

## HEADQUARTERS COMPANY

### 1. Organizational Data.

a. Location. During the reporting period Headquarters Company was located at DaNang, Viet Nam.

b. Period Covered. 1 - 31 July 1966.

c. Name/Rank of Commanding Officer, Staff and principle subordinates T/O billet assignments.

Commanding Officer - Captain J. R. MURPHY  
Motor Transport Officer - 1stLt J. D. WATERS  
Supply Officer - 1stLt M. S. STAUTZENBACH  
Company 1stSgt - 1stSgt C. D. NEISWENDER

d. Average monthly strength during period.

	USMC	USN
Officers	17	2
Enlisted	212	2

### 2. Sequential listing of significant events, as they relate to:

a. Personnel. During the reporting period 2 enlisted men were on emergency leave. 21 men from the company made use of R&R quotas to Okinawa, Hong Kong, Bangkok, Tokyo, Taipei, Singapore, and Penang. 1 officer and 9 enlisted completed overseas tours and rotated to CONUS. During July, 2 Sergeants were promoted to Staff Sergeant, 1 Private to PFC, and 2 PFC's to Lance Corporal. One man was awarded a Special Court-Martial for violation of article 128 UCMJ. One Marine was hospitalized with encephalitis.

b. Combat Operations and Training. During July, Headquarters Company moved from its CP location north of Marble Mountain to the old 3d Battalion, 1st Marines CP southwest of DaNang. After a relatively smooth move to the new CP site efforts were directed toward establishing a tighter perimeter by drawing in the wire on the west flanks and preparing better fields of fire throughout the perimeter. Obstructions were cleared, roadblocks established and four towers were erected to provide better security and eliminate several posts. At the end of the reporting period the new command post was taking excellent shape.

c. Logistics. In the logistics field the following was noted relative to Motor Transport and Supply:

1. During the month of July, Headquarters Company vehicles were driven a total of 18,274 miles. One M422 is presently on dead-line for third echelon maintenance. There are no vehicles on dead-line for first or second echelon repairs. No major problems concerning maintenance of equipment or shortage of repair parts were experienced

ENCLOSURE (1)

1st Lt. M. S. Stautzenbach

July 1966

during July. Contact instruction teams from FMFPac and 3dFSSR visited the Motor Transport section during July and provided valuable information regarding the use of special tools and shop maintenance procedures.

2. During the month of July, Headquarters Company submitted 471 requisitions of which 11 were priority 05 and 1 was priority 02. All supplies were moved to the new CP location during a five day period. 27 GP tents were given Code X ratings at the new CP location. 4 M-79 grenade launchers, 30 12 gauge shotguns, and a M-170 jeep ambulance were added to the inventory of property held by this company. The General Supply Maintenance Company lost one typewriter belonging to Headquarters Company. An informal investigation is presently being conducted by that unit.

Enclosure:

- (1) Detailed Chronology
- (2) Company Bulletins

DETAILED CHRONOLOGY

9 June - Move to new CP location begins.

16 June - Move completed and security responsibility for new CP  
assumed by Headquarters Company.

Enclosure (1)

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

COOul 1418  
34/JKM/bvg  
1 Jul 1966

COMPANY BULLETIN 1418

From: Commanding Officer  
To: Distribution List

Subj: Nominations for Promotion; request for

Ref: (a) MCO 1418.9D

Encl: (1) Marines in 35 and 03 field eligible for promotion  
to Lance Corporal  
(2) Marines in 35 and 03 field eligible for promotion  
to Corporal

1. Purpose. To request from the Motor Transport Section  
and Security Platoon nominations for promotion to Corporal  
and Lance Corporal.

2. Background. Reference (a) authorizes Commanding Officers  
to effect promotions to Lance Corporal and Corporal in  
accordance with T/O requirements.

3. Information. At present the only fields within Head-  
quarters Company which have promotion vacancies are the 03  
and 35 fields. Additional vacancies within other occupa-  
tional fields will be open at a later time in the quarter.

4. Action. Enclosures (1) and (2) reflect those Marines  
in the 03 and 35 fields who are eligible for promotion.  
Appropriate section heads are requested to submit to the  
Company Office by 6 July 1966 only the ~~names of those Marines~~  
recommended for promotion. Subsequent to this the under-  
signed will cause the Company Promotion Board to meet in  
order to make final recommendations to the Regimental  
Commander.

