS. Company commanders and Executive Officers of reporting units, in addition to personnel reviewing unit diaries in the organizational headquarters, are considered to be involved with the reporting of information into the MMS. This program will include, but is not limited to, assistance from the ASC and/or this Headquarters (G-1).

(5) Establish procedures to insure that reporting units deliver unit diaries daily to the next higher headquarters for a review prior to forwarding to the ASC. Unit diaries will not be unnecessarily delayed at battalion/regimental level. In all cases, they must be delivered to the ASC by 1600 the third day following the date of the unit diary (paragraph 201 of reference (d) applies).

4. Recommendations. Recommendations from organizational commanders concerning methods to improve MMS reporting within this Command are invited. Such recommendations will be addressed to this Headquarters (G-1).

E. H. HAFFEY
Chief of Staff

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DivO 1080.4
17 Jul 1970

PROCEDURES TO BE UTILIZED IN RECONCILING ENTRIES ON THE UNIT DIARY WITH THE UTR

1. In accordance with the instructions contained in enclosure (4) of reference (b), each reporting unit must utilize the Unit Transaction Register (UTR) to reconcile entries (action statement) shown thereon with entries on the unit diary to ensure that all unit diary entries (action statements) have been processed.

2. All paragraphs of the UTR are to be reconciled with the unit diary. The following is an example of the procedures to be followed by reporting units in reconciling entries on the unit diary with the UTR:

a. Unit diary 125-70 dated 28 May 1970, submitted the following entry:

(1) MARINE JB 652045 700601 JOIN DU# STRCAT 0# HIST: FR STAG BN MCB CAMPEN# BILMOS 2569# TOUR BEGAN 700601# RTD 710528# CBT SERV 8# TO FORDU 700529# CR HFP ASG HFP AREA# STOP CMA# (this is not a complete join entry)

(a) UTR 130-70 is then received with the following information:

1. ACCEPTED ENTRIES:

0006520l5 MARINE JB 125-70 700601 UD 01 JOIN DU
02 STRCAT 0
02 HIST: FR STAG BN MCB CAMPEN
04 TOUR BEGAN 700601
05 RTD 710528
06 CBT SERV 8
07 TO FORDU 700529
08 CR HFP ASG HFP AREA

ENCLOSURE (1)

15

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Div0 1080.4
17 Jul 1970

PROCEDURE FOR RECONCILING PARAGRAPH 1 ENTRIES ON UNIT DIARY NUMBER 125-70 DATED 28 MAY 1970:

MARINE JB 652045 (*130-70 700601 JOIN DU#)(130-70 STRCAT 0# HIST: FR STAG BN MCB CAMPEN#)BILMOS 2569#(130-70 TOUR BEGAN 700601#)(RTD 130-70 710528#)(130-70 CBT SERV 8#)(TO FORDU 130-70 700529#)(130-70 CR HFP ASG HFP AREA#)(130-70 STOP CMA#)(this is not a complete join entry)

* 130-70 is the UTR number that accepted these entries.

2. ENTRIES NOT ACCEPTED/NOTIFICATION OF UNRECONCILED ERRORS.

0006520 45 MARINE JB 125-70 700601 UD JEI(*C-UD 140-70 03 BILMOS 2569)

PROCEDURES FOR RECONCILING PARAGRAPH 2 ENTRIES ON UNIT DIARY NUMBER 125-70 DATED 28 MAY 1970:

MARINE JB 652045 700601 JOIN DU# STRCAT 0# HIST: (*C-UD 140-70 FR STAG BN MCB CAMPEN#)BILMOS 2569#)TOUR BEGAN 700601# RTD 710528# CBT SERV 8# TO FORDU 700529# CR HFP ASG HFP AREA# STOP CMA# (this is not a complete join entry)

* C=Corrected on

3. ERRORS THAT HAVE BEEN CORRECTED/REMOVED FROM THE ERROR CONTROL FILE. PROCEDURES FOR RECONCILING PARAGRAPH 3 ENTRIES ARE WORKED THE SAME AS PARAGRAPH 1 ENTRIES.

4. UNRECONCILED ERRORS REMOVED FROM THE ERROR CONTROL FILE DUE TO TRANSFER/DISCHARGE.

0003420 40 MARINES HI 100-70 700403 UD FOH 3 01 FR TAD 0800

RECONCILING PARAGRAPH 4 ENTRIES ON THE UNIT DIARY.

SMITH HJ 485739 (TRNS. UTR 140-70 700403 FR TAD 0800#)

Enclosure (1)

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5. ADVISORY/MESSAGES.

0006520l5 MARINE JB 125-70 700601 UD 09 STOP CMA

The MMS Master Record indicates the above information has been previously reported.

002320481 SYKES MA (C-UD 140-70 118-70 700714) UD 01 700710 RTD 691231

01 CORR (110-70)

The above correction entry was submitted without the unit diary sequence number. Resubmit the above correction entry with the correct unit diary sequence number.

PROCEDURES FOR RECONCILING PARAGRAPH 5 ENTRIES ON THE UNIT DIARY:

SYKES MA 2320481 (C-UD 140-70 CORR (110-70)# 700710 RTD 691231#)

6. ENTRIES NOT ACCEPTED/UNRECONCILED ERRORS WITH ERROR CODE DESCRIPTION FURNISHED.

002230818 HZ9ELTON MH (C-UD 140-70 100-70 700415 UD) MIP 01 TO FORDU 700413

PROCEDURES FOR RECONCILING PARAGRAPH 6 ENTRIES ON THE UNIT DIARY:

(C-UD 140-70 HZ9ELTON) MH 2230818 TO FORDU 700413#

3. As directed in subparagraph 5.b.(6) (b) of reference (b), reporting units will take no action pending receipt of the statement on the UTR for joins, attachments, transfers, TAD terminations and separations which have been reported but have not been returned to the unit on the UTR. The following is a form letter that commanding officers of reporting units will utilize in notifying/requesting advice from the ASC (DPI #16) regarding the need for corrective reporting when they have received four UTR's which do not indicate the reported event has been processed.

4. Commanding Officers of reporting units are reminded that all UTR's must be maintained in numerical sequence to facilitate ready reference when needed for research purposes. The retention period for UTR's is 6 months.

Enclosure (1)

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DivO 1080.4
17 Jul 1970

Unit Heading

_____
(Date)

From: Commanding Officer
To: Director, Automated Services Center (DPI #16), Force Logistics Command

Subj: Data Items Not Accepted Nor Appearing in any other paragraph on the UTR; notification of

Ref: (a) MCO 1080.34, para 5.b.(6)(b)

1. In accordance with reference (a), the following information is submitted to reconcile entries previously reflected on the unit diary that have not appeared on the last four UTR's received by this unit:

a. _____
(Name)

_____
(Service No.)

_____
(Unit Diary/Date of UD)

_____
(UD Sequence No.)

2. It is requested that you reply by endorsement hereon action taken by ASC or to be taken by this unit, if appropriate.

_____
(CO's Signature)

ENCLOSURE (1)

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DivO 1080.4
17 Jul 1970

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

1/BLM/lkn
1080

From: Commanding General
To: Commanding Officer,

Subj: Unit Transaction Register (UTR)

Ref: (a) MCBul 1080 of 60ct69
(b) MCO P1070.8, IRAM

Encl: (1) Unit Transaction Register Number _____ for RUC _____, ___ Notification

1. Reference (a) provides detailed instructions for processing of Unit Transaction Registers (UTR's). Paragraph 6004.3 of reference (b) charges the commanding officer/officer-in charge of each reporting unit with responsibility for accurate and timely reporting of information into the Manpower Management System (MMS). The UTR is a vital tool for the commander in discharging this responsibility for it informs him of all MMS data processing actions which affect members of the unit.

2. One of the functions of a UTR is to inform commanders when entries are not accepted into the MMS due to error, either caused by an erroneous entry or by an error condition preexisting within the computer master record. Regardless of the cause for error, the accuracy of MMS is dependent upon timely and accurate correction of all errors reported to the commander by UTR.

