

CONFIDENTIAL

28/dj

5750

01609

FEB 10 1969


CONFIDENTIAL (Unclassified upon removal of enclosure (1))

SECOND ENDORSEMENT on CO, 1st CAG ltr 3/JHC/rdp 5700  
dated 15 Dec 1968

From: Commanding General, Fleet Marine Force, Pacific  
To: Commandant of the Marine Corps (Code A03D)

Subj: Command Chronology for the period 1 July 1968 to  
31 October 1968

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

  
W. E. DEEDS  
By direction

Copy to:  
CO, 1st CAG

Action TO *HIST*  
Info TO  
PR To  
File No *54*  
No of Copies *1* 2 3 4 5 6 7 8 9 Orig *mpac*

C902349

CONFIDENTIAL  
CONFIDENTIAL

DECLASSIFIED

CONFIDENTIAL

3K/jld

5750

Ser: 014569

30 JAN 1969

691094

CONFIDENTIAL

FIRST ENDORSEMENT on CO, 1st CAG ltr 3/JHC/rdp 5700 of  
15 Dec 1968

From: Commanding General, III Marine Amphibious Force  
To: Commandant of the Marine Corps (Code A03D)  
Via: Commanding General, Fleet Marine Force, Pacific

Subj: Command Chronology for the period 1 July 1968 to  
31 October 1968 (U)

1. Forwarded.

*Marion C. Dalby*  
MARION C. DALBY  
By direction

Copy to:  
CO, 1st CAG

CAMP H. M. SMITH  
FORCE 2 & 0 LIFE

COPY NO 1 OF 5 COPIES

3 FEB 69 11 31

CONFIDENTIAL

1200 JAN-8 1300

2 RECEIVED

CONFIDENTIAL

DECLASSIFIED

DECLASSIFIED

HEADQUARTERS  
1st Combined Action Group  
III Marine Amphibious Force  
FPO San Francisco, California 96602

~~CONFIDENTIAL~~

3/JHG/rdp  
5700  
15 Dec 1968

From: Commanding Officer  
To: Commandant of the Marine Corps (Code AO3D)  
Via: (1) Commanding General, III Marine Amphibious Force  
(2) Commanding General, Fleet Marine Force Pacific

UNCLASSIFIED

Subj: Command Chronology for the period 1 July 1968 to 31 October 1968

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

Encl: (1) 1st Combined Action Group, III Marine Amphibious Force Command Chronology

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

  
E. F. PIERSON

UNCLASSIFIED

~~CONFIDENTIAL~~

DECLASSIFIED

DECLASSIFIED

~~CONFIDENTIAL~~

HEADQUARTERS  
1st Combined Action Group  
III Marine Amphibious Force  
FPO San Francisco, California 96602

UNCLASSIFIED

COMMAND CHRONOLOGY  
1 July 1968 to 31 October 1968

INDEX

Part I	Organizational Data
Part II	Narrative Summary
Part III	Sequential Listing of Significant Events
Part IV	Supporting Documents

UNCLASSIFIED

~~CONFIDENTIAL~~

DECLASSIFIED



## PART I

ORGANIZATIONAL DATA

UNCLASSIFIED

1. DESIGNATION

1st Combined Action Group  
 III Marine Amphibious Force  
 FPO San Francisco, California

COMMANDER

LtCol E. F. PIERSON  
 1Jul68 - 31Oct68

SUBORDINATE UNITS

Combined Action Company 1-1

Captain J. G. McDONOUGH  
 1Jul68 - 14Aug68

Captain J. H. CHAMPION  
 15Aug68 - 31Oct68

Combined Action Company 1-2

1stLt J. F. BENCO  
 1Jul68 - 18Jul68

1stLt W. W. MURPHY  
 19Jul68 - 31Oct68

Combined Action Company 1-3

1stLt T. B. RAINEY  
 1Jul68 - 31Oct68

ATTACHED UNITS

None

2. LOCATION

1 July to 31 October 1968: Chu Lai, Republic of Vietnam

3. STAFF OFFICERS

Executive Officer

Major M. T. BROWN  
 1Jul68 - 25Jul68

Major T. I. FOLKS  
 26Jul68 - 31Oct68

Adjutant/S-1

1stLt E. K. ZIEGLER  
 1Jul68 - 31Oct68

S-2

Captain W. D. KENT  
 1Jul68 - 25Jul68

Major M. T. BROWN  
 26Jul68 - 31Oct68

UNCLASSIFIED

ENCLOSURE (1)

UNCLASSIFIED

S-3

Captain W. D. KENT  
1Jul68 - 25Jul68

S-4/Supply

Major M. T. BROWN  
26Jul68 - 31Oct68

1stLt B. J. GRYCTKO  
1Jul68 - 9Sep68

CommOff

1stLt W. M. JAROSZ  
10Sep68 - 31Oct68

Captain W. D. KENT  
1Jul68 - 25Jul68

S-5

Major M. T. BROWN  
26Jul68 - 31Oct68

Major M. T. BROWN  
1Jul68 - 25Jul68

Special Services

Major T. I. FOLKS  
26Jul68 - 31Oct68

Captain W. D. KENT  
1Jul68 - 31Jul68

1stLt B. J. GRYCTKO  
1Aug68 - 31Aug68

1stLt E. K. ZIEGLER  
1Sep68 - 31Oct68

Medical Section

HML B. J. DAY  
1Jul68 - 31Jul68

HML C. L. BURNETTE  
1Aug68 - 20Sep68

HMC F. M. DAVIS  
21Sep68 - 31Oct68

4. AVERAGE MONTHLY STRENGTH

	USMC		USN		OTHER	
	<u>Off</u>	<u>Enl</u>	<u>Off</u>	<u>Enl</u>	<u>Off</u>	<u>Enl</u>
July	8	348	0	24	0	0
Aug	9	353	0	24	0	0

UNCLASSIFIED

ENCLOSURE (1)

DECLASSIFIED

~~CONFIDENTIAL~~

		USMC
	<u>Off</u>	<u>Enl</u>
Sep	9	369
Oct	9	370

		USN
	<u>Off</u>	<u>Enl</u>
	0	26
	0	34

		OTHER
	<u>Off</u>	<u>Enl</u>
	0	0
	0	0

UNCLASSIFIED

UNCLASSIFIED

ENCLOSURE (1)

~~CONFIDENTIAL~~

DECLASSIFIED

DECLASSIFIED

~~CONFIDENTIAL~~

PART II

NARRATIVE SUMMARY

~~UNCLASSIFIED~~

~~UNCLASSIFIED~~  
~~CONFIDENTIAL~~

DECLASSIFIED

UNCLASSIFIED

a. Mission. The 1st Combined Action Group continued its assigned mission of providing security for selected villages and hamlets in Quang Tin and Quang Ngai Provinces. Subsidiary missions which received special emphasis were: (1) Conduct of patrols and ambushes to prevent enemy entry into the area; (2) Destruction of the Viet Cong infrastructure within the villages and hamlets; (3) Conduct of propaganda against the enemy; and (4) Participation in civic action.

b. Combat Operations.

(1) The 1st Combined Action Group had 387 contacts with the enemy during the period. Of these 302 were friendly initiated and 85 were enemy initiated. The heaviest contact occurred in Binh Son District, Quang Ngai Province in the southern part of the 1st Combined Action Group's area and in the coastal strip northeast of Tam Ky on the northern edge of the group's area. In August the Viet Cong announced their intention of "liberating" the Song Tra Bong valley running through Binh Son District. They commenced their offensive with a two company attack on Combined Action Platoon 1-3-3 and Phuc Hoa village and continued almost nightly efforts of varying degrees throughout the month. As the infantry battalion occupying the area was spread thinly over a large sector, the combined action platoons were relatively isolated and on their own. The platoons met this situation with saturation patrols and ambushes to give early warning and deny the enemy access to the area, and hunter-killer teams and small unit raids to capitalize on intelligence. Despite an intensive and skillful propaganda campaign by the Viet Cong, the villagers in the combined action platoons' areas of operation remained committed to the GVN and provided continuous and accurate intelligence. The Viet Cong took heavy casualties and made no gains. Terrorism and harrassment was held to a minimum. Only three civilians' lives were lost and property damage was very light.

(2) The other area of frequent contact was in northeast Tam Ky District. On 27 August Combined Action Platoon 1-1-7 was relocated to this area, long a Viet Cong stronghold and recently targeted for pacification. Working with one additional Biet Lop Popular Force platoon, Combined Action Platoon 1-1-7 had contact with the enemy an average of every four hours during its first three days in position and had 99 confirmed enemy kills by 31 October.

(3) During the reporting period over 8000 patrols and ambushes were conducted by the 1st Combined Action Group. The normal size activity consisted of two to four Marines combined with four to six Popular Force Soldiers. Having the advantage of knowing the terrain and habit pattern of the people better than the enemy, these small units moved at will throughout their areas of operation. The average patrol traveled lightly and depended on stealth but was effectively armed with the M-79 and occasionally the M-60 in addition to the M-16's. Ambush patrols carried claymore mines to trigger the ambushes. Both patrols and ambushes had preplotted artillery and reaction forces on call. Reaction plans included mutual support of adjacent platoons. Each platoon conducted a minimum of two night patrols or ambushes and one daylight patrol each day. In addition to the routine patrols described above, periodic combined

UNCLASSIFIED

DECLASSIFIED

UNCLASSIFIED

operations of two or more CAPs in strengths ranging up to 100 men were conducted throughout the area.

c. Casualties inflicted on the enemy. During the reporting period Combined Action Platoons of 1st Combined Action Group inflicted 374 KIA's (confirmed) on the Viet Cong and North Vietnamese Army units in their area of operations and in addition captured 83 crew served and individual weapons.

d. Casualties Sustained. During the reporting period the following friendly casualties were sustained:

(1) U. S. Marine Corps - 24 KIA

(2) Popular Forces - 31 KIA

e. Training.

(1) The training program of the group consisted of both formal and informal instruction. A schedule of formal instruction to be accomplished by the CAPs for both Marines and Popular Forces was published and monitored by the Group S-3. Instruction for the Marines was aimed at subjects to fill particular needs of the group. It has been found that most new men require additional instruction on the use of supporting arms, map reading and land navigation, mines and boobytraps, crew served weapons and leadership. NCO Leadership School is conducted bi-weekly at the group headquarters for both the Marine squad leaders and their Vietnamese counterparts.

(2) Popular Forces training, held daily in the CAP positions, covered basic military subjects. Although some difficulties were encountered, i.e., language difficulties, attendance and maintaining interest, significant progress was made and the training level, aggressiveness and spirit of the Popular Forces improved significantly. An example of the improved capability and aggressiveness was seen in CAP 1-3-5 where the PF platoon leader received word of a meeting of VC Cadre in a village 2000 meters to the south and quickly conceived and outlined a plan for a combined raid of four Popular Force Soldiers and three Marines on the meeting place. The raid netted 15 VC (confirmed) KIA and four weapons with no friendly casualties.

(3) Total training hours were as follows:

(a) PF student hours - 65,378

(b) USMC student hours - 35,997

f. Command and Control. At the end of the reporting period the 1st Combined Action Group consisted of 19 combined action platoons and two mobile training teams extending along a 40 mile area in Quang Tin and Quang Ngai Provinces. The CAPs were commanded by three combined action companies located in Tam Ky, Ly Tin and Binh Son District.

g. Logistics.

(1) Routine resupply of Class I, III and V was provided by Americal Division. Nineteen of the CAPs were supported by battalions of the 198th Light Infantry Brigade and two supported by the 1st Squadron, 1st

UNCLASSIFIED

DECLASSIFIED

UNCLASSIFIED

Cavalry. Class II and III were provided by the groups organic supply from Marine Corps sources. For resupply purposes, thirteen of the CAPs were accessible by road, five by boat or helicopter, and three by helicopter only.

(2) Engineer support was provided by the 9th Engineer Battalion and Mobile Construction Battalion 74. Notable during this period was the construction of 20 SEA huts at the various CAP positions.

(3) The exchange of M-16 rifles for modified ones with chrome chambers and new buffer groups was completed during July. In September, eight new M-151 jeeps and five new M-35A2C trucks were received and placed in service. Materials and equipment were received for two new CAP's, CAP 1-2-7 and MTT 1-2.

(4) In general, logistic support was excellent. No particular problems were encountered.

#### h. Civic Action

(1) The Combined Action Platoons of 1st Combined Action Group were responsible for 98,125 MEDCAP treatments, 829 DENCAPs, 560 medical evacuations to hospitals (Vietnamese civilians) and 628 man hours of English language instruction given. During the Autumn (childrens) Festival of 5-6-7 October the 1st Combined Action Group distributed toys, candy and nuts for over 25,000 children in our area of operations.

(2) Civic action projects completed between 1 July 1968 and 31 August 1968 are as follows:

- (a) CAP 1-1-1 BT346192 - Built 4-T Clubhouse
- (b) CAP 1-1-2 BT333177 - Built dispensary  
Built two fences
- (c) CAP 1-1-3 BT325181 - Built four shelters for hamlet
- (d) CAP 1-1-4 BT215277 - Built fence around hamlet  
Cleaned and repaired 3 wells
- (e) CAP 1-2-1 BT475125 - Repaired village fence  
Cleaned and repaired 1 well
- (f) CAP 1-2-2 BT393167 - Built pig pen, started pig farm  
Built 2 fences  
Built bunker for hamlet
- (g) CAP 1-2-3 BT487103 - Sprayed school and houses  
Built two fences for hamlet
- (h) CAP 1-2-4 BT468181 - Built village office  
Repaired 2 houses  
Installed lights in village headquarters

UNCLASSIFIED

~~CONFIDENTIAL~~

- (i) CAP 1-2-5 BT416123 - Built shelter over well  
Built dispensary  
Repaired 200 meters of road
- (j) CAP 1-2-7 BT453034 - Built bridge  
Built dispensary
- (k) CAP 1-3-1 BS612952 - Repaired schoolhouse  
Built cement retaining wall  
Sprayed hamlet
- (l) CAP 1-3-2 BT612017 - Repaired 150 meters of road  
Built 250 meters of fence around hamlet
- (m) CAP 1-3-3 BS664181 - Dug 150 meters drainage ditch  
Cleaned 2 wells  
Helped construct moat
- (n) CAP 1-3-4 BT622013 - Built 2 fences  
Constructed 2 bunkers for hamlet  
Repaired house
- (o) CAP 1-3-5 BS712973 - Assisted in distribution of food stuff  
to refugees  
Started construction on school
- (p) CAP 1-3-6 BS574937 - Built playground
- (q) CAP 1-3-7 BS611939 - Built playground  
Built fence
- (r) CAP 1-3-8 BS565922 - Repaired road  
4 projects of tree trimming and brush  
cleaning around village

UNCLASSIFIED

## i. Administration.

(1) The 1st Combined Action Group continued to operate on group level administration and experienced no administrative difficulties during the reporting period.

(2) Reporting procedures for the Combined Action Program school were modified, so that Marines joining the group first report to the group and then proceed to the Combined Action Program school.

(3) A Group Recreation Fund was established during the reporting period. Purchase of athletic equipment and games was made on Okinawa and issued to the Combined Action Platoons. Each week a Combined Action Platoon was selected for a steak cookout.

UNCLASSIFIED



UNCLASSIFIED

~~CONFIDENTIAL~~

Beer and soda were purchased for the Combined Action Platoons from the recreation fund and distributed weekly.

(4) A branch exchange of the Americal Division exchange system was opened at the Combined Action Group headquarters area. This exchange stocks items needed most by the men in the field, plus some luxury items i.e. radios, cameras, tape recorders and chinaware. A mobile exchange was placed in operation during this reporting period. This mobile exchange visits the Combined Action Platoons on a weekly basis.

j. Personnel.

(1) During the reporting period 126 personnel were transferred and the unit joined 199 personnel, resulting in a 33% turnover. The joiners included an increased input in sergeants and staff noncommissioned officers. Personnel being assigned to the group continue to be of a high caliber, all being volunteers, selected by a board and all possessing above average records.

(2) Forty Marines extended their overseas tour for six months during the reporting period and two first term and one career Marine reenlisted. Five extensions of enlistment were effected.

(3) Meritorious promotions were presented to thirteen members of the command, two to staff sergeant, two to sergeant, five to corporal and four to lance corporal. Thirty-seven personnel were recommended for personal decorations during the reporting period.

(4) Nine corpsmen were assigned to the group on a TAD basis during the reporting period thereby permitting regularly assigned corpsmen to attend a 30 day Vietnamese language course.

(5) Chaplains of both the Americal Division and Marine Air Group 12 provided weekly religious services even to the most remote CAPs. In addition, representatives of the American Red Cross visited the CAPs on a regular basis providing playing cards and books for the Marines.

k. Intelligence. The group's intelligence information came from numerous sources: III MAF, Americal Division, 198th Light Infantry Brigade, the supporting battalions and the province and district headquarters. The best and most timely intelligence was derived from information the CAP's themselves obtained from the villagers. This ability to gain accurate information is one of the primary strengths of the program. Information for the black lists which are maintained by all CAPs and are important in the elimination of the infrastructure was provided by the district headquarters. Prisoners, detainees and documents are normally delivered to the district headquarters, but interrogators and analysis were available from both Americal Division and the 198th Brigade.

UNCLASSIFIED

~~CONFIDENTIAL~~

~~UNCLASSIFIED~~  
~~CONFIDENTIAL~~

1. Fire Support. Primary fire support was provided by Americal Division. This support ranging from 81mm mortars to 8" Howitzers and helicopter gunships, was timely, accurate and always responsive to the CAP's request. Each platoon had preplotted defensive concentrations, illumination missions and on call fires for patrols and ambushes. Extensive use was made of zone sweeps in reaction to intelligence of enemy positions and movement. Helicopter gunships were used to good advantage. Fixed wing airstrikes were available but were not required. Navy Swift boats of Coastal Division 12, Chu Lai Detachment provided excellent support and immediate response with their 81mm mortars and .50 caliber machine guns for the CAPs located along the coast.

m. Activations/deactivations/redesignations.

(1) On 2 July 1968 Combined Action Platoon 1-2-7 was activated at BT456052.

(2) On 24 July 1968 Mobile Training Team 1-2 was activated at Headquarters, 1st Combined Action Group and moved to Combined Action Platoon 1-3-3's position on 31 July 1968 and subsequently moved to its present location in Binh Son (BS599419) on 9 September 1968.

(3) Combined Action Platoon 1-1-7 was relocated from BT325181 to BT342273 on 17 August 1968 and was redesignated a mobile Combined Action Platoon.

~~UNCLASSIFIED~~  
~~CONFIDENTIAL~~

DECLASSIFIED

PART III

SEQUENTIAL LISTING OF EVENTS

---

DECLASSIFIED

DECLASSIFIED

020110H Jul68 CAP 1-1-1. Compound received B-40 rocket rounds and small arms. CAP returned fire and swept area. Results: 5 VC KIA (C), 1 NVA KIA (C).

030100H Jul68 CAP 1-3-2. Patrol from 1-3-2 and elements from Binh Son District Headquarters conducted sweep vicinity BS 6098, Results: 14 VCS.

032145H Jul68. CAP 1-3-7. Patrol apprehended six VCS at BS 624932. Results: 6 VCS.

x 040700H Jul68 CAP 1-3-3. Patrol captured two confirmed VC and apprehended eight VCS at BS 609961. Results 2 POW's, 8 VCS.

051200H Jul68 CAP 1-1-3. While on sweep BT 356151, CAP made contact with and killed one VC. Continued sweep and found VC uniforms and food, packs. Observed 30 VC, cleared area and called air. Results: 3 VC KIA (C), 43 VCS.

x 051845 Jul68 CAP 1-3-3. Patrol sweeping south along Son Tra River killed two VC. Results: 2 VC KIA (C)

061600H Jul68 MTT 1-1. Patrol found VC supply cache containing 500 pounds of fresh fruit, 200 pounds of tobacco, 1500 pounds of rice and items of uniforms.

072105H Jul68 CAP 1-2-3. Patrol on Ky Xuan Island engaged VC running accross rice paddy. Results: 1 VC KIA (C), 2 POW's.

081100H Jul68 CAP 1-2-2. Patrol Checking Ky Chanh village found one woman whose name was on blacklist. Results: 1 POW.

x 110900H JUL68 CAP 1-1-7. Patrol sweeping south along Tam Ky River BT 308164 apprehended 10 VCS. Continued search and engaged and killed three NVA. Two of NVA were officers. One was CO of V-16 Sapper Company. Results: 3 NVA KIA (C), 10 VCS, 3 weapons captured.

111045H Jul68 CAP 1-3-7. Patrol engaged VC element, called artillery. Results 3 VC KIA (C).

121737H Jul68 CAP 1-3-6. Patrol was making routine check of ID cards when VC opened fire with AK 47's wounding one PF and one civilian. Results: 1 VC KIA (C)

DECLASSIFIED

## DECLASSIFIED

× 141130HJul68 CAP 1-1-7. Patrol engaged approximately 8 to 10 VC, called artillery and swept area. Results: 3 VC KIA (C).

× 151255HJul68 CAP 1-3-3. Patrol south of Phouc Hoa BS 672967 made contact with one squad of VC. Results 1 VC KIA (C), 4 VCS.

18 Jul 1968 1stLt J. F. BENCO, Company Commander, CACO 1-2 transferred to CONUS.

19 Jul 1968 1stLt W. W. MURPHY joined and assigned duties as Company Commander, CACO 1-2.

190900Jul68 CAP 1-3-4. Element providing security for woodcutters received fire from unknown number of VC. Returned fire and pursued. No friendly casualties. Results: 1 VC KIA (C).

202210HJul68 CAP 1-3-8. One VC walked into ambush. Result: 1 VC KIA (C).

210040HJul68 CAP 1-3-1. Patrol engaged unknown number of VC at BS 607966. Results: 2 VC KIA (C).

211100HJul68 CAP 1-3-3. Patrol captured 10 VC. Results: 10 POW's.

212300HJul68 MTT 1-1. Enemy company passed through killing zone of ambush. Ambush fired claymores, M-79's, M-16s. VC attacked ambush position. Ambushing force withdrew and called artillery. VC observed dragging 20 bodies to river. Only 5 bodies left in area of contact. Results 5 VC KIA (C), 1 weapons captured.

26 Jul 1968 Major T. I. FOLKS arrived and was assigned duties as Group Executive Officer, vice Major M. T. BROWN, who was reassigned as Group S-3. Captain KENT transferred to CONUS.

271940HJul68 CAP 1-2-3. Patrol apprehended four VC suspects near compound. One man on black list. Results. 1 POW, 3 VCS.

× 280800HJul68 CAP 1-3-3. Kit Carson<sup>9</sup> scout with patrol found spider hole with two VC and one weapons. Results: 1 VC KIA (C), one POW, 1 weapon captured.

DECLASSIFIED

DECLASSIFIED

291230HJul68	CAP 1-1-1. Patrol ambushed one VC squad. Results: 2 VC KIA (C), 2 weapons captured.
302050HJul68	CAP 1-3-4. Patrol vicinity BT 624021 apprehended three VCS. One confirmed as VC. Patrol vicinity BT 622005 observed and killed two VC on beach. Results: 2 VC KIA (C), 1 POW, 2 VCS, 1 boat captured.
1 Aug 1968	MTT 1-2 established at BS 664904.
012000HAug68	CAP 1-2-4. One VC walked into small CAP ambush. Results: 1 VC KIA (C).
1 Aug 1968	1st CAG Exchange opened as a branch of the Americal Division Exchange.
x 020245HAug68	CAP 1-3-3. Upper and lower compounds occupied by CAP 1-3-3 and MTT 1-2 came under attack from two VC companies. VC breached wire of lower compound. Reaction force from upper compound ejected and pursued them. Results: 29 VC KIA (C), 20 weapons captured.
041300HAug68	CAP 1-3-4. Patrol engaged 20 VC. Results: 5 VC KIA (C), 1 VC captured, 1 weapon captured.
070730HAug68	CAP 1-3-4. Patrol observed four VC. VC ran. Patrol fired on them and pursued, capturing one. Captive was VC hamlet chief of Tan Hy (2) BS 628992, Results: 1 VC captured.
x 101620HAug68	CAP 1-3-3. One VC killed by artillery. Results: 1 VC KIA (C).
x 122230HAug68	CAP 1-3-5. PF's received word of VC cadre meeting in Van Tuong (4) hamlet BS 724952. CAP conducted raid on meeting place. Raiding party surrounded meeting place, killed twelve with small arms and captured four weapons. Three more killed by supporting arms during withdrawal. Results: 15VC KIA (C), 4 weapons captured.

DECLASSIFIED

## DECLASSIFIED

130645HAUG68 CAP 1-3-4. Patrol observed six VC and called artillery. Five to ten minutes later patrol observed another squad of VC. Patrol fired on VC with small arms and again called artillery. Checked area, finding three VC bodies, mines, grenades and documents; Results: 3 VC KIA (C).

