

3/LWB/jpn

FEB 23 1971

00224

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(Unclassified upon removal of enclosure (1) to the basic letter)

SECOND ENDORSEMENT on CG, 1st MarDiv (-)(Rein) ltr 3/LNU/jhs over 5750 Ser: 00253-70 of 13 January 1971

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

Subj: Command Chronology for the period of 1-30 November 1970

1. Forwarded, noting that TAB M; 1st Reconnaissance Battalion Command Chronology Part IV (Supporting Documents) item J. (Statistical Data Chart) not included.

2. By copy of this endorsement, the Commanding General, 1st Marine Division (-)(Rein) is requested to submit the document cited above directly to CMC (Code HD) within 30 days, with notification of submission provided this headquarters.



W. P. BROWN

By direction

Copy to:

CG, 1st MarDiv (-)(Rein)

CG, III MAF

Group 4
Downgraded At 3 Year
Intervals; Declassified
After 12 Years

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DECLASSIFIED

3:1/gfs

5750

Ser: 002371

22 Jan 1971

DECLASSIFIED

[REDACTED] (Unclassified upon removal of basic material)

FIRST ENDORSEMENT on CG, 1st Mar Div ltr 3/LNU/jhs over 5750 Ser: 00253-70
of 13 Jan 1971

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 for November 1970

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

C. H. Ludden

C. H. LUDDEN
By direction

Copy to:
CG, 1st Mar Div

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HEADQUARTERS

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

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3/LNU/jhs

5750

Ser: 00253-70

18 JAN 1971

- Unclassified upon removal of enclosure (1)

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

Subj: Command Chronology

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

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

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

C. F. Windecke
C. F. WINDECKE

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

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

COMMAND CHRONOLOGY

1 November - 30 November 1970

INDEX

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- PART IV - SUPPORTING DOCUMENTS

Enclosure (1)

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COMMAND CHRONOLOGY

PART I

ORGANIZATIONAL DATA

Enclosure (1)

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PART IORGANIZATIONAL DATA1. (U) DESIGNATION

Commanding General	MGen	C. F. WIDDEBOK
Assistant Division Commander	BCen	E. H. SIMMONS

SUBORDINATE COMMANDS

HqBn	Col	E. M. YOUNG
1stMar	Col	P. X. KELLEY
5thMar	Col	C. V. JUDGE
11thMar	Col	E. M. RUDZIS
1stReconBn	LtCol	W.G. LEFTWICH (1-18Nov70)
	LtCol	B. E. TRAINOR (19-30Nov70)
1stIngrBn	LtCol	W. F. GLOWICKI
1stMTBn	Major	R. E. BURGESS
11thMTBn	LtCol	C. A. ROSENFELD
1stMedBn	Odr	W. A. ELLIOTT MC USN
1stBn, 5thMar	LtCol	B. E. TRAINOR (1-18Nov70)
	LtCol	F. A. HART (19-30Nov70)

2. (U) LOCATION

1-30 November 1970 - Danang, RVN

3. (U) STAFF OFFICERS

Chief of Staff	Col	D. H. BLANCHARD
Staff Secretary	Capt	S. P. HILL
Asst Chief of Staff, G-1	Col	H. S. AITEN
Asst Chief of Staff, G-2	Col	A. C. SMITH JR
Asst Chief of Staff, G-3	Col	R. F. ESTEY
Asst Chief of Staff, G-4	Col	M. M. BLUE
Asst Chief of Staff, G-5	Col	L. S. HOLLIER
Comptroller	LtCol	E. J. REGAN
Adjutant	Major	H. A. ERWIN
Air Officer	Col	E. J. ZITNIK
Artillery Officer	Col	E. M. RUDZIS
Career Planning Officer	1stLt	K. K. PHALAN
Chaplain	Capt	G. A. RADEMACHER OHC USN
Clubs Officer	1stLt	T. W. HERBERT
Comm-Elect Officer	Col	U. A. LEES
Dental Officer	Capt	M. H. MEAD DO USN
Disbursing Officer	Major	R. I. DIFFEN
Embarkation	Major	H. E. KNIGHT
Engineer	LtCol	W. F. GLOWICKI
Exchange Officer	Capt	B. L. SPEED
Field Historian	Major	F. S. CARR JR

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Food Services Officer
Ground Safety Officer
Industrial Relations Officer
Inspector

Motor Transport Officer
Naval Gunfire Officer
Ordnance Officer
Postal Officer
Provost Marshal
Public Affairs Officer

Reproduction Officer
Special Services Officer
Staff Judge Advocate
Supply Officer
Surgeon

Capt A. L. MOGRATH
1stLt J. C. FEENEY
1stLt H. H. CONOVER
Col C. ASHTON (1-10Nov70)
Col W. K. ZAUDTKE (11-30Nov70)
Maj J. J. MODERMOTT
LOdr W. F. HERRIN USN
Capt C. L. FAGAN
Capt E. M. JENNINGS
Col W. K. ZAUDTKE
Capt J. P. NOVAK (1-11Nov70)
Major J. T. SEHULSTER (12-30Nov)
Capt J. M. WHEATLEY
Maj G. V. GARDNER
Col D. E. HOLBEN
LtCol L. L. DECARLO
Capt H. P. PARISER MC USN

4. (C) AVERAGE MONTHLY STRENGTHUSMC

OFF ENL
665 11639

USN

OFF ENL
95 585

OTHER

OFF ENL
0 0

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COMMAND CHRONOLOGY

PART II

NARRATIVE SUMMARY

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a. Total Marine replacements received and Marines rotating during November 1970:

Replacements:

Officer 73
Enlisted 927

Rotated:

Officer 67
Enlisted 586

b. There were 8 officers and 197 enlisted medically evacuated from RVN. 4 officers and 53 enlisted personnel returned to duty who were previously evacuated from RVN. A total of 61 personnel departed on emergency leave/permanent change of station orders. A total of 61 departed on emergency leave/TAD orders.

c. A total of 117 enlisted extended their tour for 30 days special leave. 43 enlisted departed on special leave.

2. (C) Casualty and Graves Registration

a. The following casualties were sustained by units ADCON to 1st Marine Division during November 1970.

	KIA	WIA	**DOW	MIA	OPTR	OTHER	*NON BATTLE DEATH/INJ	TOTAL
USMC								
OFF	2	8	0	0	0	0	0 0	10
ENL	15	93	1	0	0	2	7 64	181
USN								
OFF	0	0	0	0	0	0	0 0	0
ENL	1	1	0	0	0	0	0 1	3
TOTAL	18	102	1	0	0	2	7 65	194

* 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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a. A total of 363 award recommendations were processed and forwarded to higher headquarters for approval. In addition, 102 Purple Heart Medals were awarded.

4. (C) Discipline, Law and Order

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

Military Offenses

Attempted murder/homicide	2
Assault	0
Aggravated Assault	1
Larceny	5
Rape	0
Communicating a threat (major)	2
Dangerous drug abuse	5
Marijuana violation	21
Currency violation	2
Off limits	23
Weapons violation	0
Unauthorized absence	18
Disrespect	0
Drunk & Disorderly	0
Unlawful ordnance detonation	0
Curfew Violation	1
Under the Influence	0
Totals:	80

b. During the month of November there were 47 traffic violations reported.

5. (C) Industrial Relations

a. Utilization totals as of 30 November 1970 were:

Authorized

492

On Board

433

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

<u>Denomination</u>	<u>Number</u>
Protestant	12
Catholic	6
Latter Day Saints	1

b. The following services were conducted during the month:

<u>Denomination</u>	<u>Number</u>	<u>Number Attending</u>
Catholic Sunday Divine Services	99	1844
Catholic Weekday Divine Services	137	1413
Protestant Sunday Divine Services	116	1730
Protestant Weekday Divine Services	90	2174
Memorial Services	42	1697
Religion and Customs of RVN	42	892

c. Division Clubs

During the month there were 7 officers, 13 staff-noncommissioned officers and 17 enlisted clubs in operation. The gross income for the clubs system during November 1970 was \$137,456.00.

d. Total sales during November 1970 were \$400,371.00.

e. Public Affairs

Twenty six news releases and 1034 Fleet Hometown News releases were produced during November 1970. In addition, 1st Marine Division combat correspondents and photographers covered operations and unit activities throughout the Division TAOR, including Operations IMPERIAL LAKE and HOANG DIEU, in addition to SPARROW HAWK and BALD EAGLE operations.

f. Postal

The following figures present pounds of U. S. Mail received and dispatched during November 1970.

<u>Total Received</u>	<u>Total Dispatched</u>	<u>Total Handled</u>
350,534	76,367	426,901

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U.S. Money Orders and fees	\$694,378.99
U.S. Money Orders cashed	\$ 22,531.88
Stamps, postage, and insurance sale	\$ 20,540.20

During the month of November 1970, the Division Post Office conducted inspections of 22 mailrooms.

g. Career Planning

Career Planning results during November 1970 were:

Reenlistment Percentages

First Term	(34-14)	41.1%
Career	(17-15)	88.2%
Total	(51-29)	56.8%

<u>Extensions of Enlistment</u>	<u>Career Length</u>	<u>Short</u>
First Term	3	7
Career	1	1
Total	4	8

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

On 30 November 1970, the number of ARVN Interpreters attached to this Division was 72.

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INTELLIGENCE SECTION

1. ACQUISITION UNIT

a. General. The month of November has been characterized by low level enemy activity throughout the Division TAOR. Inclement weather curtailed the acquiring of targets during the period.

b. Ground Reconnaissance

(1) During November 1970, there were 53 reconnaissance patrols conducted that accounted for 89 enemy sighted. There were 15 contacts with the enemy, 11 fire missions and one air strike generated by these sightings accounting for 20 enemy KIA and eight individual weapons captured. Friendly casualties were 10 KIA, one WIA and two NBC. There were a total of 23 teams available and an average of 10 teams operating in the field with an average of four teams preparing for duty in the field.

c. Photo Imagery Interpretation Unit. During the month of November, primary efforts were directed toward supporting the 1st Reconnaissance Battalion and 11th Marines with helicopter landing zone studies, terrain analysis, mosaics, route studies and pin pointing specific targets from aerial photography. Secondary efforts included mosaics and scale drawings for Division Legal, graphic reproduction and study of captured enemy overlays. Preparation of helicopter landing zone and trail overlays for the 2nd ROKMC Brigade. Two photo interpreters were assigned to the division photo lab to assist in developing captured enemy film. One photo interpreter assisted in the interrogation of a Hoi Chanh. There were eight aerial photograph missions requested of which one was received with seven pending. One photo reprint request was submitted and received.

d. Aerial Observation Sub-Unit

(1) During the month of November the Aerial Observation Unit conducted 305 sorties for the total of 644.6 hours of visual reconnaissance and supporting arms control of the Division TAOR.

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

Airstrikes FAC(A)	152
Artillery Fire Missions	9
Hand Held Photo Missions	19
Naval Gunfire Missions	1

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

Killed by Air/Artillery	11
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Structures destroyed	24
Bunkers destroyed	31
Treeline destroyed (meters)	4,200
Caves destroyed	10
Secondary explosions	30
Secondary fires	14
Boats destroyed	2
AA positions destroyed	3

(4) Ground fire was received on 14 occasions, resulting in one hit to the aircraft.

(5) All aircraft support for the month of November was provided by the Marine Observation Squadron Two.

(6) The unit provided support for operations Imperial Lake and Hoang Dieu.

(7) The large reduction in sorties and total hours were the result of 124 missions being cancelled due to inclement weather.

e. Interrogation-Translation

(1) During the period 1 to 22 November 1970, the 1st Interpreter Team was assigned the ARVN Interpreter Control Program, with the Team Commander acting as Officer-In-Charge. During the period 1 to 30 November 1970, the 1st Interpreter Team acted as the Kit Carson Scout Project office, with the Team Commander acting as Officer-In-Charge. 1 to 30 November 1970, the 1st Marine Division Document Translation Center was directly supported by the 7th Interpreter Team and was assisted by two ARVN interpreters.

(a) Total interrogation reports submitted: 0

(b) Total number of document batches processed: 70

(2) For the 3rd, 13th Interrogation-Translation Teams and the 1st Interpreter Team in support of the 1st Marine Division:

(a) Total detainees:

(1) PWs: 4

(2) Civil Defendants: 36

(3) Returnees: 2

(4) Innocent Civilians: 375

(b) Total interrogation reports submitted by the 3rd and 13th Interrogation-Translation Teams: 4

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(c) Significant information gained from captured documents included communication matter, changes in cover designations, letter box numbers and enemy counterintelligence information.

(d) Significant information gained from detainees included updating of order of battle, personalities, locations of base camps, mines and booby traps.

(3) Significant Events

(a) 3rd Interrogation-Translation Team: 1 to 30 November 1970 in support of the 1st Marines. The team conducted 316 interrogations during the month resulting in: one VC/PW, one Returnee, one Civil Defendant and 313 innocent civilians.

(b) 13th Interrogation-Translation Team: 1 to 30 November 1970 in support of the 5th Marines. A total of 101 detainees, of which three were classified VC/PW, one Returnee, 35 Civil Defendants and 62 innocent civilians were interrogated.

(c) During this reporting period, the Document Translation Center, directly supported by the 7th Interpreter Team screened 70 batches of documents totaling 5,266 items.

f. Sensor Control and Management Platoon (SCAMP). During November SCAMP operations were hampered, to a limited extent, by inclement weather. Active readouts are the same as those remaining at the end of October.

(1) Activity. There were five targets acquired. Two of the targets were fired on resulting in three SKS rifles, 3,000 pounds of polished rice, miscellaneous documents and miscellaneous 782 gear captured. One reaction force was employed to intercept a sensor acquired target but failed to make contact. The five targets represent an increase of one from the previous month.

(2) Installations. Sensor strings were activated as indicated below:

<u>String No</u>	<u>Type</u>	<u>Location</u>	<u>Readout Site</u>
21	GSID	AT 891802	Hill 190
22	GSID	AT 896815	Hill 190
24	GSID	AT 887826	Hill 190
27	GSID	AT 904827	Hill 190
28	GSID	AT 954504	Hill 190
69	MIN/MAG	BT 114405	Site "A"
70	MIN/MAG	BT 101378	Site "A"
74	MIN/MAG	BT 089372	Site "A"
77	SHORT SHAID	AT 986439	Hill 65

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(3) Deactivations. Sensor strings were deactivated as indicated below:

<u>String</u>	<u>Type</u>	<u>Location</u>	<u>Readout Site</u>
1	MIN/MAG	AT 819529	Hill 65
29	MIN/MAG	ZC 212542	Hill 65
30	MIN/MAG	AT 827542	Hill 65
31	MIN/MAG	AT 863592	Hill 65
46	MIN/MAG	AT 872499	Hill 65
50	MIN/MAG	AT 903831	Hill 190
51	MIN/MAG	AT 915834	Hill 190
52	MIN/MAG	AT 919832	Hill 190
53	MIN/MAG	AT 899829	Hill 190
68	MIN/MAG	AT 917822	Hill 190
70	MIN/MAG	AT 917821	Hill 190

(4) Sensor Account. As of 30 November there were 76 RF Sensors employed in 23 sensor strings. There are an additional 32 RF sensor strings planned for employment when weather permits and security forces are available.

(5) Training and Briefs. Briefs were given to Major General ADAMS (Deputy Commanding General, FMFPAC), Colonel MITCHELL (G-2, FMFPAC) and Colonel HUNT (G-2, III MAF).

g. Target Intelligence. During November intelligence acquired targets generated 19 TPQ-10 requests of which 14 were struck.

(1) Infra-Red (IR). A total of 172 targets were requested, of which 46 were flown resulting in 72 emissions. The major factor for lack of IR targets flown was inclement weather.

2. STAFF COUNTERINTELLIGENCE UNIT

a. Normal active and passive Counterintelligence measures against the enemy's collection effort continued during this period. The 3rd Counterintelligence Team initiated and participated in 28 operations during November. During these operations over 2,200 Vietnamese were screened against existing wanted lists resulting in 123 detainees, 97 of which were turned over to the 51st ARVN Regiment for disposition, nine were confirmed as VC/VCI, two PWs wounded and medically evacuated to 95th Evacuation Hospital and eight VC/VCI/NVA KIA. Additionally, the following was captured or destroyed during the operations: Approximately 5,000 pounds of foodstuffs, two AK-47 rifles, 12 X 60mm mortar rounds, one homemade 60mm mortar tube, four grenade, seven SFD's, one Claymore mine, over 1,000 rounds of small arms ammunition, one camera, one tape recorder and miscellaneous documents, clothing, medical and 782 gear. The 3rd Counterintelligence Team also compiled a Counterintelligence target in the ROKMC area of responsibility. On 23 November 1970, the ROKMC initiated an operation on the target that resulted in 17 VC/VCI KIA, 30 detainees and one PW.

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b. During November Counterintelligence personnel were awarded a letter of appreciation from the Commanding General, III Marine Amphibious Force and 1st Marine Division. The letter is for exacting professionalism, its record of successful operation against the Viet Cong infrastructure, and for extraordinary performance and exceptional meritorious service.

c. The Staff Counterintelligence office participated in five CSM inspections during November 1970.

d. During November 1970, 1st Marine Division units reported expenditures of 117,550 \$VN under the Volunteer Informant Program for information and ordnance.

3. OPERATIONS INTELLIGENCE

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

- (1) Daily Intelligence Summaries (INTSUM)
- (2) Area Studies
- (3) Munitions Turned in Under Voluntary Informant Program (VIP)
- (4) Mine and Booby Trap Report
- (5) Command Chronology
- (6) Control, Turn in and Disposal of Captured Weapons
- (7) Astronomical and Climatological Studies/Data
- (8) Spot Reports
- (9) Computerized Target Lists

b. Briefings

- (1) Daily briefings for the Commanding General.
- (2) Intelligence orientation briefings presented to all officers joining the Division.

c. Enemy

(1) Enemy activity decreased in every category except lob bombs, which increased by one. Indications were received from PW's, Hoi Chanhs, captured documents and agents, that the enemy would initiate an offensive during the latter part of November or the first part of December. As of

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30 November the offensive had failed to materialize, possibly due to the disruptive effects on the enemy communication and logistic systems by operations Imperial Lake and Hoang Dieu.

(2) Statistical Summary. The following is a statistical summary of enemy initiated incidents and sightings for the month of November:

(a) Enemy Initiated Contacts:	79
(b) Mortar Rounds Received:	25
(c) Rockets Received:	7
(d) Lob Bombs Received:	2
(e) Mining Incidents:	18
(f) Terrorist Acts:	3
(g) Enemy Sighted:	576

(3) Estimate of the Enemy Situation. The enemy posture remained passive during November as he continued to avoid contact with United States Marine Corps forces.

(a) The first major enemy order of battle change since May 1970 (when the 36th NVA Regiment disbanded) may have occurred during November. Strong indications suggest that the 31st NVA Regiment has disbanded and while this does not necessarily result in a marked reduction in total enemy strength province-wide, it further indicates a realignment of the enemy's command/control structure and subordination. The D-8 Sapper Battalion, 31st Regiment is believed to be under the operational control of the 38th NVA Regiment; the D-9 Infantry Battalion, 31st NVA Regiment is possibly an independent battalion subordinate to Front 4 or is possibly subordinate to the Central Command. There has been no contact with any element of the 111st NVA Regiment since mid-May of this year, thereby lending further credence to the belief that this unit has displaced to the west in the vicinity of the Laotian Border. The combat posture of Local and Main Force Units changed only slightly. The R-20th Main Force Battalion and the Q-82nd Local Force Battalion have reportedly merged to conduct offensive operations. These units, however, are widely dispersed and an attack of any magnitude is unlikely.

(b) Enemy capabilities, vulnerabilities and probable courses of action remained unchanged during the month of November. The 71,330 pounds of foodstuffs captured by Marine units during the past month signify the enemy's vulnerability to rice denial and LOC interdiction operations.

(c) During November the enemy's main emphasis was again directed toward food procurement. Although he exercised the limited options open to him, his offensive efforts were low in scope and intensity.

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~~CONFIDENTIAL~~d. Weather

(1) The maximum and minimum temperatures for the month of November were 86 and 65 degrees respectively, with a mean temperature of 76 degrees. Total precipitation was 10.27 inches, which was 4.83 inches below the monthly mean of 15.1 inches.

(2) During the first few days of the month the aftereffects of Typhoon Kate were still in evidence. All roads and bridges were either washed out or damaged to some extent by the flooding condition which severely limited vehicular traffic throughout the TAOR. The flooding not only restricted enemy movement in the lowlands but also further depleted his stores of food and ordnance. Numerous caches were ruined by the water and others were made useless when the markings were obliterated by silt.

(3) Weather during the rest of the month had a moderate effect on ground operations. Cross country movement was hampered and the traversal of swollen streams and rivers was made alternately difficult to impossible. Low ceilings (often as low as 300 feet) and fog limited observation and helicopter operations most of the month.

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ORGANIZATION AND OPERATIONS

1. (C) During the month of November, the Division continued to interdict the enemy logistical support and destroy his harbor sites. Operation IMPERIAL LAKE, which commenced on 31 August 1970, continued throughout November. Operation NOBLE CANYON, which commenced on 22 October 1970, was the only other named operation to take place in November. Operation NOBLE CANYON was terminated on 3 November 1970. In addition to these named operations, Division units continued to conduct extensive patrols and ambushes throughout the TAOR. Enemy losses for November again reflected a decrease from last months totals. The Division Pacification Program and successful operations against his logistical support have forced the enemy to avoid confrontation with Marine units. Aggressive reconnaissance activities and effective supporting arms continue to account for enemy losses. Marine units have hit the enemys food supplies by capturing 66,211 pounds of rice and 5,985 pounds of corn. Heavy rains from Typhoon KATE caused extensive flooding throughout the TAOR, again causing the enemy hardships and severely hampering his mobility. The enemy continues, however, to inflict casualties on Marines by the use of booby traps.

a. On 1 November, a recon patrol from 1st Recon Bn, on Operation IMPERIAL LAKE, found an enemy base camp vicinity (BT000413). Base camp consisted of six huts made of logs, six caves capable of holding four people each, and were reinforced with logs. A search of the area resulted in the finding of miscellaneous eating utensils and gear.

b. On 1 November, a recon patrol for 1st Recon Bn, on Operation IMPERIAL LAKE, made contact with five enemy vicinity (BT048431). Small arms fire resulted in two NVA KIA and the capture of one IWC. The team also captured two document pouches, a billfold containing 40,000\$VN and various coins, small amount of miscellaneous equipment was also found.

c. On 3 November, D/2/11 fired an artillery fire mission on four enemy vicinity (AT976323), resulting in four VC KIA. Initial sighting was made by the 11th Marines S-2 on FSB ROUNDUP.

d. On 3 November, a squad patrol from I/3/5 found a tunnel vicinity (AT987346). A search of the area revealed 300 pounds of potatoes, 600 pounds of unpolished rice and four detainees. Foodstuff and detainees were sent to the rear.

e. On 4 November, a recon team from 1st Recon Bn, on Operation IMPERIAL LAKE, observed three VC vicinity (AT998443). Team called AO, who fired on board ordnance, resulting in three VC KBA.

f. On 4 November, a squad patrol from K/3/5 found 300 pounds of rice in a bunker vicinity (AT 950302). Unit also found 600 pounds of rice in a bunker vicinity (AT948301). Rice was destroyed due to tactical situation.

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g. On 4 November, a Quick Reaction Force from F/2/5 during insert observed six VC vicinity (BT127506) and four more VC wading in shallow water. Firing of on board ordnance resulted in 10 VC KBA. Unit observed eight VC vicinity (BT127514). Unit fired small arms resulting in eight VC KIA and captured one AK47, three 9mm pistols, and miscellaneous other gear. A short time later the unit received small arms fire resulting in one USMC KIA. Helo on station fired on board ordnance resulting in one VC KBA.

h. On 4 November, a platoon patrol from M/3/5, on Operation IMPERIAL LAKE, found one human leg vicinity (AT975437). Leg believed to be from downed aircraft which crashed on 2 November 1970. Leg had part of flight suit and jungle boot on. Unit also found five NVA bodies which appeared to have been killed by an air strike and five CHI COM grenades. Enemy bodies were within 20 meters of each other. Unit returned American remains to the rear.

i. On 5 November, a platoon patrol from B/1/5, on Operation IMPERIAL LAKE, while searching a suspected enemy base camp vicinity (BT031432) found 150 pounds of rice, 30 VN ID cards, a list of double agents, documents describing operations of agents and other miscellaneous documents, one camera, 19 rolls of undeveloped film and one 9mm pistol. All gear was evacuated to the rear.

j. On 6 November, a platoon patrol from A/1/5 on Operation IMPERIAL LAKE, found two rice bins vicinity (BT025430). First bin contained 400 pounds of unpolished rice, the second held 600 pounds of unpolished rice. Rice was destroyed due to the tactical situation. Fifty meters from these finds, the unit discovered a third rice cache, buried slightly in the ground totalling 7,400 pounds of unpolished rice. This find was also destroyed. Patrol also found miscellaneous documents, maps and equipment which were sent to the rear.

k. On 7 November, a platoon search from A/1/5 on Operation IMPERIAL LAKE, found a base camp vicinity (BT028431), consisting of 10 huts. A search of the area revealed 10,350 pounds of unpolished rice, one AK 47 and assorted documents. Unit destroyed rice.

l. On 8 November, a platoon patrol from A/1/5 on Operation IMPERIAL LAKE, found four caves vicinity (BT032431). A search of the area revealed 1,000 pounds of rice, 15 gallons of motor oil, miscellaneous clothing and documents. Gear was taken to company CP.

m. On 8 November, a platoon patrol from A&B/1/5 on Operation IMPERIAL LAKE, found four rice bins containing a total of 17,100 pounds of rice. Unit destroyed rice due to tactical situation.

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n. On 8 November, QUE SON District Headquarters requested an artillery fire mission on 30 VC vicinity (BT098354). D/2/11 fired mission which resulted in five VC KIA.

o. On 10 November, a platoon patrol from K/3/5 on Operation IMPERIAL LAKE, found a wooden bin containing 3,000 pounds of corn vicinity (AT974443). Corn was destroyed due to the tactical situation.

p. On 10 November, a platoon patrol from A/1/5 on Operation IMPERIAL LAKE, found an enemy base camp vicinity (BT029442). A search of the area revealed 5,000 pounds of unpolished rice, 800 pounds of salt, assorted documents, equipment and clothing. One M1 carbine was also found. Rice was destroyed, other gear was sent to the rear.

q. On 13 November, a platoon search from A/1/5 on Operation IMPERIAL LAKE, found two rice bins vicinity (BT035438). Bins contained approximately 1,000 of rice. Rice was wet, so the patrol destroyed it.

r. On 13 November, 2/11 received a call from the Marine Liaison Team at THANG DINH requesting an artillery fire mission on 30 VC vicinity (BT072325). Artillery fire mission resulted in 25 VC KIA. PF's swept area and found two SKS rifles, one M16, one B40 rocket launcher. PF's kept captured weapons and were credited with KIA's.

s. On 14 November, a platoon patrol from K/3/5 on Operation IMPERIAL LAKE, found a cave vicinity (AT974441). A search of the cave revealed two SKS rifles, four M1 rifles, one M1 carbine, and 200 pounds of corn. Corn was destroyed due to the tactical situation, weapons were sent to rear and cave was seeded with CS crystals.

t. On 14 November, a Marine from C/1/1 detonated a booby trap vicinity (AT878526) while carrying captured rice to a collection point. Detonation resulted in seven USMC WIA(E). Booby trap was believed to have been a CHI COM grenade with press detonator.

u. On 15 November, a company sweep from C/1/1, found 1300 pounds of rice, 700 pounds of corn and 100 pounds of bamboo shoots vicinity (AT887520). All foodstuffs were buried 2 1/2' in the ground, in cement containers. Find was evacuated to the rear.

v. On 18 November, a CH 46 helicopter was in process of extracting a recon team from a patrol in the Operation IMPERIAL LAKE AO (AT969406), when the helicopter crashed into a mountain. All 15 Marines on board were killed, 10 of whom were from the 1st Recon Bn. The Battalion Commander was one of the casualties. By 191700H November 1970, all bodies had been recovered from the crash site.

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w. On 19 November, G/2/5 CUPP #2 found five rice bins vicinity (BT066394). Bins held a total of three thousand pounds of rice, which was sent to QUE SON District Headquarters.

x. On 20 November, H&S/3/5 CUPP A (AT999354) observed nine VC 200 meters northeast of their position. Unit fired small arms resulting in three VC KIA and one VC female WIA. Unit searched area and found one AK-47, miscellaneous documents and equipment. VC WIA was medevaced to 3/5 BAS, gear was sent to Bn CP.

y. On 24 November, a platoon sweep from C&D/1/5 on Operation IMPERIAL LAKE, engaged an unknown size enemy force vicinity (AT992434). Unit received small arms fire and 60mm mortars, resulting in eight USMC WIA(E). Unit returned small arms fire and swept area with negative results.

z. On 24 November, a recon team from 1st Recon Bn on Operation IMPERIAL LAKE, observed five VC sitting under a rock ledge vicinity (AT962435). Team fired small arms, resulting in three VC KIA and the capture of two AK-47's. Gunships were called on station and fired on board ordnance into area the two remaining VC had fled with unknown results.

aa. On 26 November, ICD on FSB ROUNDUP, observed nine enemy around a camp fire vicinity (AT991332). 2/11 fired artillery fire mission with four direct hits on camp fire, resulting in three VC KIA and one secondary explosion.

bb. On 26 November, a platoon patrol from H/2/5, on Operation IMPERIAL LAKE, found an enemy base camp vicinity (BT002404). Camp consisted of 25 caves with one cave having four levels. Each level had four caves with hooches built inside. A search of the area revealed one M60 machine gun, one M79 grenade launcher, two PRC10 radio's with handsets, one jamming set/frequency tuner, and numerous other pieces of ordnance and communications gear.

cc. On 28 November, a platoon patrol from H/2/5 on Operation IMPERIAL LAKE, found three B40 rockets, four homemade bangalore torpedoes, and two bins containing approximately 2000 pounds of polished rice.

dd. On 30 November, a platoon search from H/2/5 on Operation IMPERIAL LAKE, found two Chinese made transmitting and receiving sets vicinity (BT003408). Both sets were in good condition and were wrapped in plastic in a hole under a tree, which led into a small room below ground. Unit sent communications gear to the rear.

2. (S) Major Operations

a. Operation IMPERIAL LAKE, a Category III operation, which commenced on 31 August 1970, continued throughout the reporting period. During the month patrols made significant finds of enemy foodstuffs, capturing in excess of 50,000 pounds of rice and 3,000 pounds of corn. Patrols also

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located numerous base camps, cave and bunker complexes which led to the capture of many individual weapons, clothing, equipment, communications gear, and documents. Cumulative results for Operation IMPERIAL LAKE, as of 302400H November 1970, are as follows:

<u>ENEMY</u>	<u>FRIENDLY</u>
86 NVA KIA	20 USMC KIA
59 VC KIA	114 USMC WIA (E)
91 DET	23 USMC WIA (M)
109 IWC	1 USMC KNHC
4 CSWC	80 USMC NHC (E)
	1 USMC NHC (M)
	2 USN KIA
	1 USN WIA (E)
	1 USN NHC (E)

b. Operation NOBLE CANYON, a Category III type operation, which commenced on 22 October 1970, was terminated on 3 November 1970. The mission of this operation was to locate, capture and destroy enemy base camps and personnel in the vicinity of Hill 441. The operation was characterized by extremely light enemy contact. The cumulative results of Operation NOBLE CANYON as of 031200H November 1970, are as follows:

<u>ENEMY</u>	<u>FRIENDLY</u>
4 VC KIA	8 USMC WIA (E)
1 DET	2 USMC NHC (E)
	1 USMC WIA (M)

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

93 VC KIA	60 IWC
22 NVA KIA	3 CSWC

4. (C) The following ship provided Naval Gunfire Support for the Division during November 1970.

<u>NAME</u>	<u>NO. OF DAYS</u>	<u>CALIBER</u>	<u>RDS</u>
USS OKLAHOMA CITY (CLG-5)	5	6" 47	385
		5" 38	220

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PLANS

1. (U) Division Order 5100.9B (Control and Safety of Weapons, Ammunition, and Ordnance) was published on 8 November 1970. This order, a directive requiring increased command attention at all levels to preclude recurrence of the tragic and unnecessary injury and death caused by careless discharge of weapons and mishandling of ordnance, features a program of instruction, inspection, and supervision. Included in the order was a tabulation of incidents occurring during the first ten months of 1970, and specific instruction as to weapons and ordnance safety procedures.
2. (S) Change 1 to Operation Order 306-70 (Counter-Rocket Defense of Danang Vital Area) was issued on 10 November 1970. The major revision necessary was deletion of all mention of the Northern and Southern Sector Defense Commands (disestablished); additionally, the change provided added instruction to Crater Analysis Teams.
3. (S) 1st Marine Division Operation Order 101-70 (Relief of Ranger Border Defense Camps) was issued on 14 November 1970, superseding Operation Order 101A-69. Publication of a new order was occasioned by two rather extensive changes (change 2, published on 10 October reflected departure of 7th Marines) and by the conversion of Civilian Irregular Defense Group (CIDG) camps to Ranger Border Defense Camps.
4. (C) The thrust of CUPP activity remained constant during November, with the bulk of the fight action reported continuing to take place in the 5th Marines G/2/5 CUPP Sector. The most active units from a combat action standpoint were the CUPP platoons in Phuoc Thuong, Xuan Phuoc and Mong Lanh, where 21 incidents resulted in 12 VC killed, four captured, and six weapons seized. All CUPP units participated actively in Operation Hoang Dieu during November.

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TRAINING

1. First Engineer Battalion Land Mine Warfare School presented a weekly syllabus to 142 Marines. The Land Mine Warfare School Mobile Contract Team conducted our day courses on mines and booby traps for 1462 Marines.
2. During the month of November 1970 nine officers and 19 enlisted Marines attended formal schools out of country with 26 enlisted Marines attending formal schools in country.
3. Division units conducted approximately 270 hours of instruction in combat related subjects to 1,085 RVN military personnel.

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OPERATIONAL TECHNICAL INSPECTIONS

1. The below listed unit was inspected during the month of November and found to be satisfactory.
2. There were no discrepancies requiring action by this or higher Headquarters.

