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HEADQUARTERS
3d Combined Action Group
III Marine Amphibious Force
APO, San Francisco 96602

3/WJL/wjb
5700
16 August 1969

From: Commanding Officer
To: Commandant of the Marine Corps (Code A03D)
Via: (1) Commanding General, III Marine Amphibious Force
(2) Commanding General, Fleet Marine Force, Pacific

Subj: Command Chronology for the period 1 July - 31 July 1969.

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

Encl: (1) 3d Combined Action Group Command Chronology

1. In accordance with reference (a) and (b) enclosure (1) is hereby submitted.

2. Downgraded at 3 year intervals. Declassified after 12 years.
DOD Directive 5200.10.

J. B. McLeod
J. B. McLEOD

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COMMAND CHRONOLOGY

1 July - 31 July 69

PART I

ORGANIZATIONAL DATA

PART II

NARRATIVE SUMMARY Command
Personnel & Administration, Operations,
Training, Logistics, Medical, Civic
Action, Special Services

PART III

SEQUENTIAL LISTING OF SIGNIFICANT
EVENTS

PART IV

SUPPORTING DOCUMENTS

Weekly Training Reports 1 July to 31
July 1969, 3d CAG SOP GruO P3000.1B

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Enclosure (1)

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PART I

ORGANIZATIONAL DATA

1. Designation

3d Combined Action Group, III MAF LtCol Roi E. ANDREWS
 1 July - 24 July
 LtCol J. B. MIRONAUD
 24 July - 31 July

SUBORDINATE UNITS

Combined Action Company 3-1	Capt. Edwin R. GOEDDE, Jr. USMC 1 July - 31 July 69
Combined Action Company 3-2	Capt. George A. NIESEL, USMC 1 July - 31 July 69
Combined Action Company 3-3	Capt. Joel D. WARD, USMC 1 July - 31 July 69
Combined Action Company 3-4	Capt. James F. DAVIS USMC 1 July - 31 July 69
Combined Action Company 3-5	Capt. John P. PALCHAK USMC 1 July - 31 July 69

2. Location

Headquarters, 3d Combined Action Group	Phu Bai Combat Base, Huong Thuy District, Thua Thien (P)
Combined Action Company 3-1	Huong Thuy District Headquarters, Thua Thien (P)
Combined Action Company 3-2	Phu Loc District Headquarters, Thua Thien (P)
Combined Action Company 3-3	Phu Thu District Headquarters, Thua Thien (P)
Combined Action Company 3-4	Huong Tra District Headquarters, Thua Thien (P)
Combined Action Company 3-5	Thon Bach Village Phu Loc District, Thua Thien (P)

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~~CONFIDENTIAL~~3. Staff Officers

Executive Officer

Major Beryl D. STEPHENS USMC
1 July - 31 July 69

S-1

Lt. D. A. WINKEL USMC
1 July - 31 July 69

S-2/3

Major John S. SIROMIAK USMC
1 July - 14 July 69
Major Ferris C. FISHER USMC
14 July - 31 July 69

S-4

Capt. Donald WILLINGHAM USMC
1 July - 31 July 69

1st Sgt.

1st Sgt. Lamar RUSSELL
1 July - 25 July 69
1st Sgt. P. G. YAMER
25 July - 31 July 694. Average Monthly Strength

<u>USMC</u>		<u>USN</u>		<u>AEVH (Attached)</u>	
<u>OFF</u>	<u>ENL</u>	<u>OFF</u>	<u>ENL</u>	<u>OFF</u>	<u>ENL</u>
10	526	0	27	1	5

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PART II

NARRATIVE SUMMARY

CONTINUED

1. LtCol J. B. MICHAUD assumed Command of the 3d Combined Action Group on 24 July. LtCol MICHAUD joined 3d CAG from MACV. LtCol R. E. ALLIAMS returned to COMUS and has been assigned to HHC. During this same period Major F. C. FISHER relieved Major John S. SIMONIAK as the S-3. Major SIMONIAK was transferred to Quantico Schools and Major FISHER joined 3d CAG from Headquarters, XXIV Corps.