3. This Command has requested that the Automated Services Center send all UTR's which reflect errors that have not been corrected after the second notification. This action was taken to provide a measure of control over the essential function of error corrections and to obtain feed-back on how well Division units are performing personnel accounting under MMS.

4. Enclosure (1) is a UTR for a reporting unit under your command which consists of a third or subsequent notification of one or more errors. It is directed that immediate action be taken to submit the necessary unit diaries entry or entries. When this action has been completed, the reporting unit will report to this command by completing the endorsement provided on the reverse. The endorsement may be completed in pen.

By direction

Enclosure (2)

(15)

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BinO 1080.4
17 Jul 1970

MEMORANDUM ENDORSEMENT Date: _____

From: Commanding Officer, _____
To: Commanding General, 1st Marine Division (Rein), FMF (Attn: G-1)

Subj: Unit Transaction Register

1. Errors reflected in the enclosed UTR were corrected on the following unit diaries: (Note: give number and date of diary in the space provided below).

_____
Commanding Officer

Enclosure (2)

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

DivO P6200.4B Ch 2
62/SCS/twc
20 Jul 1970

DIVISION ORDER P6200.4B Ch 2

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures for Preventive Medicine Services

Encl: √(1) New page inserts to Division Order P6200.4B

1. Purpose. To transmit new page inserts to the basic order.

2. Action. Remove pages xiii to xv, 8-13 to 8-16, and 10-19 to 10-21 to the basic order and replace with enclosure (1) hereto.

E. H. HAFTEY
Chief of Staff

DISTRIBUTION: "A", "B", & "F"

(16)

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	Paragraph	Page
COLD INJURY	806	8-11
General	806.1	8-11
Prevention	806.2	8-12
RABIES CONTROL AND ANIMAL CONTROL	807	8-13
General Information	807.1	8-13
Mascots and Vaccinations	807.2	8-13
Procedure in Case of Animal Bites or Scratches	807.3	8-14
Rabies Control Board	807.4	8-15
Quarantine	807.5	8-16
Laboratory Examination	807.6	8-16
HEAT CASUALTIES	808	8-16a
General Information	808.1	8-16a
Types and Treatment	808.2	8-17
Preventive Measures	808.3	8-18
Unit Responsibilities	808.4	8-19
SECTION IX		
SHOWERS		
GENERAL INFORMATION	901	9-1
Construction	901.2	9-1
Maintenance	901.3	9-1

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SECTION X

	Figure	Page
Guide for Preparation of Final Epidemiological Report	1	10-1
Six Can Mess Gear Wash Set-up	2	10-5
Company Size Grease Trap	3	10-6
Field Head Inspection Check List	4	10-7
Urinoil	5	10-8
Barber Shop Inspection Check Off List	6	10-9
Recommended System for Determining Immunization Requirements for Individuals	7	10-11
Immunization Requirements for Personnel in RVN and Returning to CONUS	8	10-12
Example of Monthly Venereal Disease Incidence Report	9	10-14
Example of Annual Report of Tuberculin Retesting	10	10-15
Debriefing Statement on Malaria	11	10-16
Supplemental Data Sheet for Malaria Debriefing	12	10-17
Animal Bite Report/Rabies Quarantine Report	13	10-19
Rabies Prophylaxis (Guide for Specific Post-Exposure Treatment)	14	10-21

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REPORT SYMBOL	REPORT TITLE	FREQ.	FORMAT	REFERENCE	SUBMIT TO
1DIV 6000/6-16	Venereal Disease Incidence Report	M	1DIV Form 6222/1	DivO P6200.4B Par. 801.8	DivSurg
1DIV 6000/7-16	Report of Tuberculin Retesting	A	1DIV Form 6224/1	DivO P6200.4B Par. 802.4	DivSurg
1DIV 6000/8-16	Sanitation Inspection Report	SI/W	Letter	DivO P6200.4B Par. 104.2a	Unit Cmdr (O) PHS (c)
1DIV 6000/16-6	VD Interview	SI	PHS Form 2936	DivO P6200.4B Par. 801.7b	See Reference
1DIV 6000/18-16	Personnel Overexposure to Ionizing Radiation	SI	NAVMED Form 1433	DivO P6200.4B Par. 804.5b	BUMED (O) DivSurg (c)
1DIV 6000/19-16	Personnel Exposure to Ionizing Radiation	A	NAVMED Form 1432	DivO P6200.4B Par. 804.5c	BUMED (O) DivSurg (c)
1DIV 6000/20-16	Monthly Preventive Medicine Inspection	M	Letter	DivO P6200.4B Par. 104.1a	Unit Cmdr (O) DivSurg (c)
1DIV 6000/21-16	Epidemiology Report - Special	SI	Priority Message	DivO P6200.4B Par. 106.2 & Par. 106.3	See Reference
1DIV 6000/22-16	Epidemiology Report - Progress Report	SI	Letter	DivO P6200.4B Par. 106.4	See Reference
1DIV 6000/23-16	Epidemiology Report - Final Report	SI	Letter	DivO P6200.4B Par. 106.5	See Reference
1DIV 6200/3-16	Animal Bite Report/ Rabies Quarantine Report	SI	1DIV Form 6200/3-16	DivO P6200.4B Par. 807.3d (2), Par. 807.3e (5), Par. 807.5b, & Par. 807.6a	See Reference

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(f) Hot drinks

(g) Water cans

(h) Trash cans

(i) Space heaters

807. RABIES CONTROL AND ANIMAL CONTROL

1. General Information

a. Rabies is prevalent in the dog population of the Republic of Vietnam.

b. Rabies is transmitted to man by the bite of a warm-blooded animal infected with the disease and occasionally, through broken skin or mucous membranes by contact with saliva of such animals. Dogs represent the greatest rabies threat; particularly in Vietnam, however, cats, rats, shrews, mongooses, bats and monkeys may also be sources of infection.

c. Rabies is 100% fatal. There is no known remedy and there are no known survivors.

d. Prophylactic vaccination of a person bitten by a rabid animal is not always successful. Vaccination requires a daily innoculation from 14-21 days which may produce painful tissue reactions.

e. Rabies vaccination of animals is not given until the animal is at least three months old; therefore, the young represent a particular danger.

2. Mascots and Vaccinations

a. Individual pets will not be permitted.

b. One mascot per company/battery is considered the maximum which can be effectively controlled. (This in no way prohibits commanders from restricting mascots to fewer numbers or prohibiting them entirely).

c. Acquisition of mascots will be permitted only when it can be established beyond doubt that the animal has received complete anually required rabies vaccination. Commanders shall establish positive controls to insure vaccination by requiring registration of mascots. Current vaccination must be maintained and properly registered with the command.

d. Vaccinations are administered Monday through Saturday by the U. S. Army Veterinarian, 20 Yen Bai, DaNang, telephone 957-5077. This is also the location for quarantining animals which have bitten

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or licked someone and are being observed for signs of rabies.

e. DD Form 793, Rabies Vaccination Certificate, will be prepared in duplicate for each animal vaccinated. The original copy will be filed by the veterinarian administering the vaccine. Additional copies may be prepared if required. A rabies tag will be issued at the time of vaccination and this will be securely attached to the collar or harness of the animal.

f. The Cantonment Commander will ensure that all uncontrolled, unauthorized, or stray animals are collected on a continuing basis. He will then contact the local Medical Officer and determine if any personnel have been bitten by any of these animals. If not, they will be removed or destroyed. If it is determined that a person has been bitten by any of these animals the command will immediately comply with paragraph 3. below.

