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1ST BN/1ST MARINES

COMMAND CHRONOLOGY

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10770 P942 of 12 October 1971.

*R. B. Tiffany* 1/5/77

Signature/date

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DECLASSIFIED AFTER 12 YEARS  
DOD DIR 5200.10

DEC

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

3/JJK/rwh  
005750  
2 Jan 1968

From: Commanding Officer  
To: Commanding General, 1st Marine Division (Rein) FMF  
Via: Commanding Officer, 1st Marines

Subj: Command Chronology for the period 1 December 1967 to 31 December 1967.

Ref: (a) MCO 5750.8  
(b) FMFPacO 5750.8  
(c) DivO 5750.2B  
(d) RegtO 5750.2

Encl: ✓(1) 1st Battalion, 1st Marines Command Chronology

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

*M. J. Gravel*  
M. J. GRAVEL

1st BN/1st MAR

COMD CHRON

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DEC 1967

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

COMMAND CHRONOLOGY

1 December 1967 to 31 December 1967

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

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### 1. Designation

### Supporting Units

No attached units . . .

## 2. Location

Con Thien, Republic of Vietnam (1-23 December 1967)

no La Vang, Quang Tri Province, Republic of Vietnam (24-31 December 1967)

### 3. Staff Officers

XO	E. W. GALLAGHER	Maj	(1-31 December 1967)
S-1	W. L. MCIVER	1stLt	(1-31 December 1967)
S-2	C. B. BATCHELLER	Capt	(1-23 December 1967)
	R. A. BLACK, Jr.	Capt	(24-31 December 1967)
S-3	W. M. MURPHY	Maj	(1-31 December 1967)
S-4	B. L. WATSON	1stLt	(1-31 December 1967)
S-5	M. J. CASEY	2dLt	(1-23 December 1967)
	C. C. DOMEROSKY	1stLt	(24-31 December 1967)
CommO	J. D. HOOLEN	Capt	(1-31 December 1967)
SupO	R. A. DAVIES	2dLt	(1-31 December 1967)
MTO	J. M. WILSON	1stLt	(1-31 December 1967)
ALO	K. R. STARTZLANDER	Capt	(1-31 December 1967)
FAC	L. W. FRANK	1stLt	(1-31 December 1967)
Chap	R. M. LYONS	Lt(CHC)	(1-31 December 1967)
BnSur	D. L. SPENCER	Lt(MC)	(1-31 December 1967)
AsstBnSur	W. P. KOSCE	Lt(MC)	(1-31 December 1967)
CO, Co A	W. C. STENSLAND	Capt	(1-23 December 1967)
	C. B. BATCHELLER	Capt	(24-31 December 1967)
CO, Co B	C. L. BAKER	Capt	(1-31 December 1967)
CO, Co C	M. J. LINDSEY	Capt	(1-31 December 1967)
CO, Co D	J. A. GALLAGHER	Capt	(1-31 December 1967)
CO, HAS Co	D. H. DUTTON	Capt	(1-31 December 1967)

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4. Average monthly strength

	USMC	USN
Officers	42	3
Enlisted	1177	50

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PART II

Narrative Summary

1. Personnel

a. Replacements. During this reporting period the battalion received the following personnel as replacements:

	USMC	USN
Officers	8	
Enlisted	84	4

b. Rotation

Officers		
Enlisted	56	2

c. Losses other than rotation

	Officers	Enlisted
(1) USMC interdivision	2	41
(2) USN interdivision		3
(3) USMC medevac out of RVN		52
(4) USN medevac out of RVN		2
(5) USMC twice/thrice wounded		8
(6) USN twice/thrice wounded		

d. Casualties

	USMC	USN
	OFF ENL	OFF ENL
(1) KIA		12
(2) WIA	3	88
(3) DOW		2
(4) WIANE		36
(5) NON-BATTLE		47
(6) DAI		

e. Rest and Relaxation. The following numbers of personnel were assigned R&R quotas to the locations indicated:

(1) Okinawa	3
(2) Hong Kong	11
(3) Bangkok	13
(4) Tokyo	7
(5) Manila	2
(6) Taipei	9
(7) Hawaii	13
(8) Singapore	5
(9) Kuala Lumpur	1
(10) Penang	3
(11) Australia	5

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2. Administration

a. Awards. There were no awards presented to 1st Battalion, 1st Marines during December 1967.

b. Promotions. There were 27 Private First Class and 10 Sergeant promotions during the month of December 1967.

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3. Intelligence

a. On 6 December, Company C began a sweep of the area west of Con Thien. As the units swept west, they encountered a hedgerow heavily mined with anti-personnel mines in the area of YD 105698. Four mines were detonated by individual Marines, two were found by Marines and three were detonated by tanks called in to sweep the hedgerow. The incident occurred in the area of Company A's heavy contact on 29 November 1967. This seemed to indicate that the enemy was attempting to deny Marines access to this area for an undetermined reason.

b. On 11 December, a single mortar pit was found at YD 108711 by Company A. Its construction was such that a mortar tube could be placed into a fixed groove so that the tube could be fired without the use of bipods. An underground cave supported the position so that a gunner would be able to take his tube and withdraw into the cave after firing. The firing groove faced Con Thien. On 15 December, two similar mortar pits were found by Company A in the area of YD 1171 with the exception that three firing grooves were present. One fixed groove faced Con Thien, the other two faced east and west of Con Thien.

c. On 15 December, Company B came into heavy contact with an estimated reinforced NVA battalion (-) in the area of YD 120720. Shortly after the initial contact, which consisted of small arms and heavy automatic weapons, friendly units began receiving 60mm and 82mm mortar fire. A consistent stream of fire arose from the enemy during the entire engagement. Company A was also taken under fire by mortars and small arms as it moved to assist Company B. With the aid of tanks and supporting arms, the two companies were able to extract all friendly casualties as well as inflict substantial damage on the enemy in spite of constant resistance. The enemy suffered 46 KIA (CONF) and 135 KIA (PROB). The enemy's excellent fire discipline, control of multi-directional fire, and ability to remain in contact despite friendly supporting arms indicated a large and well organized unit.

d. Also on 15 December, directly after the engagement in item #30, an S-2 scout attached to Company B found double-strand, relatively new communication wire in the area of YD 125706. The line ran north-south. It was not feasible to track it north. The wire continued south and terminated in a thicket from which Con Thien was visible. This substantiates reports of the use of field telephones for fire control by the enemy.

e. From 1 December to 23 December, a total of 384 mortar, rocket and artillery rounds were received at Con Thien. There was no specific pattern to this incoming other than its coming at all times of the daylight hours. After Company B's contact on 15 December, there was a very marked decline in incoming fire up to and including the time this Battalion left Con Thien.

f. On 22 December, the first combat elements of the Battalion moved to La Vang Hill (YD 334488) near Hai Phu (V) south of Quang Tri City and commenced operations in the area bounded by the Thach Han River, Route #1, the Nguang River and the Hai Lang National Forest. In Ngu Le (H) on the Thach

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Han River, Company C had significant contacts during the period 22 - 31 December, sighting 30 VC, killing 15 confirmed, and one probable. These contacts substantiated many agent reports from GVN agencies in this area. As these kills were in boats on the Thach Han River, no weapons were found. Other contacts in this area involved mine findings and detonations.

g. Weather at Con Thien during the first 17 days of December was cold and rainy, restricting visibility and mobility greatly and prohibiting the use of aerial observers. During the period 17-28 December, the weather was sunny and clear, both at Con Thien and at La Vang. On 29 December, cold, rainy weather set in at La Vang, restricting visibility and aircraft availability. Roads in this area, previously dry and adequate, have become unduly muddy and are becoming untrafficable for small vehicles due to constant use by C&S trucks.

h. The enemy initiated a total of 21 incidents\*, categorized as follows:

(1) Engagements	12
(a) USMC initiated	12
(b) Enemy initiated	0
(2) Harassing fire	4
(3) Mines and booby traps	17
(a) Anti-personnel	17
(b) Anti-tank/vehicular	0
(c) Fused	11
(d) Detonated	6

i. Summary of enemy casualties, personnel captured and equipment captured or destroyed during the reporting period.

(1) Enemy losses (personnel)	
KIA (confirmed)	61
KIA (probable)	151
Detainees	1

(2) Enemy losses (equipment and miscellaneous items). See TAB A.

(3) Recovered munitions and equipment during reporting period.

See TAB B.

\* Figure does not include mortar/rocket/artillery incidents due to their nature while at Con Thien.

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#### 4. Operations and Training

##### a. Operations.

(1) The Battalion conducted numerous platoon and company size patrols in relation to the defense of Con Thien.

(2) The Battalion participated in Operation NEWTON from 29 November to 23 December 1967.

(3) On 15 December 1967 Companies A and B met and engaged an estimated NVA battalion. Results of this action are as follows: Enemy losses totaled 46 KIA(CONF) and 135 KIA(PROB). Friendly casualties totaled 3 KIA and 31 WIA.

(4) On 22 December 1967 Companies B and C moved off Con Thien.

(5) On 23 December 1967 Companies A and D and H&S Company (-) moved off Con Thien.

(6) On 23 December 1967 1st Battalion, 1st Marines reverted to OPCON of 1st Marines.

(7) The Battalion conducted extensive small unit operations to find, fix and destroy the enemy. A total of 268 fire team listening posts, 110 squad, 83 platoon and 22 company operations were executed during the month of December 1967.

##### b. Training.

###### (1) Battalion Training

(a) There were (11) three day orientation classes held for a total of 85 men.

(b) There was (1) two hour Forward Observer class held for a total of 38 men.

(c) A total of 194 men fired the range for zero of their weapons.

###### (2) Schools

(a) Schools held outside Battalion were:

SCHOOL	OKINAWA	III MAF	JAPAN
VIETNAMESE LANGUAGE	0	5	0
CAP	0	6	0
MINE WARFARE	0	20	0

#### 5. Logistics

a. Supply. During the reporting period the overall supply situation showed a steady improvement. During the month we received several ship-

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ments of 782 gear and clothing, however, we still have a critical shortage of mattresses, neumatic. There still exists a shortage of General Purpose tents. Generally we have had very good cooperation from our supply sources.

b. Maintenance.

(1) One (1) M-170 ambulance D/L for 3rd Echelon maintenance.

(2) One (1) M-37 truck is D/L for 3rd Echelon maintenance and one (1) is D/L for 2nd Echelon maintenance.

(3) One (1) MRC-83 is D/L for 3rd Echelon maintenance and one (1) MRC-83 is D/L for 2nd Echelon maintenance.

(4) Twenty-five (25) M274A2 platform trucks are D/L for 3rd Echelon maintenance.

(5) Twelve (12) M422A1/A2 utility trucks are D/L for 3rd Echelon maintenance.

c. Engineer. Our Battalion is now utilizing a water point and shower unit which is operated by Alpha Co., 1st Engineers. We also have in direct support, engineers for minesweep purposes.

d. Ordnance.

(1) Five (5) M-60 machine guns are D/L for 3rd Echelon maintenance.

(2) Two (2) M-79 grenade launchers are D/L for 3rd Echelon maintenance.

(3) Three (3) 60mm mortars are D/L for Echelon maintenance.

(4) Two (2) 81mm mortars are D/L for 3rd Echelon maintenance.

(5) One (1) 106mm recoilless rifle is D/L for 3rd Echelon maintenance. One (1) 106mm recoilless rifle short of the authorized allowance is on order.

(6) The ~~forty-seven~~ (47) .45 cal pistol which the Battalion is short are on order.

(7) The one (1) twelve gauge shotgun which the Battalion is short is on order.

(8) The two (2) starlight scopes which the Battalion is short are on order.

(9) Class V has been readily available with the exception of claymore mines and at times 81mm illumination. Some of the new 81mm plastic cannisters were found to contain water in such an amount as to render the round useless.

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e. Food Services. While our Battalion was assigned to Con Thien the rear had two meals a day in the Battalion mess hall. The Battalion forward subsisted on C-rations, a daily supply of B-rations, which consisted mostly of fruits and juices, and whenever possible, hot meals were supplied from our rear. The Battalion has been eating two major meals a day, plus a small noon meal since their return from Con Thien. We are receiving an ample water supply from 1st Engineers water point.

f. Cantonment and Camp Facilities. All office space and living quarters are now located in tentage. Under the circumstances the electrical situation in the Battalion is very good. We have the additional facilities of a mobil dental unit and mobil PX. We also have a shower unit at our disposal which is operated by 1st Engineers.

g. Transportation. Maintenance problems with vehicles is still a hinderance to the effectiveness of the unit. We are receiving adequate support with (5) 2 1/2 ton trucks a day from 1st Motors for our housekeeping necessities.

h. Embarkation. All embarkation data is up to date and an adequate number of embarkation personnel have been assigned. We have started receiving our resupply of mount-out boxes, and on completion of this resupply our box situation will be in fairly good condition.

#### 6. Communications and Electronics.

a. General. 1 December 1967 found the Battalion forward in the defense of Con Thien and the Battalion rear in Quang Tri with CP communications at both positions. The Battalion rear moved west to Quang Tri City on 17 and 18 December 1967.

b. Radio. Radio communications during the month of December were maintained continuously at Con Thien with two days of atmosphere interference resulting from inclement weather. Intermittent electrical interference was experienced resulting from a Vietnamese radio station on the Battalion Tactical 2 net. During the rear CP displacement radio communications were secured for nine hours by order of the command. Normal radio communications have continued without major difficulties.

c. Wire. During the month of December wire communications were interrupted at Con Thien only by incoming artillery. These interruptions were numerous but of short duration due to the outstanding performance of the wiremen. Radio relay outages were frequent due to mal-functioning equipment and fluctuating power at Con Thien.

At our old rear CP, wire communications were terminated on 17 December 1967. On 17 December 1967 radio relay was installed at our present CP location, as well as internal wire, completing our integrated wire and radio relay communications.

d. Message Center. During the month of December message center operations were continuous inspite of a CP displacement from the Ai Tu air base.

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d. Maintenance and Supply. Maintenance has been properly performed on all equipment. Supply is outlined in paragraph (f).

f. Problems Encountered. The shortage of repair and accessory parts of the AN/PRC-25 continues to be acute, especially whip and tape antenna bases. Both PU 239's are in repair, one at Da Nang and the other at Yokosuka. We are currently operating on one 30KV Generator and one 5KV Generator borrowed from the Seabees.

## 7. Artillery

a. Fire Support Coordination. During the month of December E Battery, 2nd Battalion, 12th Marines was in direct support during Operation KENTUCKY. M Battery, 3rd Battalion, 12th Marines provided reinforcing fires with 4th Battalion, 12th Marines and 4th Battalion, 13th Marines providing support. Each letter company in the Battalion was furnished with two (2) Forward Observer teams. Classes in map reading and FO procedures were conducted during each orientation period. Classes in Forward Observation procedures were also conducted in the field by the company Forward Observers.

### b. Artillery Provided in Direct Support of the Battalion.

(1) Close Support Missions	290
(2) Unobserved Missions	110
(3) Harassing and Interdiction Fires	670
(4) Illumination Missions	9

### c. 81mm Mortar Missions.

(1) Close Support Missions	575
(2) Harassing and Interdiction Fires	1200
(3) Illumination Missions	18

## 8. Air Support

During Operation KENTUCKY, and while at Con Thien, the following air support was utilized:

### a. Fixed Wing.

(1) 11 Close Support Missions were flown.  
(2) 6 TPQ-10 missions were run and 1 "Arc-light" was flown.

b. Air Observers. A total of 138 hours of visual recon were flown by Air Observers for the Battalion.

### c. Helicopter Support. The following Helicopter Support was flown:

(1) Emergency Medevacs	34
(2) Priority Medevacs	24
(3) Routine Medevacs	13

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(4) On 28 December 1967 Company B, 176 men, was lifted from 1st Battalion, 1st Marines' position at Camp Evans

(5) A recon of our camp was made for 10 people.

(6) There was one passenger flight for two people and one flight for nine people.

#### 9. Medical

The Battalion Aid Station at Con Thien was staffed by two Medical Officers and two Hospital Corpsmen. During this period of time we noted a marked decrease in the incidence of diarrheal diseases, immersion foot and symptomatic pedal fungal infections. All of these have been attributable to the lack of field activity during this time. We noted an increase in non-specific, anxiety-related symptoms, no change in the incidence of jungle ulcers, and, during the last half of this period, a slow, but progressive increase in incidence of upper respiratory infections. Skin infections continued unchanged because the facilities for personal hygiene were no better than those encountered in the field; and the incidence of colds increased because of the proximity and overcrowding of living facilities.

On 22 December 1967, the Medical Department moved to the Battalion's new field location at La Vang district, Quang Tri Province. The bulk of our medical practice thus far has been infectious in nature, i.e.: Skin infections, abscesses, and upper respiratory infections.