2. 1st Sgt. YADGER relieved 1st Sgt RUSSELL as the Group First Sergeant. Gy/Sgt F. DUNDSEY relieved Gy/Sgt D. M. MACDONALD as the S-3 Chief. Gy/Sgt MACDONALD was reassigned as the CAGO 3-1 Gunnery Sergeant.

PERSONNEL AND ADMINISTRATION

1. The enlisted personnel input continued to come directly from COMUS. Personnel from COMUS appear to be adaptable to the Combined Action Program, however, it has caused a temporary fluctuation in rank structure.
2. No difficulties were encountered during the month concerning administration matters. The overall personnel and administration picture is as follows:

PROMOTIONS The following promotions were effected:

To PFC - 11
To ICPL - 29
To CPL - 3
To SGT - 1

OFFICERS JOINED

3

OFFICERS DROPPED

3

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ENLISTED JOINED

MOS

E-8 E-7 E-6 E-5 E-4 E-3 E-2/1 TOTALS

0141
0311
0331
0341
0351
0369
9999
2591
2531
3531

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			1				1
			61	2			67
			4				4
			4				4
		1	13				14
							2
							1
							1
		1					1
			3				3

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The relocation of CAGO 3-5 from Phu Vang to Phu Tim was completed.

Ambushes and patrols by CAPs of 3d CAG accounted for sixteen VC and nine NVA/KIAs during this reporting period. In addition there was one NVA POW and nine persons detained as VCS. Twenty-two individual weapons and four crew served weapons were captured.

A significant operation was conducted by 3-3 during this period and the final phase of this operation is still in progress. The operation consisted of clearing a tree line that cut across 3-3-3's and part of 3-3-5's area of operation. This treeline was heavily mined and booby trapped and was a known sanctuary for approximately one platoon of local VC. Prior to TEF there were several hamlets located within the treeline, however, they had not been reoccupied because of obvious danger. In addition, the booby trapped treeline hindered the effectiveness of the CAP.

On 28 July 1969 an air strike was conducted on the treeline (YD 880250 to YD 910224). The air strike consisted of 17 sorties of fixed wing aircraft. In addition there were two gunships. These aircraft delivered 1600lbs HE, 2400lbs napalm, 160000lbs CBU, 46000 rounds (20mm), 10000 rounds (7.62mm) 28 rockets (2.76mm), and 24 (5" Zuni) rockets on the target. Aircraft drew light small arms fire on two occasions. No planes were hit. Target area was cordoned by CAP's 3-3-1, 3-3-2, 3-3-3, 3-3-4, 3-3-5, and the 1st Platoon 950th RF Company in order to keep friendly populace and of the target area and to intercept possible VC. Surveillance of area will continue until completion of the land/mine clearance operations which commenced on 29 July. Land/mine clearance is being conducted by elements of the 45th Engineer Group with security from elements from the 101st Airborne Division.

Results of the clearing operations to date are: eight bunkers destroyed, twenty-six secondary explosions, one VCS who was later released by Phu Tim District Chief.

VIP Payments

See enclosure (1)

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Unit level training continued under the revised monthly syllabus on those subjects of general and specific military nature.

The 3d CAG Orientation Program was presented to 22 new personnel, prior to CAP school. One of the favorite and most enjoyed subjects was the daily one hour of VII language. Lt. THUC (ARVN) and Cpl O'DONNELL taught on an alternating basis.

SUPPLY AND LOGISTICS

During this reporting period the majority of effort was concentrated on preparing for the forth coming FASO inspection. Annual inventory is presently being taken in Supply. All supply records are being checked subsequent to Field Supply Analysis team's arrival on 12 August. One M151A1 was turned in to 3d Echelon for Engine repair.

MEDICAL

During the month of July medical members of the 3d Combined Action Group increased their precautions against Malaria.

Although Malaria is not a severe medical problem to this command, when visited by members of the Preventive Medicine Unit from NSA there was sufficient evidence presented to warrant control steps in the mosquito infested areas.