3. Procedure in Case of Animal Bites or Scratches

a. Any individual who has received bites or scratches or has been licked on an open wound by any animal will report immediately to a military medical facility having a medical officer for evaluation and appearance before a Rabies Control Board.

b. When informed by a medical officer (or other source) that an individual has received bites or scratches or has been licked on an open wound or abraded skin by any animal, the Commanding Officer of the individual will insure that every effort is made to apprehend the animal and that the animal is delivered to the Preventive Medicine Section, 1st Medical Battalion for confinement in a veterinary quarantine facility. The Commanding Officer may, if necessary, request assistance from the local Provost Marshall. If the animal is dead or killed during apprehension the entire animal must be kept refrigerated (unless delivered within two hours after death) but NOT FROZEN to the Preventive Medicine Section, 1st Medical Battalion for transfer to a Rabies Diagnostic Laboratory.

c. Upon determination that an individual who is absent from his unit has been exposed to a rabid animal, the Commanding Officer will take immediate action to notify the person concerned that he has been exposed to a rabid animal and direct him to report to the nearest military or civilian medical facility. This Headquarters (Attention: Division Preventive Medicine Officer, telephone 6377) will be notified.

d. Medical Officer providing initial evaluation and treatment will:

(1) Notify the Commanding Officer of the man being evaluated.

(2) Complete sections I, II, and III, Animal Bite Report/Rabies Quarantine Report (see sample copy, section X, figure 13) in quintuplicate (5). Retain one copy in Battalion/Regimental Aid

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Station files and immediately send patient with original and three copies to the Preventive Medicine Section, 1st Medical Battalion.

e. Preventive Medicine Officer or his represntative shall:

(1) Interview patient for additional information.

(2) Notify Senior Member, Rabies Control Board, described in subparagraph 4. a. below or his alternate who shall call the board to session.

(3) Cause the patient to appear before the Rabies Control Board.

(4) Assure that treatment or action recommended by the Rabies Control Board is initiated and that the initiating medical officer is notified of the action of the Rabies Control Board.

(5) After final action of the Rabies Control Board as set forth in paragraph 4. below, he shall cause the return of the original Animal Bite Report/Rabies Quarantine Report to the originating medical officer and retention of two copies in the Rabies Control Board file.

4. Rabies Control Board

a. Commanding Officer, 1st Medical Battalion shall establish a Rabies Control Board. The board shall consist of a specialist in Internal Medicine (Medical Corps), one General Medicine Officer (Medical Corps), one alternate Medical Officer, one Environmental Health Officer/Environmental Sanitation Officer (Medical Service Corps) and one alternate Environmental Health Officer/Environmental Sanitation Officer. The Environmental Health Officer/Environmental Sanitation Officer shall be the recorder. At least two Medical Officers and one Environmental Health Officer/Environmental Sanitation Officer shall be present in session.

b. Each individual case of a person bitten or scratched by animals suspected or known to be rabid shall be evaluated.

c. Recommendations of the World Health Organization Expert Committee on Rabies (paragraph 19 and appendix II, NAVMED P-5052-15A/ TB MED 114) shall be utilized as a guide in determining the type of treatment. (See section X, figure 14 for a listing of recommendations).

d. The Environmental Health Officer/ Environmental Sanitation Officer shall notify the attending physician of the decision of the board and the prescribed treatment in the case.

e. The Rabies Control Board is responsible for monitoring each case to completion. The board will positively ascertain the situation

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at the time each case is closed. Each record of an animal bite must indicate the circumstances enabling the case to be closed, i.e., the animal completed quarantine period in good health, laboratory examination established that the animal was not rabid, or if this is not the case, record should specifically indicate treatment administered and completion thereof. The Preventive Medicine Section, 1st Medical Battalion is designated as the records keeping facility.

5. Quarantine

a. Quarantine facilities are located at U. S. Army Veterinary Offices listed in subparagraph 2. d. above.

b. Any animal which bites or scratches an individual will be apprehended and confined for observation for at least 10 days. The bitten individual's commanding officer shall institute all possible measures to apprehend and deliver the animal to the Preventive Medicine Section, 1st Medical Battalion for confinement in a veterinary quarantine facility. An original and three copies of Animal Bite Report/Rabies Quarantine Report (see sample form, section X, figure 13) must be submitted. A copy shall accompany the animal to the quarantine facility. The original and two copies of the report shall be retained by the 1st Marine Division Preventive Medicine Officer. It is incumbent upon the Preventive Medicine Officer to check daily to determine the status of the animal. Final results must be reported by him to the originating command and to the Rabies Control Board.

c. If it is absolutely necessary to kill the animal, IT MUST NOT BE SHOT IN THE HEAD. Laboratory studies necessary to determine the presence of rabies can only be performed on the intact head. In instances where the head of the animal is destroyed, the person who is bitten will receive a course of rabies vaccinations as a precautionary measure.

d. An animal on a military facility exhibiting symptoms indicative of rabies (profuse salivation, drooping of the lower jaw, or irrational, unprovoked, and viciously aggressive behavior), even though it may not have bitten an individual or another animal, will be captured (with extreme caution) and confined in the quarantine facility listed in subparagraph 2. d. above. The animal shall be confined for a period of at least 10 days. Any other animal which has been bitten by a suspicious animal will also be quarantined for 10 days or destroyed.

6. Laboratory Examination

a. If an animal dies or is destroyed either during or prior to being quarantined, a laboratory examination is required. The intact animal should be taken to the 1st Marine Division Preventive Medicine Section, 1st Medical Battalion with an original and three copies of a Animal Bite Report/Rabies Quarantine Report (complete sections V and VI; see sample form, section X, figure 13). If more than several hours

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will elapse before delivery of the animal the carcass should be refrigerated (NOT FROZEN) until delivery. It is imperative that the brain be intact for diagnostic studies. It is incumbent upon the Division Preventive Medicine Officer or his representative to assure that final laboratory results are received and brought to the attention of the Rabies Control Board.

808. HEAT CASUALTIES

1. General Information

a. Heat casualties have occurred every month of the year in Vietnam; however, from April to October the environmental conditions are such that military personnel are more apt to suffer heat injury. The adverse effects of heat on the human body are manifested as: heat cramps, heat exhaustion, and heat stroke, the latter carrying a 50% mortality when not promptly treated. These entities can seriously and simultaneously affect the performance of many who are subjected to the same causative factors and conditions, unless adequate preventive measures are exercised.

b. The successful preventive of heat casualties depends largely on education of personnel exposed to heat, and especially those charged with the supervision of such personnel. Specifically, the prevention of heat injury involves the application of measures for increasing the resistance of exposed persons and reducing the exposure as much as practicable. Resistance is increased by replenishing water and salt losses from the body as they occur, by general acclimatization of individuals to hot environment, and by the maintenance of optimum physical condition of personnel. Heat stress is decreased by reducing the workload, and by introducing any measures which will protect the individual from the hot environment.

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ANIMAL BITE REPORT/RABIES QUARANTINE REPORT
1MARDIV 6200/3-16

ANIMAL BITE REPORT

TO: Rabies Control Board
1st Medical Battalion

FROM: 1st Battalion, 5th Marines

I. PATIENT DATA

Name: John R. SMITH

Rate: PVT | Service Number: 9576377 | Age: 21

Organization and Location: "B" Company, 1st Battalion, 5th Marines at Hill 39

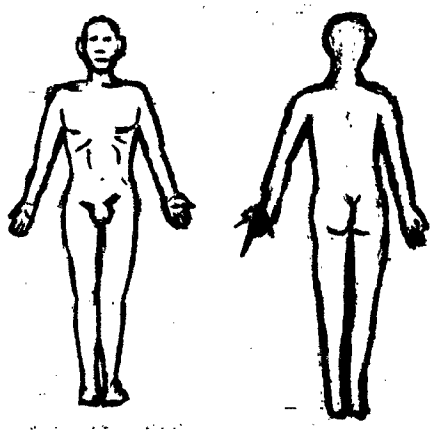
Patient's duty: Admin | Tele. No.: 7663

Unit HQ: 5th Marines

Date Bitten: 15 July 1970 | Time Bitten: 1500

Place Bitten: Hill 39

Wound Location (Indicate by Arrow):



II. ANIMAL DATA

Owner: Company mascot

Unit: "B" Company, 1st Battalion, 5th Marines | Phone: 7663

Species: Dog | Color: Black | Sex: Male | Name: "Short Round"

Tag or Tattoo No.: None

Date of Death: 15 July 1970
( ) Died (X) Destroyed

III. TREATMENT

Wound Description: Puncture wound, posterior left hand

Initial Treatment and Instruction: Cleaned and dressed, tetanus toxoid 0.5 cc

IV.