UNIT INSPECTED

3rd Battalion, 5th Marines 7 November 1970

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Logistic Input for Part II of the November 1970 Command Chronology

1. General.

a. During the month of November, the Force Logistic Command operated the Logistic Support Area (LSA) at Baldy Combat Base and Hill #37 which supported units operating from those areas. The support provided the Division during the month was excellent. All combat operations were fully supported.

b. The monsoon rains continued through November. Toward the latter part of the month the Division experienced flooding throughout the Division TAOR.

2. Operations

a. The G-4 and G-4 Operations Officer met with a General Accounting Office (GAO) representative to discuss logistic matters within the Division. The GAO representative was particularly interested in salvaging of combat equipment. It was explained that evacuation of combat destroyed equipment was handled in accordance with current directives and as the tactical situation permits. In most cases, where equipment was destroyed and located in an area accessible to retrieving equipment, it was evacuated to FLC for LTI. In the event an aircraft or other equipment was lost in a completely inaccessible area, it would be destroyed in place to prevent the enemy from using any salvageable parts.

b. The Operations Section continued to operate the DRCC thru 2 November to monitor flooding. It was again activated on 30 November as rising water levels within the Division TAOR created the possibility of a need to evacuate military and civilian personnel.

3. Materiel Management

a. During the month a complete review of all Special Allowance Adjustments was made to reflect the redeployment of Division units during Keystone Robin phase IV and requirements for special allowances for current and projected operations. The final result of this review was an overall reduction of 49% in Special Allowances requirements.

b. During November a total of seven (7) Command Materiel Management Inspections (CMMI) were conducted on the following units: 3d 8" Howitzer Battery; 1st Reconnaissance Battalion; 2nd Battalion, 11th Marines; 1st Battalion, 2nd Battalion, 3d Battalion, and Headquarters Company, 5th Marines. All units inspected were in a satisfactory state of readiness.

c. A Division MARES school was held on 2 November. There were forty-four (44) personnel in attendance.

d. Representatives of HQMC^{and} FMFPAC, accompanied by the III MAF representative
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representative, visited the Division on 24 November. A lecture, followed by a question/answer period, on MARES was conducted for representatives of all Division units.

4. Supply

a. During the month of November 1970, overall supply support to Division units was satisfactory. Some items that have been in short supply during past months have shown an increase in availability. Items such as BA 4386 batteries and Marine Corps green paint have been received during the month. There has been a problem with high usage Self Service Center (SSSC) items during the month but it was somewhat alleviated by FLC requesting air shipment for these items from Okinawa. The Division Supply Officer and Assistant Supply Officer visited nine (9) organic supply accounts and the Commanding Officers of eight (8) Division units.

b. The Field Supply Analysis Office (FSAO) conducted an analysis of five (5) Division units. These inspections completed the Field Supply Analysis Office (FSAO) inspection of selected Division units for the calendar year.

5. Embarkation

a. Lumber for the construction of mount out boxes has been a problem area for units redeploying to CONUS. Rot and worm erosion in lumber is the primary difficulty. An on site inspection of lumber on hand at Force Logistic Command was conducted by the Preventive Medicine Unit, 1st Medical Battalion, to determine which lumber was serviceable and acceptable by the Department of Agriculture for use by units redeploying to CONUS.

b. From 25 to 27 November 1970 an Embarkation Orientation Course was conducted for Division units. Instruction in proper tactical marking of supplies, vehicles and organic equipment; and correct format and procedures for all embarkation forms was given.

6. Ordnance

a. Division units turned 2546 excess M16A1 Rifles in to the Force Logistic Command retrograde facility. These excesses were generated as a result of Increment IV redeployments.

b. An inventory/inspection of the 105MM XM-546 (Bee-Hive) round was conducted as a result of an inquiry by GAO representatives concerning on position storage, accountability, and utilization of the round. It was verified by the above cited inspection that the round had proper security/accountability and storage as specified by current directives.

7. Motor Transport

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a. During November, 1st Motor Transport Battalion travelled a total of 67,917 miles, and transported 2,383 tons of cargo. 11th Motor Transport Battalion travelled a total of 118,991 miles, and transported 17,708 tons of cargo. During November a total of 55,142 passengers were shuttled on administrative runs within the rear areas of the Division TAOR by both Motor Transport Battalions.

b. During the month, a total of two hundred and three (203) convoys were conducted within the 1st Marine Division TAOR. These convoys included one hundred and eighty one (181) conducted by the 1st Marine Division to Baldy Combat Base, Hill #37, Hill #65 and Hoi An. Twenty two (22) convoys to Baldy Combat Base were conducted by Force Logistic Command.

c. During the reporting period three (3) vehicles from Division Motor Transport units struck mines along Route #4. All vehicles were equipped with newly installed vehicle fragmentation kits. No loss of life occurred during these incidents. This can be directly attributed to the effectiveness of the vehicle fragmentation kits.

8. Engineer

a. During the month of November there were 104 work orders issued to the 1st Engineer Battalion. 13 TSFC requests were submitted to the Commanding General, III MAF and 13 work requests to the Facility Engineer, U. S. Army.

b. Division Engineers recorded 14 mines detected by the 1st Engineer Battalion.

c. Vietnamese turned in 79 pieces of ordnance and were paid 15,600 piasters under the Voluntary Information Program.

d. A total of 23 mine detectors were turned over to the Vietnamese on a temporary loan basis.

9. Food Services. Menu support for the month of November was adequate. There was an adequate supply of vegetables, fresh fruit, and dairy produce available throughout the Division TAOR.

10. Surgeon. The total average patient load for the 1st Medical Battalion during November 1970 was 93, with a total of 482 admitted and 95 evacuated out of country. Blood expended totaled 318 units. There were 84 malaria cases for the month of November.

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CIVIL AFFAIRS/CIVIC ACTION

Narrative Summary for the period 1 - 30 November 1970

1. (U) During the month of November 1st Marine Division G-5 commenced a salvage program of 15 sea huts in the Mass 3 and Security Platoon areas near the Division CP. These sea huts will be used in Civic Action projects. Dismantling is being conducted with the use of AIK fund workers under Marine supervision. Eight (8) sea huts have been salvaged, so far, for Civic Action projects.
2. (U) G-5 coordinated the delivery of 20,000 bags of cement and 12,200 feet of 8" invasion pipe from U.S.A. 80th Support Group and 32nd Naval Construction Regiment to Province Headquarters for use in Rural Development Projects. 11th Motor Transport Battalion vehicles were utilized.
3. (U) 3rd Battalion, 5th Marines at FSB Ross have begun a milk project with assistance from the International Rescue Committee. This project will provide Vietnamese of Que Son District with a diet supplement.
4. (U) Division G-5 coordinated the delivery by CH-46 of 500 lbs of food and 20 lbs of clothing to the children of the An Hoa Orphanage. Food and clothing were donated from private sources in the U.S.
5. (U) Assistance was provided in delivery of 12,500 lbs of flour by truck and CH-53 to the An Hoa Orphanage. The flour was provided by the International Rescue Committee and arrangements for pick up and delivery made by G-5.
6. (U) On 30 November, the 12th Vietnamese language and culture course began for 18 Marines of surrounding Division units. The school has now been permanently re-established at Headquarters Battalion, 1st Marine Division. The school is designed to give the average Marine in the field a basic knowledge of Vietnamese and an understanding of Vietnamese culture and customs.
7. (U) Air Force high impact MEDCAPs/DENTCAPs continue to be a success within the Division TAOR. A MEDCAP/DENTCAP is made every two weeks to a medically impoverished area. Once this area is "cleaned up" the team moves on to another area, "breaking the way" for smaller units to continue to conduct MEDCAPs/DENTCAPs in these areas.

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1. (U) Summary of military Civic Action projects.

a. Construction projects completed during reporting period. Joint projects are marked with a (J) next to the listing.

	<u>CONSTRUCTION</u>	<u>REPAIRED</u>
(1) Dwellings	<u>3J, 5</u>	<u>16, 9J</u>
(2) Roads (km)	<u>1</u>	<u>1J, 1</u>
(3) Churches	<u>0</u>	<u>1J, 6</u>
(4) Hospitals	<u>0</u>	<u>1</u>
(5) Dispensaries	<u>1</u>	<u>2J</u>
(6) Market places	<u>1J, 2</u>	<u>1J, 1</u>
(7) Schools	<u>1</u>	<u>7J, 3</u>
(8) Bridges	<u>0</u>	<u>1</u>
(9) Drainage ditches	<u>1J</u>	<u>0</u>
(10) Well projects	<u>0</u>	<u>1J</u>
(11) Orphanages	<u>0</u>	<u>1J, 1</u>

b. Educational efforts.

(1) Classes.

(a) English 35 Total Students 1,000

(2) Training.

(a) Nurses/aides 13

c. Commodities distributed (includes commodities obtained from USAID and voluntary agencies).

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(1) Building materials.

- (a) Cement 88 bags
- (b) Tin sheets 483
- (c) Lumber 2,388 board feet
- (d) Paint 0 gallons
- (e) Plywood 221 sheets
- (f) Nails 36.5 lbs
- (g) Culverts 4 pieces
- (h) Steel stakes 120

(2) Kits distributed.

- (a) 150 school kits
- (3) Food 1,223 lbs
- (4) Clothing 225 lbs
- (5) Health items 715 lbs
- (6) Agricultural
 tools 41
- (7) Others 191 lbs

2. (U) GVN program support. Specific completed construction or repair projects that US/FWMAF supported that were programmed as unfunded GVN Rural Development programs are listed below.

<u>PROJECTS</u>	<u>PROVINCE</u>	<u>CONSTRUCTION/REPAIR</u>	<u>TYPE OF ASSISTANCE</u>
Church	Quang Nam	Repair	Material
Hone	Quang Nam	Repair	Material
Tan Luu School	Quang Nam	Construction	Material

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<u>PROJECTS</u>	<u>PROVINCE</u>	<u>CONSTRUCTION/REPAIR</u>	<u>TYPE OF ASSISTANCE</u>
Dai Loc high school	Quang Nam	Repair	Transportation of material
Refugee housing	Quang Nam	Construction	Tin & lumber
School	Quang Nam	Repair	Materials

3. (U) Total number of man-days (10 hour days) personnel of units engaged in civic action activities.

610

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).

922,096\$VN

b. Expenditures from the US/FWMAF Civic Action/PSYWAR Funds.

150,000\$VN

5. (U) Voluntary contributions (current month).

a. Collections/contributions

45,500\$VN

b. Expenditures on support of Military Civic Action.

28,995\$VN

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

a. Other FWMAF

12.5%

b. RVNAF

10.5%

c. U.S. Civilian voluntary agencies

8.5%

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

a. Self-help labor

90.5%

b. Materials furnished by the people

28.5%

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

<u>PROGRAMS</u>	<u>MAN-DAYS</u>	<u>\$VN</u>
a. Economic development: Includes all agriculture, fisheries, markets and cottage industries and other activities involving production and distribution of products.	<u>6</u>	<u>20,500</u>
b. Education: Includes all activities involving the increase and improvements of school facilities and classroom or other group instruction. Technical training reported in programs a, c, and d are excluded.	<u>115</u>	<u>141,736</u>
c. Social Welfare: Includes all assistance to hospitals, refugees, orphanages, religious organizations, and other institutions, groups and individuals. Items reported in programs a, b, and d are excluded.	<u>403</u>	<u>631,115</u>
d. Transportation: Includes all activities that improve or increase methods of transportation, e.g. roads, bridges, and waterways.	<u>72</u>	<u>17,554</u>
e. Refugee assistance support: All assistance to refugees including activities reported in programs a, b, c, and d.	<u>108</u>	<u>278,747</u>

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

- a. Schools: 13
- b. Orphanages: 3
- c. Hospitals/dispensaries: 6
- d. Other: 6

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10. (U) Significant problems encountered which hinder or render less effective the civic action programs conducted within the Civil Affairs subzone:

a. Lack of construction materials remains the largest single problem area within civic action programs, primarily cement, roofing tin, and reinforcing bars, which have been in short supply for several months. Flood and typhoon damage have drawn heavily on existing GVN materials and has had a deterrent effect on the assistance available for new worthwhile projects.

b. New projects however, continue to be originated at the hamlet, village, and district level, approved at province level, and submitted as a request for military civic action assistance.

11. (U) Beneficial results of civic action:

a. By requiring hamlet and village officials to utilize the standard "Request for Military Assistance" form, rather than responding to verbal, or personal letter request, the GVN officials in rural areas are beginning to realize the significance of the GVN chain of command for expressing their needs.

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

MEDCAPS:	<u>8,716</u>
DENTCAPS:	<u>113</u>
Number of health	
workers trained	<u>13</u>
Hygiene/sanitation	
classes held	<u>5</u>
MEDEVACS (VN)	<u>62</u>

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NARRATIVE SUMMARY FOR PSYCHOLOGICAL OPERATIONS, PERIOD 1 - 30 NOVEMBER 1970

1. (U) During this reporting period no Hoi Chanh rallied to Division units. Rallyers for the I Corps area for November 1970 totaled 357; 109 came from Quang Nam Province and Danang City (approximately 30%).

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

<u>UNIT SUPPORTED</u>	<u>DATE</u>
2nd Bn, 1st Marines	1 Nov 1970
2nd Bn, 1st Marines	20 Nov 1970

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

<u>UNIT SUPPORTED</u>	<u>DATE</u>
2nd Bn, 1st Marines	7 - 21 Nov 1970
3rd Bn, 1st Marines	16 - 22 Nov 1970
1st Bn, 1st Marines	23 - 29 Nov 1970

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

<u>UNIT SUPPORTED</u>	<u>DATE</u>
2nd Bn, 1st Marines	6 Nov 1970

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

<u>UNIT SUPPORTED</u>	<u>DATE</u>
3rd Bn, 5th Marines	14 - 15 Nov 1970
1st Bn, 5th Marines	21 - 22 Nov 1970

6. (U) HB (loudspeaker) Teams. All HB Teams still remain attached to the Regimental S-5's. The teams have logged in a total of 132 hours of broadcasting time.

7. (U) HE (audio-visual) Teams in support of 5th Marines, 1st Marines, and 1st MP's have logged in a total of 68½ hours of movies.

8. (U) During this reporting period, 8,826,000 leaflets were dropped within the 1st Marine Division TAOR. 1,200 leaflets were hand distributed by the HE Teams.

9. (U) During this reporting period a total of 5:15 hours of aerial broadcasts were made.

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COMMUNICATION-ELECTRONICS
NARRATIVE SUMMARY

1. (U) CMMI. Communication-electronics command materiel management inspections were conducted at the following units.

- a. Headquarters Battalion
- b. 1st Battalion, 5th Marines
- c. Headquarters, 5th Marines
- d. 2d Battalion, 5th Marines
- e. 3d Battalion, 5th Marines
- f. 2d Battalion, 11th Marines
- g. 1st Reconnaissance Battalion
- h. 3d Battalion, 1st Marines

2. (U) Staff Visits were made to the following units/activities.

- a. Headquarters, III Marine Amphibious Force
- b. Headquarters, 1st Marines
- c. 2d Battalion, 1st Marines
- d. I Corps Ranger Border Defense Command
- e. Marine Air Control Squadron 4

3. (C) Communications Security

a. Additional tactical radio nets have been identified for conversion to secure or partially secure operations. During November, AN/PRC-77 and TSEC/KY-38 assets were identified for optimum redistribution among Division units; necessary redistributions are being effected. On 30 November 1970, a CG 1st MarDiv message identified those radio nets to be operated in the fully secure mode, i.e. all stations secured. Additionally, certain nets such as rifle company tactical nets were identified to operate as partially secured, i.e. stations operating from fixed locations to be secured. Utilization of Division assets will continue to be monitored so that further redistribution can be made where appropriate.

b. On 22 November 1970, the FMFPac Communication-Electronics Officer visited the 1st Marine Division and was briefed on the current status of the Division's COMSEC program. Enclosure (1)

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c. During November, all radio frequencies and voice radio call signs in the Division were changed or reassigned as part of the continuing COMSEC improvement program.

4. (U) New Plans and Programs

a. Batteries BA-4386 have been overheating when powering TSEC/KY-38 and AN/PRC-77 secure radio sets employed in fixed and man-pack installations. Overheating became evident 15-20 minutes after the batteries were initially placed in operation. In some cases, the battery venting mechanism could be heard operating to relieve the internal pressure of the battery cells. The problem has been reported to Headquarters, Marine Corps by use of the Unsatisfactory Equipment Report and command message.

b. Battery Test Set AN/PSM-13 (FSN 6625-868-8344) has been procured for Division units in sufficient quantity to permit distribution down to the company/battery level. This tester will provide a rapid and simple means to check remaining battery life for batteries BA-386 and BA-4386. This should result in obtaining maximum usable life from the batteries prior to their being discarded.

c. Field evaluation of Teletypewriter Set, AN/TGC-29 by the 1st and 5th Marines continues. The AN/TGC-29s are employed in both controlled environment and normal field conditions. The equipment has not demonstrated the required degree of reliability for general introduction as a replacement for Teletypewriter Set, AN/GGC-3. Although employed primarily on 60 wpm circuits carrying a light traffic volume, the equipment requires frequent adjustment.

d. The Switchboard SB-3082 which was assigned to the 1st Marines for evaluation continues to provide satisfactory service. Two failures have recently occurred.

(1) The RF filter, Erie part number 9400-000-0003, failed due to a shorted wire in the harness. A replacement part is not available and the switchboard is now operating without the RF filter.

(2) Three of the A4 boards (dial trunk) failed simultaneously. Resistors R2 and R20 failed; the apparent result of an overvoltage surge from an external source. The resistors were replaced and the boards are back in operation.

(3) Low input power voltage continues to cause occasional problems. If the input voltage drops below 105V when operating from AC, incoming calls do not signal the switchboard.

e. With the exception of the situations described above, operation has been satisfactory.

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5. (U) Communication-Electronics Facilities

a. During November 1970, 15 new circuits were engineered and 26 circuits were activated.

b. There was a significant drop in the number of reportable circuit outages. This is attributable to the restoration of circuits lost during the tropical storm and flooding in October 1970. Overall circuit availability within the Division dropped to 88%, primarily because of flood connected cable outages.

c. One 400 pair cable between the Division and U.S. Air Force Frames was rehabilitated. Circuits which had been temporarily rerouted were restored to their primary path after replacement and splicing of a 60 foot length of the cable.

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Comptroller Section
Narrative Summary

1. During the period, six Financial Management Technical Inspections were conducted.

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

a. Operation and Maintenance, Marine Corps

(1) Requisitional Authority

Authorized to Date		\$7,803,200
Unobligated Balance as of 1 Nov 70	2,120,866	
Less: Obligations during the period	<u>468,933</u>	
Unobligated Balance as of 30 Nov 70		\$1,651,933

(2) Planning Estimate

Authorization to Date		\$ 432,000
Unobligated Balance as of 1 Nov 70	66,588	
Plus: Increase to Authorization	48,000	
Less: Obligations during the period	<u>15,713</u>	
Unobligated Balance as of 30 Nov 70		\$ 98,875

b. Operation and Maintenance, Marine Corps (Medical and Dental)

(1) Requisitional Authority

Authorized to Date		\$ 413,500
Unobligated Balance as of 1 Nov 70	196,509	
Less: Obligations during the period	<u>32,219</u>	
Unobligated Balance as of 30 Nov 70		\$ 164,290

c. Assistance-In-Kind

Authorization to Date		18,900,900\$VN
Unobligated Balance as of 1 Nov 70	3,344,067	
Less: Obligations during the period	<u>1,120,838</u>	
Unobligated Balance as of 30 Nov 70		2,223,229\$VN

3. During the period 9,470 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 \$3,704 to 12,221 personnel on payrolls and 301 travel and public vouchers. A breakdown of disbursements are as follows:

Military Rolls	3,704,014.00
Civilian Rolls	32,160.24
Public Vouchers	27,312.51
Solatium Payments	186.44
Plaster Sales	11,738.00
Government Checks Issued	4,258,026.71

DECLASSIFIED

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COMMAND CHRONOLOGY

PART III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

Enclosure (1)

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1. (U) The following distinguishing visitors visited the Command during the month of November 1970.

<u>Date</u>	<u>Name</u>	<u>Remarks</u>
1Nov70	Gen L. W. WALT	Asst GMD
10Nov70	Miss Martha Raye	
18Nov70	BGen G. CHADLE	Asst C/S, J-6 MACV
19Nov70	MajGen J. L. BALDWIN	XXIV Corps Dep CG
22Nov70	MajGen A. H. ADAMS	Dep Commander, FMFPac
30Nov70	MajGen A. E. MILLOY	Dep C/S XXIV Corps

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ORGANIZATION AND OPERATIONS

- 02 Nov (U) 1st MarDiv COC requested further information on the 5th Marines initial Ground Accident Report.
Ref: 1st MarDiv COC msg 010920Z Nov70
Tab: F
- 02 Nov (C) CG 1st MarDiv published instructions regarding resumption of operations.
Ref: CG 1st MarDiv msg 011537Z Nov70
Tab: F
- 02 Nov (S) CG 1st MarDiv requested the 1st and 5th Marines clear recon havens.
Ref: CG 1st MarDiv msg 020533Z Nov70
Tab: F
- 02 Nov (C) CG 1st MarDiv instructed 1st Engineer Battalion to contact FLC, S-3 to request use of a LST for battle field cleanup.
Ref: CG 1st MarDiv msg 020532Z Nov70
Tab: F
- 02 Nov (C) 1st MarDiv COC requested time extension on recon haven requests from the 5th Marines.
Ref: 1st MarDiv COC msg 020245Z Nov70
Tab: F
- 02 Nov (C) CG 1st MarDiv reaffirmed validity of requirements for the Airborne Personnel Detector, XM-3.
Ref: CG 1st MarDiv msg 020721Z Nov70
Tab: F
- 03 Nov (S) CG 1st MarDiv requested the 5th SFGA to clear recon havens.
Ref: CG 1st MarDiv msg 020531Z Nov70
Tab: F
- 03 Nov (S) CG 1st MarDiv published modifications to 1st MarDiv Frag Order 62-70 (U).
Ref: CG 1st MarDiv msg 021153Z Nov70
Tab: F
- 03 Nov (U) CG 1st MarDiv submitted RVNAF OJT Program Report for October 1970.
Ref: CG 1st MarDiv msg 030506Z Nov70
Tab: F
- 03 Nov (C) 1st MarDiv COC requested a temporary AO extension from Americal Division.
Ref: 1st MarDiv COC msg 030140Z Nov70
Tab: F

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- 03 Nov (C) CG 1st MarDiv submitted Measurement of Progress Report, LCC Security.
Ref: CG 1st MarDiv msg 022350Z Nov70
Tab: F
- 03 Nov (U) CG 1st MarDiv notified Division units to submit requests for 16mm Projectionist School.
Ref: CG 1st MarDiv msg 030005Z Nov70
Tab: F
- 03 Nov (C) CG 1st MarDiv submitted cumulative 1st MarDiv totals for Operation HOANG DIEU for the period 220100H-292400H Oct70.
Ref: CG 1st MarDiv msg 010531Z Nov70
Tab: F
- 04 Nov (U) CG 1st MarDiv clarified requests for missing command chronology documents.
Ref: CG 1st MarDiv msg 040018Z Nov70
Tab: F
- 04 Nov (S) CG 1st MarDiv notified Division units of termination of Operation NOBLE CANYON, effective 031200H Nov70.
Ref: CG 1st MarDiv msg 030825Z Nov70
Tab: F
- 04 Nov (U) CG 1st MarDiv set modified Flood Condition One, effective 031600H Nov70.
Ref: CG 1st MarDiv msg 030730Z Nov70
Tab: F
- 04 Nov (C) 1st MarDiv COC notified the 5th Marines of Americal Division's request for temporary AO extension.
Ref: 1st MarDiv COC msg 031745Z Nov70
Tab: F
- 04 Nov (C) CG 1st MarDiv requested a temporary AO extension from PSA QUANG NAM Province and SA QDSZ.
Ref: CG 1st MarDiv msg 031520Z Nov70
Tab: F
- 04 Nov (S) 1st MarDiv COC requested the 1st Marines change dates of Recon Havens 206 and 208.
Ref: 1st MarDiv COC msg 031522Z Nov70
Tab: F
- 04 Nov (U) CG 1st MarDiv submitted names of personnel to attend Drug and Narcotics Seminar convening 22Nov70.
Ref: CG 1st MarDiv msg 040020Z Nov70
Tab: F

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- 05 Nov (U) CG 1st MarDiv requested reporting date on SCUBA Diver Training from CG 3rd MarDiv.
Ref: CG 1st MarDiv msg 041152Z Nov70
Tab: F
- 05 Nov (U) CG 1st MarDiv submitted names of personnel to attend Basic Ammo Tech School, convening 20Nov70; Basic Infantry Weapons School, convening 14Nov70; Enlisted Embark School, convening 13Nov70.
Ref: CG 1st MarDiv msg 041153Z Nov70
Tab: F
- 05 Nov (U) 1st MarDiv COC requested the 1st Marines provide security to FLC for destruction of unserviceable ammo from 0800H-1600H 10Nov70.
Ref: 1st MarDiv COC msg 041156Z Nov70
Tab: F
- 05 Nov (C) 1st MarDiv COC notified SA QDSZ that the I Corps Rangers have cleared recon havens.
Ref: 1st MarDiv COC msg 041325Z Nov70
Tab: F
- 06 Nov (U) CG 1st MarDiv submitted RVNAF OJT Report.
Ref: CG 1st MarDiv msg 050533Z Nov70
Tab: F
- 06 Nov (S) 1st MarDiv COC notified the 5th Marines of change to recon haven requests.
Ref: 1st MarDiv COC msg 051520Z Nov70
Tab: F
- 07 Nov (C) CG 1st MarDiv notified the 1st and 5th Marines of helicopter transportation provided to them for the Marine Corps Birthday Ceremony.
Ref: CG 1st MarDiv msg 060241Z Nov70
Tab: F
- 07 Nov (U) CG 1st MarDiv submitted names of personnel to attend RECONDO School, convening 7Nov70.
Ref: CG 1st MarDiv msg 060240Z Nov70
Tab: F
- 07 Nov (C) CG 1st MarDiv submitted Monthly Chemical Activities Summary for Oct70.
Ref: CG 1st MarDiv msg 061354Z Nov70
Tab: F
- 08 Nov (U) CG 1st MarDiv notified Division units of quota assignments for the 1st Engineer Battalion's Land Mine Warfare School, convening 9Nov70.
Ref: CG 1st MarDiv msg 070020Z Nov70
Tab: F

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- 08 Nov (U) CG 1st MarDiv instructed 1st Recon Bn to submit names of qualified personnel to attend SCUBA School, convening 14Dec70.
Ref: CG 1st MarDiv msg 071341Z Nov70
Tab: F
- 08 Nov (C) CG 1st MarDiv notified the 5th Marines that QDSZ has approved their temporary AO extension request.
Ref: CG 1st MarDiv msg 071346Z Nov70
Tab: F
- 08 Nov (C) CG 1st MarDiv notified CG III MAF of designation of FSB names.
Ref: CG 1st MarDiv msg 071342Z Nov70
Tab: F
- 08 Nov (C) CG 1st MarDiv approved Americal Division's request for temporary AO extension with modifications.
Ref: CG 1st MarDiv msg 071522Z Nov70
Tab: F
- 08 Nov (C) CG 1st MarDiv published information on use of aluminum grapnels in directing/neutralizing SFD's.
Ref: CG 1st MarDiv msg 080130Z Nov70
Tab: F
- 09 Nov (U) CG 1st MarDiv advised CG MCDEC of unit using SA/Frag Body Armor in an informal evaluation.
Ref: CG 1st MarDiv msg 081340Z Nov70
Tab: F
- 09 Nov (U) CG 1st MarDiv notified CG III MAF of this Headquarters requirements for the Portable Lightweight Loudspeaker.
Ref: CG 1st MarDiv msg 081030Z Nov70
Tab: F
- 09 Nov (C) CG 1st MarDiv submitted cumulative 1st MarDiv totals for Operation HOANG DIEU for the period 220100H Oct70-072400H Nov70(U).
Ref: CG 1st MarDiv msg 080435Z Nov70
Tab: F
- 09 Nov (C) CG 1st MarDiv requested temporary AO extension from CG 101st ABN Division (AMBL).
Ref: CG 1st MarDiv msg 080721Z Nov70
Tab: F
- 09 Nov (C) CG 1st MarDiv published information regarding the training of CUPP personnel.
Ref: CG 1st MarDiv msg 080430Z Nov70
Tab: F

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- 09 Nov (S) 1st MarDiv COC requested the 5th Marines include D-Day and H-Hour in their Concept of Operations for the operation to be held in Antenna Valley in support of Operation HOANG DIEU.
Ref: 1st MarDiv COC msg 080725Z Nov70
Tab: F
- 09 Nov (S) CG 1st MarDiv requested the 1st and 5th Marines clear recon havens.
Ref: CG 1st MarDiv msg 090200Z Nov70
Tab: F
- 09 Nov (C) CG 1st MarDiv requested the 1st and 5th Marines submit targets for TPQ-10 strikes by 1300H daily to Division PSOC.
Ref: CG 1st MarDiv msg 090202Z Nov70
Tab: F
- 09 Nov (C) CG 1st MarDiv requested a temporary AO extension from QDSZ to reinforce the USMC road sweeping operation along Route 4.
= Ref: CG 1st MarDiv msg 090202Z Nov70
Tab: F
- 10 Nov (U) CG 1st MarDiv allocated quotas to Division units for Officer's Embarkation School.
Ref: CG 1st MarDiv msg 091058Z Nov70
Tab: F
- 10 Nov (C) 1st MarDiv COC confirmed recon haven requests, cleared by the 1st Marines.
Ref: 1st MarDiv COC msg 091100Z Nov70
Tab: F
- 10 Nov (C) CG 1st MarDiv approved QDSZ's request for temporary AO extension.
Ref: CG 1st MarDiv msg 091505Z Nov70
Tab: F
- 10 Nov (C) 1st MarDiv COC requested that the 1st and 5th Marines submit proposed targets for herbicide operations.
Ref: 1st MarDiv COC msg 100345Z Nov70
Tab: F
- 10 Nov (S) 1st MarDiv COC confirmed modification of Recon Haven 210P with the 1st Marines.
Ref: 1st MarDiv COC msg 100830Z Nov70
Tab: F

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- 10 Nov (U) 1st MarDiv COC published Marine Corps Birthday message for 1st MarDiv unit COC's from the Chief of Staff.
Ref: 1st MarDiv COC msg 101350Z Nov70
Tab: F
- 12 Nov (U) 1st MarDiv COC notified Division units of the rise of the water level due to recent rains, and instructed unit commanders to be watchful for flood conditions.
Ref: 1st MarDiv COC msg 100910Z Nov70
Tab: F
- 12 Nov (C) 1st MarDiv COC approved 101st ABN Division's temporary AO extension request.
Ref: 1st MarDiv COC msg 110630Z Nov70
Tab: F
- 12 Nov (C) 1st MarDiv COC requested the 5th Marines grant Americal Division the temporary AO extension they requested.
Ref: 1st MarDiv COC msg 111700Z Nov70
Tab: F
- 12 Nov (S) CG 1st MarDiv requested the 5th Marines clear recon havens.
Ref: CG 1st MarDiv msg 120230Z Nov70
Tab: F
- 12 Nov (C) 1st MarDiv COC notified CG III MAF of helicopter operations.
Ref: 1st MarDiv COC msg 120530Z Nov70
Tab: F
- 13 Nov (C) CG 1st MarDiv notified the 2nd ROKMC BDE and QDSZ of the 5th Marines request for a temporary AO extension.
Ref: CG 1st MarDiv msg 122315Z Nov70
Tab: F
- 13 Nov (C) CG 1st MarDiv approved the 101st ABN Division's temporary AO extension request.
Ref: CG 1st MarDiv msg 122316Z Nov70
Tab: F
- 13 Nov (C) CG 1st MarDiv approved Americal Division's temporary AO extension request.
Ref: CG 1st MarDiv msg 122317Z Nov70
Tab: F
- 13 Nov (C) CG 1st MarDiv notified the 1st Marines of Sparrow Hawk schedule.
Ref: CG 1st MarDiv msg 121545Z Nov70
Tab: F

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- 13 Nov (S) CG 1st MarDiv notified the 2nd ROKMC BDE of Command Relationships for Reconnaissance Company (U).
Ref: CG 1st MarDiv msg 130105Z Nov70
Tab: F
- 14 Nov (C) CG 1st MarDiv approved the 101st ABN Division's temporary AO extension request.
Ref: CG 1st MarDiv msg 140735Z Nov70
Tab: F
- 14 Nov (U) CG 1st MarDiv submitted names of personnel to attend Embarkation Officer School.
Ref: CG 1st MarDiv msg 131523Z Nov70
Tab: F
- 15 Nov (C) CG 1st MarDiv submitted modification of temporary AO extension requested by Americal Division.
Ref: CG 1st MarDiv msg 141417Z Nov70
Tab: F
- 15 Nov (C) CG 1st MarDiv published cumulative 1st MarDiv totals for Operation HOANG DIEU for the period 220100H Oct70 - 142400H Nov70 (U).
Ref: CG 1st MarDiv msg 150130Z Nov70
Tab: F
- 15 Nov (U) CG 1st MarDiv submitted names of personnel to attend 16mm Projectionist School, convening 19Nov70.
Ref: CG 1st MarDiv msg 150540Z Nov70
Tab: F
- 16 Nov (C) 1st MarDiv COC published information on the temporary AO extension granted to Americal Division by the 5th Marines.
Ref: 1st MarDiv COC msg 150913Z Nov70
Tab: F
- 16 Nov (C) CG 1st MarDiv requested a temporary AO extension from Americal Division.
Ref: CG 1st MarDiv msg 150958Z Nov70
Tab: F
- 16 Nov (C) CG 1st MarDiv extended QDSZ's temporary AO extension to 302400H Nov70.
Ref: CG 1st MarDiv msg 151402Z Nov70
Tab: F
- 16 Nov (C) CG 1st MarDiv published information regarding the use of Friendly Unit Bases of Fire.
Ref: CG 1st MarDiv msg 160518Z Nov70
Tab: F