The largest mosquito population was found in the swamp adjoining the Motor Transport Section. Over six hundred gallons of used oil was either sprayed or dumped on this swamp area.

Tossit capsules were placed in the outside fire barrels whether they were screened or not.

Areas around the open drainage shower were also treated. Word was reemphasized to the CAP Company to caution troops about proper application of insect repellent in the field. Application before setting out on ambush and again on arrival at the site due to possible "sweating off" of the repellent.

Personnel shortages of Company continue to plague the 3d Combined Action Group as well as the other groups. There will be a five man loss due to rotation alone.

The entire 3d Company moved to a hostile area and as a result their med cap totals were drastically cut, but even so, the 3d Combined Action Group, collectively treated a total of 15987 Vietnamese civilians.

The suspected Tuberculosis diagnosis reported last month was accurately at the Naval Hospital in Yokosuka as pneumonia. The man was returned to duty and is again with the 3d Combined Action Group.

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1. 15,987 civilians received medical treatment during the month of July in THUY CHAN, THUY DUONG, THUY AN.
2. 359 pounds of food was distributed to villagers are of THUY DUONG, THUY AN.
3. 64 English classes were held with a total attendance of 436 civilians.
4. COORD has assumed the total responsibility of continuing "Operation Hospital #".

SPECIAL SERVICES

One commercial floor show gave three performances for 3d CAG personnel. CAP's 3-1-4 and 3-5 were visited by Mrs. Irena WILEY, who drew portrait sketches of the CAP Marines to send home.

Additional shelves were installed in the new Recreation Room, completing the library section.

Approximately 500 paper back books were presented to the CAP personnel.

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The following summary of training is submitted for the month of July 1969.

<u>SUBJECT</u>	<u>HOURS PRESENTED</u>	<u>USMC/ PF ATTENDANCE</u>
Pen Fire M16, M60, M79	10	221 323
Artillery Fire Mission	5	392 476
Care & Cleaning of Weapons	5	230 254
Mapping - Direction & Orient at night	10	226 273
Patrolling & Ambushes	10	128 208
Communications	10	322 429
Mines & Booby Traps	5	112 115
Immediate Action Drill	5	67 60
First Aid	5	22 21

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Enclosure (1)

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PART III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

1. On 02 0120H July 69 at coordinates YD 975053 (12 Km NW of Phu Loc District Headquarters) CAP 3-5-4 while in ambush site, observed four VC moving in an easterly direction, approximately 30 meters away. Initiated fire with small arms, M-60, and M-79s. Enemy immediately returned small arms fire, as they fled to the west. Sweep of the area revealed two sets of drag marks, plus blood trails with miscellaneous pieces of equipment scattered throughout the contact area along the enemy routes of escape. During the enemy's initial burst of return fire, two PFs were wounded.

RESULTS: Two PF/WIAE

2. On 0600H July 69 CAP 3-5-1 was used as a blocking force while participating in a search operation with VN friendlies in the northwest section of CAP 3-5-1's AO. Joint operation secured at 02 0930H July 69 with negative findings.

3. On 02 0700H July 69 at coordinates YD 821268 (4 Km SE of Phu Vang District Headquarters) CAP 3-5-1 reported that one old M-1 Carbine was discovered at the above coordinates by a VN child who brought the weapon to CAP's day position. Area was searched with no other findings. VIP reward will be made.

RESULTS: One M-1 Carbine

4. On 02 100H July 69 at coordinates YD 811173 (5 1/2 Km SE of Hue City) CAP 3-5-5 while on day patrol, discovered two VC bunkers containing Composition C-4, at the above coordinates. Bunkers were constructed of dirt and bamboo, (approximately: 10'x4'x4') and recent occupancy seemed apparent. BOD destroyed bunkers and composition C-4 after a search of the immediate area was conducted with no further findings.

