

DECLASSIFIED

TAB A Headquarters Company Command Chronology

TAB A

DECLASSIFIED

HQ CO / 1st MAR

CMD CHRON

MAY 1967

SECRET

GENERAL INFORMATIONPART IORGANIZATIONAL DATADESIGNATIONCOMMANDER

1. HqCo, 1stMar, 1stMarDiv (Rein), MAF

W. GRIFFITH, LTC
14-31May672. Location.

Da Nang, RVN

3. Staff & Officers.PlatComdr, Scout/Sniper Platoon
Supply Officer
Motor Transport Officer
Company 1stSgt1stLt H. L. HONANISHI, Jr.
2dLt R. W. DAVIES
1stLt H. C. LUNNEY
CySgt D. L. DOJAN4. Average Monthly Strength.

<u>USMC</u>		<u>USN</u>	
<u>Officer</u>	<u>Enlisted</u>	<u>Officer</u>	<u>Enlisted</u>
18	318	2	3

PART II

1. Personnel. One officer and four enlisted personnel completed overseas tours and rotated to COMUS. Thirty-one members of this command made use of R&R Quotas to Hong Kong, Kuala Lumpur, Hawaii, Tokyo, Singapore, Taipei, Penang, Okinawa, and Bangkok. Five enlisted members extended overseas tours and three departed on Special 30 day leave.

2. Combat Operations and Training. The Command Post was harassed on four separate occasions by small arms fire and on the morning of 20 May 1967 the Company Ambush engaged in a fire fight with the VC. Ambush received 10-15 rounds small arms fire and returned unknown number of small arms fire and M-79 rounds. Action resulted in no known VC casualties and no USMC casualties. Improvements continued to be made on the Command Post perimeter in the form of additional wire, bunker improvements and setting out more Claymore mines. Listening Posts and Ambushes continued nightly. FMF fire of the M-16 and .45 Caliber Pistol was conducted for the command.

3. Logistics.a. Supply.

(1) During the month of May 490 requisitions were submitted of which 28 were priority 02, 67 priority 05, 276 priority 12 and the remaining 119 priority 17.

SECRET

SECRET

(2) Critical items have been put on priority CE request list.

(3) There are no significant supply and distribution areas within this organization.

b. Motor Transport.

(1) During the month of May, Motor Transport vehicles traveled a total of 14,879 miles.

(2) There were no accidents, pilferage or breakage during the month.

(3) One vehicle is deadlined for lack of parts.

PART III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

3May67 - 1300 Vehicles approaching CP received 4-5 rounds sniper fire. No Marine casualties. No return fire.

3May67 - 2320 CP received unknown number rounds S/A fire. No Marine casualties. No return fire.

5May67 - 2359 CP received two rounds S/A fire. No Marine casualties. No return fire.

12May67 - 0535 CP received four rounds S/A fire. No Marine casualties. No return fire.

PART IV

ENCLOSURES

(1) Company Directives

SECRET

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

Co 1500.1A
31/M/sbn
25 May 1967

COMPANY ORDER 1500.1A

From: Commanding Officer
To: Distribution List

Subj: Training

Ref: (a) DivO 1500.30
(b) RegtO P1500.30

Purpose. To promulgate guidelines for the conduct of General Military Training required by higher headquarters while the company is located in the Republic of Vietnam.

Cancellation. Company Order 1500.1.

Background. The available time for the conduct of a good General Military Training Program is limited due to the restrictions imposed by operational commitments. However, this does not remove the requirement that all Marines be fully trained in his MOS and maintain his proficiency in Basic Combat Skills. Emphasis will be placed upon those skills required for operations in Vietnam.

Training. The Company Training will encompass the following subjects. Training will be conducted in accordance with reference (b).

a. Vietnam indoctrination to include political, economics, customs and traditions of the people.

b. Mines, booby traps, escape and evasion techniques, survival in a tropical environment, map reading and use of the compass.

c. First aid and sanitation.

d. T/O and crew-served weapon familiarization firing.

e. Intelligence reporting.

f. Supporting arms fire control and Voice Radio Procedures.

g. Fire Team, Squad and Platoon tactics.

h. General Military Subjects training.

COO 1500.1A
34/AG/sbn
25 May 1967

5. Correspondence Courses.

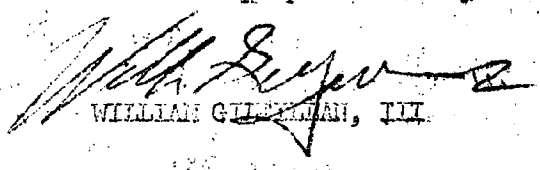
a. Individuals are wholeheartedly encouraged to participate in courses offered by USAMI and MCI to augment their training and maintain a proficiency in their Primary MOS or General Military Subjects.