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- 16 Nov (C) CG 1st MarDiv submitted comments and recommendations on RDT&E effort in RVN.
Ref: CG 1st MarDiv msg 160745Z Nov70
Tab: F
- 16 Nov (U) CG 1st MarDiv submitted names of personnel to attend Basic Ammo Tech School convening 20Nov70.
Ref: CG 1st MarDiv msg 161055Z Nov70
Tab: F
- 16 Nov (C) CG 1st MarDiv approved a temporary AO extension to be used by the 23rd Infantry Division, effective 160001H Nov70 to an indefinite date.
Ref: CG 1st MarDiv msg 160815Z Nov70
Tab: F
- 16 Nov (C) CG 1st MarDiv notified QUANG NAM Province that their temporary AO extension request had been approved by the 5th Marines.
Ref: CG 1st MarDiv msg 161201Z Nov70
Tab: F
- 17 Nov (C) CG 1st MarDiv requested a temporary AO extension from SA, QDSZ for use by the 1st Marines.
Ref: CG 1st MarDiv msg 161530Z Nov70
Tab: F
- 17 Nov (S) CG 1st MarDiv requested the 1st and 5th Marines clear recon havens.
Ref: CG 1st MarDiv msg 161531Z Nov70
Tab: F
- 17 Nov (S) CG 1st MarDiv published 1st MarDiv Frag Order 65-70.
Ref: CG 1st MarDiv msg 161355Z Nov70
Tab: F
- 18 Nov (C) CG 1st MarDiv requested a temporary AO extension from QDSZ.
Ref: CG 1st MarDiv msg 171510Z Nov70
Tab: F
- 18 Nov (C) CG 1st MarDiv requested an extension on temporary AO extension from the 23rd Infantry Division.
Ref: CG 1st MarDiv msg 170635Z Nov70
Tab: F
- 19 Nov (C) CG 1st MarDiv confirmed approval of temporary AO extension granted to QDSZ.
Ref: CG 1st MarDiv msg 181355Z Nov70
Tab: F

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- 19 Nov (U) CG 1st MarDiv notified the 1st Marines of approval of temporary AO extension request by QDSZ.
Ref: CG 1st MarDiv msg 181712Z Nov70
Tab: F
- 19 Nov (S) CG 1st MarDiv requested a temporary AO extension from QDSZ.
Ref: CG 1st MarDiv msg 181410Z Nov70
Tab: F
- 19 Nov (S) 1st MarDiv COG submitted report on 1st Marines operations.
Ref: 1st MarDiv COG msg 181400Z Nov70
Tab: F
- 19 Nov (C) CG 1st MarDiv published 1st MarDiv Frag Order 66-70, regarding rescue operations.
Ref: CG 1st MarDiv msg 181720Z Nov70
Tab: F
- 19 Nov (U) CG 1st MarDiv set Typhoon Condition Four, effective 191030H Nov70.
Ref: CG 1st MarDiv msg 190631Z Nov70
Tab: F
- 19 Nov (S) CG 1st MarDiv submitted comments and recommendations to CG III MAF regarding XM-191 Multi-Shot Portable Flame Thrower.
Ref: CG 1st MarDiv msg 191210Z Nov70
Tab: F
- 19 Nov (U) CG 1st MarDiv assigned quotas to Division units for Vietnamese Language/Culture Course, convening on 30Nov70.
Ref: CG 1st MarDiv msg 191211Z Nov70
Tab: F
- 19 Nov (S) CG 1st MarDiv extended Operation HOANG DIEU for 30 days. Tentative termination date now 202400H Dec70.
Ref: CG 1st MarDiv msg 191130Z Nov70
Tab: F
- 19 Nov (S) CG 1st MarDiv notified the 5th Marines that modifications to Recon Haven 229P is denied and modifications to Recon Haven 218P is approved.
Ref: CG 1st MarDiv msg 190220Z Nov70
Tab: F
- 20 Nov (C) CG 1st MarDiv notified 1/5 of Sparrow Hawk assignment for the 21st and 22nd of November 1970.
Ref: CG 1st MarDiv msg 191515Z Nov70
Tab: F

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- 21 Nov (U) CG 1st MarDiv requested quota for RPS School from CO, NAVCOMMSTA, CAM RANH BAY.
Ref: CG 1st MarDiv msg 200855Z Nov70
Tab: F
- 21 Nov (U) CG 1st MarDiv nominated personnel to attend RPS School convening on 30Nov70.
Ref: CG 1st MarDiv msg 200856Z Nov70
Tab: F
- 21 Nov (C) CG 1st MarDiv requested the 5th Marines nominate primary and alternate date for five man Sensor Plant Team insert.
Ref: CG 1st MarDiv msg 201030Z Nov70
Tab: F
- 21 Nov (U) CG 1st MarDiv submitted names of personnel to attend RECONDO School, convening 28Nov70.
Ref: CG 1st MarDiv msg 210945Z Nov70
Tab: F
- 21 Nov (U) CG 1st MarDiv nominated personnel to attend CBR School, convening 30Nov70.
Ref: CG 1st MarDiv msg 210946Z Nov70
Tab: F
- 21 Nov (U) CG 1st MarDiv notified Division units that Typhoon Condition Three was set, effective 202130H Nov70.
Ref: CG 1st MarDiv msg 212330Z Nov70
Tab: F
- 21 Nov (S) CG 1st MarDiv published list of currently effective Frag Orders, Operation Plans, and Operation Orders.
Ref: CG 1st MarDiv msg 211301Z Nov70
Tab: F
- 21 Nov (U) 1st MarDiv COC notified the 5th Marines of information regarding herbicide operations.
Ref: 1st MarDiv COC msg 211301Z Nov70
Tab: F
- 21 Nov (U) CG 1st MarDiv notified the 1st Engineer Battalion to provide assistance to the 5th Marines.
Ref: CG 1st MarDiv msg 211425Z Nov70
Tab: F
- 22 Nov (C) CG 1st MarDiv approved QDSZ's temporary AO extension request.
Ref: CG 1st MarDiv msg 211510Z Nov70
Tab: F

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- 22 Nov (U) CG 1st MarDiv cancelled Typhoon Condition Three and set Flood Condition One, effective 212130H Nov70.
Ref: CG 1st MarDiv msg 211635Z Nov70
Tab: F
- 22 Nov (S) CG 1st MarDiv requested the 1st and 5th Marines clear recon havens.
Ref: CG 1st MarDiv msg 220250Z Nov70
Tab: F
- 22 Nov (U) 1st MarDiv COC notified the 5th Marines that their temporary AO extension request was granted.
Ref: 1st MarDiv COC msg 220624Z Nov70
Tab: F
- 22 Nov (S) CG 1st MarDiv instructed the 5th Marines to chop 2/1 Inf. (Rein), 23rd Infantry Division to parent unit, effective 221800H Nov70.
Ref: CG 1st MarDiv msg 220825Z Nov70
Tab: F
- 22 Nov (C) CG 1st MarDiv published cumulative 1st MarDiv totals for Operation HOANG DIEU for the period 220100H Oct70 to 212400H Nov70.
Ref: CG 1st MarDiv msg 220655Z Nov70
Tab: F
- 23 Nov (C) 1st MarDiv COC approved the 5th Marines temporary AO extension request.
Ref: 1st MarDiv COC msg 221640Z Nov70
Tab: F
- 23 Nov (C) 1st MarDiv COC notified the 5th Marines of their temporary AO extension request approval by the 23rd Infantry Division, for the period 231130H Nov70 to 231800H Nov70.
Ref: 1st MarDiv COC msg 230510Z Nov70
Tab: F
- 24 Nov (C) 1st MarDiv COC informed the 5th Marines that the temporary AO extension they requested has been disapproved.
Ref: 1st MarDiv COC msg 241012Z Nov70
Tab: F
- 24 Nov (S) CG 1st MarDiv instructed the 5th Marines to chop D Troop, 1/1 CAV, to their parent command, effective 221800H Nov70.
Ref: CG 1st MarDiv msg 231305Z Nov70
Tab: F
- 24 Nov (C) CG 1st MarDiv notified the 1st Marines of modifications to their temporary AO extension granted by QDSZ.
Ref: CG 1st MarDiv msg 231611Z Nov70
Tab: F

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- 24 Nov (S) CG 1st MarDiv published instructions regarding Sensor Target Attack.
Ref: CG 1st MarDiv msg 231400Z Nov70
Tab: F
- 24 Nov (C) CG 1st MarDiv requested a quota for the Joint Air Operations Groups Briefing for the 151000H Dec70 presentation.
Ref: CG 1st MarDiv msg 231525Z Nov70
Tab: F
- 24 Nov (S) CG 1st MarDiv notified 1st Recon Bn and 1st Marines of confirmation of Recon Havens 204P and 230P.
Ref: CG 1st MarDiv msg 231315Z Nov70
Tab: F
- 25 Nov (S) CG 1st MarDiv submitted information concerning missing Command Chronologies.
Ref: CG 1st MarDiv msg 240507Z Nov70
Tab: F
- 25 Nov (S) CG 1st MarDiv notified QDSZ and the 1st Marines of cancellation of temporary AO extension.
Ref: CG 1st MarDiv msg 241531Z Nov70
Tab: F
- 26 Nov (S) CG 1st MarDiv notified the 5th Marines and 1st Recon Bn of a modification to Recon Haven 231.
Ref: CG 1st MarDiv msg 251600Z Nov70
Tab: F
- 26 Nov (U) CG 1st MarDiv nominated personnel to attend SCUBA School, convening on 14Dec70.
Ref: CG 1st MarDiv msg 250730Z Nov70
Tab: F
- 26 Nov (C) 1st MarDiv COC published information regarding cancellation of Recon Haven 218P.
Ref: 1st MarDiv COC msg 261145Z Nov70
Tab: F
- 26 Nov (S) CG 1st MarDiv published information regarding an intelligence target.
Ref: CG 1st MarDiv msg 260008Z Nov70
Tab: F
- 27 Nov (C) CG 1st MarDiv approved the 2nd ROKMC BDE's temporary AO extension request.
Ref: CG 1st MarDiv msg 261530Z Nov70
Tab: F

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- 28 Nov (C) CG 1st MarDiv granted the temporary AO extension requested by QDSZ.
Ref: CG 1st MarDiv msg 271445Z Nov70
Tab: F
- 28 Nov (C) CG 1st MarDiv submitted semi-annual LOC Report (U).
Ref: CG 1st MarDiv msg 271450Z Nov70
Tab: F
- 28 Nov (C) CG 1st MarDiv confirmed temporary AO extension coordinated by the 1st Marines and QDSZ.
Ref: CG 1st MarDiv msg 271701Z Nov70
Tab: F
- 28 Nov (C) CG 1st MarDiv granted a temporary AO extension to the 2nd ROKMC BDE.
Ref: CG 1st MarDiv msg 271702Z Nov70
Tab: F
- 28 Nov (U) CG 1st MarDiv submitted change to CG 1st MarDiv msg 200856Z Nov70, regarding RPS School.
Ref: CG 1st MarDiv msg 280620Z Nov70
Tab: F
- 28 Nov (U) CG 1st MarDiv instructed Division units to submit quota requests for Forklift Operators School convening 7Dec70.
Ref: CG 1st MarDiv msg 280740Z Nov70
Tab: F
- 29 Nov (C) CG 1st MarDiv confirmed the following temporary AO extension UL(AT9653), LR(AT9851) for combat operations, effective 281530H Nov70 until 302400H Nov70.
Ref: CG 1st MarDiv msg 280955Z Nov70
Tab: F
- 29 Nov (C) CG 1st MarDiv approved SA, QUANG NAM Province's temporary AO extension request.
Ref: CG 1st MarDiv msg 281240Z Nov70
Tab: F
- 30 Nov (C) CG 1st MarDiv published cumulative totals for Operation HOANG DIEU for the period 220100H Oct70 to 282400H Nov70.
Ref: CG 1st MarDiv msg 290215Z Nov70
Tab: F
- 30 Nov (C) CG 1st MarDiv requested a temporary AO extension from I Corps Ranger Command.
Ref: CG 1st MarDiv msg 290220Z Nov70
Tab: F

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- 30 Nov (U) CG 1st MarDiv commended H/2/5 for discovering an extensive cave complex while participating in Operation IMPERIAL LAKE.
Ref: CG 1st MarDiv msg 290540Z Nov70
Tab: F
- 30 Nov (U) 1st MarDiv published information regarding flood conditions.
Ref: 1st MarDiv COC msg 290810Z Nov70
Tab: F
- 30 Nov (C) CG 1st MarDiv confirmed time extension to temporary AO extension granted to the 1st Marines by QDSZ.
Ref: CG 1st MarDiv msg 290955Z Nov70
Tab: F
- 30 Nov (S) CG 1st MarDiv published information concerning termination of Operation HOANG DIEU.
Ref: CG 1st MarDiv msg 291225Z Nov70
Tab: F
- 30 Nov (C) CG 1st MarDiv requested temporary AO extension from 23rd Infantry Division.
Ref: CG 1st MarDiv msg 291335Z Nov70
Tab: F
- 30 Nov (S) CG 1st MarDiv requested the 1st and 5th Marines clear recon havens within their AO's.
Ref: CG 1st MarDiv msg 291540Z Nov70
Tab: F
- 30 Nov (U) CG 1st MarDiv published Severe Weather Advisory for Division Units.
Ref: CG 1st MarDiv msg 291605Z Nov70
Tab: F
- 30 Nov (C) 1st MarDiv COC informed the 5th Marines and 1st Recon Bn of a temporary AO extension requested by the 23rd Infantry Division.
Ref: 1st MarDiv COC msg 291715Z Nov70
Tab: F
- 30 Nov (U) CG 1st MarDiv published Severe Weather Advisory for 300200H Nov70.
Ref: CG 1st MarDiv msg 291910Z Nov70
Tab: F
- 30 Nov (U) CG 1st MarDiv published Severe Weather Advisory for 300300H Nov70.
Ref: CG 1st MarDiv msg 291950Z Nov70
Tab: F

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- 30 Nov (U) CG 1st MarDiv published Severe Weather Advisory for 300400H Nov70.
Ref: CG 1st MarDiv msg 292053Z Nov70
Tab: F
- 30 Nov (U) CG 1st MarDiv published Severe Weather Advisory for 300500H Nov70.
Ref: CG 1st MarDiv msg 292130Z Nov70
Tab: F
- 30 Nov (U) CG 1st MarDiv published Severe Weather Advisory for 300600H Nov70.
Ref: CG 1st MarDiv msg 292245Z Nov70
Tab: F
- 30 Nov (U) CG 1st MarDiv published Severe Weather Advisory for 300700H Nov70.
Ref: CG 1st MarDiv msg 292345Z Nov70
Tab: F
- 30 Nov (U) CG 1st MarDiv published Severe Weather Advisory for 301400H Nov70.
Ref: CG 1st MarDiv msg 300646Z Nov70
Tab: F
- 30 Nov (S) 1st MarDiv COC requested the 1st and 5th Marines advise this
Headquarters COC of effectiveness in which they accomplished/
neutralized objectives during Operation HOANG DIEU.
Ref: CG 1st MarDiv msg 300635Z Nov70
Tab: F

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Logistic Input for Part III of the November 1970 Command Chronology

- 1 November 1970 The Division Engineer Officer inspected Cau Do Bridge and the Tango Water Point. Water level was receding, and the bridge was passable. The Tango Water Point pump system was functioning properly. The Division Surgeon coordinated with the Preventive Medicine Officer at 1st Medical Battalion, on the establishment of preventive medicine teams to explore potential health hazards at Hills #37, #65, and #10 where there were Vietnamese refugees.
- 2 November 1970 The Division Engineer Officer made a helicopter reconnaissance of all roads within the Division TAOR and notified appropriate engineer and SeaBees units of bridges out on QL-1 and 1C and of the wash-out on Route #4 between Hills #37 and #65. The DRCC was deactivated as flooding no longer presented a threat.
- 3 November 1970 The Division Engineer Officer made a jeep reconnaissance of Routes 1C and 1D to determine the possibility of convoys moving to Hill #37 by this route. The SeaBees had replaced the bridge on Route 1C. The roads were in fair condition and passable.
- 4 November 1970 The Division Ordnance coordinated a reconciliation of MARES with TEROS for ordnance equipment (for Division units) with Ordnance Maintenance Company, Maintenance Battalion, 1st Force Service Regiment, Force Logistic Command. A Philco-Ford contact team was dispatched to Baldy and Ross Combat Bases to make emergency repairs on generators.
- 5 November 1970 The Division Surgeon made a staff visit to the Senior Commanding Officer USS SANCTUARY, and the Commanding Officer, 95th Evacuation Hospital, to discuss future medical support for Marines.
- 6 November 1970 The Ordnance Officer made a staff visit to the 11th Marines concerning quantities, security, accountability and reporting of the 105mm Beehive round.
- 7 November 1970 The Division Engineer Officer made a staff visit to Hill #37 to determine the feasibility of enlarging the landing zone there. Instructions were issued to 1st Engineer Battalion to draw up plans for increasing the landing zone and to commence work immediately.
- 8 November 1970 An Embarkation Team was sent to the 1st Engineer Battalion. Subjects covered were: preparation of embarkation forms, tactical markings of supplies, and equip-

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ment, and unitization of cargo.

9 November 1970

A Command Materiel Management Inspection (CMMI) was conducted on the 3d 8" Howitzer Battery. The Battery was in a satisfactory state of readiness. The Division Engineer Officer made a staff visit to the Philco-Ford complex to discuss generator support and to arrange for a contact team to be based at Baldy Combat Base for maintenance of generators.

12 November 1970

Change #2 to Division Order P4400.7E (Standing Operating Procedure for Supply) was published. This change includes instructions for the recovery of precious metals and instructions on the reporting and disposition of excesses.

A Command Materiel Management Inspection was conducted on 1st Battalion, 5th Marines on 12 and 13 November 1970. This unit was in a satisfactory state of readiness.

The Field Supply Analysis Office (FSAO) Team from Japan, conducted an analysis of certain Division units in accordance with the following schedule.

12-14 November 1970	1st Motor Transport Battalion
14-16 November 1970	1st Battalion, 5th Marines
16-18 November 1970	Headquarters, 5th Marines
19-21 November 1970	2nd Battalion, 5th Marines
22-23 November 1970	1st Reconnaissance Battalion

13 November 1970

The Division Ordnance Officer attended a meeting with the General Accounting Office Representative, G-4 III MAF, and the Ammunition Officer from FLC G-3 Supply Office. The meeting pertained to the issue, control, accountability and security of the 105mm XM-546 (Beehive) round.

14 November 1970

The Division Engineer Officer arranged for a U. S. Army Generator Contact Team to go to Baldy Combat Base to give instruction on the operation and maintenance of generators.

15 November 1970

A Command Materiel Management Inspection was conducted on Headquarters Company, 5th Marines. This unit was in satisfactory state of readiness.

16 November 1970

A substantial issue of BA 4386 batteries to the Division supply system has eliminated the shortage mentioned in the October Command Chronology.

17 November 1970

The Division Engineer went to Hill #34 to check on the water system. The three (3) wells that are in operation there are down because of deadlined

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pumps. Philco-Ford was contacted to effect repair. A Command Materiel Management Inspection was conducted on 2nd Battalion, 5th Marines. This unit was in a satisfactory state of readiness.

- 19 November 1970 The Division received a total quantity of 753 gallons of Marine Corps green paint, which was distributed to Division units in proportion to back orders established. This paint will assist Commanders in their 1st echelon maintenance of vehicles and other equipment. A Command Materiel Management Inspection was conducted on 3d Battalion, 5th Marines. This unit was in a satisfactory state of readiness.
- 20 November 1970 The Division Engineer Officer turned over 23 mine detectors to the Vietnamese on a temporary loan basis. At a later date they will be permanently transferred. The mine detectors will be used for sweeping of roads in areas where the RVNAF have assumed responsibility.
- 23 November 1970 The Field Supply Analysis Office Team from Japan completed their analysis of selected Division units for the calendar year. A Command Materiel Management Inspection was conducted on the 2nd Battalion, 11th Marines. This unit was satisfactory and in a good state of readiness.
- 24 November 1970 The Division Surgeon made a staff visit to the USS SANCTUARY and discussed medical support for Marine units and the schedule of the USS SANCTUARY for the month of December. A list of critical self service items was solicited from Division units. Subsequently, it was forwarded to 3d FSR thru FLC, requesting that items be forwarded to Vietnam via 1st FSR courier.
- 27 November 1970 A Command Materiel Management Inspection was conducted on 1st Reconnaissance Battalion. The unit was in a satisfactory state of readiness.
- 30 November 1970 The Division Ordnance Officer made a staff visit to G-3M Force Logistic Command to discuss repair of equipment and TERO reconciliation at LSU-3 at Baldy Combat Base.

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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 - 30 November 1970.

DATE	LEAFLETS AIR DROPPED	LEAFLETS HAND DISTRIBUTED	AERIAL BROAD- CASTS (HOURS)	GROUND BROAD- CASTS (HOURS)
01 Nov	-----	---	---	---
02	-----	300	---	4:30
03	320,000	---	---	4:00
04	529,000	---	---	4:30
05	702,000	---	---	5:00
06	396,000	---	:24	7:30
07	683,000	---	1:15	6:00
08	-----	---	---	---
09	-----	200	---	4:30
10	-----	---	---	3:30
11	-----	---	---	4:30
12	776,000	---	---	3:30
13	900,000	---	:20	4:30
14	-----	---	---	3:30
15	592,000	---	:30	---
16	-----	300	---	3:00
17	-----	---	---	2:00
18	-----	---	---	2:30
19	-----	---	---	8:30
20	844,000	---	:55	2:00
21	-----	---	---	2:00
22	704,000	---	---	---
23	-----	200	:30	3:30
24	-----	---	---	5:00
25	-----	---	1:06	6:00
26	712,000	---	:15	4:30
27	1,704,000	---	---	2:00
28	-----	---	---	5:30
29	-----	---	---	---
30	-----	200	---	2:00
TOTAL	8,862,000	1,200	5:15	104:00

2. (U) Themes used were as follows:

a. Chieu Hoi
b. Anti VC/NVA

c. Rice denial
d. Rewards

e. Pro-GVN
f. Flood relief

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COMMUNICATION-ELECTRONICS
SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

- 2 November Major BORLAN, MSgt ESTEY, and GySgt LITTLEJOHN conducted a communication-electronics command materiel management inspection at Headquarters Battalion.
- Col LEES, LtCol HENN, and MGySgt GRYSKE made a staff visit to Headquarters, III Marine Amphibious Force.
- 12 November Major BORLAN and Major HARDIMAN conducted a communication-electronics command materiel management inspection at 1st Battalion, 5th Marines.
- LtCol BINH, ACoFS, G-6 I Corps visited the 1st Marine Division Communication-Electronics Officer.
- 16 November Major BORLAN and GySgt LITTLEJOHN conducted a communication-electronics command materiel management inspection at Headquarters, 5th Marines.
- 18 November Brigadier General CHEADLE, USAF, J-6, MACV visited Headquarters, 1st Marines to observe a manual cordless telephone switchboard, SB-3082() in operation. He was met and escorted by Col KELLY, CO, 1st Marines, Col MARTZ, USA, Signal Officer, XXIV Corps, Col WILLIS, G-6, III MAF, Col LEES, CEO, 1st Marine Division, and LtCol HENN, Assistant CEO, 1st Marine Division.
- Major BORLAN and GySgt LITTLEJOHN conducted a communication-electronics command materiel management inspection at 2d Battalion, 5th Marines.
- 20 November MSgt ESTEY, GySgt LITTLEJOHN and SSgt SCHEMLING conducted a communication-electronics command materiel management inspection at 3d Battalion, 5th Marines.
- 21 November Col LEES and LtCol HENN attended a conference with the CEO, FMFPac at Headquarters, III Marine Amphibious Force.
- 22 November Col CORDES, CEO, FMFPac visited the 1st Marine Division CEO and was briefed on the communication-electronics posture of the 1st Marine Division.
- 23 November Major BORLAN, Capt RICE, GySgt LITTLEJOHN and SSgt SCHEMLING conducted a communication-electronics command materiel management inspection at 2d Battalion, 11th Marines.
- 24 November Col LEES and LtCol HENN made a staff visit to 2d Battalion, 1st Marines.

Col LEES and LtCol HENN made a staff visit to the USMACV, I CORPS Ranger Senior Advisor.

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- 25 November Col LEES, LtCol HENN, and MGySgt GRYSKE made a staff visit to Marine Air Control Squadron 4.
- 27 November Capt RICE, GySgt LITTLEJOHN, and SSgt SCHMELING conducted a communication-electronics command materiel management inspection at 1st Reconnaissance Battalion.
- 30 November Capt RICE, GySgt LITTLEJOHN, and SSgt SCHMELING conducted a communication-electronics command materiel management inspection at 3d Battalion, 1st Marines.

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Comptroller Section
Sequential Listing of Significant Events

- 4 Nov MSgt. STIER and Cpl. DENNIS conducted a Financial Management Technical Inspection of the 2nd Battalion 5th Marines.
- 11 Nov Capt. LIPPMANN, Cpl. SHARP and Cpl. TUTERA conducted a Financial Management Technical Inspection of the 3rd Battalion 5th Marines.
- 12 Nov MSgt. STIER and Cpl. DENNIS conducted a Financial Management Technical Inspection of the Headquarters Company 1st Marines.
- 16 Nov MSgt. STIER and Cpl. DENNIS conducted a Financial Management Technical Inspection of the 3rd Battalion 1st Marines.
- 18 Nov Capt. LIPPMANN and Cpl. TUTERA conducted a Financial Management Technical Inspection of the 1st Engineer Battalion.
- 23 Nov MSgt. STIER and Cpl. DENNIS conducted a Financial Management Technical Inspection of the 2nd Battalion 1st Marines.

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COMMAND CHRONOLOGY

PART IV

SUPPORTING DOCUMENTS

Enclosure (1)

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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, #305-334
✓TAB D	(Copy 1 only)	Photographs
✓TAB E	(Copy 1 only)	News Releases
TAB F	(Copy 1 only)	G-3 Journals
✓TAB G	(Copy 1 only)	Command Information Notebook
✓TAB H		Headquarters Bn Command Chronology
✓TAB I		First Marines Command Chronology
✓TAB J		Fifth 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		Eleventh Motor Transport Bn Command Chronology

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COMMAND DIRECTORY



**HEADQUARTERS
1ST MARINE DIVISION (-) (REIN)
FLEET MARINE FORCE
DANANG VIETNAM
1 NOV 70**

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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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Each General/Special Staff Section:	(10)
Each Regt: (AO)	
Each Separate Bn:	(5)
Each Separate Co:	(5)
CMC (Code AC):	(3)
XXIV CORPS	(25)
III MAF	(5)
1ST MAM	(5)
2d MAM	(5)
3d MAMDiv	(10)
5th MAB	(5)
I MEF	(5)
3d FSR	(5)
FLC	(5)
HQB, CARPEN	(5)
HQB, CLMC	(5)
HQB, Camp Butler:	(5)
HQAS, El Toro	(10)
HQMC, QuanVa	(5)
SWPAC	(10)
3d MAM	(5)
HQMC, Sasebo	(5)

Major K. A. HINN	Jul71	1stMarDiv	6295	6548
Capt W. J. RAY	Dec70	1stMarDiv	6295	6660
Capt E. BRAFIELD	Feb71	1stMarDiv	6647/6547	6535
1stLt A. M. ACHI	Jan71	1stMarDiv	6647/6547	6690
1stLt R. M. NIKANIKI	Apr71	1stMarDiv	6822	
CWO-2 W. L. EVELAND	Jan71	1stMarDiv	6299/6822	6696
1stLt G. M. STRANGE	Jun71	1stMarDiv	6443/6476	6442
1stLt R. C. WICKHAM	Jan71	1stMarDiv	6264/6452	6444

DIR OFFICER	Col H. B. BART	Nov71	1stWarDiv	6214	6471
AsstDirWarO	Mag W. D. D. KALAS	Mar71	1stWarDiv	6214	6548
AsstDirAsstO	Leslie D. B. ARMOR	Dec70	1stWarDiv	6214/6268	6543
AsstDirAsstO	Leslie L. B. PETERSON	Dec70	1stWarDiv	6214/6268	6543
AsstDirAsstO	Leslie J. E. PELDT	Dec70	1stWarDiv	6214/6268	6543
AsstDirAsstO	Leslie C. V. W. BROOKS	Jan71	1stWarDiv	6214/6268	6543
AMERICAN RED CROSS	J. C. JACKSON	Sep71	1stWarDiv	6392	6562
AREA AUDITOR	Capt R. A. LENHART	Feb71	1stWarDiv	6578	6442
ARTILLERY OFFICER	Col E. M. RUDZIS	Jul71	1stWarDiv	6296	6179
CAREER PLANNING OFFICER	Leslie K. C. PHALAN	Dec70	1stWarDiv	6431	6625
CHAPLAIN	Capt G. A. RADEWAGHER	Jan71	1stWarDiv	6219/6596	6472
AsstDivChaplain	Cdr A. D. PRIGGETT	Jun71	1stWarDiv	6219/6596	6581
CLUBS OFFICER	Leslie T. W. HERBERT	Jan71	1stWarDiv	6329	
COMM ELEC OFFICER	Col V. A. LIES	Aug71	1stWarDiv	6372	6472
Asst CEO	1stCol H. R. HERN	Jun71	1stWarDiv	6372/6393	6571
AsstPlaneOpsO	Mag J. W. HARDYMAN	Aug71	1stWarDiv	6534	6538
CEO ElectO	Mag J. A. G. BORIEN	Aug71	1stWarDiv	6330/6374	6544
DivCommCenterO	Capt E. R. HOBART	Feb71	1stWarDiv	6294	6523
DENTAL OFFICER	Capt M. H. MEAD	Nov70	1stWarDiv	6540	6466
DISBURSING OFFICER	Mag R. I. DIPPEN	Apr71	1stWarDiv	6392	
EDUCATION OFFICER	Leslie K. L. PHALAN	Dec70	1stWarDiv	6491	
EMBARKATION OFFICER	Mag H. E. KNIGHT	Aug71	1stWarDiv	6339	6548
ENGINEER OFFICER	1stCol W. F. GLOWICKI	Jan71	1stWarDiv	6103/7-951-3797	1stWarDiv
AsstDirectorO	Mag J. E. S. RALL	Dec70	1stWarDiv	6303/6315	6345
EquipmentO	Capt R. C. WRIGHT	Jul71	1stWarDiv	6103/6315	6345
EXCHANGE OFFICER	Capt H. L. HEDDING	Oct71	1stWarDiv	6633	
FOOD SERVICES OFFICER	Capt A. L. MOHRATH	Sep71	1stWarDiv	6532/6640	6442
GROUND SAFETY OFFICER	Leslie J. C. PEMNEY	Jan71	1stWarDiv	6208/6372	
INSPECTOR	Col C. ASHTON	Nov70	1stWarDiv	6208/6372	6466
INDUSTRIAL RELATIONS OFFICER	Leslie H. H. CONOVER	Jul71	1stWarDiv	6446	
MOTOR TRANSPORT OFFICER	Mag J. J. MCNEHOTT	Jun71	1stWarDiv	6235	6549
NAVAL GUNFIRE OFFICER	1stCdr W. F. HERRIN	Jan71	1stWarDiv	6446	6581
ORDNANCE OFFICER	Capt C. L. FAGEN	Jul71	1stWarDiv	6283/6638	6577
AmmoO	Capt W. A. BLOOMERS	Sep71	1stWarDiv	6283/6638	6580
POSTAL OFFICER	Capt E. M. JENNINGS	Jan71	1stWarDiv	7-5237	
PROTEST MARSHAL	Col C. ASHTON	Nov70	1stWarDiv	6208/6372	6466
DeputyPRO	Capt R. L. SCROGGINS	Aug71	1stWarDiv	6446	
PUBLIC AFFAIRS OFFICER	Capt J. P. MORAY	Nov70	1stWarDiv	6600/6609	6644
RECRUITING OFFICER	1stCol W. G. LEFFERTON Jr.	Apr71	1stWarDiv	6297	
Recruitment Officer	Capt J. MERRICK	Sep71	1stWarDiv	6636	
SPECIAL SERVICES OFFICER	Mag G. V. GARDNER	Aug71	1stWarDiv	6537/6566	
Custodian Recreation Fund	Leslie J. E. PETERSON	Oct70	1stWarDiv	6537	
STAFF JUDGE ADVOCATE	Col D. E. HOLLEN	Jun71	1stWarDiv	6506/6696	6467
DeputySJA	1stCol P. M. KRESS	Jun71	1stWarDiv	6506/6696	6557
AdminO	Capt J. LEVINE	Sep71	1stWarDiv	6506/6696	6686
ReviewO	Capt J. H. GARDNER	Jul71	1stWarDiv	6319/6328	
Chief Trial Counsel	Capt R. K. IVERSON Jr.	Oct71	1stWarDiv	6328/6355/6317	6680
SUPPLY OFFICER	1stCol L. L. DECARLO	Aug71	1stWarDiv	6396/6321/6221	6544
AsstSuppO	1stCol D. L. KELL	Jul71	1stWarDiv	6396/6321/6221	6544
OpsO	Capt L. F. HARRIS	Nov70	1stWarDiv	6321/6221	6665
OTC, Personnel Effects	Leslie T. L. BARROWS	Dec70	1stWarDiv	6621	6135
SURGEON	Capt E. P. PARLINER	May71	1stWarDiv	6507/6316	6463
AsstDivSurg	Cdr W. A. RELIOT	Jun71	1stWarDiv	6398	Land Line
AdminO	Cdr G. BARKER	Mar71	1stWarDiv	6507/6316	6525
PreventiveMedO	1stCdr S. C. STRICKMAN	Nov70	1stWarDiv	6377	
HEADQUARTERS BATTALION					
Commanding Officer	Col E. W. YOUNG	Jun71</			

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OPERATIONAL AND ADMINISTRATIVE DOCUMENTS

<u>SUBJECT</u>	<u>ORIGINATOR AND DATE</u>
1. ✓ Operation and Employment of Division Photographic Section	DivO 3150.1B 3/CSP/aal 9Oct70
2. ✓ Maps, Charts and Map Supplements	DivO 3840.1C 2/PEB/llc 19Oct70
3. ✓ Standing Operating Procedure for Communications-Electronics (COMMSOP)	DivO P2000.4A Ch 1 10/RCG/rcg 24Oct70
4. ✓ Recapitulation of Award Recommendations for the month of October 1970	7B/GMS/glk 1650 1Nov70
5. ✓ III Marine Amphibious Force Observance of the 195th Anniversary of the United States Marine Corps	DivBul 5060 1/VIH/lln 1Nov70
6. ✓ 1st Marine Division Annual Training Directive, 1 July 1970 to 30 June 1971	DivO 1500.30E Ch 1 3/SLS/jrg 2Nov70
7. ✓ Message Review Board Program	DivO 2010.1 Ch 1 10/DWH/rcg 2Nov70
8. ✓ Combined Allowance List Reporting Procedures	DivO 4400.26A Ch 1 4/MAD/glc 2Nov70
9. ✓ Headquarters, 1st Marine Division Staff Regulations	DivO P5000.2A Ch 3 7/HAE/tim 2Nov70
10. ✓ Mechanized System for the Accounting of Classified Material within the Headquarters, 1st Marine Division	DivO 5230.2 7A/CWH/cwh 3Nov70
11. ✓ Control and Safety of Weapons, Ammunition, and Ordnance	DivO 5100.9B 3/JHT/jrg 8Nov70
12. ✓ Standing Operating Procedures for Supply	DivO P4400.7E Ch 2 21/LLD/la 12Nov70

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<u>13.</u> Uniform Regulation in the Republic of Vietnam	DivO 1020.1F 1/VIH/geg 14Nov70
<u>14.</u> Reenlistment Report for the month of October 1970	DivBul 1133 54/PPK/sjl 14Nov70
<u>15.</u> Cantonment Report	DivO 4730.1B 4/HLS/glc 14Nov70
<u>16.</u> Headquarters, 1st Marine Division Staff Regulations	DivO P5000.2A Ch 4 7/HAE/tim 14Nov70
<u>17.</u> Relief of Vietnamese Flood Victims; request for voluntary contributions of	DivBul 5080 19/ADP/dob 14Nov70
<u>18.</u> 1st Marine Division Exchange Advisory Committee	DivO 5420.2 1/HSA/lkn 14Nov70
<u>19.</u> Fleet Home Town News Report	DivBul 5724 37/JPN/lrm 14Nov70
<u>20.</u> Lay Leader Program	DivO 1730.1B 19/GAR/dob 16Nov70
<u>21.</u> Procedures for Effecting Pay Call	DivO 7200.4 12/RID/dms 16Nov70
<u>22.</u> Information Package for Officers and Staff Non-Commissioned Officers	DivO 1320.1 7/HAE/lle 18Nov70
<u>23.</u> Preparation of Material for Retrograde	DivO 4600.5 39/HEK/cac 18Nov70
<u>24.</u> Physical Fitness and Weight Control	DivBul 6100 3/RBB/jrg 18Nov70
<u>25.</u> Annual Inventory of the 1st Marine Division Clubs System	DivBul 1746 49/JDM/wem 25Nov70

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<u>26.</u> ✓ Manpower Management System (MMS) Reporting	DivO 1080.4A 1/SRP/jdr 28Nov70
<u>27.</u> ✓ Early Release of Enlisted Personnel for College Enrollment	DivO 1910.4 Ch 1 7/HAE/tim 28Nov70
<u>28.</u> ✓ Control, Screening, Evacuation and Disposal of Captured Enemy Material	DivO 3460.1C Ch 2 2/RKJ/rlh 28Nov70
* 28a. [See below]	
<u>29.</u> ✓ Motor Vehicle Operation and Traffic Safety	DivO 5101.3 35/WKZ/mdg 28Nov70
<u>30.</u> ✓ Standing Operating Procedure for Financial Management	DivO P7000.3D Ch 1 12/REL/dms 30Nov70

STAFF MEMORANDUMS

<u>31.</u> ✓ STAFF MEMORANDUM 132-70	Summary of Discussion - QDSZ/2nd ROKMC BDE/1st MarDiv Conference
* <u>28a.</u> Command Information Notebook	DivO 5000.3A 38/RPK/srk 28 Nov 70

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

DivO 3150.1B
3/CSF/aal
9 Oct 1970

DIVISION ORDER 3150.1B

From: Commanding General
To: Distribution List

Subj: Operation and Employment of Division Photographic Section

Ref: (A) MCO 3150.3

1. Purpose. To set forth command and staff responsibilities, procedures and functions of the Division Photographic Section.