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PART III

Sequential Listing of Significant Events

- 1 DEC The Battalion participated in Operation NE/TON.
- 3 DEC Company A found and destroyed numerous bunkers and a small tunnel.  
Engineers completed the minefield around Con Thien.
- 6 DEC Received 74 rounds mortar/artillery inside perimeter. Friendly casualties totaled 2 KIA and 7 WIA.
- 11 DEC Company A found and destroyed 10 rounds of 60mm mortar and 21 rounds of 81mm mortar.  
While firing on observed enemy mortar position, observed approximately 70 secondary explosions.
- 12 DEC Received a 72 round barrage of 82mm mortars. Received a total of 94 rounds throughout the day.  
Major General TOMPKINS visited Con Thien.
- 15 DEC Company B patrol received heavy small arms fire and a heavy mortar and artillery attack. Company B was reinforced by Company A and called in air and artillery on the enemy. Enemy losses totaled 46 KIA (CONF) and 135 KIA (PROB). Friendly casualties totaled 3 KIA and 31 WIA.
- 20 DEC Companies B and C relieved in place by Companies E and F, 2nd Battalion, 1st Marines. Companies B and C returned to the new area south of Quang Tri City. Coordinates (YD 335487).
- 23 DEC Companies A and D relieved in place by Companies G and H from 2nd Battalion, 1st Marines. 2nd Battalion, 1st Marines assumed command of Con Thien. 1st Battalion, 1st Marines chopped from OPCON of 9th Marines. Command group and Companies A and D moved south of Quang Tri City. Coordinates (YD 335487).
- 25 DEC Company D OPCON to 4th Marines.
- 27 DEC Company B OPCON to 4th Marines.
- 31 DEC Companies B and D chopped back to 1st Battalion, 1st Marines.

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PART IV

Index to Tabs

- ✓TAB A Enemy Losses (Equipment and Miscellaneous Items)
- ✓TAB B Recovered Munitions and Equipment
- ✓TAB C Journal for 1 December 1967 to 31 December 1967.

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# Enemy Losses (Equipment and Miscellaneous Items)

105mm artillery round	25
81mm mortar round	79
60mm mortar round	10
Butterfly mine	1
Anti-personnel mine, type unk	1
Base plate, 60mm mortar	1
Boat	1
Entrenching tool	1
Bunker	26
Fortified position, mortar	3
Fortified position, machine gun	4

Recovered Munitions and Equipment During Reporting Period

81mm mortar round	1
Grenade, M-26	1
Grenade, CS	1
Ammunition, 5.56mm, rounds	150

JOURNAL  
For 1 December 1967 to 31 December 1967

TAB C

## JOURNAL

NAVJMC 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
010001H Dec	012400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0031		1	010030	MILB"B" - MILB: All 01 work canceled		
0100		2	010055	MILB"D" - MILB: LP #2 Ret to CP		
0115		3	010112	MILB"D" - MILB: LP #22 Dep CP		
0140		4	010135	SEARCHLIGHT UNITS - MILB: All Secure		
0155		5	010135	MILB"D" - MILB: G1(-) Ret to CP		
0350		6	010310	MILB UNITS - MILB: All Secure		
0355		7	010350	MILB"D" - MILB: All Secure; D1 in position		
0405		8	010400	MILB"D" - MILB: LP #22 Ret to CP		
0406		9	010401	MILB UNITS - MILB: All Secure		
	0450	10	010450	MILB - DRAKEPOOL: 4 Hour Sit Report		
		11	010510	MILB"D" - MILB: Request illumination		
	0535	12	010535	MILB - DRAKEPOOL: Daily Rain Report		
		13	010540	MILB"D" - MILB: D1(+) Ret to CP		
0555		14	010550	MILB"A" - MILB: LP #22 Ret to CP		
0555		15	010553	MILB"A" - MILB: LP #1 Ret to CP		
0530		16	010530	MILB"D" - MILB: Report on burn victim from arecol can.		
0603		17	010603	MILB UNITS - MILB: All Secure		
0615		18	010615	MILB UNITS - MILB: All LP's have ret to CP		
0640		19	010640	MILB"D" - MILB: D3 read sweep Dep CP		
0650		20	010650	MILB"D" - MILB: D3 at initial point		
0704		21	010704	MILB"D" - MILB: D3 at Ck Pt #1		
	0705	22	010705	MILB - DRAKEPOOL: B Co. day work		
0715		23	010715	MILB"D" - MILB: D3 at Ck Pt #2		
0725		24	010725	MILB"D" - MILB: D3 at Ck Pt #3		
0920		25	010825	MILB"D" - MILB: B4 at Ck Pt #4		
		26	010900	MILB"B" - MILB: Request password code		
	1120	27	011120	MILB - DRAKEPOOL: 6 Hour Sit Rep		
		28	011140	DRAKEPOOL - MILB: Re: radio equipment		
		29	010958	HINDRANCE "D6" - MILB: Will have tractor working around south gate		
	1225	30	011225	MILB - DRAKEPOOL: Spot Report #1 (Rec'd 4 105mm Arty)		
1356		31	011230	DRAKEPOOL - MILB: L/CPL Fitch will ret to your position.		
1357		32	011230	DRAKEPOOL - MILB: Possibility of enemy air attack on Con Thien		
1405		33	010405	MILB"B" - MILB: B4 at Ck Pt #2		
	1424	34	011424	MILB - DRAKEPOOL: Daily Strength Report		
1440		35	011440	MILB"B" - MILB: B4 Ret to CP		
	1445	36	011445	MILB"B" - MILB UNITS: Insure all 60mm base plates are above water and secure		
	1717	37	011717	MILB - DRAKEPOOL: Spot Report #2 (B Co. obs 1 NVA and possibly killed him		
	1720	38	011720	MILB - DRAKEPOOL: Spot Report #3 (B Co obs 5 men in green uniforms)		

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVME 219-05 (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

1st Battalion, 1st Marines

Con Thien

10 (Date and hour)

0100014 Dec

012400H Dec

(Classification)

(See reverse side for instructions)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
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#### b. Place: Enter coordinates or name of locality.

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#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVMC 219-65 (REV. 5-63)  
SUPERSEDES 2-52 AND 8-50 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION 1st Battalion, 1st Marines	
PLACE Con Thien	
FROM (Date and hour) 020001H Dec	TO (Date and hour) 022400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0001		1	020001	MILB UNITS - MILB: All Secure		
0045		2	020045	MILB REAR - MILB: ANG/39 serial numbers		
0200		3	020300	MILB UNITS - MILB: All Secure		
0220		4	020220	SEARCHLIGHT UNITS - MILB: All Secure		
0305		5	020305	MILB"R" - MILB: LP #11 Dep CP/D1(-) Dep CP		
0307		6	020307	SEARCHLIGHT UNITS - MILB: All Secure		
0347		7	020345	MILB"D" - MILB: D1 in position		
0355		8	020355	MILB UNITS - MILB: All Secure		
0400		9	020400	MILB"D" - MILB: LP #11 in position		
0440		10	020440	MILB"C" - MILB: LP #3 Ret to CP		
	0450	11	020450	MILB - DRAKEPOOL: 6 Hour Sit Rep		
0545		12	020545	MILB"A" - MILB: LP #1 & #3 Dep position		
		13	020540	MILB"A" - MILB: LP #3 Ret to CP		
0603		14	020552	MILB"A" - MILB: LP #1 Ret to CP		
0605		15	020605	SEARCHLIGHT UNITS - MILB: All Secure		
0715		16	020715	MILB"C" - MILB: Dep CP		
0715		17	020715	MILB"C" - MILB: LP #2 Ret to CP		
	0645	18	020645	MILB"IO" - MILB: Request serial numbers of remote and local of Anger 39's		
0720		19	020650	MILB"R" - MILB: LP #1 Ret to CP		
0808		20	020736	MILB"C" - MILB: C Co. at Ck Pt #2		
	0835	21	020835	MILB"S-2" - MILB UNITS: Password code		
1027		22	021027	MILB"D" - MILB: D1 Dep CP		
1225		23	021045	DRAKEPOOL - MILB: Request for monthly reports		
	1130	24	021130	MILB - DRAKEPOOL: Daily Strength Report		
1230		25	021130	MILB"C" - MILB: C Co. at Ck Pt #3		
	1210	26	021210	MILB - DRAKEPOOL: 6 Hour Sit Rep		
1231		27	021210	MILB UNITS - MILB: All Secure		
		28	021210	MILB"C" - MILB: C Co. at Ck Pt #4		
1430		29	021300	MILB UNITS - MILB: All Secure		
1430		30	021310	MILB"D" - MILB: Position report-115688		
1431		31	021320	MILB"C" - MILB: C Co. at Ck Pt #5		
1432		32	021345	MILB"C" - MILB: C Co. Ret to CP		
1432		33	021400	MILB UNITS - MILB: All Secure		
1500		34	021500	MILB UNITS - MILB: All Secure		
	1510	35	021510	MILB - DRAKEPOOL: OPSTAT REPORT		
1621		36	021510	MILB UNITS - MILB: All Secure		
1700		37	021621	MILB UNITS - MILB: All Secure		
1750		38	021750	MILB UNITS - MILB: All Secure		
1927		39	021910	MILB"A" - MILB: LP #2 Dep CP		
1927		40	021927	MILB"A" - MILB: LP #3 Dep CP		
1927		41	021927	MILB"B" - MILB: LP #4 Dep CP		
1932		42	021925	MILB"B" - MILB: LP #3 Dep CP		
1932		43	021925	MILB"B" - MILB: LP #2 in position		
2000		44	021930	MILB"A" - MILB: LP #3 in position		
2000		45	022000	MILB"D" - MILB: LP #2 Dep CP		

(See reverse side for instructions)

PAGE NO.

(Classification)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information, and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

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(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

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### 3. Endings:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVMC 219-GS (REV 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION 1st Battalion, 1st Marines	
PLACE Con Thien	
FROM (Date and hour) 030001H Dec	TO (Date and hour) 032400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0007		1	030007	SEARCHLIGHT UNITS - MTLB: All Secure		
0105		2	030100	MTLB"D" - MTLB: D1A Dep CP		
0110		3	030110	SEARCHLIGHT UNITS - MTLB: All Secure		
0123		4	030122	MTLB"D" - MTLB: D1A in posit		
0249		5	030248	MTLB"B" - MTLB: LP #22 Dep CP		
0200		6	030200	MTLB"D" - MTLB: LP #22 in posit		
0205		7	030205	MTLB"D" - MTLB: LP #11 Dep CP		
0340		8	030340	MTLB"A" - MTLB: LP #2 Ret to CP		
0350		9	030350	MTLB"D" - MTLB: LP #3 Ret to CP		
0420		10	030355	MTLB"A" - MTLB: A2A Dep CP		
0515	0500	11	030500	MTLB - DRAKEPOOL: 6 Hour Sit Rep		
0555		12	030515	MTLB"C" - MTLB: LP #3 Ret to CP		
0557		13	030555	MTLB"C" - MTLB: LP #2 Ret to CP		
0600		14	030557	MTLB"B" - MTLB: LP #3 Ret to CP		
0606		15	030600	MTLB"D" - MTLB: LP #11 Ret to CP		
0606		16	030606	MTLB"B" - MTLB: LP #4 Ret to CP		
0607		17	030607	MTLB"A" - MTLB: LP #3 Ret to CP		
0635		18	030630	MTLB"D" - MTLB: LP #22 Ret to CP		
0635		19	030635	MTLB"A" - MTLB: A(-) Dep CP		
0653		20	030653	SEARCHLIGHT UNITS - MTLB: All Secure		
0710	0710	21	030700	MTLB - DRAKEPOOL: Daily Rain Report		
0710		22	030705	MTLB"B" - MTLB: B3 Dep CP		
0715		23	030706	MTLB PASSWORD FOR 03 DEC		
0719		24	030707	MTLB UNITS - MTLB: All Secure		
0800		25	030750	MTLB"B" - MTLB: Road Sweep Dep for CP		
0800		26	030800	MTLB"B" - MTLB: B3 Ret to CP		
0708		27	030708	MTLB UNITS - MTLB: All Secure		
0900		28	030900	MTLB UNITS - MTLB: All Secure		
1000		29	031000	MTLB"A" - MTLB: A Co. Returning to CP		
1005		30	030955	DRAKEPOOL - MTLB: Daily Rain Report		
1005		31	031002	MTLB UNITS - MTLB: All Secure		
1100		32	031100	MTLB UNITS - MTLB: All Secure		
1200		33	031200	MTLB UNITS - MTLB: All Secure		
1220		34	031220	MTLB - DRAKEPOOL: Spot Report #1 (Bunkers found by A Co.)		
1215		35	031215	MTLB - DRAKEPOOL: 6 Hour Sit Report		
1505		36	031230	MTLB"D" - MTLB: D3 Dep CP		
1307		37	031307	MTLB - DRAKEPOOL: Daily Strength Report		
1510		38	031458	MTLB"D" - MTLB: D3 Ck Pt #3		
1530		39	031524	MTLB"D" - MTLB: D3 Ck Pt #4		
1544		40	031536	MTLB"D" - MTLB: D3 Ck Pt #5		
1547		41	031525	DRAKEPOOL - MTLB: Directions for day and night work		
1625		42	031608	MTLB"D" - MTLB: D3 Ret to CP		
1630		43	031635	DRAKEPOOL - MTLB: Intel Report (possible 81/82mm Mortar attack & ground attack		
					Passed to S-2	

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Endings:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 219-GS (REV. 5-63)  
SUSPENDS 2-52 AND 8-5A EDITIONS WHICH WILL BE USED

UNIT OR SECTION  
1st Battalion, 1st Marines  
PLACE  
Con Thien  
FROM (Date and hour) TO (Date and hour)  
030001N Dec 032400N Dec

*(See reverse side for instructions)*

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "I", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal Files

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVMC 219-66 (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION

1st Battalion, 1st Marines

PLACE

Con Thien

FROM (Date and hour)

040001H Dec

TO (Date and hour)

042400H Dec

TIME		SERIAL NO	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
0059		1	040042	MILB"D" - MILB: CIA Ret to CP	
0059		2	040050	MILB"D" - MILB: LP #22 Dep CP	
0130		3	040130	SEARCHLIGHT UNIT - MILB: All Secure	
0131		4	040120	MILB"D" - MILB: LP #33 Dep CP	
0134		5	040121	MILB UNITS - MILB: All Secure	
0135		6	040130	MILB"D" - MILB: LP #33 in posit	
0210		7	040210	SEARCHLIGHT UNIT - MILB: All Secure	
0211		8	040210	MILB UNITS - MILB: All Secure	
0312		9	040300	MIL B UNITS - MILB: All Secure	
0313		10	040305	MILB"D" - MILB: DIA in posit	
0400		11	040400	MILB UNITS - MILB: All Secure	
0450		12	040450	MILB"D" - MILB: LP #22 Retn CP	
0500	0500	13	040500	MILB - DRAKEPOOL: 6 Hour Sit Report	
0500		14	040500	MILB UNITS - MILB: All Secure	
0525		15	040525	MILB"C" - MILB: LP #2 & #3 Ret to CP	
0545		16	040545	MILB"A" - MILB: LP #2 Ret to CP	
0554		17	040554	MILB"A" - MILB: LP #1 Ret to CP	
0609		18	040609	MILB"D" - MILB: LP #33 & DIA Ret to CP	
	0615	19	040615	MILB - DRAKEPOOL: Daily Rain Report	
0710		20	040710	MILB"C" - MILB: G3 Dep CP	
0712		21	040712	MILB"B" - MILB: B(-) Dep CP	
0713		22	040713	MILB"B" - MILB: LP #3 & #4 Ret to CP	
0728		23	040728	MILB"B" - MILB: B(-) Ck Pt #1	
0801		24	040801	MILB"B" - MILB: B(-) Ck Pt #2	
0806		25	040806	MILB"C" - MILB: G3 Ret to CP	
0835		26	040828	MILB Password Code to All MILB UNITS	
0926		27	040926	MILB"B" - MILB: B(-) Ck Pt #4	
	0930	28	040930	MILB - DRAKEPOOL: Spot Report #1 (Rec'd 1 rnd 82mm Mortar)	
1040		29	041037	MILB"B" - MILB: B Ck Pt #3	
1145		30	041131	MILB"B" - MILB: B Ck Pt #6	
	1145	31	041145	MILB - DRAKEPOOL: 6 Hour Sit Rep	
1155		32	041148	MILB"B" - MILB: B Ck Pt #4	
1212		33	041200	MILB UNITS - MILB: All Secure	
	1206	34	041206	MILB - DRAKEPOOL: Spot Report #2 (Fnd 200lbs Rice)	
	1214	35	041214	MILB - DRAKEPOOL: Spot Report #3 (Rec'd 2 rnds VT)	
1230		36	041221	MILB"B" - MILB: Ck Pt #4	
	1230	37	041230	MILB - DRAKEPOOL: Plans for 04 Dec	
	1240	38	041240	MILB - DRAKEPOOL: Spot Report #4 (Rec'd 1 rnd RR)	
	1245	39	041245	MILB - DRAKEPOOL: Daily Rain Report	
1315		40	041300	MILB UNITS - MILB: All Secure	
1317		41	041300	MILB"B" - MILB: B Ck Pt #5	
1400		42	041305	MILB"B" - MILB: B Ret to CP	