130930HAUG68 CAP 1-3-6. Patrol moving through abandoned village BS 558914 When Kit Carson scout observed two VC and ordered them to stop. VC ran and patrol opened fire killing one, wounding one. Results: 1VC KIA(C), 1POW.

x 131500HAUG68 CAP 1-3-3. Patrol found three VC bodies killed by CAP 1-3-4's engagement. Results: 3 VC KIA (C).

x 141430AUG68 CAP 1-3-3 and MIT 1-2. Patrol from MIT received automatic rifle fire. Patrol returned fire and called Gunships. Results 1 VC KIA (C).

142030HAUG68 CAP 1-2-1. Engaged 30 VC. Results 1 VC KIA (C).

15 Aug 1968 Captain J. H. CHAMPION was assigned as Company Commander, CACO 1-1 vice Captain J. G. MCDONOUGH who was transferred to the 1st Marine Division.

x 17 Aug 1968 CAP 1-1-7 relocated from BT 325181 to BT 342273 to operate as Mobile CAP.

191925HAUG68 CAP 1-3-7. Patrol spotted seven VC moving toward Gia Thuy (6) BS 626924. Patrol opened fire and called artillery. Results: 2 VC KIA (C).

x 211000HAUG68 CAP 1-1-7. While on sweep, patrol killed one VC and detained five suspects. Results: 1 VC KIA (C), 5VCS.

x 211200HAUG68 CAP 1-1-7. Patrol observed and killed two VC. Results: two VC KIA (C).

x 211400HAUG68 CAP 1-1-7. Patrol observed and killed two VC. Results: 2 VC KIA (C).

DECLASSIFIED

## DECLASSIFIED

212115HAUG68 CAP 1-3-1. Patrol moving toward ambush site observed a VC moving toward them and opened fire. Results: 2 VC KIA (C), 1 weapon captured.

x 212330HAUG68 CAP 1-3-5. Patrol observed approximately 20 VC on hill, pulled back and called artillery. Returned to area and searched at first light. Finding 5 bodies uncovered, 20 in graves. Results: 25 VC KIA (C).

x 222100HAUG68 CAP 1-1-7. Patrol observed 5 VC and opened fire. Results 2 VC KIA (C).

231630HAUG68 CAP 1-2-4. Patrol while on sweep killed one VC. Results 1 VC KIA (C), 1 weapon captured.

x 250215HAUG68 CAP 1-3-3. Received fire from Phu Long (2) BS 668962, returned fire and swept area. Results: 1 VC KIA (C).

261600HAUG68 CAP 1-3-7. Patrol observed and killed one VC, continued toward objective and received small arms fire. Swept area and detained 20 suspects. Results: 1 VC KIA (C), 20 VCS.

272230HAUG68 CAP 1-3-2. Patrol ambushed 1 VC. Results: 1 VC KIA (C).

x 281100HAUG68 CAP 1-3-5. Patrol searching area where artillery was fired the previous night found five VC Killed by artillery. Results: 5 VC KIA (C).

292245HAUG68 CAP 1-3-1. Patrol spotted 5 VC and opened fire, swept area finding one VC. Results: 1 VC KIA (C), 1 weapon captured.

301505HAUG68 CAP 1-3-5. PF observed one VC on beach. CAP called 81mm mortar fire. Results: 1 VC KIA (C).

301700HAUG68 CAP 1-3-3. Day time activity enroute to 1-3-5's position encountered 40 VC, opened fire and called artillery. Results: 4 VC KIA (C).

301945HAUG68 CAP 1-1-2. Patrol swept area of previous days contact and found 6 VC bodies and various equipment. Results: 6 VC KIA (C).

DECLASSIFIED



DECLASSIFIED

310530HAug68	CAP 1-3-4. Patrol captured two VC. Results: 2 POW's.
032200HSep68	CAP 1-2-4. Patrol engaged unknown number of VC. VC broke contact and patrol swept area finding three bodies with weapons. Shortly after leaving area of contact the patrol engaged enemy again, linked up with another patrol and swept area finding 5 more bodies and another weapon. Results: 8 VC KIA (C), 4 weapons captured.
051200HSep68	CAP 1-3-4. Patrol found and captured two VC in hole. Patrol continued and observed three Vietnamese in free fire zone. These were apprehended as suspects. Patrol then observed 15 VC and called artillery. Results: 2 VC KIA (C), 6 VCS.
072130HSep68	CAP 1-3-6. One VC walked into ambush. Results 1 VC KIA (C), 1 weapon captured.
072315HSep68	CAP 1-1-2. Ambush observed and fired on six VC moving rapidly accross rice paddy. Results: 1 VC KIA (C).
x 070040HSep68	CAP 1-3-5. Patrol encountered unknown number of VC. Returned fire and called for 81mm mortar support from Navy swift boats. Results: 3 VC KIA (C).
x 091300HSep68	CAP 1-1-7. Patrol found three tons of rice.
x 100900HSep68	CAP 1-1-7. Patrol called artillery on enemy position and swept area finding 11 dead from artillery. Results: 11 VC KIA (C), 1 weapon captured.
10 Sep 1968	1stLt W. M. JAROSZ assigned duties as Group S-4/ Supply Officer vice 1stLt GRYSTKO who was transferred to CONUS.
x 101100HSep68	CAP 1-1-7. Patrol on sweep engaged and killed four VC and captured two tons of rice. Results: 4 VC KIA (C), 2 tons of rice captured.
101200HSep68	CAP 1-3-3. While providing security for farmers, element observed three VC. Called artillery and checked area. Results: 2 VC KIA (C).

DECLASSIFIED

DECLASSIFIED

111815H	Sep68	CAP 1-3-6. Found papers indicating two VC were in village to collect rice, captured both. Results: 2 POW's.
120710H	Sep68	CAP 1-2-4. Patrol observed spider trap during sweep. upon checking it out VC opened fire with small arms and grenades. Results: 2 VC KIA (C), 1 weapon captured.
x 121630H	Sep68	CAP 1-1-7. Ambush sprung on VC patrol. Results: 3 VC KIA (C), 1 weapon captured.
131530H	Sep68	CAP 1-3-8. Patrol engaged three VC at BS 495891, killing one. Patrol continued toward objective and engaged and killed three VC. Patrol received fire from 480885, returned fire, called artillery and swept area finding five bodies. Results: 9 VC KIA (C), 1 weapon captured.
14 Sep	1968	<sup>1-1</sup> Combined Action Company <sup>1-1</sup> Headquarters relocated from BT 303188 to BT 305228.
140730H	Sep68	Kit Carson Scout led patrol to two NVA who were talking to villagers. Patrol opened fire, killing both and captured one VC. Results 2 NVA KIA (C), 1 POW, and 1 weapon captured.
x 141000H	Sep68	CAP 1-1-7. Patrol killed one VC in bunker and found three tons of rice. Results 1 VC KIA (C), 3 tons of rice captured.
x 141315H	Sep68	CAP 1-1-7. Patrol observed three VC in open and opened fire killing all three. Patrol also apprehended 40 suspects who were taken to New Life Hamlet. Results: 3 VC KIA (C), 40 VCS.
15 Sep	1968	MIT 1-2 relocated from BS 664984 to BS 599919.
150030H	Sep68	CAP 1-3-1. Patrol engaged VC platoon, withdrew and called artillery then swept area. Results: 1 VC KIA (C).

DECLASSIFIED

DECLASSIFIED

X 151800H Sep68 CAP 1-1-7. Patrol caught five VC in open. Opened fire and swept area. Results 3 VC KIA (C).

151953H Sep68 CAP 1-3-1. Fired on signal light. People later brought in one VC WIA who died on LZ. Results: 1 VC KIA (C).

X 161630H Sep68 CAP 1-3-5. Patrol encountered three VC on trail. Opened fire, killing two. Results: 2 VC KIA (C), 2 weapons captured.

X 171500H Sep68 CAP 1-3-3. Patrol encountered two platoons of VC. Patrol returned fire and called for 4.2 mortars and gunships. Results: 2 VC KIA (C).

X 171615 Sep68 CAP 1-1-7. PFs made contact with approximately 100 VC. CAP called artillery and swept area. Results: 7 VC KIA (C).

X 171800H Sep68 CAP 1-1-7. Ambush sprung on four VC. Results: 2 VC KIA (C).

180515H Sep68 CAP 1-2-5. Patrol engaged and killed one VC who was verified as the hamlet guerrilla leader. Results: 1 VC KIA (C), 2 weapons captured.

X 180930H Sep68 CAP 1-3-3. Patrol encountered 40 VC. Patrol returned fire killing one. Artillery and reaction force called but area not swept. Results: 1 VC KIA (C).

X 181000H Sep68 CAP 1-1-7. Intelligence reported 100 VC in area. Called artillery and swept area. Results: 3 VC KIA (C).

X 181305H Sep68 CAP 1-1-7. Patrol engaged and killed one VC. Results: 1 VC KIA (C).

X 201400H Sep68 CAP 1-3-3. While in blocking force for U. S. Army operations 1-3-3 element observed and called artillery on six VC attempting to escape sweep. Second 1-3-3 element gathered VCS. Results: 3 VC KIA (C), 80 VCS.

212350H Sep68 CAP 1-3-6. Patrol encountered unknown number of VC on outskirts of village. Results: 1 VC KIA (C).

220220H Sep68 CAP 1-3-4. Patrol opened fire on five VC running down trail. Swept area. Results: 2 VC KIA (C).

DECLASSIFIED

DECLASSIFIED

220615H Sep 68 MTT 1-1. Patrol sweeping area engaged one platoon of VC. VC broke contact and patrol swept area. Results: 1 VC KIA (C), 2 weapons and 10 packs captured.

221400H Sep 68 MTT 1-1. PFs received information that VC were digging in on hill near compound. Patrol checked area and observed one platoon. MTT assaulted hill, supported by gunships and APC's. Results: 8 VC KIA (C), 7 VCS, 4 weapons captured.

25 1800H Sep 68 CAP 1-3-8. Patrol captured one VC and was moving toward objective when approximately 15 VC opened fire. Patrol called artillery prisoner attempted to escape during fire fight. Results; 1 VC KIA (C).

251830H Sep 68 CAP 1-1-7. CAP heard explosion and sent patrol to investigate. Patrol observed five VC running accross rice paddy and opened fire. Results, 1 VC KIA (C).

262145H Sep 68 CAP 1-3-4. Ambush sprang on unknown number of VC. Results: 3 VC KIA (C).

281030H Sep 68 CAP 1-3-8. Patrol engaged and killed one VC. Results: 1 VC KIA (C).

280100H Sep 68 CAP 1-1-4. Ambush on bridge spotted 16 VC and opened fire, killing one. In conjunction with RFs swept area. Results: 1 VC KIA (C).

281900H Sep 68 CAP 1-1-4. Villagers informed Marines that VC were in area. Information passed to ambush and a second element was sent out. Both elements opened fired on VC killing two. Results: 2 VC KIA (C).

290615H Sep 68 CAP 1-2-5. Two elements from CAP made contact with 30 VC. Opened fire, killing one. Results: 1 VC KIA (C).

DECLASSIFIED

DECLASSIFIED

300830H Sep 68 CAP 1-3-6. Received information that six VC were in Tien Dao village. While sweeping village, patrol observed VC running. Results: 2 POW's, 3 VCS.

x 302010H Sep 68 CAP 1-1-7. Opened fire on five boats with approximately 20 VC. Results: 10 VC KIA (C).

x 031200H Oct 68 CAP 1-3-3. Patrol found and destroyed 43 AP mines and 1 booby trap.

x 041500H Oct 68 CAP 1-1-7. While sweeping north on operation, 1-1-7 in conjunction with RF company killed 13 VC and apprehended 7 suspects, one immediately confirmed as VC. Results: 13 VC KIA (C), 1 POW, 6 VCS.

050200H Oct 68 MTT 1-1. Approximately six VC believed to be a supply run walked into ambush. Results: 3 VC KIA (C), 1 weapon captured.

050730H Oct 68 CAP 1-3-8. Patrol was in blocking force when Kit Carson scout observed four VC. Patrol opened fire, killing three. Results: 3 VC KIA (C), 3 weapons captured.

5 Oct 1968 Group participated in Autumn Festival distributing toys, candy and nuts to 25,000 children.

4 Oct 1968 MCB 74 commenced construction of 29 sea huts for CAP positions.

x 071300H Sep 68 CAP 1-3-3. Patrol was patrolling through village when VC tried to escape through booby trapped fence. Results: 1 VC KIA (C).

072215H Oct 68 CAP 1-2-5. Patrol observed 30 NVA carrying rice. Patrol opened fire on rear of column, sent for reaction force and swept area. Results: 6 NVA KIA (C), 2 weapons captured.

081005H Oct 68 MTT 1-2. Patrol opened fire on one VC running from sweep. Results: 1 VC KIA (C).

DECLASSIFIED

DECLASSIFIED

081115H	Oct 68	CAP 1-2-2. Patrol observed 15 to 18 VC and opened fire, called artillery and checked area. Results 2 VC KIA (C).
082115H	Oct 68	CAP 1-1-2. Patrol observed one VC cutting wire and opened fire. Results 1 VC KIA (C).
x 081827H	Oct 68	CAP 1-3-5. Called artillery on suspected enemy position based on intelligence report. Checked area finding two VC killed by artillery. Results: 2 VC KIA (C).
101230H	Oct 68	CAP 1-1-4. Acting on intelligence from village chief, 1-1-4 patrol made contact with large VC force. Artillery and gunships called. Results: 18 VC KIA (C).
x 121700H	Oct 68	CAP 1-3-3. Patrol observed two VC and opened fire, killing one. Results: 1 VC KIA (C).
y 181318H	Oct 68	CAP 1-3-3. Patrol at BT 666013 encountered VC, killed four and captured two. Results: 4 VC KIA (C), 2 POW's.
y 212140H	Oct 68	CAP 1-3-3. Patrol observed five VC moving north and opened fire. Results: 1 VC KIA (C).
250745H	Oct 68	CAP 1-3-4. Patrol at BS 575917 observed and killed two VC. Results: 2 VC KIA (C).
x 260948H	Oct 68	CAP 1-3-5. VC fired on LCM-8 bringing supplies. Patrol sent to area. Results: 1 VC KIA (C), 2 POW's.
x 280500H	Oct 68	CAP 1-1-7. Patrol ambushed four VC vicinity of BT 350284, killing all four continued patrol and engaged group of 20 VC. Results: 14 VC KIA (C), 5 POW's, 6 weapons captured.
x 280600H	Oct 68	CAP 1-1-7. Second patrol engaged and killed four VC. Results: 4 VC KIA (C), 1 weapon captured.
x 300700H	Oct 68	CAP 1-1-7. Patrol observed nine boats, identified by PFs as enemy, and called artillery. Results: 9 VC KIA (C), 3 boats destroyed.

DECLASSIFIED

PART IV

SUPPORTING DOCUMENTS

TAB

- 1) 1st CAG "Combined Action Program Report for July 1968", 3 Aug 1968
- 2) " " "Combined Action Program Report for month of August 1968", 2 Sep 1968
- 3) " " "Combined Action Program Report for Month of September 1968", 2 Oct 68
- 4) " " "Combined Action Program Report for Month of October 1968", 3 Nov 68
- 5) 1st CAG Group Order P3120.1 "Standing Operating Procedure for the 1st Combined Action Group". 18 Oct 1968

DECLASSIFIED

HEADQUARTERS  
1st Combined Action Group  
III Marine Amphibious Force  
FPO San Francisco, California 96602

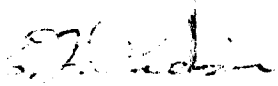
GrpO P3120.1  
6/EFP/mqm  
18 Oct 1968

GROUP ORDER P3120.1

From: Commanding Officer  
To: Distribution List

Subj: Standing Operating Procedure for the 1st Combined Action Group

1. Purpose. To provide instructions for the operation of the 1st Combined Action Group.
2. Cancellation. Group Order 1418.1, Group Order 3000.1, Group Order 3000.2A, Group Order 3120.1, Group Bulletin 3460, Group Bulletin 3820, Group Order 3820.1, Group Order 4400.2 and Group Order 5510.1.
3. Information. This standing operating procedure applies to all activities and functions of the 1st Combined Action Group. In any case of conflict between this SOP and current procedures proscribed by higher authority the latter will apply and a report of the difference will be made to this headquarters as expeditiously as possible.
4. Certification. Reviewed and approved this date.

  
E. F. PIERSON

DISTRIBUTION: A & B

Tab 5

DECLASSIFIED



## TABLE OF CONTENTS

	<u>P.R.</u>	<u>PAGE</u>
<u>SECTION I</u>		
<u>GENERAL</u>		
	101	1-1
Purpose	102	1-1
Background	103	1-1
General	104	1-1
Organization	105	1-2
Missions	106	1-2
Tasks		1-4
T/O CAG (Figure 1-1)		1-6
T/O CACO (Figure 1-2)		1-7
T/O CAP (Figure 1-3)		
<u>SECTION II</u>		
<u>COMMAND, CONTROL AND COORDINATION</u>		
	201	2-1
Purpose	202	2-1
Background	203	2-1
Command	204	2-1
Control	205	2-2
Coordination		
<u>SECTION III</u>		
<u>ADMINISTRATION</u>		
	301	3-1
General	302	3-1
Personal Records	303	3-1
Pay	304	3-1
Fitness Reports	305	3-2
Conduct and Proficiency Marks	306	3-2
R&R	307	3-3
Rotation	308	3-3
Special Leave/Overseas Tour Extension	309	3-3
Reports Control	310	3-3
Personal Assignment	311	3-4
Postal	312	3-4
Voting	313	3-4
Legal Assistance	314	3-4
Promotion		
<u>SECTION IV</u>		
<u>INTELLIGENCE</u>		
	401	4-1
Purpose	402	4-1
Scope	403	4-1
Intelligence	404	4-2
Essential Elements of Information		

SECTION IV (CONT)

Specific Information to be reported on a continuing basis	405	4-2
Ground Reconnaissance and Surveillance	406	4-5
Aerial Reconnaissance and Surveillance	407	4-7
Communication and Electronic Reconnaissance/Surveillance	408	4-7
Captured Personnel	409	4-7
Captured Enemy Material/Documents	410	4-12
Maps, Charts and Photographs	411	4-13
Counter-Intelligence	412	4-14
Escape and Evasion	413	4-18
Challenges and Password	414	4-18
Definitions for Report Purposes	415	4-20
Reports Required	416	4-21
Weather Data	417	4-21
Target Definitions and Information	418	4-21
Intelligence Training	419	4-22
Language Training	420	4-23

SECTION VS-3 OPERATIONS

Organization	501	5-1
Operations	502	5-1
Inspection/Instruction (I&I)	503	5-1
Concept of Operations of Combined Action Platoons	504	5-1
Inspection/Instruction (I&I)	505	5-3
Training	506	5-3
Defensive Positions	507	5-5
Artillery Fire Request	508	5-8
Psychological Warfare	509	5-8
Spot Reports	510	5-9
Relocation, Establishment and Deactivation of CAP Positions	511	5-10
Combined Action Platoon Log	512	5-14
Compound Diagram (Figure 5-1)		5-15
Artillery Fire Request (Figure 5-2)		5-16
Spot Report (Figure 5-3)		5-17
Spot Report Guide (Figure 5-4)		5-18
Instructions for Combined Action Platoon Logs (Figure 5-5)		5-19

SECTION VILOGISTICS

General	601	6-1
Supply	602	6-1
Procedures	603	6-1
Investigations	406	6-6
Relief of Company Commanders, Responsible Officer	605	6-6

SECTION VIICIVIL AFFAIRS

General	701	7-1
Definitions	702	7-1
Relationship	703	7-1
Principles of Civil Affairs Operations	704	7-1
Civil Affairs	705	7-2

SECTION VIIICOMMUNICATIONS

Purpose	801	8-1
General	802	8-1
Command and Communications	803	8-1
Communication Center	804	8-2
Message preparation and Routing	805	8-2
Radio Communications	806	8-3
Wire Communications	807	8-5
Communication Supply and Maintenance	808	8-5
Safety	809	8-6

SECTION IXMEDICAL

Scope	901	9-1
Duties:	902	9-1
Med-Evac	903	9-2
Rodent Control	904	9-3
Training	905	9-3
Drugs	906	9-4
MEDCAP	907	9-4
Military Assignments and Watches	908	9-4
Drug List (Figure 9-1)		9-6

SECTION XREPORTS

Purpose	1001	10-1
Background	1002	10-1

GruO P3120.1  
18 Oct 1968

## SECTION I

## GENERAL

Ref: (a) ICCI 5401.2  
(b) ForO 3121.4

101. Purpose. To provide information and general procedures for the operation of the 1st Combined Action Group.

102. Background. References (a) and (b) provide for the integration of Marine units with Popular Force units within certain hamlets and villages to assist in providing security and pacification measures.

103. General. The 1st Combined Action Group has been organized to provide military security in selected hamlets and villages within Quang Tin and Quang Ngai Provinces. In addition, the group will support, where feasible, the Revolutionary Development Campaign Plan for the respective provinces. Past experience has shown that Popular Force units native to the area, assisted by U. S. Marines, form a unit ideally suited for the task of providing security to hamlets and villages in cleared or semi-cleared areas.

104. Organization.

1. 1st CAG is composed of three echelons of activities, CAG Headquarters, figure 1-1, Combined Action Companies, figure 1-2, and Combined Action Platoons, figure 1-3. The CAG Headquarters is located in the Supply Company, Force Logistic Support Group Bravo, garrison area. The headquarters will command, administer and supervise the operations of CAGO's and subordinate CAP's within Quang Tin and Quang Ngai Provinces.

2. CAGO headquarters will normally be located at the District Headquarters of the District in which its subordinate CAP's are deployed. The CAGO will command, administer and supervise the operations of its subordinate CAPs. The CAGO will also assist the Sub-Sector Commander in the coordination of supporting arms and execution of the RD campaign plan as explained in reference (a) and paragraph 204, Section II of this order.

3. The basic unit of the CAG is the Combined Action Platoon, composed of two elements, RF and UMC, integrated into a single operational entity. The Marine element consists of one 13 man rifle squad augmented by an assistant squad leader, who is also an M-79 grenadier and one U.S. Navy Corpsman. The RF platoon is composed of three rifle squads of ten men each and a platoon headquarters of five men for a total of 35 RFs.

GruO P3120.1

18 Oct 1968

# 105. Missions

1. The stated missions of the Popular Forces are as follows:

(a) Destroy the VC infrastructure within the village or hamlet area of responsibility.

(b) Provide public security and help maintain law and order.

(c) Protect the friendly political structure.

(d) Protect bases and communication axes within the villages and hamlets.

(e) Organize local intelligence nets.

(f) Participate in civic action and conduct propaganda against the VC.

2. The mission of the Marine element of the Combined Action Program is to support Popular Force Platoons, through integrated operations, in carrying out the Popular Force missions and to train the Popular Force soldiers so that they can carry out their mission unaided.

106. Tasks. Appropriate tasks in support of these missions include but are not limited to the following:

1. Motivate, instill pride, patriotism and aggressiveness in the PF soldier.

2. Conduct combined/coordinated day and night patrols and ambushes in assigned areas.

3. Conduct training in general military subjects, leadership and language for all personnel of the CAP to increase the proficiency of PF elements so that Marine elements may ultimately be withdrawn and PF elements will continue to perform in an effective manner.

4. Conduct combined/coordinated operations with U.S., ARVN and FMAF units in coordination with district chief within the CAP area of responsibility.

5. Marine squad leaders in individual CAPs will function as U. S. Revolutionary Development representatives for the hamlet in which they serve.

6. Insure that information gathered is made available promptly

GrwO P3120.1  
18 Oct 1968

and on a regular basis to the intelligence center at district level as well as to nearby U. S. and FMAF units.