Recommended by Rabies Control Board:

Results of Quarantine:

Laboratory Examination Results:

Disposition of Patient:

Signature, Grade, and Phone of Attending Medical Officer: L. K. PASTEUR, MC, USNR, Battalion Surgeon, 1st Bn, 5th Mar; ext 3333

Signature, Grade, and Phone of Rabies Control Board President:

Date (Final Action:

Figure 13. Animal Bite Report/Rabies Quarantine Report

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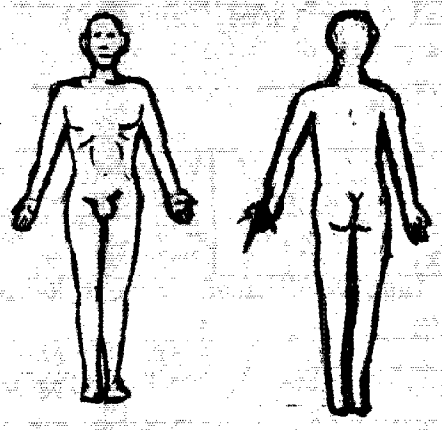
ANIMAL BITE REPORT/RABIES QUARANTINE REPORT
1MARDIV 6200/3-16

ANIMAL BITE REPORT

TO: Rabies Control Board 1st Medical Battalion	FROM: 1st Battalion, 5th Marines

I. PATIENT DATA

Name: John R. SMITH		Wound Location (Indicate by Arrow):
Rate: PVT	Service Number: 9576377	Age: 21
Organization and Location: "B" Company, 1st Battalion, 5th Marines at Hill 39		
Patient's duty Admin	Tele. No. 7663	
Unit HQ: 5th Marines		
Date Bitten: 15 July 1970	Time Bitten: 1500	
Place Bitten Hill 39		



II. ANIMAL DATA

Owner: Company mascot		Unit: "B" Company, 1st Battalion, 5th Marines	Phone: 7663
Species: Dog	Color: Black	Sex: Male	Name: "Short Round"
Tag or Tattoo No. None		Date of Death: 15 July 1970 ( ) Died (X) Destroyed	

III. TREATMENT

Wound Description: Puncture wound, posterior left hand	Initial Treatment and Instruction: Cleaned and dressed, tetanus toxoid 0.5 cc

IV.

Recommended by Rabies Control Board:	
Results of Quarantine:	Laboratory Examination Results:
Disposition of Patient:	
Signature, Grade, and Phone of Attending Medical Officer:	L. K. PASTEUR, MC, USNR, Battalion Surgeon, 1st Bn, 5th Mar; ext 3333
Signature, Grade, and Phone of Rabies Control Board President:	
Date (Final Action:	

Figure 13. Animal Bite Report/Rabies Quarantine Report

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RABIES QUARANTINE REPORT					
FROM:			TO:		
V.	GENERAL DATA				
Persons(s) Bitten: PVT John R. SMITH			Unit: "B" Company, 1st Bn, 5th Mar		
Animal Owner (Name, Rank, SN) Company mascot			Unit: "B" Company, 1st Bn, 5th Mar		
Location: Hill 39			FPO: 96602	Phone 7663	
Species: Dog	Weight: 30 lbs.		Age: 6 mos.	Pet or Stray: Pet	
Color: Black	Sex: Male		Name: Unknown	Tag or Tattoo No. None	
Date Last Vaccinated Against Rabies: Unknown			Type of Vaccine		
VI.	HISTORY AND SYMPTOMATOLOGY				
Was Animal Bitten by or Fighting with Suspicious Animals? No					
What Became of Other Animals?					
Could Animal Close Mouth: (X) YES ( ) NO	Salivating (X) YES ( ) NO	Character Saliva ( ) YES ( ) NO	Able to Drink (X) YES ( ) NO		
Loss of Appetite ( ) YES (X) NO	Eating Unusual Things ( ) YES (X) NO	Nervousness (X) YES ( ) NO	Vicious (X) YES ( ) NO		
Difficulty Swallowing (X) YES ( ) NO	Paralysis (location) ( ) YES (X) NO		Tendency to Wander (X) YES ( ) NO		
Lethargic ( ) YES (X) NO	Day Quarantine Started:		Examined by:		
VII.	QUARANTINE PERIOD				
Date	Observation	Initials	Date	Observation	Initials
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		
VIII.	DISPOSITION				
Date Released and Results of Physical:					
Date, Hour and By Whom to Laboratory:			Laboratory Results:		
Veterinarian (Typed Name and Grade)			Organization:		
Signature:					

Figure 13. Animal Bite Report/Rabies Quarantine Report

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RABIES PROPHYLAXIS

Guide for Specific Post-Exposure Treatment

Nature of exposure	Biting animal [1]		Recommended treatment [2] (in addition to local treatment)
	At time of exposure	During observation period to ten days	
I. No lesions: indirect contact.	Rabid		None.
II. Licks: (1) unabraded skin.	Rabid		None.
(2) abraded skin, scratches and unabraded or abraded mucosa.	(*a*) healthy	Clinical signs of rabies or proven rabid (laboratory).	Start vaccine at first signs of rabies in the biting animal.
	(*b*) signs suggestive of rabies.	Healthy	Start vaccine immediately; stop treatment if animal is normal on fifth day after exposure.
	(*c*) rabid, escaped, killed or unknown.		Start vaccine immediately.
III. Bites:			
(1) mild exposure.	(*a*) healthy	Clinical signs of rabies or proven rabid (laboratory).	Start vaccine at first signs of rabies in the biting animal.
	(*b*) signs suggestive of rabies.	Healthy	Start vaccine immediately; stop treatment if animal is normal on fifth day after exposure.
	(*c*) rabid, escaped, killed or unknown.		Start vaccine immediately.
	(*d*) wild (wolf, jackal, fox, bat, etc.).		Serum immediately followed by a course of vaccine.[3]
(2) severe exposure (multiple, or face, head, finger or neck bites).	(*a*) healthy	Clinical signs of rabies or proven rabid (laboratory).	Serum immediately; start vaccine[3] at first sign of rabies in the biting animal.
	(*b*) signs suggestive of rabies.	Healthy	Serum immediately, followed by vaccine; vaccine may be stopped if animal is normal on fifth day after exposure.
	(*c*) rabid, escaped, killed or unknown. (*d*) wild (wolf, jackal fox, bat, etc.).		Serum immediately, followed by vaccine.[3]

[1] This schedule applies equally whether or not the biting animal has been previously vaccinated.

[2] For the benefit of physicians who will use this guide, a detailed history of exact circumstances of exposure is essential to determine the action to be taken.

[3] Course of vaccine to be followed by supplemental doses of vaccine of non-nervous tissue if possible, 10 and 20 days after the last usual dose.

Figure 14. Rabies Prophylaxis

10-21
Ch 2

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

DivBul 1700
37A/RED/sjl
20 Jul 1970

DIVISION BULLETIN 1700

From: Commanding General
To: Distribution List

Subj: 1st Marine Division Association

Ref: (a) DivO 1700.7A

Encl: (1) New Members in the 1st Marine Division Association during the period 1 January 1970 to 30 June 1970

1. Purpose. To publish the results of the membership drive by unit during the period 1 January 1970 to 30 June 1970.

2. General. Enclosure (1) provides a tabulation of new memberships generated during the period 1 January 1970 to 30 June 1970.

3. Action. It is noted that many organizations have not enlisted any new members during the past six months. In several cases, commanders have failed to submit the monthly report required by reference (a). Organizational commanders will ensure that all non-members and incoming personnel are afforded an oportunity to join the Association and contribute to the Scholarship Fund.