(See reverse side for instructions)

PAGE NO

(Classification)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

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(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

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f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAYMC 219-65 (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

1st Battalion, 1st Marines

Con Thien

040001H Dec

042400H Dec

(Classification)

(See reverse side for instructions)

PAGE NO

*[Lecturer's name]*

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units, "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

MAYNIE 219-05 (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
050001H Dec	052400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0011		1	050011	MILB"D" - MILB: LP #1 Ret to CP		
0016		2	050016	MILB"D" - MILB: LP #33 Rep CP		
0104		3	050104	MILB UNITS - MILB: All Secure		
0117		4	050115	MILB"D" - MILB: D3 Dep CP		
0200		5	050158	MILB"D" - MILB: LP #11 Dep CP		
0345		6	050220	MILB"D" - MILB: LP #11 & #33 in posit		
0345		7	050347	MILB"D" - MILB: LP #2 Dep CP		
0438		8	050436	MILB"C" - MILB: LP #2 Dep CP		
0507		9	050505	MILB - DRAKEPOOL: 6 Hour Sit Report		
0512		10	050510	MILB"D" - MILB: D2 Ret to CP		
0516		11	050515	MILB"C" - MILB: LP #3 Ret to CP		
0530		12	050525	DRAKEPOOL - MILB: Re Frag O #8		
0538		13	050537	MILB"2" - MILB: Dep CP		
0546		14	050545	MILB"B" - MILB: LP #2 Ret to CP		
0546		15	050546	MILB"A" - MILB: LP #3 Ret to CP		
0550		16	050549	MILB"B" - MILB: LP #1 Ret to CP		
0557		17	050556	MILB"A" - MILB: LP #1 Ret to CP		
0604		18	050601	MILB"2" - MILB: Ck Pt #2		
0605		19	050605	MILB - DRAKEPOOL: Daily Rain Report		
0610		20	050610	MILB"D" - MILB: LP #11 Ret to CP		
0618		21	050613	MILB"C" - MILB: LP #2 Ret to CP		
0645		22	050645	MILB"A" - MILB: A2 Dep CP		
0705		23	050706	MILB"B" - MILB: B4 Dep CP		
0730		24	050730	DARTING STAR - MILB: 16 Ck Pt #6		
	0745	25	050745	MILB UNITS - MILB: Password Code		
0830		26	050800	DRAKEPOOL - MILB: Possible condition yellow		
0900		27	050830	MILB"A" - MILB: A2 Ret to CP		
		28	050921	DARTING STAR - MILB: Patrol Ck Pt #4		
	0935	29	050935	MILB - DRAKEPOOL: Daily Strength Report		
		30	050940	MILB"2" - MILB: All Secure		
	1010	31	051010	MILB UNITS Rec'd 6 Rnds Arty/RR		
	1100	32	051100	MILB - DRAKEPOOL: Spot Report #2 (See Mesg 31)		
1105		33	051105	MILB UNITS - MILB: All Secure		
	1110	34	051110	MILB - DRAKEPOOL: 6 Hour Sit Report		
	1145	35	051145	MILB - DRAKEPOOL: Spot Report #3 (6 rnds RR/82 rnds)		
	1235	36	051235	MILB - DRAKEPOOL: Spot Report #4 (Final on mesg #35)		
	1240	37	051240	MILB - DRAKEPOOL: Spot Report #5 (Rec'd 3 rnds 120mm Mortar)		
	1321	38	051312	MILB - DRAKEPOOL: Spot Report #6 (See mesg 37)		
	1537	39	051500	MILB UNITS - MILB: All Secure		
	1643	40	051643	MILB - DRAKEPOOL: Spot Report #7 (3 VC obs)		
	1651	41	051651	MILB - DRAKEPOOL: Spot Report #8 (4 VC obs)		
1730		42	051600	MILB UNITS - MILB: All Secure		
1730		43	051604	MILB W - MILB: All Secure		

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Endings:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 219-GS (REV. 5-63)  
SUPERSEDES 2-57 AND 8-56 EDITIONS WHICH WILL BE USED

1st Battalion, 1st Marines

**Con Thien**

050001H Dec

052400H Dec

(Classification)

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

(1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.

(2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal Filer:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVMC 219-65 (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION 1st Battalion, 1st Marines	
PLACE Con Thien	
FROM (Date and hour) 060001H Dec	TO (Date and hour) 062400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
0735		1	060610	MILB"BN" - MILB: LP #3 & #4 Ret to CP	
0737		2	060615	MILB"C" - MILB: C1 Ret to CP	
0740		3	060715	MILB"A" - MILB: A3 Ck Pt #1	
0740		4	060725	MILB"A" - MILB: A3 Ck Pt #2	
	0745	5	060745	MILB - DRAKEPOOL: Daily Rain Report	
0804		6	060745	MILB"A" - MILB: A3 Ck Pt #3	
	0810	7	060810	MILB - DRAKEPOOL: Spot Report #1 (Man tripped mine rigged with trip wire)	
0831		8	060820	MILB"C" - MILB: Spot Report rec'd in msg 7)	
0858		9	060843	MILB"A" - MILB: A3 Ck Pt #4	
0858		10	060848	MILB"A" - MILB: A3 Ck Pt #5	
0910		11	060855	MILB UNITS - MILB: All Secure	
0915		12	060858	MILB"JA" - MILB: Have Ret to CP	
	0945	13	060945	MILB - DRAKEPOOL: Daily Strength Report	
1006		14	060950	MILB"C" - MILB: Spot Report (Man tripped 2 mines - 3 WIA*)	
	1008	15	061008	MILB - DRAKEPOOL: Spot Report #2 (Msg 14)	
	1045	16	061045	MILB - DRAKEPOOL: Spot Report #3 (Final on messages #7 & #14)	
1108		17	061042	MILB UNITS - MILB: All Secure	
1108		18	061051	MILB"C" - MILB: C Ret to CP	
	1100	19	061100	MILB - DRAKEPOOL: 6 Hour Sit Report	
	1100	20	061100	MILB"3" - MILB"D": Request security element for survey team)	
1115		21	061102	MILB UNITS - MILB: All Secure	
	1150	22	061150	MILB - DRAKEPOOL: Spot Report #4 (Rec'd 6 arty rnds)	
1205		23	061205	MILB UNITS - MILB: All Secure	
1205		24	061305	MILB - DRAKEPOOL: Spot Report #5 (Rec'd 2 rnds 120mm mortars)	
1310		25	061310	MILB UNITS - MILB: All Secure	
1314		26	061315	DRAKEPOOL - MILB: Intel Report (possible S/C attack)	
	1500	27	061500	MILB - DRAKEPOOL: Spot Report #6 (Initial- 9 rnds 82mm mortar rec'd)	
	1720	28	061720	MILB - DRAKEPOOL: Spot Report #7 (Final on msg 27 - rec'd 32 rnds)	
1655		29	061900	MILB advised to change Regt Freq.	
1930		30	061900	MILB"A" - MILB: LP #1 & #2 Rep CP	
1932		31	061900	MILB UNITS - MILB: All Secure	
1932		32	061910	MILB"A" - MILB: LP #2 in posit	
1946		33	061930	MILB"A" - MILB: LP #1 in posit	
1947		34	061930	MILB"D" - MILB: LP #2 in position	
1959		35	061930	DRAKEPOOL - MILB: Activities for 07 Dec	
2030		36	061945	MILB"C" - MILB: LP #3 Dep CP	
2039		37	061945	MILB"D" - MILB: LP #1 in posit	

(See reverse side for instructions)

PAGE NO.

(Classification)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAYMC 219-GS (REV. 5-63)

SUPERSEDES 2-57 AND B-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
060000H Dec	062400H Dec

(See reverse side for instructions)

PAGE NO.

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVMC 219-65 (REV. 5-63)

SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION		1st Battalion, 1st Marines
PLACE		Con Thien
FROM (Date and hour)	TO (Date and hour)	
070001H Dec	072400H Dec	

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0100		1	070100	MILB UNITS - MILB: All Secure		
0111		2	070111	MILB"D" - MILB: DIA Dep CP		
0120		3	070120	MILB"D" - MILB: LP #2 Ret to CP		
0130		4	070130	MILB"D" - MILB: LP #3 Ret to CP		
0258		5	070258	MILB"D" - MILB: LP #11 in posit		
0430		6	070430	MILB"B" - MILB: LP #1 Ret to CP		
0437		7	070437	MILB"B" - MILB: LP #2 Ret to CP		
0455		8	070455	MILB"D" - MILB: DIA Ret to CP		
	0505	9	070505	MILB - DRAKEPOOL: 6 Hour Sit Rep		
0555		10	070555	MILB"D" - MILB: LP #11 Ret to CP		
0600		11	070600	MILB"A" - MILB: LP #1 & #2 Ret to CP		
	0600	12	070600	MILB - DRAKEPOOL: Daily Rain Rep		
0654		13	070630	MILB"B" - MILB: Ck Pt #1		
0655		14	070643	MILB"C" - MILB: C2 road sweep ready to Dep		
0720		15	070706	MILB"C" - MILB: C2 Dep CP		
0721		16	070707	MILB"B" - MILB: Ck Pt #2		
0743		17	070728	MILB UNITS - MILB: All Secure		
0825		18	070747	MILB"C" - MILB: C2 at bridge		
0826		19	070809	MILB UNITS - MILB: All Secure		
0827		20	070809	MILB"B" - MILB: Ck Pt #3		
	0831	21	070831	MILB - MILB UNITS: Password code		
0915		22	070900	MILB UNITS - MILB: All Secure		
	0925	23	070925	MILB - DRAKEPOOL: Req repair of 81mm sights		
	0930	24	070930	MILB - DRAKEPOOL: Daily Rain / Strength Rep		
0950		25	070935	MILB"C" - MILB: C2 Dep C2 Bridge		
0952		26	070942	MILB FORWARD - MILB: Arrived at posit		
0952		27	070952	MILB UNITS - MILB: All Secure		
1002		28	071002	MILB"C" - MILB: C2 sec from En Tac		
1020		29	071020	MILB"C" - MILB: All Secure		
1023		30	071110	HINDRANCE "D2" - MILB: Checking into net		
1223		31	071200	MILB UNITS - MILB: All Secure		
	1615	32	071615	MILB - DRAKEPOOL: Spot Report #1 (Rec'd 2 rnds 82mm mortar)		
1616		33	071616	MILB"B" - MILB: H ret to CP		
1645		34	071645	DRAKEPOOL - MILB: Intel Report (Possible arty/grnd attack)		
	1655	35	071655	MILB - DRAKEPOOL: 6 Hour Sit Report		
1915		36	071900	MILB"B" - MILB: LP #3 in posit		
1915		37	071902	MILB"A" - MILB: LP #3 Dep CP		
1920		38	071908	MILB UNITS - MILB: All Secure		
1921		39	071912	MILB"A" - MILB: LP #1 Dep CP		
1927		40	071927	MILB"B" - MILB: LP #4 Dep CP		
1930		41	071928	MILB"A" - MILB: LP #3 in posit		
1930		42	071930	MILB"B" - MILB: LP #4 in posit		
1937		43	071937	MILB"D" - MILB: LP #3 Dep CP		
1940		44	071940	MILB"A" - MILB: LP #1 in posit		

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

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### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
070001H Dec	072400H Dec

(See reverse side for instructions)

PAGE NO

**1. Classification**

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVJG 219-GS (REV. 5-63)  
SUPERSEDES 2-32 AND 8-36 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
080001H Dec	082400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
0101		1	080101	MILB"D" - MILB: LP #33 Dep CP	
0113		2	080113	MILB"D" - MILB: DIA Ret to CP	
0123		3	080123	MILB"D" - MILB: LP #22 Dep CP	
0440		4	080440	MILB"D" - MILB: LP #33 Ret to CP	
	0500	5	080500	MILB - DRAKEPOOL: 6 Hour Sit Rep	
0501		6	080501	MILB"C" - MILB: LP #2 Ret to CP	
0514		7	080514	MILB"D" - MILB: LP #22 Ret to CP	
0530		8	080530	MILB"C" - MILB: LP #3 Ret to CP	
	0600	9	080600	MILB - DRAKEPOOL: Daily Rain Report	
0605		10	080605	MILB"A" - MILB: LP #3 Ret to CP	
0607		11	080607	MILB"D" - MILB: CIA Ret to CP	
0703		12	080605	MILB"B" - MILB: LP #4 Ret to CP	
0703		13	080645	MILB"D" - MILB: D3 mine sweep Dep CP	
0703		14	080645	MILB"A" - MILB: LP #1 Ret to CP	
0703		15	080645	MILB"B" - MILB: LP #3 Ret to CP	
0743		16	080700	MILB UNITS - MILB: All Secure	
0747		17	080740	MILB"D" - MILB: D3 Ck Pt #1	
0808		18	080750	MILB"D" - MILB: D3 Ck Pt #2	
0808		19	080800	MILB"D" - MILB: D3 Ck Pt #3	
0809		20	080800	MILB UNITS - MILB: All Secure	
0810		21	080805	MILB"D" - MILB: D3 Returning to CP	
0820		22	080815	MILB"D" - MILB: D3 Dep CP	
0930		23	080900	MILB UNITS - MILB: All Secure	
	0950	24	080950	MILB - DRAKEPOOL: Daily Strength Report	
1020		25	081000	MILB UNITS - MILB: All Secure	
	1048	26	081048	MILB - DRAKEPOOL: 6 Hour Sit Report	
1106		27	081100	MILB UNITS - MILB: All Secure	
1201		28	081201	MILB UNITS - MILB: All Secure	
1240		29	081240	MILB - MILB: Freq changes	
1300		30	081300	MILB UNITS - MILB: All Secure	
1400		31	081400	MILB UNITS - MILB: All Secure	
	1419	32	081419	MILB - DRAKEPOOL: Spot Report #1 (Rec'd 2 rds 120mm mortar)	
1500		33	081500	MILB UNITS - MILB: All Secure	
	1501	34	081501	MILB - DRAKEPOOL: Add to Msg 32 - 1 WIA	
1600		35	081600	MILB UNITS - MILB: All Secure	
	1600	36	081600	MILB - DRAKEPOOL: Spot Report #2 (Rec'd 1 rds 82mm mortar)	
1700		37	081700	MILB UNITS - MILB: All Secure	
	1717	38	081717	MILB - DRAKEPOOL: 6 Hour Sit Report	
	1729	39	081729	MILB - DRAKEPOOL: Spot Report #3 (Rec'd 1 rds 82mm mortar)	
1815		40	081800	MILB UNITS - MILB: All Secure	
0247		41	081930	MILB"B" - MILB: LP #2 Dep CP	
0247		42	081900	MILB UNITS - MILB: All Secure	
2048		43	081905	MILB"A" - MILB: LP #2 Dep CP	

(See reverse side for instructions)

PAGE NO

(Classification)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAYMC 279-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-58 EDITIONS WHICH WILL BE USED

UNIT OR SECTION	
1st Battalion, Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
080001H Dec	082400H Dec

(See reverse side for instructions)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) *Unit Journal.* Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) *Section Journal.* Enter time information is received within section.

