

APPENDIX A

REPORTS

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FORMAT FOR COMMAND DIARIES

**PART I**

(Organizational Data, including attachments)

1. Designation/locations.
2. Period covered by the report.
3. Name/rank of Commanding Officers and staff or principal subordinates, including T/O billet assignments.
4. Average monthly strength during period.

**PART II**

(Narrative Summary of significant events, especially as they relate to:)

1. Personnel.
2. Administration.
3. Intelligence.
4. Training.
5. Special operations.
6. Nuclear, biological, chemical and other special types of warfare.
7. Command and Control.
8. Communications and Electronics.
9. Close Combat.
10. Fire support and Fire Support Coordination.
11. Logistics.
12. Air Defense.
13. Combat Air Support.
14. Medical and Dental Support
15. Chaplain Support.
16. Civil Affairs/Military Government/Community Relations.

**PART III**

Supporting documents; Operational and administrative plans and orders issued by units; journals and periodic reports of executive and special staff sections; executive and special staff studies and estimates; standard reference maps (need be submitted only once); and any other pertinent documents of operational and/or historical significance, such as sketches, photographs, briefing notes, local newspapers, telephone books and other similar supporting documents will be included as documentation for unit command diaries.

ACTION REPORT

1. Definition. The Action Report is a commander's after battle report on the activities of his unit.
2. Originator. Subordinate units will submit Action Reports to this Headquarters upon order.
3. Format. In form and scope, the Action Report should be restricted to:
  - a. A general review of significant events, presented from the view point of the reporting unit.
  - b. The commander's evaluation of the significance of these events. This will be an analysis of how and why his unit accomplished what it did, the major problems encountered, the principal decisions rendered (together with the reasons underlying the decisions), and the outcome of the courses of action or solutions adopted. Major events will be placed in their proper perspective and their significance in relation to the assigned missions pointed out.
  - c. Detailed factual information that the commander deems essential to support his evaluations (references to previously submitted documents or reports will suffice where appropriate).
  - d. Conclusions and recommendations, including significant accomplishments, and significant features of the operation as they relate to: personnel, intelligence, special operations, NBC, command and control, close combat, fire support, logistics, air defense, and combat air support.
4. Distribution. Submit original and six copies with supporting document (if any) to this Headquarters.

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OPERATIONAL SITUATION REPORT (SITREP)

PRECEDENCE \_\_\_\_\_

From: (Reporting Unit Commander)  
To: CO, RLT ONE, CO, 1ST MARINES

INFO:

//SECRET//

(Reporting Unit) SITREF number \_\_\_\_\_ as of \_\_\_\_\_ Z \_\_\_\_\_ 196 \_\_\_\_\_.

1. (Reporting Unit) Highlights.

2. OPERATIONS. (Subparagraphs a., b., c., etc. will give details of all activities, by unit, regardless of size, in narrative form, to include, but not limited to, the following):

- a. Size and designation of unit.
- b. Type of action.
- c. DTG Commence ~ DTG complete.
- d. Type of transport (foot, motor, march, heli-lift, air, or ship) and special equipment employed.
- e. Where ~ use coordinates, and name of place if available.
- f. Enemy encountered (strength, location, weapons, organization).
- g. Action taken, friendly and enemy.
- h. Support provided (artillery, air, NGF, etc.).
- i. Casualties (friendly and enemy, to include captured personnel, equipment, and documents).
- j. Time of return and unit disposition at close of period.
- k. Artillery unit report include a box score of:
  - (1) Type and number of missions fired.
  - (2) Ammo expended; type and number of rounds (include 81's and 106's).
- l. Last lettered paragraph is a summary. Include:

(1) Night Contacts \_\_\_\_\_

(2) Day Contacts \_\_\_\_\_

(3) Total Contacts \_\_\_\_\_

(4) Actions w/o Contacts \_\_\_\_\_

(5) Box scores of units that have made contact:

<u>PROVINCE/ COORDIN. TES</u>	<u>DATE/ TIME</u>	<u>TYPE OF ACTION</u>	<u>FRIENDLY LOSSES</u>	<u>ENEMY LOSSES</u>
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3. PLANS SUMMARY. (General statement of unit intentions for the succeeding 24 hours).

a. Subparagraphs a., b., c., etc. will contain major subordinate unit plans.

b. Last subparagraph will be a compilation of the number of offensive operations to include planned ambushes.