4. Self-Cancellation. 30 August 1970.

E. H. HAFFEY
Chief of Staff

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DivBul 1700
20 Jul 1970

NEW MEMBERS IN THE 1ST MARINE DIVISION ASSOCIATION
DURING THE PERIOD 1 JANUARY 1970 TO 30 JUNE 1970

UNIT	JAN	FEB	MAR	APR	MAY	JUNE
Headquarters Battalion	0	4	0	**	1	4
Headquarters Company, 1st Marines	5	0	0	0	0	3
1st Battalion, 1st Marines	0	324	151	53	13	16
2d Battalion, 1st Marines	13	24	59	125	91	61
3d Battalion, 1st Marines	83	115	83	62	29	21
Headquarters Company, 5th Marines	4	2	20	12	9	2
1st Battalion 5th Marines	0	**	**	**	0	51
2d Battalion, 5th Marines	29	76	100	3	4	1
3d Battalion, 5th Marines	112	0	40	40	0	0
Headquarters Company, 7th Marines	**	**	**	**	0	0
1st Battalion 7th Marines	22	**	1	0	0	1
2d Battalion, 7th Marines	**	**	**	**	41	5
3d Battalion, 7th Marines	**	**	**	**	0	0
Headquarters Battery, 11th Marines	1	**	**	**	0	0
1st Battalion, 11th Marines	4	0	0	**	0	0
2d Battalion, 11th Marines	**	40	12	**	0	0
3d Battalion, 11th Marines	2	17	6	30	11	7
4th Battalion, 11th Marines	6	4	0	1	1	0
1st 175 Gun Battery	13	5	10	0	0	0
3d 175 Gun Battery	0	13	5	0	0	1
1st 8" Howitzer Battery	**	12	**	5	0	0
3d 8" Howitzer Battery	**	5	5	3	0	1
1st Recon Battalion	5	0	36	2	13	22
1st Force Recon Company			0	**	0	33
1st Motor Transport Battalion	0	6	3	2	1	2
1st Engineer Battalion	0	1	**	**	118	0
1st Dental Company		0	1	**	0	2
1st Medical Battalion	0	0	0	**	0	0
7th Engineer Battalion	0	0	0	0	0	0

ENCLOSURE (1)

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DivBul 1700
20 Jul 1970

NEW MEMBERS IN THE 1ST MARINE DIVISION ASSOCIATION
DURING THE PERIOD 1 JANUARY 1970 TO 30 JUNE 1970

UNIT	JAN	FEB	MAR	APR	MAY	JUNE
9th Engineer Battalion	25	0	0	**	0	0
11th Motor Transport Battalion	0	2	**	5	0	1

**: Report not submitted

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

DivO 2700.5
20/EMJ/rb
20 Jul 1970

DIVISION ORDER 2700.5

From: Commanding General
To: Distribution List

Subj: Standard Procedures for Mail Handling upon Redeployment

Ref: (a) FMFPacO P2700.3E

Encl: (1) Check List for Mail Handling

1. Purpose. To promulgate proper mail handling procedures upon redeployment of units.

2. Background. Numerous units fail to accomplish the necessary procedures for the proper handling of U. S. Mail upon redeployment. This results in untimely and improper disposition of U. S. Mail and often results in many Congressional Inquiries.

3. Action. Commanding Officers shall review all aspects of Mail Handling procedures to ensure conformance with the procedures set forth in enclosure (1).

E. H. HAFFEY
Chief of Staff

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Copy to:
CG FLC (20)

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DivO 2700

CHECK LIST FOR MAIL HANDLING PROCEDURES UPON REDEPLOYMENT

1. Effect liaison with the Division Postal Officer as soon as information is received that your unit/organization, or a part thereof, is to be redeployed.

2. Submit mail routing requests to the Division Postal Officer, as required by paragraph 404 of reference (a), for units redeploying out of RVN. This mail routing request should be submitted at least 45 days in advance of the redeployment. For units redeploying within RVN, submit a memorandum to the Division Postal Officer stating the effective date, unit(s) involved, and the new location of the unit(s). This memorandum should be submitted at least five (5) days before the effective date.

3. Ensure prompt submission of unit diaries to your serving mailroom and to the Division Post Office. Unit diaries will be submitted up to and including the unit diary that reflects the record of events entry showing the redeployment. Copies of all unit diaries published after the diary reflecting the redeployment shall be hand delivered to the Postal Officer at the Command the unit redeploys to as soon as you arrive.

4. Ensure that unit Mail Directory File Cards (NAVMC 10572) are maintained on a daily basis to the day of departure from RVN. It is imperative that all reassignments, transfers, and joinings be recorded. The Mail Directory File Cards will be delivered to the Division Postal Officer on the departure date to be forwarded via "Official, Registered Air Mail" to the Postal Officer of the major command to which the unit will report upon arrival from RVN. This action must be accomplished on the date the unit departs RVN. The files must be kept up to date.

5. Advise all personnel to inform their correspondents of their new mailing address, if they are remaining in RVN, or that they won't be writing after a certain date because they will be enroute.

6. As soon as possible, subsequent to arrival at the redeployment destination, deliver a complete embarkation unit personnel roster to the Postal Officer of the serving Post Office.

7. Ensure that <u>all</u> personnel that are attached to your unit who are returning to CONUS for separation or for further assignment, provide a <u>civilian forwarding address</u> to their old mailroom unit or the Division Post Office. This must be accomplished prior to redeployment. Change of Address Cards may be used to accomplish this. The Change of Address Card must also reflect the member's old mailing address.

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8. For units (companies and batteries) being redeployed that do not maintain a mailroom, a duplicate set of Mail Directory File Cards must be prepared for delivery to the Division Postal Officer on the departure date. This duplicate set must contain a card on all personnel currently in the unit, plus all those who have been dropped during the last six (6) months.

9. Ensure that the following is accomplished on all personnel who are to remain in RVN.

a. Promptly dropped on Unit Diary.

b. Promptly joined on Unit Diary.

c. Required to check in at new mailroom.

d. Required to complete two (2) copies of the Change of Address Card (OPNAV 2700.5) showing new address and old address. One change of address card will be promptly mailed to the Division Postal Officer and the other will be mailed to the member's old mailroom.

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

Div[illegible]1 2700 Ch 1
20/EHH/rb
20 [illegible] 1970

DIVISION BULLETIN 2700 Ch 1

From: Commanding General
To: Distribution List

Subj: U. S. Postal Money Order Control

1. Purpose. To publish a change to the basic Bulletin of 6 Feb 1970.

2. Action. In paragraph 5, change Self-cancellation date from 31 July 1970 to 31 January 1971.

E. H. HAFFEY
Chief of Staff

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

DivBul 1133
5h/PPK/sgp
20 JUL 1970

DIVISION BULLETIN 1133

From: Commanding General
To: Distribution List

Subj: First Term Reenlistment Results for the 4th Quarter, FY-70

Ref: (a) MCO P1040.28
(b) DivO P1133.1E

Encl: √(1) Commanding General's Quarterly Award Point Standing.

1. Purpose. To publish results of the Commanding General's Quarterly Award competition for the 4th Quarter, FY-70.

2 Information. A total of 115 qualified, experienced First Term Marines reenlisted/extended for a total of 232 man years. This figure represents 49.6% of those first term Marines who were eligible and recommended.

a. 3d Battalion, 1st Marines, won the Commanding General's Quarterly Award, reenlisting or extending 20 first term Marines and attaining 250% of their quota for a total of 112.80 points.

b. Enclosure (1) lists standings for all Battalions/Batteries computed in accordance with reference (b).