5. Self-Cancellation. 1 October 1966.

*J. R. Murphy*  
J. R. MURPHY

DISTRIBUTION "A"

ENCLOSURE (2)

MARINES IN OF 35 AND 03 ELIGIBLE FOR PROMOTION TO LANCE CORPORAL

ALEXANDER, BENJAMIN H. PFC 0331/0000/0000	0 2158327 0 11104 1	HAFFS, CLIFFORD J. PFC 0311/0000/0000	0 21444 0 11104
ANDERSON, ERIC R. PFC 0311/0000/0000	0 214225 0 11104 1	HOLMES, PATRICK P. PFC 0331/0000/0000	0 21501 0 11104
BIRCH, THOMAS P. PFC 0331/0000/0000	0 216223 0 11104 1	HOPKINS, LARRY S. PFC 0331/0000/0000	0 21091 0 11104
BROUGHTON, MIKE P. PFC 0331/0000/0000	0 2177333 0 11104 1	HUBERT, KARL E. PFC 0331/0000/0000	0 21445 0 11104
BROWN, JAMES E. PFC 3531/0000/0000	0 2150554 0 11104 1	LANGE, TED N. PFC 3531/0000/0000	0 21386 0 11104
BURTON, GARY L. PFC 0311/0000/0000	0 2157255 0 11104 1	PETERSON, JOHN C. PFC 3531/0000/0000	0 21504 0 11104
CARRER, JAMES B. PFC 0311/0000/0000	0 207766 0 11104 1	RENFROW, JAMES L. PFC 0331/0000/0000	0 21963 0 11104
CHERAMIE, WAYNE P. PFC 0311/0000/0000	0 2144133 0 11104 1	SNELL, FRANK D. PFC 0311/0000/0000	0 21413 0 11104
CUTLER, FRANCIS P. PFC 0311/0000/0000	0 2157277 0 11104 1	STORY, JAMES D. PFC 0311/0000/0000	0 21473 0 11104
DAVIS, GEORGE W. SGT 0311/0000/0000	0 2007322 0 11104 1	TATE, JOHN H. PFC 0311/0000/0000	0 21605 0 11104
DESSER, DAVID P. PFC 0331/0000/0000	0 2185049 0 11104 1	THOMSFELD, FREDRICK H. II PFC 3531/0000/0000	0 19725 0 11104
EILERS, HAROLD J. PFC 0331/0000/0000	0 2151225 0 11104 1	WATTS, JOHN A. PFC 3531/0000/0000	0 21757 0 11104
GILMAN, DUDLEY E. PFC 0311/0000/0000	0 2162349 0 11104 1	ZIMMERMAN, DAVID R. PFC 0351/2511/0000	0 21564 0 11104
GROFFER, MARY K. PFC 0311/0000/0000	0 2115357 0 11104 1		

MARINES IN OF 35 AND 03 FIELD ELIGIBLE FOR PROMOTION TO CORPORAL

BASHAM, BILLY E. O 2129374.  
LCPL 0351/0000/0000 O 11104 1.

JORDAN, JAMES B. O 2123336.  
LCPL 0351/0000/0000 C 11104 1.

KORNOJSKI, HENRY R. O 2076400.  
LCPL 0351/0000/0000 O 11104 1.

LOHMAN, DALE M. O 2126942.  
LCPL 0331/0000/0000 O 11104 1.

MELTON, JAMES P. O 2098742.  
LCPL 0311/0000/0000 C 11104 1.

WILLIAMS, ROBYN A. III O 2145070.  
LCPL 0311/0000/0000 O 11104 1.

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

CoBul 1710  
34/JHM/bvg  
2 Jul 1966

COMPANY BULLETIN 1710

From: Commanding Officer  
To: Distribution List

Subj: Out of Country R&R Quotas for July 1966

Ref: (a) RegtBul 1710 of 1July66

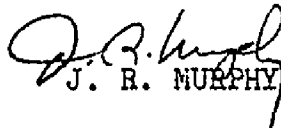
1. Purpose. To promulgate the R&R Quotas for Headquarters Company during July 1966.

2. Background. Through reference (a) a limited number of out of country R&R quotas have been assigned this company. The purpose of these quotas is to enable those Marines who have served in Viet Nam the longest to enjoy a period of rest away from the combat zone.

3. Action. Listed below are the R&R quotas for Headquarters Company. It is requested that each section head make known to their personnel the trips available. It is further requested that a list be submitted to the Headquarters Company office prior to 6 July 1966 reflecting those desiring to take R&R.