#### b. Time Out:

(1) *Unit Journal.* Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) *Section Journal.* Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. *Action Taken:* This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. *Summary:* A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. *Closing:* Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVJG 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION

PLACE

1st Battalion, 1st Marines

FROM (Date and hour)

Con Thien

TO (Date and hour)

090001H Dec

092400H Dec

(Classification)

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M - Maps S - Staff F - Troops F - File
IN	OUT				
0001		1	090001	MILB "B" - MILB: LP #3 Ret to CP	
0005		2	090005	MILB UNITS - MILB: All Secure	
0015		3	090015	MILB "D" - MILB: LP #11 Dep CP	
0110		4	090110	MILB "D" - MILB: DIA Ret to CP	
0135		5	090135	MILB "D" - MILB: D2(-) Ret to CP	
0332		6	090332	MILB "A" - MILB: LP #2 Ret to CP	
0415		7	090415	MILB UNITS Ret to CP	
	0500	89	090500	MILB - DRAKEPOOL: 6 Hour Sit Rep	
0600		9	090600	MILB UNITS - MILB: All Secure	
	0607	10	090607	MILB - DRAKEPOOL: Daily Rain Report	
0730		11	090720	MILB UNITS - MILB: All Secure	
0735		12	090735	MILB "A" - MILB: A2 Mine Sweep Dep CP	
0800		13	090755	MILB "A" - MILB: A2 Ck Pt #1	
0800		14	090800	MILB UNITS - MILB: All Secure	
0813		15	090810	DRAKEPOOL - MILB: Password Code	
0825		16	090820	MILB "A" - MILB: A2 Ck Pt #2	
0840		17	090827	MILB "A" - MILB: A2 Ck Pt #3	
0900		18	090900	MILB UNITS - MILB: All Secure	
0950		19	090935	MILB "A" - MILB: A2 Ck Pt #4	
0950		20	090940	MILB "A" - MILB: A2 Ck Pt #5	
	0947	21	090947	MILB - DRAKEPOOL: Daily Strength Report	
0950		22	090950	MILB "A" - MILB: A2 Ret to CP	
1010		23	091000	MILB UNITS - MILB: All Secure	
1104		24	091100	MILB UNITS - MILB: All Secure	
1200		25	091150	MILB UNITS - MILB: All Secure	
1200		26	091200	MILB UNITS - MILB: All Secure	
	1245	27	091245	MILB - DRAKEPOOL: 6 Hour Sit Report	
1300		28	091300	MILB UNITS - MILB: All Secure	
1353		29	091343	DRAKEPOOL - MILB: Change of Thrust Points	
1400		30	091400	MILB UNITS - MILB: All Secure	
	1423	31	091423	MILB - DRAKEPOOL: Spot Report #1 (Rec'd 6 rnds 105mm arty)	
	0510	32	091510	MILB - DRAKEPOOL: Spot Report #2 (Rec'd 13 rnds 105mm arty)	
1441		33	091441	DRAKEPOOL - MILB: Current Mike Numbers	
	1600	34	091600	MILB - DRAKEPOOL: Spot Report #3 (Msg 32)	
	1641	35	091600	MILB - DRAKEPOOL: Spot Report #4 (D Co. accidental discharge)	
	1735	36	091735	MILB - DRAKEPOOL: 6 Hour Sit Report	
	1855	37	091813	MILB - DRAKEPOOL: Additional info on msg 35	
1944		38	091850	MILB "A" - MILB: LP #2 Dep CP	
1945		39	091857	MILB "A" - MILB: LP #1 Dep CP	
1946		40	091905	MILB "A" - MILB: LP #2 in posit	
1947		41	091915	MILB UNITS - MILB: All Secure	
1949		42	091925	MILB "A" - MILB: LP #1 in posit	
1950		43	091930	MILB "C" - MILB: LP #2 & #3 Dep CP	

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
090001H Dec	092400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M - Map S - Staff	T - Troop F - File
1955		44	091933	MILB"D" - MILB: LP #2 Dep CP		
2000		45	091953	MILB"B" - MILB: LP #2 Dep CP		
2005		46	091955	MILB"C" - MILB: LP #2 & #3 in posit		
2010		47	091955	MILB"B" - MIL B: LP #1 Dep CP		
2015		48	091955	MILB"D" - MILB: LP #2 in posit		
2020		49	092000	MILB UNITS - MILB: All Secure		
2021		50	092010	MILB"B" - MILB: LP #2 in posit		
2022		51	092013	MILB"B" - MILB: LP #1 in posit		
2200		52	092105	MILB UNITS - MILB: All Secure		
2233		53	092210	MILB UNITS - MILB: All Secure		
2301		54	092300	MILB UNITS - MILB: All Secure		
	2300	55	092300	MILB - DRAKEPOOL: Spot Report #5 (Rec'd 5 rds unk cal)		
	2300	56	092300	MILB - DRAKEPOOL: 6 Hour Sit Report		

(See reverse side for instructions.)

PAGE NO

*{ Classification }*

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative-form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVMC 219-GS (REV 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	1st Battalion, 1st Marines	
PLACE	Con Thien	
FROM (Date and hour)	100001H Dec	TO (Date and hour) E02400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0001		1	100001	MILB UNITS - MILB: All Secure		
0002		2	100002	MILB"D" - MILB: LP #11 Dep CP		
0020		3	100020	MILB"D" - MILB: D3A Dep CP		
0400		4	100400	MILB"D" - MILB: D3A Ret to CP		
	0500	5	100500	MILB - DRAKEPOOL: 6 Hour Sit Report		
0520		6	100520	MILB"C" - MILB: LP #2 & #3 Ret to CP		
0530		7	100530	MILB"B" - MILB: LP #1 & #2 Ret to CP		
0535		8	100535	MILB"A" - MILB: LP #2 Ret to CP		
	0600	9	100600	MILB - DRAKEPOOL: Daily Rain Report		
0703		10	100703	MILB UNITS - MILB: All Secure		
0815		11	100800	MILB UNITS - MILB: All Secure		
0816		12	100803	MILB"B" - MILB: B2 Dep / CP		
0930		13	100900	MILB UNITS - MILB: All Secure		
0940		14	100905	MILB"B" - MILB: B2 Ret to CP		
0957		15	100940	MILB - DRAKEPOOL: Daily Strength Report		
1000		16	100950	MILB"C" - MILB: C3 Gk Pt #1		
1015		17	101005	MILB UNITS - MILB: All Secure		
1035		18	101030	MILB"C" - MILB: C3 Gk Pt #3		
1040		19	101035	MILB"C" - MILB: C3 All Secure		
1045		20	101100	MILB UNITS - MILB: All Secure		
1150		21	101115	MILB"D" - MILB: D2 Ret to CP		
	1115	22	101115	MILB - DRAKEPOOL: 6 Hour Sit Report		
1200		23	101155	MILB UNITS - MILB: All Secure		
	1245	24	101245	MILB - DRAKEPOOL: Spot Report #1 (Rec'd 1 and arty)		
1342		25	101342	MILB"C" - MILB: C3 Ret to CP		
1355		26	101355	MILB"C" - MILB: C2 Dep CP		
1400		27	101400	HINDRANCE"D2" - MILB: Commencing wire work		
	1445	28	101445	MILB - DRAKEPOOL: Re status Blm tubes		
1520		29	101520	DRAKEPOOL - MILB: Intel Report (poss rockets)		
	1705	30	101705	MILB - DRAKEPOOL: 6 Hour Sit Report		
1806		31	101700	MILB UNITS - MILB: All Secure		
1905		32	101900	MILB UNITS - MILB: All Secure		
1910		33	101903	MILB"A" - MILB: LP #1 Dep CP		
1915		34	101910	MILB"A" - MILB: LP #3 Dep CP		
1916		35	101915	MILB"B" - MILB: LP #4 Dep CP		
2035		36	101923	MILB"A" - MILB: LP #1 in posit		
2036		37	101926	MILB"A" - MILB: LP #3 in posit		
2037		38	101928	MILB"D" - MILB: LP #1 in posit		
2038		39	101930	MILB"B" - MILB: LP #4 in posit		
2039		40	102005	MILB"C" - MILB: LP #2 & #3 Dep CP		
2040		41	102010	MILB"B" - MILB: LP #3 Dep CP		
2042		42	102014	MILB"C" - MILB: LP #2 & #3 in posit		
2043		43	102020	MILB"B" - MILB: LP #3 in posit		
2044		44	102030	MILB"D" - MILB: D2(-) Dep CP		
2002		45	102100	MILB UNITS - MILB: All Secure		

(See reverse side for instructions)

PAGE NO

(Classification)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal: Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJG 719-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

NAVJAG 719-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien ..	
FROM (Date and hour)	TO (Date and hour)
100001H Dec	102400H Dec

TIME		SERIAL NO	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M - Msgs S - Staff	T - Troops F - File
2203		46	102105	MILB"D" - MILB: LP #3 in posit		
2204		47	102114	MILB"D" - MILB: Obs movement to EW		
2205		48	102117	MILB"D" - MILB: D2(-) in posit		
2206		49	102140	MILB"D" - MILB: DIA in posit		
2207		50	102200	MILB UNITS - MILB: All Secure		
2250		51	102220	MILB"D" - MILB: Re msg 47 - sent unit out to check area after obs 2 NVA carrying 1 NVA off.		
	2246	52	102246	MILB - DRAKEPOOL: Spot Report #2 (Msg 51)		
	2253	53	102253	MILB - DRAKEPOOL: 6 Hour Sit Report		
00		54	102300	MILB UNITS - MILB: All Secure		
2330		55	102300	MILB"D" - MILB: LP #1 Ret to CP		

(See reverse side for instructions.)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

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### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVJMC 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION 1st Battalion, 1st Marines	
PLACE Con Thien	
FROM (Date and hour) 110001H Dec	TO (Date and hour) 112400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0040		1	110040	MILB"D" - MILB: D1 & D1A Ret to CP		
0120		2	110120	MILB"D" - MILB: LP #11 Dep CP		
0140		3	110140	MILB"D" - MILB: LP #3 Ret to CP		
0125		4	110125	MILB"D" - MILB: LP #1 Dep CP		
0455		5	110455	MILB"C" - MILB: LP #2 Ret to CP		
0456		6	110456	MILB"D" - MILB: LP #11 Ret to CP		
0530		7	110530	MILB"C" - MILB: LP #3 Ret to CP		
	0555	8	110555	MILB - DRAKEPOOL: Daily Rain Report		
0710		9	110700	MILB UNITS - MILB: All Secure		
0724		10	110709	MILB"C" - MILB: C3 mine sweep Dep CP		
0813		11	110740	MILB"A" - MILB: A Dep CP		
0814		12	110800	MILB"C" - MILB: C3 commencing sweep		
0835		13	110800	MILB UNITS - MILB: All Secure		
0835		14	110824	MILB"A" - MILB: Re tanks		
0856		15	110845	MILB"C" - MILB: C3 neg results on sweep		
0920		16	110907	MILB"A" - MILB: Ck Pt #1		
	0915	17	110815	MILB - DRAKEPOOL: Daily Strength Report		
0925		18	110913	MILB UNITS - MILB: All Secure		
0925		19	110925	MILB"C" - MILB: C3 Ret to CP		
0940		20	110934	MILB"A" - MILB: Ck Pt #2		
1025		21	111000	MILB UNITS - MILB: All Secure		
	0955	22	110950	MILB - DRAKEPOOL: Spot Report #1 (Ck area)		
1005		23	111045	MILB"A" - MILB: Ret to CP		
	1145	24	111145	MILB - DRAKEPOOL: Spot Report #2 (Fnd 10 rnds 60mm & 21 rnds 81mm - destroyed)		
	1145	25	111145	MILB - DRAKEPOOL: 6 Hour Sit Report		
1150		26	111100	MILB UNITS - MILB: All Secure		
	1150	27	111150	MILB - DRAKEPOOL: Spot Report #3 (Dest 2 bunkers)		
	1150	28	111150	MILB - DRAKEPOOL: Spot Report #4 (Rec'd 6 rnds 60mm mortar)		
1125		29	111125	MILB - DRAKEPOOL: Spot Report #5 (1 Detainee)		
	1245	30	111245	MILB - DRAKEPOOL: Spot Report #6 (Obs 40 secondary explosions)		
1420		31	111420	DRAKEPOOL - MILB: Intel Report (Arty attack)		
1630		32	111630	MILB"C" - MILB: C3 Ret to CP		
1700		33	111700	MILB - DRAKEPOOL: 6 Hour Sit Report		
1855		34	111855	MILB UNITS - MILB: All Secure		
1910		35	111910	MILB"D" - MILB: Obs blinking light		
1905		36	111905	MILB"A" - MILB: LP #3 Dep CP		
1915		37	111915	MILB"D" - MILB: LP #3 Dep CP		
1916		38	111916	MILB"A" - MILB: LP #2 Dep CP		
1917		39	111917	MILB"D" - MILB: LP #3 in posit		
1920		40	111920	MILB"A" - MILB: LP #2 & #3 in posit		
1930		41	111930	MILB"B" - MILB: LP #2 Dep CP		
1935		42	111935	MILB"C" - MILB: LP #3 Dep CP		
1955		43	111955	MILB"B" - MILB: LP #1 & #2 in posit		

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders"

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 719-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

SUPPLEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
110001H Dec	112400H Dec

[illegible]

### **(Classification)**

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

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(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

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## JOURNAL

NAVJG 219-GS (REV. 5-63)  
SUPERSEDES 3-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	1st Battalion, 1st Marines	
PLACE	Con Thien	
FROM (Date and hour)	120001H Dec	TO (Date and hour) 122400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M--Maps S--Staff	T--Troops F--File
0031		1	120031	MILB"D" - MILB: LP #2 Ret to CP		
0140		2	120140	MILB"D" - MILB: LP #1 Ret to CP		
0230		3	120230	MILB"D" - MILB: LP #22 Dep CP		
0250		4	120250	MILB"C" - MILB: C(-) Ret to CP		
0500		5	120500	MILB"C" - MILB: LP #3 Ret to CP		
0310		6	120310	MILB"C" - MILB: LP #2 Ret to CP		
0531		7	120531	MILB"A" - MILB: LP #3 Ret to CP		
0535		8	120535	MILB"B" - MILB: LP #2 Ret to CP		
0538		9	120538	MILB"A" - MILB: LP #2 Ret to CP		
	0600	10	120600	MILB - DRAKEPOOL: Daily Rain Report		
0620		11	120620	MILB"D" - MILB: LP #22 Ret to CP		
0705		12	120705	MILB"D" - MILB: D2 mine sweep Dep CP		
0720		13	120720	MILB"D" - MILB: D2 Ck Pt #1		
0750		14	120750	MILB"D" - MILB: D2 Ck Pt #2		
0800		15	120800	MILB UNITS - MILB: All Secure		
0810		16	120810	MILB"D" - MILB: D2 all secure		
0837		17	120837	MILB"D" - MILB: D2 Ck Pt #3		
0850		18	121850	MILB"D" - MILB: D2 Ck Pt #4		
0900		19	120900	MILB UNITS - MILB: All Secure		
0900		20	120900	MILB"D" - MILB: D2 Ck Pt #5		
	0925	21	120925	MILB - DRAKEPOOL: Daily Strength Report		
1000		22	121000	MILB UNITS - MILB: All Secure		
1020		23	121020	GENERAL TOMPKINS ARRIVED AT CON THIEN		
	1100	24	121100	MILB - DRAKEPOOL: 6 Hour Sit Report		
1100		25	121100	MILB UNITS - MILB: All Secure		
	1130	26	121130	MILB - DRAKEPOOL: Spot Report #2(Rec'd 1 rnd)		
1200		27	121200	MILB UNITS - MILB: All Secure		
	1200	28	121200	MILB - DRAKEPOOL: Spot Report #2(Rec'd 1 rnd)		
1300		29	121300	MILB UNITS - MILB: All Secure		
1400		30	121400	MILB UNITS - MILB: All Secure		
	1500	31	121500	MILB - DRAKEPOOL: OP #3 Rec'd 72 rnds)		
1505		32	121505	MILB UNITS - MILB: All Secure		
1600		33	121600	MILB UNITS - MILB: All Secure		
1643		34	121643	MILB - DRAKEPOOL: Spot Report #4		
	1700	35	121700	MILB - DRAKEPOOL: 6 Hour Sit Report		
1700		36	121700	MILB UNITS - MILB: All Secure		
	1745	37	121745	MILB - DRAKEPOOL: Spot Report #5 (Rec'd 13 rnds)		
	1800	38	121800	MILB - DRAKEPOOL: Spot Report #6 (Rec'd 13 rnds)		
1956		39	121956	MILB"D" - MILB: LP #1 Dep CP		
1903		40	121903	MILB"A" - MILB: LP #1 & #2 Dep CP		
1911		41	121911	MILB"D" - MILB: LP #1 in posit		
1915		42	121915	MILB"A" - MILB: LP #2 in posit		
1920		43	121920	MILB"B" - MILB: LP #3 Dep CP		
1925		44	121925	MILB"A" - MILB: LP #1 in posit		
1930		45	121930	MILB"B" - MILB: LP #1 Dep CP		

(See reverse side for instructions)

PAGE NO

(Classification)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No: Number each entry consecutively as information is received by keeper of journal.

#### d. DTC: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

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NAVMC 219-GS (REV. 5-63)  
SUPERSEDES 7-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION

PAGE

FROM (Date and Cont)

10 (Date and hour)
--------------------

122400H Dec

(See reverse side for instructions)

PAGE NO.