2. Cancellation. DivO 3150.1A

3. Mission

a. The primary mission of the Division Photographic Section is to record pictorially significant events in order to further the accomplishments of the Division mission.

b. Additional missions include informing Marine Corps personnel, the other services, and the general public of the 1st Marine Division's actions, progress, capabilities, and accomplishments. The utilization of photography to record significant accomplishments and events for use in future operations, training, study, planning, and public information is of paramount importance and must not be overlooked as an integral part of the Division's effort. However, due to a reduction in the T/O of the Photographic Section, there must be a careful screening and organization of all work in the above categories so as to insure that only essential photography is attempted. This is vital to the accomplishment of the primary mission.

4. Background

a. Ground photography is that photography associated with all aspects of Marine Corps operations with the exception of:

- (1) Tactical and strategic aerial photographic squadron.
- (2) Administrative photography for the recording of documents such as microfilming.
- (3) Identification car photography accomplished through use of immediate process photographic machines.

b. Examples of ground photography include, but are not limited to:

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DivO 3150.1B
9 Oct 1970

(1) Combat action.

(2) Intelligence, including aerial and ground reconnaissance with normal and telephoto lenses except as indicated in subparagraph 4.a (a) above.

(3) Operational photography to include terrain analysis, after action reports, such as:

(a) Reports of tests or developments.

(b) Construction.

(c) Identification of personnel and material.

(d) Accidents.

(e) Newsworthy historical ceremonies or events.

c. The Division Photographic Section is established, equipped, and supplied to accomplish photography for official use only. Equipment and/or supplies will not be utilized for other than intended purposes.

d. Official photographers assigned to the Division Photographic Section are issued:

(1) Photographic identification cards by the Commandant of the Marine Corps (AO3P).

(2) Repeat Travel Orders for travel throughout Vietnam, except the areas of Saigon and Dalat.

5. Conduct of Marine Corps Photographers

a. Photographers will conform to standards set forth in paragraph 10 of reference (a) during ceremonies and events.

b. In combat situation, photographers will carry out orders issued by the tactical commander on the scene, and will conform their actions to the tactical needs of the organization which they accompany.

6. Combat Operations

a. Photographic personnel are assigned, when possible, on a regimental level, to cover combat situations in two man teams; one combat still photographer and one combat motion picture cameraman. These teams are assigned on a temporary basis to obtain coverage of immediate newsworthy combat operations and engagements at the discretion of the Division Photographic Officer/Chief

DivO 3150.1B

9 Oct 1970

b. Upon assignment to a regiment by the Division Photographic Officer/Chief, the Combat Still/Motion Picture Team will report to and check in with the S-1. It is the responsibility of the S-1 to introduce the photographers to the Operations Officer (S-3) for briefings on the operational situations of the battalions and companies.

c. The Photographic Team is designed to function at the company level, and as conditions permit should be so assigned.

7. Aerial and Ground Photo Intelligence Photography

a. The accomplishment of aerial/ground photo intelligence missions for all Division units will be carried out under the cognizance and control of the Assistant Chief of Staff, G-2.

b. All units requiring the execution of aerial/ground photo intelligence missions will ~~submit their~~ requirement for this type of service to the G-2 section for approval and accomplishment of the work required.

c. The photo section will, as a routine, accept only those photo intelligence missions for processing and printing which have been screened, scheduled and produced under the direct cognizance of the G-2 section.

8. Public Affairs Photography

a. Requests for public information photography will be referred to the Division Public Affairs Officer for review and acceptance.

b. The Public Affairs Officer's Section will make any necessary arrangements for photographers by liaison with the Photographic Section.

9. Administrative Photography

a. Administrative photography will be accomplished for the unit or person on a direct basis at the photo section. These functions include but are not limited to:

- (1) Identification card photos.
- (2) Passport photos.
- (3) Naturalization photos.
- (4) Reenlistment request photos.
- (5) Commissioning Program photos.

01 03150.1B
2 Oct 1970

b. Photographs of commanding officers for use on bulletin boards and within their commands are considered to be required administrative photographs. However, bulletin board photographs of the remaining officers in the command, contribute little to the administrative or operational effectiveness of the unit, and can be produced on a deferred basis only.

10. Division Photographic Section

a. The Division Photographic Section functions under the direct cognizance of the Assistant Chief of Staff, G-3. Problems relative to the operation, employment, and utilization of the services of the Division Photographic Section will be referred to the Assistant Chief of Staff, G-3.

b. The Division Photographic Section is operated by the Division Photographic Officer/Chief under the cognizance of the Assistant Chief of Staff, G-3 as stated in paragraph 10.a above. The Division Photographic Officer/Chief is responsible for directing photographic coverage of combat captured weapons and equipment; and, other pertinent events or items as specified by paragraph 7 of reference (a).

c. The Photographic Section is capable of providing the following services:

(1) Black and white photography.

(a) Taking and processing black and white film up to and including 120 negative size.

(b) Prints, contacts, or enlargements up to and including 8" x 10".

(2) Color, Still, and Motion Picture Photography.

(a) Limited capability for taking color transparencies (slides). Processing is performed by Combat Pictorial Branch, Headquarters Marine Corps (AO3P), or by Photo Section, Fleet Marine Force Pacific, Hawaii. Duplication and color printing is done by Combat Pictorial Branch, Headquarters Marine Corps (AO3P).

(b) Fulfilling all color motion picture requirements, except interior scenes and synchronous sound, (Equipment for this was shipped to CONUS). The processing and editing of all motion picture photography is done at Headquarters Marine Corps (AO3P).

11. Forwarding of Marine Corps Photographs

a. Marine Corps Still and Motion Picture Photography will be forwarded to higher headquarters as required by paragraphs 11 and 12 of reference (a), and as set forth in this Order.

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DivO 3150.1B

9 Oct 1970

b. Combat still photographs, by the Division Photographic Section, are furnished to the Division Public Affairs Officer for selection and release to the news media.

c. The Photographic Officer, in compliance with paragraph 11g of reference (a), forwards all negatives to the Commandant of the Marine Corps immediately after release and no later than two weeks after recording the event(s). In view of the foregoing, the Division Photographic Section is unable to provide extra prints to requesting units. The section can, however, provide the necessary information so that extra copies can be obtained from the Commandant of the Marine Corps (AO3P).

12. Action

a. Assistant Chief of Staff, G-3: Will provide staff supervision and guidance to the Division Photographic Officer/Chief.


b. Division Photographic Officer/Chief: Will carry out duties as specified in paragraph 7 above.

c. Unit Commanders:

(1) Will assure that action is taken to minimize future non-operational and non-administrative photographic requirements.

(2) Are urged to use existing Polaroid facilities for the purpose of photographing morale type photographs such as reenlistments, promotions, etc., when the Photographic Section is unable to provide such services.

(3) Will, insofar as the tactical situation permits, provide the necessary assistance and advice to the Division Combat Photographic Teams assigned to or in support of their units, to ensure the widest and most effective photographic coverage of significant events.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B" plus 20 (G-3)

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

DivO 3840.1C
2/FEB/11c
19 Oct 70

DIVISION ORDER 3840.1C

From: Commanding General
To: Distribution List

Subj: Maps, Charts and Map Supplements

Ref: (a) FMFPacO P3800.1
(b) ForO P3800.1
(c) MACV Map Catalog (Current Edition)

Encl: (1) Map Allocation List
(2) Format for Requesting Aerial Photography

1. Purpose. To publish policies and procedures for the procurement, storage security, distribution and disposal of maps, charts and map supplements.

2. Cancellation. DivO 3840.1B.

3. Responsibilities

a. Assistant Chief of Staff, G-2:

(1) Maintain staff cognizance of procurement, storage, distribution, security and up-dating of maps, charts and map supplements required by the 1st Marine Division.

(2) Designate standard maps and charts to be used for planning and operations.

(3) Advise the Commanding Officer, Headquarters Battalion, of map series, scale, sheet number and minimum stock level of maps and charts required to be stocked.

b. Commanding Officer, Headquarters Battalion

(1) Based upon the recommendations of the Assistant Chief of Staff, G-2, procure maps and charts required for the 1st Marine Division and maintain a map storage and issue point.

(2) Inform the Commanding Officer (Attn: MSF), Supply Battalion, 3rd FSR, of current and quarterly requirements based upon usage data.

Tab B-2.

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DivO 3840.1C
19 Oct 1970

An information copy of estimated quarterly requirements will be forwarded to this Headquarters (Attn: G-2).

c. Commanders of Regiments and Separate Battalions

(1) Maintain sufficient stocks of maps and charts to support tactical operations within assigned areas of responsibility based upon usage data.

(2) Consolidate map requests of subordinate units and submit requisitions to this Headquarters (Attn: G-2) in accordance with paragraph 5.

4. Map and Chart Allowance List

a. The effective basic map and chart allowance list for Division units is outlined in enclosure (1), subject to modification in the Intelligence Annex for specific operations.

b. Submit recommended changes to the allowance list to this Headquarters (Attn: G-2).

5. Procurement

a. Submit routine requests for replenishment of map stocks to this Headquarters (Attn: G-2), using standard correspondence procedures. Emergency requests, to meet immediate needs for maps to support tactical operations, may be made by telephone, extension 6155, or walked through but must be followed up by a written request for record purposes. Required information for both routine and emergency requests includes:

- (1) Requesting unit
- (2) Series, map sheet and scale
- (3) Quantity of sheets desired
- (4) Justification for request
- (5) Date required by
- (6) Person to contact regarding request

b. The Assistant Chief of Staff, G-2, will process requests from subordinate units and prepare the requisition form for submission to the Commanding Officer, Headquarters Battalion.

c. Usage data will be continually maintained by all units. Based

DivO 3840.1C
19 Oct 1970

upon such data, requisitions to replenish shelf stocks of high use maps will be submitted with sufficient lead time to preclude excessive emergency requests.

6. Disposition of Stock Overages and Obsolete Maps

a. Units having on hand map stocks in excess of tactical requirements will request disposition instructions from this Headquarters (Attn: G-2).

b. Upon receipt of a new edition of any map sheet in sufficient quantities for tactical operations, all obsolete editions of that map sheet will be destroyed by burning.

c. All units will conduct a quarterly review of maps in stock to insure that only current editions of maps and charts are retained on hand. Current editions are set forth in reference (c) and quarterly supplements thereto.

7. Care and Security of Maps and Charts

a. Classified maps and charts will be handled in accordance with existing security regulations.

b. Unclassified maps and charts will be considered "FOR OFFICIAL USE ONLY". Paragraph 0407, OPNAV INST 5510.1 applies.

c. Map storage facilities will be maintained under the direct cognizance of U. S. personnel. Appropriate security measures will be enforced to preclude access of unauthorized personnel to spaces in which maps are stored. Vietnamese nationals will not be afforded access to maps or map storage areas.

d. Maps will not be marked with friendly information if they are to be taken forward of friendly positions.

e. Commanders will insure that precautions are taken to prevent the loss or waste of tactical maps, with special emphasis upon preventing them from falling into enemy hands.

f. Maps used in the field should be protected from the elements. Clear contact paper is the most desirable protective material. If it is unavailable, a field expedient plastic cover should be used. To further reduce wear and tear, the simple map folding method described in FM 21-26 should be employed. Maps which become unserviceable will be destroyed by burning.

8. Map and Chart Errors

DivO 3840.10
19 Oct 1970

a. Infantry, artillery, reconnaissance and engineer units will maintain records of all map and chart errors discovered in their areas of responsibility. Upon relief, copies of records will be provided to the relieving unit.

b. When map or chart errors are discovered, a copy of the applicable map or chart will be annotated to indicate the errors and will be forwarded with a report containing supporting data to this Headquarters (Attn: G-2).

9. Warning of Map Defects and Peculiarities

a. Map users are cautioned that military operations in Vietnam have brought considerable alterations to the terrain which are not reflected in the most current editions of tactical maps. Current aerial photography should be considered to supplement maps during operational planning.

b. The AMS Series L8020, Pictomap, 1:25,000 scale, is a supplement to the standard tactical map, series L7014, 1:50,000 scale. Due to the photographic process by which the pictomap is printed, certain inherent distortions affect the accuracy of scale and distance. Therefore, the pictomap will not be used in situations which require exact coordinate locations, such as adjustment or registration of supporting arms, reporting locations, nor as a map reference in operation plans and orders.

10. Special Maps and Topographic Services

a. Availability of special maps, over-prints, terrain studies, gazetteers and other map supplements and topographic services is described in reference (c).

b. All requests for special maps and topographic services will be submitted to this Headquarters (Attn: G-2) in accordance with paragraph 5 above.

11. Aerial Photography

a. Requests for high performance imagery or hand-held photography will be submitted to this Headquarters (Attn: G-2) using the format shown in enclosure (2). Emergency requests may be expedited by calling extension 6402 (Acquisition Officer) but must be followed up with a written request for record purposes.

b. Units requesting photography will ensure that each request is based upon a valid requirement for aerial photography and that imagery

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19 Oct 1970

interpretation reports will not suffice. Normally, photography is not needed except for terrain studies, map supplements and map substitutes.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B"

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DivO 3840.1C
19 Oct 1970MAP ALLOWANCE LIST

(NOTE: This allowance list establishes the quantities authorized for initial issue. Shelf stock and replenishment requirements will be determined by usage data.)

<u>Unit</u>	<u>(Tactical 1:50,000)</u>		<u>(Strategic 1:250,000)</u>	
	<u>Planning</u>	<u>Operations</u>	<u>Planning</u>	<u>Operations</u>
Div Hq	20	30	10	15
HqBn	10	80	4	10
Inf Regt Hq	5	15	2	5
Inf Bn	5	85	2	10
Arty Regt Hq	5	30	2	10
Arty Bn	5	100	2	5
8" How Btry	2	10	2	5
Engr Bn	5	50	2	10
Med Bn	5	35	2	5
MT Bn	5	40	2	5
Recon Bn (-)	5	100	2	10
SP Co	5	15	2	5

Enclosure (1)

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DivO 3840.1C
19 Oct 70

COMPLETION DATA

CONFIDENTIAL (when filled in)

REQUEST DATA			
1 TOT NO	2 REQ NO	DTG PASSED	
3 REQUESTER		DTG RCD	
4 DNLV	5 PRIORITY	6 FREQUENCY	
7 CAMERA REQUIREMENTS		8 SCALE	
9 TARGET DESCRIPTION AND COORDINATES			10 TOT
11 EEI - OR - RESULTS - DESIRED			
A. TO LOCATE ENEMY ENCAMPMENT AREA		F. FOR BASE AREA STUDY/UPDATE	
B. TO DETERM NE ENEMY TRAIL ACTIVITY		G. FOR ROUTE RECONNAISSANCE	
C. TO LOCATE ROCKET/MORTAR POSITION		H. TO LOCATE/CONFIRM ASSEMBLY AREAS	
D. TO LOCATE STORAGE AREA/AMMO DUMP		I. FOR BDA	
E. TO LOCATE POSSIBLE AMBUSH SITES		J. RECONNAISSANCE OF LANDING ZONES	
K. TO LOCATE ENEMY DEFENSIVE POSITIONS, FOX HOLES, BUNKERS, GUN EMPLACEMENTS			
L. OTHER			
12 ARTY COORDINATOR (N/A)		13 PRIOR COVERAGE ACCEPTABLE	
		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DAYS	
14 REPORTS REQUIRED			
A. HOT REPORT INFRARED		D. SUPR: BY WHOM	
B. IPIR TO:		E. OTHER TYPE	
C. INFIGHT REPORT		BY WHOM	
DISTRIBUTION			
NO OF SETS	DELIVER TO (COMPLETE ADDRESS)	NO OF SETS	DELIVER TO (COMPLETE ADDRESS)
		DIA PCS	DUP NEG
15. REMARKS			

VMCJ-1 FLY NOTIFIED _____

HQ FORM 8 24 MAR 68

ENCLOSURE (2)

(2)

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

DivO P2000.4A Ch 1
10/RCG/rcg
24 Oct 1970

DIVISION ORDER P2000.4A Ch 1

From: Commanding General
To: Distribution List

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

Encl: (1) New page inserts to DivO P2000.4A

1. Purpose. To transmit a new page insert and direct a pen change to the basic Order.

2. Action

a. Remove present pages 14-1 and 14-2 and replace them with enclosure (1) hereto.

b. In Chapter VIII, delete present subparagraphs 803.50, 64, 65, 66, and 67, and renumber subparagraphs 803.51 through 63 as 803.50 through 62 respectively.

3. Change Notation. Significant changes contained in the replacement pages are denoted by an asterisk (*) in the outer left margin.

4. Filing Instructions. This Change will be filed immediately following page 2 of the basic Order.

5. Certification. Reviewed and approved this date.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" plus DASC(1)/HqBn(6)/1stMar(10)/5thMar(10)/
11thMar(20)/1stBn, 5thMar(2)/1stReconBn(2)/1stMTBn(1)/
11thMTBn(1)/1stEngrBn(2)/1stMedBn(1)

COPY TO:

COMUSMACV	(1)
CG XXIV CORPS	(2)
I CORPS USADV	(1)
CG AMERICAL DIV	(3)

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DivO P2000.4A Ch 1
24 Oct 1970

CG 101ST ABN DIV	(1)
G BTRY 29TH ARTY	(1)
PSA QUANG NAM PROV	(1)
SA QUANG DA STZ	(1)
20TH TASS QDSTZ	(1)
9TH SOS DNG RVN	(1)
USN DET DNG RVN	(1)
NCR-32	(5)
MCB-62	(1)
CG III MAF	(3)
CG I MAF	(1)
CG 1ST MAW	(15)
CG 3D MARDIV	(1)
CG FORLOGCMD	(2)
CG 2D ROKMC BDE	(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)
1ST RAD BN	(7)
2D CAG	(1)

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 of the following month. The following instructions apply:

1. Use 1stMarDiv 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/service 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.

(Ch 1) 14-1

1404 STANDING OPERATING PROCEDURE FOR COMMUNICATION-ELECTRONICS

*1404. EQUIPMENT STATUS REPORT. All units/organizations under 1st Marine Division ADGON will submit a quarterly communication-electronics equipment status report to this Headquarters (Attn: CEO). Reports will be compiled as of the last day of each quarter and are to reach this Headquarters no later than the 5th day of the new quarter. The following information will be provided:

1. Figure 1 is the reporting format. Forms are available from the CEO office.
2. Each unit/organization will submit a separate report. Regiments may have subordinate 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 Repairable 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 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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HEADQUARTERS
1st Marine Division (-) (Rein), FMF
FPO, San Francisco, California 96602

7B/GMS/glk
1650
1 Nov 1970

From: Commanding General
To: Distribution List

Subj: Recapitulation of Award Recommendations for the
month of October 1970

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

1. Enclosure (1) is forwarded for the information of unit commanders.
2. The number of award recommendations processed in October was 701, 109 fewer than in September. The 3d Battalion, 11th Marines submitted 98 recommendations, the highest total from any battalion.
3. Unit commanders are urged to continue to submit award recommendations for deserving Marines. Attention is invited, once again, to the 10-month early submission program.


H. S. AITKEN
By direction

Distribution "A" & "B"

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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 OCTOBER 1970 TO 31 OCTOBER 1970														
UNITS	M O H	N C	D S M	SSM	L O M	D F C	N M CM	BSM	NCM	NAM	AM	TOTAL THIS MONTH	TOTAL LAST MONTH	PURPLE HEARTS
1stMarines												(73)	(117)	(59)
HqCo					1			2	4	3		10	10	
1stBn,1stMar								2	5	6		13	24	33
2dBn,1stMar								14	5	16		35	44	20
3dBn,1stMar								2	8	5		15	39	6
5thMarines												(110)	(111)	(58)
HqCo					1					1		2	8	
1stBn,5thMar					1			9	13	13		36	43	11
2dBn,5thMar				1	1		1	5	11	20		39	23	22
3dBn,5thMar					1			8	12	12		33	37	25
7thMarines												(110)	(204)	(9)
HqCo				3	4			1	2	1		11	24	
1stBn,7thMar								1	6	3		10	43	
2dBn,7thMar				2	2			7	8	21		40	59	1
3dBn,7thMar								13	23	13		49	78	8
11thMarines												(197)	(82)	
HqBtry					3			5		10	9	27	23	
1stBn,11th								3	2	4		9	3	
2dBn,11th								2	12	2		16	12	
3dBn,11th					1			15	21	61		98	28	
4thBn,11th					1			5	14	27		47	9	
PAGE TOTAL				6	16		1	94	146	218	9	(490)	(514)	(126)

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1stMarDiv 1650/5 (Rev2/70)

(4)

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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 OCTOBER 1970 TO 31 OCTOBER 1970

UNITS	M O H	N C	D S M	SSM	L O M	D F C	N M CM	BSM	NCM	NAM	AM	TOTAL THIS MONTH	TOTAL LAST MONTH	PURPLE HEARTS
1st175GBtry								5	1			6	4	
3d175GBtry													7	
1st8"HowBtry								1		1		2	25	
3d8"HowBtry									2	1		3	1	
HQ BN					4	1		16	19	22	35	97	75	1
1stReconBn								11	7	2		20	53	7
1stEngrBn								4	5	13		22	20	
7thEngrBn													3	
9thEngrBn								2				2	1	
1stMedBn								3	17	10		30	45	
1stM.T.Bn								2	2	1		5	15	
11thM.T.Bn									2	2		4	7	
1stDentCo													1	
1stForRecon								1				1		
1stSPBn								12	3	4		19	12	
1stTKBn													26	
Other													1	
PAGE TOTAL					4	1		57	58	56	35	(211)	(296)	(8)
TOTAL THIS MONTH				6	20	1	1	151	204	274	44	(701)	(810)	(134)
TOTAL FOR THE YEAR	2	13	2	77	151	8	22	1414	2035	2459	346	(6529)	(5828)	(3377)

(Page 2 of 2)

1stMarDiv 1650/5 (Rev2/70)

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

DivBul 5060
1/VIH/lkm
1 Nov 1970

DIVISION BULLETIN 5060

From: Commanding General
To: Distribution List

Subj: III Marine Amphibious Force Observance of the 195th Anniversary
of the United States Marine Corps

Ref: (a) ForBul 5060 of 20 Oct 1970
(b) DivBul 5060 of 18 Oct 1970
(c) DivO 1020.1F

Encl: (1) Sketch Map of Site
(2) Organizational quotas

1. Purpose. To publish instructions for the administration of III Marine Amphibious Force observance of the 195th Anniversary of the United States Marine Corps as set forth in reference (a), and to assign responsibilities for providing coordinating requirements for this ceremony.

2. Background. This 10 November will mark the sixth Marine Corps Birthday with Marines in action in the Republic of Vietnam. It is desired that this be a memorable occasion for all Marines in III MAF. III MAF plans to present a pageant of Marine Corps history along the lines of those conducted at major Marine Corps installations for the past several years. The pageant will be complete with period uniforms and equipment, music, narration and the traditional cake-cutting finale.

3. Information. The site for the ceremony is Hanger #7023 on the Southwest corner of Danang Air Base, as shown in enclosure (1). The ceremony will be presented a total of six times for members of this Command. Enclosure (2) sets forth the dates, times and number of personnel who may attend the presentation. There will be no refreshments served at the ceremony. This ceremony is not intended to suffice for or replace the ceremony required by reference (b).

4. Uniform. The uniform for personnel attending the pageant will be the uniform of the day as prescribed by reference (c). Personnel may wear authorized rain gear.

5. Equipment. All personnel will carry individual weapons and empty magazines. Organizational Commanders will stock each helicopter and each truck with six unopened cases of M-16 and one case of .45 caliber ammunition for emergency use. Cases will be recovered upon return of flights to original LZ's or return of trucks to original embarkation point.

5

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DivBul 5060
1 Nov 1970

6. Safety. The following safety measures shall be adhered to by all personnel in attendance:

- a. No grenades, explosives, or pyrotechnics of any type will be carried.
- b. No round will be inserted in the chamber of any weapon. Magazines will be empty and will not be inserted in weapons.
- c. Unit Commanders will establish procedures to insure the following:
 - (1) That all ammunition, grenades, explosives, pyrotechnics and crew served weapons are recovered prior to personnel boarding transportation to pageant site.
 - (2) That upon arrival at the pageant site individual weapons are inspected by an officer or staff noncommissioned officer to ensure that they are cleared and magazines are empty prior to personnel entering the hanger.

7. Control. Organizational commanders will ensure that the following control measures are adhered to by personnel in attendance..

- a. An officer or officers will accompany each detail. Personnel will move by unit formation to and from parking area/hanger area and will remain seated together under control of officers and noncommissioned officers of their unit.

8. Coordinating Instructions

- a. Organizational commanders will:
 - (1) Ensure that personnel in the numbers reflected on enclosure (2) are seated for the ceremony 15 minutes prior to commencement.
 - (2) Ensure that personnel are informed that no refreshments are available. (Personnel are encouraged to take a canteen) (Alcoholic beverages are prohibited).
 - (3) Provide the necessary surface transportation to and from the ceremony utilizing organic assets where possible. Requirements for additional transportation may be requested through normal channels. There is ample parking space for all vehicles adjacent to the hanger.
- b. The Assistant Chief of Staff, G-3, will effect necessary coordination and publish a movement schedule for those personnel located in the southern portion of the 1st Marines AO and for personnel from the 5th Marines who must travel by air.

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Disposal 5060
1 Nov 1970

c. The Division Motor Transport Officer will station one wrecker at the ceremony site and will provide the additional vehicle requirements as requested by organizational commanders.

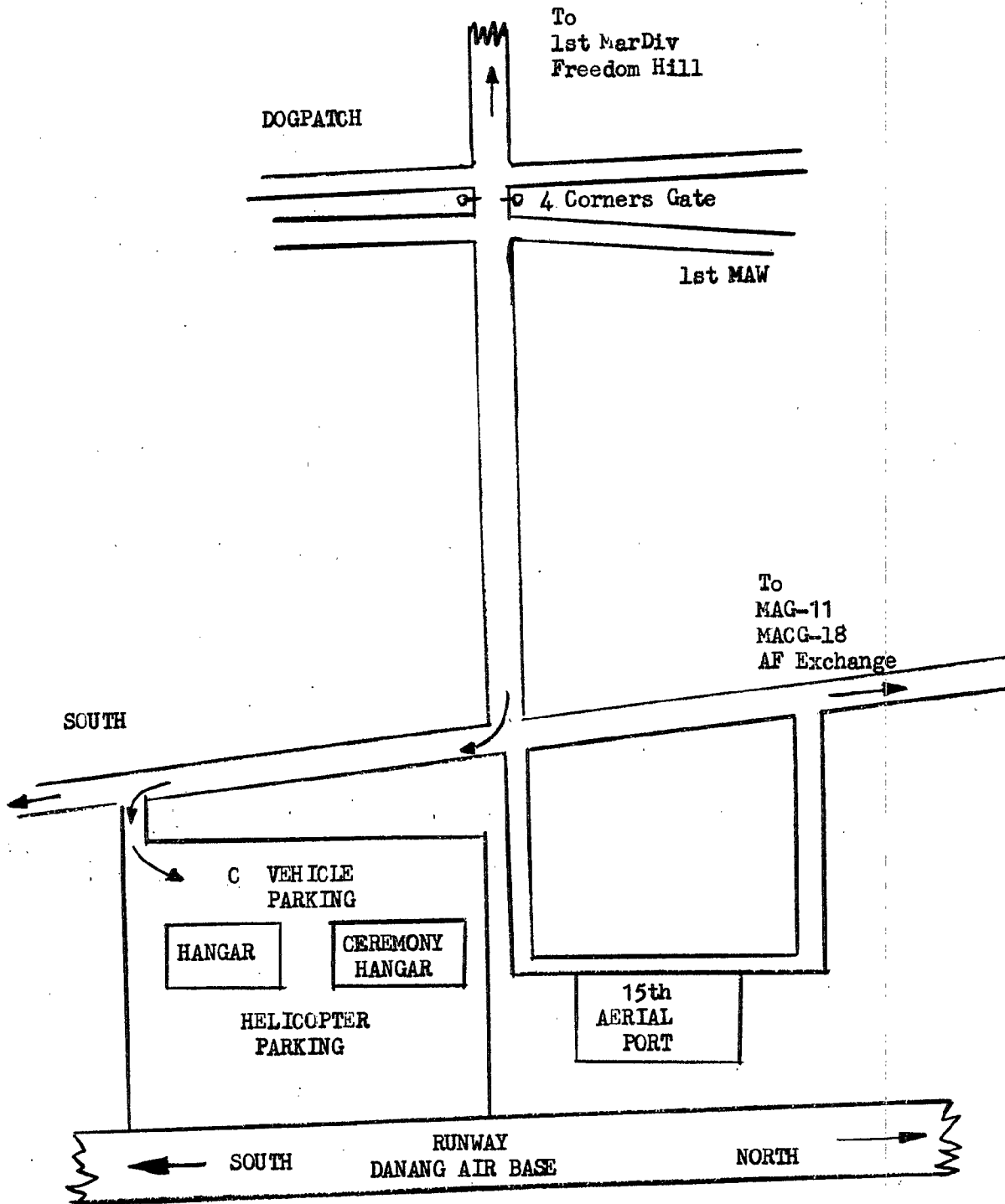
9. Self-cancellation. 30 November 1970.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION "A" and "B"

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DivBul 5060
1 Nov 1970



ENCLOSURE (1)

DECLASSIFIED

1 Jul 1960
1 Nov 1970

ORGANIZATIONAL QUOTAS

	<u>9 Nov</u>			<u>11 Nov</u>		
	<u>1000</u>	<u>1400</u>	<u>1600</u>	<u>1000</u>	<u>1400</u>	<u>1600</u>
HqBn	35	35	35	35	35	35
1st Marines	100*	100	100	100*	100	100
5th Marines (-)	200*	-	-	200*	-	-
1st Bn 5th Marines	-	52	52	-	52	52
11th Marines	55	55	55	55	55	55
1st Med Bn	-	23	23	-	23	23
1st Engr Bn	-	50	50	-	50	50
1st MT Bn	-	20	25	-	25	25
1st Recon Bn	10	30	25	10	25	25
11th MT Bn	-	35	35	-	35	35

* Air movement schedule to be published by G-3 for personnel in the Southern Portion of the 1st Marine Regiment AO and in the 5th Marine Regiment AO.