6. Formal Schools. Quotas for both in and out of country Formal Schools are made available through the Regimental S-3. Formal Schools that are available are located in enclosure (1) of reference (a).

7. Technical MOS Training.

a. It is the responsibility of the Section Heads to ensure that an adequate program is established to train personnel in technical skills. Formal Schools are also available for this purpose.

b. Training Schedule. Training Schedules will be prepared on a quarterly basis.


WILLIAM GILLMAN, III

DISTRIBUTION: "A"

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

CoBul 1300
34/WG/gls
25 May 1967

COMPANY BULLETIN 1300

From: Commanding Officer
To: Distribution List

Subject: Officer of the Day and Assistant Officer of the Day; assignment of

Re: (a) CompanyO 3000.2

Purpose. To promulgate the assignment of Officer of the Day and Assistant Officer of the Day for the period 1 June 1967 through 30 June 1967 in accordance with reference (a).

Action. The below listed personnel are assigned as Officer of the Day and Assistant Officer of the Day on the dates indicated. You will be guided in the performance of your duty by reference (a).

<u>DATE</u>	<u>OFFICER OF THE DAY</u>	<u>RANK</u>	<u>ASST OFFICER OF THE DAY</u>	<u>RANK</u>
Jun67	HUGHES, J.L.	GySgt+	FREDERICKSON, W.A.	Sgt
Jun67	ROBINSON, G.E.	SSgt	PINAIRE, H.B.	Sgt
Jun67	SCOTT, R.D.	SSgt	BRASHEARS, A.L.	Sgt
Jun67	STUCKEUS, J.J.	SSgt	ALFORD, P.B.	Sgt
Jun67	WILLIAMS, J.E.	SSgt	NEAL, S.B.	Sgt
Jun67	MELICHIORI, J.T.	GySgt	TACASON, D.C.	Sgt
Jun67	HARRIS, J.A.	SSgt	MARTIN, V.D.	Sgt
Jun67	BENSON, E.S.	GySgt	KLINE, B.W.	Sgt
Jun67	HALL, R.D.	SSgt	GARCIA, R.R.	Sgt
Jun67	NIEMEYER, D.E.	SSgt	MERCIER, T.L.	Sgt
Jun67	ARABIAN, G.	SSgt	DEMONTIGNY, F.R.	Sgt
Jun67	PULLIAM, L.M.	GySgt	CROSSMAN, E.M.	Sgt
Jun67	BROWN, J.H.	GySgt	FREDERICKSON, W.A.	Sgt
Jun67	HUGHES, J.L.	GySgt	PINAIRE, H.B.	Sgt
Jun67	ROBINSON, G.E.	SSgt	BRASHEARS, A.L.	Sgt
Jun67	SCOTT, R.D.	SSgt	ALFORD, D.B.	Sgt
Jun67	STUCKEUS, J.J.	SSgt	NEAL, S.B.	Sgt
Jun67	WILLIAMS, J.E.	SSgt	TACASON, D.C.	Sgt
Jun67	MELICHIORI, J.T.	GySgt	MARTIN, V.D.	Sgt
Jun67	HARRIS, J.A.	SSgt	KLINE, B.W.	Sgt
Jun67	BENSON, E.S.	GySgt	GARCIA, R.R.	Sgt
Jun67	HALL, R.D.	SSgt	MERCIER, T.L.	Sgt
Jun67	NIEMEYER, D.E.	SSgt	DEMONTIGNY, F.R.	Sgt
Jun67	ARABIAN, G.	SSgt	CROSSMAN, E.M.	Sgt

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25 May 1967

25Jun67 PULLIAM, L.M.	GySgt	FREDERICKSON, W.A.	Sgt
26Jun67 BROWN, J.H.	GySgt	PINAIRE, H.B.	Sgt
27Jun67 HUGHES, J.L.	GySgt	BRASHEARS, A.L.	Sgt
28Jun67 ROBINSON, G.E.	SSgt	ALFORD, P.B.	Sgt
29Jun67 SCOTT, R.D.	SSgt	NEAL, S.B.	Sgt
30Jun67 STUCKUS, J.J.	SSgt	TACASON, D.C.	Sgt

OPERNUMERIES

VENIN, J.B.	SSgt	FLETCHER, J.C.	Sgt
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INCPES WEEKENDS

There will be no changes to this duty assignment without prior approval
the Commanding Officer.