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

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### 4. Journal File:

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## JOURNAL

NAVMC 219-65 (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION

PLACE

1st Battalion, 3rd Marines

Con Thien

FROM (Date and hour)

TO (Date and hour)

130001H Dec

132400H Dec

(Classification)

TIME		SERIAL NO	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0001		1	130001	MILB UNITS - MILB: All Secure		
0030		2	130030	MILB"D" - MILB: DIA Ret. to CP		
0010		3	130010	MILB"D" - MILB: DIA Ret. to CP		
0100		4	130100	MILB UNITS - MILB: All Secure		
0105		5	130105	MILB"D" - MILB: LP #11 Dep CP		
0135		6	130135	MILB"D" - MILB: LP #11 in posit		
0200		7	130200	MILB UNITS - MILB: All Secure		
0300		8	130300	MILB UNITS - MILB: All Secure		
0323		9	130323	MILB"D" - MILB: LP #22 in posit		
0400		10	130400	MILB UNITS - MILB: All Secure		
0455	0455	11	131055	MILB - DRAKEPOOL: 6 Hour Sit Report		
0500		12	130500	MILB UNITS - MILB: All Secure		
0534		13	130534	MILB"D" - MILB: LP #11 Ret to CP		
0536		14	131536	MILB"B" - MILB: LP #2 Ret to CP		
0540		15	130540	MILB"C" - MILB: LP #2 & #3 Ret to CP		
0545		16	130545	MILB"B" - MILB: LP #1 Ret to CP		
0550		17	130550	MILB"D" - MILB: LP #1 Ret to CP		
0615	0615	18	130615	MILB - DRAKEPOOL: Daily Rain Report		
0700		19	130700	MILB UNITS - MILB: All Secure		
0810		20	130810	MILB UNITS - MILB: All Secure		
0811		21	130811	MILB UNITS - MILB: All Secure		
0822		22	130822	MILB"A" - MILB: Al Ck Pt. #1		
0840		23	130840	MILB"A" - MILB: Al Ck Pt #2		
0850		24	130850	MILB"A" - MILB: Al Ck Pt #3		
0858		25	130858	MILB"A" - MILB: Al Dep Ck Pt #3		
0500		26	130500	MILB UNITS - MILB: All Secure		
0500		27	130500	MILB - DRAKEPOOL: Message to S-2		
0500		28	130900	MILB"A" - MILB: Al Ck Pt #4		
0930		29	130930	MILB"A" - MILB: Al Ret to CP		
0950		30	130950	MILB - DRAKEPOOL: Daily Strength Report		
1000		31	131000	MILB UNITS - MILB: All Secure		
0955		32	130955	MILB"W" - MILB: All Secure		
1010		33	131010	MILB"D" - MILB: D(-) Dep CP		
1045		34	131045	MILB"D" - MILB: D Ck Pt #5		
1100		35	131100	MILB UNITS - MILB: All Secure		
1105		36	131105	MILB - DRAKEPOOL: 6 Hour Sit Report		
1108		37	131108	MILB"D" - MILB: D(-) Ck Pt #4		
1340		38	131340	MILB"D" - MILB: D(-) Ret to CP		
1440		39	131440	MILB - DRAKEPOOL: Spot Report #1 (Rec'd 4 rnds 85mm arty)		
1525		40	131525	MILB - DRAKEPOOL: Spot Report #2 (Rec'd 4 rnds 85mm arty)		
1540		41	131540	MILB - DRAKEPOOL: Add 1 cas to Spot Rep #2		
1600		42	131600	MILB"3" - MILB"4": Req 6x6		
1630		43	131630	DRAKEPOOL - MILB: Change to FragO #9		
1640		44	131640	MILB - DRAKEPOOL: Spot Report #3		

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken; such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 219-GS (REV. 5-63)  
SUPERSEDES 2-53 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Com Thien	
FROM (Date and hour)	TO (Date and hour)
1300014 Dec	1324004 Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M - Maps S - Staff	T - Troops R - File
	1655	45	131655	MILB - DRAKEPOOL: 6 Hour Sit Report		
1900		46	131900	MILB UNITS - MILB: All Secure		
1900		47	131900	MILB"A" - MILB: LP #1 Dep CP		
1911		48	131911	MILB"B" - MILB: LP #1 in posit		
1912		49	131912	MILB"B" - MILB: LP #2 Dep CP		
1913		50	131913	MILB"A" - MILB: LP #3 Dep CP		
1922		51	131922	MILB"A" - MILB: LP #1 in posit		
1929		52	131929	MILB"A" - MILB: LP #3 in posit		
1930		53	131930	MILB"B" - MILB: LP #2 in posit		
1931		54	131931	MILB"D" - MILB: LP #3 in posit		
1950		55	131950	MILB"C" - MILB: LP #3 Dep CP		
2000		56	132000	MILB UNITS - MILB: All Secure		
2005		57	132005	MILB"C" - MILB: LP #3 in posit		
2050		58	132050	MILB"C" - MILB: LP #2 in posit		
2100		59	132100	MILB UNITS - MILB: All Secure		
2140		60	132140	MILB"D" - MILB: D2(-) Dep CP		
2200		61	132200	MILB UNITS - MILB: All Secure		
2210		62	132210	MILB"D" - MILB: D2(-) Dep CP		
2225		63	132225	MILB"D" - MILB: DIA Dep CP		
2255		64	132255	MILB"D" - MILB: LP #3 Ret to CP		
2300		65	132300	MILB UNITS - MILB: All Secure		
2301		66	132301	MILB"D" - MILB: DIA in posit		
	2250	67	132250	MILB - DRAKEPOOL: 6 Hour Sit Report		

Classification

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAYMC 219-65 (REV. 5-63)  
SUPERSEDES 2-52 AND 8-50 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION

1st Battalion, 1st Marines

PLACE

Con Thien

FROM (Date and hour)

140014 Dec

TO (Date and hour)

142400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-Ftr
0011		1	140011	MILB"D" - MILB: LP #1, #11, #3 Ret to CP		
0018		2	140018	MILB"D" - MILB: LP #11 in posit		
0115		3	140115	MILB UNITS - MILB: All Secure		
0150		4	140150	MILB"D" - MILB: D2(-) Ret to CP		
0245		5	140245	MILB"D" - MILB: LP #33 in posit		
0300		6	140300	MILB UNITS - MILB: All Secure		
0310		7	140310	MILB"D" - MILB: DIA Ret to CP		
0400		8	140400	MILB UNITS - MILB: All Secure		
0415		9	140415	MILB"C" - MILB: LP #3 Ret to CP		
0512		10	140512	MILB - DRAKEPOOL: 6 Hour Sit Report		
0530		11	140520	MILB"B" - MILB: LP #2 in posit		
0535		12	140535	MILB"A" - MILB: LP #1 Returnign to CP		
0540	0535	13	140535	MILB - DRAKEPOOL: Daily Rain Report		
0540		14	140540	MILB"C" - MILB: C Dep CP		
0550		15	140550	MILB"A" - MILB: LP #3 Ret to CP		
0600		16	140600	MILB UNITS - MILB: All Secure		
0555		17	140555	MILB"B" - MILB: LP #1 Ret to CP		
0730		18	140730	MILB"B" - MILB: B3 Dep on sweep		
0735		19	140735	MILB"C" - MILB: C Ck Pt #2		
0800		20	140800	MILB"C" - MILB: Spot Report #1 (Monkey jumped on Marine)		
0820		21	140820	MILB"B" - MILB: B3 road sweep complete		
0840		22	140840	MILB"C" - MILB: Spot Report #2 (Fnd mine field)		
0850		23	140850	MILB"C" - MILB: Spot Report #3 (Info on msg 22)		
	0900	24	140900	MILB - DRAKEPOOL: Sent Spot Report #2)		
	0915	25	140915	MILB - DRAKEPOOL: Spot Report #4 (Rec'd 4 rnds arty)		
	1000	26	141000	MILB"C" - MILB: All C units dep CPB to amb		
	1009	27	141009	MILB - DRAKEPOOL: Spot Report #5 (Rec'd 3 rnds)		
	1030	28	141030	MILB"C" - MILB: C2B in amb posit		
	1100	29	141100	MILB"C" - MILB: C1A in amb posit		
	1103	30	141103	MILB"C" - MILB: C2A in posit		
	1200	31	141200	MILB UNITS - MILB: All Secure		
	1254	32	141243	MILB"C" - MILB: Spot Report		
	1300	33	141300	MILB UNITS - MILB: All Secure		
	1300	34	141300	MILB - DRAKEPOOL: Spot Report #6 (1 NVA KIA PROB)		
	1315	35	141315	MILB"C" - MILB: Spot Report		
	1320	36	141320	MILB - DRAKEPOOL: Spot Report #6 (obs 2 NVA)		
	1300	37	141300	DRAKEPOOL - MILB: Intel Report		
	1400	38	141400	MILB UNITS - MILB: All Secure		
	1425	39	141425	MILB"C" - MILB: C1A Ret to CP		
	1450	40	141450	MILB"C" - MILB: C2A, C2B Ret to CP		
	1500	41	141500	MILB UNITS - MILB: All Secure		
	1520	42	141520	MILB"C" - MILB: C Returning to CP		
	1530	43	141530	DRAKEPOOL - MILB: Req number legal pers		
	1540	44	141540	MILB - DRAKEPOOL: Spot Report #7 (Rec'd 19 rnds)		

(See reverse side for instructions)

PAGE NO

(Classification)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) **Unit Journal.** Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) **Section Journal.** Enter time information is received within section.

#### b. Time Out:

(1) **Unit Journal.** Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) **Section Journal.** Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

**f. Action Taken:** This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Endings:

a. **Summary:** A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. **Closing:** Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVMC 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND B-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
110001H Dec	112100H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
1600		45	141600	MILLB UNITS - MILLB: All Secure	
1601		46	141601	MILLB"C" - MILLB: Ck Pt #3	
1547		47	141547	MILLB"C" - MILLB: Spot Report #8	
1620		48	141620	MILLB"C" - MILLB: C Ret to CP	
1650		49	141650	COMING EVENTS - MILLB: Ret to CP	
1700		50	141700	MILLB UNITS - MILLB: All Secure	
1833		51	141733	MILLB - DRAKEPOOL: 6 Hour Sit Report	
	1830	52	141830	MILLB - DRAKEPOOL: Spot Report #9	
1853		53	141853	MILLB"A" - MILLB: LP #2 & #3 Dep CP	
1908		54	141908	MILLB"A" - MILLB: LP #2 in posit	
1910		55	141910	MILLB"D" - MILLB: D3A Dep CP	
1925		56	141925	MILLB"D" - MILLB: LP #1 Dep CP	
1940		57	141940	MILLB"C" - MILLB: LP #2 Dep CP	
1950		58	141950	MILLB"B" - MILLB: LP #2 Dep CP	

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Endings:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVJG 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-50 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
150001H Dec	152400H Dec

TIME		SERIAL NO	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
0100		1	150100	MILB UNITS - MILB: All Secure	
0117		2	150117	MILB"D" - MILB: LP #22 Dep CP	
0200		3	150200	MILB UNITS - MILB: All Secure	
0200		4	150200	MILB"D" - MILB: DIA in posit	
0300		5	150300	MILB UNITS - MILB: All Secure	
0319		6	150319	MILB"D" - MILB: LP #11 in posit	
0400		7	150400	MILB UNITS - MILB: All Secure	
	0500	8	150500	MILB - DRAKEPOOL: 6 Hour Sit Report	
0500		9	150500	MILB UNITS - MILB: All Secure	
0501		10	150501	MILB"A" - MILB: LP #2 Returning to CP	
0511		11	150511	MILB"C" - MILB: LP #2 Returning to CP	
0514		12	150514	MILB"D" - MILB: LP #22 Ret to CP	
0525		13	150525	MILB"B" - MILB: B at Ck Pt #1	
0527		14	150527	MILB"C" - MILB: LP #2 & #3 Ret to CP	
0530		15	150530	MILB"A" - MILB: LP #1 Ret to CP	
0532		16	150532	MILB"D" - MILB: LP #11 Ret to CP	
0534		17	150534	MILB"B" - MILB: Req stop illum	
0537		18	150537	MILB"A" - MILB: LP #3 Returning to CP	
0538		19	150538	MILB"B" - MILB: Req illum	
0542		20	150542	MILB"A" - MILB: LP #3 Ret to CP	
0547		21	150547	MILB"B" - MILB: Req stop illum	
0630		22	150630	MILB"B" - MILB: B at Ck Pt #2	
0730		23	150630	MILB"C" - MILB: C3 mine sweep dep CP	
0735		24	150735	MILB"A" - MILB: A Dep CP	
0800		25	150800	MILB"B" - MILB: B at Ck Pt #5	
0813		26	150813	MILB"C" - MILB: C3 complete mine sweep	
0815		27	150815	MILB UNITS - MILB: All Secure	
	0820	28	150820	MILB - DRAKEPOOL: Spot Report #1 (Obs 2 2nd explosions on Blmm mission)	
0845		29	150845	MILB"D" - MILB: D at Ck Pt #1	
0900		30	150900	MILB UNITS - MILB: All Secure	
	0915	31	150915	MILB - DRAKEPOOL: Daily Strength Report	
0955		32	150955	MILB"A" - MILB: A at Ck Pt #2	
1006		33	151006	MILB UNITS - MILB: All Secure	
	1030	34	151030	MILB - DRAKEPOOL: Spot Report #2 (Rec'd 17 rnds 60mm mortars)	
1042		35	151042	MILB - DRAKEPOOL: Spot Report #3 (End 4 bunkers)	
	1056	36	151056	MILB - DRAKEPOOL: 6 Hour Sit Report	
	1105	37	151105	MILB - DRAKEPOOL: Spot Report #4 (See msg #34)	
1110		38	151110	MILB UNITS - MILB: All Secure	
1150		39	151150	MILB"A" - MILB: A Ret to CP	
	1314	40	151314	MILB - DRAKEPOOL: Spot Report #5 (B plt under heavy fire)	
	1430	41	151430	MILB - DRAKEPOOL: Spot Report #6 (Further on msg 40)	
1430		42	151430	DRAKEPOOL - MILB: Intel Rpt (possible arty attack)	

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal; for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

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(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Endings:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 4-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
150001H Dec	152400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
	1419	42	151419	MILB - DRAKEPOOL; Further on Spot Rpt #6		
	1430	43	151430	MILB - DRAKEPOOL; Spot Report #7 (Mag #12)		
	1705	44	151705	MILB - DRAKEPOOL; Spot Report #8 (Mag #40)		
	1722	45	151722	MILB - DRAKEPOOL; 6 Hour Sit Report		
	1859	46	151849	MILB - DRAKEPOOL; Spot Report #9 (End 12 bunkers)		
1806		477	151806	MILB"C" - MILB; Returning to CP		
1820		48	151820	MILB"C" - MILB; C Ret to CP		
1900		49	151900	MILB UNITS - MILB; All Secure		
1907		50	151907	MILB"D" - MILB; LP #2 Dep CP		
1924		51	151924	MILB"A" - MILB; LP #2 in posit		
1931		52	151931	MILB"D" - MILB; LP #2 in posit		
1933		53	151933	MILB"A" - MILB; LP #1 Dep CP		
1952		54	151952	MILB"A" - MILB; LP #1 in posit		
2001		55	152001	MILB UNITS - MILB; All Secure		
2001		56	152001	MILB"C" - MILB; LP #2 in posit		
2032		57	152032	MILB"C" - MILB; LP #2 in posit		
2033		58	152033	MILB"D" - MILB; LP #3 Dep CP		
	2050	59	152050	MILB - DRAKEPOOL; Spot Report #10		
2111		60	152111	MILB"D" - MILB; LP #3 in posit		
2125		61	152125	MILB"B" - MILB; LP #1 Dep CP		
2130		62	152130	MILB"B" - MILB; LP #1 in posit		
2200		63	152200	MILB UNITS - MILB; All Secure		
2258		64	152258	MILB"D" - MILB; D ret to CP		
2300		65	152300	MILB UNITS - MILB; All Secure		
	2305	66	152305	MILB - DRAKEPOOL; 6 Hour Sit Report		

( Classification )