ENCLOSURE (2)

(5)

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

DivO 1500.3OE Ch 1
3/SLS/jrg
2 Nov 1970

DIVISION ORDER 1500.3OE Ch 1

From: Commanding General
To: Distribution List

Subj: 1st Marine Division Annual Training Directive, 1 July 1970 to
30 June 1971

Encl: (1) New page insert to Division Order 1500.3OE

1. Purpose. To transmit new page insert to the basic Order.

2. Action

a. Remove and destroy present enclosure (3) of the basic Order and replace it with corresponding enclosure (3) contained in enclosure (1) hereto.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B" Plus 30 (G-3)

Copy to: CG III MAF (2)

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DivC 1500.30E
22 Sep 1970

UNIT HEADING

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

From: Commanding Officer
To: Commanding General, 1st Marine Division (-) (Rein), FMF (Attn:
ACofS, G-3)

Subj: (a) DivC 1500.30_

1. In accordance with reference (a), the following training has been completed:

(In subsequent paragraphs describe: Type training, number of hours, number of attendees, and any further information pertaining to training accomplished. Also include problems encountered if any, and any constructive recommendations. Reports will be submitted by regiments and separate battalions. Reports from regiments will be in the form of unconsolidated battalion reports. Reports are due on the 7th day of the month commencing 7 December 1970.)

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

DivO 2010.1 Ch 1
10/DWH/rcg
2 Nov 1970

DIVISION ORDER 2010.1 Ch 1

From: Commanding General
To: Distribution List

Subj: Message Review Board Program

1. Purpose. To direct a pen change to the basic Order.
2. Action. In subparagraph 5b:
 - a. Change the first sentence to read:

"The Communication-Electronics Officer will prepare a monthly report for distribution which will include the findings of the Message Review Board, and trends or patterns of message drafting errors."

- b. Delete the remainder of the subparagraph.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B"

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

DivO 4400.26A Ch 1
4/MAD/glc
2 Nov 1970

~~DIVISION ORDER 4400.26A Ch 1~~

From: Commanding General
To: Distribution List

Subj: Combined Allowance List Reporting Procedures

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 1 of enclosure (1) make the following pen changes:

(1) In paragraph 1 change "the 1st of every month" to read
"the 1st and 15th of every month"

b. On page 2 of enclosure (1) make the following pen changes:

(1) In subparagraph j. change "Card Columns 63-65" to read
"Card Columns 65-66"

(2) In subparagraph k. change "Card Columns 66-71" to read
"Card Columns 68-71"


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B"

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

DivO P5000.2A Ch 3
7/HAE/tim

2 NOV 1970

DIVISION ORDER P5000.2A Ch 3

From: Commanding General
To: Distribution List

Subj: Headquarters, 1st Marine Division Staff Regulations

1. Purpose. To direct a pen change to the basic Manual.
2. Action. On page 2-5, in paragraph 202.2.a(3) (b), insert (-) between the words Division and (Rein) in the heading shown.
3. Filing Instructions. This change will be filed immediately following the signature page of the basic Manual.
4. Certification. Reviewed and approved this date.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: OAR

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

DivO 5230.2
7A/CWH/cwh
3 Nov 1970

DIVISION ORDER 5230.2

From: Commanding General
To: Distribution List

Subj: Mechanized System for the Accounting of Classified Material
within the Headquarters, 1st Marine Division

Ref: (a) DivO P5510.1
(b) OPNAVINST 5500.40
(c) OPNAVINST 5510.1
(d) OPNAVINST P5510.49
(e) DivO P2000.4

Encl: (1) Descriptive Data Entered on Route Sheets and Document
Cards
(2) Sample Route Sheet
(3) Sample Inventory Listing
(4) Sample Master Printout
(5) Sample Certificate of Inventory Clearance
(6) Sample Report of Unreconciled Inventory

Report Required: Unreconciled Inventory (Report Symbol 5510-1) (Refer
to par 4c(3)(b)).

1. Purpose. To publish procedures for the operation of the mechanized
system for the accounting of classified material within the Headquarters,
1st Marine Division.

2. General

a. A study of the procedures used in the past has shown a need for
improved methods of accountability and development of procedures which
insure prompt, positive methods of control and accounting for the volume
of classified material received by, or originated within the 1st Marine
Division Headquarters.

b. To accomplish this, on 1 July 1970 the 1st Marine Division
Classified Files was converted to a mechanized accounting system for
classified material. The basic principles of control, as defined in
references (a) through (d), are not changed with the mechanization pro-
cedures established herein. It will eliminate present requirements for

DivO 5230.2

3 Nov 1970

the general and special staff subcustodians to prepare typed inventories and destruction reports for classified documents.

c. This system does not relieve section heads of responsibility for control of classified messages as required by reference (a).

3. Accounting Procedures

a. Maintenance of Records by the Division Classified Files Custodian. On 1 July 1970, the records maintained by the Division Classified Files were converted to punched document cards for the revised system. These records consist of:

(1) Document Cards. One document card is prepared for each copy of all documents received, including changes and endorsements. Document cards are kept in numerical order and have the Section that holds the document punched in columns 78 through 80.

(2) Route Sheets. Route sheets are classified material control forms described in reference (b), modified to suit the requirements of the 1st Marine Division. Additionally, these route sheets contain instructions for their use and provide a space for additional instructions to be annotated by the Sections. The reverse side of the route sheet is used by the classified files section to show disposition of copies mailed and/or destroyed. In essence, the purpose of the route sheet is twofold; a control sheet for the document and an ultimate record of destruction/disposition. See enclosures (1) and (2).

(3) Courier Receipt File. This file contains the record of receipt for all documents distributed by courier. The courier receipt identifies the originator, serial number, date of document, copy number, and division control number. The receipt will be maintained for a period of two years from the date of issue. The courier receipt number is annotated on the reverse of the document sheet above the mail clerk's signature.

(4) Suspense File. This file contains a duplicate courier receipt for distributed documents. Upon return of the signed receipt, the suspense copy is pulled and destroyed.

(5) Master Log. Under this system the master log continues to be the Log Book where all classified material is logged in and will be the base document for the classified material audit.

DivO 5230.2

3 Nov 1970

(6) Inventory Listing. The inventory listing, produced quarterly, is prepared in five copies and distributed to appropriate Staff Sections for inventory purposes. See enclosure (3).

(7) Master Printout. The master printout is a machine listing of all documents held within the Division Headquarters and is prepared in five copies for use by the Division Classified Files. See enclosure (4).

b. Destruction. Effective 1 August 1970, the route sheet will serve as the certificate of destruction. The procedures for destruction are as follows:

(1) Turn-in. General and special staff section sub-custodians will cause all documents bearing a Division control number which are of no further reference or historical value to be turned in to the Division Classified Files for destruction. Particular attention should be devoted to destruction of extra copies when a master copy is maintained by the Classified Files Section.

(a) Office Couriers. Enlisted personnel who have been designated Section Couriers may effect this turn-in. The classified files clerk will sign the Section Log Book to certify that documents were returned.

(b) Destruction Record. Copies turned in for destruction will be annotated in the appropriate blocks on the reverse side of the control sheet by the classified files clerk and witnessed by the Officer in Charge or Noncommissioned Officer in Charge of the Division Classified Files. This action completes accounting procedures for the documents concerned. See sub-paragraph 3a(2) above.

(2) Storage Prior to Destruction. Documents returned for destruction, after routine accounting procedures are completed, are placed in burn bags and stored in the classified files vault until final destruction.

(3) Disposition of punched cards for material destroyed. Punched cards of documents on sub-custody are destroyed when the material is returned for destruction. The route sheet serves the purpose of a history card for the document.

c. Inventories

(1) Mandatory Inventories. Inventories will be conducted by the Division Classified Files Custodian and Staff Section sub-custodians on the following occasions:

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DivO 5230.2
3 Nov 1970

(a) Change of custodian/section sub-custodian.

(b) Quarterly during March, June, September and December.

(2) Conducting the Inventory. In conducting the inventory, each document will be physically sighted and checked against the machine processed inventory listing.

(3) Requesting Machine Prepared Inventories. Inventories for staff sections will be prepared upon request. Requests must be submitted at least five days in advance of the desired date. Quarterly inventories will be prepared by the Division Classified Files and distributed automatically. In the interest of economy, change of custodian inventories should be programmed to coincide with quarterly inventories if possible.

(4) Preparation, Format and Processing the Inventory. The machine prepared inventory will be produced in triplicate, in the format shown in enclosure (4). These listings will be submitted to the appropriate staff sections along with necessary instructions to effect the inventory.

(a) Suspense date. A mandatory completion date will be established by the Custodian of Classified Files for all inventories. The triplicate copy will be maintained by the Division Classified Files pending return of the authenticated inventory.

(b) Processing the completed inventory. When the authenticated inventories received from section sub-custodians have been verified by the Division Classified Files Custodian, a certificate of inventory clearance will be issued to the appropriate staff section. See enclosure (5). A report of unreconciled inventory will be submitted to the Division Classified Material Control Officer (Assistant Chief of Staff, G-2), indicating any unreconciled discrepancies in the inventory. A copy of this notification will be furnished to the staff section sub-custodians concerned and to the Division Adjutant. See enclosure (6).

(c) Authenticating the inventory. The completed inventory will be authenticated by the custodian or sub-custodian. There is no requirement for two officers to conduct the quarterly inventory. Upon change of custodian, the inventory will be conducted by the custodian and his relief, who will certify the inventory with the following statement: "Per joint inventory conducted (DATE) , the undersigned new custodian hereby accepts responsibility for all documents contained in this inventory with the following exceptions: (List exceptions if any; otherwise enter NONE)." This certification will be typed immediately above the signature section of the inventory.

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3 Nov 1970

4. Action. The procedures outlined in this order will be followed in maintaining accountability for classified material within the Division Headquarters.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A"

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DivO 5230.2
3 Nov 1970

DESCRIPTIVE DATA ENTERED ON ROUTE SHEETS
AND PUNCH CARDS

1. PUNCH CARD. Punch cards are prepared utilizing card columns 1-80 for Headquarters maintained copies of documents received. Cards are prepared one copy per document. The card for a document is destroyed at the time the document is destroyed and recorded on the control sheet.

Punch cards are filed in numerical sequence by Control Number, and in the event duplicate copies of documents are issued, by consecutive copy number within the same control number. As an example:

<u>CONTROL NUMBER</u>	<u>COPY NUMBER</u>
70 1469	1
70 1502	1
70 1502	2
70 1502	3
70 1504	1
70 1504	2
70 1505	1
70 1506	1

2. Description of information entered on the 1-80 column card

a. DOCUMENT NUMBER (Column 1-6). This is a numerical control number assigned by the Division Classified Files for control purposes only. It is not part of the originator. The first two digits indicate the year in which the document was controlled, and the last four digits indicate the order in which it was received, thus the first document received in the year 1970 would be numbered 700001.

b. DATE (Column 8-14). The date is punched in closed correspondence type giving day, month and year. For example: 1May70, 31Mar69 etc.

c. SUBJECT (Column 15-33). Enter as full a subject as space permits, utilizing standard abbreviations.

d. ORIGINATOR (Column 35-46). Normally accepted abbreviations may be used. All spaces need NOT be filled.

e. ORIGINATORS' SERIAL (Column 45-57). Enter the serial number assigned by the originator.

f. CHANGE NUMBER (Column 59-60). Enter whether 1st, 2nd, 3rd changes are attached by use of numerical symbols, i.e., 1, 2, 3 etc. In the event subsequent changes are received, control cards will be updated and changes attached to the basic document.

ENCLOSURE (1)

DECLASSIFIED

DivO 5230.2
3 Nov 1970

g. COPY NUMBER (Column 70-72). Enter the copy number of the document as assigned by the Division Classified Files. Note that there might have been any number of copies made by the originator, but on the Division Control stamp is shown the number of copies that the Division Classified Files received, and the copy number that is assigned to that particular document.

h. CLASSIFICATION (Column 74). Enter the classification of the document. The classification codes are:

C - Confidential

S - Secret

T - Top Secret

i. COMMAND COPY (Column 76). An asterisk in this column denotes that this is a Command Copy belonging to the Division Classified Files and will NOT be disposed of by the section, but will be returned to the Classified Files as soon as possible after the section has completed use of it. Command Copies will have a Division Classified Files control sheet as the top page, and this control sheet should not be removed.

j. SECTION CODE (Column 78-80). Staff Sections authorized to draw Classified Material from the Division Classified Files are listed below with the section code which will be shown in columns 78 through 80 of the punch card.

Staff Secretary - SS (Columns 78-79)

G-1 - G-1

G-2 - G-2

G-3 - G-3

G-4 - G-4

G-5 - G-5

Division Adjutant - ADJ

Division Comptroller - CPT

Comm-Elect Officer - CEO

Inspector - INS

Staff Judge Advocate - SJA

ENCLOSURE (1)

3 Nov 1970

C=COPY I=INFO

ACTION SECTION: _____
S&C FILES HAS _____ ADDITIONAL
COPIES OF THE ATTACHED DOCUMENT.
PLEASE INDICATE DISTRIBUTION/
ROUTING AND RETURN THIS FORM TO
S&C BY _____

PLEASE INDICATE DISPOSITION
OF COMMAND COPY:

- ☐ RETAIN INDEFINITELY
- ☐ RETAIN _____ MONTHS
- ☐ DESTROY AFTER ROUTING

DATE	SIGNATURE (OFFICER'S)
------	-----------------------

REMARKS

DESTRUCTION IS AUTHORIZED FOR _____ REMAINING
EXTRA COPIES.

RETAIN _____ EXTRA COPIES _____ MONTHS.

FOR USE BY S&C ONLY

THIS DOCUMENT CANCELS/SUPERCEDES DIVISION DOCUMENT
CONTROL NUMBER _____. PLEASE RETURN
CANCELED/SUPERCEDED COPIES TO DIVISION S&C ASAP.

CONTROL #

ENCLOSURE (2)

10

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DivO 5230.2
2 May 1970

SAMPLE INVENTORY

DOCUMENT NUMBER	DATE	SUBJECT	ORIGINATOR	ORIGINATOR SERIAL	CHANGE	COPY NO	CLASS	CC	SECTION
683708	6SEP68	STAN OF CONDUCT	III MAF	0192568		2	C		SJA
701413	6MAY70	DIVO 03850.2C	1ST MAR DIV	0131-70		28	C		SJA
702040	26JUL70	REDEPLOYMENT PROCES	1ST MAR DIV	0188-70		22	C		SJA
702040	26JUL70	REDEPLOYMENT PROCES	1ST MAR DIV	0188-70		28	C		SJA
702134	3AUG70	HQ BN INCRE IV SP RQ	1ST MAR DIV			40	C		SJA
702335	13AUG70	NIS REP OF INVES	NIS			1	S		SJA

ENCLOSURE (3)

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SAMPLE MASTER PRINTOUT

HEADQUARTERS 1ST MARINE DIVISION

PERIOD ENDING 16 SEP 70

ENCLOSURE (4)

DIV 5230.2
3 NOV 1970

DOCUMENT NUMBER	DATE	SUBJECT	ORIGINATOR	ORIGINATOR SERIAL	CHANGE	COPY NO	CLASS	CC	SECTION
662430	15SEP66	OPLAN 302-66	5TH MAR			3	C	*	S-C
670315	18JAN68	OPORDER 301-68 REV	5TH MAR			1	S	*	S-C
672032	26MAR67	OPLAN 319-67	1ST MAR			1	S	*	S-C
672526	8JUN67	OPLAN 303-67	1ST MAR			1	S	*	S-C
674412	1NOV67	OPORDER 4-67 WTRWAY	5TH MAR	0064-67	1	4	S	*	S-C
674719	23NOV67	OPORDER 6-67 DENVER	5TH MAR			1	S	*	S-C
674837	29NOV67	OPLAN 308-68	5TH MAR			1	S	*	S-C

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DivO 5230.2
3 Nov 1970

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

7A/CWH/

From: Custodian, Division Classified Files
To:

Subj: Certificate of Inventory Clearance

1. This is to certify that your inventory dated _____ has
been verified as correct according to the records of the Division
Classified Files.

(SIGNATURE)

ENCLOSURE (5)

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DivO 5230.2
3 Nov 1970

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

7A/CWH/

From: Custodian, Division Classified Files
To: Assistant Chief of Staff G-2 (ATTN: Classified Material
Control Officer)

Subj: Report of Unreconciled Inventory; case of _____

Ref: (a) DivO P5510.1

Encl: (1) Section Inventory dtd _____

1. Enclosure (1) reflects an inventory of classified material charge-
able to _____, conducted as of _____
_____, which has been completed and verified. Report of
suspected loss is made as required by reference (a).

2. Unreconciled discrepancies are:

(SIGNATURE)

Copy to: Section Concerned
Division Adjutant

ENCLOSURE (6)

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

DivO 5100.9B
3/JHT/jrg
8 Nov 1970

DIVISION ORDER 5100.9B

From: Commanding General
To: Distribution List

Subj: Control and Safety of Weapons, Ammunition, and Ordnance

Ref: (a) ICCI 8100.1A
(b) CG, XXIV Corps ltr of 30 September 1970 (NOTAL)
(c) CG, III MAF msg 210021Z Oct 70 (NOTAL)
(d) DivO P3040.1

Encl: (1) Tabulation of Incidents Involving Accidental Discharges and
Mishandled Ordnance
(2) Weapons/Ordnance Safety Program

1. Purpose. To promulgate policy relative to the control and safety of weapons, ammunition, and ordnance.

2. Cancellation. DivO 5101.2A, DivO 5100.9A.

3. Background

a. Reference (a) promulgates policy relative to the carrying and possession of weapons in Military Region 1.

b. References (b) and (c) express command concern over an unacceptable incidence of personnel injured or killed through the accidental or deliberate firing of weapons and detonation of grenades.

4. Information

a. Forty Marines in the Division were killed and 309 wounded in 1968 as a result of accidental discharges of small arms and ordnance. In 1969, 29 Marines were killed and 205 wounded by these accidental discharges.

b. As of 1 October 30 Division Marines have been killed and an additional 250 wounded during 1970 as a result of both the careless discharge of weapons and mishandling of ordnance. Many of these incidents have occurred in rear areas, where there is a reduced requirement for the handling of arms and ammunition.

Div 0 5100.9B

c. Enclosure (1) is a listing categorized by weapon type of the 109 accidental discharges and 102 cases of mishandled ordnance that have occurred as of 1 October during 1970. The preponderance of these incidents result from:

- (1) Carelessness.
- (2) Shortcutting of established safe handling procedures.
- (3) Skylarking with weapon.
- (4) Lack of total familiarity with a weapon/ordnance item and its operation.
- (5) Lack of proper supervision.

5. Policy

a. Personnel assigned or attached to this Division, except Chaplains, will carry their individual weapons or have them immediately available in the vicinity of their person at all times except as noted below:

- (1) Weapons will not be carried into pagodas, churches, public meeting places, or places where elections are being held.
- (2) In secure areas, as determined by the commander concerned, weapons will not be carried within the installation perimeter unless otherwise required in the performance of official duties.
- (3) Weapons of casualties will be handled in accordance with the provisions of reference (d).

b. A round will not be inserted in the chamber of any weapon unless otherwise required by the tactical situation and so directed by competent authority, or the individual is under enemy attack or an attack is imminent.

c. No weapon will be carried with the magazine/clip inserted unless specifically ordered to do so in the performance of official duties or unless required to do so for the protection of human life.

d. No one will discharge a weapon unless cleared to do so by competent authority or unless necessary for the protection of human life.

e. No person will enter any cantonment, compound, camp, SEA hut, building, or other structure with a magazine/clip inserted or round in the chamber of any weapon unless ordered to do so by competent authority.

f. All shoulder weapons will be issued with a sling and, except in tactical situations at the option of the tactical commander, weapons will be carried at sling arms.

Bivo 5100.98

g. The lending or borrowing of weapons is strictly prohibited.

6. Responsibility

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

b. Every commander who does not train and supervise his men fully in the safe handling of weapons bears a heavy portion of responsibility for the deaths and injuries resulting from accidental discharges of weapons in his unit.

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

8. Action. Organization and Separate Company/Battery Commanders are directed to:

a. Institute and actively supervise the weapons safety program outlined in enclosure (2).

b. Ensure that the Division policy for carrying of weapons is understood and complied with by all members of their command.

c. Ensure that organization and separate company/battery ordnance officers, or their representative, conduct an inspection of each weapon involved in an accidental discharge to determine if the weapon was in a safe mechanical condition. This inspection will be accomplished within 24 hours of receipt of initial accidental discharge report. The Division Safety Officer will be advised of the results.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B"

TABULATION OF INCIDENTS INVOLVING ACCIDENTAL DISCHARGES AND MISHANDLED ORDNANCEACCIDENTAL DISCHARGES

<u>WEAPON</u>	<u>FREQUENCY</u>
Caliber .45 Pistol	53
M-16 Rifle	39
M-60 MG	8
M-79 GL	5
Caliber .50 MG	1
IAAW	1
9MM Pistol	1
Caliber .22 Pistol	1
	<u>169</u>

MISHANDLED ORDNANCE

<u>ITEM</u>	<u>FREQUENCY</u>
M-26/M-33 Grenades	69
M-79 GL	7
Blasting Cap	6
Grade III Ammo (while destroying)	5
C-4	4
81MM Round	4
105MM Round	1
IAAW	1
Booby-trap (while disarming)	1
Chi Com	1
M-26 Fuse	1
Trip Flare	1
M-16 Round	1
	<u>102</u>

WEAPONS/ORDNANCE SAFETY PROGRAM

1. Commanders will ensure that each member of their unit receives frequent weapons safety training on the weapon with which he is armed. In addition, instruction will be given on the safe handling procedures for other weapons/ordnance items that individuals may be required to employ (e.g., M-26 Grenade, M-79, M-60, etc.). As a training objective, a minimum of one hour of weapons/ordnance safety training is recommended, commensurate with operational requirements.

a. Safety features of the weapon/ordnance item.

b. Inherent safety hazards of the weapon/ordnance item.

c. Safety procedures to be observed when loading/arming, unloading/disarming, firing, assembly/disassembly, handling, carrying, cleaning, and inspection the weapon/ordnance item.

d. Review of this and organization/unit orders regarding loading, carrying and security of weapons, ammunition, and ordnance, in the field as well as in garrison.

e. Relationship between small arms safety and the rules of engagement.

f. Basic safety procedures which must be observed in a combat environment.

g. Instruction that a weapon will never be pointed at another unless authorized and it is intended to fire at this person. Instruction will stress the basic principle that any weapon in an individual's possession will be treated as if it were loaded at all times.

2. Weapons/ordnance safety instruction will be reflected in unit training schedules, and training accomplished will be noted on individual training records under a heading entitled "Weapons/Ordnance Safety".

3. Commanders will institute Standing Operating Procedures which include, but are not limited to, the following provisions.

a. Weapons in the hands of their troops will be inspected daily or as frequently as otherwise deemed feasible by the commander commensurate with operational requirements.

b. A positive system for the issuance and recovery of M-26 grenades and other ordnance, less small arms ammunition, will be established and an accurate inventory maintained. Except for small arms ammunition, ordnance will not be issued to troops except as required for combat operations and perimeter security.

Divo 5100.9B

c. In addition to the control of ordnance prescribed in paragraph 3.b above, commanders in secure, rear areas may, at their discretion, withhold issuance of small arms ammunition except as required in the performance of official duties. In this case, a positive system for the issuance and recovery of small arms ammunition will be established and an accurate inventory maintained.

d. Frequent inspections of billeting areas, working spaces, and ammunition and ordnance storage areas will be made to ensure that unauthorized weapons, ammunition, or ordnance are not present and that proper security of these items is maintained. Persons discovered in possession of an unauthorized weapon or any unauthorized ammunition or ordnance will be charged with possession of contraband and the items discovered will be confiscated. Similar action will be taken in the case of any person found wearing unauthorized holsters or containers.

e. Rear area commanders will implement procedures for the clearing of weapons and recovery of small arms ammunition and ordnance from all personnel coming from forward areas.

f. Supervised cleaning of weapons will be accomplished whenever practicable.

g. Weapons not in the hands of troops will be inspected weekly to ensure that they are in a safe mechanical condition and weapons not meeting minimum safety standards will be repaired or replaced.

h. Private weapons, war trophy weapons, and all other weapons not issued by the command will be properly disposed of according to current directives.

i. In the event of an accidental discharge, the weapon involved will be left untouched and properly secured until inspected and released by a representative of the organization or separate company/battery ordnance officer.

ENCLOSURE (2)

DECLASSIFIED

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

DivO P4400.7E CH 2
21/LLD/1a
12 Nov 1970

DIVISION ORDER P4400.7E CH 2

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures for Supply

Encl: ✓(1) New page inserts to DivO P4400.7E

1. Purpose. To transmit new page inserts and direct pen changes to the subject Order.

2. Action

a. Remove and destroy present pages 4-5, 4-6, 5-1, 5-2, 8-1 through 8-4, 12-5, 12-6 and 12-6a and replace them with corresponding pages contained in enclosure (1) hereto.

b. On page vi under SECTION V-FIELD OPERATIONS, add "RECOVERY OF PRECIOUS METALS", Paragraph 504, Page 5-2.

c. On page 2-4, paragraph 208, third line, after the word "Part E" delete "and".

d. On page 4-3, under paragraph 402.3d, insert by pen change "e. Distribution (Block 18, first position) leave blank". Renumber present paragraphs 402.3g to read "402.3f through 402.3h".

e. On page 13-2, under FIELD OPERATIONS, add "RECOVERY OF PRECIOUS METALS, Paragraph 504, Page 5-2".

3. Filing Instructions. This promulgation page shall be filed immediately following page 3 of the subject Order.

4. Certification. Reviewed and approved this date.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B" plus 21 (50)
CG, FMFPAC (2)
CG, III MAF (2)
CG, 1st MAF (2)
CG, FLC/1st FSR (4)
FSAO-3 (2)

STANDING OPERATING PROCEDURES FOR SUPPLY

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4. FUEL TRIOXANE. Normally issued at the rate of one bar per MCI. Requisition as needed on a DD-1348 from Ration Platoon, 1st Force Service Regiment.

5. SUNDRIES PACK. When commanders determine that sundries packs are required for a specific operation in accordance with paragraph 202 of this Order, a DD-1348 will be submitted to the Ration Platoon, via this Headquarters (Attn: Division Supply Officer) for approval. The requisition will be justified, stating the personnel density and length of operation. All requisitions will be signed by the Commanding Officer or his designated representative.

6. Commanding Officers of organic supply accounts are required to prepare separate letters, showing sample signatures, for personnel authorized to sign requisitions and to receipt for MCI's, Sundry Packs and Long Range Patrol Rations. Letters will be addressed to the Commanding Officer, Ration Company with a copy furnished to Division Supply Office and local Logistic Support Unit (LSU). Commanding Officers will ensure that these letters are maintained current.

404. CLASS II, VII AND IX SUPPLIES. Requisitions for these classes of supplies will be submitted directly to the nearest collection point (FSR). The exceptions to this are noted in this Order, paragraph 417.

405. CLASS IIIW

1. Bulk and packaged POL products will be requisitioned on DD-1348 in triplicate. Drums are provided for initial issues of drummed POL, subsequent issues require the exchange of empty drums. Excess empty drums will be returned to the Bulk Fuel Platoon. All requisitions for Federal Group 9150, except WD-40 and Dry Slide, will be submitted directly to Bulk Fuel Platoon, 1st Force Service Regiment, and will be handled as walk-thru requisitions regardless of priority. WD-40 and Dry Slide will be requisitioned from MCI as all other Class II materiel.

2. Ensure that vehicle drivers have the account code (AC) of their organization recorded on the vehicle trip ticket in order that all issues of MOGAS or diesel fuel to a unit vehicle at dispensing pumps are properly recorded. A listing of account codes is contained in Division Order P7000.3.

406. CLASS IV. Requisitions for Class IV will be submitted to MCI via this Headquarters for approval by the Division Supply Officer. Requirements for building and construction materiel are controlled by the Division Engineer Officer.

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STANDING OPERATING PROCEDURES FOR SUPPLY

407. CLASS VW. All Class VW will be requisitioned on DD-1348 from the Class V Dump, ASP, FIG via the Division Ordnance Officer.

408. OPEN PURCHASE REQUEST. The supplies and services required by Division units from commercial sources with appropriated funds will be requisitioned and/or purchased in accordance with this Order. The open market is a ready source for services and essential items not carried in the supply system. Due to the political situation and the limited items which are available on the open market, certain restrictions are enforced. All requests will be signed by the Commanding Officer or his designated representative.

1. Open purchase requests will be submitted to FLC on a DD-1348 (6 part) to ensure that the original and four copies reach the Purchasing Office.

2. In case of repair parts, the item name, part number, serial number, make and model of the end item, catalog identification, manufacturer of the end item and address (if known), will be shown.

3. If the item is a standard stock item and local purchase is desired because of the urgency of need, the DD-1348 (6 part) will be annotated "If not available in stock, request open purchase".

4. Submit all open purchase requests to FLC via this Headquarters (Attn: Division Supply Officer) for approval. Open purchase documents will include the unit cost and contain a required delivery date in addition to an appropriate priority designator. The RDD will be commensurate with priority time frames for requisitions to be processed out-of-country.

409. MODIFICATION KITS

1. Modification kits for organizational level modifications will be requisitioned by message directly from 3rd Force Service Regiment in MILSTRIP requisition format. The priority of the requisition will be determined by the degree of urgency of the modification as stated in the applicable modification instructions. The serial numbers for the end item(s) to be modified will be cited in the message. The subject line of the message will be "MILSTRIP Requisition for Modification Kits". (See page 12-2).

2. Modification Kits for field maintenance level modifications will be requisitioned by the installing unit.

3. All modification kits which are requisitioned will require a report of installation to the Inventory Control Point, Philadelphia, in accordance with MCO PH400.84, paragraph 0407.

410. RECOVERABLE ITEMS. A requisition for a replacement of a recoverable item will not be submitted until after one of the following determinations has been made:

SECTION V

FIELD OPERATIONS501. COMBAT REQUISITIONING

1. All requisitions will be submitted directly to the designated supply source.
2. Logistical reports of materiel deficiencies, operational reports of loss, damage or destruction of materiel will not be assumed to constitute a requisition unless specifically identified as a requisition and requested by the reporting unit to be treated as such. This prohibition is imposed to ensure that duplicated supply actions do not result. As a general rule, the fastest way to obtain needed materiel is to communicate directly with the source of supply.
3. Requisitions will be accepted by supply sources in any form in emergency situations (e.g., written, telephoned, radioed, transmitted by message, etc.). Written requisitions should be submitted to minimize possibilities for error, misidentification, or misunderstanding.
4. Requisitions submitted by any other means than on DD-1348 (message, telephone, radio, etc.) will contain all the information required on a normal requisition. MCO Ph400.15E, paragraphs 04003, 04004 provide detailed instructions for submission of requisitions of this type.

502. LSA OPERATION. Division Order Ph4000.17B, Standing Operating Procedures for Logistic Support Areas (LSA's), contains detailed instructions for the operation and administration of LSA's. Prior to an operation where the unit will be supported by an LSA, the participating unit will determine the Class IIE, IV, VIII, IXG and IXK resupply requirements. These supplies will be packaged, a locator deck prepared, and the supplies delivered to LSA by the participating unit's supply element. The unit's supply element will consist of adequate personnel to properly manage the issue of the positioned supplies. Accounting for positioned stocks by the unit will be accomplished by recording these requirements in the "Operation Deployment Stock" portion of the stock record card (NAVMC 708-SD) as shown in MCO Ph400.15_, Figure 3-1, page 3-7. When the operation deployment stocks are dropped from the available for issue balance of the stock record card, the Supply Officer will immediately submit requisitions as indicated by the reorder point of the inventory control data on the stock record card. Upon completion of the operation and the return of materiel, pick up the Operation Deployment Stock in the available for issue column on the stock record cards. The expended quantities will be based on the inventory and will be recorded on the stock record cards as a recurring demand. When this has been completed, a review of the total assets of the stock record card and a cancellation of the requisitions not justified by inventory control data will be completed. Excess stocks, which are generated as a result of the operation, may be retained until next computation of AMRD. When the

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STANDING OPERATING PROCEDURES FOR SUPPLY

Average Monthly Recurring Demands are next computed, the disposal of all excesses will be in accordance with paragraph 801 of this Order.

503. SALVAGE OPERATION. Salvage Operations are the responsibility of the commander. Normally, the logistics officer will exercise staff supervision over the organization and function of the operation. The prescribed procedures and responsibilities for salvage operations are detailed in FMFPacO 4010.1_.

504. RECOVERY OF PRECIOUS METALS. MCO P4010.2A list some of the known sources of precious metals and shows methods to be used for determination of the existence of precious metals in scrap material. Units will ensure that scrap material containing precious metals is identified, labeled, and turned in to the Officer-in-Charge, Salvage Section, Supply Company, Supply Battalion, 1st Force Service Regiment, (Retrograde Facility, MMCL14).