RESULTS: One VC bunker destroyed and 16 pounds of C-4

5. On 02 2230H July 69 at coordinates YD 973055 (12 Km NW of Phu Loc District Headquarters) CAP 3-5-4 while in ambush site, observed four VC traveling in an easterly direction approximately 50 meters away. Initiated fire with small arms, M-60, and M-79s. Enemy returned limited amount of small arms before fleeing in a southerly direction. Sweep of area was conducted with undetermined results.

RESULTS: Undetermined

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6. On 04 0030H July 69 at coordinates YD 837175 (3½ Km NW of Phu Bai Base) CAP 3-1-4 while returning to compound from ambush position contact with an unknown number of VC while crossing railroad tracks at the above coordinates. After the enemy's initial burst of fire with small arms which killed two PFCs, CAP immediately returned fire, causing the enemy to break contact and flee to the west. Population concentration in the area precluded use of arty. Area was swept with undetermined results. Antisapper tactics have been intensified around the compound.

RESULTS: Two ~~VP~~/KIA

7. On 04 0315H July 69 at coordinates ZD 143022 (5 Km NE of Phu Loc District Headquarters) CAP 3-2-2 while in ambush site, observed three VC approaching 50 meters away. CAP initiated fire killing two VC. The third member, apparently wounded escaped in a north-westerly direction. Sweep of area revealed miscellaneous equipment plus foodstuffs along with VC weapons.

RESULTS: Two VC/KIA, and two SKS rifles

8. On 04 0330H July 69 at coordinates YD 885292 (9Km NE of Phu Vang District Headquarters) CAP while in ambush site, observed four VC moving in an easterly direction approximately 200 meters away. CAP sent out a combat patrol which made contact. After an exchange of small arms and hand grenades, the enemy fled in a northwesterly direction. Illuminated and swept area with undetermined results. One USMC was slightly wounded by a grenade fragment but did not require a med-evac.

RESULTS: One USMC/WIA (M)

9. On 04 1700H July 69 at coordinates YD 898187. At the above time, Marine element of CAP 3-3-6 completed relocation to Phu Thu District Headquarters. CACO 3-3 Headquarters element also arrived and construction commenced on CACO Headquarters. Marine squad is initially being utilized for construction and fortifications around new CACO Headquarters. Expect all CACO 3-3 CAPs to be relocated by 12 July 1969.

10. On 07 0130H July 69 at coordinates YD 959067 (6½ Km SE of Phu Bai Base) Phu Loc District Headquarters informed CACO 3-5 HQ that four VN civilians and one ARVN soldier were kidnapped by an unknown number of enemy at the above time and coordinates. Names of victims Hoang Du, and ARVN PFC home on leave; Hoang-Khiem, a student; Le-Thang, a student; Hoang-Phi, a student; Nguyen-Thi (female), a local tailor. CAP 3-5-3's night activities were located approximately 1000 meters away from kidnapping incident.

RESULTS: Four civilians and one ARVN were kidnapped.

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11. On 07 1600H July 69 at coordinates YD 898187. At the above time, CAPs 3-3-4 and 3-3-5 were deactivated at Tho Vang District Headquarters. Presently located at 3d Combined Action Group Headquarters.

12. On 09 1200H July 69 at coordinates YD 8914 Phu Bai Base. At the above time, CAPs 3-3-1, 3-3-2, 3-3-3, and 3-3-4 were relocated to coordinates YD 8724 (Xuan O Hamlet) coordinates YD 8524 (Dien Dai Hamlet), coordinates YD 8922 (Quang Xuyeb Hamlet) and YD 8822 (Le Xa Dong) respectfully.

13. On 09 2100H July 69 at coordinates ZD 142021 (5 Km NE of Phu Loc District Headquarters) CAP 3-2-2 while in ambush site, observed two VC approaching their position from a northerly direction approximately 75 meters away. CAP initiated fire. Enemy throw one frag grenade and fled in a northeasterly direction. Illuminated and swept area with undetermined results.

RESULTS: Undetermined results

14. On 09 2240H July 69 at coordinates YD 786235 (3 Km E of Hue City) CAP 3-1-6 while in ambush site, received small arms fire from an unknown number of enemy at the above coordinates. CAP immediately returned fire causing enemy to cease fire and flee in an unknown direction. Illuminated and swept area with findings of three satchel charges and one $\frac{1}{4}$ pound block of TNT.