4. CIVIC ACTIONS. Subparagraphs a., b., c., etc. will contain details of subordinate unit civic actions:

UNIT TREATING

No. TREATED

5. MISCELLANEOUS.

a. Significant administrative or logistical events that could impede or hamper the accomplishment of a mission, as well as change of command, shift of location, front line positions, etc., should be included in this subparagraph.

b. A statement as to whether the use of tear gas would have contributed significantly to the saving of lives.

c. Visits the VIP's.

UNIT REPORT

Classification

Copy \_\_\_\_ of \_\_\_\_ copies

Unit designation

Place of issue

Date-time group

Period covered: Date-time group to date-time group.

Ref: (a) (Maps, other reports, etc.)

1. ENEMY

- a. Units in contact.
- b. Enemy reserves that can effect our situation.
- c. Enemy activity during period.
- d. Estimate of enemy strength, material, means, morale, and his probable knowledge of our situation.
- e. Conclusions. The enemy can (list possible courses of action the enemy is capable of in order of relative probability of adoption).

2. OWN SITUATION

- a. Front lines, command posts, and boundaries (including adjacent and supporting units).
- b. Own operations during period.
- c. Combat efficiency.
- d. Results of operations.

3. PERSONNEL

- a. Strength.
- b. Replacements.
- c. Discipline, law, and order.
- d. Prisoners of war, Enemy captured during period.

Unit	Officers	Warrant Officers	Enlisted
(Designation of capturing unit)	_____	_____	_____

**TOTALS**

- e. Burials and graves registration.
- f. Morale.
- g. Civil Affairs.
- h. Personnel procedures and adjustments.
- i. Interior management.
- j. Civilian employees.
- k. Miscellaneous.

**4. LOGISTICS**

- a. Locations of administrative troops and installations.
- b. Status of supply.

(1) Shortages in prescribed loads.

- (a) Class I.
- (b) Class II and IV.
- (c) Class V.

c. Status of transportation:

Vehicle Type	Present Shortages	Present Deadline	Deadline in Service Unit	Deadline in Motor Transport
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(List vehicles by type and designate status)

- d. Status of evacuation.
- e. Condition of roads and status of circulation.
- f. Salvage and captured material:

Class	On Hand	Evacuated	Reissued
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(List all salvaged material and status)

- g. Miscellaneous Activities.

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WEEKLY OPERATIONS SUMMARY

1. Operations.

- a. General overall summation of week's activities.
- b. Summary of activities, by unit, in narrative style.
- c. Statistics.
  - (1) Operations, by unit.
  - (2) Patrols, by size.
  - (3) Casualties, friendly, enemy.
  - (4) Weapons captured.
  - (5) Weapons lost.
  - (6) Artillery - missions fired, rounds expended.

2. Training

- a. General statement of training accomplished.
- b. Training problems encountered.

SPOT REPORT

1. Spot Report Format.

ALFA	Unit reporting
BRAVO	Date/Time/Group of activity/incident
CHARLIE	Location by coordinates
DELTA	Brief description of activity/incident
ECHO	Results of action taken, or of action being taken
FOXTROT	Friendly KIA
GOLF	Friendly WIA
HOTEL	Friendly MIA
INDIA	Enemy KIA
JULIETT	Enemy WIA
KILO	Enemy POW
LIMA	Equipment captured, including such items as weapons and documents of intelligence value.