3. Self-Cancellation. 30 September 1970.

E. H. HAFFEY
Chief of Staff

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DivBul 1133
20 Jul 1970

COMMANDING GENERAL'S QUARTERLY
AWARD POINT STANDING

UNIT	QTRLY QUOTA	1ST TERM REEN/EXT	% OF QTRLY QUOTA FILL	MAN YRS	ACCUM PTS.	STANDINGS
3/1	8	20	250%	47	112.80	1
HqBn	11	19	172%	58	99.76	2
1/7	8	12	150%	32	48.00	3
3/11	4	8	200%	23	46.00	4
9th Engr	6	9	150%	20	30.00	5
11thMTBn	3	2	66.6%	4	26.64	6
7th Engr	6	5	83.3%	24	19.99	7
2/11	4	4	100%	16	16.00	8
3/5	8	7	87.5%	15	13.13	9
4/11	4	4	100%	12	12.00	10
Hq/5th	2	3	150%	7	10.50	11
1st8"How	1	2	200%	5	10.00	12
Hq/11th	2	2	100%	8	8.00	13
3/7	8	4	50%	12	6.00	14
3d8"How	1	1	100%	6	6.00	15
2/1	8	1	12.5%	4	5.00	16
1stMTBn	1	1	100%	4	4.00	17
1stRecon	5	2	40%	18	3.20	18
1/5	8	2	25%	12	3.00	19
2/5	8	1	12.5%	2	2.50	20
1/1	8	1	12.5%	2	2.50	21
3d175Guns	1	1	100%	2	2.00	22
Hq/1st	2	1	50%	4	2.00	23
1st Engr	5	1	20%	6	1.20	24
Hq/7th	2	1	50%	2	1.00	25
1/11	4	1	25%	2	.50	26
2/7	8	0	0	0	0	27
1st175Guns	1	0	0	0	0	28
1stMedBn	1	0	0	0	0	29

ENCLOSURE (1)

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

DivBul 1741
47/CKH/tim
22 Jul 1970

DIVISION BULLETIN 1741

From: Commanding General
To: Distribution List

Subj: Servicemen's Group Life Insurance (SGLI)

Ref: (a) SECNAV Notice 1741 of 16Jul70 (ALNAV 24)

1. Purpose. To promulgate information concerning changes and increased benefits to the Servicemen's Group Life Insurance (SGLI).

2. Background. Public Law 89-214, providing Servicemen's Group Life Insurance was approved and made effective 29 September 1965. The law provides $10,000 of group life insurance beginning after midnight 28 September 1965 for all active duty members of the Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of the U. S. Public Health Service and Environmental Science Services Administration of the United States of America hereinafter referred to as the Uniformed Services.

3. Information

a. Reference (a) announced that Public Law 91-291 has made significant changes to the field of membership and the amount of coverage of Servicemen's Group Life Insurance (SGLI). Effective 0001, 25 June 1970 all personnel within the field of membership of Uniformed Services are automatically insured for $15,000 vice $10,000. Previous written designations (VA Form 29-8286) of beneficiaries remain in effect, however, prior declinations and requests for $5,000 or reduced coverage are void. Personnel may decline participation in the SGLI Program or elect reduced coverage, $5,000 or $10,000 by executing VA Form 29-8286.

b. SGLI previously terminated by unauthorized absence in excess of 31 consecutive days will now be automatically reinstated along with any written designation (VA Form 29-8286) of beneficiary as of the date the member of the Uniformed Services is restored to duty with pay.

c. Reservists are now automatically covered by SGLI during active duty or during active or inactive duty for training under call or orders specifying a period of 30 days or less, NROTC Midshipmen while attending field training or practice cruises are fully covered. Coverage is not extended during work or study in connection with correspondence courses or while attending educational institutions in an inactive status.

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d. Forthcoming changes to the Bupers Manual, Navy and Marine Corps Military Pay Procedures Manual, MCO P1741.8 and the Veterans Administration Handbook reflecting the changes directed by reference (a) are being prepared.

4. Action. All Commanding Officers will take positive steps to ensure that the contents of this bulletin are brought to the attention of all personnel who are members of his Command.

5. Self-Cancellation. 31 December 1970.

E. H. HAFFER
Chief of Staff

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

Div Bul 1746
49/KLB/wem
22 Jul 1970

DIVISION BULLETIN 1746

From: Commanding General
To: Distribution List

Subj: Cessation of Command Operated Club Facilities

Ref: (a) MCO 1746.13B

Encl: (1) Schedule of club branch cessation of operations date(s)

1. Purpose. To publish the scheduled dates of the cessation of operations for command operated club branch facilities.

2. Background. It is necessary to publish a schedule of dates by which command operated club branches are to cease operations. This schedule will insure that all branches are closed in a timely and orderly fashion and will assist this headquarters in meeting its obligations required by reference (a). The schedule will insure that the Division Clubs Section will have adequate time to prepare for embarkation. This schedule does not preclude Commanders from closing their branch clubs at an earlier date than the date listed on enclosure (1). If such is the case the Commander will notify the Division Clubs Officer at least (5) days prior to the requested closing dates. Under no circumstances however, will any club remain open after the date listed on enclosure (1).

3. Action

a. Commanders with existing club facilities will:

(1) Insure that the last night of their clubs operation is as listed on enclosure (1).

(2) Upon completion of the close down inventory taken by Division Clubs personnel return all club property and unused merchandise to the Division Clubs Central Warehouse.

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(3) Insure that club managers turn in all undeposited receipts and change funds to the club Treasurer. Receipts will be furnished for change funds only.

4. Self-Cancellation. 31 October 1970.

E. H. HAFFEY
Chief of Staff

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DivBul 1746
22 Jul 1970

BRANCH CESSATION OF OPERATIONS DATES

Organization and Branch Number		Last Night of Operation	Close down Inventory Time & Date
2dBn 11th Mar	52-E	2 Aug 70	0800 3 Aug 70
	51-O	2 Aug 70	1000 3 Aug 70
7th Engr Bn	24-E	7 Aug 70	0800 8 Aug 70
	24-S	7 Aug 70	1000 8 Aug 70
	24-O	7 Aug 70	1400 8 Aug 70
Hq 5th Mar	2-E	8 Aug 70	0800 9 Aug 70
	42-S	8 Aug 70	1000 9 Aug 70
	49-O	8 Aug 70	1400 9 Aug 70
9th Engr Bn	14-E	9 Aug 70	0800 10 Aug 70
	14-S	9 Aug 70	1300 10 Aug 70
1st ForRecon Co	35-S	10 Aug 70	0800 11 Aug 70
1st Engr Bn	5-E	26 Aug 70	0800 27 Aug 70
	5-S	26 Aug 70	1000 27 Aug 70
	5-O	26 Aug 70	1400 27 Aug 70
1st Bn 7thMar	36-E	9 Sep 70	0800 10 Sep 70
1st Recon Bn	19-E	10 Sep 70	0800 11 Sep 70
	19-S	10 Sep 70	1000 11 Sep 70
4thBn 11thMar	37-E	15 Sep 70	0800 16 Sep 70
	41-S	15 Sep 70	1000 16 Sep 70
Hq 7th Mar	3-E	20 Sep 70	0800 21 Sep 70
	3-S	20 Sep 70	1000 21 Sep 70
	3-O	20 Sep 70	1400 21 Sep 70
Hq Btry 11thMar	18-E	25 Sep 70	0800 26 Sep 70
	18-S	25 Sep 70	1000 26 Sep 70
	18-O	25 Sep 70	1400 26 Sep 70
3rd 175 Guns	43-E	30 Sep 70	0800 1 Oct 70
3rdBn 11thMar	32-E	28 Sep 70	0800 29 Sep 70
	32-O	28 Sep 70	1000 29 Sep 70
3rdBn 7thMar	41-E	1 Oct 70	0800 2 Oct 70
2ndBn 7thMar	46-E	2 Oct 70	0800 3 Oct 70
	38-S	2 Oct 70	1000 3 Oct 70

Enclosure (1)

(22)

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

DivO 5300.3C
7A/DBC/tim
25 Jul 1970

DIVISION ORDER 5300.3C

From: Commanding General
To: Distribution List

Subj: 1st Marine Division Rear Facility

Encl: (1) Format for memorandum orders
(2) Transportation information
(3) Diagram of Division Rear area

1. Purpose. To delineate the organization and tasks of the 1st Marine Division Rear Facility and to publish related administrative instructions regarding its operation.

2. Cancellation. DivO 5300.3B.

3. General.

a. The Division Rear provides personnel of this Command, who are classified within any of the below listed categories, a facility for the purpose of billeting, messing, assistance and transportation to and from designated pick-up stations at scheduled times:

(1) Personnel referred to or returning from a medical facility.

(2) Personnel in a transit status from one organization to another.

(3) Personnel going to or coming from annual or emergency leave, R&R, or TAD.