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by Teleasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVJMC 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
160001H Dec	162400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0001		1	160001	MILB"D" - MILB: D1A in posit		
0015		2	160015	MILB"D" - MILB: LP #3 Ret to CP		
0020		3	160020	MILB"D" - MILB: C1(-) Dep CP		
0045		4	160045	MILB"D" - MILB: C1(-) in posit		
0410		5	160510	MILB"D" - MILB: C1(-) Ret to CP		
0355		6	160355	MILB"D" - MILB: D1A Ret to CP		
0450		7	160450	MILB"D" - MILB: LP #22 Ret to CP		
	0505	8	160505	MILB - DRAKEPOOL: 6 Hour Sit Report		
0517		9	160517	MILB"C" - MILB: LP #3 Ret to CP		
0535		10	160535	MILB"B" - MILB: LP #2 Ret to CP		
0550		11	160550	MILB"A" - MILB: LP #1 Ret to CP		
0552		12	160552	MILB"D" - MILB: LP #33 Ret to CP		
0557		13	160557	MILB"B" - MILB: LP #1 Ret to CP		
0559		14	160559	MILB"A" - MILB: LP #2 Ret to CP		
	0602	15	160602	MILB - DRAKEPOOL: Daily Rain Report		
0610		16	160610	MILB"A" - MILB: LP #2 Returning to CP		
	0700	17	160700	MILB UNITS - MILB: All Secure		
0800		18	160800	MILB UNITS - MILB: All Secure		
0810		19	160810	MILB"D" - MILB: D2 mine sweep at Ck Pt #1		
0825		20	160825	MILB"D" - MILB: D2 At Ck Pt #2		
0840		21	160840	MILB"D" - MILB: D2 At Ck Pt #3		
0845		22	160845	MILB"D" - MILB: D1 unit Dep to Ck C Sound		
0850		23	160850	MILB"D" - MILB: D2 At Ck Pt #4		
0900		24	160900	MILB UNITS - MILB: All Secure		
0905		25	160905	MILB"D" - MILB: D2 At Ck Pt #5		
	1000	26	161000	MILB - DRAKEPOOL: Daily Strength Report		
1000		27	161000	MILB UNITS - MILB: All Secure		
1025		28	161025	MILB"D" - MILB: D1 Ret to CP		
	1100	29	161100	MILB - DRAKEPOOL: 6 Hour Sit Report		
1115		30	161115	MILB UNITS - MILB: All Secure		
1200		31	161200	MILB UNITS - MILB: All Secure		
1300		32	161300	MILB UNITS - MILB: All Secure		
	1508	33	161508	MILB - DRAKEPOOL: Spot Report #1(Rec'dl VT)		
	1740	34	161740	MILB - DRAKEPOOL: 6 Hour Sit Report		
1800		35	161800	MILB UNITS - MILB: All Secure		
1900		36	161900	MILB UNITS - MILB: All Secure		
1912		37	161912	MILB"A" - MILB: LP #3 Dep CP		
1915		38	161912	MILB"A" - MILB: LP #1 Dep CP		
1917		39	161917	MILB"D" - MILB: LP #3 Dep CP		
1932		40	161932	MILB"A" - MILB: LP #3 in posit		
1937		41	161937	MILB"C" - MILB: LP #2 Dep CP		
1938		42	161938	MILB"A" - MILB: LP #1 Dep CP		
1941		43	161941	MILB"D" - MILB: LP #1 Dep CP		
1950		44	161950	MILB"C" - MILB: LP #2 in posit		
1957		45	161957	MILB"D" - MILB: LP #1 in posit		
1952		46	161952	MILB"C" - MILB: LP #3 Dep CP		

(See reverse side for instructions)

PAGE NO

(Classification)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Endings:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

LINE OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Con Thien	
FROM (Date and hour)	TO (Date and hour)
160001H Dec	162400H Dec

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Endings:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVMC 219-65 (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Quang Tri	
FROM (Date and hour)	TO (Date and hour)
170001H Dec	172400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0200		1	170200	MILB"D" - MILB: LP #11 # 11 in posit		
0200		2	170200	MILB"D" - MILB: D2(-) Dep CP		
02308		3	170230	MILB"D" - MILB: D2(-) in posit		
0430		4	170430	MILB"D" - MILB: LP #11 Ret to CP		
0500		5	170500	MILB"D" - MILB: LP #33 Ret to CP		
	0500	6	170500	MILB - DRAKEPOOL: 6 Hour Sit Rep..		
0525		7	170525	MILB"B" - MILB: LP #2 Ret to CP		
0530		8	170530	MILB"C" - MILB: LP #2 Ret to CP		
0545		9	170545	MILB"D" - MILB: B-LP-1 & D-LP-3 Ret to CP		
0545		10	170545	MILB"A" - MILB: LP #3 Ret to CP		
0605		11	170605	MILB"C" - MILB: LP #3 Ret to CP		
0605		12	170605	MILB"D" - MILB: D2(-) Ret to CP		
0628		13	170628	MILB"A" - MILB: LP #1 Ret to CP		
0700		14	170700	MILB UNITS - MILB: All Secure		
0727		15	170727	MILB"D" - MILB: Mine Sweep Dep CP		
0800		16	170800	MILB UNITS - MILB: All Secure		
0835		17	170835	MILB "D" - MILB: Mine Sweep / Ret to CP		
	0915	18	170915	MILB - DRAKEPOOL: Daily Strength Report		
1055		19	171055	MILB - DRAKEPOOL: 6 Hour Sit Report		
1100		20	171100	MILB UNITS - MILB: All Secure		
	1530	21	171530	MILB - DRAKEPOOL: Spot Report #1 ( 1 Bnd 105mm Arty)		
	1615	22	171615	MILB - DRAKEPOOL: Spot Report #2 ( 4 Bnd 105/82 )		
	1709	23	171709	MILB - DRAKEPOOL: 6 Hour Sit Report		
1805		24	171805	MILB"A" - MILB: LP #2 & #3 Dep CP		
1930		25	171930	MILB"A" - MILB: LP #2 & #3 in posit		
1950		26	171950	MILB"B" - MILB: LP #1 Dep CP		
1950		27	171950	MILB UNITS - MILB: All Secure		
1950		28	171950	MILB"D" - MILB: D3(-) Dep CP		
1955		29	171955	MILB"E,G,D," - MILB: B-LP-1#2, D-LP-1, C-LP-2 in posit; C-LP-3 Dep CP		
2005		30	172005	MILB"C" - MILB: LP #2&#3 in posit		
2100		31	172100	MILB UNITS - MILB: All Secure		
2115		32	172115	MILB"D" - MILB: LP #2 Dep CP; D3(-) in posit		
2125		33	172125	MILB"D" - MILB: LP #2 in posit		
	2230	34	172230	MILB - DRAKEPOOL: Spot Report #3 (9 NVA KIA PROB)		
2300		35	172300	MILB UNITS - MILB: All Secure		
	2300	36	172300	MILB - DRAKEPOOL: 6 Hour Sit Report		

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

- a. Unit or Section:
  - (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
  - (2) Enter designation of section if this is a section journal maintained by a general staff section.
- b. Place: Enter coordinates or name of locality.
- c. From: Enter date, time, and time zone that journal is opened.
- d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

- a. Time In:
  - (1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.
  - (2) Section Journal. Enter time information is received within section.

- b. Time Out:

- (1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

- (2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

- c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

- d. DTG: Enter date/time group of radio message.

- e. Incidents, Messages, Orders:

- (1) Important incidents, messages and orders are recorded as they are made known.

- (2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

- (3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

- (4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

- (5) Oral messages are reduced to writing and processed like written messages.

- f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

- a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

- b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

- a. Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVMC 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-50 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	1st Battalion, 1st Marines
PLACE	Con Thien
FROM (Date and hour)	180001H Dec
TO (Date and hour)	182400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
0045		1	180045	MILB"D" - MILB: D3(-) Ret to CP	
0047		2	180047	MILB"D" - MILB: LP #2 Ret to CP	
0100		3	180100	MILB UNITS - MILB: All Secure	
0112		4	180112	MILB"D" - MILB: DIA Dep CP	
0139		5	180139	MILB"D" - MILB: LP #22 Dep CP	
0145		6	180145	MILB"D" - MILB: DIA in posit	
0200		7	180200	MILB UNITS - MILB: All Secure	
0206		8	180206	MILB"D" - MILB: DIA in posit	
0225		9	180225	MILB"D" - MILB: LP #11 Dep CP	
0228		10	180228	MILB"D" - MILB: LP #11 Dep CP	
0300		11	180300	MILB UNITS - MILB: All Secure	
0400		12	180400	MILB UNITS - MILB: All Secure	
0441		13	180441	MILB"D" - MILB: DIA Ret to CP	
0501		14	180501	MILB"C" - MILB: LP #2 Ret to CP	
0500		15	180500	MILB UNITS - MILB: All Secure	
0500		16	180500	MILB - DRAKEPOOL: 6 Hour Sit Report	
0520		17	180520	MILB"C" - MILB: LP #3 Ret to CP	
0530		18	180530	MILB"D" - MILB: LP #22 Ret to CP	
0530		19	180530	MILB - DRAKEPOOL: 6 Hour Sit Report	
0545		20	180545	MILB"B" - MILB: LP #1 Ret to CP	
0605		21	180605	MILB"B" - MILB: LP #2 Ret to CP	
0605		22	180605	MILB"A" - MILB: LP #2 Dep CP	
0745		23	180745	MILB"D" - MILB: D2 mine sweep Dep CP	
0825		24	180825	MILB"D" - MILB: D2 At Ck Pt #2	
0840		25	180840	MILB"D" - MILB: D2 At Ck Pt #3	
0855		26	180855	MILB - DRAKEPOOL: Spot Report #1 ("NVA KIA PROB)	
0857		27	180857	MILB"D" - MILB: D2 At Ck Pt #4	
0900		28	180900	MILB - DRAKEPOOL: Req know # of 81mm Duds	
0903		29	180903	MILB"D" - MILB: D2 At Ck Pt #5	
0954		30	181045	MILB"D" - MILB: C1 w/C Sound Dep CP	
1055		31	181055	DRAKEPOOL - MILB: EOD will arrive late	
1126		32	181126	MILB - DRAKEPOOL: 6 Hour Sit Report	
1145		33	181145	MILB"D" - MILB: C w/C Sound Ret to CP	
1300		34	181300	MILB UNITS - MILB: All Secure	
1330		35	181330	MILB 10 - MILB: Cannot deliver batteries	
1400		36	181400	MILB UNITS - MILB: All Secure	
1500		37	181500	MILB UNITS - MILB: All Secure	
1500		38	181500	MILB - DRAKEPOOL: Spot Report #2 (Req'd 1 rnd)	
1515		39	181515	MILB 10 - MILB: Gear arrived safely	
1545		40	181545	MILB - DRAKEPOOL: Further info on msg 26	
1600		41	181600	MILB UNITS - MILB: All Secure	
1630		42	181630	MILB52 - DRAKEPOOL52: Req tube for V 25	
1645		43	181645	MILB 10 - MILB: Not have PP 388	
1655		44	181655	MILB - DRAKEPOOL: 6 Hour Sit Report	
1700		45	181700	MILB UNITS - MILB: All Secure	
1800		46	181800	MILB UNITS - MILB: All Secure	

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAYMC 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION

PLACE

FROM (Date and hour) .

TO (Date and hour)

1824.00H Dec

(See reverse side for instructions)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Endings:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVJG 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION 1st Battalion, 1st Marines	
PLACE Con Thien	
FROM (Date and hour) 190001H Dec	TO (Date and hour) 192400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M - Maps S - Staff	T - Troops F - File
0002		1	190002	MILB UNITS - MILB: All Secure		
0003		2	190003	MILB"D" - MILB: CIA Ret to CP		
0010		3	190010	MILB"D" - MILB: LP #33 Dep CP		
0025		4	190025	MILB"D" - MILB: LP #33 in posit		
0055		5	190055	MILB"D" - MILB: LP #3 Ret to CP		
0100		6	190100	MILB UNITS - MILB: All Secure		
0200		7	190200	MILB UNITS - MILB: All Secure		
0300		8	190300	MILB UNITS - MILB: All Secure		
0400		9	190400	MILB"D" - MILB: LP #33 Ret to CP		
0402		10	190400	MILB UNITS - MILB: All Secure		
0445		11	190445	MILB"C" - MILB: LP #2 Ret to CP		
0502		12	190502	MILB - DRAKEPOOL: 6 Hour Sit Report		
0500		13	190500	MILB UNITS - MILB: All Secure		
0510		14	190510	MILB"C" - MILB: LP #3 Ret to CP		
0530		15	190510	MILB"C" - MILB: LP #1 Ret to CP		
0535		16	190535	MILB"B" - MILB: LP #1 Ret to CP		
0542		17	190542	MILB"AB" - MILB: A-LP-1 & B-LP2 Ret to CP		
0552		18	190552	MILB"A" - MILB: LP #2 Ret to CP		
0534		19	190834	MILB"A" - MILB: DE Ck Pt #2		
1030		20	191030	MILB - DRAKEPOOL: Re generator problems		
1035		21	191035	MILB - DRAKEPOOL: Plans for 19-20 Dec		
1110		22	191110	MILB - DRAKEPOOL: 6 Hour Sit Report		
1200		23	191200	MILB UNITS - MILB: All Secure		
1300		24	191300	MILB UNITS - MILB: All Secure		
1315		25	191315	MILB"C" - MILB: C2 Dep CP		
1325		26	191325	MILB"B" - MILB: Wash run has Dep CP		
1400		27	191400	MILB"D" - MILB: Security unit in CP		
1400		28	191400	MILB UNITS - MILB: All Secure		
1500		29	191500	MILB UNITS - MILB: All Secure		
1630		30	191630	MILB"D" - MILB: Malvac request		
1655		31	191655	MILB"B" - MILB: Bath run Ret to CP		
1715		32	191715	MILB"D" - MILB: Req permission to fire		
1720		33	191720	MILB - DRAKEPOOL: 6 Hour Sit Report		
1735		34	191735	MILB - DRAKEPOOL: Spot Report #1 (2 NVA KIA * PROB)		
1856		35	191856	MILB"A" - MILB: LP #1, #3 Dep CP		
1905		36	191905	MILB"A" - MILB: LP #3 in posit		
1910		37	191910	MILB"D" - MILB: LP #3 Dep CP		
1912		38	191912	MILB"D" - MILB: LP #3 in posit		
1922		39	191922	MILB"C" - MILB: LP #3 Dep CP		
1935		40	191935	MILB"A" - MILB: LP #1 in posit		
1942		41	191942	MILB"B" - MILB: LP #2 Dep CP		
1945		42	191945	MILB"C" - MILB: LP #2 Dep CP		
1950		43	191950	MILB"C" - MILB: LP #3 in posit		
2000		44	192000	MILB"C" - MILB: LP #3 in posit		
2030		45	192030	MILB"B" - MILB: LP #1 & #2 in posit		

(See reverse side for instructions)

PAGE NO.

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio-message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "E", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVJMC 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION

1st Battalion, 1st Marines

PLACE

Con Thien

FROM (Date and hour)

TO (Date and hour)

200001H Dec

202100H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M - Maps S - Staff	T - Troops F - File
0055		1	200055	MILB"D" - MILB: LP #1 Ret to CP		
0105		2	220105	MILB"D" - MILB: LP #11 Dep CP		
0145		3	220145	MILB"D" - MILB: D2(-) Ret to CP		
0205		4	220205	MILB UNITS - MILB: All Secure		
0225		5	220225	MILB"D" - MILB: LP #33 Dep CP		
0235		6	220235	MILB"D" - MILB: LP #33 in posit		
0200		7	220200	MILB UNITS - MILB: All Secure		
0305		8	220305	MILB"D" - MILB: DIA in posit		
0400		9	220400	MILB UNITS - MILB: All Secure		
0505		10	220505	MILB"D" - MILB: LP #11 Ret to CP		
0509		11	220509	MILB"C" - MILB: LP #2 Ret to CP		
0510		12	220510	MILB"C" - MILB: LP #3 Ret to CP		
0500		13	220500	MILB - DRAKEPOOL: 6 Hour Sit Report		
0502		14	220502	MILB - DRAKEPOOL: Spot Report #1		
0540		15	220540	MILB"B" - MILB: LP #1 Ret to CP		
0545		16	220545	MILB"A" - MILB: LP #3 Ret to CP		
0545		17	220545	MILB"A" - MILB: LP #1 Ret to CP		
0745		18	220745	MILB"D" - MILB: D3 mine sweep Dep CP		
0950		19	220950	MILB - DRAKEPOOL: Daily Strength Report		
1030		20	221030	MILB UNITS - MILB: All Secure		
1100		21	221100	MILB UNITS - MILB: All Secure		
1200		22	221200	MILB UNITS - MILB: All Secure		
	1235	23	221234	MILB - DRAKEPOOL: 6 Hour Sit Report		
1300		24	221300	MILB UNITS - MILB: All Secure		
	1621	25	221621	MILB - DRAKEPOOL: Spot Report #2 (Rac'd 3 rnds)		
	1637	26	221637	MILB - DRAKEPOOL: Spot Report #3 (F Btry cas)		
	1753	27	221753	MILB - DRAKEPOOL: Spot Report #4 (18 122mm rocket)		
1855		28	221855	MILB"A" - MILB: LP #2 Dep CP		
1859		29	221859	MILB"A" - MILB: LP #2 in posit		
1915		30	221915	MILB"A" - MILB: LP #3 Dep CP		
1925		31	221925	MILB"D" - MILB: DIA Dep CP		
1930		32	221930	MILB"C" - MILB: LP #2 Dep CP		
1935		33	221935	MILB"A" - MILB: LP #3 in posit		
1936		34	221936	MILB"D" - MILB: DIA in posit		
1938		35	221938	MILB"D" - MILB: LP #1 Dep CP		
1945		36	221945	MILB"C" - MILB: LP #3 Dep CP		
1950		37	221950	MILB"C" - MILB: LP #2 in posit		
1955		38	221955	MILB"D" - MILB: LP #1 in posit		
1958		39	221958	MILB"B" - MILB: LP #1 Dep CP		
	1954	40	221954	MILB - DRAKEPOOL: Spot Report #5 (msg #27)		
2015		41	222015	MILB"B" - MILB: LP #2 in posit		
2017		42	222017	MILB"C" - MILB: LP #3 in posit		
2032		43	222032	MILB"B" - MILB: LP #1 in posit		
2200		44	222200	MILB UNITS - MILB: All Secure		
2300		45	222300	MILB - DRAKEPOOL: 6 Hour Sit Report		
2335		46	222335	MILB"D" - MILB: D3(-) in posit		