RESULTS: Three satchel charges, one $\frac{1}{4}$ pound block of TNT

15. On 10 0230H July 69 at coordinates YD 960702 (6 $\frac{1}{2}$ Km SE of Phu Bai Base) CAP 3-5-3 while in ambush site, observed seven VC approaching their position from an easterly direction approximately 30 meters away. CAP initiated fire with small arms, M-60, M-79s and Claymores. Enemy did not return fire as they fled in a westerly direction. Sweep of area revealed four enemy killed plus weapons and miscellaneous ordnance and equipment.

RESULTS: Three NVA/KIA, one VC/KIA. Four AK47 rifles and Two RPG2 (Launcher)

16. On 10 1700H July 69 at coordinates YD 8914 (Phu Bai Base) CAPs 3-3-5 and 3-3-6 were relocated to coordinates YD-908225 (Ba Long Hamlet) and coordinates YD 902189 (Hoc Tay Dong Hamlet) respectively.

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17. On 10 1200H July 69 at coordinates YD 883242 (3½ Km N of Phu Thu District Headquarters) CAP 3-3-3 while on a day patrol received several rounds of sniper fire from a westerly direction approximately 200 meters away. CAP returned small arms and M-79 fire, swept area with undetermined results and continued their patrol.

RESULTS: CAP received sniper fire

18. On 10 2010H July 69 at coordinates YD 712224 (2½ Km SE of Hue City) CAP 3-4-1 while in ambush site, observed five enemy moving in a westerly direction approximately 30 meters away. CAP initiated fire with small arms, grenades and claymores and received a high volume of B-40 rocket fire from approximately 30 enemy who, unknown to CAP, were following the five man point element. Moments later, the enemy ceased fire and disappeared in a northwesterly direction before artillery could be called. Illuminated and swept area with findings of blood trails and drag marks. One USMC was med-evacuated to 22nd Surg Hospital with wounds received from B-40 fragments.

RESULTS: One USMC/WIAE

19. On 10 2050H July 69 at coordinates YD 696222 (4 Km SW of Hue City) approximately 40 minutes after 3-4-1's contact of 10 2010H July 69, an RF ambush unit made contact with the same enemy force. RFs conducted sweep of the area and discovered three NVA/KIA wrapped in ponchos along with four other NVA/KIA during RF contact. Both friendly units CAP and RF, are of the same opinion that the three NVA/KIA wrapped in ponchos were kills from the enemy's first contact with CAP. Huong Tra District Headquarters has confirmed the above.

RESULTS: Three NVA/KIA

20. On 10 2050H July 69 at coordinates ZD 098895 (1 Km SW of Phu Loc District Headquarters) CAP 3-2-1 while in ambush site, one USMC was wounded by friendly firepower at the above time and location. Incident is now being investigated and SIR will follow.

RESULTS: One USMC/KIA

21. On 11 1110H July 69 at coordinates YD 901234 (3½ Km NW of Phu Thu District Headquarters) CAP 3-3-3 while on day patrol apprehended one VC setting out 105MM HE rounds as booby traps at the above coordinates. VC/POW was interrogated by CAP which resulted in map locations or other booby traps and names of other VC within Phu Thu area. VC/POW presently being interrogated at Phu Thu District Headquarters.

RESULTS: One VC/POW

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22. On 11 2145H July 69 at coordinates YD 860240 (7½ Km SE of Phu Thu District Headquarters) CAP 3-3-2 while in ambush site, observed two VC moving along stream bed in a southerly direction approximately 30 meters away. CAP initiated small arms, 81mm and M-79 fire. Enemy returned sporadic fire while fleeing in a southwesterly direction. Illuminated and swept area with findings of one VC/KIA.