STANDING OPERATING PROCEDURES FOR SUPPLY

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801. DISPOSITION OF EXCESS MATERIEL. Disposition of excess materiel encompasses all necessary accounting and physical handling procedures involved in purging unit stock records and unit storerooms of materiel that is no longer authorized for issue or retention. Excess materiel includes all items held in unit stocks or under control that exceeds authorized levels of supply or authorized T/E (TAM) allowances. It is the responsibility of the commanding officer to ensure that effective measures are taken to prevent accumulation of property in excess of authorized stock levels. Appropriate measures will be taken on a continuing basis for reporting and disposing of excess property in the best interest of the Government. These measures are necessary to ensure adequate supply support, combat readiness, and effective supply management. Procedures for the disposition of excess property are contained in MCO P4400.15, paragraph 03013 and as follows:

1. EXCESS T/E (TAM) ITEMS. All excess T/E (TAM) items (less excess class II, IV and IX operating stocks) will be reported to this Headquarters (Attn: G-4) by means of submission of key punch work sheets for combined allowance list (CAL) in accordance with DivO 4400.26 and DivO 4570.1. Regimental Commanders will ensure review of unit combined allowance lists (CAL) at the regimental level and direct internal redistribution of a unit's excesses to satisfy another unit's deficiencies, when applicable. When such action is accomplished, ensure that receiving unit(s) take action to cancel any outstanding requisitions that would otherwise place the unit in excess if requisitions were filled.
2. EXCESS OPERATING STOCKS. Excess operating stocks of class II, IV, and IX shall be reported to this Headquarters (Attn: DSO) for disposition instructions. The unit's excess listing shall contain the FSN, nomenclature, condition code and quantity of the excess operating stock item(s). Infantry and artillery units shall first report excess operating stocks to the respective Regimental Commander for possible internal redistribution prior to reporting to this Headquarters for disposition. Upon receipt of the unit's excess operating stock listing, this Headquarters will publish the excess list to all Division units requiring the review of records to determine need for any of the items and will authorize direct liaison with the unit holding the excess operating stocks. This Headquarters will arrange for the turn-in of excess item(s) to FLC providing the item(s) are condition code "A", properly marked with FSN, and brief nomenclature. Items other than condition code "A" will be reported by this Headquarters to CG, III MAF for disposition instructions. This does not include code "H" items which will be turned in to the Army Property Disposal Officer (APDO), Danang via MC114 (Salvage Plt. FLC).

802. RECOVERABLE ITEMS. Listings of recoverable items are published in MCO 4400.4. Items so designated are subject to strict monitoring and control by the Commandant of the Marine Corps. Recoverable items

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(12)

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STANDING OPERATING PROCEDURES FOR SUPPLY

determined to be in excess to the allowance of a unit will be processed in the following manner:

1. The using unit will request an LTI from the supporting FLC maintenance activity.
2. When the LTI is completed, report the excess item by condition code to this Headquarters (Attn: G-4). Division units will be screened for possible need.
3. If not required within the Division, the items will be reported by this Headquarters to III MAF (Attn: G-4).
4. III MAF will direct disposition. If the item is not required within III MAF, the using unit will be directed to turn in the item to the supporting FLC maintenance activity. FLC will then assume responsibility for submitting the applicable Recoverable Items Report (RIR).

803. EXPENDABLE NON-RECOVERABLE ITEMS. Excess expendable non-recoverable items will be reported and disposed of in accordance with paragraph 801 of this Order, and the following instructions when the letter of disposition instructions from this Headquarters directs the turn in of excess items to FLC:

1. The unit will package one line item per container (e.g., paperbag, box, etc.).
2. The FSN and the quantity will be annotated on the container.
3. A DD-1348-1 invoice will be prepared for each line item (FSN). In block 25, the unit of issue, the noun name, the word "excess" and the condition code will be annotated. Each invoice must be signed to certify that the materiel is in the condition code indicated.
4. The original and two copies of the invoice will be delivered to MC1. Additional copies may be prepared for local records.
5. The unit will coordinate with the Storage Officer, Supply Company, MC1 for the date and time that the materiel may be delivered to the Storage Warehouse.

804. NON-EXPENDABLE NON-RECOVERABLE ITEMS. The unit will process items in this category as outlined in paragraph 802.

805. MISSING/FOUND GOVERNMENT PROPERTY. The Commandant of the Marine Corps maintains a record of all lost, stolen, missing or recovered Government property considered to be of a highly negotiable nature, as well as other property when it is considered that the recording of the loss or recovery should be a matter for future reference. Specific

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STANDING OPERATING PROCEDURES FOR SUPPLY

806.1

procedures have been established to report the loss of these items expeditiously, and also to endeavor to recover as many of the items as possible. The instructions necessary to administer this program are contained herein and in MCO P4400.19 and ForO 4340.1_.

1. All commands will establish procedures and controls over U. S. Government property for which they are responsible that will prevent misappropriation and diversion of such property from its intended use. Such procedures will provide for prompt reporting and investigation of all incidents involving loss, pilferage, misuse and diversion of U. S. Government property. Prompt administrative and disciplinary action will be taken where appropriate.

2. Commands will immediately report to the Commandant of the Marine Corps (Code CSX) all incidents of missing, lost, stolen, or recovered weapons, office machines, vehicles and items of a highly negotiable nature. Copies of all reports will be sent to:

- a. Force Supply Officer, III Marine Amphibious Force
- b. Provost Marshall, III Marine Amphibious Force
- c. Division Supply Officer, 1st Marine Division
- d. U. S. Naval Investigative Service Representative, Danang
- e. Federal Bureau of Investigation District Office, Honolulu

Report will be in accordance with formats provided by page 12-9 and 12-10, .

3. Headquarters, III MAF will publish a semi-monthly letter to all commands, to include battalions and separate companies. This letter will be reviewed by all commands to determine if any of their lost, missing or stolen property, has been reported as recovered and if any property reported as recovered by their organization has been reported as lost, missing or stolen by another organization. It is the responsibility of the command reporting the loss to arrange for the return of the item. Direct liaison between the command reporting the loss and the command reporting the recovery is authorized.

4. SPECIAL SERVICES PROPERTY. If a special services item is found, the unit will report as noted above and will annotate "Special Services Item" in paragraph "E" of the report.

806. REPORTS OF INVESTIGATIONS

1. MCO P4400.19 establishes the procedures for initiating investigations and specifies offices authorized to convene investigations.

807.3

STANDING OPERATING PROCEDURES FOR SUPPLY

2. MCO PH400.19_, paragraph 104115 states that reports of investigations consisting of findings of fact, opinions, and recommendations, and substantiating statements, when appropriate, will be returned to the convening authority for review and required action.

3. Reports of investigations submitted to Division for review should be those investigations where neglect or responsibility has been determined and those required by MCO PH400.19_, paragraph 104114.2.

807. COMBAT LOSS OR DAMAGE TO COMBAT ESSENTIAL ITEMS OF EQUIPMENT

1. FMFPacO 4400.10 establishes the procedures for reporting and replacement of combat losses or damage to combat essential items of equipment and establishes those items upon which a report must be submitted.

2. The following actions are required by Division units:

a. Submit a combat damage report by request release message to this Headquarters (Attn: G-4) in the format prescribed by enclosure (2) to FMFPacO 4400.10 within 48 hours after damage occurs.

b. Force Logistic Command will conduct a limited technical inspection within 48 hours after the receipt of the initial unit damage report.

c. Force Logistic Command will provide a letter of unserviceable property or an evacuation notice within 72 hours after completion of the limited technical inspection.

d. Upon receipt of a letter of unserviceable property from Force Logistic Command, submit a priority O2 requisition within 24 hours using advice code 4G in block 22.

e. Upon receipt of a letter of evacuation from Force Logistic Command, take no action to requisition a replacement until so advised by the 3d Force Service Regiment.

f. Upon receipt of a letter of unserviceable property from 3d Force Service Regiment, submit a priority O2 requisition within 24 hours using advice code 4G in block 22.

g. Upon receipt of a letter of evacuation from 3d Force Service Regiment, submit a priority O2 requisition within 24 hours using advice code 4H in block 22.

3. All combat losses of items contained in FMFPacO 4400.10 and MCO 4440.19_ require the submission of a controlled items reporting update card.

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DECLASSIFIED

(NAME) (RANK) (SER.NO.) (DATE)

It is requested that the below listed articles be furnished for my personal use.

(SIGNATURE OF INDIVIDUAL) (SIGNATURE OF INSPECT OFFICER)

<u>ITEM AUTHORIZED</u>	<u>QUANTITY</u>	<u>ITEM AUTHORIZED</u>	<u>QUANTITY</u>
BAG, DUFFLE	_____	BELT TROUSERS	_____
BUCKLE, F/WEB BELT	_____	CAP, GARRISON, KHAKI	_____
CAP, UTILITY	_____	DRAWERS, COTTON	_____
INSIGNIA, BOFS, LEFT	_____	RAINCOAT	_____
SHIRT, KHAKI, 1/4 LENGTH SLEEVE	_____	SHIRT, UTILITY	_____
SHOE, DRESS	_____	SOCKS, COTTON, DRESS	_____
BOOTS, COMBAT	_____	SOCKS, WOOL, WORK	_____
TROUSERS, KHAKI	_____	TROUSERS, UTILITY	_____
UNDERSHIRT, COTTON	_____		

APPROVED:

DATE: _____

The individual named hereon is authorized to draw the clothing requested under the "in-kind" issue system.

I certify that I have received the above listed clothing and that it fits properly.

(SIGNATURE OF COMMANDING OFFICER) (SIGNATURE OF INDIVIDUAL)

I CERTIFY that I have witnessed the above issue and that all clothing was delivered to the individual and was the proper size requested.

Signature of Witnessing Officer

Figure 5. FORMAT FOR CLOTHING ISSUE DOCUMENT.

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DECLASSIFIED

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

21/FCG/lw
4400
(Date)

From: Commanding Officer
To: Corporal James P. MORGAN 000 00 00/3041 U. S. Marine Corps

Subj: Authorized Custodian (PRIMARY): appointment of

Ref: (a) NavCompt Manual, vol. 4
(b) MCO P4400.15E

1. In accordance with paragraph 041512 of reference (a), you are hereby appointed as Authorized Custodian (PRIMARY) for this command vice _____, relieved. The effective date of this appointment is _____.

a. Duties. To collect funds derived from the sale of Government property to individuals of this command. You will not accept another position involving the handling of public funds. Prior to performing the functions of authorized custodian, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained in references (a) and (b).

b. Safeguarding of Funds. You will be provided a safe for your exclusive use (for public funds) which will be accessible only to you. The combination to the safe will be known only to you and will not be communicated to, or placed in the custody of, anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided you for the safekeeping of public funds.

c. Limitations. You are authorized to have in your possession public funds for the sale of Government property not in excess of \$100. Cash collections from the sale of Government property will be turned in to the appropriate disbursing officer immediately after the close of business each month, provided the amount authorized has not been exceeded. If adequate safekeeping facilities are not available or the amount of the collections exceeds \$100, collections will be turned in daily or twice weekly, as prescribed by paragraph 043003.1 of reference (a). A change fund is not authorized for this position.

FIGURE 6. FORMAT FOR AUTHORIZED CUSTODIAN

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DECLASSIFIED

DECLASSIFIED

21/FCG/lw
(Date)

Subj: Authorized Custodian (PRIMARY); appointment of

2. You will indicate by endorsement hereto your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. The appointment may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective date.

3. This letter of appointment, with endorsement, will be maintained in the permanent file of this command to show the successive holders (revocation) of this position and will be retained for a period of not less than 5 years after you cease to serve.

/s/I. W. INSPECT

FIGURE 6. FORMAT FOR AUTHORIZED CUSTODIAN

12-6a
CH 2

(12)

DECLASSIFIED

DECLASSIFIED

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

DivO 1020.1F
1/VIH/geg
14 Nov 1970

DIVISION ORDER 1020.1F Ch 1

From: Commanding General
To: Distribution List

Subj: Uniform Regulation in the Republic of Vietnam

Ref: (a) MCBul 1020 of 2 Oct 1970

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. In paragraph 5.a. (1) second line change "6cm x 1 3/4cm" to read "3 inches (7.62cm) x 5/8 inches (1.58cm)". In third line change "1cm high" to read "3/8 inch (.95cm) high".

b. In paragraph 5.d. delete the words "identification bracelets".

3. Information. Deletion of identification bracelets from those items authorized to be worn by Marines while in uniform was recently announced by reference (a).


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION "A" and "B"

DECLASSIFIED

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

DivBul 1133
54/PPK/sjl
14 Nov 1970

DIVISION BULLETIN 1133

From: Commanding General
To: Distribution List

Subj: Reenlistment Report for the month of October 1970

Encl: (1) October 1970 Tabulation of first term reenlistment percentages and percentages of established quarterly quota

1. Purpose. To publish reenlistment results and percentages for the month of October 1970.

2. Information

a. October's retention rate decreased with 10 first term Marines reenlisting or executing career length extensions.

b. Final reenlistment results for October 1970 are:

<u>FIRST TERM</u>	<u>CAREER</u>	<u>TOTAL</u>
27.8%	83.3%	41.7%

c. Enclosure (1) provides a tabulation of first term reenlistment results for regiments and battalions.

3. Action. All units with low retention results will be visited by the Division Career Planning Contact Team. Scheduled visits will be the subject of separate correspondence.

4. Self-Cancellation. 31 January 1970.



D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B" plus 54(50)

DECLASSIFIED

DivBul 1155
14 Nov 1970OCTOBER 1970 TABULATION OF FIRST TERM
REENLISTMENT RESULTS

<u>UNIT</u>	<u>REC/ELIG</u>	<u>REENL</u>	<u>% FOR OCT</u>	<u>QTR QUOTA</u>	<u>TOTAL NO REEN/QTR</u>	<u>% OF QTR QUOTA</u>
HqBn	4	1	25%	11	1	9%
1stMar	5	2	40%	26	2	7.6%
HqCo	0	0	0	2	0	0
1stBn	2	0	0	8	0	0
2dBn	2	1	50%	8	1	12.5%
3dBn	1	1	100%	8	1	12.5%
5thMar	5	1	20%	26	1	3.8%
HqCo	0	0	0	2	0	0
1stBn	2	1	50%	8	1	12.5%
2dBn	3	0	0	8	0	0
3dBn	0	0	0	8	0	0
11th Mar	13	2	15.3%	11	2	18.1%
HqBtry	4	1	25%	2	1	50%
1stBn	3	0	0	4	0	0
2dBn	4	1	25%	4	1	25%
3dBnHow	2	0	0	1	0	0
1stRecon	1	1	100%	5	1	20%
1stMedBn	0	0	0	1	0	0
1stEngrBn	5	3	60%	5	3	60%
1stMtBn	1	0	0	1	0	0
11thMtBn	2	0	0	3	0	0

ENCLOSURE (1)

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

DivO 4730.1B
4/HLS/glc
14 Nov 1970

DIVISION ORDER 4730.1B

From: Commanding General
To: Distribution List

Subj: Cantonment Report

Encl: (1) Cantonment Report Format

Report Required: I. Monthly Cantonment Report (Report Symbol 1st
MARDIV 4730/1-4) (Refer to par. 4 of the text).

1. Purpose. To establish a system for compiling and maintaining facilities availability and utilization data for cantonments under the control of the 1st Marine Division.
2. Cancellation. DivO 4730.1A
3. General. Current information concerning the availability and use of cantonment facilities within the 1st Marine Division is required by this Headquarters for planning purposes. The monthly Cantonment Report will accomplish this purpose. The senior unit commander occupying a cantonment is designated the Cantonment Commander.
- * 4. Action. Cantonment Commanders will submit a consolidated report of facilities available and currently in use by all units within their cantonment using the format in enclosure (1). Report will be submitted as of the first day of the month, to reach this Headquarters (G-4/Facilities Officer) by the fifth day of the month. Only one copy will be submitted. The information required by paragraphs 1.d. thru 1.h. of enclosure (1) will be submitted on the Cantonment Report for the month of November 1970 and then only as changes occur.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B"

DECLASSIFIED

(Unit Heading)

DivO 4730.1B
14 Nov 1970

(Date)

From: Commanding Officer
To: Commanding General, 1st Marine Division (-) (Rein), FMF
(G-4/Fac Officer)

Subj: Cantonment Report

Ref: (a) DivO 4730.1B

1. The following report is submitted in accordance with reference (a):
 - a. Name of Cantonment.
 - b. Units occupying cantonment.
 - c. On board population density by unit (Not T/O personnel of unit).
 - (1) Officers.
 - (2) Enlisted.
 - (3) Other Military (Specify Branch).
 - (4) Civilian Personnel/Employees.
 - d. Number of S.E.A. Huts.
 - e. Number of canvas covered strong backs.
 - f. Number of Quonset/Butler buildings.
 - g. List water storage facilities, to include size and type of non-T/E pumps.
 - h. List number of electrical generators by kilowatt output and USN Number.

(Signature)

DECLASSIFIED

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

DivO P5000.2A Ch 4
7/HAE/tim
14 Nov 1970

DIVISION ORDER P5000.2A Ch 4

From: Commanding General
To: Distribution List

Subj: Headquarters, 1st Marine Division Staff Regulations

Encl: (1) New page inserts to DivO P5000.2A

1. Purpose. To transmit new page inserts and direct pen changes to the basic Manual.

2. Action

a. Remove and destroy present pages 607 and 6-8, and replace them with corresponding pages in enclosure (1) hereto.

b. On page x under Supply, delete "Plans Section 603.3 6-8". Under the paragraph column change 603.4, 603.5 and 603.6 to read 603.3, 603.4 and 603.5.

c. On page 6-9, change paragraphs 5 and 6, to read 4 and 5.

3. Change Notification. Significant changes contained in the revised pages are denoted with an asterisk (*).

4. Filing Instructions. This change will be filed immediately following the signature page of the basic Manual.

5. Certification. Reviewed and approved this date.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A"

1ST MARINE DIVISION STAFF REGULATIONS

603.1

reporting, data system development, and associated automatic data processing equipment operations and acquisition.

(9) To provide guidance and training for general and special staff section ADP Systems Coordinators.

4. ADMINISTRATIVE SECTION

a. The Administrative Section supervises all administrative functions within the G-4 Section to include:

- (1) Maintenance of G-4 records and files.
- (2) Control and distribution of all message traffic and correspondence.
- (3) Establishment of internal security for G-4 classified files.

5. SPECIAL STAFF OFFICERS

a. ORGANIZATION. The special staff consists of staff officers whose activities pertain to particular military specialties. The composition of the special staff is specified in tables of organization which reflect the size, type, and mission of the command. The commander may meet unusual conditions by omitting sections not required, by combining or adjusting responsibilities, and by creating additional sections.

b. GENERAL DUTIES. Within their respective fields, special staff officers act as advisors, planners, supervisors, and coordinators.

c. Special staff officers under the staff cognizance of the Assistant Chief of Staff, G-4 are listed in paragraph 102.11a of this Order.

603. SUPPLY

1. GENERAL

a. The Division Supply Officer is a special staff advisor to the Commanding General on all matters pertaining to supply. The general responsibilities of the Division Supply Officer are to provide efficiency in supply operations and management within Division units, apprising higher headquarters of significant discrepancies, problem areas, trends, and providing guidance and instructions in supply procedures when necessary and required.

* b. The Division Supply Office is organized into four sections to effectively accomplish the Division Supply mission:

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1ST MARINE DIVISION STAFF REGULATIONS

- (1) Operations Section.
- (2) Materiel Management Teams Section.
- (3) Administrative Section.
- (4) Personal Effects Section.

*2. OPERATIONS SECTION

a. Provides information and assistance in response to oral or written inquiries received from the Commanding General, Division Staff officers, or from Division units, concerning supply accounting, management, and operating procedural and technical matters.

b. Screens priority O2 walk-thru requisitions to ensure validity of requirement and reviews open purchase requests ensuring that like items are not readily available through the Marine Corps supply system. Recommends purchase with AIK funds if appropriate.

c. Prepares and releases in coordination with other staff members and subordinate commanders concerned, correspondence which deals with routine supply matters or are replies to routine inquiries.

d. Monitor the individual Weapons Master Inventory File System.

e. Coordinates receipt and prepares all reports submitted by the Division Supply Office to higher headquarters and Division general and special staff sections.

f. Receives and consolidates all supply reports submitted to Division Headquarters by subordinate units.

g. Coordinates and controls all special projects within the Division Supply Office.

3. MATERIEL MANAGEMENT TEAMS SECTION

a. Provides the Commanding General with a supply inspection team as part of the G-4 Materiel Management Teams.

b. Provides supply materiel management assistance to Division units as may be required or requested, including special instructions, assistance inspections, and special reports or

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DECLASSIFIED

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

DivBul 5080
19/ADP/dob
14 Nov 1970

DIVISION BULLETIN 5080

From: Commanding General
To: Distribution List

Subj: Relief of Vietnamese Flood Victims; request for voluntary contributions of

1. Purpose. To announce Operation FLOODTIDE, a voluntary collection of funds to help provide relief for recent flood victims in the TAOR of 1st Marine Division.

2. Background.

a. Tropical storms KATE and LOUISE, along with usual rains encountered in the monsoon season, have left thousands of civilian Vietnamese destitute and homeless. Marines have already been instrumental in evacuating, feeding, and medically assisting many of these flood victims. It is believed that many Marines will desire to voluntarily contribute funds toward the purchase of food, clothing, medical supplies, to further aid these victims.

3. Action.

a. Operation FLOODTIDE which commenced 1 November will last until 22 November 1970.

b.. Company/battery commanders will afford each person the opportunity to contribute to Operation FLOODTIDE.

c. Chaplains are encouraged to announce this cause at their services and to accept offerings.

d. All funds collected will be transmitted via the battalion/regimental chaplain to the Division Chaplain.

4. Self-Cancellation. 30 November 1970.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B"

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

DivO 5420.2
1/HSA/lkn
14 Nov 1970

DIVISION ORDER 5420.2

From: Commanding General
To: Distribution List

Subj: 1st Marine Division Exchange Advisory Committee

Ref: (a) AR 60-20 of 14 April 1965
(b) MACV Directive 60-6 dated 14 July 1969
(c) COMUSMACV msg 081209Z Oct70

1. Purpose. To publish instructions pertaining to the establishment of an Exchange Advisory Committee.

2. Background. The 1st Marine Division operates a branch of the Vietnam Regional Exchange (PACEX) in accordance with the policies set forth in reference (a). The goal of Pacific Exchange System is to provide the best possible service and merchandise at minimum cost to authorized patrons. The Vietnam Regional Exchange Council was established by reference (b) to review and evaluate Exchange activities to ensure maximum responsiveness to command and mission requirements. The primary purpose of the Council is to promote the basic objectives of the Exchange Service within Vietnam and recommend policy or procedural changes to improve Exchange operations.

3. Action. To assist the Vietnam Regional Exchange Council in the accomplishment of its assigned mission a 1st Marine Division Exchange Advisory Committee is established in accordance with the provisions of reference (c). The Committee will be composed of the Assistant Chief of Staff, G-1 (Chairman), the Division Exchange Officer, Division Sergeant Major, and members from designated organizations. Commanding Officers of the units indicated below will appoint in writing the number of personnel shown as committee members. Representation should include junior officers and junior enlisted personnel with varied ethnic backgrounds. A copy of each Advisory Committee appointing letter will be forwarded to Assistant Chief of Staff, G-1.

<u>ORGANIZATION</u>	<u>OFFICER</u>	<u>ENLISTED</u>
Headquarters Battalion	1	1
1st Marines	1	1
1st Battalion, 1st Marines	1	1
2d Battalion, 1st Marines	1	1
3d Battalion, 1st Marines	1	1
5th Marines	1	1
1st Battalion, 5th Marines	1	1
3d Battalion, 5th Marines	1	1
1st Battalion, 11th Marines	1	1
1st Engineer Battalion	1	1
11th Marines	1	1

DivO 5420.2
14 Nov 1970

4. Duties of Exchange Advisory Committee. The duties of 1st Marine Division Exchange Advisory Committee shall consist of such responsibilities as may be directed by the Commanding General and the following:

- a. Act on all matters presented by the Commanding General.
- b. Appoint committees and prescribe functions.
- c. Determine customer attitudes toward services provided by Division Exchanges.
- d. Develop and present for approval recommendations concerning local improvements, policy, and procedural changes.
- e. All members are voting members. A two-thirds majority will decide all issues. The senior member shall vote only in case of a tie. A quorum shall consist of not less than sixty percent of the members. The senior member (Assistant Chief of Staff, G-1), only, is required to sign the minutes of each meeting. However, minority reports must be signed by member(s) making the report and shall be attached to the minutes as enclosure(s).
- f. Committee members desiring to submit agenda items for committee consideration will ensure delivery to Assistant Chief of Staff, G-1, prior to the last day of each quarter.
- g. Information concerning the time, place, and date of meetings for the Division Exchange Advisory committee will be announced by separate directive/message.

5. Reports Required. Minutes of each meeting, to include minority reports, will be forwarded to the Commanding General for his review and approval. Recommendations pertaining to policy and procedural changes to improve Exchange operations may be forwarded to Commanding General, III Marine Amphibious Force for presentation to the Joint Vietnam Regional Exchange Quarterly Council Meeting.


D. H. BLANCHARD
Chief of Staff

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

DivBul 5724
37/JPN/lrm
14 Nov 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
October 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. Information just received at this command from the Fleet Home Town News Center, Great Lakes, indicates that this Division has again led all other Sea Services (Navy, Marine and Coast Guard) for the third quarter in a row in the submission of FHTN printed releases. Adherence to the pertinent instructions of reference (a) will ensure that we remain the leader.
3. Unit Participation. FHTN Releases processed by this command during October are set forth in enclosure (1).
4. Action. Commanders will ensure that all members of their units are given the opportunity and are encouraged to participate in the program in accordance with reference (a).
5. Self-Cancellation. 30 December 1970.


D. H. BLANCHARD
Chief of Staff

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DivBul 5724
14 Nov 1970

REPORT OF FLEET HOME TOWN NEWS RELEASES PROCESSED DURING OCTOBER 1970

<u>UNIT</u>	<u>RECEIVED</u>	<u>RELEASED</u>
1. Headquarters Battalion	13	13
2. Headquarters, 1st Marines	11	11
3. 1st Battalion, 1st Marines	72	59
4. 2d Battalion, 1st Marines	135	135
5. 3d Battalion, 1st Marines	78	73
6. Headquarters, 5th Marines	0	0
7. 1st Battalion, 5th Marines	9	9
8. 2d Battalion, 5th Marines	32	32
9. 3d Battalion, 5th Marines	118	118
10. Headquarters, 11th Marines*	1	1
11. 1st Battalion, 11th Marines	63	63
12. 2d Battalion, 11th Marines	30	30
13. 4th Battalion, 11th Marines	9	9
14. 1st Engineer Battalion	14	14
15. 1st Motor Transport Battalion	8	8
16. 11th Motor Transport Battalion	18	18
17. 1st Medical Battalion	2	2
18. 1st Reconnaissance Battalion	<u>16</u>	<u>16</u>
	629	606

*Includes FHTN forms submitted
by 3d 8" Howitzer Btry (1).

ENCLOSURE (1)

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

DivO 1730.1B
19/GAR/dob
16 Nov 1970

DIVISION ORDER 1730.1B

From: Commanding General
To: Distribution List

Subj: Lay Leader Program

Ref: (a) Navy Regulations, Art. 0711
(b) BuPers Instruction 1730.6
(c) Chaplains Manual, NAVPERS 15664-B, Par. 3402, 3404
(d) Marine Corps Manual, Par. 1730
(e) FMFPacO 1730.1E
(f) Lay Leaders' Handbook, NAVMC 2610-AH
(g) Protestant Lay Leader Resource Guide, NAVPERS 15966
(h) Catholic Lay Leader Resource Guide, Pt. I, NAVPERS 15972

Encl: (1) Sample Appointing Order for Unit Lay Leader

1. Purpose. To promulgate policy guidelines and instructions regarding the selection and use of lay leaders within this command.
2. Cancellation. DivO 1730.1A.
3. Background. Most religious groups permit and encourage some form of public worship or devotion under the leadership of select laymen in the absence of their own ordained clergy. This practice has been traditionally followed within the Marine Corps, benefiting both the men and the Marine Corps. References (a) through (h) specifically authorize the Lay Leader Program and outline the particulars thereto.
4. Responsibility. Reference (a) makes the commanding officer responsible for the conduct of divine services. When a chaplain is not attached to or present in a command, the commanding officer shall attempt to engage the services of an available military chaplain or a civilian clergyman to conduct religious services for his troops. When neither military nor civilian clergy are available, the commanding officer or his appointed lay leader will conduct the service.
5. Scope and Limitations. The following principles define the functions and limitations of lay leadership:
 - a. In garrison the lay leader will:
 - (1) Assist in the unit's religious program under the direct supervision of the chaplain and in ways deemed appropriate by the commanding officer.

DivO 1730.1B
16 Nov 1970

(2) Publicize the chapel and religious program and encourage attendance at divine services.

(3) Maintain close contact with the chaplain with regard to the religious and other needs of personnel.

b. In the field and in combat conditions, in the absence of the chaplain, the lay leader will:

(1) Be prepared to conduct an orderly service of worship or devotion when directed by the commanding officer.

(2) Carry out other religious ministries as may be approved by the commanding officer.

(3) Be prepared to provide a spiritual ministry to the wounded and dying as circumstances permit.

(4) Distribute chaplain-approved literature.

c. The lay leader is prohibited from:

(1) Formal preaching, specialized counseling, and other activities which presume ordination by a religious body.

(2) Administering the sacraments. The exception to this rule is baptism in an emergency, under which circumstance anyone may baptize.

(3) Receiving an offering at lay-conducted services.

6. Action

a. Selection. Normally the chaplain will initiate the screening and selection of lay leaders. In order to be effective among personnel of the unit, men chosen to be lay leaders must demonstrate qualities of leadership, be loyal to the tenets of their religion, have a good reputation among their fellow Marines, and voluntarily accept the appointment. After consulting with the first sergeant and executive officer, the chaplain will recommend the lay leaders to the commanding officer for his approval and appointing action.

b. Appointment. The commanding officer will appoint lay leaders to represent the Roman Catholic and Protestant faiths and, where appropriate, Orthodox, Jewish, or other specific religious groups.

c. Training. Unit chaplains will supervise the training and utilization of lay leaders and will provide continuing encouragement as needed. In addition, the Division Chaplain will conduct periodic division-wide lay leader training conferences and related activities in order to stimulate interest and command concern.

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DivO 1730.1B

16 Nov 1970

7. Ecclesiastical Supplies. The Division Chaplain will insure that unit chaplains are supplied with essential ecclesiastical equipment and materials for use by lay leaders.



D. H. BLANCHARD
Chief of Staff

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DivO 1730.1B
16 Nov 1970

UNIT HEADING

From: Commanding Officer
To:

Subj: Appointment as (Insert Religion) Lay Leader for (Unit)

Ref: (a) DivO 1730.1B

1. In accordance with reference (a) you are hereby appointed as (Insert Religion) Lay Leader for (Unit).
2. You will maintain contact with your chaplain and carry out your duties to the best of your abilities according to the teaching of your religion and in the highest traditions of the Marine Corps.
3. This appointment is in addition to your regular military duties.

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

DivO 7200.4
12/RID/dms
16 Nov 1970

DIVISION ORDER 7200.4

From: Commanding General
To: Distribution List

Subj: Procedures for Effecting Pay Call

Ref: (a) NavComptMan, Vol. IV
(b) NAVSO P3007 (Navy and Marine Corps Military Pay Procedures)
(c) CG, 1st MarDiv, ltr 12/NML/rab over 7000 dtd 5Aug70; subj:
Command Interest in Accountability of Funds

Encl: (1) Instructions for Paying Officers

1. Purpose. To promulgate instructions for appointing unit paying officers and effecting pay call, and to apprise commanding officers and paying officers of their responsibilities.

2. Background

a. Reference (a) defines paying officers and provides that they will be appointed in writing by the commanding officer, but only if such appointees are acceptable to the disbursing officer. It further provides that while in the performance of paying duties they are under the exclusive supervision of the disbursing officer in matters concerning the custody and disposition of funds advanced to them, and they will comply with instructions and regulations pertaining to their paying functions as may be issued by the disbursing officer.

b. Reference (b) outlines the procedures for the preparation of payrolls by the disbursing officer.

c. Reference (c) sets forth the Commanding General's policy with respect to command interest in accountability of funds.

d. Experience has shown that the appointment of junior officers as paying officers without providing them with proper guidance and instructions is not in the best interest of the government.

3. Information

a. Many morale, administrative, and legal problems are created by a lack of understanding on the part of commanding officers and unit paying officers as to the necessity for strict compliance with established procedures for effecting pay call. The problem areas are as follows:

DIVO 7200.4
16 Nov 1970

(1) Members of the unit failing to read and/or understand the instructions posted with the advance copy of the unit payroll.

(2) Command indifference to pay call, e.g., haphazard or no procedures for ensuring that all personnel are afforded the opportunity to indicate on the advance copy of the payroll the amount of pay desired on payday; lack of organization of pay line and no provisions for paying stragglers; not providing the unit paying officer with an armed guard or clerical assistant; not providing the unit paying officer with a safe for securing cash funds, and not providing unit paying officer with sufficient envelopes for distribution to individuals receiving checks.

(3) Unit paying officers failure to give pay call the concentration, priority, and care that the disbursement of government funds requires.

(4) Failure on the part of commanding officers to ensure that individuals in the unit who receive a check, mail it to an out-of-country address immediately.

b. In addition to an adverse impact on morale, these problems have led to the loss of cash funds by unit paying officers and to checks being lost by or stolen from individuals. The loss of cash funds by a unit paying officer usually results in an official investigation to determine whether the loss was caused by negligence on the part of the paying officer or whether the loss was caused by circumstances beyond his control. The loss or theft of a check will always temporarily deprive the payee of the proceeds of the check, since it can only be replaced by the U. S. Treasury, and then only after a relatively lengthy verification process.

4. Action

a. Commanding Officers will:

(1) Ensure that the advance copy of the unit payroll is picked up at the disbursing office by the 20th of the month and that all members of the unit are afforded the opportunity to annotate and initial the payroll as to their payday wishes (i.e., amount of cash, check, and/or savings deposit desired).

(2) Ensure that the completed advance copy of the unit payroll is returned to the disbursing office by the 25th of the month.

(3) Appoint a mature and responsible paying officer in writing, utilizing item 1. of the NAVMC 430-FD (Commanding Officer's Delegation of Authority to Receipt for Cash) in duplicate. If navy personnel are paid with the unit, two sets of the NAVMC 430-FD are required.

(4) On payday, ensure that the appointed paying officer reports to the disbursing office with both copies of his appointing orders in hand.

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(5) Provide an armed guard to accompany the paying officer whenever the paying officer has cash funds in his possession.

(6) Assign an administrative clerk (preferably the unit pay clerk) to assist the paying officer at paycall.

(7) Provide the paying officer with sufficient number of government envelopes so that each individual receiving a check may mail it out of country, and ensure that payday checks are in fact deposited in the U. S. Mail within 24 hours.