Self-Cancellation. 3 July 1967.


WILLIAM GIFFMAN, III

ST: "A" plus
Individual concerned

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

CoO 1700.1E
34/MG/sbn
12 May 1967

COMPANY ORDER 1700.1E

From: Commanding Officer
To: Distribution List

Subj: Request Mast

Ref: (a) U. S. Navy Regulations, 1948
(b) DivO 1740.1E
(c) RegtO 1700.1I

1. Purpose. To promulgate instructions for Request Mast in this company.

2. Cancellation. Company Order 1700.1D.

3. General. Article 0709 of reference (a) contains information regarding the rights of individuals to Request Mast. Article 1244 of reference (a) defines the right of an individual to communicate with his Commanding Officer.

4. Definitions.

a. Request Mast is the right of any person in the Naval Service to communicate with the Commanding Officer at a proper time and place for personal advise, make requests, reports or statements.

b. Commanding Officer for purposes of this order is an officer whose duties authorize him to award non-judicial punishment.

5. Procedures.

a. The Commanding Officer, Headquarters Company will hold Request Mast on Wednesday of each week at 1000 in his office located in Building #7 in the Regimental Command Post. Request Mast of an urgent matter will be handled at any time.

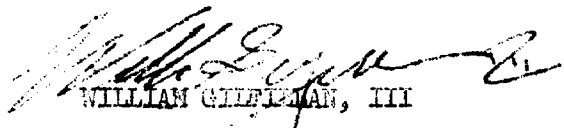
b. Applications for Request Mast will be in writing and will be accompanied by the applicant's Service Record Book. Applications will be expeditiously processed. Each application will contain, but will not be limited to the following information.

(1) A statement that the applicant has had a hearing by his Section Officer or Section Head without a satisfactory solution to his problem.

(2) Disposition of previous Request Mast, if any.

CoC 1700.1E
34/AG/sbn
12 May 1967

7. Commanding General and Commanding Officer, 1st Marines Request Mast. The procedure for Commanding General's Request Mast is outlined in reference (b) and Commanding Officer, 1st Marines Request Mast is outlined in reference (c).


WILLIAM CIERMAN, III

DISTRIBUTION: "A"

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

CO 2700.1
3h/MS/sbn
12 May 1967

COMPANY ORDER 2700.1

From: Commanding Officer
To: Distribution List

Subj: Mail Handling Procedures

Ref: (a) MCO P5000.3, MARCOMBILIAN
(b) DivO 2700.4A
(c) RegtO 2700.2E

1. Purpose. To publish instructions for the handling of U.S. Mail.
2. Cancellation. Company Order 2740.1E.
3. Information. The proper procedure 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 DA Form 285 by the Commanding Officer only. Personnel assigned to pick up mail for sections will also be designated in writing on DA Form 285.
5. Mail Address. The below listed address is the correct and complete mailing address for personnel of this company.

PFC John B. DOW 1234567 USMC
HqCo, 1st Marines
Section
APO, San Francisco 96602.
6. Serving Post Office. The Regimental Post Office is located in Building #11 in the Regimental Command Post. The hours of operation are:
 - a. Money Orders. Money Orders are available from 0800 to 1600 daily except on the 3rd, 5th, 6th, 7th, 10th, 12th and 13th of each month.
 - b. Stamps and Parcel Post. Daily from 0800 to 1630.

060 2700.1
 34/R/sbn
 12 May 1967

7. Mail Boxes. There are two letter drop boxes located within the Regimental Command Post. One is located outside the messhall and the other is located in front of the Regimental Post Office. Both will be emptied at 0800 each morning.

8. Company Mail Room. The Company Mail Room is located in the Special Services Building.

9. Mail Pick-up. The Company Mail Orderly will pick up mail at the Regimental Post Office at 1015 and 1500 daily. Section Mail Orderlies will pick-up mail from the Company Mail Room at 1130 and 1600 daily. Mail will be returned to the Company Mail Room by 1700 daily that is not deliverable due to personnel being on leave, RMR, TAD, Hospital, etc.

10. Change of Address Card.

a. The Company Mail Orderly will make a change of address card 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 8075
 Philadelphia, Pennsylvania 19101.