7. Participate in the rewards program for collection of enemy information and material.

Grnd P3120.1  
18 Oct 1968

TABLE OF ORGANIZATION FOR COMBINED ACTION GROUP (CAG)

<u>Line No.</u>	<u>Billet Description</u>	<u>Rank</u>	<u>MOS</u>	<u>Off.</u>	<u>Enl</u>
1	HQ Section				
2	CO/CAG COORD/	LtCol	9910	1	
3	Executive Officer (Civic ActionO)	Maj	0107	1	
4	First Sergeant	1stSgt	9999		1
5	Gunnery Sergeant	GySgt	0369		1
6	Messenger/Driver	LCpl	3531		1
7	Admin Section				
8	Admin Off	1stLt	0130	1	
9	Admin Chief	SSgt	0141		1
10	Admin Man	Sgt	0141		2
11	Admin Man	Cpl	0141		2
12	Legal Clerk	Cpl	0121		1
13	Admin Man	LCpl	0141		1
14	Admin Man/Driver	Pvt	0141		1
15	Inspection/Training Section				
16	Inspector/Training Officer	Maj	9910	1	
17	Inspector/Training NCO	GySgt	0369		1
18	Assistant Inspector NCO	SSgt	0369		1
19	Assistant Training NCO	SSgt	0369		1
20	Inspector Training Assistant	Sgt	0311		3
21	Inspector Training Assistant Driver	LCpl	0311		1
22	Civic Action Section				
23	Civic Action Officer	Maj	0107	1	
24	Civic Action NCO	SSgt	0369		1
25	Civic Action Assistant	Sgt	0311		1
26	Civic Action Assistant Driver	LCpl	0311		1
27	Logistic Supply Section				
28	Logistic Supply Officer	Capt	3010	1	
29	Logistic Chief	GySgt	0441		1
30	Supply Chief	GySgt	3041		1
31	General Warehouseman	SSgt	3051		1
32	Supply Admin Man	Sgt	3041		2
33	Cook	Sgt	3371		1
34	Cook	Cpl	3371		1
35	Armorer	Cpl	2111		1
36	Supply Admin Man	LCpl	3041		2
37	General Warehouseman	LCpl	3051		1
38	Communications Section				
39	Comm Chief	GySgt	2591		1
40	Radio Chief	Sgt	2531		1
41	Wire Chief	Sgt	2511		1
42	Motor Transport Section				
43	Motor Transport Chief	SSgt	3516		1

Figure 1-1

1-4

GruO P3120.1  
18 Oct 1968

TABLE OF ORGANIZATION FOR COMBINED ACTION GROUP (CAG) CONT

<u>Line No.</u>	<u>Billet Description</u>	<u>Rank</u>	<u>MOS</u>	<u>Off</u>	<u>Enl</u>
44	Motor Transport Operations NCO	Sgt	3531		1
45	Motor Transport Mechanic	Cpl	3516		1
46	Motor Vehicle Operator	LCpl	3531		2
47	Medical Section				
48	Med Chief	HMC	8404		1
49	Med Field Service Tech	HM2	8404		1
50				5	39 2

Figure 1-1  
1-5



GrwO P3120.1  
18 Oct 1968

TABLE OF ORGANIZATIONCOMBINED ACTION COMPANY

<u>LINE</u>	<u>BILLET DESCRIPTION</u>	<u>RANK</u>	<u>MOS</u>	<u>USMC</u>		<u>USN</u>	
				<u>OFF</u>	<u>ENL</u>	<u>OFF</u>	<u>ENL</u>
1.	Company Headquarters						
2.	Company Commander	Capt	0302	1			
3.	Gunnery Sergeant	GySgt	0369		1		
4.	Supply NCO/Driver	Sgt	8911		1		
5.	Communication NCO	Sgt	2531		1		
6.	Admin Clerk	Cpl	0141		1		
7.	Motor Vehicle Operator	Pvt	3531		1		
8.	Total			<u>1</u>	<u>5</u>		

Figure 1-2

1-6

Grnd P3120.1  
18 Oct 1968

TABLE OF ORGANIZATION

COMBINED ACTION PLATOON

<u>LINE</u>	<u>BILLET DESCRIPTION</u>	<u>RANK</u>	<u>MOS</u>	<u>USMC</u>		<u>USN</u>	
				<u>OFF</u>	<u>ENL</u>	<u>OFF</u>	<u>ENL</u>
9.	Combined Action Platoon (1 Marine Squad per Platoon)						
10.	Squad Leader	Sgt	0311		1		
11.	Ass't Squad Leader	Cpl	0311		1		
12.	3 - Fire Teams						
13.	Fire Team Leader	Cpl	0311		3		
14.	Automatic Rifleman	LCpl	0311		3		
15.	Rifleman	Pvt	0311		6		
16.	Platoon Corpsman	EM3	8404				1
17.	Total				<u>14</u>		<u>1</u>

Figure 1-3  
1-7

GruO P3120.1  
18 Oct 1968

## SECTION II

## COMMAND, CONTROL AND COORDINATION

Ref: (a) ICGI 5401.2  
(b) ForO 3121.4

201. Purpose. To provide information and guidance for use of channels of command and coordination affecting 1st Combined Action Group.

202. Background. References (a) and (b) provide the basic concept of command and coordination relationships. From the I Corps/III MAF level to the individual Combined Action Platoon, continuous and detailed coordination must be maintained between Marine elements and GVN agencies. At the same time, normal command channels must be used to forward vital information to senior and/or junior echelons. Additionally, other FVMAF organizations supporting the Combined Action Program will require information channels.

203. Command.

1. Marine Elements. As indicated by Figure 1-2, command functions are passed from the CO, Combined Action Group to the CO, Combined Action Company. In turn the CO, CACO discharges command responsibilities through the squad leaders of Marine squads incorporated in each CAP. This channel will be used for all Marine Corps type matters, including, but not limited to, administration, discipline, training, logistical support and other command interest matters.

2. GVN Elements. Command of Popular Force Units is exercised by the cognisant District Chief through the PF Platoon Commander. The District Chief is also responsible for Revolutionary Development Teams that will at various times work adjacent to or in CAP areas of operation.

3. Combined Action Platoons. The PF platoon retains its basic organization, while the Marines serve as advisors with the Marine squad leader serving as the advisor to the Vietnamese platoon leader. The individual Marines are integrated into the squads. Within the CAP, command relationships are on a coordination and cooperation basis between the VNPF platoon leader and the Marine squad leader. The Marine squad leader does not command the PF element of the CAP, nor does the PF platoon leader command the Marine squad.

204. Control. Operational control of the Combined Action Platoons is exercised by the Sub-Sector Commander (District Chief). The CACO will serve in the operations center/fire support direction center of the sub-sector to assist the district chief in executing the RD Campaign Plan and in providing meaningful military security to the Vietnamese population in the district. The CACO will effect, with the nearest U. S. FVMAF or ARVN battalion commander the necessary coordination of fire support, reaction forces, medevac procedures, patrol activities, ambushes, etc., and combined operations involving the CAPs in the district.

GruO P3120.1  
18 Oct 1968

205. Coordination. In addition to command and control channels, requirements exist for the maintenance of certain coordination channels. While the use of these channels will normally be informal, the results of coordination must be placed in appropriate command and control channels to insure that all echelons receive required information. Liaison and coordination will be maintained at the lowest practicable level consonant with the accomplishment of the mission. Coordination with units/agencies not covered by this order will be approved by the next higher echelon in the command channel.

1. USMC - GVN Channels

a. The CAG will establish required liaison/coordination with advisors, officials and staff personnel at the Province/Sector level. Liaison at this level is normally limited to matters affecting more than one District within the Province, or matters relating to Province controlled projects/programs.

b. Liaison at the District/Sub-Sector level is primarily the responsibility of the Combined Action Company. Under certain circumstances, the Marine squad leader will be required to conduct liaison with officials at the District level. In these cases, direct liaison will be invited by District Officials, or directed by the CO, CACO. In the former case the CO, CACO will be advised at the earliest opportunity. The CAG Headquarters will also have liaison with the District Headquarters. This channel of coordination will be used primarily for discussion of matters pertaining to policy. The CAG Staff will insure that direct liaison does not impinge on the normal relationship between the District and the CACO.

c. At the village/hamlet level, the Marine squad leader coordinates directly with the village council/hamlet chief on matters of mutual interest. When representing the CAP with local officials, the Marine squad leader will insure that the relationship with the PF platoon leader is maintained as explained in paragraph 203.3.

2. USMC - FVMAF Channels. Reference (b) provides the basic concept for coordination with FVMAF organizations and headquarters. In that Combined Action Platoons will receive logistical and operational support from FVMAF organizations, it is imperative that coordination channels be clearly defined.

GruO F3120.1  
18 Oct 1968

a. CAG Responsibilities.

(1) The CAG Headquarters will establish and maintain liaison with the following organizations and headquarters:

- CG, Sub-Zone Coordinator, Southern Sector, I Corps  
Tactical Zone
- CG, Americal Division
- U. S. Army Brigades located in Quang Ngai and Quang  
Tin Provinces
- Senior U. S. Marine Corps Commanders located in Quang  
Ngai and Quang Tin Provinces
- CO, Supply Company, FLBG B, FLC
- Other Headquarters not specified in this order, but  
whose mission effects CAG operations.

(2) Additionally the CAG staff will maintain liaison with the U. S. battalions providing support to CAPs. As stated in paragraph b below, coordination with supporting unit commanders is the primary responsibility of the CACO Commander. This does not in any way preclude liaison between the CAG staff and corresponding staff officers of supporting units.

b. CACO Responsibilities. Coordination and liaison with U. S. battalions providing support to CAPs is primarily the responsibility of the CACO. The CO, CACO will establish and maintain liaison with the appropriate U. S. battalions to insure adequate daily support for the Marine squads under his control. He will affect coordination of fire support, reaction forces, medevac support and all operational activities involving CAPs. He will request technical staff coordination between the CAG staff and the U.S. battalion when required.

c. CAP Responsibilities. The Marine squad leader will establish direct liaison with FVMAF units when directed by his company commander. Normally, the squad leader will be given direct liaison authority with company and platoon size units operating in his area or assigned in support of his CAP.

GrO P3120.1  
18 Oct 1968

## SECTION III

## ADMINISTRATION

Ref: (a) IGO P5000.3, COMCORPSMAN, Vol I & II  
(b) IGO 1620.7  
(c) ICCI 1710.5  
(d) ICCI 1710.12  
(e) HEPACO 1050  
(f) HEPACO 1300.9  
(g) GROUND 2700.1  
(h) NAVIC 1174 (Current Edition)  
(i) 3 SERVIC: 5801.1

301. General. The First Combined Action Group operates on group level administration. Combined action companies within the group are not assigned administrative personnel.

302. Personnel Records. All personnel records are maintained by the S-1 section. It is an individual responsibility to keep the administrative office apprised of all changes in Records of Emergency Data, changes in insurance beneficiaries, location and number of dependents, and changes of dependents status, i.e. children born, marital status, etc.

## 303. Pay

1. MAG-12 disbursing office services the pay accounts of the 1st C.A. Pay day is the first day of each month. The following officers are responsible for holding pay call as set forth below:

- a. Administrative Officer - all headquarters personnel.
- b. Company Commanders - personnel of their respective companies.

2. All difficulties concerning an individual's pay, i.e., lost pay record, name not on the payroll, under paid or over paid, should immediately be referred to the group S-1. In an effort to minimize traffic to disbursing, personnel with questions concerning their pay will first contact the administrative office.

3. Personnel departing on M&R and special leave should not sign the advance pay roster indicating their preference for payment. Instead, upon receipt of M&R orders or special leave orders, the individual will go to disbursing to be paid and complete all required currency exchange.

## 304. Fitness Reports.

1. Fitness reports are prepared and submitted in accordance with reference (b) for all Marines in the grade of sergeant and above. It is the responsibility of each Marine officer and noncommissioned officer

GruO P3120.1  
18 Oct 1968

(sergeants and above) to ensure that the appropriate fitness report, with Section A completed, verified and signed, is submitted to the reporting senior at the appropriate time as set forth below.

- a. Captains and above - Last day of April and October.
- b. Lieutenants and warrant officers - Last day of June and December.
- c. Sergeants and staff noncommissioned officers - Last day of January and July.

2. The following occurrences require that a fitness report be submitted:

- a. Change of reporting senior.
- b. Detachment of officer or noncommissioned officer.
- c. Special (on occasion of outstanding or substandard performance of duty).

305. Conduct and proficiency marks. Corporals and below will be assigned conduct and proficiency marks on the below occasions:

- a. Semi-annual (31 January and 31 July).
- b. Upon transfer.
- c. Upon assignment to EAD in excess of 30 days.
- d. Upon promotion to sergeant.

The guidelines for assigning marks are set forth in Chapter 15 of reference (a).

### 306. R&R

1. R&R quotas are assigned to this command by the III Marine Amphibious Force Special Services in accordance with reference (c). Quotas are based on the total strength of the unit on the 1st day of the month for which the quotas are granted. Personnel should request R&R at least 15 days prior to the 1st of the month in which they desire the R&R to commence. Quotas are assigned to individuals based on time in country and overseas tour extensions.

2. Orders for Hawaii R&R will be published at least 15 days prior to the month the R&R is to begin. This is to enable personnel to forward copies of orders to wives or parents to travel to Hawaii on military standby fare.

3. Prior to receipt of R&R orders, personnel must have in their possession sufficient funds to defray cost of living expenses.

4. In accordance with reference (d), in-country R&R may be granted for three days to China Beach Recreation Center once each three months.

GruO P3120.1  
18 Oct 1968

307. Rotation.

1. Rotation from WestPac is based on a 13 month tour from CONUS and return. Personnel are authorized up to ten days early departure from this command to assure arrival in CONUS by their rotation date.

2. Orders for rotation are normally received at least 1 month in advance of scheduled departure date. Orders are endorsed by the S-1 section and delivered on the day of departure from 1st CAG.

3. Personnel desiring copies of orders to ship personal effects and household goods may obtain copies from the S-1 section when the orders are received from III Marine Amphibious Force. Government property will not be shipped or carried from the Republic of Vietnam. Baggage inspections will be conducted at at least three points while enroute to CONUS.

308. Special Leave/Overseas Tour Extension. Personnel extending in accordance with reference (f) for a period of six months will be granted 30 days special leave to commence not earlier than three months prior to and no later than one month after normal RTD. Personnel departing on special leave will be assigned a flight date and notified in the same manner as personnel departing on normal rotation. Personnel should report to 1st CAG headquarters at least three days prior to flight date. The 30 days special leave is not charged against annual leave and is exclusive of travel time. In addition to the benefits of special leave, an additional R&R quota is authorized to be taken after special leave. Overseas tour extensions for less than six months may be executed but special leave is not authorized. Annual leave in WestPac may be granted at the rate of  $2\frac{1}{2}$  days per month extension. In addition a second R&R is authorized for extensions of 90 days or more.

309. Reports Control. The S-1 functions as reports control for all reports submitted in accordance with Chapter X hereto.

1. Sufficient copies of written reports will be furnished the administrative office to provide a copy for the group central files.

2. Telephonic reports will be submitted as required and the administrative office informed as to the date the report was made.

310. Personnel Assignment. Duty assignments are made by the administrative officer. Assignments within the combined action companies are the responsibility of the respective company commanders. Company commanders must insure that the administrative officer is apprised of all assignments or reassignments within the company. Intra-group transfers will be approved by the group commanding officer.



GrnO P3120.1  
18 Oct 1953

### 311. Postal:

1. The Group Adjutant is assigned additional duties as the Group Postal Officer. He is responsible to the commanding officer for the handling of U. S. Mail within this group. He will make periodic unannounced inspections of the group mail room.
2. Group mail orderlies. One primary and one alternate mail orderly will be appointed from group headquarters, and will be responsible to the group postal officer. Specific duties of the group mail orderly are set forth in reference (g).
3. Section/GACO mail orderlies will be assigned to meet the needs of each unit. Their duties are outlined in reference (g).
4. Mail is picked up daily from the AG-13 post office and the Army post office at the band rack. Mail may be picked up by the unit mail orderlies between 0730-1200 daily.

5. Each individual shall notify correspondents of his complete and correct address. Sample mailing address is as follows:

LCpl Joe A. Mandle 100000, 1500  
1st Combined Action Group (CAF 1-2-3)  
APO, San Francisco, California 94001

### 312. Voting:

1. The Voting Officer for 1st CAG is an additional duty of the Group Adjutant. Personnel desiring information as to voter registration application for ballot and voting of absentee ballot may obtain this from the voting officer.

2. The voting officer will maintain a supply of Federal Post Card Applications plus the current edition of reference (h).

313. Legal Assistance. Personnel desiring legal assistance will contact the Group Adjutant. The Group Adjutant in his role as legal assistance referral officer will contact the Americal Division Staff Judge Advocate Section and arrange an appointment for the individual. Reference (i) prohibits non-lawyer personnel from rendering legal assistance.

### 314. Promotions.

1. Staff non-commissioned officers are recommended to the Commandant of the Marine Corps for promotion by a screening board convened at Headquarters, Marine Corps. Promotion from corporal to sergeant is based upon conduct and proficiency marks, time in grade and time in service. Minimum qualifications are determined by the Commandant of the Marine Corps. Qualifications for promotion to lance corporal and corporal are contained in the current Marine Corps Directives in the 1410 series.

GruO F3120.1  
18 Oct 1968

## SECTION IV

## INTELLIGENCE

- Ref: (a) Annex B (Intelligence) to Americal Division SOP  
 (b) ForO 3461.2, Evacuation, Procedures and Accounting for POWs  
 (c) ForO 3460.2, Handling of Captured Personnel, Materials and Documents  
 (d) FMFPacO 3460.1, Control and Registration of War Trophies and War Trophy Firearms  
 (e) ForO 3460.4, Holding of Captured Enemy Materials and War Trophies/War Trophy Firearms  
 (f) Administrative SOP for Americal Division (ACofS, G-2)  
 (g) FMFPacO 3850.2, Handling of Subversive Literature, policy concerning  
 (h) MCO 5510.2, Security of Classified Matter  
 (i) ForO 5511.2, Security Regulations  
 (j) OPNAVINST 5510.1, Security Manual  
 (k) FMFPacO P3800.1, SOP for Intelligence

401. Purpose.

1. To promote efficiency in intelligence functioning within this command by providing uniformity in the application of routine procedures and techniques.
2. To eliminate the necessity of including voluminous instructions on intelligence procedures in each operation order or plan.
3. To provide a basis for intelligence training within the command.
4. To inform members of this command of intelligence support available.

402. Scope. This standard operating procedure outlines the intelligence functions of the 1st Combined Action Group. Except when amplified or modified by specific directives, procedures prescribed herein will apply to all intelligence activities within this command.

403. Intelligence Mission. The intelligence mission of this command is to keep the commanding officer, his staff and subordinate CACOs/CAPs informed of:

1. The political and military situation within areas of interest.
2. The order of battle, i. e. composition, disposition, strength, tactics, logistics, training and combat efficiency, of military and paramilitary forces within areas of interest.
3. The terrain, weather and hydrography in areas of interest.
4. Intelligence activities operating against this command.

GruO P3120.1  
18 Oct 1968

5. The efficiency and state of training of the command's intelligence capability.

#### 404. Essential Elements of Information (EEI)

1. Definition. The critical gaps in intelligence are designated "essential elements of information." They are defined as those critical items of information regarding the enemy and his environment needed by the commander to relate with other available information and intelligence, in order to assist him in reaching a logical decision.

2. Purpose. EEI's constitute the commander's priority intelligence requirements and, as such, are effective as orders to subordinate CACOs/CAPs and requests to higher and supporting unit commanders who plan for and implement the acquisition of the required information.

3. Form. EEI will be stated in the form of a simple, concise directive consisting of three parts. First, a positive directive; second qualifying questions; and third, statements directing special attention, for example: "Determine if the enemy will attack the new CAP during the elections. If so, when, where and in what strength. Pay special attention to the mangrove swamp."

4. EEI of Subordinate Units. CAPs will inform this headquarters via CACOs, of their EEI in order that all collection agencies available to this headquarters may be utilized in the acquisition of that information.

5. Promulgation and Cancellation of EEI. Group EEI will be directed to CAPs as a part of operation orders, fragmentary order, intelligence summaries, or separately as appropriate. Cancellation, revision or amendment to current EEI will likewise be promulgated in this manner as the time and situation dictate.

405. Specific Information to be Reported on a Continuing Basis. In addition to gathering information relative to particular EEI, CAPs must continually and actively seek and report all pertinent information on weather, terrain, hydrographic conditions, the enemy and civilian situation. The following information is considered vital to the interests of this Group and will be reported to this headquarters as obtained.

#### 1. Enemy Forces.

a. Initial contact, to include disposition, strength and attitude when possible.

b. Identification of units; suspected or confirmed presence of new units; location of unit boundaries; and strength of units.

GruO P3120.1  
18 Oct 1968

- c. Location and identification of command posts and supply installations.
- d. Disposition of mortars, rockets and artillery.
- e. Suspected or confirmed presence of anti-aircraft weapons.
- f. Location, nature and extent of defensive installations; presence or absence of obstacles protecting these installations; and locations of mined areas.
- g. Enemy patrol contacts, to include location, nature of contact and the subsequent enemy reaction.
- h. Suspected or confirmed jamming or intrusion of communications nets.
- i. New weapons.
- j. Any type of equipment not commonly encountered, especially protective gear which might indicate intentions of employing nuclear, biological or chemical warfare.
- k. Anxiety reaction of detainees, indigenous personnel and returnees to remaining in a forward area.
- l. Presence of signs indicating areas to avoid.

## 2. Terrain

- a. Significant errors or omission in maps.
- b. Presence of obstacles to movement by foot or vehicle.
- c. Presence of fords at major streams.
- d. Areas likely to serve as guerrilla bases or hideouts.
  - (1) Difficulty of access, as in mountains, jungles or swamps.
  - (2) Concealment from aerial reconnaissance.
  - (3) Covered routes of entry and withdrawal.
  - (4) Located within one day's foot movement from small civilian settlements that could provide food, information and warning.
  - (5) Adequate water supply.
- e. Roads and trails approaching, traversing and connecting suspected or known guerrilla areas.

GruO P3120.1

18 Oct 1968

f. Locations of bridges and ferries; information concerning the condition of streams during flood stage.

g. Availability and suitability of potential helicopter landing sites.

h. Location of likely guerrilla and counter guerrilla ambush sites.

i. Location of small hamlets or farms in and near suspected guerrilla areas.

j. Suspected routes used to supply the guerrilla force with arms and food.

### 3. Guerrilla Forces

a. Factors which caused the development of the guerrilla force.

b. Relationship between the guerrilla forces and the civil populace.

c. Relationship with and support from any external sponsoring force.

d. Capability of the guerrilla force to provide its own food by growing, seizure or civilian support.

e. Identity and all other pertinent information concerning guerrilla force leaders.

f. Capability of the guerrilla forces to attack installations and disrupt lines of communications.

g. Guerrilla force methods of operations.

h. The strength and combat efficiency of the guerrilla force, to include status of training, effectiveness of communications and morale.

i. Location of guerrilla camps, assembly areas, rendezvous points and trails.

j. Guerrilla force arms and armament.

### 4. Civil Populace

a. Identification of friendly and hostile elements.

b. Motivations and loyalties of the various segments.

c. Size and proportion of civil populace likely to engage in or support guerrilla activities.

CRD P3120.1  
18 Oct 1968

- d. Effect of the local authorities and police on the civil populace.
  - e. Ability of the local populace to furnish food to guerrilla forces.
  - f. Availability of fuel and water.
  - g. Vulnerability of the friendly civil populace to terror tactics.
  - h. Potential effect of civil population control measures such as relocation, search and seizure, movement restrictions, food control and curfews.
  - i. Psychological warfare vulnerabilities.
5. Enemy Cadre Force
- a. Relation to guerrilla force and civil populace.
  - b. Relationship to external forces.
  - c. Support received from external sources.
  - d. Efficiency in civilian proselytizing and actual recruitment for the construction of defenses, carrying of supplies and carrying of dead and wounded.
  - e. Efficiency of military proselytizing for replacements to guerrilla force and/or local and main force units.
  - f. Ability to control the activities of the civilian populace.
  - g. Establishment of a warning system for the guerrilla forces.
  - h. Identity and all other pertinent information concerning cadre force leadership.
  - i. Frequency and subject matter of propaganda meetings for the civil populace.

406. Ground Reconnaissance and Surveillance

1. Definitions

a. Reconnaissance. Reconnaissance is a mission undertaken to obtain by visual observation or other detection methods, information about the activities and resources of an enemy or potential enemy; or to secure data concerning the meteorological, hydrographic or geographic characteristics of a particular area.

GruO P3120.1  
18 Oct 1968

b. Surveillance. Surveillance is the systematic observation of air, surface or subsurface areas by visual, electronic, photographic or other means for intelligence purposes.

2. Reconnaissance is a directed effort to obtain mission information about a given subject, while surveillance involves the protracted observation of an area or object in order to learn of any significant changes or activities.

3. Thorough, aggressive and continuous use of all available reconnaissance/surveillance means is required by all commanders to ensure successful accomplishment of the CAP mission. CAPs are encouraged when necessary, to employ all available means which will enable them to ensure complete reconnaissance/surveillance of their assigned areas. Although the main effort is directed toward enemy-controlled territory, reconnaissance/surveillance of territory under friendly control is also necessary to prevent surprise and to locate guerrillas, enemy cadre, returnees, or enemy patrols.

#### 4. Patrols

a. Units of this command will inform the supporting unit of all patrols in accordance with supporting unit SOPs. Information to be included in patrol plans will include the time of departure, estimated time of return and general area of operation.

b. A systematic debriefing of patrols will be conducted for all members of the patrol immediately upon return to the patrolling unit's permanent position. Reports of significant observations or contacts will be reported to the supporting unit and this headquarters.

c. Because of the many variables involved, it is impractical to rigidly prescribe the depth to which patrols will move or the frequency of their employment. The factors below should be considered in planning patrols:

- (1) Intelligence information required.
- (2) Security requirements both for the patrol and the CAP position.
- (3) Enemy activity including counter-reconnaissance activity.
- (4) Friendly situation including availability and range of supporting arms.
- (5) Coordination with adjacent units.
- (6) Terrain
- (7) Weather

GruO P3120.1

18 Oct 1968

5. Employment of Established Reconnaissance Units. Should a specific need arise for the employment of established reconnaissance units, requests will be forwarded according to the provisions set forth in reference (a).