2. Example of report as submitted.

ALFA - DREAM THREE

BRAVO - 091000H

CHARLIE - AT 923716

DELTA - RECEIVED thirty rounds small arms fire

ECHO - assaulted and overran position

FOXTROT - None

GOLF - On

HOTEL - None

INDIA - Six reported

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JULIETT - FOUR

KILO - Two VCC

LIMA - One unconfirmed

MIKE - One Map; One diary

WEEKLY OPERATIONAL OVERLAY REPORT

1. Format. Overlay.
2. Graphically show the following information:
  - a. Boundaries and limiting points between units.
  - b. Trace of TLORs, boundaries, and assigned defensive positions down to platoon level and separate platoon level, if the latter are under direct operational control of the battalion/BLT Headquarters.
  - c. Location of all CFs down to company level and separate platoon level, as above.
  - d. Trace of MSR.
  - e. Patrol bases, reconnaissance zones, or other area assignments.
  - f. Location, scheme of maneuver, and summary (showing time) of casualties for each enemy contact during the reporting period.
  - g. Scheme of maneuver for major operations planned for the forthcoming reporting period.

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PERIODIC OPERATIONS REPORT

**EXAMPLE:**

Copy        of        Copies  
BLT  
C.N DO, WILCO  
121200H Nov 65

Periodic Operations Report No 65  
Period Covered: 111800H to 121800H Nov 65  
Ref (a) Map: WILCO, 1:50,000, sheets 1134 & 1135

1. OWN SITUATION AT END OF PERIOD.

See Annex A (Situation Overlay)

## 2. INFORMATION OF ADJACENT UNITS AND SUPPORTING TROOPS.

- a. See Annex A (Situation Overlay)
- b. USS SWAB, DD \_\_\_\_ provides NGF Support
- c. Section, VMA \_\_\_\_ delivered preliminary strikes on \_\_\_\_

### 3. OWN OPERATIONS DURING PERIOD.

a. Infantry. Co \_\_, Co \_\_, and Co \_\_ attacked at 0700 and advanced \_\_\_. The enemy counterattacked at 1330 causing Co \_\_ to \_\_ \_\_\_. Co \_\_ was directed to \_\_ \_\_\_. By 1700, the attack continued and objective \_\_ \_\_\_.

c. Tanks. Co \_\_\_\_ (-) attacked in support of Co \_\_\_\_ until 1200 when \_\_\_\_\_. One tank was knocked out of action at \_\_\_\_\_.

d. LVTs. Flat, Co, reported for opcon at 1000 and was employed to move Co                    from                   .

c. Ms. Plat, Co provided AT support from positions via \_\_\_\_\_ until 1200 when they moved to \_\_\_\_\_.

f. Reconnaissance. Plat, Co established 4 man OPs at \_\_\_\_\_. A 8-man patrol departed \_\_\_\_\_.

g. Engineer. Flat, Co established a protective minefield at        and cleared road blocks at       . It reported that booby trapped AT mines were found at       .

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h. Shore Party. Team, Co \_\_\_\_ reverted to control of parent org at \_\_\_\_

i. Motor Transport. Flat, Co \_\_\_\_ provided logistic support to Co's and \_\_\_\_ from 0900 to 1300. Two trucks were destroyed by mines at \_\_\_\_

j. Medical. Det, Co \_\_\_\_ provided assistance to BnS in form of \_\_\_\_

#### 4. COMBAT EFFICIENCY.

BLT \_\_\_\_ has an effective strength of 85% with casualties during the period as follows:

See Annex B for details.

Replacements were joined by the following units:

Combat efficiency remains excellent.

#### 5. RESULTS OF OPERATIONS

The attack carried front lines forward an average of \_\_\_\_ yards and secured the villages of \_\_\_\_\_. \_\_\_\_ enemy were counted dead and an estimated \_\_\_\_ enemy were KIA.

#### 6. WEATHER

There were intermittent thundershowers in the afternoon and the high reached 97° F; however these factors had only minor adverse effect on Tactical Operations.