11. Unmailable Articles. The following list of articles WILL NOT be accepted for mailing.

a. Harmful matter (articles, compositions or materials which may kill or injure another or in some way damage mail or other property.)

b. Obscene or indecent matter.

c. Lotteries, frauds and libelous matter.

d. Intoxicating liquors.

e. Disloyal statement or threatening statements to the President.

f. Poisonous animals.

g. Certain items to overseas military post offices, including matter likely to spoil.

h. Matches or flammable material.

i. Concealable weapons. (Unauthorized in RVN)

j. Explosives. (Hand grenades, mines, etc.)

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34/WG/sbn
12 May 1967

k. Packages exceeding the authorized weight or size limits.

12. Personnel Action Report. The Company Administrative Chief will deliver to the Regimental Post Office a copy of the Personnel Action Report daily or when a Unit Diary is prepared.

13. Free Mailing Privileges.

a. The free mailing privilege has been extended to include 3 inch reels of tape. The same information as required for a letter must be included on the envelope, i.e., return address and the word "FREE" hand-written or hand-printed in the upper right hand corner of the addressee side. Also the envelope must have written on the front, the words, "SOUND RECORDED PERSONAL CORRESPONDENCE."

b. Mail to foreign countries is also included under the free mailing privilege. However, the word "FREE" will not be written on the envelope. Letters addressed to a foreign country will be hand stamped by the Regimental Post Office. Any letters received by the Regimental Post Office addressed to a foreign country with the word "FREE" printed or written on it will be returned to the sender.


WILLIAM G. SULLIVAN, All

DISTRIBUTION: "A" plus
each section mail orderly

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

CoC 3000.3
34/MG/sbn
1 May 1967

COMPANY ORDER 3000.2

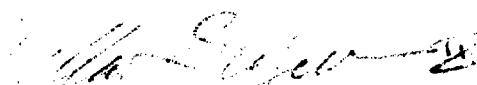
From: Commanding Officer
To: Distribution List

Subj: Defense Order

Ref: (a) RegtC 3000.1

Encl: (1) Defense Order

1. Purpose. To promulgate instructions for the defense of the Regimental Command Post by units and sections within the structure of the Command Post.
2. Information. Within the scope of the type of warfare being waged by our enemy and in keeping with and improving the present defense system, this order establishes the organization and assignment of responsibility for defense of the Command Post against possible enemy attacks/harassments at any given time, day or night.
3. Action. On receipt of this order, all personnel with designated responsibilities will ensure that the provisions of enclosure (1) of this order are immediately enforced and that all personnel with their areas are thoroughly familiarized with all phases of this order.


WILLIAM WILLIAMSON, III

DISTRIBUTION: "A"

CoO 3000.2
34/WG/sbn
1 May 1967

DEFENSE ORDER

1. Responsibility. The Headquarters Commandant is responsible for the establishment of a perimeter defense of the Command Post. He will prepare an overlay of his defensive positions.

2. Defense Conditions. There will be two defensive conditions which will be declared to establish the required security.

a. Condition I. This Condition provides for minimum security of the Command Post and it is considered that a normal situation exists during this Condition and no enemy attack is imminent.

(1) The Security Platoon, Headquarters Company will establish a defensive perimeter in the Command Post.

(2) Normal camp routine will be maintained.

(3) Security posts will be manned and a communications net-work will be established to support the security posts.

b. Condition II.

(1) This Condition will prevail when enemy action in the Command Post is probable, suspected or occurring. A reserve platoon will be formed and will be composed of a squad from the Motor Transport Section, Supply Section, S-2/3, FSCC, S-4, S-1, S-5 (CAO) and two squads from the Mess Section. The reserve platoon will be employed by the Headquarters Commandant to bolster the normal security. Fighting positions will be prepared during Condition I for the reserve platoon.

(2) Condition II will be sounded by a continuous siren blast for three minutes and by all available communications within the Command Post.

3. Perimeter Defense.

a. Priority of Work. Upon moving into a new Command Post location, priority of work for establishing the Command Post will be:

(1) Positioning of weapons.

(2) Clearing fields of fire.

(3) Preparation of fighting holes.

(4) Establish obstacles (concertina, trip flares, anti-personnel mines, etc.).

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1 May 1967

b. Security Platoon. Under Condition I, the Security Platoon, Headquarters Company will be responsible for Command Post security. The Headquarters Commandant will determine what posts on the perimeter will be manned during daylight hours. From 1900 to 0700, all posts on the perimeter will be manned. Under Condition II, the Security Platoon will man the same posts as under Condition I.

c. Reserve Platoon. To be formed from the following sections:

- (1) Motor Transport - one squad.
- (2) Supply - one squad.
- (3) S-2, S-3, S-4, and FSCC - one squad.
- (4) S-1 and S-5 (CAO) - one squad.
- (5) Mess Section - two squads.