<u>LOCATION</u>	<u>DATES</u>	<u>QUOTAS</u>
Okinawa	6 July	1
	12 July	1
	18 July	1
Hong Kong	21 July	1
Bangkok	11 July	1
	16 July	1
Tokyo	14 July	1
	27 July	1
Taipei	31 July	1
Singapore	23 July	1
Penang	31 July	1

4. Self-Cancellation. 1 August 1966.

  
J. R. MURPHY

DISTRIBUTION: "A"

ENCL(2)

HEADQUARTERS COMPANY  
1st Marines (-)(Rein)  
1st Marine Division (Rein) EME  
FPO San Francisco, 96602

CoBul 1601  
34/JRM/bvg  
7 Jul 1966

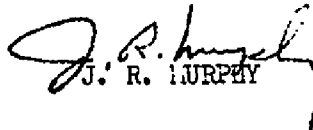
COMPANY BULLETIN 1601

From: Commanding Officer  
To: Distribution List

Subj: EM Club Duty Personnel; assignment of

Encl: (1) Duty Assignment List

1. Purpose. To establish the policy for the control of beer in the EM Club and to assign certain Sergeants duty thereat to ensure the policy set forth in this directive is adhered to.
2. Cancellation. Company Bulletin 1601 of 30Jun66.
3. Background. When this organization first arrived in Viet Nam enlisted Marines were authorized to consume beer either in the EM Club or at the movie. This privilege of taking beer from the club to the movie was abused by certain personnel. This abuse was in the form of unauthorized consumption of beer in living quarters at all hours of the day and night.
4. Policy. It will be a violation of this directive for any person to take beer from the immediate vicinity of the EM Club.
5. Action. Those personnel listed on enclosure (1) will be assigned duty on the dates prescribed. They will report to the Company 1st Sergeant at 1630 on their day of duty for instruction and posting.
6. Self-Cancellation. 31 December 1966.

  
J. R. MURPHY

DISTRIBUTION: "A"

ENC 2 (2)



CoBul 1601  
7 Jul 1966

<u>DATE</u>	<u>NAME</u>
7Jul66	SGT BEACH, R. L.
8Jul66	SGT DANNELLEY, C. W.
9Jul66	SGT DAVIS, G. W.
10Jul66	SGT DORSEY J.
11Jul66	SGT FIELDS, R. L.
12Jul66	SGT GILPIN, D. E.
13Jul66	SGT HURT, G. V.
14Jul66	SGT KENNEDY, D. H.
15Jul66	SGT OWENS, V. P. Y.
16Jul66	SGT REGNIER, D. J.
17Jul66	SGT REZNAR, R.
18Jul66	SGT WENDLAND, D. C.
19Jul66	SGT BEACH, R. L.
20Jul66	SGT DANNELLEY, C. W.
21Jul66	SGT DAVIS, G. W.
22Jul66	SGT DORSEY, J.
23Jul66	SGT FIELDS, R. L.
24Jul66	SGT GILPIN, D. E.
25Jul66	SGT HURT, G. V.
26Jul66	SGT KENNEDY, D. H.
27Jul66	SGT OWENS, V. P. Y.
28Jul66	SGT REGNIER, D. E.
29Jul66	SGT REZNAR, R.
30Jul66	SGT WENDLAND, D. C.
31Jul66	SGT BEACH, R. L.

Enclosure (1)

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

CoBul 6230  
34/JRM/sbn  
12 July 1966

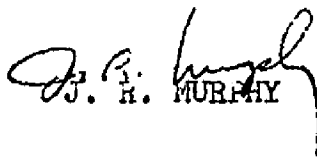
COMPANY BULLETIN 6230

From: Commanding Officer  
To: Distribution List

Subj: Malaria Control and Prevention

Ref: (a) CG msg 040445Z  
(b) DivO 6230.1

1. Purpose. To promulgate information concerning malaria prophylaxis.
2. Background. Reference (a) indicates the incident rate of malaria in the I Corps area is extremely high at this time. Many of these new cases however could have been prevented had proper precautionary measures been taken by those stricken with the disease.
3. Action. All hands will make use of bed nets and insect repellent nightly. In addition section heads will, as directed by reference (b), ensure that the chloroquine-primaquine tablet is given each week by roster under the general supervision of an officer and direct supervision of an NCO. Tablets can be obtained from the Medical Section.
4. Self-Cancellation. 31 December 1966.

  
J. R. MURPHY

DISTRIBUTION: "A"

ENCL (2)

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

CoBul 1710  
34/JRM/bvg  
29 Jul 1966

COMPANY BULLETIN 1710

From: Commanding Officer

To: Distribution List

Subj: Out of Country R&R Quotas for August 1966

Ref: (a) RegtBul 1710 of 25Jul66

1. Purpose. To promulgate the R&R Quotas for Headquarters Company during August 1966.

2. Background. Through reference (a) a limited number of out of country R&R quotas have been assigned this company. The purpose of these quotas is to enable those Marines who have served in Viet Nam the longest to enjoy a period of rest away from the combat zone.

3. Action. Listed below are the R&R quotas for Headquarters Company. It is requested that each section head make known to their personnel the trips available. It is further requested that a list be submitted to the Headquarters Company office prior to 1 August 1966 reflecting those desiring to take R&R.