#### 407. Aerial Reconnaissance/Surveillance

1. General. Aerial visual and photographic reconnaissance/surveillance is available to members of this command to provide information not readily available from normal ground sources, and in certain cases where units are in contact with the enemy.

2. Requests. Requests for aerial reconnaissance/surveillance will be requested via this headquarters unless such support is available through the supporting units. CAPs requesting such support through supporting units will utilize that unit's SOP.

408. Communication and Electronic Reconnaissance/Surveillance. Units of this command will employ ground surveillance radar (AN/TPS-21), seismic intrusion devices (SID), starlight scopes, infra-red devices or other communication and electronic devices when available. In some cases this equipment is available through supporting units.

#### 409. Captured Personnel

##### 1. Definitions

a. Detainees. Persons who have been detained but whose final status has not been determined.

b. Prisoners of War. Persons who qualify under Article 4 of the Geneva Convention relative to the treatment of prisoners of war (GPW). In addition, the following persons shall be extended the protection of the GPW in Vietnam.

(1) Persons who are captured while actually engaging in combat or a belligerent act other than the act of terrorism, sabotage or spying against the Republic of Vietnam (RVN or US and other Free World Military Assistance Forces (FWMF)).

(2) Any captive member of the North Vietnamese Armed Forces (NVA) or Viet Cong (VC), whether captured in combat or not, except:

(a) Terrorists, saboteurs or spies.

(b) Members of the infrastructure, various associations and political cadre, draft dodgers, deserters and those suspected of having violated the laws of the RVN.

c. Returnees. Persons who voluntarily return to the Government of Vietnam (GVN) control through the Chieu Hoi Program after having actively supported the VC in some form of political or military activity.



GruO P3120.1

18 Oct 1968

d. Civil Defendants. Persons who are suspected of being spies, saboteurs, terrorists or criminals and who do not qualify as prisoners of war under article 4 of the GPW.

e. Doubtful cases. Persons who have committed a belligerent act and whose entitlement to status as a prisoner of war is in doubt. Doubtful cases will be referred to a tribunal for a final determination of status.

f. Innocent Civilians. Persons who are detained, but are subsequently determined to have committed no offenses nor meet the criteria necessary to be classified by paragraphs b through e above.

g. Very Important Sources. Human sources of significant intelligence and/or counterintelligence value. Examples are: NVA; regroupes; returnees; VC military and paramilitary officers, officer aspirants and NCOs; cadre in charge of liaison and/or sea and land supply and infiltration routes; intelligence, signal, crypto and medical specialists; university graduates; personnel who have studied abroad; and key personnel within the enemy infrastructure.

h. Viet Cong Main Force. Those military units which are directly subordinate to the Central Office for South Viet Nam (COSVN), a Viet Cong Military Region or Sub-Region.

i. Viet Cong Local Force. Those military units which are directly subordinate to a provincial or district party committee and which normally operate only within a specified VC province or district.

j. Irregulars. Those organized forces composed of guerrilla, self-defense and secret self-defense elements subordinate to village and hamlet level VC organizations. These forces perform a wide variety of missions in support of enemy activities and, in fact, provide a training and mobilization base for the VC maneuver and combat support forces.

(1) Guerrillas. Guerrillas are full-time forces organized into squads and platoons which do not always stay in their home village or hamlet. Typical missions for guerrillas are collection of taxes, propagandizing, protection of village party committees, and military activities, both conventional and unconventional.

(2) Self-Defense Force. A VC paramilitary structure responsible for the defense of hamlet and village areas controlled by the VC. These forces do not leave their home area. They perform such duties as propaganda activities, constructing fortifications and defending home areas on a part-time basis.

(3) Secret Self-Defense Force. A clandestine VC organization which performs the same general function in GVN-controlled villages and hamlets as do the self-defense forces in VC-controlled areas. Their operations include unconventional military activities, intelligence collection and propaganda activities.

GruO P3120.1  
18 Oct 1968k. Infiltration Units

(1) North Vietnamese Army (NVA) Units. Units formed, trained and designated by North Vietnam as an NVA unit and composed completely or primarily of North Vietnamese. At times, either VC or NVL units and individual replacements appear in units that are predominantly NVA or VC at command level.

(2) Regroupees. Vietnamese who lived in what is now RVN territory and, at the time of the 1954 Geneva Accords, moved to NVN, but later infiltrated back into the RVN.

2. Responsibilities of Capturing Units.

a. Processing. All US military personnel who take or have custody of a detainee will:

(1) Comply with the provisions of the Geneva Conventions of 1949. Violation of the humane provisions of the Geneva Convention is an offense under the UCMJ. In cases where a detainee is in the hands of US personnel, the senior man or man-in-charge is responsible for safeguarding the detainee. Unless otherwise directed, all detainee in the custody of CAPs will be afforded the protection consistent with that of a POW outlined in the GPW.

(2) Insure that prisoners of war remain in the custody of US personnel until released to a supporting US military command or sub-sector advisory team.

(3) Preserve the shock of capture by indifferent treatment and refusing detainees aid and comfort items, other than minimal medical aid if necessary, food, water, cigarettes and head privileges, unless prolonged retention is necessary. This general rule should only be broken if favored treatment will immediately result in obtaining tactical information.

(4) Disarm prisoners and returnees immediately, removing all items that give the detainee a capability of taking his own or someone else's life.

(5) Report the capture of the individual as soon as possible.

(6) Follow the FIVE S's

(a) Search. Everything will be taken from the detainee except the minimum necessary clothing and carried by accompanying US personnel having custody of the detainee. Upon return to a safe area, the prisoner will be issued a receipt for all equipment, personal documents and money taken from him. Prisoners of war are entitled to retain all personnel effects and badges of rank and nationality. These items, along with helmets, protective masks and like articles issued for personal protection will remain available to detainees in the event of an emergency. Theft, actual or attempted, or aiding the theft by another

GruO F3120.1

18 Oct 1968

of a prisoner's equipment, money or personal effects is punishable under the provisions of the UCMJ.

(b) Segregate. Segregation not only helps to maintain the state of shock resulting from capture, but also prevents leaders from organizing active or passive resistance to captors. Prisoners will be physically separated as much as possible.

(c) Silence. Preventing the prisoners from talking, other than to answer direct questions by the captors, is necessary to prevent fabrication of stories or escape plans. In general, Vietnamese troops and/or civilians will be prevented from casual conversation with detainees.

(d) Speed. In situations where a prisoner is determined to possess information of low-level tactical value of immediate value to the capturing unit, he may be detained by the capturing unit for a maximum period of 24 hours to enable PF, GVN, police or other competent, informed persons to obtain information under the provisions of reference (b), paragraph 6c, sub-paragraphs (1) and (2). Such interrogation will take place with at least one member of the US military present to insure the prisoner's safety. A written report of information obtained by such interrogation will be forwarded, in either English or Vietnamese, with the prisoner. This report will be clearly identified in English or Vietnamese, with the prisoner. This report will be clearly identified in English and indicate from which prisoner the information was obtained. Supporting units requiring immediate access to a prisoner will make appropriate arrangements with this headquarters. Should a subordinate unit desire to keep a prisoner in excess of 24 hours, this headquarters will be notified.

(e) Safeguard. Capturing units will make every effort to safeguard detainees while preventing escape. Detainees who will not follow reasonable orders should be dealt with quickly and severely within the limits of the GPW and human decency. A detainee attempting to escape may be shot after all other reasonable attempts at recapture have failed and appropriate warnings have been ignored. All detainees will be bound and blindfolded prior to entering US military installations.

(7) Tagging. All prisoners will be tagged using USARV form 365. A supply of these forms will be made available upon request to the S-3 of this headquarters. The back of the capture tag will contain an inventory of all gear taken from the detainee (including ID cards, money, etc.). These items, along with the initial interrogation report (paragraph (d)) will be evacuated with the detainee.

#### (8) Evacuation

(a) Detainees Requiring Medical Attention. Detainees requiring medical attention will be evacuated through normal medical evacuation channels to the first US medical facility having the capability to treat the prisoner.

ruo P3120.1

18 Oct 1968

h. Treatment(1) Detainees

(a) Detained persons will be treated humanely. No violence will be done to their life or person nor will outrages of any kind be committed upon them.

(b) Since a large percentage of detainees are eventually classified as innocent civilians and returned to their villages, proper treatment while in U. S. custody will enhance the GVN/US civic action psychological operations programs.

(2) Returnees

(a) Once a person captured or acquired is determined to be a returnee by the capturing unit, he will be accorded favored treatment.

(b) Returnees will not be bound or separated from their belongings or otherwise treated as captives, except that they will be disarmed while in U. S. custody.

(c) Since the CHIEU HOI Program stresses rewards paid by the GVN for weapons brought in, a receipt for the weapons confiscated by the capturing unit must be given to the returnee so that he can claim his reward. The confiscated weapon will be evacuated with the returnee. In the event that the returnee claims he hid his weapon prior to rallying, reasonable efforts will be made to recover the weapon.

(d) Except for the completion of Captive Card (USARV Form 365), returnees will not be documented as captives.

(e) Returnees may be questioned, however questioning should be expeditious and the use of force or coercion is absolutely forbidden.

(f) Since many returnees will later make an appeal to their comrades to rally to the CHIEU HOI Program, it is important that every effort be made to reinforce the returnees decision to return to the GVN and enlist his cooperation in offering intelligence information. This cooperation is best obtained through kind and interested treatment by the detaining unit.

(3) Refugees. During the course of military/pacification operations, CAPs will at times encounter individual or groups of refugees. The enemy can be expected to use refugee columns for the insertion of agents, saboteurs and guerrillas. To the extent permitted by the situa-

GruO P3120.1  
18 Oct 1968

tion, refugees will be screened, and those who are suspected not to be bona fide refugees will be detained. Screening should be accomplished at the point of contact whenever possible to avoid unnecessary and undesirable evacuation of large numbers of innocent civilians. In particular, old men, old women and children should not normally be detained unless there is good reason to believe that they are, or have assisted, Viet Cong or that they have information of intelligence value.

#### 410. Captured Material/Documents .....

##### 1. Definitions

a. Captured Material. Captured material is any article of supply or equipment, including technical documents, taken from enemy forces in any manner.

b. Captured Documents. Any recorded information written by or about the enemy or his area of operation taken from enemy forces in any manner.

c. Exploitation. The examination, analysis, evaluation, intelligence production and use of captured material/documents for intelligence purposes.

d. Technical Documents. Name plates, blueprints, operating instructions, log books, gun books, maintenance manuals and other similar items which pertain to the manufacture, construction, operation and maintenance of enemy material.

##### 2. Responsibilities of Capturing Units

a. Reporting. Any unit capturing enemy documents/material will notify this headquarters immediately. It is expected that documents will be scanned by reliable Vietnamese elements of the CAP or CACO sufficiently to determine the general nature of the contents.

b. Evacuation. Captured material/documents, with the exception of that taken from detainees, will be evacuated to the sub-sector advisory teams at District Headquarters. Prior to evacuation, material/documents will be tagged using MACV Form 419. A supply of these forms will be made available upon request to the S-2 of this headquarters.

c. Evacuation of Material/Documents Captured with Detainees. Material/documents captured with detainees will be evacuated with the detainee following tagging as follows:

(1) MACV Form 419 will be completed in full, with a comment written on line 5, remarks, stating "CAPTURED WITH DETAINEE" and followed by sufficient information (name, age, sex, description, etc) to positively identify the detainee with the material/documents.

(2) A brief description of the captured material/documents will be entered on the Detainee Card (USARV Form 365).

Gr-10 P3120.1  
18 Oct 1968

d. Materials/Documents of Significant Value.

(1) Cryptographic Material/Documents. Any document that appears to be written in code or contains any information that is identifiable with communications or security will automatically be classified as secret, with appropriate handling procedures enacted. Under no circumstances will a clear (plain language) radio or telephone transmission be made to report the capture of enemy communications documents or security material. If, however, no other means of communications is available, this section, paragraph and sub-paragraph number may be encrypted and used for reference. Upon receipt of notification of capture of cryptographic material/documents, this headquarters will contact G-2 Section/Americal Division for evacuation instructions.

(2) Enemy Maps, Battle Plans or Recent Directives. Documents of this type will be evacuated immediately upon capture to the sub-sector advisor at District Headquarters. Security procedures followed are the same as those followed for material classified confidential. The date on enemy documents is usually written in numerical form with day, month and year in that order.

(3) New, Modified, Recent or Unidentifiable Items of Material. This type of material will be secured and held by the capturing unit pending notification of evacuation procedures from this headquarters.

e. Safeguarding. All captured material/documents captured by US units become the property of the United States and appropriation for personal use is strictly forbidden by reference (c). Capturing units will take appropriate action to safeguard this material from recapture, loss or damage.

f. War Trophies and War Trophy Firearms. War trophies and war trophy firearms can be claimed according to provisions set forth in references (d) and (e).

g. Exploitation. No provisions set forth in this SOP should be construed to prohibit the use of captured material/documents when such use would benefit the tactical situation. However, notification of such usage will be required as soon as possible by this headquarters.

411. Maps, Charts and Photographs.

1. Responsibility

a. Staff. The S-2 will be responsible for maps, charts and photographs within this command.

b. Field. CACO Commanders will be responsible for safeguarding maps, charts and photographs in the field.

2. Procurement and Supply.

GruO P3120.1

18 Oct 1968

a. The S-2 will procure and distribute these items utilizing procedures set forth in reference (f).

b. The S-2 will maintain a map inventory adequate to meet foreseeable emergency needs.

c. CACO Commanders will requisition maps, charts and photos from the S-2.

3. Security. While maps in themselves are not classified, there is still a requirement for safeguarding them. This requirement may also extend to charts and photographs, depending on the nature of contents.

a. Unmarked Maps. These will be protected from the elements of weather and loss through negligence by all members of this command.

b. Maps Marked with Classified Information. A map containing classified information (i.e. enemy unit locations are normally confidential) is considered to have the same classification as the material contained and will be secured to the extent demanded to prevent compromise of that information.

c. Destruction. Maps, charts and photographs will be destroyed by burning under the supervision of a responsible individual who will remain at the burning site to ensure that all material and residue is completely destroyed.

d. Issuing Maps, Charts and Photographs to Non-US Military Personnel. It is important that extreme care be exercised in issuing these type documents to non-US military personnel. Any member of this command who issues a map, chart or military photograph to a Vietnamese National or another individual, with the exception of CAP personnel with a specific need for such material, assumes direct responsibility for the final disposition of this material.

#### 412. Counter-Intelligence

1. Mission of Counter-Intelligence. The mission of counter-intelligence within this Group is to adopt and implement active and passive security measures, and to plan and execute counter-intelligence operations to detect, neutralize and destroy the effectiveness of actual or potential hostile intelligence, sabotage or subversive activities directed against the activities of this Group or its area of responsibility.

#### 2. Responsibilities

a. Staff. The S-2 is responsible to the Group commander for the planning and overall supervision of counter-intelligence measures within the Group.

b. Field. CACO Commanders and CAP unit leaders are responsible for ensuring that counter-intelligence measures are enacted as directed.

GruO P3120.1  
18 Oct 1968

### 3. Definitions

a. Counter-Intelligence. That aspect of intelligence activity devoted to destroying the effectiveness of inimical foreign intelligence activities and to the protection of information against espionage, individuals against subversion and installations or material against sabotage.

b. Counterintelligence Measures. Those measures to defeat enemy intelligence efforts and categorized as denial, detection and deception measures.

(1) Denial Measures. Continuous measures to achieve and preserve secrecy with regard to a unit's identity, location, disposition, strength and similar information. Denial measures consist, but are not limited to the following:

(a) Utilizing maximum concealment and maintaining high standards of camouflage and march, light and noise discipline.

(b) Maintaining strict control and physical security of classified information.

(c) Limiting access to classified material on a strict "need-to-know" basis.

(d) Complying with communications security regulations and procedures.

(e) Conducting active and continuous counter-reconnaissance and tight local security measures.

(f) Indoctrinating and training personnel in their responsibilities if captured, (Code of Conduct).

(2) Detection Measures. Measures taken to evaluate the effectiveness of denial measures which simultaneously reduce enemy successes in penetrating or compromising denial measures. These measures include prompt reporting of:

(a) Loss or compromise of classified material or equipment.

(b) Attempted or suspected cases of sabotage, espionage or subversion.

(c) Capture of known or suspected enemy intelligence personnel or material.

(d) Existence of enemy or foreign clandestine organizations of any kind.

(e) Evidence of enemy psychological warfare.



Gruo T 3120.1  
18 Oct 1968

(f) Evidence of enemy imitative or deceptive activity in the commo-electronics network.

(g) Membership, advocacy or participation of Group personnel in clandestine or subversive groups or organizations.

(3) Deception Measures. The methods and means employed to actively mislead or passively deceive the enemy. They include feints, ruses, demonstrations and the giving of false information.

(a) CAPs may employ the following measures upon prior notification to this headquarters:

1. Construction of dummy positions, installations and equipment.

2. Tactical demonstrations, feints, ruses and audiovisual effects, when conducted wholly within assigned areas of responsibility and which will not result in jeopardy or surprise to friendly adjacent units.

(b) Unless otherwise directed or specifically approved by this headquarters, CAPs will not undertake deception measures which depend either entirely or in part on:

1. Communications-electronics emissions or intrusions.

2. Release of classified or tactical information of any nature, whether true or false, to unauthorized persons in an effort to deceive the enemy.

3. Utilization of POW's, third state nationals or captured civilians in the execution of demonstrations, ruses or feints.

(4) Military Security. All measures taken by a unit to protect itself from observation, surprise, espionage, sabotage and subversion. This includes:

(a) Physical security of installations and material.

(b) Security of classified military information and classified or unclassified material.

(c) Communications security.

(d) Personnel security (secrecy discipline).

(e) Access control.

GruO P3120.1

18 Oct 1968

(C) Special Counterintelligence Operations. Those operations designed to identify, neutralize/destroy/exploit enemy espionage, sabotage and subversive activities, to include the interrogation and control of persons of specific counterintelligence interest.

4. Security of Information and Security Clearances. The security of information and initiation of security clearances and access is the responsibility of the Group S-1 Officer.

5. Military Security

a. Enemy Intelligence Activities. The enemy can be expected to utilize every available means to obtain information. Intelligence is not normally acquired by obtaining one single, all-revealing fact; rather, worthwhile intelligence is the product of the collection, analysis and interpretation of many and sometimes seemingly insignificant, items of information. Information that is most likely to be sought by the enemy includes:

(1) Friendly capabilities, limitations, vulnerabilities, plans or intentions and probable courses of action.

(2) The composition, strength, disposition, armament, equipment, training and morale of our troops.

(3) Logistical and administrative systems to include sources, availability of supplies, lines of communications and the availability/non-availability of special equipment.

(4) Development in tactical doctrine and the equipment, material and organization associated with it.

(5) Casualties in men and material.

(6) Intelligence concerning the results of enemy combat action, whether favorable or unfavorable.

(7) Organization, function, scope of responsibilities, personalities, methods of operation, sources and results achieved by our intelligence and counterintelligence effort.

(8) Biographic data concerning personnel.

b. Important Sources, Agencies and Methods Used by the Enemy for Intelligence. The enemy may employ the following agencies, sources and methods to gain intelligence information from Group activities and personnel:

(1) Sea, ground and electronic reconnaissance/surveillance.

(2) Communications intelligence, particularly through interception of our tactical voice communications.

DECLASSIFIED

GruO 13120.1

18 Oct 1968

- (3) Electronic intelligence, including traffic analysis.
- (4) Captured personnel, documents and materials.
- (5) Documents, including unclassified orders, bulletins and memoranda, personal mail, etc.
- (6) Press and radio/television communiques, news releases, photographs and published surmises.
- (7) Careless talk, including "double-talk" and speculation.
- (8) Travelers and visitors.
- (9) Spies.

c. Implementation of Military Security and Counterintelligence Measures. All CACO commanders will read and comply with the provisions of references (g) through (i) where applicable and insure that individual members of the Group are informed of their counterintelligence responsibilities. In addition, the S-2 will periodically make recommendations for additions or changes to the Group counterintelligence effort as applicable.

6. Counterintelligence Team Support. Request for organized counterintelligence personnel will be made to Brigade Military Intelligence Detachments via the S-2 of this headquarters.

413. Escape and Evasion. All members of this command will receive periodic instruction as to their responsibilities in the event of capture. Frequency of this instruction will be determined by general knowledge of this subject within the command. The following procedures will be followed in the event that escapees or evaders come under the temporary responsibility of this command.

1. Publicity of any kind relating to the return of evaders and escapees is strictly prohibited.

2. The recovery of evaders or escapees will be reported to this headquarters immediately.

3. CAPs will limit the questioning of returned evaders and escapees to matters of immediate tactical importance to the unit.

4. CAPs will in no way attempt to discover routes, procedures, techniques or contacts utilized by evaders and escapees.

5. This headquarters will relay evacuation procedures to be followed in returning evaders and escapees individually for each incident.

414. Challenge and Password.

GruO P3120.1

18 Oct 1968

1. Purpose. The purpose of the challenge and password is to provide a means of recognizing or identifying friendly persons. If there is any doubt as to the challenged persons identity, he will be required to further identify himself even though he has answered the challenge with the proper password.

2. Dissemination.

a. The S-2 will obtain password and challenges from the Americal Division G-2 Administration Section and disseminate this information to CACO commanders.

b. CACO commanders will disseminate to CAPs.

3. Use of Challenge and Password. Squad leaders will insure that CAP personnel are continually aware of the following procedures:

a. Person(s) Approaching Sentry.

(1) Upon observing an individual or party approaching his position, a sentry will wait until the individual or party is close enough to hear him speak in a normal tone of voice, but far enough away so that the sentry can take positive action in the event that the individual or party is the enemy.

(2) When the individual or party reaches the designated point, the sentry will command "Halt! Who goes there?". The individual, or senior man in the party, will give his grade, name and the nature and number of his party as appropriate.

(3) The sentry will then say, "Advance (grade, name) to be recognized." No further challenge procedure is necessary if the positive identity of the individual is obtained. In the case of a party entering friendly lines, the leader or senior man in the party will visually identify each member of the party by remaining well in front of, and facing away from, the sentry to ensure that everyone is present and no enemy infiltrators have joined the party.

(4) If, however, the sentry is not satisfied with the identity of the individual being challenged, he will then give the challenge. The challenged person will respond with the password.

(5) If the sentry is still in doubt as to the identity of the person, he may question him on a subject that would normally be known by members of the same or adjacent commands. This does not include the use of the alternate challenge and password.

(6) If satisfied that the individual or party is friendly, the sentry will instruct the person or party to pass. If not satisfied, the sentry will take cover and instruct the individual or senior man of the party to advance with raised hands. When visibility is particularly poor, it is advisable to call for another sentry to assist in such a case.

GruO P3120.1

18 Oct 1968

415. Definitions For Report Purposes

1. Enemy Incident. Any enemy action initiated, with or without the use of armed forces, which by word or deed is directed against friendly persons, installations, equipment or geographical features. This action can be initiated by any number of persons down to including one individual.

2. Attack. An enemy initiated incident where the enemy, through physical assault against a friendly unit or installation, causes damage or inflicts casualties.

a. Large-Scale Attack. An attack by an enemy force estimated to be of battalion or larger size. Factors to be considered in grading an attack as large scale include the size of the enemy force (roughly 400 men per battalion and 100 men per company), use of supporting weapons, proximity of known VC units, size of friendly force, type of friendly positions, tactics employed, actual sightings, friendly casualties and enemy casualties.

b. Small-Scale Attack. An attack by an enemy force estimated to be less than battalion size.

c. Multiple-Battalion Attack. An attack by an enemy force estimated to be two or more battalions in size, under the direction of a battalion or task force controlling element (in excess of 800 men).

3. Ambush. An enemy-initiated incident meeting the criteria for an attack whereby the enemy uses surprise in attacking a friendly force for which they have been waiting in concealment.

4. Assault by Fire. An attack by enemy forces where no physical assaulting of a friendly unit or installation occurs; however, heavy fire 20 rounds or more of mortar, recoilless rifle, rocket or artillery causes heavy damage and inflicts heavy casualties. Factors to be considered include the amount of fire delivered, damage inflicted on the target, caliber of weapons, number of personnel casualties, duration of the attack and selection of targets by the enemy.

5. Harassing Fire. Sniping or placing fire on friendly units, personnel or installations. Characteristics are similar to those of an attack, except that there is no actual or attempted assault and there is no requirement for visible evidence of physical damage or casualties. Harassing fire may include small arms fire, automatic weapons fire, grenading, mortar or artillery fire.

6. Mining/Booby Trapping. The emplacing and/or detonation of a mine/booby trap or any other explosive device which is attended or unattended, against friendly units or persons. (Mines employed against railroads, canals, bridges or installations are classified as sabotage).