(4) Personnel who are away from their parent organization for any other authorized reason.

Under no circumstances will personnel who are members of this Command, who fall within one of the above categories, seek billeting from any activity except Division Rear. Additionally, Marines who are members of this Command whose organization/unit is located outside the Danang cantonment will not procure return transportation other than that provided via the Division Rear Section.

b. Personnel joining or leaving the Division on PCS orders, who

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are entering or leaving the Danang area, are processed through the III MAF Transient Facility. The Division will continue to provide at least three representatives to the III MAF Transient Facility to process Division personnel in PCS transient status. The 1st Marine Division Liaison NCO will direct all other transients of this Command to report to the Officer-in-Charge, Division Rear, to await transportation back to their parent unit.

c. Essentially, units serviced by the Division Rear are those which are remotely located from the Division Headquarters and the immediate Danang area.

d. All personnel who are members of this Command reporting to the Danang area for any reason will have in their possession official orders in the format shown in enclosure (1) signed by competent authority.

4. Organization

a. Headquarters Section

(1) Officer-in-Charge - Lt/WO

(2) NCOIC - GySgt

(3) Asst NCOIC - SSgt

(4) NCOIC, LZ 467 - Sgt

b. Administrative Section

(1) Administrative Assistant - 2 Cpl/LCpl 0141

(2) Administrative Assistant - 2 PFC/Pvt

c. Logistics Section

(1) Logistic Chief - 1 Sgt 0441

(2) Driver - 1 Cpl 3531

(3) Driver - 1 LCpl/PFC 3531

(4) Armorer - 1 Cpl/LCpl 2111

5. Location. The Division Rear is located in the 11th Motor Transport Battalion cantonment area.

6. Tasks. The Officer-in-Charge, Division Rear will, under the supervision of the Commanding Officer, 11th Motor Transport Battalion, perform the following tasks in the performance of his duties:

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a. Maintain a written log of all personnel reporting to include:

(1) Name, rank, service number and parent organization/unit.

(2) Date and time reported.

(3) Reason for presence in Danang.

(4) Time parent organization/unit notified of arrival.

(5) Time transportation was requested of parent organization/unit.

(6) Time of departure.

(7) Other data or information considered pertinent.

b. Provide or arrange for transportation through the Division Air Officer and Division Motor Transport Officer for those personnel who have reported to Division Rear for onward movement to their parent organization/unit. In this connection, the following procedures will apply:

(1) For those personnel belonging to organizations/units that are located in the Danang area:

(a) The parent organization/unit will be notified of the presence of its personnel and transportation will be requested from the parent organization/unit.

(b) Personnel must be picked up from Division Rear by organization/unit within 24 hours after notification.

c. Endorse the orders of each transient departing Division Rear to include date and time reported and date and time departed, utilizing the form shown as enclosure (1).

d. Provide billeting, weapons storage, and other logistic support that may be required, utilizing the existing facilities of the 11th Motor Transport Battalion.

e. Maintain close liaison with R&R Center, III MAF Transient Facility, 1st Medical Battalion, 95th Evacuation Hospital, Company "C", 1st Shore Party Battalion (-), 1st Reconnaissance Battalion, etc., to insure expeditious handling of all personnel.

f. Process, provide billeting and ensure completion of physical examinations of Administrative/Punitive Dischargees when required.

7. Support of the Division Rear

a. The Commanding Officer, 11th Motor Transport Battalion is

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designated to provide the facilities shown in enclosure (3) and provide the following support for the operation of the Division Rear:

(1) Living facilities for 208 personnel. In the event that additional billeting is required, it will be requested from the III MAF Transient Facility.

(2) Office facilities.

(3) Messing facilities. Augmentation of messmen will be provided by the Division Personnel Officer.

(4) Shower facilities.

(5) Required medical assistance.

(6) Area security. Augmentation of guard force and fire watches by transient personnel will be made as required.

(7) Exchange services and movies will be available to transient personnel.

(8) Clubs in the area are "out of bounds" to transient personnel.

(9) Such other support that is available and required.

(10) Overall logistic support, less that contained in subparagraph 7.a of this Order, to include vehicles required for performance of tasks listed in paragraph 6.

(11) The Officer-in-Charge, Division Rear will be provided one M-35 truck for Division Rear's scheduled transportation runs. Additionally, he will be provided one M-151 or similar vehicle to assist him in the performance of his duties.

b. The Division Special Services Officer is designated to provide reading material, chairs, desks and other recreational items deemed appropriate.

c. The Division Air Officer is designated to furnish air transportation as required to insure the expeditious movement of personnel to their units in remote areas.

d. The Division Motor Transport Officer is designated to furnish vehicles required to insure the expeditious movement of personnel to units within the Danang area.

8. Personnel/Administrative Details

a. The Division Rear office will be staffed 24 hours a day. Personnel will be on duty to receive transients at any time.

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b. Incoming mail service will not be provided for transient personnel. Outgoing mail will be deposited in a mail box at the Division Rear Office.

c. One building in the Division Rear area will be designated as a recreation building.

d. Religious services conducted at the 11th Motor Transport Battalion Chapel are available to transient personnel.

e. The Officer-in-Charge, Division Rear will arrange with the Division Disbursing Officer, on a daily basis, for paying of personnel.

5. Action

a. The Commanding Officer, 11th Motor Transport Battalion is assigned responsibility for the operation of the 1st Marine Division Rear Facility effective 1 August 1970.

b. The Division Air Officer; Division Motor Transport Officer; Division Special Services Officer and Commanding Officer, 11th Motor Transport Battalion; will provide the support of the 1st Marine Division Rear Facility as required by this Order.

c. The Division Personnel Officer will provide additional personnel to the Commanding Officer, 11th Motor Transport Battalion, as required to support the operation of the Division Rear Facility.

d. Organizational Commanders will issue memorandum orders to all personnel departing their organization for the Danang area stating reasons as indicated in paragraph 3a above, using the format shown in enclosure (1).

e. Organizational Commanders located in the Danang area will ensure that, once notified of the arrival of a man who is returning to their control, he is provided transportation to his parent organization or unit within 24 hours.

E. H. HAFDEY
Chief of Staff

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DivO 5300.3C
25 Jul 1970

FORMAT FOR MEMORANDUM ORDERS

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

From: Commanding Officer
To: Private John DOE 180 09 11/0141 USMC

Subj: Orders

Ref: (a) DivO 5300.3C

1. In accordance with reference (a), on _____ you are directed to proceed and report to the OinC of the Division Rear, located at the 11th Motor Transport Battalion Command Post, for billeting, if required, and further transportation to _____ for _____.

2. In the execution of these orders you are not authorized to seek billeting at any other unit except that provided by Division Rear. Further, you will not accept return transportation from any source unless arranged via the Division Rear Facility.

3. You are cautioned that should you fail to comply with these orders that you will be subject to disciplinary action in accordance with the Uniform Code of Military Justice.

_____
AUTHORIZING OFFICIAL

FIRST ENDORSEMENT -

From: Private John DOE 180 09 11/0141 USMC
To: Commanding Officer

1. Received these orders at _____ (time) on _____ (date). I understand that I am to report to the OinC, Division Rear prior to proceeding to _____.

2. I have read and fully understand the contents of these orders.

/s/ JOHN DOE

ENCLOSURE (1)

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DivO 5300.3C
25 Jul 1970

SECOND ENDORSEMENT

From: OinC Division Rear
To: Private John DOE 180 09 11/0141 USMC

1. You reported at _____ on _____ in accordance with your basic orders. You will proceed on _____ to your ultimate destination as indicated in your basic orders. Upon completion of _____, you will obtain an endorsement on these orders as to time and date of departure and immediately return to the Division Rear Facility where you will report to the NCOIC for billeting, if required, and return transportation to your parent organization.

_____

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DivO 5300.3C
25 Jul 1970

TRANSPORTATION INFORMATION

1. Transportation will leave Division Rear three times daily at 0700, 1300, and 1700. Stops are made at the Division Command Post, 1st Medical Battalion (Patient Affairs Office), III MAF R&R Center, Marine Air Freight Terminal, III MAF Transient Facility, 15th Aerial Port and the 95th Evacuation Hospital. Upon arrival at the 95th Evacuation Hospital the route is reversed. Transportation usually arrives back at the Division Rear within two hours of departure via the route described above.