<u>LOCATION</u>	<u>DATES</u>	<u>QUOTAS</u>
Okinawa	11 August	1
	17 August	1
	27 August	1
	29 August	1
Hong Kong	20 August	1
Bangkok	2 August	1
	13 August	1
	27 August	1
Tokyo	2 August	2
	13 August	1
Taipei	5 August	1
	15 August	1
Manila	2 August	1
Singapore	11 August	1
Hawaii	10 August	1
Kuala Lumpur	14 August	1

ENCL(2)

CoBul 1710  
29 Jul 1966

4. Self Cancellation. 1 September 1966.

*J. R. Murphy*  
J. R. MURPHY

DISTRIBUTION: "A"

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

CoO 2740.1E  
34/JRM/sbn  
31 July 1966

COMPANY ORDER 2740.1E

From: Commanding Officer  
To: Distribution List

Subj: Mail Handling Procedures

Ref: (a) OPNAVINST P2700.14  
(b) MARCORMAN, par 2700 and 2710  
(c) MCO P5000.3, MARCORPERSMAN, Ch 10  
(d) 3dMarDivO P2700.3A  
(e) 1stMarDivO 2700.4A

1. Purpose. To promulgate instructions for the proper processing and handling of U.S. Mail and to disseminate information as it applies to personnel of this Company.

2. Cancellation. Company Order 2740.1D w/Ch #1.

3. Information. The proper procedures for the handling of U.S. mail is outlined in references (a) through (c). All mail orderlies in this company are directed to become thoroughly familiar with the instructions outlined above prior to assuming duties as mail orderlies. The Company Mail Orderly is directed to assist and instruct such personnel and give such aid or take corrective action as necessary when a violation of the above regulations become apparent. All mail will be delivered personally to the person to whom it is addressed and will not be left unattended on bunks, foot lockers, etc.

4. Assignment of Mail Orderlies. The Company Mail Orderly will be assigned in writing on DD Form 285 by the Commanding Officer only. Personnel assigned to pick up mail for sections will also be designated in writing on DD Form 285.

5. Mail Address. The below listed address is the correct and complete mailing address for personnel of this company:

PFC John D. DOE, 123456, USMC  
HqCo, 1st Marines  
Section  
FPO, San Francisco, 96602.

6. Serving Post Offices. The 3rd Division Post Office and Division Postal Officer are located in the double Butler Building in the Tango Sector of the Da Nang Airfield complex, telephone Parchment 20. Hours of operation are as follows:

ENCL (2)

CoO 2740.1E  
34/JRH/sbn  
31 July 1966

	<u>DAILY</u>
Stamps and Parcel Post	0800-1700
Registry	0800-1700
Money Orders	0800-1600

The 9th Marine Regiment Post Office is located in the area of the 9th Marines CP and hours of operation are as follows:

	<u>DAILY</u>
Stamps and Parcel Post	0800-1700
Registry	0800-1700
Money Orders	0800-1530
Mail Pickup by Main Orderlies	1030 and 1530

The Company Mail Room is located in the Special Services Tent. Designated Section Mail Orderlies will report to the company mail room at 1130 and 1630 daily to pick up mail for their section. Mail will then be delivered to the addressee as quickly as possible. All undeliverable mail will be returned to the Company Mail Orderly by 1700 daily.

7. Change of Address Cards.

a. The Company Mail Orderly will make change of address cards available to all personnel reporting to or transferred from this Company. These cards will be used to notify family, friends, and business associates of his new and correct address.

b. Those personnel who have government life insurance (NSLI or USGLI) will complete a change of address card and send it to:

Veterans Administration  
Insurance Center  
P. O. Box 8079  
Philadelphia, Pennsylvania 19101.

8. Unmailable Matter.

a. Non-mailable matter includes all matter which is by law, regulations, or treaty stipulation, prohibited from being sent in mail or which cannot be forwarded to its destination because of illegible, incorrect, or insufficient address. It is the senders responsibility to avoid sending non-mailable matter through the mail.

b. The following will not be accepted for mailing through the United States Post Office.

- (1) Obscene matter.
- (2) Liblous and indecent matter.
- (3) Treasonable matter.
- (4) Lottery matter.
- (5) Fraudulent and fictitious matter.
- (6) Publications which violate copywrigats granted by the United States.

CoO 2740.1E  
34/JRM/sbn  
31 July 1966

(7) Mail addresses for foreign countries posted in violation of law or treaty stipulations.

(8) Matter soliciting procurement of divorces in foreign countries.

(9) Poisonous animals, insects, and reptiles.

(10) Poisons.

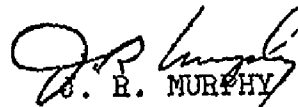
(11) Explosives.

(12) Concealable weapons.

(13) Inflammable substances.

(14) Mercury in excess of 15 pounds.

(15) Diseased tissue.

  
J. R. MURPHY

DISTRIBUTION: "A"