GruO 13120.1

18 Oct 1968

7. Hamlet Harassment. Acts against hamlets, such as entry of hamlets and harassment of inhabitants, destruction of security fencing, houseburning, etc. Also includes related incidents in hamlets which may include two or more incidents involving harassing fire, assassinations, kidnapping or mining.

8. Terrorism. Individuals acts against civilians or government officials in a non-military capacity to include assassination, torture, beating and any other outrage upon their person.

9. Other Harassment. Other types of incidents which do not fall within any preceding definition. Examples are stopping vehicles for various reasons, harassing boat traffic and various acts of destruction.

10. Sabotage. VC actual or attempted destruction, damage, or rendering ineffectual roads, canals, railroad facilities, bridges, telecommunications, power facilities, dams, supply installations, airfields, etc.

11. Propaganda. Enemy efforts through lectures, demonstrations, distribution of leaflets or handing of flags and banners to indoctrinate or influence the populace.

12. Anti-Aircraft Fire. Ground fire directed at aircraft in flight.

#### 416. Reports Required

1. Spot/Serious Incident Report. This report will be submitted for all contacts, enemy incidents and intelligence information noted by CAPs. The S-2 will route these reports to appropriate higher commands.

417. Weather Data. Weather information and forecasts may be requested by subordinate commands from the S-2 as required.

#### 418. Target Definitions and Information

1. Target. An enemy unit, installation, weapon, item of equipment or cultural feature which may be taken under attack by weapons.

2. Target Intelligence. Intelligence which portrays and locates the components of a target or target complex and indicates its vulnerability and relative importance.

3. Target Information. The overall program for the identification and attack of targets to include location, size, shape, structural and physical characteristics, stability, recuperability factors, identification features of the target and bounding areas, enemy capabilities to screen and camouflage the target, defenses, vulnerability, the target's importance relative to the enemy and friendly situation, permanence of mobile targets and meteorological/topographical conditions of the target area.

GruO 13120.1  
18 Oct 1968

4. Staff. The S-2 will relay target information gained from higher and adjacent commands to the Group commander, as received.

5. Field. CAPs will relay target nominations directly to supporting units.

#### 419. Intelligence Training

1. Intelligence Training Program. The intelligence training program will be directed towards the accomplishment of a two-fold objective.

a. Insuring that the individual Marine is aware of the value of combat intelligence and of the role that he plays in the collection effort.

b. Providing appropriate training for intelligence section (S-2) personnel.

#### 2. Scope

a. The nature of the Combined Action Program lends itself to the collection of intelligence; so much, in fact, that this is one of the four goals of the program.

b. The intelligence and related subjects listed below should be included in intelligence training.

#### 3. Basic Intelligence Training. For all officers and enlisted men.

##### a. Intelligence Subjects.

- (1) Nature and purpose of combat intelligence.
- (2) Secrecy discipline.
- (3) Defense against espionage and subversion.
- (4) Handling of detainees, returnees, refugees, escapees and evaders, captured documents, and captured material.
- (5) Proper use of passwords and countersigns.
- (6) Enemy identification (uniforms, insignia, weapons and equipment).
- (7) Counter-actions to attempted espionage, subversion or sabotage.
- (8) Organization, characteristics and methods of operation of enemy armed forces.
- (9) Characteristics of the area of operation and of the civilian populace.

Group 23180-1  
18 Oct 1988

(10) Scouting and patrolling, day and night.

(11) Observation and listening post techniques, procedures and equipment.

(12) Indoctrination in intelligence collection, processing and dissemination to promote understanding of the importance of collecting intelligence information.

b. Related Subjects

(1) Map, chart and photo reading.

(2) Use of available means of communications and proper procedures.

(3) Observation and reporting.

(4) Camouflage.

(5) Insurgency and guerrilla operations.

(6) Survival, escape and evasion, resistance to interrogation and the Code of Conduct.

(7) Reporting of information to include the importance of timeliness, security and clarity.

(8) The preparation of field messages, overlays and elementary sketches.

(9) Elementary terminology used in describing topographic and hydrographic features.

420. Language Training

1. Testing. All persons possessing a foreign language ability will be administered a language proficiency test (LPT) when possible.

2. Records. The S-2 will maintain a current roster of personnel who have indicated a proficiency in a foreign language. This roster will include a rating as determined by the LPT. Personnel who have not been tested will be assigned a self-adjectival rating of poor, fair, good or fluent. Ratings will be given in all cases indicating ability to speak and/or read and write.



GruO P3120.1  
18 Oct 1968

## SECTION V

## S-3 OPERATIONS

Ref: (a) GruO 05101.1 Weapons Safety  
(b) FM 5-15 Field Fortifications  
(c) FM 6-5 Marine Rifle Squad

501. Organization. The Operations Section will supervise and monitor all matters relating to combat operations, training of USMC/PF personnel and inspection/instruction. To accomplish these tasks more effectively the section will be organized into two subsections; operations and inspection/instruction.

502. Operations. This headquarters will monitor all operational activities of combined action companies. It will function as a policy making agency concerned with the basic tactical aspects of CAP operations. CACO commanders will be given sufficient guidance to provide a basis for the conduct of tactical operations. Close liaison will be maintained with the Provincial and District Headquarters, and when required, Division and Brigade operations sections. Liaison conducted with FWF and GVN representatives will deal primarily in policy, avoiding operational matters which are the responsibility of the CACO Commander.

503. Inspection/Instruction (I&I). The I&I section will be composed of two inspection teams. Each team will have assigned one staff sergeant and one NCO assistant. The primary mission of the I&I section is to keep the Commanding Officer apprised of the status of training, morale, living conditions, and tactical operations of CAPs. Inspectors will be knowledgeable in all aspects of the Combined Action Program. They will initially receive instructions on inspection/instruction techniques as well as frequent guidance from the Commanding Officer on particular areas to be covered during inspections.

504. Concept of Operations of Combined Action Platoons.

1. CAPs are to be located to provide village and hamlet security, to support the RD Campaign Plan and to provide training for Popular Forces. The CAPs will be provided the capability to call for and adjust supporting arms, to request reaction forces and request medevac assistance. The peculiar nature of the war against the VC guerrilla requires the CAP to operate in a flexible but specific manner. The CAP must of necessity conduct active and aggressive operations in the hamlet area to prevent VC incursions and attacks directed against hamlet residents and officials. The basic mission of village and hamlet security cannot be accomplished solely through the successful defense of the CAP compound. CAP operations function as a part of the overall pacification effort and as such will be conducted to contribute to this larger goal.

2. For coordination purposes, CAPs will be assigned operating areas (AO's) in coordination with the sub-sector commander and the commander of the U.S., FVMAF or ARVN force in whose area the platoon is located. CAPs should be left free to conduct operations within this

DECLASSIFIED

GRUO P3120.1  
18 Oct 1968

assigned AO, however, the proximate battalion commander will be kept informed of all patrols, ambushes and other planned combat operations. The proximate battalion will be prepared to provide responsive reaction forces and fire support for each CAP in his area. Proximate unit operations within the CAP AO are permissible when required but must be closely coordinated with the CAP, sub-sector and CACO commanders.

3. Employment of CAPs outside their village or hamlet and in conjunction with other U. S., PWMAF or ARVN forces may be planned and conducted. When this occurs, full coordination among sub-sector, CACO, and proximate battalion commanders must be effected and full agreement on employment reached. In no case will the location or length of such an operation be detrimental to the primary mission of the CAP.

4. CAPS operate under the operational control of the district chief (sub-sector commander). Normally prisoners and detainees will be expeditiously released to the district chief, his authorized representative or District Operations and Intelligence Coordination Center (DOICC), and the proximate battalion commander notified.

5. The role of the Marines in the CAP is that of an advisor and assistant to the Popular Force Soldier. The district chief controls the PFs and their activities, therefore all activities of the CAP should be mutually planned and executed. On all operations the Marines should maintain their advisory role, whenever possible, and maximum PF participation should be encouraged.

6. The CAP must be aware of everything that takes place in its area of operation and be able to control this area within the capabilities of its own resources or with assistance from adjacent and/or supporting units. CAP patrols must be seen throughout their areas of operation so as to impress the people that they represent a visible Vietnamese Government. The CAP can only accomplish its mission by aggressive, continuous patrolling.

(a) CAP patrols should be composed of Marines and PFs. PF participation should always be emphasized and the ratio of PFs to Marines should be at least 2 to 1.

(b) Patrol overlays must be submitted to the CACO and the proximate battalion a minimum of three days prior to the scheduled patrol to assure proper support and coordination. The patrol overlay will include patrol routes, check points, time of departure and return, and number of Marines and PFs on the patrol. Patrol changes will be submitted as required. The CACO must be informed by the most rapid secure method, of any quick reacting patrols to be made as a result of "hot" intelligence. Changes will be shackled or reference a thrust point and contain the reason for the change. Strict security will be maintained over the overlay in order to prevent compromise.

(c) Single CAPS will have a minimum of one daylight patrol and

GruO P3120.1  
18 Oct 1968

two night patrols and/or ambushes daily. Double CAPs will have a minimum of two daylight patrols and three night patrols and/or ambushes.

7. All CAP compounds will be located within or immediately adjacent to the village. The CAP compound is to be an administrative and logistical headquarters for the platoon and is not meant to be a citadel. Construction will be limited to trenches, covered fighting holes, obstacles and SEA huts.

#### 8. Security Operations

a. During daylight hours there will be a minimum of one Marine on duty with an assigned post. His duties are to sound the alert in the event of an enemy attack on the compound or neighboring villages. The squad leader will issue additional instruction upon posting sentries. Special orders and instruction will be issued with respect to local conditions existing at each individual CAP.

b. During the hours of darkness all positions will be manned. Ratio of Marines to PFs in each position will be determined by the squad leader. A minimum of one man per position will be awake and in the position at all times. At least one listening post (LP) will be established each night. LPs will be in excess of 100 meters beyond friendly wire. The use of village "beaters" is encouraged, however, they do not fulfill the requirement for LPs.

#### 505. Inspection/Instruction (I&I)

1. The CAG Inspection/Instruction team is the Commanding Officer's direct representative charged with making a thorough inquiry into all aspects of CAP problems and method of operation. As such, CAP personnel should be encouraged to look upon I&I teams as a means of placing more serious problems before the Commanding Officer as well as an aid to improving unit effectiveness.

2. Units scheduled for inspection visits will be notified at least one day in advance. Following inspections, the I&I teams will return to the headquarters area to complete the necessary reports and aid the inspected CAP in any remedial action required.

3. I&I teams will submit inspection reports within two (2) days following inspections. Reports will be in accordance with guidance provided by the Operations Officer and will be completed on an inspection report form. (See figure 5-1).

#### 506. Training

1. General. The training objective of the CAG is to enhance the military knowledge and combat effectiveness of the CAP. This will be

GRUO P3120.1

18 Oct 1968

accomplished through regularly scheduled periods of instruction in basic and specialized military subjects. The dispersion of CAPs and the limited number of personnel available at the CAG to assist with instruction places the responsibility for the majority of the instruction on the squad leader. To the extent possible schools and centralized training conducted at the headquarters location will be utilized to supplement field instruction. Additionally, contact training teams will be provided periodically for instruction of a more technical nature.

## 2. Conduct of Training

a. General Military Subject Training (GMST). Squad leaders will develop a GMS training program directed toward improving the combat effectiveness of his squad and PF counterparts. Training will be conducted daily utilizing field and training manuals, tactical trends and training tips, Guidebook for Marines and current guidance from the CAG headquarters. Emphasis will be placed on weapons and ordnance safety in accordance with reference (a). Emphasis should also be placed on marksmanship, communications security, current tactical trends, Vietnamese Language for Marines, and First Aid. Practical application is encouraged to supplement lecture type instruction.

b. Marksmanship. All personnel armed with the M-16A1 rifle will fan fire and zero weapons weekly. CAPs not having facilities to comply with this requirement will arrange with the respective CACO for transportation to nearest CAP where this may be accomplished.

c. Protective Mask. Training in the use of the protective mask M-17 will be conducted monthly. Maintenance and serviceability inspections will be conducted concurrent with this training. Contact instruction teams will conduct practical application gas tent exercises quarterly.

3. Contact Training. Contact instruction teams will periodically tour CAPs with technical and specialized training. Squad leaders will be notified in advance of the arrival of contact teams and will make every effort to insure maximum attendance at presentations.

4. Centralized Training. CAG headquarters will frequently conduct centralized training for squad leaders and selected CAP personnel. This training will be of a technical or specialized nature.

5. Formal Schools. There are presently three formal schools which personnel stationed in Vietnam are eligible to attend. CACOs desiring quotas to the below schools should make requests to the CAG S-3 section.

a. Vietnamese Language Course. Four weeks in Okinawa or Danang, RVN.

b. NCO Leadership Course. Four weeks in Okinawa.

c. Infantry Weapons Repair Course. Eighteen days in Okinawa.

GruO P3120.1

18 Oct 1968

6. Popular Force Training. It is recommended that Popular Force personnel attend at least one hour of instruction daily. To encourage attendance, one hour of GMST instruction should be planned during the evening hours just prior to darkness when all members of the platoon are present. Training will be based on material outlined in the handbook of Basic Military Principals (Dual Language) Volume 1, available to all CAPs.

#### 507. Defensive Positions

1. Of primary importance to the CAP is the planning for defense of the compound. Installation of defensive positions should begin only after a thorough terrain analysis has been made. Locations for defensive positions are selected for their natural defensive strength and observation. Fortifications shall include preparation of weapons im- placements and positions for personnel, clearing fields of fire, laying barbed wire and minefields, and strengthening natural obstacles. Forti- fication plans will be based on progressive construction, proceeding from open to covered implacements.

2. Figure 5-1 is a diagram of a CAP compound. A terrain analy- sis will determine the final defensive plan, therefore this diagram should be used as an example only.

3. A schedule of work to be accomplished should be prepared for the development of compound defenses. To the extent possible compound hardening should progress in accordance with the schedule. Listed be- low in order of priority are the tasks required in the development of a CAP compound.

- a. Clearing fields of fire and removal of objects masking observation.
- b. Preparation of temporary defensive entrenchments and im- placements.
- c. Construction of command bunker.
- d. Placement of wire fences and entanglements.
- e. Construction of ammo bunker.
- f. Construction of four man fighting/sleeping holes.
- g. Prepare supplementary fighting positions
- h. Preparation of trenches.
- i. Construction of tower.

#### 4. Trenches and Fieldworks

DECLASSIFIED

Gruc P3120.1  
18 Oct 1968

a. Command Bunker. Each CAP compound will have a covered command bunker. It should be centrally located for easy access to perimeter positions and provide the shortest line of communication. The command bunker will be the squad leader's operations center during the hours of darkness and when in contact with the enemy. Radio nets and internal wire communications will terminate in the command bunkers. All equipment peculiar to an operations center will be located in the command bunker. Situation maps, log book, emergency lighting, and signal flares/grenades should be installed as minimum equipment.

b. Ammo Bunker. High priority will be given the construction of an ammo bunker. It will normally be an eight foot by eight foot partially or totally buried bunker. However, size will vary with ammo storage requirements. It should have a door which locks and the entire bunker should be as weather proof as possible. Ammo bunkers will be covered with a minimum of three layers of sandbags and will be located near to the center of the compound. Inside of the bunker will be sandbagged partitions to separate different kinds of ammunition.

c. Fighting Positions. Primary fighting positions will be integrated into the over-all fireplan of the compound. Locations will be selected with respect to observation, avenues of approach and natural and man made obstacles. Selection of fighting positions must further consider the requirement for mutual support of adjacent positions. Each position should be located so that fire may be placed directly on positions to the right and left. Fighting positions may be constructed on the surface or buried, depending upon the terrain, soil composition, and drainage, but they will have 360 degrees visibility.

d. Trenches. Trench works will be prepared to connect individual positions, weapons emplacements and shelters. They will have a zigzag trace with approximately 15 paces between change of direction. Trenches will be a minimum of three and a half feet deep and, when materials are available, will be revetted. They will be sandbagged on both sides and layer placed on the bottom of the trench.

5. Defensive Obstacles. To deny the enemy rapid and undetected entry, artificial obstacles will be erected around the compound perimeter. Barbed wire entanglements are the most effective and easily installed obstacles. Punji pits, stick fences and cactus are additional obstacles which may be offered by the local villagers. The preparation of obstacles by the villagers should be welcomed, however installation should be supervised to insure compatibility with the over-all defensive plans. Obstacles should be positioned to ensure observation and cover by fire.

a. Double Apron Fences. A minimum of two double apron fence will be erected around the compound perimeter. It will be a 4- and 2-pace fence constructed in accordance with instructions contained in Chapter 6 of reference (b). The enemy side of wire obstacles should be a minimum of 50 meters from defensive positions. To the extent possible, considering available space and terrain, the direction of

GruO 13120.1

18 Oct 1968

outer wire entanglements should coincide with the direction of final protective fires..

b. Tanglefoot. Tanglefoot will be used around the entire perimeter. It will be employed in a minimum depth of ten meters. Short stakes should be spaced at irregular intervals of from one to three meters. The height of the barbed wire varies from six to ten inches. It should be placed in scrub, if possible, using bushes as supports for part of the wire.

c. Concertina. Concertina is a temporary obstacle and should be moved frequently. It should be placed at various angles to avenues of approach to break up and deceive the enemy as to the true defensive positions.

d. Mine Fields. The laying of mine fields will be limited to the most probable avenues of approach and those areas of limited observation. Mines will be laid in accordance with Chapter 9, section IV of reference (c). No mine fields will be laid without written approval of the Commanding Office, CAG. Mine fields will be enclosed by a four strand fence toward the friendly side and two strand fence toward the enemy side. Triangular red signs, 8 inches long on two sides, 11.5 inches on the other with the word "mines" and Vietnamese "min" will be placed at 15-pace intervals facing friendly and enemy sides. Landmarks artificial or natural will be used as a reference point in laying and plotting mine fields. Two copies of mine field diagrams will be delivered to CAG headquarters on completion of installation.

#### 6. Ready Ammo

a. Each defensive position will have ready boxes, preferably a wooden bangalore torpedo crate. They will be identified by position number and will contain the following minimum equipment.

- (1) Two claymore mines with wire and detonator.
- (2) Three pop-up flares and four to six hand illumination grenades.
- (3) Ten M-26 hand grenades.
- (4) Five hundred rounds 5.56mm ammo and 1,000 rounds M-60 ammo.
- (5) One LAAW M-72.

During daylight hours the boxes will be stored in the ammo bunker.

b. In addition to the position ready boxes, each Marine will have a personal ready box containing the following ammunition.

- (1) Two bandoleers of 5.56mm ammo (One tracer and one ball)

GruO P3120.1  
18 Oct 1968

- (2) Four M-26 fragmentation grenades.
- (3) Two hand illumination grenades.
- (4) One smoke grenade.
- (5) One green pop-up.
- (6) One red pop-up.

During the daylight hours the personal ready box will be held in the Marine living quarters. Under no circumstances will boxes be opened in living quarters.

7. Fire Support. All CAPs will have preplanned HE and illumination concentrations (DEFCONS) in support of their positions. The number and location of DEFCONS will vary with the respective CAP area. A minimum of two concentrations should be registered at each CAP site to provide an accurate reference point from which to shift future fire missions. Fire missions will be called and adjusted through the supporting unit. DEFCONS should be reregistered every two weeks.

a. The minimum safe distance for registration of supporting artillery will be 600 meters for observed fire.

b. All supporting arms fire will be called through the local supporting unit.

c. The following tactical evaluations should be made prior to planning DEFCONS.

- (1) What are the enemy's best avenues of approach?
- (2) Where are the weak areas in the defense that can be covered by artillery?
- (3) Where are the enemy's best avenues of retirement?
- (4) What areas are in defilade to organic weapons?
- (5) Where are probable enemy assembly areas?

508. Artillery Fire Request. Figure 5-2 contains instructions for calling fire missions.

509. Psychological Warfare

1. The Operations Officer is assigned as the Psychological Warfare Officer.

2. Psychological warfare conducted by the CAG will be planned to directly support the individual CAP. It will be designed to exploit incidents, programs and conditions within CAP areas of opera-



GruO P3120.1

18 Oct 1968

tion. Psychological warfare programs will be consistent, timely and accurate.

3. The following psychological warfare facilities are available through the Americal Division or the Light Infantry Brigades.

- a. Loudspeaker aircraft.
- b. Leaflet preparation.
- c. Leaflet drops.
- d. Movies.
- e. Ground mounted loudspeaker systems.
- f. Propaganda literature for hand dissemination.

4. The Psychological Warfare Officer will monitor spot reports and intelligence reports and be prepared to respond to suitable psychological warfare targets.

5. Squad leaders identifying psychological warfare targets within their areas of operation will immediately request action through their company. State briefly the nature of the target and, if appropriate, the support desired. Individuals requesting psychological operations assistance, will ensure that information is accurate and timely.

510. Spot Reports. Spot reports furnish higher echelons with vital, timely information regarding incidents occurring in or to a unit, and in addition are a valuable means of detecting and evaluating new or different methods, techniques, and trends employed by the enemy.

1. Spot reports will be submitted to this headquarters by the most expeditious means available consistent with security, using the format shown in Figure 5-3. Instructions for completing the spot report form are contained in Figure 5-4. Only in the most unusual circumstances will a spot report be delayed more than two hours.

2. Spot reports are defined as:

- a. Any contact or suspected contact with the enemy.
- b. Mine or booby trap findings/destruction.
- c. Friendly or enemy casualties (including civilian).
- d. Med-evacs, or non-routine medical treatment regardless of cause (including civilians).
- e. Accidental discharge of weapons.
- f. Discovery of enemy equipment/weapons, tunnels, etc.

DECLASSIFIED

GruO P3120.1  
18 Oct 1968

3. Intelligence reports will be submitted in the same format as spot reports and will specify intelligence report vice spot report.

4. Personnel should bear in mind that spot reports are initial information and ensure that follow up reports are submitted as required.

5. In reporting enemy casualties, VC/NVA KIA (paragraph I of Figure 5-3); probables will be claimed only when there is physical evidence (such as heavy blood trails, drag marks or clothing with missile holes in vital areas) to indicate that such enemy losses did indeed occur. Heavy fire in itself will not be used as a basis to claim enemy probable KIA's.

6. During working hours spot reports received by 1st CAG Headquarters will be delivered immediately to the Commanding Officer, Executive Officer and S-3. Spot reports of enemy contact, or friendly or enemy casualties will then be called by phone to Americal G-3 (ext. 2833) and 198th Brigade TOC (ext. 3053). After working hours, the S-3, XO, and CO will be notified immediately of any unit of this organization brought under attack and of any injury or wounding of CAG personnel. The S-1 will also be notified of any injury or wounding of CAG personnel.

7. The Group S-3 will ensure that spot reports are grouped in chronological order and literate terminology for the daily Commanding Officer's briefing. He will further ensure that spot reports of significant activities, i.e., enemy contacts, friendly or enemy casualties, are called to Director, Combined Action Program, III MAF extension 473 by 0715 daily.

511. Relocation, Establishment and Deactivation of CAP Positions

1. The relocation and/or establishment of new CAP compounds requires detailed tactical and administrative planning. The following actions will be accomplished prior to the installation of new or re-located CAPs.

2. Preliminary Procedures

a. Selection of Sites. The selection and subsequent formal recommendations for new CAP sites is accomplished jointly by the Commanding Officer, CAG and the respective District and Province Chiefs. Consideration with respect to site selection are: Military and economic significance of the area, availability of PF personnel and tactical and logistical support. Upon the selection of a mutually agreeable CAP location(s) separate recommendations are prepared by the Commanding Officer, CAG, and the District Chief for submission through the appropriate GVN and FWF channels. Final approval is made at the I Corps/III MAF level.

b. Actions (prior) to Site Preparations

(1) The exact compound locations will be selected within the area approved by higher headquarters.

(2) Requests for fire support and reaction forces in support of the new location will be submitted to the Americal Division.

GruO P3120.1

18 Oct 1968

(3) Following receipt of tactical support plans a request for approval to locate, giving date, time and location will be submitted to III MAF.

c. Position Planning. Position planning will run concurrent with the actions outlined in paragraph 509.2.b above. Following the guidelines set forth in paragraph 507 above, a terrain analysis and defensive study will be made of the site. Wire, trench and fighting hole locations will be plotted, staked and diagramed. Diagrams will be submitted to CAG headquarters.

3. Location of Combined Action Platoons. The activation of a CAP in a selected hamlet area will be determined by mutual agreement between CG III MAF and CG ICTZ based on recommendations submitted through the parallel chain of command. The decision to locate a CAP in a particular area will be based on the following criteria:

a. Have adequate real estate belonging to the GVN in or immediately adjacent to the village. The site should be readily accessible by road to facilitate resupply.

b. Have supporting arms and reaction forces available.

c. Be in an area free from imminent attack from main force VC units but has inadequate local security forces.

d. Be located so as to contribute significantly to the security of the area and to the overall pacification program.

e. Be capable of supporting the RD Campaign Plan or provide follow-up for the RD program.

f. Have a IF platoon available from the subject village or immediate area.