(8) Provide a suitable place(s) for the paying officer to conduct paycall and ensure that the maximum number of personnel report for paycall.

(9) Make the unit safe available for use by the paying officer in which to secure the payroll, cash funds, checks, and savings deposit receipts as required.

b. Unit paying officers will:

(1) On payday, report to the disbursing office with:

(a) Proper identification, pistol (Cal. 45), and an armed guard.

(b) A suitable container for the payroll, cash funds.

(c) NAVMC 430-FD(s) appointing him paying officer.

(2) Verify by actual count, the number of bills by denomination and the total amount of cash received against the amount shown in item 2. of the NAVMC 430-FD furnished with the cash.

(3) Verify the number of checks and savings deposit receipts received against the number shown on the NAVMC 430-FD.

(4) Acknowledge receipt of the cash, checks, and savings deposit receipts by signing item 2. of the NAVMC 430-FD. Once signed, the paying officer becomes responsible for the amount of cash funds receipted for.

(5) Read and sign the Paying Officer Instruction Sheet furnished with the payroll. Any questions regarding the Instruction Sheet must be resolved prior to departure from the disbursing office.

(6) Return to the unit area and commence paycall, following the procedures prescribed in enclosure (1) to this order.

(7) While in possession of cash funds, ensure that an armed guard is present.

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DivO 7200.4
16 Nov 1970

(8) Secure the payroll, cash funds, checks, and savings deposit receipts in the unit safe as required. Ensure that no other persons have access to the safe.

(9) Prior to returning the completed payroll to the disbursing office, report to the company/battery office and ascertain the status or whereabouts of all individuals who were not paid.

(10) Fill-in (by typewriter) and sign item 4. of the NAVMC 430-FD. Sign the last page of the payroll in the space provided, and return the NAVMC 430-FD, completed payroll, remaining cash, checks, and savings deposit receipts to the disbursing officer.

c. Disbursing Officer will:

(1) Ensure that advance copies of unit payrolls are available for pick-up by 0730 on the 20th of each month.

(2) Upon return of the properly annotated and initialed advance copy of the payroll, ensure that a payroll is prepared in the exact amounts as requested by each individual, following the procedures prescribed in reference (b).

(3) Ensure the payrolls, cash funds, checks, and savings deposit receipts are ready for issue to the appointed paying officer at 0730 on the 1st day of each month.

(4) Ensure that each paying officer reads, understands, and signs the Paying Officer Instruction Sheet prior to his departure from the disbursing office.

(5) Ensure that a proper receipt is obtained from each paying officer for cash funds delivered to him.

(6) Upon return of a payroll by the paying officer, ensure that all cash payments and savings deposits claimed are supported by a valid signature of the payee.

(7) Ensure that the last page of the payroll has been properly certified by the paying officer.

(8) Ensure that item 4. of the NAVMC 430-FD has been properly filled-in and signed by the paying officer and that personnel scheduled thereon were in fact not paid, as evidenced by the payroll.

(9) Verify the amount of cash returned by the paying officer and ensure that the total is equal to the amount required to be returned as evidenced by the payroll and item 4. of the NAVMC 430-FD.

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DivO 7200.4
16 Nov 1970

(10) If the paying officer has made a proper accounting for all cash funds, return his signed cash receipt to him.

(11) Report all cash overages and shortages by the paying officers to this Headquarters as prescribed in reference (a).


D. H. BLANCHARD
Chief of Staff

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DivO 7200.4
16 Nov 1970

INSTRUCTIONS FOR PAYING OFFICERS

1. Upon receipt of notification that you were appointed paying officer, it is assumed that you thoroughly familiarized yourself with the contents of Division Order 7200.4, of which these instructions are an enclosure. If you did not, you will do so prior to commencing paycall.
2. Prior to making a cash payment or savings deposit or delivering a check, it is your responsibility to make positive identification of the payee. The best means for accomplishing this is to have the payee produce his valid Armed Forces Identification Card. You are advised that you are personally responsible for any payments made by you on the basis of forged or fraudulent signatures, even though you had no knowledge of such forgery or fraud.
3. For each cash payment or savings deposit, you must obtain a valid signature of the payee or depositor. A valid signature consists of the payee's first name, middle initial and last name, or his first two initials and last name. Further, the signature must be made with a permanent ink of dark color and must appear on the same line of the payroll as his own name and cash or savings deposit amount. Under no circumstances will you ever permit any person to sign for another individual's cash or savings deposit.
4. Occasionally, an amount on the payroll will have been changed/corrected by the disbursing office. If the change/correction is in the cash column, the payee must initial the alteration prior to signing. If a change/correction appears in the amount due or check column, it will not be initialed.
5. You may not make any changes, alterations, deletions, or notations on any part of the payroll.
6. If an individual is to receive a check and no cash, he will not sign or initial the payroll to acknowledge receipt of the check. However, if he is making a savings deposit he must sign the savings deposit page in the normal manner.
7. Cash payments will be made to individuals in the exact amount as shown in the cash column opposite their name, utilizing the largest denomination of bills possible (i.e., a \$78.00 payment would be made with 3-\$20's, 1-\$10, 1-\$5 and 3-\$1's). Do not make change.
8. If the notation "Refund - do not pay" appears in the signature column opposite a member's name, under no circumstances may you pay him. You must return the cash, check and/or savings deposit receipt to the disbursing office with the completed payroll.

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DivO 7200.4
16 Nov 1970

9. You may deliver checks to individuals only for endorsement purposes. The payees must immediately place their check in the envelope you have provided them, address and seal the envelope and return it to you for further delivery to the commanding officer, who must ensure that it is mailed to an out of country address within 24 hours. In no event will you permit an individual to retain his check, unless he furnishes written evidence that he is scheduled to depart RVN within 48 hours.
10. Members who are to make a savings deposit are identified on the payroll by the notation "SavDep" opposite their name and by the fact that you have been given a savings deposit receipt for each of them. These individuals will also be listed on the savings deposit page of the payroll. Have each depositor sign his name on the savings deposit page just as if he were receiving cash, except that in lieu of paying him cash you will deliver his savings deposit receipt to him. You will enter the date on the savings deposit receipt and in the amount due column of the savings deposit page. The dates to be entered will be the date the individual signed for his savings deposit.
11. Within 72 hours, and after having paid as many members of the unit as possible, you will return the payroll together with any remaining cash, checks, and/or savings deposit receipts to the disbursing office. If you require additional time in which to complete paying the payroll, you will obtain verbal approval from the disbursing deputy who issued you the payroll.
12. Prior to returning the completed payroll to the disbursing office, you will complete item 4. of the NAVMC 430-FD (by typewriter), listing only those individuals who were to receive cash, but who you did not pay. You will also sign the certificate at the bottom of the 1st page of the payroll.
13. You will personally turn-in the payroll, all remaining cash, checks, and/or savings deposit receipts to the disbursing deputy who issued you the payroll. You will not forward it via guard mail, U. S. Mail, courier or runner.
14. Any problems encountered which are not covered by these instructions will be referred to the Division Disbursing Officer prior to your taking any action. The Division Disbursing Officer's telephone number is 6391.

I hereby certify that I have read and understand these instructions and Division Order 7200.4, of which these instructions are an enclosure.

Signature

Date

ENCLOSURE (1)

DECLASSIFIED

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

DivO 1320.1
7/HAE/11c
18 Nov 1970

DIVISION ORDER 1320.1

From: Commanding General
To: Distribution List

Subj: Information Package for Officers and Staff Noncommissioned
Officers

Ref: (a) MCO 1320.11

1. Purpose. To furnish instructions pertaining to information packages from future commands for officers and staff noncommissioned officers in receipt of orders.

2. Background. Reference (a), sets forth instructions pertaining to individual officers and staff noncommissioned officers who have not received information packages from future commands prior to detachment from their old unit.

3. Action

a. Unit Commanders will assure that administrative assistance is made available in obtaining the necessary material in accordance with paragraph 4.b of reference (a), for individual officers and staff noncommissioned officers who have not received the subject package.

b. If, after detachment of the officer or staff noncommissioned officer concerned, the information package is received, it will be forwarded immediately via air mail to the individual's leave address.

c. Incorporate into each unit's check-out procedures the following:

(1) Information Package Received YES/NO


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" and "B"

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

DivO 4600.5
39/HEK/cac
18 Nov 1970

DIVISION ORDER 4600.5

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) Types of Materials Normally Required to Prepare Equipment

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

2. Cancellation. Division Bulletin 4600 of 5 July 1970.

3. 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 reference (a) through (d) and as outlined herein.

4. 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.

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c. All box containers are to be sealed. If a crate is utilized, the openings will be large enough to permit absolute visual inspection 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 $1\frac{1}{2}$ " 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.

5. 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. Vapena 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.

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d. Areas not normally requiring treatment with dust or rodent bait blocks include open cabs and cargo beds of vehicles; engine housing; fender walls; 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 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 stopping 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.

6. Procedures for Preparation of Vehicles for Retrograde

a. Maintenance. Perform appropriate preventive maintenance service, i.e., annual/quarterly, to include the following 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 the 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 all lifting modifications are installed and function properly.

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

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(9) Ensure fording valves are working correctly.

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

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.

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

(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 two 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 $1\frac{1}{2}$ " 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.

(5) Problem Areas Concerning Wheeled and Tracked Vehicles:

(a) Wheeled Vehicles:

1 Engine Compartments.

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2. In and behind bumpers and chassis frame.
3. Headlight Compartments.
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.

7. 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:

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18 Nov 1970

(1) All 1st echelon maintenance must be 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.

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

8. 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.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B"

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18 Nov 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)

DivO 4600.5
18 Nov 1970

TYPES OF MATERIALS NORMALLY REQUIRED TO PREPARE EQUIPMENT

<u>NOMEN</u>	<u>FSN</u>	<u>SOURCE</u>
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	7920-205-2571	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 (30wt)	MC100
	9150-577-5846 (90wt)	MC100

ENCLOSURE (2)

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

DivBul 6100
3/RHB/jrg
18 Nov 1970

DIVISION BULLETIN 6100

From: Commanding General
To: Distribution List

Subj: Physical Fitness and Weight Control

Ref: (a) MCO 6100.3E
(b) CG 1st MarDiv msg 290621Z Oct 70
(c) Manual of the Medical Department, Chapter 15

1. Purpose. To direct Command attention to physical fitness and weight control and individual responsibilities related thereto.

2. Background

a.. Sound physical fitness and an outstanding military appearance have traditionally been essential characteristics of every Marine. The environment of the Republic of Vietnam has not altered these essential characteristics and to this end, each Marine has an individual responsibility to be physically and mentally alert at all times. Fulfilling this responsibility ensures personal well being and the well being of fellow Marines and plays an important role in the successful accomplishment of the unit mission while minimizing casualties of all types.

b. The requirement to administer the Physical Fitness Test prescribed in reference (a) has been waived for commands serving in the Republic of Vietnam. However, the requirement for individuals to maintain physical fitness and proper weight has not been waived.

c. Reference (b) reflects the Commanding General's desires and interest in appropriate personal appearance and weight control is a prime element in achieving acceptable standards in the area of physical fitness and outstanding military appearance.

3. Action

a. Commanders will ensure that all Marines are thoroughly indoctrinated in acceptable standards of appearance and weight control.

b. Reference (c) defines weight control standards and the action to be taken when those standards are not met.

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c. Appropriate action will be taken in those cases that evidence a lack of self respect and discipline.

d. The contents of this bulletin will be incorporated as a change to the Annual Training Directive.

4. Self-Cancellation. 30 April 1971.


D. H. BLANCHARD
Chief of Staff

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HEADQUARTERS

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

DivBul 1746
49/JDM/wem
25 Nov 1970

DIVISION BULLETIN 1746

From: Commanding General
To: Distribution List

Subj: Annual Inventory of the 1st Marine Division Clubs System

Ref: (a) MEO P1746.13B
(b) DivO P1746.1B
(c) 1st MarDiv Clubs Officer ltr 49/TWH/hae over 1746
of 8Nov70 (NOTAL)

1. Purpose. To provide information and instructions concerning the forthcoming annual inventory of the 1st Marine Division Clubs System.
2. Background. Paragraph 3008 of reference (a) and paragraph 211.4 of reference (b) require that an inventory of club funds, consumable stock, and activity-owned property and equipment be conducted at the close of the accounting period ending on or about the last day of November.
3. Action. Commanding Officers authorized branch clubs are directed to:
 - a. Conduct an official inventory of each club after the close of business on 30 November 1970 and prior to opening the club for business on 1 December 1970.
 - b. Insure that Inventory Boards are assigned in accordance with the guidance provided by reference (a) and (b).
 - c. Insure that inventories are conducted in accordance with the procedures outlined in Appendix C of reference (a) and amplified by reference (c). Further guidance is contained in paragraphs 211 and 212 of reference (b).
 - d. Insure that completed inventories are delivered by the senior member of the Inventory Board to the Division Area Auditor for verification immediately upon completion of the inventory.
4. Self-Cancellation. 31 January 1971.


D. H. BLANCHARD
Chief of Staff

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

DivO 1080.4A
1/SRP/jdr
28 Nov 1970

DIVISION ORDER 1080.4A

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)

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. Cancellation. DivO 1080.4.

3. 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 ensure all reporting units submit unit diaries on a timely basis to the Automated Services Center (ASC), Force Logistics Command (DPP #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.

4. Responsibility for Coordination. The Assistant Chief of Staff G-1 is responsible for the coordination of the Manpower Management System. An officer from that section will be appointed as the Command MMS Coordinator. This officer is responsible for:

a. Coordinating of all matters pertaining to the MMS within the Command.

b. Monitoring third and higher notices of discrepancies contained on UTR's in order to identify trends developing in erroneous reporting.

c. Maintaining continuous liaison with the ASC and organizational MMS Coordinators in order to obtain current information which will assist in improving reporting procedures within the Command.

d. 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).

e. Coordinating, as required, with the ASC and organizational MMS Coordinators for unit education programs on MMS.

5. Action. Organizational Commanders will:

a. Appoint an officer as MMS Coordinator (regimental/battalion level) and provide the name of the officer appointed to this Headquarters (Attn: G-1). Officers appointed should be thoroughly versed in all areas of MMS and able to provide supervision of unit diary administrative personnel.

b. 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 ensure that all unit diary entries have been processed.

c. Establish procedures to ensure that appropriate action is taken expeditiously on all required corrections indicated on UTR's. Further, all UTR's containing a third or higher notice of errors

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will be forwarded to the regiments in the case of headquarters companies/batteries and to the battalion for their organic companies. Regimental and battalion commanders will ensure that appropriate corrective action is taken within two days. Reporting units experiencing difficulty in correcting any rejected unit diary entries will contact their MMS coordinator for assistance. The MMS coordinator may request advice from the ACU regarding the need for corrective reporting.

d. 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/or this Headquarters (G-1).

e. Establish procedures to ensure 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).

6. Recommendations. Recommendations from organizational commanders concerning methods to improve MMS reporting within this Command are invited. Such recommendations will be addressed to this Headquarters (Attn: G-1).



D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B"

DivO 1080.4
28 Nov 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 O# 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:

000652045 MARINE JB 125-70 700601-UD 01 JOIN DU
02 STRCAT O
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)

Div 1080.4

28 Nov 1970

PROCEDURE FOR RECONCILING PARAGRAPH 1 ENTRIES ON UNIT DIARY NUMBER 125-70 DATED 28 MAY 1970:

MARINE JB 652045 (*130-70) (130-70)
 (700601 JOIN DU#) (STRCAT O# HIST:
 FR STAG BN MCB CAMPEN#) BILMOS
 2569# (130-70)
 (TOUR BEGAN 700601#) (RTD
 130-70) (130-70)
 (710528#) (CBT SERV 8#) (TO FORDU
 130-70) (130-70)
 (700529#) (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.

000652045 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 O# HIST:
 FR STAG BN MCB CAMPEN# (*C-UD 140-70)
 (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.

000342040 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)

DivO 1080.4
23 Nov 1970

5. ADVISORY/MESSAGES.

000652045 MARINE JB 125-70 700601 UD 39 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)

DECLASSIFIED

DIVO 1080.4
28 Nov 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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HEADQUARTERS
1st Marine Division (-) (Rein), FMF
FPO San Francisco, California 96602

DivO 1910.4 Ch 1
7/HAE/tim
28 Nov 1970

DIVISION ORDER 1910.4 Ch 1

From: Commanding General
To: Distribution List

Subj: Early Release of Enlisted Personnel for College Enrollment

1. Purpose. To direct a pen change to the basic Order.
2. Action. In the reference line, change reference (a) to read MARCORSEPMAN, par 6012.5.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A", "B" & "F"

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

DivO 3460.1C Ch 2
2/RKJ/rlh
28 Nov 1970

DIVISION ORDER 3460.1C CH 2

From: Commanding General
To: Distribution List

Subj: Control, Screening, Evacuation and Disposal of Captured Enemy
Material

Encl: ✓(1) New Page insert to DivO 3460.1C

1. Purpose. To transmit new page insert and direct pen changes to the Basic Order.

2. Action

a. Replace enclosure (7) with new page provided in enclosure (1) of this change.

b. Change par 8.a. (3), page 10, to read as follows:

"All captured material retained by commands for unit museums will be inventoried by type, quantity, and serial number and picked up on appropriate property books for control purposes. A report of the museums will be provided this Headquarters (Attn: G-2) on a quarterly basis as of 1 January, 1 April, 1 July, and 1 October."


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B"

DivO 3460.1C CH 2
28 Nov 1970

Control, Turn-in and Disposal of Captured Enemy Weapons Report Format

From:

To: Commanding General, 1st Marine Division (Attn: AC/S G-2)

Subj: Control, Turn-in and Disposal of Captured Weapons

Ref: (a) DivO 3460.1C

1. In accordance with reference (a), the following information is provided for the month of _____.

a. Part I

	<u>IW</u>	<u>CSW</u>
(1) Total number of Captured Weapons carried over from previous month.	___	___
(2) Total Number of Weapons Captured:	___	___
(a) <u>Disposition:</u>		
<u>1</u> Number destroyed by capturing unit:	___	___
<u>2</u> Number retained as individual war trophies	___	___
<u>3</u> Number retained for exhibits/museums:	___	___
<u>4</u> Number which were of US or other FVMAF origin and returned to appropriate US/FVMAF accountable supply activity	___	___
<u>5</u> Number turned into collection agency:		
<u>a</u> G-2	___	___
<u>b</u> FLC	___	___
<u>6</u> Number turned into CMEC:	___	___
<u>7</u> Other (appropriate detailed explanation, list on reverse side and show totals here):	___	___
<u>8</u> Totals: (for month) (must be same as (2) above)	___	___

b. Part II. Number of unauthorized weapons confiscated from individuals or units for the month of _____. Individual Crew Served Weapons _____.

c. Part III. When applicable, use same format as Part I to report disposition of weapons carried over from the previous calendar year (List on reverse side).

ENCLOSURE (7)

CH 2 (2 November 1970)

DECLASSIFIED

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

38/RPK/srk
5000
28 November 1970

DIVISION ORDER 5000.3A

From: Commanding General
To: Distribution List

Subj: Command Information Notebook

Encl: ✓(1) List of Data Charts and Narrative Analyses by Section
✓(2) Chart Format
✓(3) Smooth Rough of Narrative Analysis (Example)
✓(4) Frequency of Occurrence Graph (Example)
✓(5) Cumulative Frequency Graph (Example)
✓(6) Data Chart Deviating from Standard (Example)
✓(7) Sub-Groupment Overview (Example)

1. Purpose. To establish a Command Information Notebook as a permanent reference document designed to provide this Headquarters and higher commands information, in the form of graphs and analyses, concerning the history, current and projected status of the 1st Marine Division in selected areas including personnel administration, law and discipline, intelligence, operations, logistics, preventive medicine and civic action.

2. Cancellation. Division Order 5000.3.

3. Background. The requirement to develop a document which accurately reflects the past, current and projected performance of the 1st Marine Division in the Republic of Vietnam has been previously recognized. In mid-1970, selected data were incorporated in the format of a Commanding General's Notebook of reference data, primarily designed as a ready reference and briefing aid. More recently, that concept, as well as the included information, was expanded in an attempt to achieve a permanent record of performance, while simultaneously providing the Commanding General with immediately available, pertinent information and a document suitable for transmission to higher headquarters to meet situational requirements. It is the intent of this order to standardize the procedures for the submission of the information and analyses necessary for the production of an accurate and worthwhile document.

4. Action.

a. The Command Information Notebook is continued as of this date, the information, analyses and overviews for which shall be submitted on a monthly basis.

b. Data will be accumulated by the cognizant staff sections as of 2400 on the last day of each month and will be submitted to the Chief of

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Staff (Attention: Command Information Officer) not later than the 10th day of the following month. In those exceptional cases where data are derived from sources external to the Division whose reporting period does not coincide with the end of the month, the cognizant staff section will comply with this paragraph, but ensure that the data are clearly annotated with the "as of" date of the information.

c. Data shall be submitted, in the case of new additions to the notebook, in the chart format of enclosure (2). As many copies of the enclosure as are needed by the various staff sections can be obtained from the Command Information Officer. In the case of data charts already included in the notebook, update information will be submitted in tabular form, resubmission of charts not being necessary. When data charts must be submitted the use of enclosure (2) allows one to provide up to six pieces of information for each month considered, up to a maximum of 36 months. The minimum information to be tabulated is the monthly frequency of occurrence of that piece of information. In addition, if the item concerns personnel, e.g., friendly killed in action or casualties due to motor vehicle accidents, the percentage of Division strength involved is to be tabulated. Ratios, rates of change and additional frequencies of occurrence should be included if they increase the utility of the charts. The graphs themselves shall be line graphs of either the frequency distribution (enclosure (4)) or cumulative distribution variety (enclosure (5)). However, it is realized that not all collections of data will fit the format of enclosure (2), nor even graphical form at all. In such a case, the cognizant staff officer may use any format which best displays the information he wants to present. An example of such an acceptable format is included as enclosure (6).

d. A narrative analysis shall accompany each of the charts (or the tabulation of data for the update of each chart). The narrative analyses must:

(1) Analyze and review past performance of the Division as reflected in the accompanying graph and the other graphs in the notebook (cross-referencing is absolutely encouraged);

(2) Establish the current status of the Division and identify any trends evident from comparison of present to past data; and

(3) Through the use of the previously addressed analyses and comparisons, make projections about the future status of the Division. Comparisons can be made between the month immediately past and the average of the preceding months, between the averages for a specific period in one year against the comparable period in another, e.g., the average number of casualties per month for the first six months of 1970 versus the average number of casualties per month for the first six months of 1969, or the total incidence of a particular event occurring during like periods, such

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as total unauthorized absences January through October 1970 versus total unauthorized absences January through October 1969. The narrative analyses will be submitted in the form of a smooth type-written rough, double-spaced for ease in editing and following the format of enclosure (3).

e. Each of the Assistant Chiefs of Staff, G-1, G-2, G-3, G-4, and G-5 shall have cognizance over a groupment of data charts. Those charts and narratives under the cognizance of the Division Inspector shall be placed in the G-1 Section of the notebook, those under the cognizance of the Division Surgeon in the G-4 Section, and those under the Comptroller's cognizance in the G-1 Section. Each of the Assistant Chiefs of Staff listed above shall submit, along with the data charts (or update data in lieu thereof) and narrative analysis under his cognizance, a narrative overview combining the information and analyses contained within his groupment to review past Division performance, establish the present position of the Division as regards the activity under his cognizance, identify general trends and make overall projections concerning the future through analysis of the totality of the data contained in his groupment. The overviews must not be simply indices of the data charts contained in a groupment.

f. In addition to the narrative overviews catalyzing the totality of the information contained within a groupment, certain sets of charts and analyses fall naturally into sub-groupments, examples of which are friendly casualties, enemy losses and the status of combat essential equipment. A narrative overview similar to that provided by the cognizant Assistant Chief of Staff for an entire section of the book shall also be provided for each of these sub-groupments. The sub-groupments are identified in enclosure (1), while an example of such an overview can be seen in enclosure (7).

g. The Chief of Staff shall have primary cognizance of the Command Information Notebook and the responsibility for its compilation and maintenance. A minimum of five (5) smooth copies will be assembled and updated monthly to be distributed as follows:

Commanding General, III Marine Amphibious Force.....	1
Commanding General, 1st Marine Division.....	1
Assistant Division Commander.....	1
Chief of Staff.....	1
Command Information Officer.....	1

h. When copies of the Command Information Notebook are provided higher headquarters, the minimum five copies will be reconstituted by the 15th day of the ensuing month. Additionally, rough copies of the notebook or portions thereof shall be provided the following officers:

Assistant Chief of Staff, G-1.....	1
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Assistant Chief of Staff, G-2.....1
Assistant Chief of Staff, G-3.....1
Assistant Chief of Staff, G-4.....1
Assistant Chief of Staff, G-5.....1
Assistant Chief of Staff, Comptroller.....1 (Partial)
Division Inspector.....1 (Partial)
Division Surgeon.....1 (Partial)
Division Staff Judge Advocate.....1 (Partial)
Commanding Officer, 1st Marines.....1
Commanding Officer, 5th Marines.....1
Commanding Officer, 11th Marines.....1
Commanding Officer, 1st Reconnaissance Battalion.....1 (Partial)

The officers listed above will receive page changes, new charts and analyses and a list of update data each month with which they can update their copies of the notebook.

5. Assistance.

a. Upon receipt of the material from the cognizant staff sections, the Office of the Chief of Staff shall edit the input and, if necessary, return it to the sections for correction/revision and resubmission. The various staff sections are encouraged to submit their input earlier than the due date so that such editing and resubmission that is necessary may be accomplished on a timely basis.

b. The Office of the Chief of Staff (Command Information Officer) is available to assist in the preparation and analysis of the information in the Command Information Notebook, as well as to insure standardization of format.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A", plus: Staff Secretary (10)
CO, 1st Marines
CO, 5th Marines
CO, 11th Marines
CO, 1st Reconnaissance Battalion

COMMAND INFORMATION NOTEBOOKCHARTS/NARRATIVE ANALYSES REQUIRING MONTHLY UPDATEI. G-1 Section

- G-1. G-1 Overview.Analysis
- 1-1. Division Strength and Force Structure. Analysis/Chart
- 1-2. First Term Reenlistment RatesAnalysis/Chart
- 1-3. Congressional/Special Inquiry Correspondence. . .Analysis/Chart
- 1-4. Decorations and Purple Heart MedalsAnalysis/Chart
- 1-5. Law and Discipline.Analysis
- 1-5a. Trials Involving Crimes of ViolenceAnalysis/Chart
- 1-5b. Unauthorized Absence ReportAnalysis/Chart
- 1-5c. Confined Marines.Analysis/Chart
- 1-5d. Bad Conduct and Dishonorable DischargesAnalysis/Chart
- 1-5e. Administrative DischargesAnalysis/Chart
- 1-5f. Actions Concerning Drug AbuseAnalysis/Chart
- 1-5g. Racial Incidents.Analysis/Chart
- 1-5h. Fraggings Incidents.Analysis/Chart
- 1-6. Ground SafetyAnalysis
- 1-6a. Battle vs Non-Battle CasualtiesAnalysis/Chart
- 1-6b. Supporting Arms Friendly Fire IncidentsAnalysis/Chart
- 1-6c. Individual Weapons Friendly Fire Incidents. . . .Analysis/Chart
- 1-6d. Accidental DischargesAnalysis/Chart
- 1-6e. Explosive Ordnance Incidents.Analysis/Chart
- 1-6f. Motor Vehicle AccidentsAnalysis/Chart
- 1-6g. Operational IncidentsAnalysis/Chart
- 1-6h. Occupational Incidents.Analysis/Chart
- 1-7. Savings Bond/Savings Deposit Programs. Analysis/Chart

ENCLOSURE (1)

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II. G-2 Section

- G-2. G-2 Overview.Analysis
- 2-1. Estimated Enemy Strength, Quang Nam Province. .Analysis/Chart
- 2-2. Deployment of Reconnaissance Teams.Analysis/Chart
- 2-3. Sensors Employed.Analysis/Chart
- 2-4. Precipitation, Quang Nam ProvinceAnalysis/Chart
- 2-5. Enemy Activity.Analysis/Chart
- 2-5a. Enemy Rockets/Mortar Rounds/Lob Bombs Received. Analysis/Chart
- 2-5b. Enemy Sighted vs Enemy KIA/Ordnance Received. .Analysis/Chart

III. G-3 Section

- G-3. G-3 Overview.Analysis
- 3-1. Friendly CasualtiesAnalysis
- 3-1a. Friendly Killed in ActionAnalysis/Chart
- 3-1b. Friendly Wounded in Action.Analysis/Chart
- 3-2. Mines and Booby TrapsAnalysis
- 3-2a. Casualties from Mines/Booby TrapsAnalysis/Chart
- 3-2b. Percentage of Total Casualties KIA/WIA due. . .Analysis/Chart
to Mines/Booby Traps
- 3-2c. Comparison of Mines/Booby Traps Found to. . . .Analysis/Chart
Mines/Booby Traps Detonated
- 3-3. Enemy LossesAnalysis
- 3-3a. Enemy Killed in Action.Analysis/Chart
- 3-3b. Enemy Individual and Crew Served Weapons. . . .Analysis/Charts
Captured
- 3-4. Combined Unit Pacification Program.Analysis
- 3-4a. Hamlet Population under CUPP Influence and. . .Analysis/Chart
Increase in Population in Secure Hamlets
- 3-4b. CUPP Units Established and Percentage of. . . .Analysis/Chart
Category C or Below Hamlets Covered by CUPP

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- 3-4c. CUPP Casualties vs Enemy Losses to CUPPAnalysis/Chart
- 3-5. Supporting ArmsAnalysis
- 3-5a. Artillery Ammunition Expended vs Enemy Sighted. Analysis
- 3-5b. Artillery Ammunition Expended vs Artillery. . .Analysis/Chart
Pieces Available
- 3-5c. Naval Gunfire Ship-Days on Station vs Naval . .Analysis/Chart
Gunfire Ammunition Expended
- 3-5d. Fixed Wing Fighter/Attack SortiesAnalysis/Chart
- 3-6. Helicopter Support.Analysis
- 3-6a. Helicopter Flight Time.Analysis/Chart
- 3-6b. Helicopter Passenger TotalsAnalysis/Chart
- 3-6c. Helicopter Cargo TotalsAnalysis/Chart

IV. G-4 Section

- G-4. G-4 Overview.Analysis
- 4-1. Unit FORSTAT Ratings.Analysis/Chart
- 4-2. Combat Essential Equipment.Analysis/Chart
- 4-2a. Combat Essential Equipment (Comm-Elect)Analysis/Chart
- 4-2b. Combat Essential Equipment (Motor Transport). .Analysis/Chart
- 4-2c. Combat Essential Equipment (Ordnance)Analysis/Chart
- 4-2d. Combat Essential Equipment (Engineer)Analysis/Chart
- 4-3. Interservice Transfer of Equipment to RVNAF . .Analysis/Chart
- 4-4. Preventive MedicineAnalysis
- 4-4a. Malaria IncidenceAnalysis/Chart
- 4-4b. Venereal Disease Incidence.Analysis/Chart

V. G-5 Section

- G-5. G-5 Overview.Analysis
- 5-1. Cost of Civic Action.Analysis/Chart
- 5-2. Vietnamese Participation in Civic Action.Analysis/Chart
- 5-3. Vietnamese Treated by MEDCAP/DENTCAP.Analysis/Chart

1ST MARINE DIVISION (REIN)

[illegible]

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1ST MARINE DIVISION (-) (REIN), CUMULATIVE INCIDENCE OF MALARIA

CALENDAR YEARS 1969/1970

Human malaria is the most significant Public Health Problem in the 1st Marine Division. The disease is caused by a protozoan transmitted to man by the bite of the Anopheline mosquito. Two forms of the disease are present in Military Region I, vivax and falciparum malaria. Falciparum is much more serious than vivax malaria in that brain, lung or kidney complications may result. Fatality rates may reach as high as 10% in untreated cases; no higher than 0.5% in treated cases. Relapses and repeat infections are infrequent; less than 1%. The most essential malaria preventive measures are prevention of mosquito bites (repellent, clothing, and bed and head nets), chemoprophylaxis (C-P tablets), and killing the mosquito through spraying. Chemoprophylaxis is almost 100% effective against vivax malaria, but only partially effective against falciparum malaria. In the 1st Marine Division, falciparum malaria represents more than 66% of the total cases experienced, this two-to-one ratio probably attesting to the efficacy of C-P tablets as a preventive measure against vivax malaria.