2. Transportation that departs at 1700 daily, will be at the III MAF Transient Facility at 1800 to pick up personnel returning from R&R.

ENCLOSURE (2)

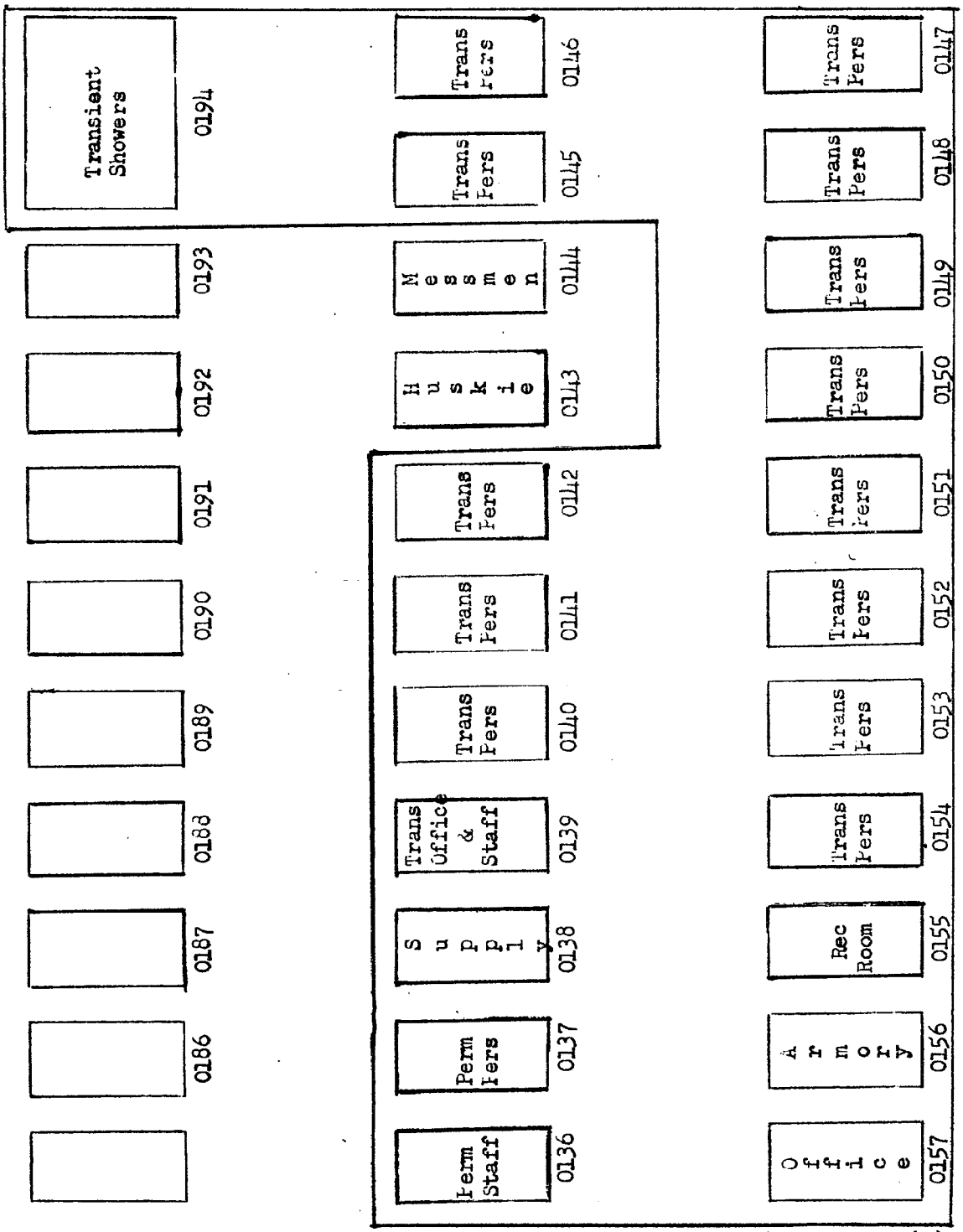
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DivO 5300.3C
25 Jul 1970

DIAGRAM OF DIVISION REAR AREA



ENCLOSURE (3)

1

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

DivO 2005.1A
10/ARM/jrb
26 Jul 1970

DIVISION ORDER 2005.1A

From: Commanding General
To: Distribution List

Subj: Division Communication-Electronics Equipment Pool

Ref: (a) DivO 4441.14
(b) DivO 4441.16

Encl: (1) Items Contained in Division Communication-Electronics Equipment Pool
(2) Division Communication-Electronics Equipment Pool Status Report

Report Required: Division Communication-Electronics Equipment Pool Status Report (Report Symbol 2005.1) par 5b

1. Purpose. To establish the Division Communication-Electronics Equipment Pool and publish information pertaining thereto.

2. Cancellation. DivO 2005.1.

3. Information. The Division Communication-Electronics Equipment Pool is established and designed to provide selected equipment to units of this Division for contingency use. The pool shall be controlled by the Division Communication-Electronics Officer and units having a requirement for equipment shall direct their requests to this Headquarters (Attn: CEO).

4. Policy

a. The pool is not designed to routinely augment the organic assets of units. Units having valid requirements for additional equipment shall submit a request for change of T/E or Special Allowances in accordance with references (a) and (b).

b. The normal loan period for equipment shall not exceed five (5) days. The maximum loan period shall not exceed thirty (30) days and then only in extreme cases.

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c. Units that borrow equipment shall be responsible for maintenance of equipment records and the performance of preventive maintenance of the equipment while it is in their possession. Equipment will have preventive maintenance performed prior to its return and will be complete.

d. Under no circumstances shall pool equipment be turned in to 1st Force Service Regiment or any other service support facility for repair. If repairs are required, equipment will be returned to the pool accompanied by a statement of defects noted.

5. Action

a. The Commanding Officer, Headquarters Battalion shall take the following action:

(1) Establish a separate responsible account for the Division Communication-Electronics Equipment Pool and insure that the account is utilized exclusively for pool equipment and no other, see enclosure (1).

(2) Designate an officer from Communication Company as the responsible officer and custodian of the pool equipment to include the responsibility for its accountability, storage and maintenance.

b. The Commanding Officer, Communication Company shall submit a report to this Headquarters (Attn: CEO) in the format shown in enclosure (2) on the first day of each month showing the status of the pool equipment.

E. H. HAFFEY
Chief of Staff

DISTRIBUTION: "A" & "B"

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Div0 2005.1A
26 Jul 1970

ITEMS CONTAINED IN THE DIVISION
COMMUNICATION-ELECTRONICS EQUIPMENT POOL

EQUIPMENT	QUANTITY
Antenna, RC-292	7 ea
Radio Set, Control Group, AN/GRA-39A	3 ea
Radio Set, AN/PRC-25	12 ea
Switchboard, SB-22	3 ea
Telephone Set, TA-312/PT or EE-8	8 ea
Teletypewriter, AN/GCC-3	1 ea
Switchboard, SB-86	1 ea

ENCLOSURE (1)

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Div0 2005.1A
26 Jul 1970

DIVISION COMMUNICATION-ELECTRONICS EQUIPMENT POOL
STATUS REPORT

ITEM	ALLOWANCE	QTY ON LOAN	DATE OF LOAN	UNIT LOANED TO	QTY ON DEADLINE	QTY AVAILABLE (FOR LOAN)	REMARKS

ENCLOSURE (2)

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

DivBul 5215
3/WKM/mgf
28 July 1970

DIVISION BULLETIN 5215

From: Commanding General
To: Distribution List

Subj: Cancellation of Division Directive

1. Purpose. To cancel an effective directive from the Division Directives System.

2. Cancellation. DivO 5050.7.

3. Self-Cancellation. 31 August 1970..

E. H. HAFFEY
Chief of Staff

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