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVJG 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-50 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION

1st Battalion, 1st Marines

PLACE

Con Thien

FROM (Date and hour)

210001H Dec

TO (Date and hour)

212400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps T-Troops S-Staff F-Fdr
IN	OUT				
0110		1	210100	MILB"D" - MILB: LP #2 Ret to CP	
0117		2	210117	MILB"D" - MILB: LP #11 Dep CP	
0130		3	210130	MILB"D" - MILB: LP #11 in posit	
0221		4	210221	MILB"D" - MILB: LP #22 Dep CP	
0240		5	210240	MILB"D" - MILB: D3(-) Ret to CP	
0300		6	210300	MILB UNITS - MILB: All Secure	
0405		7	210405	MILB UNITS - MILB: All Secure	
0435		8	210435	MILB - DRAKEPOOL: 6 Hour Sit Report	
0458		9	210458	MILB"D" - MILB: LP #11 Ret to CP	
0507		10	210507	MILB"C" - MILB: LP #2 Ret to CP	
0512		11	210512	MILB"C" - MILB: LP #3 Ret to CP	
0525		12	210525	MILB"A" - MILB: LP #3 Returnign to CP	
0535		13	210535	MILB"D" - MILB: LP #22 Ret to CP	
0545		14	210545	MILB"A" - MILB: LP #1 & #2 Returning to CP	
0547		15	210547	MILB"B" - MILB: LP #2 Returning to CP	
0550		16	210550	MILB"A" - MILB: LP #2 & #3 Ret to CP	
0554		17	210554	MILB"B" - MILB: LP #1 & #2 Ret to CP	
0615		18	210615	MILB - DRAKEPOOL: Daily Rain Report (.01")	
0730		19	211730	MILB"D" - MILB: D1C Dep CP	
0730		20	210730	MILB"D" - MILB: D Dep CP	
1115		21	211115	MILB - DRAKEPOOL: 6 Hour Sit Report	
1240		22	212240	MILB"AS" - A6: Send L/Cpl D	
1325		23	211325	MILB UNITS - MILB: All Secure	
1510		24	211510	MILB UNITS - MILB: All Secure	
1600		25	211600	MILB UNITS - MILB: All Secure	
1700		26	211700	MILB UNITS - MILB: All Secure	
1905		27	211905	MILB"A" - MILB: LP #1 in posit	
1906		28	211906	MILB"A" - MILB: LP #2 Dep CP	
1923		29	211923	MILB"A" - MILB: LP #2 in posit	
1930		30	211930	MILB"B" - MILB: LP #2 Dep CP	
1938		31	211938	MILB"G" - MILB: LP #2 & #3 Dep CP	
1945		32	211945	MILB"D" - MILB: G1(-) in posit/D1(-) Dep CP	
1936		33	211936	MILB"B" - MILB: LP #2 in posit	
1955		34	211955	MILB"B" - MILB: LP #2 in ppsit	
1959		35	211959	MILB"C" - MILB: LP #2 & #3 in posit	
2016		36	212016	MILB"D" - MILB: D1(-) in posit	
2325		37	212325	MILB - DRAKEPOOL: 6 Hour Sit Report	

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or, at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVMC 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION

1st Battalion, 1st Marines

PLACE

Con Thien

FROM (Date and hour)

220001H Dec

TO (Date and hour)

222400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0042		1	220042	MILB"D" - MILB: LP #2 Returnign to CP		
0117		2	220117	MILB"D" - MILB: LP #3 Ret to CP		
0119		3	220119	MILB"D" - MILB: LP #22 Dep CP		
0135		4	220135	MILB"D" - MILB: LP #22 in posit		
0210		5	220210	MILB"D" - MILB: LP #33 Rep CP		
0220		6	220220	MILB"D" - MILB: LP #33 in posit		
0500		7	220500	MILB - DRAKEPOOL: 6 Hour Sit Report		
0505		8	220505	DRAKEPOOL - MILB: Password Code		
0510		9	220510	MILB"D" - MILB: LP #22 Ret to CP		
0511		10	220511	MILB"C" - MILB: LP #2 & LP #3 Ret to CP		
0512		11	220512	MILB"B" - MILB: LP #1 & LP #2 Ret to CP		
0530		12	220530	MILB"A" - MILB: LP #2 Returning to CP		
0530		13	220530	MILB - DRAKEPOOL: Rain Report (.03")		
0545		14	220545	MILB"A" - MILB: LP #1 Returning to CP		
0550		15	220550	MILB"D" - MILB: LP #33 Ret to CP		
0830		16	220830	MILB"D" - MILB: D3 Ck Pt #2		
0840		17	220840	MILB"D" - MILB: D3 Ck Pt #3		
0855		18	220855	MILB"D" - MILB: D3 Ck Pt #4		
0900		19	220900	MILB"C" - MILB: Dep to Quang Tri		
0933		20	220933	DRAKEPOOL - MILB: Position Reports 2/9		
				1/4 - 1/3		
1104		21	221104	MILB - DRAKEPOOL: 6 Hour Sit Report		
1315		22	221315	MILB UNITS - MILB: All Secure		
1400		23	221400	MILB UNITS - MILB: All Secure		
14309		24	221430	MILB 4 - MILB: Dep to Quang Tri		
1515		25	221515	MILB UNITS - MILB: All Secure		
1610		26	221610	MILB UNITS - MILB: All Secure		
1630		27	221630	MILB"A" - MILB: A2 ceased firing		
1640		28	221640	MILB UNITS - MILB: All Secure		

(See reverse side for instructions)

PAGE NO

(Classification)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 119-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

1st Battalion, 1st Marines

Quang Tri

10 (Date and hour)

230001H Dec

232400H Dec

(Classification)

(See reverse side for instructions)

PAGE NO

*[Signature]*

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVME 219-QS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

PLACE

1st Battalion, 1st Marines

Quang Tri

FROM (Date and hour)

10 (Date and hour)

240001H Dec

~~24,24,004-Dea~~

(Classification)

(See reverse side for instructions)

PAGE NO

### Classification

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

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### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

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## JOURNAL

NAVJG 219-GS (REV. 5-63)

SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION

PLACE

1st Battalion, 1st Marines

QUANG TRI

FROM (Date and hour)

TO (Date and hour)

260001H Dec

262400H Dec

(Classification)

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0001		1	260001	MILIB UNITS - MILIB: All Secure		
0002		2	260002	MILIB "A" - MILIB: Search party ret to CP		
0100		3	260100	MILIB "A" - MILIB: All Dep CP		
0100		4	260100	MILIB UNITS - MILIB: All Secure		
0121		5	260121	MILIB "A" - MILIB: All in position		
0200		6	260200	MILIB UNITS - MILIB: All Secure		
0300		7	260300	MILIB UNITS - MILIB: All Secure		
0355		8	260355	MILIB "A" - MILIB: LP #1 Ret to CP		
0500		9	260500	MILIB UNITS - MILIB: All Secure		
0520		10	260520	MILIB "A" - MILIB: LP #3 Ret to CP		
0530		11	260500	MILIB "A" - MILIB: A3 returning to CP		
0530		12	260515	MILIB "A" - MILIB: A3 Ret to CP		
0531		13	260531	MILIB "A" - MILIB: A1A Ret to CP		
0706		14	260600	MILIB UNITS - MILIB: All Secure		
0707		15	260707	MILIB "C" - MILIB: C2B & LP #3 Ret to CP		
0707		16	260707	BIG FLOWER - MILIB: Weather Report		
0709		17	260657	MILIB "B" - MILIB: B3 Ret to CP		
0715		18	260700	MILIB UNITS - MILIB: All Secure		
0715		19	260710	MILIB "W" - MILIB: All Secure		
0806		20	260715	MILIB "C" - MILIB: C2A Dep posit		
0806		21	260725	MILIB "B" - MILIB: B1 Ret to CP		
0807		22	260725	MILIB "A3" - MILIB: A3 Dep CP		
0807		23	260725	MILIB "C" - MILIB: C3A Ret to CP		
0808		24	260735	MILIB "C" - MILIB: C2A Ret to CP		
0809		25	260748	MILIB "A" - MILIB: A2 Ret to CP		
0809		26	260748	MILIB "B" - MILIB: B1 & B2 Ret to CP		
0810		27	260800	MILIB UNITS - MILIB: C2 & C3 beginning day work		
0810		28	260800	MILIB UNITS - MILIB: All Secure		
0855		29	260855	MILIB "A" - MILIB: A1 Ck Pt #1		
0925		30	260925	MILIB "A" - MILIB: A1 Ck Pt #2		
1015		31	261015	MILIB "A" - MILIB: A1 Ck Pt #3		
	1030	32	261030	MILIB - BIG FLOWER: Spot Report #1 (Found 1 M-79 Dxd - G Co.)		
1035		33	261035	MILIB "A" - MILIB: A2 Dep Cp/Ck Pt #1		
1040		34	261040	MILIB "A" - MILIB: A1 Dep Ck Pt #3		
1050		35	261050	MILIB "C" - MILIB: Ret to CP		
1120		36	261120	MILIB "A" - MILIB: Spot Report #2 (Found wood tube rigged as mine) passed to Regt		
1100		37	261100	MILIB UNITS - MILIB: All Secure		
1155		38	261155	MILIB UNITS - MILIB: All Secure		
1201		39	261201	MILIB "A" - MILIB: A1 Ck Pt #4		
1232		40	261232	MILIB "A" - MILIB: A1 Ck Pt #5 (CP)		
1310		41	261310	MILIB UNITS - MILIB: All Secure		
1329		42	261329	MILIB "A" - MILIB: A2 Ck Pt #3		
	1330	43	261330	MILIB - BIG FLOWER: Spot Rept #3 (Obs 1 VC)		
1402		44	261402	MILIB UNITS - MILIB: All Secure		

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Endings:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 219-65 (REV. 3-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION		1st Battalion, 1st Marines	
PLACE		Quang Tri	
FROM (Date and hour)	TO (Date and hour)	260001H Dec	262400H Dec

( See reverse side for instructions )



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

(1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.

(2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

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### 4. Journal File:

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## JOURNAL

NAVJMC 219-GS (REV. 5-63)

SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION

1st Battalion, 1st Marines

PLACE

Quang Tri

FROM (Date and hour)

270001H Dec

TO (Date and hour)

272400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0050		1	270050	MILB "A" - MILB: LP #1 Ret to CP		
0100		2	270100	MILB "A" - MILB: A2A Dep CP		
0100		3	270100	MILB UNITS - MILB: All Secure		
0115		4	270115	MILB "A" - MILB: A2A in posit		
0140		5	270140	MILB "A" - MILB: LP #1 Dep CP		
0200		6	270200	MILB UNITS - MILB: All Secure		
0220		7	270220	MILB - BIG FLOWER: Spot Report #1 (Fnd mine)		
0250		8	270250	MILB - BIG FLOWER: Additional on Msg #7		
0300		9	270300	MILB UNITS - MILB: All Secure		
0320		10	270320	MILB "A" - MILB: LP #3 Returning to CP		
0335		11	270335	MILB "A" - MILB: LP #3 Ret to CP		
0422		12	270422	MILB UNITS - MILB: All Secure		
0431		13	270431	MILB - BIG FLOWER: Spot Reports #2 & #3 (Obs 2 VC - neg positive results)		
0504		14	270504	MILB "C" - MILB: C1A Ret to CP		
0505		15	270505	MILB "C" - MILB: C1B, C3A, LP #3 Ret to CP		
0505		16	270505	MILB "A" - MILB: A2 Ret to CP		
0506		17	270506	MILB UNITS - MILB: All Secure		
0603		18	270535	MILB "A" - MILB: LP #1 Ret to CP		
0604		19	270604	MILB "C" - MILB: LP #3 Ret to CP		
0616		20	270616	MILB UNITS - MILB: All Secure		
0651		21	270631	BIG FLOWER - MILB: Weather Report		
0653		22	270653	MILB "C" - MILB: C1A & C1B moving to C3A		
0715		23	270658	MILB "B" - MILB: B2 & B3 Returning to CP		
0726		24	270715	MILB UNITS - MILB: All Secure		
0750		25	270746	MILB "B" - MILB: B2 Ret to CP		
0803		26	270800	MILB - BIG FLOWER: Spot Report #5 (Fnd/destroy 1 ChiCom grenade rigged as mine)		
0804		27	270757	MILB "C" - MILB: C(-) Ck Pt #1		
0805		28	270805	MILB UNITS - MILB: All Secure		
0815		29	270805	MILB "C" - MILB: C(-) Ck Pt #2		
0815		30	270810	MILB "C" - MILB: C(-) Ck Pt #3		
0816		31	270812	MILB "A" - MILB: A1 Ret to CP		
0817		32	270813	MILB "B" - MILB: B3 Ret to CP		
0923		33	270923	MILB "C" - MILB: C(-) Ret to CP		
1000		34	271000	MILB "A" - MILB: A3 Dep CP		
1105		35	271105	MILB "A" - MILB: A3 Ck Pt #1		
1135		36	271135	MILB "A" - MILB: A3 Ck Pt #2		
1143		37	271143	MILB - BIG FLOWER: 6 Hour Sit Report		
1525		38	271525	MILB "C" - MILB: C2 Dep CP		
1521		39	271300	MILB "C" - MILB: C2 Ck Pt #1		
1525		40	271525	MILB UNITS - MILB: All Secure		
1536		41	271345	MILB "C" - MILB: C2 Ck Pt #2		
1536		42	271536	MILB UNITS - MILB: All Secure		
1536		43	271420	MILB 6 Dep to DRAKEPOOL		
1536		44	271500	MILB UNITS - MILB: All Secure		

(See reverse side for instructions)

PAGE NO.

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
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#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

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#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

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## JOURNAL

NAVJMC 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION 1st Battalion, 1st Marines	
PLACE Quang Tri	
FROM (Date and hour) 280001H Dec	TO (Date and hour) 282400H Dec

(Classification)

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M—Maps S—Staff T—Troops F—File
IN	OUT				
0010		1	280010	MILIB UNITS - MILIB: All Secure	
0015		2	280015	MILIB "A" - MILIB: LP #3 & #3A in posit	
0113		3	280113	MILIB - BIG FLOWER: Spot Report #1 (Obs 3 boats in river)	
0115		4	280115	MILIB UNITS - MILIB: All Secure	
0220		5	280220	MILIB - BIG FLOWER: Spot Report #2 (Obs 1 boat w/5 VC - 4 VC KIA (conf))	
0228		6	280228	MILIB UNITS - MILIB: All Secure	
0240		7	280240	MILIB - BIG FLOWER: Spot Report #3 (Obs 2 VC)	
0315		8	280315	MILIB "C" - MILIB: C1A & C2A Ret to CP	
0320		9	280320	MILIB UNITS - MILIB: All Secure	
0343		10	280343	MILIB "B" - MILIB: LP #1 & #2 Ret to CP	
0349		11	280458	MILIB "C" - MILIB: C2 Ck Pt #2	
0513		12	280521	MILIB UNITS - MILIB: All Secure	
0613		13	280534	MILIB "A" - MILIB: LP #3A Ret to CP	
0613		14	280600	MILIB UNITS - MILIB: All Secure	
	0613	15	280613	MILIB - BIG FLOWER: 6 Hour Sit Report	
0622		16	280612	MILIB "A" - MILIB: LP #3 Ret to CP	
0622		17	280620	MILIB "C" - MILIB: C2 in posit	
0705		18	280705	MILIB UNITS - MILIB: All Secure	
0705		19	280705	BIG FLOWER - MILIB: Weather Report	
0745		20	280735	MILIB "Z" - MILIB: Req reserve chow - 45 men)	
0814		21	280755	MILIB "A" - MILIB: A1 Ret to CP	
0814		22	280755	MILIB "Z" - MILIB: Ret to CP	
0830		23	280820	MILIB "A" - MILIB: A2 Ret to CP	
0845		24	280845	B COMPANY COMMENCE LIFT OFF TO 4TH MARINES	
	0930	25	280930	MILIB - BIG FLOWER: Spot Report #4 (2 USMC KIA FROM MINE)	
1003		26	281003	B COMPANY COMPLETE LIFT OFF TO 4TH MARINES)	
1005		27	281005	MILIB "A" - MILIB: A3 Dep CP	
1020		28	281020	MILIB "C" - MILIB: C1 & C2 Ret to CP	
1033		29	281003	MILIB "A" - MILIB: A3 Ck Pt #2	
1032		30	281032	MILIB "A" - MILIB: A3 Ck Pt #3	
	1147	31	281147	MILIB - BIG FLOWER: 6 Hour Sit Report	
1200		32	281200	MILIB UNITS - MILIB: All Secure	
1300		33	281300	MILIB UNITS - MILIB: All Secure	
1335		34	281335	MILIB "A" - MILIB: A3 Ck Pt #3	
1405		35	281405	MILIB UNITS - MILIB: All Secure	
1415		36	281415	MILIB "A" - MILIB: A3 Ck Pt #4	
1500		37	281500	MILIB UNITS - MILIB: All Secure	
1600		38	281600	MILIB UNITS - MILIB: All Secure	
1705		39	281705	MILIB "C" - MILIB: C(-) Dep CP	
1715		40	281715	MILIB "A" - MILIB: A2/A1 Dep CP	
1803		41	281745	MILIB "Z, G, A" - MILIB: Z Dep CP; C & A Ck Pt #1	
1803		42	281745	MILIB "A" - MILIB: A1 Ck Pt #1	
1803		43	281756	MILIB "A" - MILIB: A2 Ck Pt #2	

(See reverse side for instructions)

PAGE NO.