Section heads of the above sections will submit to the Headquarters Commandant a roster of personnel assigned including billet assignment.

d. Reaction Force. The Communications Platoon will provide the Headquarters Commandant three reaction squads for reactionary type assignments.

(1) Radio Section. One squad and will muster and take defensive positions around the COC Bunker.

(2) Radio Relay Section. One squad and muster in the vicinity of the Regimental S-1 Office.

(3) Wire Section. One squad to muster in the vicinity of the Communications Message Center.

(4) When Condition II is sounded, all reaction squads will muster at their prescribed location and report to the Headquarters Commandant that they are on station.

e. Vital Area Defense. Three basic vital areas exist within the Command Post. The COC Bunker, Message Center and Radio Relay Equipment.

(1) COC will be defended by a reaction squad from the Communications Platoon and those Scout/Sniper Platoon personnel located within the Command Post.

(2) Communications Message Center will be defended by those message center personnel not actually on watch.

(3) Radio Relay Tower will be defended by radio relay personnel not actually on watch.

ENCLOSURE (1)

CoC 3000.2
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1 May 1967

(4) The Regimental Communications Officer will submit to the Headquarters Commandant overlays of these defensive positions.

f. Attached Units. Since it cannot be determined what attached units will be located in the Command Post, no specific assignments will be made. However, when Condition II is sounded, all attached units will muster in their respective areas and stand-by for possible re-inforcement or reaction type duty. Units attached will submit to the Headquarters Commandant a report of strength and organization (platoon, squad, etc.) available for employment.

4. Control.

a. The perimeter under Condition II will be divided into four sections. Each section will be controlled by an officer and staff non-commissioned officer who will be responsible for the defensive positions, fields of fire and obstacles within their sector.

b. Sector Control Officers will submit overlays of their defensive positions to include fields of fire, principle direction of fire, FPLs, positions of claymore mines and M-79 Grenade Launchers to the Headquarters Commandant.

c. Upon the sounding of Condition II, Sector Officers will report to their sector and by the use of the AN/PRC-6, report that the sector is manned and ready. He will keep the Headquarters Commandant informed of all happenings within the sector.

d. TAB I indicates the command structure.

5. Supporting Fires. The Headquarters Commandant will in conjunction with the Regimental FSCC, prepare defensive fires for the Command Post.

6. Supply.

a. Each man will report to his defensive position under both conditions with his full equipment and basic allowance of ammunition.

b. Condition I.

(1) On each defensive position manned by the Security Platoon, the following ammunition will be stored.

- a. 500 rounds small arms.
- b. Five fragmentation grenades
- c. Five hand illumination.
- d. Two pop-up flares.
- e. One claymore mine.

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1 May 1967

(2) Condition II.

a. The Company Supply Officer be prepared to re-supply sectors as required to maintain at least the following minimum supplies on hand.

- (1). 500 rounds .45 caliber
- (2). 3,150 rounds small arms.
- (3). 4,620 rounds linked.
- (4). 28 Fragmentation grenades.
- (5). 33 40mm HE.
- (6). 21 Hand Illumination.

7. Key Personnel Assignments. TAB 2 indicates the assignment of specific personnel of the Regimental Staff. Upon sounding of Condition II, officers and staff non-commissioned officers will report to their respective locations and assignments.

8. Orders for Guard Personnel. TAB 3, 4, and 5 are the orders for the Officer and Assistant Officer of the Day, Sergeant of the Guard and Special Orders for Sentries.

9. Perimeter Defense. TAB 6 is the Diagram of the Defensive Positions of the Command Post Defense perimeter.

10. External Defense. In order to detect, confuse and breakup any enemy action contemplated against the Regimental Command Post by the Viet Cong, the Headquarters Commandant will establish and co-ordinate occasional combat patrols and ambushes outside the perimeter.

a. Patrol overlay and ambush sites will be submitted to the Regimental S-3 by the Headquarters Commandant 48 hours prior to their commencement.

b. Patrol leaders will be briefed before departing and de-briefed upon returning as directed by the Headquarters Commandant. In addition, the squad leader will also be de-briefed by the Regimental S-2.

c. The Regimental Surgeon will provide one Corpman for each combat patrol.

d. The Communications Officer will provide one radio operator to accompany the combat patrol. The radio operator will be on the Regimental TAC Net. Ambushes will check in hourly by AN/PRC-25's or AN/PRC-6's.