The cumulative incidence of malaria in the 1st Marine Division during the first ten months of 1970 is 2,295, a total only nine less than the comparable period of 1969, although average Division strength in 1970 is over 4,000 less than the average of the period in 1969. This almost equal incidence, coupled with the significantly reduced average Division population, could lead one to believe that the case rate is increasing alarmingly, especially when one discovers that the case rate/1000 in

ENCLOSURE (3)

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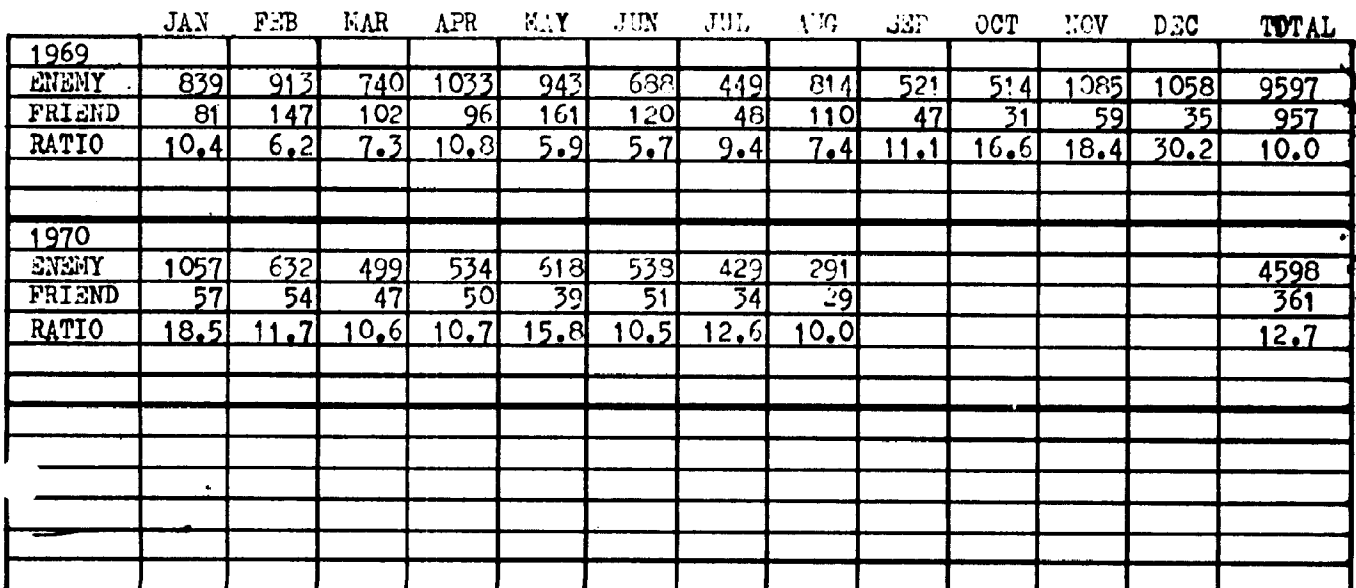
October 1970 nearly doubled the figure for the same month in 1969, 23.9 to 12.7. However, this conclusion neglects to consider the fact that there are almost as many troops operating in the Que Son Mountain region, a hyperendemic malarious area contributing more than 70% of the malaria cases reported in the Division, now as there were at the same time last year, even though Division strength has been halved. Total cases for October 1970 were 315, compared to a total of 396 in October 1969, a significant reduction in incidence largely due to current command awareness, enforcement of malaria protective measures in the 5th Marines AO and a command sponsored Field Malaria Indoctrination program. When and if the Division AO is reduced to exclude the Que Sons, it is safe to assume that both the incidence and the case rate of the disease will fall dramatically.

ENCLOSURE (3)

28a

1ST MARINE DIVISION (REIN), RATIO OF ENEMY TO FRIENDLY KILLED IN ACTION
CALENDAR YEARS 1969/1970

1970 - - - - -



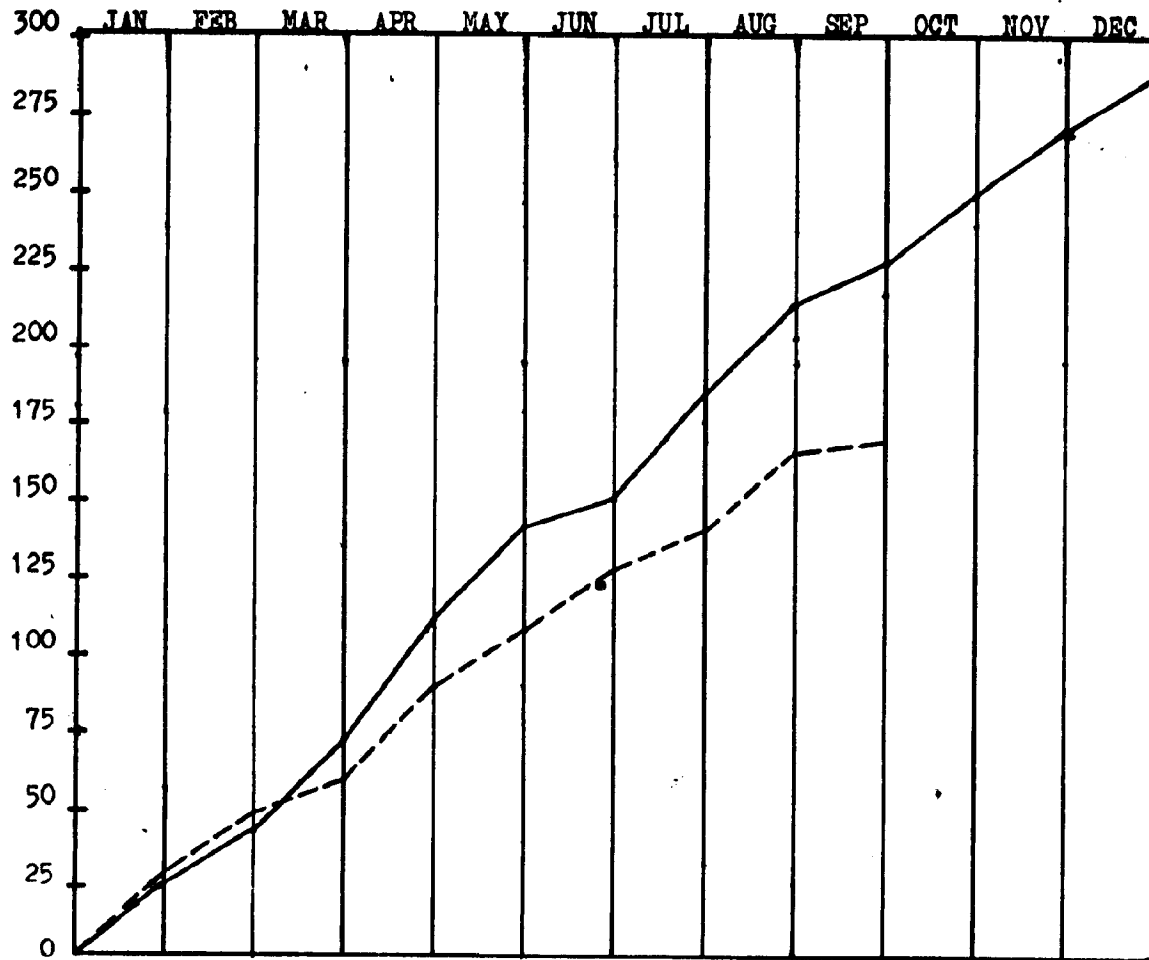
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1ST MARINE DIVISION (REIN), ENEMY MORTARS AND RECOILLESS RIFLES CAPTURED.

CALENDAR YEARS 1969/1970

1969

1970 — — — — —

[illegible]

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1ST MARINE DIVISION (REIN), UNIT ORGANIZATIONAL READINESS STATUS

UNIT	0-1	0-2	0-3	0-4	0-5	0-6
1ST MARINE DIVISION	X					
51ST MARINES		X				
1/51			X			
2/51				X		
3/51					X	
69TH MARINES						X
1/69	X					
2/69		X				
3/69			X			
93D MARINES				X		
1/93					X	
2/93						X
3/93	X					
111TH MARINES		X				
1/111			X			
2/111				X		
3/111					X	
4/111						X
HQ BN	X					
SERV BN		X				
100TH ENGR BN			X			
101ST RECON BN				X		
102D AT BN					X	
103D MT BN						X
104TH SP BN	X					

ENCLOSURE (6)

28a

ENEMY LOSSES

As Allied operations intensified during Calendar Year 1973, enemy losses increased apace, exhibiting a generally steady rise throughout the year. The monthly averages for the initial third of the year were 335 enemy KIA and 54 weapons captured; for the middle third, 606 KIA and 96 weapons; and the latter third, 862 and 134, a remarkably steady rise. So far in 1974, similar steadiness has been displayed. However, instead of increasing, the monthly totals have been generally declining. For the first third of 1974, an average of 611 enemy deaths were recorded per month and 79 weapons captured, while the middle third registered 346 KIA monthly and 45 weapons captured.

The graphs for May through August 1974 exhibit a certain decrease in negative rate of change, specifically, the graph for enemy KIA showing a more gentle negative slope and enemy weapons captured actually increasing slightly each month. The apparent leveling-off of enemy deaths may indicate that a certain point of stability is being approached after which, unless either side mounts a major operation, such enemy casualties will remain within well-defined bounds. The slight, but steady increase in weapons captured recently, coupled with the decline in enemy KIA, tends to indicate the enemy is becoming less tenacious in salvaging the weapons of his casualties, a possible indication of lowered morale. However, a paucity of data precludes one making definite statements to this effect.

If enemy KIA continue to decrease at their present rate, he should suffer about 1,100 more deaths during the year, ultimately producing approximately 4,900 KIA for 1974, a reduction of some 2,300 from 1973. Similarly, should the graph for weapons captured continue on its present

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trend, some 300 weapons should be captured during the remainder of the year 1974 for a total of approximately 750, a reduction of more than 250 weapons from 1974.

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

DivO 5101.3
35/WKZ/mdg
28 Nov 1970

DIVISION ORDER 5101.3

From: Commanding General
To: Distribution List

Subj: Motor Vehicle Operation and Traffic Safety

Ref: (a) XXIV Corps Regulation 190-5
(b) ForO 5101.5
(c) DivO P11240.30A
(d) ForO 5110.2

Encl: (1) Traffic Rules and Regulations
(2) Bilingual Accident Card

1. Purpose. To promulgate information and instructions relative to traffic control regulations, valid utilization and the proper operation of motor vehicles within the 1st Marine Division.

2. Background.

a. The frequency of U.S. Marine Corps vehicular accidents resulting from excessive speed, inattentiveness, carelessness, failure to understand or respect local customs/codes and poor judgment indicate the need for a comprehensive, positive and continual program of indoctrination, education and supervision for all motor vehicle operators as well as effective enforcement of current regulations.

b. References (a) and (b) address the subject matter and provide guidance upon which this order is based.

3. Action

a. All unit Commanders will institute positive and continuing measures to ensure compliance with the spirit and content of this order. These measures will include, but not be limited to the application of thorough training, dynamic enforcement and sound officer/noncommissioned officer leadership.

b. All personnel who supervise, dispatch or operate motor vehicles will be knowledgeable of the contents of this order and Chapter 1 of reference (c).

DivO 5101.3
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4. Applicability

a. In accordance with the provisions of references (a) and (b) all U. S. Forces are subject to the traffic regulations of the Republic of Vietnam. U. S. Armed Forces Police will enforce traffic regulations with regard to all U. S. Armed Forces personnel and all drivers of U. S. Government vehicles to include:

(1) United States citizens employed by any agency of the U. S. Government.

(2) United States citizens employed by private business firms, either foreign or domestic which are under contract to the U. S. Government or any of its agencies.

(3) Third Country and local national employees operating U. S. Government vehicles.

b. This order is applicable to all U. S. Armed Forces personnel assigned or attached to this command and all operators of U. S. Government vehicles.

c. Violation of the traffic rules and regulations set forth in this order may subject U. S. military violators to disciplinary action under the Uniform Code of Military Justice.

5. Responsibilities

a. Unit Commanders. Enforcement of traffic laws within U. S. military installations and insuring valid utilization of vehicles are responsibilities of command. In carrying out these responsibilities, Unit Commanders will:

(1) Establish positive control measures to insure that U. S. Marine Corps vehicles are utilized only on properly authorized business.

(2) Make every effort to minimize vehicle usage. Careful analysis of usage will often permit such measures as consolidation of requirements and establishment of scheduled, multi-purpose trips.

(3) Establish an effective traffic education program which includes supervision, defensive driving, driver improvement and remedial driver training.

(4) Establish and publish traffic rules and regulations as required.

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28 Nov 1970

- (5) Insure that all matters pertaining to the safe operation of motor vehicles are incorporated into the overall command safety program.
 - (6) Establish an enforcement program which will insure compliance with traffic regulations on the camp or installation concerned.
 - (7) Cooperate with civil police agencies and other local government traffic organizations.
 - (8) Periodically review unit traffic accident records and related documents and analyze weaknesses in the command driver training and enforcement programs.
 - (9) Insure command attention to traffic law violations and, where applicable, initiate appropriate correctional, administrative and/or disciplinary measures.
 - (10) Immediately suspend the military operator's permit of U. S. Forces, Third Country and local national employees operating U. S. Marine Corps vehicles involved in an accident resulting in serious injury or death, pending determination of the cause. If the operator is found to have contributed to a fatal traffic accident due to negligent driving, his permit will be permanently revoked, plus any other action deemed appropriate by the commander concerned.
 - (11) Suspend the permits of all U. S. Forces and civilian operators of U. S. Marine Corps vehicles cited for more than one moving violation while in Vietnam.
 - (12) Submit reports in accordance with reference (d).
- b. Vehicle Driver. U. S. personnel operating U. S. Marine Corps vehicles will:
- (1) Insure that they have a thorough knowledge of all traffic laws, rules and regulations.
 - (2) Obey the traffic rules and regulations as well as Government of South Vietnam traffic laws and regulations.
 - (3) Obey instructions of Government of South Vietnam Police controlling traffic.
 - (4) Have in their possession the following:
 - (a) Valid operators permit (SF 46).
 - (b) Valid Vehicle and Equipment Operational Record (NAVMC 10627-SD).

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- (c) Accident Report Form (SF 91).
- (d) Bilingual Accident Card (See enclosure (2)).
- (e) As appropriate, written authorization for travel during curfew hours or into the city of Danang.

6. Special Procedures Relative to Traffic Accidents Involving Both U. S. Armed Forces Personnel and Local Nationals

a. In order to ensure proper handling of adverse incidents resulting from traffic accidents involving local nationals, proper procedures for minimizing or precluding the possibility of serious U. S. Military/Vietnamese national confrontations must be implemented. The following procedures will be observed.

(1) When such an accident occurs immediately notify the military police by the most expeditious means available. The military police will notify the Division Provost Marshal and then the III MAF Command Center who will in turn notify the parent unit. The Provost Marshal will notify the command, and provide updated information as the situation develops.

(2) The parent unit will immediately dispatch a field grade officer to the scene in a VHF-FM equipped radio vehicle. This officer using his unit's call sign will enter the Accident Investigation net (Freq. 58.55 MHz). The III MAF Command Center will also enter this net.

(3) Upon arrival at the scene, the field grade officer will report the prevailing situation to the III MAF Command Center and take charge when directed by the Command Center.


D. H. BLANCHARD
Chief of Staff

DISTRIBUTION: "A" & "B"

DivO 5101.3
28 Nov 1970Traffic Regulations: Republic of Vietnam1. Civil Traffic Laws

a. In addition to the speed limits and other control measures prescribed in this regulation, Government of South Vietnam speed limits, traffic laws and regulations apply and will be obeyed by the operators of U. S. Government owned vehicles. Government of South Vietnam civil police have the authority to enforce Government of South Vietnam laws and regulations outside of U. S. Armed Forces controlled areas of responsibility with respect to U. S. personnel, and are empowered to apprehend offenders. Personnel receiving traffic citations issued by Government of South Vietnam civil authorities or U. S. Military Police will report this fact to their unit commanders immediately.

b. U. S. Military Police are empowered to enforce Government of South Vietnam traffic laws and regulations with respect to all U. S. Armed Forces personnel. U. S. military traffic regulations will not conflict with Government of South Vietnam traffic laws and regulations. Should a conflict occur, Government of South Vietnam traffic laws will be complied with.

c. Under Vietnamese law, a policeman may impose a composition fine against a traffic offender at the time of apprehension. Vietnamese drivers and contracted personnel are not exempt from payment of such fines. U. S. military personnel and U. S. civilian personnel of government agencies or instrumentalities are granted immunity under the Pentilateral Agreement from payment of such fines. Therefore, in the event Government of South Vietnam authorities attempt to impose a fine on any military or civilian drivers granted immunity, the individual will decline to pay and will notify the Military Police authorities as soon as practicable. Any summons or other notification to appear at a Government of South Vietnam police station or before a local Government of South Vietnam court will be delivered by the individual to his immediate commander for further referral to the Staff Judge Advocate for action in accordance with MACV Directive 27-1.

2. Traffic Accidents. Operators of U. S. Government vehicles involved in a traffic accident will stop immediately at or as close to the scene of the accident as possible without obstructing other traffic. The operators and/or other personnel in the vehicle will:

- a. Render first aid.
- b. Report the accident to the nearest Military Police.
- c. Direct traffic around the disabled vehicle(s) until arrival of police officials.

ENCLOSURE (1)

DivO 5101.3
28 Nov 1970

d. In case of fatalities or serious injuries, ~~Do Not Move~~ the vehicle.

e. If only property damage or minor injuries are involved and the vehicle creates a traffic hazard:

(1) Mark the position of the vehicle with chalk or other appropriate material.

(2) Move the vehicle to the side of the road.

(3) Wait arrival of the Military Police.

(4) Provide name, unit, FPO, and vehicle number. Show operators permit, upon request, to the operator of the other vehicle involved, and complete the Standard Form 91 and Bilingual Accident Card, enclosure (2).

f. Accidents involving death, personal injury or property damage to U. S. Armed Forces personnel, or to local nationals when U. S. Armed Forces are involved will be reported to the Provost Marshal who will conduct an appropriate investigation.

g. Accidents resulting in serious injury, death or property damage when U. S. personnel are involved will also be reported as prescribed by DivO P5100.8A.

h. Full cooperation will be afforded to military or civil police authorities who are conducting accident investigations.

i. Although authorized to submit a claim to the U. S. Government for reimbursement of medical expenses and repair of damaged property, few Vietnamese are aware of the proper procedures or the location of the local U. S. Foreign Claims Office. A Bilingual Accident Card, enclosure (2), will be carried in all U. S. military vehicles and be provided to any Vietnamese national involved in an accident with a U. S. military vehicle. The purpose of this card is to provide the Vietnamese traffic accident victim with information regarding the locations of the local U. S. Foreign Claims Officer. The Bilingual Accident Card will be locally reproduced in sufficient quantities to assure compliance with the above.

3. Speed Limits

a. Operators of U. S. military vehicles will comply with the following speed limits, except when a lower speed limit is posted. In such cases, the lower speed limit will apply.

ENCLOSURE (1)

DivO 5101.3
28 Nov 1970(1) Cities and Villages

- (a) Vehicles 3/4 ton and below - 25 mph
- (b) Vehicles over 3/4 ton - 20 mph

(2) Open Roads

- (a) Vehicles 3/4 ton and below 35 mph
- (b) Vehicles over 3/4 ton 30 mph
- (c) Track or outsized vehicles 25 mph
- (d) Convoy - 25 mph (maximum catch up speed - 30 mph)

(3) City of Danang (except where otherwise posted)

- (a) All wheeled vehicles (except in convoy) 20 mph
- (b) Convoy and track vehicles - 15 mph

b. Installation commanders are authorized to establish speed limits, not to exceed the maximum limits described above, in their respective areas of responsibility.

c. Separate area commanders will insure that applicable speed limits are visibly posted throughout their areas.

d. Posting of speed limits outside of cantonments must be coordinated with appropriate Government of South Vietnam authorities.

4. Operating Rules and Practicesa. General

(1) Personnel operating military motor vehicles will practice defensive driving at all times.

(2) Speed limits will be observed except in emergency situations.

(3) All vehicles, including bicycles, motor scooters and animal drawn wagons have equal rights to the use of the roadway.

(4) No person will drive or operate a vehicle unless qualified and licensed as an operator of that particular class and type of vehicle.

(5) Operators of military vehicles will have in their possession

ENCLOSURE (1)

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at all times:

- (a) A valid ID card.
 - (b) A valid motor vehicle operators permit (Standard Form 46).
 - (c) A properly dispatched trip ticket (MAVMC-10627-SD).
 - (d) An accident report form (Standard Form 91).
 - (e) A bilingual accident card (Enclosure (2)).
- (6) Operators of military vehicles will not smoke, drink or eat while driving. Controlled exceptions may be made to this on long-haul operations outside of congested areas.
- (7) U. S. military vehicles will not be left unattended unless secured by an appropriate locking device, e.g., chain or door lock. Keys will not be left in ignition switches.
- (8) Operators of military vehicles will not transport passengers in excess of the number authorized by reference (c).
- (9) Truck routes established for built-up areas will be adhered to at all times.
- (10) Buses being operated on military installations will stop to pick up and discharge passengers at designated bus stops only. Vehicles or road equipment will not pass a military bus that has stopped to pick up or discharge passengers on military installations.

b. Passing

- (1) Except as discussed below, passing is done to the left of vehicles being overtaken, except riders of motorcycles may overtake and pass four wheel vehicles on the right, but will pass other motorcycles, pedestrians and animal drawn carts on the left.
- (2) On roadways having three lanes and allowing traffic in both directions, vehicle operators will use the center lane only when passing other vehicles.
- (3) In the following cases, passing on the right is permissible:
 - (a) On roadways having two or more lanes for each direction of travel.
 - (b) On one way streets having sufficient lanes for two or more vehicles to move abreast.

ENCLOSURE (1)

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(4) An operator of a vehicle may not pass another vehicle when:

(a) The left half on the roadway is not clearly visible for a minimum distance of 100 yards.

(b) Approaching the crest of a grade or hill, or on a curve, where the operator's vision is limited.

(c) Within 100 yards of any bridge, road junction, or intersection.

(d) Prohibited by official signs or other markings or devices.

(e) Two or more vehicles must be passed during the same passing attempt.

(f) Weather or condition of road prevents good visibility.

c. Directional signals (hand or mechanical) will be utilized to indicate an intention to turn or pull out of a line of traffic.

d. U. S. Armed Forces personnel operating vehicles in Vietnam will, upon hearing or seeing an emergency vehicle, pull over to the right side of the roadway and come to a complete stop.

e. When backing 3/4 ton or larger vehicles, a guide will be posted to aid the driver. If assistance is not available, the driver will dismount and walk to the rear of the vehicle to assure that there are no obstructions and that clearance is adequate..

f. Headlights will be on low beam when approaching guard posts located on streets, roadways over bridges, and entrances to U. S. military installations.

g. Stopping or parking, to include temporary halting to discharge or receive passengers, or because of mechanical difficulties, will be accomplished in a manner that will not create a hazard to traffic.

h. Right-of-way

(1) The driver of a vehicle approaching an uncontrolled intersection will yield the right-of-way to any vehicle which has already entered the intersection.

(2) When two vehicles enter an uncontrolled intersection from different roadways at about the same time, the driver of the

ENCLOSURE (1)

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vehicle on the left will yield to the vehicle on the right, except for the following cases:

(a) When approaching a traffic circle, the right-of-way will be yielded to vehicles moving on the left and in the traffic circle.

(b) When moving into or out of a private drive or a parking area, vehicles must yield the right-of-way to all others traveling on public roads, regardless of their direction of travel.

(c) The right-of-way will be yielded to government, military, or funeral vehicle convoys and to emergency vehicles, e.g., ambulances and fire trucks.

(3) Vehicular traffic will yield the right-of-way to marching troops.

(4) Vehicles making a left turn will yield to oncoming vehicles.

1. Vehicles are prohibited from stopping or being parked at the following locations:

(1) In an intersection or within fifteen feet from an intersection.

(2) In a pedestrian crosswalk.

(3) Within fifteen feet of an entrance of a fire station.

(4) On sidewalks.

(5) In tunnels or on bridges or their approaches.

(6) On railroad tracks.

(7) On the left side of one-way streets.

(8) Any other location which is specifically marked to prohibit parking.

j. Hitch-hiking. Hitch-hiking outside of cantonments is unauthorized. Motor vehicle operators will allow passengers to disembark only within cantonments or at authorized bus stops. While vehicles are embarking or debarking personnel they will stop a sufficient distance off the roadway so as not to impede the normal flow of traffic.

ENCLOSURE (1)

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28 Nov 1970

5. Travel Restrictions. In addition to restrictions which may be established by other directives, the following will be strictly enforced:

a. U. S. Marine Corps vehicular travel is permitted outside of military installations between the hours of 2200-0600 when authorized in writing by the unit commander.

b. U. S. Marine Corps vehicles entering Danang at any time are required to possess written authorization indicating they are on official business.

c. The only authorized route to and from the China Beach Recreation Center is the new China Beach Road.

d. U. S. Marine Corps pedestrian and vehicular traffic will not travel North on Route QL-1 past the Camp Haskins entrance unless specifically authorized to utilize this particular route.

ENCLOSURE (1)

Div O 5101.3
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Tôi tên là _____

Cấp Bậc _____

Số An - Ninh _____

Thuộc đơn-vị _____

Số xe _____

Tôi rất tiếc là tai-nạn này đã xảy ra. Tôi sẽ lo giúp đỡ thuốc men ngay cho nạn-nhân. Tôi sẽ báo-cáo tai nạn này cho Đơn-Vị-Trưởng của tôi và Quân-Cảnh Mỹ và Cảnh-Sát Việt Nam sẽ điều-tra kỹ-lưỡng vụ này. Nếu Ông (Bà) nhận thấy việc khiêu-nại đòi bồi-thưởng về thuốc-men hay hư-hại về tài-sản là chính đáng, thì Ông (Bà) có thể nộp đơn Khiêu-nại để được cứu-xét, tại Phòng Khiêu-Nại Hoa-Kỳ số 20 đường Yên-Bay, Đà Nẵng (Đ.T. số 957-3909) hay Cơ-Quan Quản Pháp Hoa-Kỳ tại Địa-Chỉ * Bộ tham-mưu Sư Đoàn Một (May điện thoại số 957-6417 hay 957-6393)

My name is _____

Rank _____

SSAN _____

My unit is _____

Date _____

Vehicle and bumper No _____

I am sorry that this accident has occurred. I will obtain medical assistance for the victim as soon as possible. This accident will be reported to my Commanding Officer and a thorough investigation will be made by Military Police and Vietnamese Police. If you feel a claim for medical treatment or damages to your property is justified, you may submit a claim for consideration to the U.S. Foreign Claims Office at 20 Yen Bay, Da Nang (Tel. 957-3909) or U.S. Staff Judge Advocate at * Headquarters, 1st Marine Division (Tele 957-6417 or 957-6393)

Div 0 5101.3
28 Mar 1970

STEPS FOLLOWING A TRAFFIC ACCIDENT

1. Stop immediately.
2. Render first aid.
3. Report the accident to the nearest military police.
4. Direct traffic around disabled vehicle(s), until arrival of police.
5. In case of fatalities or serious injuries, do not move the vehicle.
6. If only property damage or minor injuries are involved and the vehicle creates a traffic jam:
 - a. Mark the position of the vehicle with chalk or other appropriate material.
 - b. Move the vehicle to the side of the road.
 - c. Wait arrival of Military Police.
7. Provide name, unit FPO, vehicle number, and show operator's license, upon request, to operators of the other vehicle involved, complete Standard Form 91, and bilingual accident form.

NHUNG DIEU LAM SAU MOT TAI NAN LƯU THÔNG

1. Dừng ngay xe lại.
2. Áp dụng cấp cứu tức thì.
3. Báo cáo vụ tai nạn cho trạm Quân Cảnh gần nhất.
4. Điều hòa lưu thông đến khi Cảnh Sát đến can thiệp.
5. Trường hợp có người tử thương hay bị thương nặng, đừng xe dịch xe cộ.
6. Nếu chỉ có thiệt hại, tài sản hay bị thương nhẹ, và xe có tai nạn gây ra sự tắc nghẽn lưu thông.
 - a. Dùng bút phấn hay vật khác đánh dấu vị trí của xe cộ.
 - b. Dời xe cộ vào lề đường.
 - c. Đợi Quân Cảnh đến.
7. Cho tên họ, KBC đơn vị, số xe và xuất trình bằng lái xe cho tài xế của xe thứ hai của tai nạn, điền mẫu phiếu số 91, và mẫu phiếu tai nạn Anh Việt ngữ.

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

DivO P7000.3D Ch 1
12/REL/dms
30 Nov 1970

DIVISION ORDER P7000.3D Ch 1

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure for Financial Management

Encl: ✓ (1) New page inserts to DivO P7000.3D

1. Purpose. To direct pen changes and transmit new page inserts to the basic Order.

2. Action

a. On page 3-49, figure 3-D-1 under Parent Command Codes of 1st Marine Division units, delete 7th Marines, under PCC delete E.

b. Under unit codes on page 3-49 and 3-50 delete unit, AC, MCC, PCC, and UC pertaining to the following units:

(1) HqBn, 3rd MarDiv; SplSer, 3rd MarDiv; HqBn, 5th MarDiv; Spl Ser, 5th MarDiv; HqCo, 7th Mar; 1stBn 7th Mar; 2ndBn, 7th Mar; 3rdBn, 7th Mar; 3rdBn, 11th Mar; 4thBn, 11th Mar; 1st 175MM Gun Btry; 1st 8" How Btry; 3rd 175MM Gun Btry; "C"Co, 1st TankBn; 1st ForceReconCo; 7th EngrBn; 9th EngrBn; 1st DentalCo; and 1st BridgeCo.

c. On page 3-8 Paragraph 323.2 delete the second sentence "Telephone reports followed up by a written report will be accepted".

d. Delete paragraph 2 on page 2-46 of the basic order and insert page 2-46a, enclosure (1) hereto.

e. Remove and destroy present page 3-12a of the basic order and replace it with corresponding page 3-12a, enclosure (1) hereto.

3. Certification. Reviewed and approved this date.


D. H. BLANCHARD
Chief of Staff

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FINANCIAL MANAGEMENT SOP

232.2

* 2. Timely utilization of funds is one of the cornerstones of good financial management. A corollary to this is timely reallocation of excess funds. Funds that are excess to a unit's need will first be reallocated to other units within the Division which may have a valid need for an increase in authorization. Funds that are excess to the needs of the 1st Marine Division as a whole will be reverted at the earliest possible time to FMFPac so that appropriate reallocation within the Force can be made.

3. In order to assure that funds are obligated according to the unit's budget and/or financial plan and to prevent unusually large year end revisions or forced obligations, the following procedures will be followed:

a. Units will be required to have obligated on the last day of the 1st and 2nd fiscal quarters 95% of the amount authorized for that quarter. Units which have obligated less than 95% of the amount authorized will have their authorization reduced by an amount sufficient to cause the unobligated portion to equal 5% of that quarter's authorization. Example: Unit X has a authorization of \$200,000 for the 1st quarter. At the end of the quarter, 30 September, The unit has obligated \$162,000 (81% of its authorization for that quarter), the unit should have obligated \$190,000 (95% by this time). The unit's authorization will then be reduced by the difference between \$162,000 and \$190,000:

\$190,000
<u>-162,000</u>
\$ 28,000

b. This procedure will ensure that no unit has at the end of the 1st and 2nd quarter, an unobligated amount larger than 5% of its adjusted authorization as of that date.

4. Units will be required to have obligated on the last day of the 3rd fiscal quarter 98% of the adjusted authorization for that quarter. The unit's authorization will be adjusted in the manner shown above so that the amount unobligated at the end of the 3rd fiscal quarter will be no more than 2% of the total adjusted authorization for that quarter.

5. In all cases where a change in unit obligation rate is required which would cause the unit to fall short of the obligation rate goals, the commanding officer may request that the unit be allowed to carry into the next quarter an unobligated balance larger than 5% or 2%, as appropriate. He may request authority to do so from the Commanding General (Attn: Assistant Chief of Staff, Comptroller). Request should contain the percentage of previous authorization desired to carry over to the next quarter, the dollar amount and a complete justification.

2-46a

Ch 1 (30 Nov 70)

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FINANCIAL MANAGEMENT SOP

325.5

* 3. Cost of Forced Issues. Forced issues received shall be posted to the fiscal log when reflected as adjustments on the OFFS Report. (See paragraph 324.3C and figure 3-A-6).

4. Engineer Construction, Repair, and Maintenance

a. The Commanding General, 1st Marine Division, has been assigned certain responsibilities for engineer programs in the Danang area. These programs include road construction, building bunkers, buildings, and the construction of utilities.

* b. When directed by this or higher headquarters, the Engineer Battalion will be instructed to requisition construction material for this program.

* c. Engineer units requisitioning construction material as provided for in b., above will be issued an RA for program code 3 funds and will cite program code 3 in the tenth digit of the cost code.

5. Contact the Assistant Chief of Staff, Comptroller, for assistance on any problems discovered during the reconciliation process that are not covered in these instructions. Courtesy calls and courtesy inspections will be made upon request of the unit's commanding officer.

3-12a
Ch 1 (30 Nov 70)

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

3/RPK/jem
5050
9 November 1970

STAFF MEMORANDUM 132-70

From: Chief of Staff
To: Distribution List

Subj: Summary of Discussion - QDSZ/2d ROKMC Bde/1st Mar Div Conference (U)

1. (U) The weekly conference of the Quang Da Special Zone, 2d Republic of Korea Marine Brigade, and 1st Marine Division was held at Headquarters, Quang Da Special Zone, at 071430H November 1970.
2. (U) Colonel HIEP of Quang Da Special Zone opened the meeting, at which time Lieutenant Colonel SAU, a staff officer, presented an update briefing on current operations.
3. (U) Major General WIDDECKE opened the discussion by stating that helicopters have been receiving automatic weapons fire from the vicinity of Cau Do Bridge which may have been enemy fire, but which came from very close to the bridge. Colonel HIEP assured General WIDDECKE that his men had been cautioned not to fire their weapons up in the air, especially when helicopters are in the vicinity. General WIDDECKE then stated that, if the fire had come from friendly units, he was sure the men had been test firing at the time.
4. (U) General WIDDECKE then continued the discussion by remarking that the recent floods had caused numerous holes in the roads and that, upon repair of the holes, the loose dirt would afford the enemy the opportunity to emplace mines in the holes. General WIDDECKE offered assistance in the testing and repair of mine detectors used by ARVN and other GVN forces. Colonel TIN, Quang Nam Province Chief stated that his territorial forces were short of mine detectors. Colonel BLUE, Division G-4, remarked that 78 detectors had been turned over to QDSZ. General WIDDECKE directed Colonel BLUE to check with III MAF about the possibility of turning over more detectors to the Vietnamese, at which Colonel BLUE stated that 21 more were in the process of being discussed for turnover.
5. (U) Brigadier General LEE, Colonel TIN and Colonel HIEP then discussed armor operating in the ROKMC AO.
6. (C) Colonel TIN then continued the discussion by stating that DUC DUC district was in need of fire support, although it had just been decided to move two howitzers to DUC DUC District Headquarters. He further remarked that his District Chief in QUE SCN had been refused support on occasion by USMC Artillery. General WIDDECKE directed Colonel ESTEY to investigate any such incident of refusal, whereupon Colonel TIN said that DUC DUC had always received USMC Artillery support.

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Subj: Summary of Discussion - QDSZ/2d ROKMC Bde/1st Mar Div Conference (U)

(7) (C) General LHM, Colonel TIN and Colonel HHP then discussed combined operations of their units.

(8) (U) Colonel CHISM, Senior Advisor Quang Nam Province, talked about the shipments of cement reaching Hoi An, after which the meeting adjourned.


D. H. BLANCHARD

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