4. Construction. Compound construction will begin when these actions listed in paragraph 2 above have been completed.

5. Augmentation Squad. CAG headquarters will provide an augmentation squad to assist with construction and security at new CAP sites. These personnel will normally remain at the site until such time as the local security is considered to be adequate.

6. Security of Area

a. The supporting unit will provide day and night security in the new CAPs 40 two days prior and two days after the date the CAP moves in.

b. Withdrawal of the U.S. Marine Element of the CAP. Withdrawal of the U.S. Marine element of a CAP will be by mutual agreement between CG III MAF and CG ICTZ. Recommendations for relocation or deactivation will be submitted in the same manner as recommendations for activations

Form P3120.1

18 Oct 1968

are submitted. Factors to be considered when recommending relocation of the Marine element are:

- (1) Military necessity of the position.
- (2) Enemy threat during the past three months and the projected threat.
- (3) Combat effectiveness of the PF element of the CAP to include their motivation, loyalty, and willingness to support the GVN.
- (4) Level of pacification within the village/hamlet area.
- (5) Status of the VC infrastructure within the CAP village or hamlet.
- (6) The PF platoon has:
  - (a) Been trained and demonstrated its military effectiveness.
  - (b) Been recruited from the local populace or their families now living in the CAP village or hamlet.
  - (c) Adequate arms and equipment in good condition.
  - (d) A trained PF Corpsman.
  - (e) An organized chain of command.
- (7) The PF Platoon Leader and Assistant Platoon Leader should:
  - (a) Be able to plan and execute patrols and ambushes.
  - (b) Be able to request and adjust artillery fires.
  - (c) Be able to use the AN/TRC-1Q radio.
  - (d) Be able to assemble, disassemble, and employ all platoon weapons.
  - (e) Be able to read a map and use a compass.
  - (f) Have a working knowledge of the tasks, mission and activities of the RD, PRU, APT, sub-sector intelligence cadre, adjacent RF, ARVN, U.S., and FVMAF units in his area.
  - (g) Be able to plan and execute the defense of the village or hamlet.
  - (h) Have a working knowledge of intelligence to include collection, importance and use.

Gru0 P3120.1  
18 Oct 1968

(i) Have established mutual trust and confidence with village/hamlet officials.

(8) Platoon members must be trained in:

- (a) Marksmanship.
- (b) Defensive and offensive combat.
- (c) Buddy aid and hygiene.
- (d) All platoon weapons.
- (e) Mines and booby-traps.
- (f) Construction of wire obstacles.
- (g) Patrols and ambushes.
- (h) RVN government, history, and patriotism.

c. Report of Activation and Relocation of CAP Elements. The Commanding Officer, CAG will report immediately to CG III MAF and the CG of the Divisional TAOR in which the CAP is located the activation and relocation of the U.S. Marine element of a CAP. Because the PFs are more effective when stationed near their home, movement of individual PFs and rotation of PF platoons or their subordinate squads from a CAP should be made by the sub-sector commander only on a basis of strict military necessity. Sub-sector commanders should be discouraged from moving PF elements. Assistance from ARVN and FVMAF should be sought to minimize the need to move the PFs from a CAP prior to completion of the below described training objective. The Commanding Officer, CAG will report to CG III MAF any relocation of the PF element of the CAP.

d. Liaison with PFs in former CAP locations

(1) CAG commanders will assure that frequent visits are made and close liaison is maintained with the PFs in former CAP locations. The CAG commander will establish and maintain a working relationship in order to monitor the effectiveness of the PF platoon, to reassure the PFs of our continued interest in their welfare and to provide encouragement and motivation.

(2) CAGs will submit a monthly report, not later than the 15th of the month, to the Director, Combined Action Program on each former CAP site using the following format:

Previous CAP # and PF Platoon #      Original Location (Coordinates)

- |                               |   |
|-------------------------------|---|
| 1. Status of compound         | (To include state of compound maintenance, defense and security). |
| 2. Patrol and ambush activity | (Frequency of patrols and ambushes. Daylight/Night)               |

DECLASSIFIED

GruO P3120.1  
18 Oct 1968

3. Enemy activity during period (Description to include casualties, weapons captured, etc.)
4. Civic Action (Progress on projects started but not finished when CAMP relocated. New projects begun)
5. Problem areas
6. Commendable areas
7. General evaluation

512. Combined Action Platoon Logs.

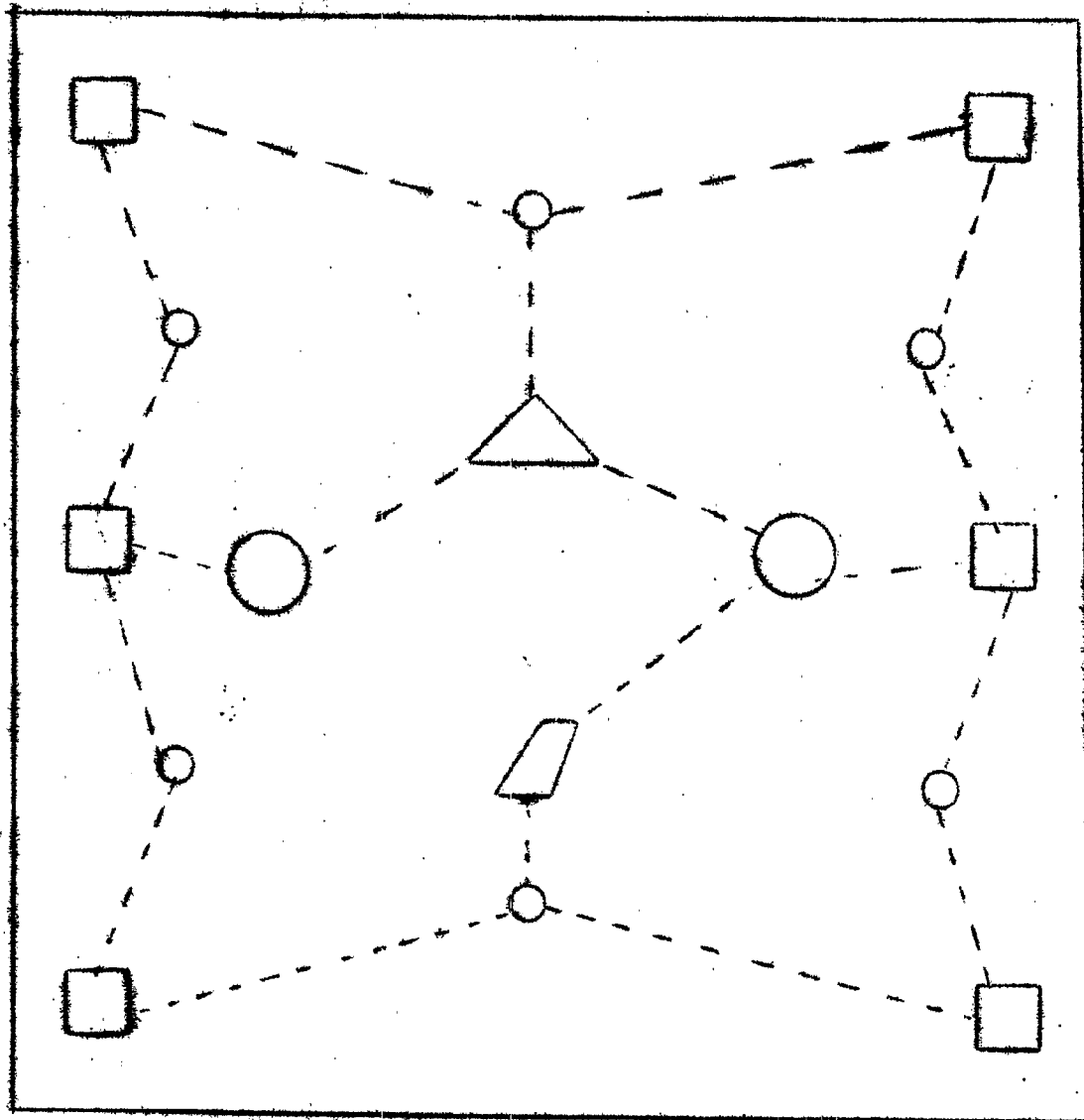
1. All Combined Action Platoons will maintain a Duty Log on a 24 hour basis, from 0800 to 0800 daily.

2. The Squad Leader is responsible for maintenance of the Platoon Log, and will certify all entries made therein at 0800 daily. In his absence, the Assistant Squad Leader will assume this responsibility.

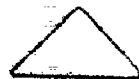
3. Figure 5-5 contains detailed instructions for Log entries. It should be borne in mind by all concerned that Duty Logs are official records, of significant historical value, and are a daily report of the unit's activities to the Commanding Officer. Vulgarity and profanity are not acceptable substitutes for proper language usage, and will not be tolerated.

4. All Platoon Logs will be delivered to Group S-3 by the Company Commander on the 1st and 15th of each month. Logs will not be retained at this Headquarters for more than two days. While logs are removed from positions entries will be made in a temporary log for further posting in the permanent log.

GruO P3120.1  
18 Oct 1968



○ FIGHTING HOLE



COMMAND AND COMMUNICATION  
BUNKER



LIVING QUARTERS



AMMUNITION BUNKER

--- TRENCHLINE



FIGHTING BUNKER

NOTE: This diagram does not include inner or outer wire defenses,  
which will be dictated by location and terrain features.

Figures 5-1

5-15

DECLASSIFIED

GrdO P3120.1  
18 Oct 1958

ARTILLERY FIRE REQUEST

Any Marine who can observe target and has access to the necessary means of communication can request and adjust artillery or mortar fire. The elements of the initial fire request for supporting artillery/mortar fires have been revised; the format for the initial fire request for an area mission is shown below.

Initial Fire Request

Example

Observer identification

This is Bandoleer 1-1-1

Warning order

Fire mission

Location of target

Grid 846395, direction  
1400 mils

Description of target

10-man patrol in woods

Method of engagement

When no specific instructions are given for the method of engagement, the guns will deliver area fire shell HE, fuze quick, and a parallel sheaf.

Method of fire and control

Adjust fire

Once the fire mission has commenced, the observer must send corrections after each firing to the fire direction center. These corrections will adjust the impact of the rounds onto the target. When giving corrections, the following terminology is used:

Corrections

Left (right) \_\_\_\_\_ meters. Used to correct a deviation from the observer-target line.

Add (Drop) \_\_\_\_\_ meters. Used to increase or decrease the distance of the bursts from the observer.

The above fire request and subsequent corrections are the minimum required to control a fire mission.

Figure 5-2



GrxO P3120.1  
18 Oct 1968

HEADQUARTERS  
1st Combined Action Group  
III Marine Amphibious Force  
FPO, San Francisco, California 96602

SPOT REPORT/INTELLIGENCE REPORT

A. REPORTING UNIT \_\_\_\_\_

B. LOCATION \_\_\_\_\_

1. FRIENDLY LOCATION \_\_\_\_\_

2. ENEMY LOCATION \_\_\_\_\_

C. DTG OF INCIDENT \_\_\_\_\_

D. INCIDENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. RESULTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. FRIENDLY KIA \_\_\_\_\_ J. ENEMY CAPTURED \_\_\_\_\_

G. FRIENDLY WIA \_\_\_\_\_ K. VCS \_\_\_\_\_

H. FRIENDLY MIA \_\_\_\_\_ L. WEAPONS CAPTURED \_\_\_\_\_

I. VC KIA (C) \_\_\_\_\_ M. EQUIPMENT & DOCUMENTS \_\_\_\_\_

N. COMMAND ACTION TAKEN \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

O. INITIAL, INTERIM OR FINAL REPORT.

P. DTG RECEIVED \_\_\_\_\_

AMERICAL \_\_\_\_\_ CO \_\_\_\_\_

TAPER 2TOC \_\_\_\_\_ XO \_\_\_\_\_

III MAF \_\_\_\_\_ S3/S2 \_\_\_\_\_

FIGURE 5-3

5-17

DECLASSIFIED

GruO P3120.1  
18 Oct 1968

SPOT REPORT GUIDE

- A. YOUR UNIT (CAPS/CACOS REPORT UNIT DESIGNATION, SIZE AND MISSION OF UNIT INITIATING THE REPORT.) NOTE #1
- B. DATE-TIME GROUP OF INCIDENT (ALWAYS LOCAL TIME)
- C. LOCATION:  
1. YOUR LOCATION (COORDINATES -SHACKLE IF NECESSARY)  
2. ENEMY LOCATION (COORDINATES OR DISTANCE/DIRECTION FROM YOU).
- D. WHAT HAPPENED (BRIEF NARRATIVE INCLUDING WHO INITIATED ACTION ESTIMATED RANGE, NUMBER OF ENEMY, TYPE UNIFORM, TYPE AND NUMBER OF WEAPONS, WHO BROKE CONTACT, DIRECTION OF ENEMY APPROACH/RETIREMENT, NUMBER OF ROUNDS FIRED BY ENEMY, ect.)
- E. WHAT YOU DID ABOUT IT (BRIEF NARRATIVE INCLUDING ALL ACTIONS TAKEN WARNING GIVEN, TYPE/NUMBER OF ROUNDS FIRED, TYPE OF PURSUIT, ect.)
- \*F. HOW MANY FRIENDLY KIA (STATE WHETHER USMC, ARVN, PF OR CIVILLIAN, ect.)
- \*G. HOW MANY FRIENDLY WIA (STATE WHETHER USMC/ARVN/PF/CIV AND IF EVAC REQUIRED OR NOT)
- \*H. HOW MANY FRIENDLY MIA (STATE CIRCUMSTANCES, WHETHER USMC/ARVN/PF/CIV AND WHEN/WHERE LAST SEEN)
- I. HOW MANY VC KIA (STATE WHETHER CONFIRMED OR PROBABLE, AND NUMBER OF BODIES RECOVERED.)
- J. HOW MANY VC WIA (CONFIRMED OR PROBABLE. CONFIRMED ONLY IF CAPTURED)
- K. HOW MANY VCC (VCC-VC CAPTURED. STATE WIA IF APPLICABLE AND DESCRIBE UNIFORM IF NOT REPORTED ABOVE.)
- L. HOW MANY VCS (VCS-VC SUSPECT APPREHENDED. STATE WIA IF APPLICABLE AND DESCRIBE UNIFORM IF NOT REPORTED ABOVE.)
- M. HOW MANY WEAPONS CAPTURED (OR LOST) STATE TYPE IF KNOWN AND AMMO ACCESSORIES, ect.)
- N. HOW MUCH/WHAT TYPE EQUIPMENT CAPTURED/DESTROYED
- \*SHACKLE FRIENDLY CASUALTY FIGURES.

Note #1: Mission includes: Combat, recon, or security patrols; ambush; clearing operation; S&D operation; defense (Combat base); perimeter (defensive position when away from combat base); and other (Describe- such as convoy escort, ect.)

FIGURE 5-4

Grno P3120.1  
18 Oct 1968

INSTRUCTIONS FOR COMBINED ACTION PLATOON LOGS

1. Logs will be maintained on a daily basis, from 0800 to 0900.
2. All log entries will be neatly printed in ink, and initiated by the person making the entry.
3. Log entries will consist of, but are not limited, to the following:
  - a. Chronological entries of day's activities, such as progress made on fortifications, supplies delivered, quality of food, etc.
  - b. Any contact with civilians, including Civic Action, LMD/DEMI GAs, including time of arrival and departure and reason for visit.
  - c. Notation of visits to CAP by civilian or military personnel, to include time of arrival and departure and reason for visit.
  - d. Description of any hostile action, injuries, wounds, or deaths.
  - e. Composition, time of departure and return of patrols, and brief notation of patrol activity. If enemy contact is made, give brief description of incident and results.
  - f. Any departure and return to CAP by Marines and reason therefor.
  - g. All Civic Action entries will be preceded by "CA". Make entries on all requests for materials and information, and materials received; projects started, materials used, and projects completed with number of man hours involved; whether self-help, or other type of project. Record all Civic Action materials passed out, such as school kits, mid-wife kits, etc.
4. When referring to Marines or Navy personnel, use initials and last four digits of service number.
5. Radio Call Signs will NOT be listed in Log for any reason.
6. Combined Action Platoon Logs will not be classified, but will be treated in the same manner as Confidential matter.

-Figure 5-5-

GruO P3120.1  
18 Oct 1968SECTION VILOGISTICS

Ref: (a) MACV Directive 55-1  
(b) MCO P4400.15

601. General. The Combined Action Group, due to its organizational structure and mission, is unique in the area of logistics operations. There are many problems and complexities dealing with logistical matters which are not found in other organizations.

602. Supply. Routine supply to the CAPs of class I, III and V material will be arranged by the CAG Commander with the nearest U. S. battalion within whose TACR the CAP is located. In the event the CAP lies outside a U. S. battalion the CAG will secure the required support from the nearest U. S. battalion and will arrange for distribution. Supply action for major items and material for CAP civic action will be accomplished via the Combined Action chain of command, i.e. CACO headquarters, CAG headquarters.

603. Procedures. Procedures set forth in this SOP are for the guidance of personnel and organization of this Group. The planning and execution of logistical support will be in accordance with current directives promulgated by this command and higher headquarters.

1. Authorization for Request and Request of Supplies

a. CACO Commanders will designate personnel who are authorized to request and sign for supplies and equipment by letter to the Group Supply Officer.

b. Group Supply will file the letters of authorization and ensure that the file is kept current at all times.

2. Requests for Supplies

a. All requests for supplies will be submitted utilizing an original and two copies of form DD 1150.

b. Only one item will be requested on each DD 1150 and each request must be signed by authorized personnel as stated in 603.1a above.

c. Each DD 1150 will be filled out as follows and submitted to the Group Supply Chief for action.

(1) Block 1 will indicate the originator, i.e. CACO 1-1, CACO 1-2.

(2) Block 2 will be Group Supply

(3) Blocks 3 and 4 will be left blank.

GrpO F3120.1  
18 Oct 1968

(4) Block 5 will indicate the CACO which is requesting the supplies, the CAP for which the supplies are requested and the request number which will always be a four (4) digit number, i.e. 0001. If supplies are requested for CAP 1-2-3 and it is the first request from that CAP the request number would read as follows: 2-3-0001.

(5) Block 6 will indicate the date the supplies are required.

(6) Blocks 7, 8 and 9 will be left blank.

(7) The Federal Stock Number and/or description of the requested supplies will be written in the lower half of the DD 1150.

(8) Block 10 will indicate the date of the request and will contain the signature of personnel authorized to request supplies.

d. If Group Supply can fulfill the request, the supplies will be issued. All copies of the DD 1150 and Block 11 will be completed by the person receiving the materials.

e. If Group Supply can not fulfill the request a requisition will be submitted on form DD 1348 and the document number of the requisition will be written in the Job Order Block and one copy of the DD 1150 will be returned to the originator who will maintain the copy on file until final action has been completed.

f. Monthly, the CACO Supply NCOs will reconcile company DD 1150 files with Group Supply.

### 3. Individual Clothing

a. Enlisted Marines and Naval Personnel, serving with Marines, are entitled to limited in-kind clothing issues while serving in Vietnam.

b. Companies are provided with locally prepared Clothing request forms. This form will be filled out with an original and one (1) copy and signed by the receiving individual at the top and bottom. The platoon or section leader and the inspecting officer will approve and sign the request before the clothing can be issued.

c. All clothing requests will be delivered to Group Supply on the 25th of the month.

d. Group Supply will consolidate the requests and submit a DD 1348 for requested clothing.

e. Group Supply will notify CACO Supply NCOs when clothing is ready for pick-up.

GruO F3120.1  
18 Oct 1968

f. Officer personnel are not entitled to in-kind clothing issue but cash sales are available daily for officers desiring to purchase clothing at the Supply Company (Rein) clothing warehouse.

4. Individual Equipment. Individual equipment will be issued by Group Supply. Group Supply will insure that an Individual Memorandum Receipt, form NAVMC 10577 is maintained on each individual. All individual equipment must be turned in to Group Supply when an individual leaves this command.

5. Organization Clothing

All Marine and Navy personnel are authorized to draw three (3) sets of jungle utilities, two (2) pairs of nylon jungle boots, three (3) sets of underwear, one (1) set of rain gear, and one (1) pair of rubber knee boots.

b. CAP personnel are authorized to return their unserviceable organizational property for survey via company property NCOs.

c. All rain gear will be returned to Group Supply upon departure from RVN.

6. Issue and Recovery of Individual Weapons.

a. All individual weapons will be issued from the Group Armory, and a memorandum receipt for individual/garrison equipment, form NAVMC 10577-SD will be maintained on each individual.

b. No weapon will be accepted for repair or turn in if it is rusty or dirty.

c. Magazines being returned will be empty, cleaned and have a light coat of oil.

7. Government Property and Personal Effects Recovered from Deceased, Missing or Wounded Personnel.

a. General. All Government property, articles of individual uniform clothing and personal effects recovered from the possessions of deceased, missing, or wounded personnel will be collected, inventoried, recorded and turned over to Group Supply.

b. KIAs and MIAs.

(1) Possessions of KIAs and MIAs will be inventoried by the Company Commander or Company Staff NCO who will record the inventory on Inventory Sheet, form NAVMC 10154-SD. Both the personal effects and the Inventory Sheet will be turned in to Group Supply.

(2) Government property will be separated from personal effects and will be returned to Group Supply. Company Commanders and

DECLASSIFIED

GruO P3120.1  
18 Oct 1968

Company Staff NCO's will insure that individual weapons of KIAs and MIAs are returned to Group Armory or report the loss or destruction of the weapon if applicable.

(3) Group Supply will type an original and eight copies of the Inventory Sheets. Disposition of Inventory Sheets is as follows:

(a) The original and five copies will accompany the personal effects to NSAD for shipment.

(b) One copy enclosed with the personal effects.

(c) One copy to S-1 for insertion into the SRB.

(d) One copy to Group Supply for filing.

(4) The Group S-4 will prepare an original and six copies of a letter of disposition addressed to Commanding Officer, NSAD, requesting shipment of personal effects to the next of kin.

b. VIAs

(1) Personal effects will be inventoried as stated in paragraphs 7.a.1. and 7.a.2. above.

(2) Group Supply will type an original and eight copies of the Inventory Sheets. Upon receipt of PCS orders the disposition of Inventory Sheets is as follows:

(a) The original and five copies will accompany personal effects to Shipping and Receiving, Supply Company for shipment.

(b) One copy enclosed with the personal effects.

(c) One copy to S-1 for insertion in the SRB.

(d) One copy to Group Supply.

(3) Nine copies of individual orders go to Shipping and Receiving, Supply Company.

c. All personnel in the local area are authorized one unaccompanied baggage shipment by air on TAD or PCS orders. Shipping procedures are as follows:

(1) Individual delivers baggage to warehouse 14 at the NSAD. Personnel must accompany baggage for inspection purposes.

(2) Nine copies of PCS orders are required for all unaccompanied shipment. An application for Household Goods Shipment, form DD 1299 is prepared at this time along with the standard Customs Declaration, form DD 1252. After all forms have been prepared and signed, one (1) copy of form DD 1299 will be signed by the Customs Inspector

GruO P3120.1  
18 Oct 1968

as your receipt. If personal locks are not on baggage, a government seal will be provided to seal the baggage. The seal number will appear on the application.

(3) Baggage will be tagged and placed in a conox box and shipped to NSA Danang within 48 hours. It is packed and crated and then moved to a commercial warehouse for banding and further preparation for shipment to CONUS.

(4) In the event that the individual cannot personally deliver the baggage and sign the DD 1299, the individual's parent command may deliver it. When baggage is being shipped for a member by his parent command it is necessary to have the following information.

(a) Nine copies of PCS orders.

(b) The desired delivery address or next duty station and members complete name, rank and service number.

(5) The following list of items cannot be shipped with unaccompanied baggage. A complete list of items which may or may not be shipped are set forth in reference (a).

(a) Liquors and wines.

(b) Ammunition.

(c) Tax free cigarettes and cigars (including pipe tobacco)

(d) Narcotic drugs.

(e) War Trophies (may be hand carried with authorization certificate).

(f) Weapons such as rifles, pistols, and hand grenades (hand carry, dissembled with copy of authorization in possession).

(g) Equipment or material belonging to the U. S. Government. This includes such items as helmets, blankets and flack jackets.

(h) Obscene, immoral or pornographic photos and drawings.

(i) Military batteries (any type or size).

(j) Flints, lighter fluid or any type of flammable liquid.

(k) Aerosol cans (any pressurized cans).

(l) Photo flash bulbs.

(m) Matches

(n) Items purchased in Hong Kong which are not accompanied by a certificate of origin.



GrO P3120.1  
18 Oct 1968

604. Investigations. In accordance with reference (b), the Group Supply Officer will request in writing an investigation into circumstances surrounding the loss, damage, or destruction of all Government property of a negotiable or serialized nature. This is exclusive of combat losses which will be dropped from the records Upon receipt of a statement from the responsible officer stating the circumstances surrounding the loss. Company Commanders will report in writing the loss, damage or destruction of Government Property to the Group Supply Officer.