ENCLOSURE (1)

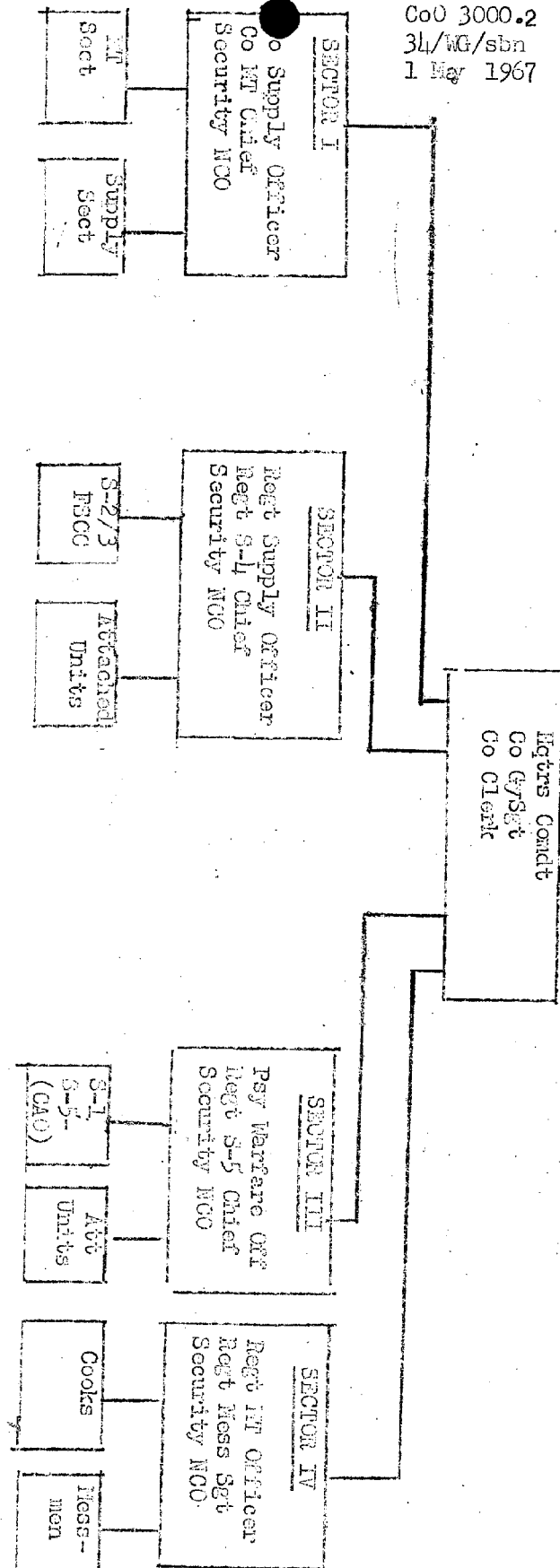
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CoO 30002
34/EG/sbn
1 May 1967

e. SShould a combat patrol or ambush be placed in a tactical situation wherein assistance is required, the squad leader will request through the Regimental TAC Net the need for assistance. The Headquarters Commandant in turn will commit a reaction unit to the engaged patrol.

NOTE: TAB 6 to Enclosure (1) is classified and will be promulgated under separate cover letter.

Co0 3000.2
34/WG/sbn
1 May 1967



TAB I to
ENCLOSURE (1)

CoO 3000.2
34/EG/sbn
1 May 1967

COMMAND STRUCTURE

<u>TITLE</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>
Regt CO	A	
Regt ExecO	B	
Regt S-1	S-1 Officer	Alt Sector Officer
Adjutant		S&G Area
Regt S-2 Officer	A	
Regt S-2A Officer	B	
Regt S-2 Chief	B	
Regt S-3 Officer	A	
Regt S-3A Officer	B	
Regt S-3 Liaison Officer	A	
Regt S-3 Chief	A	
Regt S-3A Asst Chief	B	
Regt Arty Liaison Officer	A	
Regt Naval Gunfire Officer	A	
Regt Asst Naval Gunfire Officer	B	
Regt S-4 Officer	S-4 Office	
Regt Supply Officer		Sector Officer
Regt Motor Transport Officer		Sector Officer
Regt S-5 Officer (CAO)	S-5 Office	Alt Sector Officer
Regt Psy Warfare Officer		Sector Officer
Scout/Sniper Plat Commander	B	Alt Sector Officer
Co Supply Officer		Sector Officer
Co 1stSgt	B	
Regt Surgeon		Regt Air Station
Regt Chaplain		CoO Bunker/Chapel

Command Group "A" will muster in the CoO Bunker. Command Group "B", place designated by the Regimental Executive Officer.