BY COMMAND OF LIEUTENANT COLONEL ALFA

J. J. BRAVO

Major, U. S. Marine Corps  
Executive Officer

ANNEX:

A-Situation Overlay (omitted)

B-Casualty recapitulation (omitted)

OPERATIONAL CHANGE REPORT

Report:

1. Location and Displacement of Command Posts.
2. Crossing Line of Departure.
3. Seizure of objectives assigned by this or higher Headquarters.
4. Crossing Phase Lines and arrival at check points assigned by this or higher headquarters.
5. Crossing Initial Points.
6. Contact with enemy, guerrillas or suspicious persons.
  - a. Time of contact.
  - b. Location of contact.
  - c. Size of own unit engaged.
  - d. Size of enemy/guerrilla unit.
  - e. Enemy weapons and equipment.
  - f. Direction (if known) from which enemy approached and toward which he withdrew.
  - g. Casualties:
    - (1) Friendly (Off and Enl, USMC and Navy) Enemy, Civilian
    - (2) KIA, WIA, MIA, POW.
    - (3) Equipment, ordnance (friendly, enemy).
7. Juncture (Link-up) with friendly units.
8. Closing Assembly areas and attack positions.
9. Locations of Observation Posts.
10. Front Line Positions, Outposts and Patrol Bases.
11. Patrol Routes and Itineraries of patrols assigned by this, or higher, or Battalion Headquarters.
12. Withdrawal of Outposts or Patrol Bases.

13. Firing of Final Protective Fires (if not all, specify location).
14. Enemy Penetration into defensive areas (regardless of size).
15. During Retrograde, size and location of Detachments left in contact.
16. Arrival of Detachments left in contact within Safety of new defensive positions.
17. Commitment of Reserve.

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Amplifying Report

An Amplifying Report is a report referring to a previous enemy contact report. The locating number of the initial report will be used in the amplifying report. However, if no locating number has been assigned, the date/time group will have to be used. This will be followed by such additional information as may be available. An amplifying report may contain all components of the standard form, or it may consist only, for example, of an alteration of course location or speed/movement etc, of the enemy or the fact that there has been no change in the situation since the previous report (send "no change").

Detection of Enemy Aircraft Report

1. Detection of enemy aircraft will be reported by FLASH message to include as much of the following information as possible.
  - a. Number and type of Aircraft
  - b. Estimated speed and altitude
  - c. Direction of flight
  - d. Description of formation, if any
  - e. Possible drop/landing zones in line of flight

Enemy Airborne drops or Helicopter landings Report

1. Enemy Airborne drops or helicopter landings reports will be made to include as much of the following information as possible.
  - a. Unit reporting (Call Sign)
  - b. Location of landing (Grid Coordinates)
  - c. Number and type of Aircraft
  - d. Time of landing
  - e. Estimated number of troops landed
  - f. Estimated number and type of crew served weapons landed

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Sighting Enemy Armor Report

1. Example of Contact Report

FLASH FLASH FLASH X THIS IS BLADE X FIVE ZERO MEDIUM TANKSX TARGET ARE: TWO SIX TWO X MOVING NORTHWESTX TWO ZERO MILES PER HOUR X TIME ONE SIX TWO ZERO X OVER

Tank Clear Report

1. When the danger of hostile mechanized forces is no longer imminent because the hostile force has withdrawn or has been destroyed a message is sent notifying all units which have been alerted that the imminent threat from hostile armor has passed.
2. The message contains the following information.
  - a. The phrase "Tanks Clear"
  - b. Operational immediate precedence (under normal circumstances)
  - c. Time
  - d. Authentication
3. Example:

THIS IS BLADE X OPERATIONAL IMMEDIATE X TANKS CLEAR X TIME ONE SEVEN THREE ZERO X QUEBEC DELTA ECHO X OVER

NOTE: Only the originator of the initial warning (Tank Alert) message transmits a tank clear message.

NBC WARNING MESSAGES

Nuclear Burst Sighting Report

BRAVO Grid Coordinates of observer  
CHARLIE Mils or degrees (grid azimuth from observer to burst)  
DELT. Date-Time (ZULU) of nuclear burst  
ECHO Seconds (Illumination time, report at night or under periods of reduced visibility).  
FOXTROT GZ Coordinates, if known  
HOTEL Type of Burst (report "surface", "air" or "unknown")  
JULLET Seconds (Flash to bang time)  
LIMA Mils or degrees (burst cloud width at bang time)  
MIKE Mils or degrees TOF and/or BOTTOM (Cloud top angle and/or cloud bottom angle at H + 10 minutes).