605. Relief of Company Commanders, Responsible Officer.

1. The GAGO Commander/Responsible Officer being relieved will account for all property prior to transferring the responsibility of the property to his successor. Unserviceable or missing items will be handled in accordance with reference (b).

2. The new GAGO Commanders/Responsible Officers will inventory all items appearing on the unit custody records. When he is satisfied that the property reflected on the custody records is physically on hand, or properly accounted for, he will sign the original custody records located in Group Supply Office. This action will be taken within 10 days after the inventory has been completed. If the Relieving Officer is not satisfied with the condition of the records, supplies, or other property matters, he will immediately report the facts to the Commanding Officer for such action as may be deemed necessary.

606. Supply Discipline. To obtain maximum availability of assets within this Group GAGO Commanders will institute the following:

1. Constantly review supplies and equipment on hand for possible shortages and excesses.

2. Establish an aggressive system for reducing loss and misuse of individual equipment and weapons.

3. Take proper action to prevent undue deterioration of supplies and equipment.

4. Hold periodic inspections, to insure that proper 1st and 2nd echelon maintenance is being performed.

607. Motor Transport. This subsection provides standard operating procedures and policies for the operation and maintenance of all motor transport equipment for 1st CAG.

1. Responsibility

a. The Commanding Officer is responsible for motor transport functions, The Group S-4, through the Motor Transport Chief, is responsible to the Commanding Officer for the proper management of motor transport equipment, personnel and facilities.

b. All officers and noncommissioned officers of the Group have the responsibility for insuring the proper operation of motor

Gruo 13120.1  
18 Oct 1968

transport equipment charged to their care and of initiating such corrective action as may be required in the interest of safe operation and preservation of equipment.

## 2. Inspections

a. Command inspections will be conducted to insure high standards of equipment readiness are maintained.

b. The Motor Transport Chief will conduct periodic unannounced inspections. Inspection results will be submitted to the Commanding Officer, through the Group S-4.

3. Motor Transport Maintenance. The Group Motor Transport Section is authorized to perform 1st and 2nd echelon maintenance.

## 4. Dispatching and Vehicle Control

a. All CAG vehicles will be dispatched by the CAG dispatcher. The dispatcher will be responsible for assigning and instructing drivers, maintaining appropriate dispatching records, and informing drivers of weekly preventive maintenance dates.

b. No vehicle will be operated without a valid DD 110 trip ticket.

## 5. Driver Training, Testing and Operator's Permit

a. Permits for tactical vehicle operators will be issued on Standard Form 46 (Military Drivers License). Permits will be obtained through the Motor Transport Chief after successful completion of driver training and testing.

b. Before being assigned to vehicles, drivers will be licensed and thoroughly aware of their duties and the safety precautions as prescribed in paragraphs 6 and 7 below.

## 6. Duties of Drivers

a. Every operator of a Marine Corps vehicle shall have in his possession a valid Motor Vehicle Operators License (Form SF-46) issued in his name while operating a government vehicle.

b. A vehicle operator will be responsible for the safe operation of the vehicle while it is assigned to him and for the safety and proper loading of passengers and cargo being transported. Should a passenger refuse to comply with the safety instructions of this Group, the operator shall not move the vehicle but immediately report the incident to his immediate superior.

c. Operators whose alertness is impaired by fatigue, illness, or any other reason, will not continue the operation of a vehicle until the impairment has been remedied.

DECLASSIFIED

GruO 13120.1  
18 Oct 1968

d. Operators will at all times exercise "Courtesy of the Road" towards drivers of other vehicles and pedestrians. Safety is of paramount importance when operating a military vehicle.

e. Operators will comply with all military and civil traffic regulations and will be held responsible for any penalties resulting from a traffic violation, or any damage resulting from negligence on their part.

f. Maintenance of all tools and accessories that are assigned to the vehicle is the responsibility of the operator.

g. Operators shall be required to report promptly any defects and mechanical troubles that develop in their vehicles in order that the vehicle may be repaired and kept at maximum efficiency.

h. Every operator of a vehicle will carry in the vehicle a DD Form 110 for tactical vehicles, and when completed by the operator, contains a record of the route, destination, times of departure and arrival, load, speedometer reading, and other pertinent information relating to the trips. The operator will obtain a release signature on the back of his DD 110 upon completion of his assigned mission.

i. Operators will insure that his vehicle is clean, and has a 3/4 full tank of gas, correct water and oil levels, and is ready for operation upon completion of a normal days work.

7. Safety Precautions

a. No member of this Group will back up a vehicle without taking all appropriate safety measures as follows:

(1) Vehicles, up to and including 3/4 ton capacity, will not be backed up until the operator has checked to make sure the way is clear and has sounded the horn twice.

(2) Vehicles 2 1/2 ton or larger capacity will not be backed without a guide.

b. No member of this command under the influence of alcohol or narcotics shall operate a government vehicle.

c. Troops have the right of way at all times. No vehicle shall pass troops in excess of five (5) miles per hour.

d. Carrying personnel in or on trailers is strictly prohibited.

e. Personnel who are required to perform under any vehicle or trailer when one or more wheels are off the ground will use axel stands.

f. Gasoline will not be used for cleaning purposes.

GruO P3120.1

18 Oct 1968

g. All waste material and steel wool will be kept in closed metal containers.

h. Smoking is prohibited within 50 feet of any fuel tanker.

i. Goggles will be worn when chipping, welding, or grinding.

j. Every effort will be exerted to prevent over-flow of fuel tanks. To allow for expansion, tanks will be filled to within two inches of the top.

k. Proper care will be exercised when working with or checking batteries to prevent spilling or dripping of acid on metal, painted surfaces, clothing, or personnel. Watches with metal bands will not be worn when working on batteries. A solution (bicarbonate of soda and water) will be readily available at all times in the shop in the event battery electrolyte comes in contact with any part of the body.

8. Vehicle speed limits will be in accordance with the Chu Lai Installation speed limits.

9. At no time will more than two people be allowed to ride in the cab of the vehicle, except in the case of shop vehicles.

10. Load limitations will not exceed authorized vehicle limits and capabilities except in case of emergencies or tactical situation requirements.

#### 11. Accidents

a. Prior to the operation of any motor vehicles the operator will insure that a Standard Form 91 (Operator's Report of Motor Vehicle Accident) is carried in the vehicle.

b. In the event of an accident the operator will:

(1) Aid the injured and protect personal property. If required, request medical assistance.

(2) Do not move vehicle unless it is imperative for use in transporting an injured person to a medical facility or the vehicle is a hazard to traffic.

(3) Prevent further accidents by directing traffic at the scene of the accident.

(4) Protect from fire by turning off ignition switches and preventing smoking in the vicinity of gasoline.

(5) Complete Standard Form 91 and submit it to the S-4 immediately upon return to CAG motor pool.

(6) Secure witnesses names and organizations.

GrwO 13120.1  
18 Oct 1968

(7) Do not make out any statements or fill out any forms for unauthorized persons.

#### 608. Engineer

1. The assets available locally within each CAP will be fully utilized prior to requesting engineer support.

2. Engineer support. Projects requiring engineer support will be requested by the Company Commander who will submit a written request to the Group S-4. This request will include the following:

- a. Nature of project.
- b. Location and coordinates.
- c. Date required completion.
- d. Materials required (Estimate Of)
- e. Personnel available for assistance.
- f. Mode of transportation required.

3. The CAG S-4, will review all engineer support requests for practicability and feasibility. If approved engineer assistance will be requested from the nearest Army unit, mobile construction battalion, or the 9th Engineer Battalion as appropriate.

#### 609. Ordnance

1. Responsibilities. Each CACC and CAP Commanders will maintain an up to date record of authorized ordnance items as follows:

- a. Authorized allowance of each item (T/E, T/O or T/A)
- b. On hand (Actual) - serviceable/unserviceable.
- c. Not available (Reason)
- d. Excess/short

2. Maintenance of Individual and Crew Served Weapons. Proper 1st echelon maintenance on individual and crew served weapons is the responsibility of each Commanding Officer. Close supervision is required to insure that the required weapons maintenance is being accomplished.

3. Ordnance Inspections. Command inspections of units will be conducted periodically to insure the below listed measures are being properly implemented.

GruO P3120.1  
18 Oct 1968

- a. Proper weapons security
- b. Adequacy of storage facilities
- c. Supply and accounting procedures
- d. Maintenance.
- e. Maintenance of records.

#### 4. Security of Serialized Ordnance Items

a. General. Part A, Chapter 2 of the Marine Corps Supply Manual (MCO P4400.19) delineates responsibilities of commanding officers concerning the safe-guarding and accounting for public property. Particular attention must be directed to the security of serialized ordnance items. Basic security measures will be instituted and maintained to prevent loss of weapons and other serialized ordnance items. Emphasis will be placed on the responsibility of the individual for the weapons assigned to him.

b. Accounting. Each commander will initiate action to provide maximum security and adequate accounting for all ordnance and serialized equipment. The following general security measures will be complied with:

(1) Weapons will be properly receipted for by the person to whom assigned. Commanding Officers will conduct frequent spot checks of weapons in the hands of individuals to assure that authorized weapons are in their possession. Weapons assigned to individuals will not be loaned to other individuals except in an emergency.

(2) All serialized ordnance items will be accounted for properly. Measures instituted for the security of individual weapons will be extended to cover all other serialized equipment. A system which provides for maximum security, periodic inventories, assignment of custody for maintenance as well as for use, and procedures for issue and recovery is mandatory. This will include a delineation of responsibility between armors, storeroom keepers and the unit, section, or individual which normally uses the equipment.

c. Commanding Officers will insure that periodic inspections and inventories are held. Sight count inventories by custodians will be held when the armory or storerooms have been opened. A weekly serialized inventory will be held by a person other than the custodian. Shortages or excesses noted will be a matter for immediate action.

3. Storage. Armories or enclosures designated for the storage of ordnance items will, to the extent possible, be constructed of materials which will insure security against unauthorized entry. Safety clasps, safety hinges, grating and other hardware of a heavy duty type will be used. They will be installed in such a manner as to minimize the possibility of their removal from the exterior of the armory or enclosure.

GruO P3120.1  
18 Oct 1968

## SECTION VII

### CIVIL AFFAIRS

Ref: (a) MTFPacO 5080.1	(h) ForO 5080.7
(b) ICCN 5080 of 7Aug67	(i) ForO 5080.8
(c) ICCI 5080.2	(j) ForO 5080.4
(d) Americal Field SOP	(k) ForO 5080.2
(e) ForO 5800.7	(l) ICCI 5080.4
(f) JAGINST P5800.8	(m) ICCI 5080.3
(g) ICCI 5890.1	

701. General. The primary aim of all Civil Affairs programs is to enhance revolutionary development. Since the mission of the combined action platoons requires close coordination with RD activities, the majority of daily activities of CAPs and CAP personnel necessarily involve civil affairs. Reference (a) provides general civil affairs procedures for Marine Corps units in Vietnam.

#### 702. Definitions

1. Military civic action is defined as participation, in, or support of, economic and sociological programs useful to the local population. Aims concurrent with this definition include, but are not limited to:

- a. Improvement of living conditions in the local area.
- b. Support of GVN officials and agencies.

2. Revolutionary Development is the integrated military and civil process to restore, consolidate and expand government control so that nation building can progress throughout Vietnam. It consists of those coordinated military and civil actions to liberate the people from Viet Cong control, restore public security, initiate political, social and economic development, extend effective GVN authority, and win the willing support of the people towards these ends.

#### 703. Relationship

1. CA operations will be coordinated with the village and hamlet officials and with appropriate military and civilian advisors. Reference (b) provides additional coordination guidance for working with village level officials. Reference (c) designates CG Americal Division as civil affairs coordinator in the Chu Lai area.

2. The U. S. battalion within whose TAOR the CAP operates, will be kept informed of all CA operations, problems and progress.

#### 704. Principles of Civil Affairs Operations

GruO P3120.1  
18 Oct 1968

1. Command responsibility. Responsibility and authority for the conduct of CA operations are vested in the senior military commander, who is guided by directives from higher headquarters, national policies, applicable agreements and international law.

2. Liaison and coordination are the keystones for successful CA operations conducted by the Combined Action Group. Liaison will be established at each echelon by unit leaders and/or staff sections with the appropriate civilian or military officials for the purpose of exchanging information, requests, complaints and effecting coordination.

3. CA programs must support the GVN official program. In this regard, impetus of direction and planning must be from GVN agencies to FVMAF Forces. Local CA programs will be constantly reviewed, with appropriate GVN officials, to insure effective results.

4. Revolutionary development is the direct link between the GVN and the people. Every effort will be made to support, augment and complement RD programs. As a corollary, every effort will be made to ensure that CAP projects and work do not compete with or supplant RD efforts.

#### 705. Civil Affairs

1. Government affairs. Coordination will be established with local GVN authorities to ensure CA operations are consonant with established procedures.

2. Upon establishment of new CAP locations immediate liaison will be established with local GVN officials. A civil affairs/civic action survey will be completed for all new or relocated CAPs.

3. Medical. See Section IX.

#### 4. Public Safety

a. CAPs will assist local GVN officials in maintaining order and safety as required to support the basic mission.

b. Maximum effort will be made to minimize non-combatant battle casualties during tactical operations.

#### 5. Arts, Monuments and Archives

a. National monuments, repositories or archives and fine arts will not be used for military purposes.

b. Protective measures will be taken by companies and CAPs to protect and prevent looting of fine arts, treasures and archives.

#### 6. Religious Affairs



GruO P3120.1  
18 Oct 1968

a. Ensure that proper consideration and deference are shown by all personnel to religious shrines, buildings and symbols.

b. Ensure that all personnel receive basic instruction in local religious practices and customs to preclude actions which would appear offensive.

#### 7. Economic Matters

a. Unit leaders will establish measures to preclude unnecessary damage, use, removal or destruction of economic resources, facilities and public utilities.

b. Captured Viet Cong rice, materials and other property will be forwarded to the appropriate District Headquarters.

c. CAPs will coordinate with the supporting unit within whose AO they are located, for supporting existing price control programs.

#### 8. Civic Control

a. In a war involving insurgent movements and use of guerrilla or military forces, population control is a vital and necessary requirement for the accomplishment of the basic mission.

b. Policy. U. S. Commanders are not normally responsible for the control of civilians during operations. Responsibility will normally be retained by local government officials and discharged by the employment of available province, GVN or RVN armed forces.

c. The nature of CAP activities provides a close relationship between the CAP and agencies responsible for population control. Every effort will be made to foster this relationship and provide assistance as may be required by competent authority.

#### 9. Incidents

a. All incidents involving indigenous civilians will be reported to this headquarters in accordance with the following instructions:

(1) Combat-Connected injuries/deaths. Report as a part of the SP - report covering the combat action.

(2) Serious incidents. Incidents involving injury, death and/or adverse public reaction (not combat-connected) will be reported as required by reference (d). See Reports, Section X for format.

b. All reports will be telephonically submitted by this headquarters to the Americal Division TOC. A follow-up letter on SIRs will then be sent to Commanding General, Americal (G-5). Serious incident reports will be forwarded to Commanding General, III Marine Amphibious Force (Attn: G-5).

GruO P3120.1

18 Oct 1968

10. Payment and Claims

- a. Solatium payments are made in accordance with reference (e)
- b. Claims against the U. S. Government are administered in accordance with references (f) and (g).

11. Civic Action. Military civic action programs will be conducted in coordination with local government officials and advisors and in accordance with references (h) and (i). CAP programs should be within the limits of resources available to include labor, materials and funds.

a. Civic action projects are classified into three categories:

(1) Clearing: Civic Action projects should be of short duration and have an immediate impact on the local populace. Examples are:

- (a) MEDCAP
- (b) Civil relief supplies distribution
- (c) Gifts
- (d) Minor repair to public buildings, roads and bridges.

(2) Securing: Once an area is declared clear, CAPs will participate in more sophisticated civic action projects to fit the needs of the local inhabitants. Projects must have the approval of the District and/or Hamlet Chief, and must be coordinated with the District Advisor. Examples of type projects:

- (a) Agricultural and natural resources improvements
- (b) Major RD repairs
- (c) Building of classrooms
- (d) English classes
- (e) MEDCAPs

(3) Development: Once the area is secured and the populace is supporting the objectives of the National Government, long range construction projects will be put into effect by GVN officials and agencies. CAPs will continue to maintain close liaison and provide technical advice and equipment within their capability.

b. Military Civic Action Supplies

(1) Requests for assistance and/or materials will be submitted to this headquarters (Attn: S-5). Requests submitted to this

GruO P3120.1  
18 Oct 1968

headquarters will be forwarded to CG, III MAF (Attn: G-5) in accordance with references (j) and (k).

c. Reports. Civic Action reporting will be in accordance with reference (1). See Reports Section X for formats. Weekly Civic Action reports will be submitted to reach this headquarters not later than 1200 each Friday.

#### 12. Medical Civic Action Program (MEDCAP)

a. MEDCAP is a part of the overall military civic action program throughout Vietnam. MEDCAP is defined as the use of U. S. Military medical personnel using MEDCAP resources to treat indigenous civilians.

b. MEDCAP projects will be coordinated with local GVN health officials or District/Village Chiefs.

c. MEDCAP activities will be directed toward medical and dental treatment, improvement of sanitary standards, operation of first aid stations, dispensaries and small hospitals, and training of indigenous personnel in first aid, nursing procedures, sanitation and other medically related fields. The goal is the eventual assumption of many of the medical duties by PF/Vietnamese civilians with a minimum of U. S. supervision.

d. MEDCAP activities conducted outside of CAP compounds will be provided adequate physical security.

e. MEDCAP supplies will be requisitioned by CAPs from the Medical Section, CAG. Composite requests will be submitted monthly by CAG to the appropriate supply agency, as required by reference (n).

f. MEDCAP Reports. See Reports Section X.

GruO P3120.1  
18 Oct 1968

## SECTION VIII

## COMMUNICATIONS

Ref: (a) OPNAVINST 5510.1  
(b) Americal Division SOI  
(c) TM 4700/15

801. Purpose. To publish instructions for the employment of communications within the 1st Combined Action Group.

802. General. Communications will be conducted in accordance with references (a) and (b), effective LCPs, JANAPs and this order.

803. Command and Communications

1. Communications as a function of command

a. Communications is a function of command. The Group Commander is responsible for the efficient operation of his internal communication system.

b. Group officers and section chiefs will familiarize themselves with current communication publications, giving special attention to proper use of call signs, message drafting and proper radio procedure.

c. The Group Communication Chief is responsible to the Commanding Officer for the supervision of the communication system of this command. This supervision includes all matters pertinent to the installation and operation of the communication system, communication supply and maintenance, and training of communication personnel.

d. Common sense, initiative, co-operation and mutual assistance will prevail when communication between units is being established.

2. Communication Chief Responsibilities. The communication chief will insure that:

a. Communication personnel are proficient in their MOS.

b. Radio vehicles are not to be used for purposes other than communications or as designated by the Group Commander.

c. Security is stressed with regard to communication training.

d. The Commanding Officer is advised of all matters pertaining to the capabilities and limitations of his communication systems.

e. Proper first and second echelon preventative maintenance is being conducted on all communication equipment.

GruO P3120.1

18 Oct 1968

804. Communication Center

1. Supply Company, Force Logistic Support Group-Bravo will provide facilities for external message traffic.

2. The Group Adjutant will coordinate with the Personnel Officer, Supply Company, Force Logistic Support Group Bravo for the timely pickup and delivery of all external messages that must be transmitted by teletype communications.

805. Message Preparation and Routing

## 1. Message Drafting

a. The Originator. The individual or command in whose name a message is transmitted is responsible for the following:

(1) Determine if the message is necessary. A message will not be used when a speedletter, naval letter or other means of communication will suffice.

(2) Determine the addressee(s).

(3) Insure that each message is properly drafted.

(4) Determine the classification.

(5) Determine the precedence.

(6) Insure that the message is properly released.

b. The Drafter. The person who actually composes the message for release. Message drafting requires a thoughtful approach to the subject matter of the message. The drafter must strive for brevity, but never by sacrificing clarity.

c. Releasing Officer. A Releasing Officer is a person who may authorize the transmission of a message for and in the name of the commanding officer.

(1) The Commanding Officer, Executive Officer, Operations Officer and the Group Adjutant are hereby designated Releasing Officers of this command.

## 2. Message Precedence.

a. The precedence assigned to a message indicates the relative speed and order of handling by communication personnel.

b. Multiple addressee messages having both action and information addresses may be assigned dual precedence, one for action addressee(s) and a lower precedence for the information addressee(s).

Gru0 P3120.1  
18 Oct 1968

c. The following precedence designation will be used according to the following rules:

(1) FLASH (Z) precedence is reserved for initial contact with the enemy or operational combat messages of extreme emergency. Brevity is mandatory. Flash messages will be handled as fast as humanly possible.

(2) IMMEDIATE (O) is the precedence reserved for messages relating to situations which gravely affect the security of national/ allied forces or populace, and which require immediate delivery to the addressee(s). Immediate messages will be handled prior to all messages of lower precedences.

(3) PRIORITY (P) is the precedence reserved for messages which require expeditious action by the addressee(s) and/or furnish essential information for the conduct of operations in progress when routine precedence will not suffice. Priority messages will be handled prior to all messages of lower precedence.

(4) ROUTINE (R) is the precedence used for all types of messages which justify transmission by rapid means unless of sufficient urgency to require a higher precedence.

### 3. Message Routing

a. Message routing is the responsibility of the Group Adjutant.

b. Messages with an immediate precedence or above will be advance routed to the cognizant section.

c. Outgoing classified messages. There will be two copies of each outgoing classified message prepared. Both copies will be delivered to the Supply Company, FLSG-B Message Center. One copy will be returned with a date-time-group assigned and filed by the Group Adjutant.

### 4. Security

a. Security of message traffic is everyone's responsibility.

b. Classification of messages and handling of classified messages is found in reference (a).

### 806. Radio Communications

#### 1. General

a. Radio is the primary means of communications within the Combined Action Group.

b. Radios will operate only on assigned frequencies and at the lowest possible power.

GruO P3120.1  
18 Oct 1968

c. Frequencies and call signs are assigned to the Combined Action Group by the Americal Division Signal Officer.

## 2. Training

a. Periodic communication classes will be scheduled by the Group Operations Officer.

b. Security will be stressed during all communication training. The fact that radio is the least secure of all means of communications will be continually emphasized.

c. During training it will be emphasized that messages will be copied by the operator in such a manner that re-writing is not necessary prior to delivery.

## 3. Operations

a. Radio transmissions will be kept to a minimum. Use of preliminary call, test counts and exchanges of signal strength and readability are prohibited when good reliable communications exists. Call signs will be abbreviated after initial contact has been established.

b. Any radio interference will be immediately reported to the group communications chief. The report will contain the following:

(1) Frequency

(2) Time the interference occurred.

(3) Duration of interference.

(4) Other facts pertinent to the report. (e.g. Type of interference) CAPs submit by routine message when interference occurs.

c. When radio silence is in effect, there will be no transmissions except in emergency situations. Radio silence will be imposed and lifted by competent authority only.

d. Radio sets will be removed to the maximum extent possible.

e. All messages sent in the name of the Commanding Officer, Combined Action Group will be recorded in the radio log and a copy maintained by the message center. All messages sent over this net will be in written message form.

f. Operating procedure will comply with the following principles:

(1) Classified matter will not be discussed on any radio net.

Gru0 P3120.1

18 Oct 1968

(2) Radio telephone procedure will be in accordance with

ACP-125.

## 4. Authentication and Numerical Code

a. Authentication and Numerical Codes are furnished by the Americal Division Crypto Distribution Office (telephone number - Americal 455).

b. Operating instructions for the use of Numerical Codes are contained in reference (b).

## 807. Wire Communications

## 1. General

a. The wire section, Communication Platoon, Supply Company will install telephones within the Combined Action Group Headquarters.

b. Combined action companies and platoons will make every effort to establish wire communications with the nearest U. S. military unit or supporting unit.

c. Combined action companies will submit timely wire diagrams, showing the different switchboards utilized by their wire communication system.

d. Field wire communications should be used to the extent possible for defensive perimeter communications.

e. When answering a call, always identify the unit and yourself, e.g., Combined Action Platoon 1- 2 - 2, Sgt JONES.

## 2. Safety

a. Wire lines will not be installed on any electrical utility pole supporting a transformer or any other type of sub-station.

b. Wire lines will not be installed during an electrical storm.

## 808. Communication Supply and Maintenance

## 1. General

a. Within Combined Action Group Headquarters, supplies for the communications Section are provided by the CAG Supply Officer.

(1) Items such as repair parts, small components of end items like antenna sections, handsets, and stationery supplies are maintained in quantities determined by average recurring demand. These items will be maintained at the CAG Supply warehouse. Usage will determine an accurate operating level.