CoO 3000.2
34/WG/sbn
1 May 1967

SPECIAL ORDERS FOR THE OFFICER OF THE DAY

1. The tour of duty for the Officer of the Day will be from 1600 to 0730 daily. Upon being briefed by the Headquarters Commandant or Security Platoon Commander, he will informally assume the duty and be relieved as stated. The Assistant Officer of the Day will be guided by those instructions set down for the Officer of the Day and as directed by the Officer of the Day.
2. During the period of duty, the Officer of the Day and the Assistant Officer of the Day will accomplish the following:
 - a. Ensure that the guard has been properly schooled in their assigned duties prior to being posted.
 - b. Brief the guard at 1830 daily on the latest enemy activity in the area and instruct them on the password. He will conduct an inspection to ensure the guard is in the proper uniform and have in their possession the prescribed equipment and ammunition.
 - c. Inspect posts at least four times between 2100 and 0500. The Assistant Officer of the Day will ensure his times for checking posts do not coincide with those of the Officer of the Day. An entry in the Duty Log held by the Sergeant of the Guard will be made reflecting the time of the checking.
 - d. Ensure the Sergeant of the Guard has knowledge of the whereabouts of the Officer of the Day and his Assistant at all times.
 - e. Immediately alert the Headquarters Commandant should it be necessary to set Condition II.
 - f. Inspect the Enlisted Club at 2115 daily to ensure that all is quiet and is in a good state of police.
 - g. Pass through the Troops Mess Line during the morning and evening meal to determine the adequacy and quality of food and to sign the cook's worksheet.

CoO 3000.2
34/WG/sbn
1 May 1967

SPECIAL ORDERS FOR THE SERGEANT OF THE GUARD

1. The tour of duty for the Sergeant of the Guard is 0830 to 0830 daily. He will be posted and relieved by the Headquarters Commandant or First Sergeant at these times.
2. During his tour, the Sergeant of the Guard will accomplish the following:
 - a. Conduct Guard School and a Rifle Inspection of the guard prior to posting the guard.
 - b. Ensure that the guard is in the proper uniform and in possession of prescribed equipment, proper amounts of ammunition and that phone systems is fully operational prior to 1845. Prepare a detailed guard roster, a copy of which will be given to the Officer of the Day and also prepare position chart for use by the Headquarters Commandant.
 - c. After posting the guard at 1845, be located in the Sergeant of the Guard Shack from then until 0830 except when checking posts.
 - d. Inspect posts at least four times between 2100 and 0500. These inspections will be in addition to those conducted by the Officer of the Day and Assistant Officer of the Day.
 - e. Ensure that M-60 Machine Guns are shifted to Towers prior to securing the bunker positions in the mornings.
 - f. Maintain a neat and legible log entering therein all phone calls received, all unusual occurrences and other matters deemed appropriate. In addition, entries will be made regarding the times the Officer of the Day and Assistant Officer of the Day and Sergeant of the Guard check posts.
 - g. Notify the Officer of the Day if any unusual condition arises or when Condition II is to be set. If Condition II is set, sound the horn signal for a continuous three minute period.
 - h. Announce the uniform, as approved by the Headquarters Commandant to be worn by the guard.
 - i. Know and observe all general orders as prescribed in reference (a).
 - j. Prior to relief, the Sergeant of the Guard will make a daylight inspection of all security positions as to police and securing of equipment and ordnance to include phones being placed in their weather protective containers. Any discrepancies will be corrected by the personnel assigned to the position prior to the Sergeant of the Guard reporting to be relieved. The Sergeant of the Guard will report the details of the discrepancies and persons responsible upon being relieved.