Damage Assessment Report

1. Nuclear or Chemical Damage

ZULU Date - Time Group (ZULU) of attack  
ALFA Estimate of ground zero  
BRAVO Area of Chemical or nuclear contamination  
CHARLIE Units affected (voice call sign) and percent combat effectiveness (shackled)  
DELT. Indication of enemy exploitation

Fallout Report

Arrival, change, peak, survey

ZULU Date-Time Group (ZULU) of measurement  
ALFA Grid Coordinates of reading (Shackled)  
BRAVO Intensity of R/HR (Shackled)

NOTE: (1) Report ZULU, ALFA, BRAVO sequence for each point reported

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(2) Fallout reports will be submitted to indicate time of arrival of fallout on unit location, time that significant changes in radiation intensity occur (100 r/hr), and time peak radiation intensity is reached. Fallout survey reports will be used to report monitor survey data.

Chemical or Biological Attack Report

1. Chemical or Biological Attack

ZULU	Date - Time Group (ZULU) of attack
ALFA	Type of attack (spray - bomb - arty grenades or aerosol generator)
BRAVO	Location of attack (grid coordinates)
CHARLIE	Type agent (solid, liquid, gas and identification of agent if known)

Minefield Report

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A Minefield Report is any message or communication, normally verbal, concerning either friendly or enemy mining activities made in accordance with FMFM 4-4 and FM 20-32.

A - Friendly

1. Three informal reports are made on every minefield laid by friendly troops. All minefield reports are classified SECRET.
  - a. Report of Intention to Lay. Made immediately to next higher commander before initiating laying operations.
    - (1) Made by telephone, Coded radio message or by messenger
    - (2) Information Included
      - (a) Location and extent of the field
      - (b) Estimated time of completion
      - (c) Number and type of mines to be laid
      - (d) Tactical Purpose of the field
      - (e) General location of lanes and gaps, if any
  - b. Report of Initiation of Laying
    - (1) When prepared for mine laying inform the next higher commander of
      - (a) Location
      - (b) Extent of the minefield
      - (c) Estimated completion time
      - (d) Number and type of mine to be laid
  - c. Report of Completion of Laying
    - (1) Immediately after completion of the laying, Unit Commander informs the next higher Commander of
      - (a) Date and time field was completed
      - (b) Number and types of all mines laid
      - (c) Location of safe lanes and gaps

2. Report of Transfer. A report of transfer is a written report which transfers the responsibility for a minefield from the commander of a unit that is responsible for the field when the unit is relieved to the relieving unit commander. A report of transfer must be signed by both the relieved and relieving commanders, and must include a certificate stating that the relieving unit commander has been shown, on the ground, or otherwise informed of all mines within his zone of responsibility and that he assumes full responsibility for such mines. The report of transfer is forwarded to the next higher commander having authority over both the relieved and relieving unit commanders.
3. Report of Removal. A report is made immediately to the next higher commander upon the removal of friendly mines, whether they were in a temporary installation, such as protective field, or part of defensive barrier system. This report is forwarded to the level authorizing the installation of the minefield.
4. Report of Changes. A report of change in any existing minefield is submitted as changes occur. It is initiated by the commander responsible for the surveillance and maintenance of the minefield and forwarded to the headquarters that ordered the mine laid.

B. Enemy

1. Any knowledge or suspicion of the existence of any enemy minefield must be reported to the next higher commander immediately. This report, oral or written, is forwarded to division level and should include as much of the following information as is obtainable.
  - (a) Location and apparent boundaries of the minefield.
  - (b) Bypasses around the field, if any.
  - (c) Type and density of mines.
  - (d) Patterns.
  - (e) Enemy defenses, fortifications, fire coverage, and observations.
2. A unit encountering an enemy minefield erects temporary warning signs pending installation of standard markings as prescribed in paragraph 27 for friendly rear-area minefields.
3. A report is made to the next higher headquarters whenever enemy mines are removed.