GruO F3120.1  
18 Oct 1968

(2) Supplies are requested from the Supply Officer on NAVMC Form DD 1150.

b. The communication technicians will keep accurate and up-to-date records. These records will give the Communication Chief an accurate picture of the supply status of his equipment. The following records will be maintained:

(1) Requisition log showing item, price and document number as assigned by the Supply Officer.

(2) Work request log to enable the Communication Chief to have an accurate picture of the status of his equipment.

(3) A status board of equipment will be maintained by the senior technician.

c. All personnel who utilize communication equipment must make significant contributions if all communication equipment is to be maintained in a constant state of readiness. Communication equipment requires constant maintenance to insure its serviceability.

d. The echelons of maintenance for the Group are as follows:

(1) First echelon preventative maintenance may be performed by all hands, and inspected by senior man present.

(2) Second echelon maintenance by technical personnel organic to the Group

(3) Third echelon and higher: Comm-Elect Maint/Maint Section Supply Company.

(4) The senior technician will insure that the authorized echelons of maintenance are properly performed.

The following maintenance records and publications will be maintained:

(1) Technical manuals for each major end item of equipment.

(2) NAVMC Form 10559, Maintenance Check List, will be kept for each piece of communication equipment which requires preventative maintenance records (see reference (c)).

(3) A modification and maintenance card will be kept for recording modification and maintenance history.

809. Safety

1. General

GruO P3120.1  
18 Oct 1968

a. The Communication Chief is responsible for ensuring that all communication personnel are thoroughly indoctrinated in the safety requirements of their respective job.

b. All communication equipment will be grounded prior to use.

## 2. Antenna Safety

a. Antennas will not be erected closer than 50 yards from power lines; however, if the tactical situation dictates, a minimum of 25 yards is authorized.

b. The whip antenna on a vehicle is a major danger source. The greatest danger is in the antennas contact with power lines.

c. If the radio in the vehicle is not in actual operation, antennas will be tied down.

d. Antenna installation will not be performed when an electrical storm is imminent.

## 3. Shop Safety

a. Rubber matting or other suitable insulation will be placed on the deck of the technician's work area.

b. All work on communication equipment will be conducted on work benches or appropriate areas.

c. A daily routine will be initiated for securing the repair shop to include an inspection for fire hazards.

d. Intentionally taking a shock of any voltage is always dangerous and is strictly prohibited.

e. All equipment will be put away and a thorough sweep-down will be conducted prior to securing the shop daily.

## 5. Fire Safety

a. All flammable fluids will be stored outside the shop with "NO SMOKING" signs displayed.

b. The technician's shop will be equipped with various types of fire extinguishers as required.

(1) Each extinguisher will be marked according to the type of its contents: i.e. Co2, water, foam.

GrO P3120.1  
18 Oct 1968SECTION IX  
MEDICAL

Ref: (a) III MAF ForO 3121.4\_  
(b) MANMED CH 16  
(c) ICCI 5080.3  
(d) BUMEDINST 6320.1\_  
(e) MANMED 3-8  
(f) MANMED 23-219  
(g) MANMED CH 21

Encl: (1) Drug List

901. Scope. This Standard Operating Procedure shall be applicable to all medical personnel attached to CAG. It is intended to be used as a basic guide in accomplishing the assigned mission as outlined in reference (a).

902. Duties.

1. General. The Hospital Corpsman is primarily responsible for providing medical support for the military personnel of the CAG or CAP to which he is assigned. In addition he is responsible for the medical assistance part of the civic action program. In performing these duties he will rely upon his past experiences, technical knowledge, available reference documents and materials at hand in order to perform his assigned task.

2. CAP Corpsman.

a. Each Hospital Corpsman assigned to a CAP will be responsible to the CO of the CACO through the squad leader. Matters of a technical medical nature will be referred to the senior corpsman on the Group Staff.

b. The Hospital Corpsman will hold daily sick call for all military personnel assigned to his unit. In all cases where an individual is referred to a medical or dental officer, he will be instructed to report to CAG Headquarters and pick up his medical or dental record before proceeding.

c. The Corpsman will hold daily sanitation inspections of his assigned compound and report all discrepancies to the NCOIC for action. Each Tuesday he shall submit a weekly written report to CAG Headquarters via the NCOIC and the CO CACO using the format as outlined in the Reports, Section X.

d. Corpsman will conduct daily medcaps in villages and hamlets within the CAPs area of operation. In the event conditions do not permit a daily MEDCAP, a spot report will be submitted giving the reasons.

GrpO P3120.1  
18 Oct 1968

Medical supplies for routine sick call shall be ordered direct from the Group Medical Section as required.

e. A log of MEDCAPs will be maintained by each CAP Corpsman. Information will include time of commencement and termination of MEDCAPs, the number of patients and notes on patients which require followup.

f. Corpsman will maintain a log of malaria prophylaxis for each member of the squad.

3. CAG Corpsman. The CAG Headquarters medical section will be responsible for the Medical needs and records of all personnel attached to the Group Headquarters. The Group Medical Representative will:

a. Maintain and service all health records for Marine personnel in the group.

b. Verify all health records of personnel attached to the CAG in accordance with reference (b), insuring that all information is correct, current and complete.

c. Submit a monthly morbidity report and a roster of all Hospital Corpsman attached to the Force Surgeon, III MAF.

d. Submit MACV Form 438-R monthly to reach CO, III MAF (Attn G-5) by the twelfth of each month in accordance with reference (c). (See Reports, Section X)

e. Order routine medical supplies through normal channels and MEDCAP supplies for all CAPs in accordance with reference (c) and distribute to the various CAPs.

f. Control the distribution of MEDCAP supplies and store items requisitioned for military use.

g. Prepare a monthly immunization roster for each CAP indicating personnel requiring immunizations in accordance with reference (d). Insure that immunizations are recorded on the individual's PHS 731, Immunization Record, and health record.

h. Conduct periodic visits to each CAP and while there discuss with the Corpsman problems in his area such as sanitation, hygiene, MEDCAP, cooperation with local health personnel and current problem areas.

i. The senior IM assigned to CAG will be responsible for the proper detailing and assignment of corpsmen to CACO's.

j. Maintain a medical journal in accordance with reference (e). It will be a complete, concise, chronological record of events which may be of historical value concerning the Medical Department.

GruO P3120.1  
18 Oct 1968

k. Submit to the Commanding Officer a morning report of the sick in accordance with reference (f).

l. Maintain and service all health and service records for Naval Personnel in the Group.

903. MedEvac. If a MedEvac is necessary either for a military or a civilian, the originator will classify each request as either routine, priority or emergency. In all cases where the patient is evacuated on a litter, insure that the helicopter leaves a replacement litter for each one taken.

1. Routine. Evacuation of deceased personnel, a patient with a minor injury or illness, or the routine transfer of a patient from one facility to another.

2. Priority. Evacuation of seriously wounded, injured or ill personnel who require early hospitalization but whose immediate hospitalization is not a matter of life or death.

3. Emergency. Evacuation of critically wounded, injured or ill personnel who require immediate evacuation as a matter of life or death. This classification is justified when a case falls into one of the following categories.

a. The casualty is unconscious from a head wound.

b. The casualty is in severe shock.

c. The casualty is actively bleeding.

d. The casualty has suffered the loss of an arm or leg, has an abdominal wound or a penetrating chest wound.

4. Vietnamese Civilians. Indigenous personnel not injured by U. S. equipment, requiring surgical or hospital care should be referred initially to the nearest provincial hospital or other appropriate civilian hospital. (See paragraph 907.4)

904. Rodent Control. With the use of scout dogs and the presence of children in the area, extreme caution must be exercised in the use and placement of rodenticide bait. A bait station should be constructed in such a manner that any danger to the above will be eliminated and the directions on the container should be followed for best results.

905. Training. First aid lectures will be presented monthly to all CAP Marines. Emphasis will be placed on self survival in the event that the assigned corpsmen becomes a casualty or is incapacitated. It is also recommended that in addition to the above, at least one Marine be given intensive first aid training in emergency procedures.

DECLASSIFIED

GRUO P3120.1  
18 Oct 1968

906. Drugs. The necessity for strict control over dangerous and habit forming drugs such as narcotics, amphetamines, barbituates and anti-biotics, is well amplified by many directives and instructions issued by various Bureaus and Commands. Therefore in accordance with reference (g), the following procedures will be implemented:

1. All drugs listed in enclosure (1) will be inventoried. The inventory will be maintained on HAVMED 1408 which will reflect the required information. If the prescribed forms are not available, a notebook type log will be maintained.

2. The senior Group Corpsman will verify, at least quarterly, the inventory of all CAPs. Any differences of a significant nature will be brought to the attention of the Group Commanding Officer.

3. CAG Headquarters will maintain a stock tally card of all drugs, supplies and equipment which will reflect all transactions. These shall be subject to inventory and/or review at any time by higher authority.

907. MEDCAP

1. In this role as "Bac Si" (Vietnamese for Doctor) the corpsman is a most important individual in the Combined Action Platoon. His efforts, skills and time directed at winning the vietnamese people over through MEDCAP civic action projects will aid greatly in achieving the goal of the Combined Action Platoon.

2. During his MEDCAP visits, he will solicit the aid of the village nurse, mid-wife and/or any other RVN medical health personnel available. With a high degree of tact and discrimination, he will help to improve the skills and knowledge of these people in the modern methods of medical practice.

3. A monthly report (MACV Form 438-R) will be submitted to the Group Headquarters by the third of each month. In order to compile this report, each CAP will maintain a MEDCAP log which will be available for inspection at any time.

4. Vietnamese civilians requiring surgical or hospital care beyond the corpsmans capabilities should be directed to the nearest provincial hospital. These are located at Tam Ky which is capable of providing medical and surgical care except for abdominal surgery, and at Quang Mai the provincial hospital is capable of providing complete in-patient medical and surgical care.

908. Military Assignments and Wafohes. Since the United States is a member of the Geneva Convention, all U. S. medical personnel are classified as non-combatants. Therefore, it is in violation of the convention for corpsman to actively participate in skirmishes, firefights,

Grux 73120.1  
10 Oct 1968

bunker watches and other related activities. However, it is also realized that due to the limited number of military personnel assigned to each GIP, it is necessary to utilize personnel to the utmost. Corpsmen will be assigned such watches and duties which do not violate the convention such as communication watches. They will not go on routine ambush patrols unless the situation warrants their presence. Instead, they will remain with the reaction force and be prepared in the event that it is called upon.

GRUO 13120.1  
18 Oct 1968

DRUG LIST

1. Morphine Tartrate Injection ( $\frac{1}{2}$  grain)
2. Codeine Sulfate Tablets
3. Amphetamine Capsules
4. Bicillin Injection . . . .
5. Procaine Penicillin Injection
6. Streptomycin Injection
7. Oxytetracycline Tablets
8. Librium Capsules
9. Meproamate Tablets
10. Alcohol
11. Darvan Capsules (32 mgm)
12. Darvan Compound (65 mgm)
13. Tetrachlorothylene Capsules
14. Atropine Injection (2 mg)
15. Compazine Injection
16. Thorazine Injection

Figure 9-1

9-6



GruO P3120.1  
18 Oct 1968

## SECTION X

## REPORTS

- Ref: (a) ForO 3140.1\_  
 (b) MCO P3000.2\_  
 (c) ForO 1300.2\_  
 (d) ForO 3040.1\_  
 (e) HqO 5000.5\_  
 (f) FMFPacO 1133.4\_  
 (g) CG III MAF ltr 7B/jvj over 1050 of 6May68  
 (h) HqO 1418.1\_  
 (i) FLC msg 140058Z Jul68  
 (j) FMFPacO 6710.1\_  
 (k) FMFPacO P3040.2\_  
 (l) ForO 5512.1\_  
 (m) ForO 3460.1\_  
 (n) ForO 3410.4\_  
 (o) ForO 3410.5\_  
 (p) FMFPacO 5750.8\_  
 (q) For/SA I CorpsO 7200.3\_  
 (r) ForO 3410.1\_  
 (s) GruO 1650.1\_  
 (t) ForO 5312.8\_  
 (u) Dir CAP ltr 5300 of 12Dec67  
 (v) ForO 5101.2\_  
 (w) Dir CAP memo 14/DTR over 2000 of 3Jul68  
 (x) CG FLC ltr 12/HM/grp over 7000/1 of 2Feb68  
 (y) FLCO 7000.1\_  
 (z) MCO 4400.19\_  
 (aa) FMFPacO 4400.13\_  
 (bb) ForO 8300.1\_  
 (cc) FMFPacBul 4600 series  
 (dd) CG III MAF msgs 281310Z Aug68 & 260502 Sep68  
 (ee) FMFPacO P5100.3\_  
 (ff) ICGI 5000.4\_

1001. Purpose. To provide information and guidance for the submission of reports submitted by this command to senior commands.

1002. Background. References (a) through (ff) provide instructions for submission of various reports submitted by this command. The following is a narrative breakdown of basic information on each report.

1. Daily Strength and Casualty Report. The daily strength and casualty report is a telephonic report made by the S-1 section in accordance with ForO 3140.1\_ to the Assistant Chief of Staff, Combined Action Program. The report will include the total officer strength, total enlisted strength, total Navy strength and all casualties for the preceeding period of 0001 to 2400. Figures must coincide with the unit diary.

GruO P3120.1  
18 Oct 1968

2. Personnel Status Report. The personnel status report is a telephonic report that is made by S-1 to the CG, III MAF (Attn: Force Personnel Officer) on the 14th and last day of the month. The report is made in accordance with MCO P3000.2\_\_.

3. Voluntary Extension of Overseas Tours Report. This report is made monthly by message to CG III MAF (Attn G-1). S-1 submits the report so as to arrive by the 7th of the month. The report will be submitted in accordance with ForO 1300.2\_\_.

4. Monthly AWOL/Desertion/Missing Report. This report is submitted by S-1 to CG, III MAF (Attn: G-1) in accordance with ForO 3040.1\_\_. The report is due on the 7th of the month. It will include the name, grade, and service number, and in case of desertion where the deserter emanated from. This report will also include the name, grade and service number of deserters dropped from rolls during the period reported on. The report will include inclusive dates.

5. Seven Month Projected Transportation Requirements. This report will identify projected transportation requirements for permanent change of station and 30 days special leave personnel for a seven month period commencing within the month following the submission date. The forecast will also contain an update of transportation requirements for the submission month. The report submitted by 1 June would update June requirements and projected requirements for the months of July, August, September, October, November, December and January. The report will be in accordance with HqO 5000.5\_\_ and is submitted by S-1.

6. Rotation Rosters. Rotation rosters are submitted in accordance with HqO 5000.5\_\_ to CG, III MAF (Attn: Force Adjutant), by S-1, with a copy to Assistant Chief of Staff, Combined Action Program. The report will arrive by the 5th of each month, three months prior to the rotation month, i.e., roster submitted by 5 November will reflect rotation for the month of February 1969.

7. Officer Assignment Roster. Officer assignment rosters are submitted by S-1 in accordance with HqO 5000.5\_\_ on the first day of each month to CG, III MAF (Attn: Force Adjutant).

a. A card will be prepared and submitted to the Assistant Chief of Staff G-1 on each officer joined and/or reassigned with the command. The card will be 3X5.

8. R&R Strength Report. The R&R strength report will be submitted to the Force Special Services Officer (Attn: R&R Officer) by the first day of each month, by S-1, in accordance with HqO 5000.5\_\_. Upon receipt of allocated quotas the R&R roster will be published and forwarded to each individual and the III MAF R&R Center.

9. Reenlistment Interview Report. The consolidated reenlistment interview report (NAVMC 10637-PD) will be submitted to CG, III MAF (Attn: Personnel Officer) by the first of the month, in accordance with FMFPacO 1133.4\_\_.

GruO P3120.1  
18 Oct 1968

10. Monthly Personnel Report. The monthly personnel report will be submitted by S-1 by message to the CG, III MAF (Attn: Force Adjutant) on the first of the month to reach III MAF by the fourth of the month. The report is submitted in accordance with CG, III MAF letter 73/jvj over 1080 of 6 May 1968.

11. Promotion to Lance Corporal and Corporal. A report of promotions to lance corporal and corporal will be submitted to CG, III MAF by the fifth of each month. S-1 will submit the report in accordance with HqO 5000.1 containing the following information:

- (a) Number of corporals joined chargeable on the first day of the month.
- (b) Number of lance corporals joined chargeable on the first day of the month.
- (c) Number of lance corporals eligible for corporal.
- (d) Number of privates first class eligible for lance corporal.

12. Disciplinary Report. The disciplinary report is submitted by S-1 to FIC Legal by the 3rd of each month in accordance with FIC message 140658Z July 1968.

13. Possession and Use of Dangerous Drugs. To report offenses involving the use and possession of dangerous drugs. This report is submitted to CG, FIC (Staff Judge Advocate) by the second of each month in accordance with HFPacO 6710.1.

14. Casualty Recap Report. The casualty recap report is a forty-eight hour report submitted by the S-1, via message, to CG, HFPac. The report is submitted only when casualties occur, covering the entire period since last report.

15. Casualty Report. All casualties hostile and non-hostile whose condition is less than good will be reported to CMC by operational immediate message. All casualties whose condition is good or excellent will be reported to CMC by operational immediate message in narrative format. The report is prepared by S-1 in accordance with HFPacO P3040.2 and released by the commanding officer.

16. Report of Death. In all cases in the case of death, hostile or non-hostile, the report of death will be prepared by the S-1 in accordance with HFPacO P3040.2 and released by the commanding officer.

17. Missing Ration Card Report. When an individual loses his ration card he will initiate a letter to CG, III MAF (Attn: Force Adjutant) via the commanding officer, a copy of the report will be furnished the III MAF Provost Marshal. The report is submitted in accordance with ForO 5512.1.

Gr O P3120.1

18 Oct 1958

18. Captured Enemy weapons Disposition Report. This report will be made by the S-2 section in accordance with Force Order 3410.1, which sets forth instructions for the handling of captured enemy materials, the control of war trophies and war trophy firearms.

19. CAP Weekly Training. Each week the Marine and AFs at each CAP will be trained in certain areas to keep as up to date as possible on all military subjects. The subjects to be covered each week will be determined by the group S-3 and will be distributed each Thursday to the CAPs. Ref: ForO 3410.4

20. Bi-Monthly Report of Kit Carson Scouts. A bi-monthly report of Kit Carson Scouts will be made to CG, III MAF (Attn: PSYOP). Telephonic reports are due not later than 1200 on the 2nd and the 17th of each month, covering the periods 1-15 and 16-last day of the month and confirmed in writing within 5 days of the end of the period. The Kit Carson Scout reports are submitted by S-3 in accordance with Force Order 3410.5.

21. Command Chronology. The command chronology is submitted monthly to the Commandant of the Marine Corps via CG, III MAF and CG, FMFPac in accordance with FMFPacO 5750.8.

22. Mobile Training Team Report. The mission of the Mobile Training Team is to provide instruction and on the job training to Popular Force Platoons in hamlets where there is no Combined Action Platoon. S-3 will submit monthly reports to CG, III MAF in accordance with Force Order 3410.4.

23. Combined Action Platoon Activity. The Combined Action Platoon report will be submitted in accordance with Force Order 3410.4 to reach III MAF not later than the 3rd of each month. The report is submitted by S-3.

24. Volunteer Informant Program (VIP). The Volunteer Informant Program was established to reward indigenous personnel for information leading to positive action against enemy forces. Reports are submitted by the S-3 section to CG, III MAF (Attn: G-2) by the 5th of each month, in accordance with For/SAICO 7200.3.

25. Marine Corps Institute Unit Activity Report. This report is published to provide the local commander a means of monitoring student progress. It may also be used as a basis for student counselling and follow-up action, for compiling local training report, and for correcting and updating of local MCI records. The S-3 Section audits this report and returns it in accordance with the letter of transmittal to MCI within 5 days after receipt.

GrO P3120.1  
18 Oct 1968

26. Former CAP Sites. When a Marine squad is pulled out of a CAP compound and the compound is turned over to the PF platoon (Because they are prepared and trained to carry out the mission by themselves) a monthly report is submitted to III MAF by the 15th of the month. Information required is in accordance with Force Order 3410.1.

27. CAP of the Month. Each month the CAP that has distinguished itself in all areas or has substantially improved in one certain area is chosen as CAP of the month. Report due the first week of following month. Ref: Group Order 1650.1.

28. Kit Carson Scout Reports. Any outstanding achievements, extraordinary activity or derogatory incidents involving the Kit Carson Scouts will be reported to CG, III MAF by spot reports as occurring, in accordance with ForO 5312.8A. The report can be made via TeleCon (Parolment 401 or Danang 6293) or by message to III MAF COC.

29. Monthly Interpreter Roster. Reflects all interpreters on the rolls of 1st Combined Action Group as of the 15th day of the month. Submitted by S-3 in accordance with ForO 5312.8 to CG, III MAF (Attn: Director CAP) by the 13th of the month. This roster includes the name, rank, service number, location and any remarks concerning the interpreter's ability and performance of duty during the reporting period.

30. After Action Report. An after action report will be made within 3 days of the incident. The report will include number of casualties, different tactics used or encountered and any other unusual circumstances. Ref: Dir CAP ltr 5300 of 12Dec67.

31. Accidental Discharge Report. A report of accidental discharge will be made when the incident occurs. This report will be submitted by S-3 in accordance with Force Order 5101.2.

32. Radio Call Sign and Frequencies. When a call sign or frequency changes in 1st CAG this report is made as soon as possible to CG, III MAF (Attn: Dir CAP). Ref: Dir CAP memo 14/DTR over 2000 of 3Jul68.

33. OPBUD Obligation Incurred Report. Obligations created from the 1st through the 15th of the month will be reported on by the 20th of the month. Obligations from the 15th through the last day of the month will be reported on by the 5th of the following month. The report will be made by Supply in accordance with CG, FLC letter 12/HM/grp 7000/1 of 22 February 1968 to CG, FLC.

34. OPBUD Report. Reconciliation of requisitions submitted to MC200 and MC100. (Stock account Chu Lai and Danang). Due as required by CG, FLC in accordance with FLC Order 7000.1A.

GruO P3120.1  
18 Oct 1968

35. Controlled Items Report. The controlled items report will be submitted as required by supply to CG, III MAF in accordance with MCO 4440.19.

36. Combat Losses of Equipment. A combat loss will be considered to have been sustained when in the opinion of the command involved, an item of equipment is rendered unserviceable beyond economical repair as a direct result of enemy action. Reports will cover the period from 0001 on the 1st day of the month through 2400H on the last day of the month. The report will be submitted by S-4 to CG, III MAF in accordance with FMFPacO 4400.13.

37. Marine Automated Readiness Evaluation System (MARES). MARES is the automated report which comprises the Marine Automated Readiness Evaluation System. MARES reports are submitted by Supply to CG, III MAF (G-3) in accordance with MCO P3000.2 and CGFMFPac message 160046Z June 1968.

38. Ordnance Equipment Density Report. Submitted to CG, III MAF (Attn: Ord Off) monthly by the 7th of the month in accordance with ForO 8300.1.

39. Mechanized Embarkation Data System (MEDS). Utilized to update embarkation data. Submitted by S-4 to CG, III MAF (Attn: DPI/DPP by the 10th of each month. Report is submitted in accordance with FMFPac Bul 4600 series.

40. Vehicle Status Report. This report is submitted to CG, III MAF (Attn: MTO) indicating the operational readiness of all vehicles within this command. The S-4 submits this report monthly, on the last day of the month to reach higher headquarters by the 6th of the following month in accordance with CG, III MAF messages 281310Z Aug68 and 260502Z Sep68.

41. Minor Injury Reports. The minor injury report is a report of all types of accidents not due to hostile action. This report also includes injuries to military personnel both off and on duty, injuries to civilian personnel on duty and damage to equipment and vehicles. This report is submitted by the S-4 to CG, III MAF by the 6th of each month. Ref: FMFPacO P5100.3.

42. Periodic Civic Action Report. A weekly civic action report covering the period commencing 0001H on Friday and terminating at 2400H the following Thursday. It will cover the programs instituted and in progress in the villages. This report is submitted to the CG, Americal Division (Attn: G-5) and is due by 1200H on Saturday. The report will be submitted by S-5 in accordance with ICCI 5080.4.

GruO P3120.1  
18 Oct 1968

43. Monthly Civic Action Report. A monthly civic action report covering the period 0001H on the first day of the month to 2400H on the last day of the month is prepared by S-5 and due on the 3rd of the following month. This report reflects the financial expenditures in connection with civic action programs. The report is submitted to CG, Americal Division (Attn: G-5) in accordance with ICCI 5080.4.

44. Medical Civic Action Report. MEDCAP is a part of the military civic action program. It was designed to establish a spirit of mutual respect and cooperation among and between the civilian population, Government of Vietnam, civilian officials and the RVNAF, and to support Revolutionary Development by improving the health environment of RVN civilians through the commitment of military medical resources to the extent permitted by operational requirements. The medical section will make the report to reach CG, III MAF (Attn: G-5) by the 12th of each month. The report will be prepared in accordance with ICCI 5080.4 as of 2400 the last day of the month.