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SPECIAL ORDERS FOR SENTRIES

1. All posts assigned sentries will be stationary posts.
2. All stationary posts will be manned daily by at least two sentries during the hours from 1845 to 0700. In the case of a two man post, one sentry will be alert at all times, and on a three man post, two men will be alert at all times.
3. The duties of the sentries manning posts are as follows:
 - a. Be on constant alert to warn the Command Post in event of attack or infiltration, and to repel such attack should it be initiated.
 - b. Each sentry must exercise noise discipline and approach their assigned bunker from the rear preferably from the existing treeline. Withdrawal in the morning will be made with no noise and as little indication of relief as possible.
 - c. Odd numbered posts report by phone to the Sergeant of the Guard every hour on the hour; even numbered posts report every hour on the half hour. This reporting will relate any unusual happenings or indications. Negative reports are required.
 - d. Know and observe all general orders as prescribed in reference (a), paying particular attention to General Order #11.
 - e. Take under fire those persons ignoring proper challenges. Dung Lai (Doong Lie) is Vietnamese for halt. Ensure before firing that the individual challenged has heard the challenge and has chosen to ignore it. Should the one ignoring the challenge be a Marine, he will be apprehended and turned over to the Sergeant of the Guard in lieu of being fired on.
4. When Vietnamese Vehicles are passing the dismount point, sentries on road guard posts will ensure the other sentry is aware that such a vehicle is passing and he in turn will likewise inform the first sentry that the vehicle has exited. Should such Vietnamese vehicles turn into the Command Post, the Sergeant of the Guard will be notified immediately. Vietnamese afoot and on bicycles will be routed to the west around the perimeter. Only Vietnamese laundry, barber and gift shop personnel will be allowed to enter only the north end of the camp to conduct their business. All other Vietnamese wishing to enter the camp for business purposes will be held at the dismount point until the section cognizant of their need is notified unless they possess a pass signed by the Headquarters Commandant. Should the section approve their entry, they will be escorted on foot to the section and returned to the dismount point by guard. Vietnamese reporting for sick-call shall go directly to the MEDCAP Tent and upon completion of treatment leave the compound immediately via the same post.

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5. Sentries on the road guard posts will carry their weapons at all times while manning these posts.
6. Tower guards will make a thorough inspection with binoculars of the distant areas just before sunset and just after sunrise for any unusual activity.
7. The senior sentry assigned to each post will be responsible for the police and securing of all equipment in that bunker prior to his relief from post. An inspection of his bunker will be made upon assuming the post and discrepancies will be reported immediately to the Sergeant of the Guard.

HEADQUARTERS COMPANY
1st Marines, 1st Marine Division (Rein), MAF
APO, San Francisco 96302

CoO 11310.1
34/UC/sbn
25 May 1967

COMPANY ORDER 11310.1

From: Commanding Officer

To: Distribution List

Subj: Electrical Regulations

Ref: (a) U.S. Navy Safety Procedures, OPNAV 34P1

1. Purpose. To promulgate regulations concerning the use of electrical power within the Regimental Command Post.

2. Background. Electrical Power here in Vietnam is a precious commodity. Unlike Posts and Stations in the United States where electrical power is virtually unlimited, electrical power in the Command Post comes from relatively small general purpose diesel engine generators. In order to prevent overloading these generators and losing, through generator failure, the limited electrical power available, it is necessary to institute certain conservation measures.

3. Action. Reference (a) and standard electrical construction practices require the following regulations concerning electrical power be strictly adhered to. Responsibility for enforcement of these regulations is vested in the senior man in each living quarters and the Section Chief in working areas.

a. No electrical hot plates are authorized for use within the Command Post.

b. No coffee makers are authorized for use within the Command Post except one in the COC Bunker.

c. Electrical appliances in use in each living quarters and working spaces will be equally distributed among available wall outlets. Double extension cords (two cords plugged together) are not acceptable. Failure to observe this regulation causes serious fire hazards.

d. No "jury-rig" electrical wiring is acceptable. Only commercial quality electrical wiring is permitted. Failure to observe this regulation also causes a serious fire hazard.

e. Broken light bulb receptacles and wall outlets will not be used. Report the broken item to the Company Office. Broken plugs on extension cords or electrical appliances must be replaced at the owner's expense prior to use. Failure to observe this regulation also causes a serious fire hazard.

f. Turn off all lights, fans, etc. when leaving living quarters or working spaces.

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4. Inspection. The electrical power men (generator operators) will inspect living quarters and working spaces frequently and at irregular intervals. These inspections will not be announced and all hands are reminded that the electrical inspectors are direct representatives of the Commanding Officer.

5. Disciplinary Action. Violations of the regulations listed herein will be reported to the Commanding Officer. Disciplinary action will be taken against offenders and, if evidence of inadequate supervision is present, against those responsible for enforcement of the regulations.

6. Applicability. This order is applicable to all personnel living within the physical limits of the Regimental Command Post regardless of parent organization.


WILLIAM GIFFELMAN, III

DISTRIBUTION: "A" plus
all living quarters and working spaces.