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

(1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.

(2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAVJAG 21P-65 (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

1st Battalion, 1st Marines

Quang Tri

280001H Dec

282400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
BY	OUT				M-Maps S-Staff	T-Troops F-File
1803		44	281801	MILB "Z" - MILB: in position		
	1814	45	281754	MILB - BIG FLOWER: 6 Hour Sit Report		
	1814	46	281811	MILB - BIG FLOWER: Spot Report #2 ( Re 1 81 illman found - dud)		
1846		47	281816	MILB "C" - MILB: Ck Pt #2		
1846		48	281818	MILB "A" - MILB: A2 Ck Pt #3/A1 Ck Pt #2		
1846		49	281825	MILB "Z" - MILB: LP #2 in posit		
1846		50	281830	MILB "Z" - MILB: LP #2 in posit		
1846		51	281840	MILB "A" - MILB: A1 Ck Pt #4		
1850		52	281850	MILB "A" - MILB: A2 Ck Pt #4/posit		
1957		53	281858	MILB "C" - MILB: C(-) in posit		
1957		54	281940	MILB "C" - MILB: C3A / Dep CP		
1957		55	281945	MILB "C" - MILB: C3A in posit		
2002		56	282002	MILB "C" - MILB: C2A Dep CP		
2000		57	282010	MILB "C" - MILB: C2A in posit		
2042		58	282042	BIG FLOWER - MILB: Intel Report (2000C at grid 353416)		
2048		59	282048	BIG FLOWER - MILB: Intel Report ( Obs 15 VC carrying mortar containers)		
2105		60	282105	MILB "C" - MILB: C2B Dep CP		
2108		61	282108	MILB "A" - MILB: A1A Dep CP		
2111		62	282111	MILB "Z" - MILB: Z1A Dep CP		
2137		63	282137	MILB "C" - MILB: C2B in posit		
2150		64	282150	MILB "Z" - MILB: LP #1 in posit		
2345		65	282345	MILB UNITS - MILB: All Secure		
2346		66	282346	MILB "C" - MILB: LP #3 in posit		
	2355	67	282355	MILB - BIG FLOWER: 6 Hour Sit Report		

PAGE NO

(Classification)



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Headings:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVJG 219-GS (REV. 5-63)

SUPERSEDES 2-32 AND 8-36 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION

1st Battalion, 1st Marines

PLACE

Quang Tri

FROM (Date and hour)

290001H Dec

TO (Date and hour)

292400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
0005		1	290005	MILB "A" - MILB: LP #3 & #3A Dep CP	
0020		2	290020	MILB UNITS - MILB: All Secure	
0020		3	290020	MILB "A" - MILB: LP #3A in posit	
0025		4	290025	MILB "A" - MILB: LP #3 in posit	
0100		5	290100	MILB UNITS - MILB: All Secure	
0150		6	290150	MILB "2" - MILB: LP #2 Ret to CP	
0200		7	290200	MILB UNITS - MILB: All Secure	
0300		8	290300	MILB UNITS - MILB: All Secure	
0335		9	290335	MTH MARINES - MILB: Re; Op NEOSHO	
0345		10	290345	MILB "A" - MILB: A1A Ret to CP	
0408		11	290540	MILB "A" - MILB: LP #3 & #3A Ret to CP	
0608		12	290600	MILB UNITS - MILB: All Secure	
0608		13	290600	MILB "C" - MILB: LP #3 Dep CP	
0630		14	290615	MILB "C" - MILB: LP #3 Ret	
0630		15	290629	BIG FLOWER - MILB: Weather Report	
	0631	16	290602	MILB - BIG FLOWER: 6 Hour Sit. Rep	
0646		17	290645	MILB - MILB: C2B Ret to CP	
0704		18	290657	MILB "A&C" - MILB: A1 Dep CP; C3A Ret to CP	
0708		19	290705	MILB "A" - MILB: A2A Ret to CP	
0730		20	290720	MILB "C" - MILB: C Dep CP	
0730		21	290725	MILB "A" - MILB: A1 Ret to CP	
0746		22	290745	MILB "A" - MILB: A2 Ck Pt #2	
0755		23	290722	MILB "A" - MILB: A2 Ck Pt #1	
0806		24	290800	MILB UNITS - MILB: All Secure	
0806		25	290803	MILB "2" - MILB: Ret to CP	
0806		26	290805	MILB "C" - MILB: Ret to CP	
0807		27	290807	MILB "A" - MILB: A2 Ret to CP	
0900		28	291000	MILB UNITS - MILB: All Secure	
0918		29	291018	MILB "A&C" - MILB: A2/C1 Dep CP	
0900		30	290900	MILB UNITS - MILB: All Secure	
1050		31	291050	MILB "C" - MILB: C1 Ck Pt #1	
1055		32	291055	MILB "A" - MILB: A2 Ck Pt #1	
1105		33	291105	MILB "C" - MILB: C1 Ck Pt #2	
1124		34	291124	MILB "A" - MILB: A2 Ck Pt #2	
1130		35	291130	MILB "A" - MILB: A2 Ck Pt #3	
1135		36	291135	MILB "A" - MILB: A2 Ck Pt #4	
1145		37	291145	MILB "A" - MILB: A2 Ck Pt #5	
	1148	38	291148	MILB - DRAKEPOOL: 6 Hour Sit. Report	
1209		39	291209	MILB "A" - MILB: A2 Ck Pt #6	
1211		40	291211	MILB "C" - MILB: C1 Ck Pt #3	
1214		41	291214	MILB "A" - MILB: A2 Ret to CP	
1232		42	291232	MILB UNITS - MILB: All Secure	
1344		43	291344	MILB "C" - MILB: C1 Ck Pt #4	
1355		44	291355	MILB UNITS - MILB: All Secure	
	1406	45	291406	MILB - BIG FLOWER: 4 Vehicle dep to regt	
1418		46	291418	MILB "C" - MILB: C1 Ck Pt #5	

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

(1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.

(2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAYMC 219-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Quang Tri	
FROM (Date and hour)	TO (Date and hour)
290001H Dec	292400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
1504		47	291508	MILB UNITS - MILB: All Secure		
1525		48	291525	MILB"A" - MILB: All Secure on range		
1640		49	291640	MILB"A" - MILB: A3 Dep CP		
1700		50	291700	MILB UNITS - MILB: All Secure		
1718		51	291718	MILB"A" - MILB: A3 Ck Pt #1		
1720		52	291720	MILB"C" - MILB: C(-) Dep CP		
1745		53	291745	MILB"Z" - MILB: Deep CP		
1755		54	291755	MILB"A" - MILB: A3 Ck Pt #3		
	1800	55	291800			
1800		56	291800	MILB"C" - MILB: C(-) Ck Pt #1		
1800		57	291800	MILB UNITS - MILB: All Secure		
1810		58	291810	MILB"A" - MILB: A1 Ck Pt #1		
1820		59	291820	MILB"A" - MILB: A1 Ck Pt #2		
1820		60	291820	MILB"C" - MILB: C(-) Ck Pt #2		
1825		61	291825	MILB"A" - MILB: A1 in posit		
1900		62	291900	MILB UNITS - MILB: All Secure		
1900		63	291900	MILB"C" - MILB: C(-) Ck Pt #3		
2000		64	292000	MILB"C" - MILB: C(-) in posit		
2300		65	292300	ALL LP/AMB IN POSITIONS		
	2350	66	292350	MILB - BIG FLOWER 6 Hour Sit Report		

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Endings:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

 NAVMC 219-GS (REV. 5-63)  
 SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Quang Tri	
FROM (Date and hour)	TO (Date and hour)
300001H Dec	302400H Dec

TIME		SERIAL NO	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
0001		1	300001	MILIB "A" - MILIB: LP #2A Dep CP		
0010		2	300010	MILIB "A" - MILIB: LP #2 in posit		
0024		3	300024	MILIB "A" - MILIB: LP #2A in posit		
0030		4	300030	MILIB "A" - MILIB: ALA in posit		
0110		5	300110	MILIB UNITS - MILIB: All Secure		
0150		6	300150	MILIB "A" - MILIB: ALB Ret to CP		
0205		7	300205	MILIB UNITS - MILIB: All Secure		
0226		8	300226	MILIB "C" - MILIB: C3A, C3B All Secure		
0252		9	300252	MILIB "Z" - MILIB: ZA in posit		
0300		10	300300	MILIB UNITS - MILIB: All Secure		
0340		11	300340	MILIB "A" - MILIB: LP #2 Dep CP		
0349		12	300349	MILIB "A" - MILIB: LP #2 Ret to CP		
0400		13	300400	MILIB UNITS - MILIB: All Secure		
0400		14	301400	MILIB "A" - MILIB: LP #2A Ret to CP		
0546		15	300546	MILIB "C" - MILIB: LP #1 Ret to CP		
	0555	16	300555	MILIB - BIG FLOWER: 6 Hour Sit Report		
0725		17	300625	MILIB "C" - MILIB: C1A Ret to CP		
0630		18	300630	BIG FLOWER - MILIB: Weather Report		
0640		19	300640	MILIB "Z" - MILIB: ZA still in posit		
0710		20	300710	MILIB "C" - MILIB: C3B begin day work		
0715		21	300715	MILIB "C" - MILIB: C(-) Dep posit		
0720		22	300720	MILIB "A" - MILIB: A1 Dep posit		
0720		23	300720	MILIB "C" - MILIB: C(-) Ck Pts will be reversed		
0720		24	300720	MILIB "A" - MILIB: ALA linked with A1(-)		
0730		25	300730	MILIB "C" - MILIB: C(-) Ck Pt #1		
0740		26	300740	MILIB "Z" - MILIB: ZA Ret to CP		
0745		27	300745	MILIB "A" - MILIB: A1 Ret to CP		
0755		28	300755	MILIB "C" - MILIB: C(-) Ck Pt #2		
0800		29	300800	MILIB "A" - MILIB: MILIB "A" 3 Dep posit		
	0915	30	300915	MILIB - BIG FLOWER: Spot Report #1 (Man tripped improvised mine)		
	1005	31	301005	MILIB - BIG FLOWER: Spot Report #2 (Man tripped 105rnd - rnd failed to detonate)		
	1159	32	301159	MILIB - BIG FLOWER: 6 Hour Sit Report		
	1205	33	301205	MILIB - BIG FLOWER: Spot Report #3 (End a 60mm & 105mm rigged as mine)		
1230		34	301230	MILIB "A" - MILIB: A1 Ck Pt #4		
1245		35	301245	MILIB "C" - MILIB: C2 Ck Pt #5		
1300		36	301300	MILIB UNITS - MILIB: All Secure		
1400		37	301400	MILIB UNITS - MILIB: All Secure		
1400		38	301400	MILIB "C" - MILIB: C2 Ck Pt #6		
	1407	39	301407	MILIB - BIG FLOWER: Spot Report #4 (Rec'd 6 rnds sniper fire)		
	1424	40	301424	MILIB - BIG FLOWER: Spot Report #5 (Obs 3 VC - fired on - 1 VC KIA (PROB))		
1500		41	301500	MILIB "C" - MILIB: C2 Ck Pt #7		

(See reverse side for instructions)

PAGE NO.

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal Files:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

NAYMC 214-GS (REV. 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

UNIT OR SECTION	
1st Battalion, 1st Marines	
PLACE	
Quang Tri	
FROM (Date and hour)	TO (Date and hour)
300001H Dec	302400H Dec

[illegible]

**{ Classification }**



## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

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### 3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders"

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

### 4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.

## JOURNAL

NAVJG 219-GS (REV 5-63)  
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

(Classification)

## UNIT OR SECTION

1st Battalion, 1st Marines

## PLACE

Quang Tii

## FROM (Date and hour)

310001H Dec

## TO (Date and hour)

312400H Dec

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M - Maps S - Staff	T - Troops F - File
0000		1	310000	MILB"A" - MILB: All Secure		
0004		2	310004	MILB"C" - MILB: All Secure		
0026		3	310026	MILB"Z" - MILB: LP #1 Dep CP		
0035		4	310035	MILB"Z" - MILB: LP #1 Ret to CP		
0057		5	310057	MILB UNITS - MILB: All Secure		
0200		6	310200	MILB UNITS - MILB: All Secure		
0224		7	310224	MILB"Z" - MILB: 2A Ret to CP		
0245		8	310245	MILB"A" - MILB: LP #1 Ret to CP		
0247		9	310247	MILB"Z" - MILB: All Secure		
0316		10	310316	MILB"C" - MILB: All Secure		
0332		11	310332	MILB"A" - MILB: LP #1A Ret to CP		
0442		12	310442	MILB UNITS - MILB: All Secure		
0453		13	310453	MILB"C" - MILB: LP #1 Ret to CP		
	0600	14	310600	MILB - BIG FLOWER: Spot Report #1 (Obs 1 boat)		
	0600	15	310600	MILB - BIG FLOWER: 6 Hour Sit Report		
0558		16	310558	MILB"A" - MILB: A2A Dep CP		
0605		17	310605	MILB"A" - MILB: A2A Ret to CP		
0615		18	310615	MILB"C" - MILB: C1A Ret to CP		
0640		19	310640	BIG FLOWER - MILB: Weather Report		
1200		20	311200	MILB UNITS - MILB: All Secure		
1230		21	311230	MILB"C" - MILB: C3 Dep CP		
1245		22	311245	MILB"C" - MILB: C3 Ck Pt #1		
1305		23	311305	MILB UNITS - MILB: All Secure		
1310		24	311310	MILB"A" - MILB: A2 Dep CP		
1312		25	311312	MILB"C" - MILB: C3 Ck Pt #3		
	1314	26	311314	BIG FLOWER - MILB: Obs fires at 2445		
1322		27	311322	MILB"C" - MILB: C3 Ck Pt #3		
1330		28	311330	MILB"A" - MILB: A2 Ck Pt #1		
1350		29	311350	MILB"D" - MILB: D RETURN FROM 4TH MARINES		
1400		30	311400	MILB UNITS - MILB: All Secure		
	1420	31	311420	MILB - BIG FLOWER: Spot Report #3 (Obs 2 VC)		
1423		32	311423	MILB"A" - MILB: A2 Ck Pt #2		
1423		33	311423	MILB"C" - MILB: C3 Ck Pt #5		
	1437	34	311437	MILB - MILB UNITS: Password Code		
1530		35	311530	MILB"C" - MILB: C3 Ck Pt #5		
	1530	36	311530	MILB - BIG FLOWER: Spot Report #4 (re msg 31)		
	1535	37	311535	MILB UNITS - MILB: Weather Report		
1600		38	311600	MILB UNITS - MILB: All Secure		
1635		39	311635	MILB - BIG FLOWER: Spot Report #6 (1 Detainee)		
1635		40	311635	MILB"C" - MILB: C3 Ck Pt #6		
1640		41	311640	MILB"A" - MILB: A Dep CP		
	1803	42	311803	MILB - DRAKEPOOL: 6 Hour Sit Report		
	1803	43	311803	MILB - BIG FLOWER: Spot Report #7		
2015		44	312015	MILB"Z" - MILB: LP #1 & #2 in posit		
2152		45	312152	MILB"A&D" - MILB: Dlp #1 Dep; A2A Dep CP		
	2350	46	312350	MILB - BIG FLOWER: 6 Hour Sit Report		

(See reverse side for instructions)

PAGE NO

(Classification)

## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

#### b. Place: Enter coordinates or name of locality.

#### c. From: Enter date, time, and time zone that journal is opened.

#### d. To: Enter date, time, and time zone that journal is closed.

### 2. Body:

#### a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

#### b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

#### c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

#### d. DTG: Enter date/time group of radio message.

#### e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

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