RESULTS: One VC/KIA

23. On 12 0600H July 69 at coordinates YD 910228 (3½ Km of Phu Thu District Headquarters) CAP 3-3-5 received information concerning the whereabouts of two VCS from a civilian source. At the above time and coordinates, CAP conducted a sweep of the area which resulted in the apprehension of one VN male, 42 years of age, and one VN female, 62 years of age. Both VCS were turned over to Phu Thu District Headquarters and have been classified as "active sympathizers". A VIP reward will be made.

RESULTS: Two VCS (male & female)

24. On 12 1200H July 69 at coordinates YD 897188 (15½ Km NE of Hue City) follow up on spot report 11 1110H July 69. Search of reported booby trap areas and interrogation of POW at District Headquarters have both produced negative results.

RESULTS: Negative results

25. On 13 0600H July 69 at coordinates YD 893217 (4 Km N of Phu Thu District Headquarters) CAP 3-3-4 while returning to day position found approximately 100 enemy propaganda pamphlets spread along road near day position. Villagers reported pamphlets were distributed by approximately 10 VC at 0300H on 13 July 69. Pamphlets were collected and brought to District Headquarters. Pamphlets urged U.S. servicemen not to fight.

RESULTS: Approximately 100 enemy propaganda pamphlets

26. On 13 2115H July 69 at coordinates YD 833174 (3½ Km NW of Phu Bai Base) CAP 3-1-4 while on patrol spotted light in a house never seen lighted before. Investigation found one VN civilian not seen in area before. ID papers indicated VN was X-VN Marine. VN stated he was visiting some friends. Detainee is presently at District Headquarters for questioning.

RESULTS: One VN Detainee

27. On 14 1120H July 69 at coordinates YD 852190 (3½ Km NW of Phu Bai Base) CAP 3-1-4 while checking ID cards at the above coordinates a 26 year old VN female was discovered with no ID card. CAP questioned detainee then took her to District Headquarters for further interrogation.

RESULTS: One VN female detainee

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28. On 14 2000H July 69 at coordinates YD 889245 (5½ Km NE of Phu Thu District Headquarters) CAP 3-3-3 while checking out area of contact of previous night, the scout dog picked up a scent about 40 meters away. A torn bloody shirt and blood trails were found. CAP found deep footprints that appeared as if a man had carried another. Further investigation showed nothing.

29. On 15 1030H July 69 at coordinates YD 889245 (5½ Km NE of Phu Thu District Headquarters) CAP 3-3-3 while checking out area of contact of previous night, the scout dog picked up a scent about 40 meters away. A torn bloody shirt and blood trails were found. CAP found deep footprints that appeared as if a man had carried another. Further investigation showed nothing.

30. On 15 2220H July 69 at coordinates ZD 150002 (5 Km SE of Phu Lo District Headquarters) CAP 3-2-6 spotted five VC moving in a northeasterly direction. CAP initiated fire. VC returned fire with small arms, B-40s and Chicom grenades. Then fled in an easterly direction. One VN civilian was killed and six suffered minor wounds as a result of the action. Civilians were in house near the enemy position. Sweep revealed one satchel charge. Drag marks and five to six blood trails.

RESULTS: One AK47 and one satchel charge

31. On 15 2300H July 69 at coordinates YD 823175 (5½ Km SE of Hue City) CAP 3-1-5 heard small explosion at the above coordinates. Power immediately went out in a local area. District Headquarters notified CAP that independent PF's would be sent to investigate incident. They discovered that VC had planted small charge at telephone pole, blowing up pole and powerline.

32. On 16 0200H July 69 at coordinates YD 844174 (8 Km SE of Hue City) CAP 3-1 Headquarters received four rounds of B-40 rocket fire and three M-79 rounds from a NE direction. CAP returned fire. Illuminated and swept area with negative results. One PF received frog wounds in his body and was Med-Evaced.

RESULTS: One PF/WIA

33. On 16 0600H July 69 at coordinates YD 952068 (6½ Km SE of Phu Bai Base) CAPs 3-5-1, 3-5-2, 3-5-3, 3-5-4, participated in a joint operation with RPs from 0600H to 0900H on 16 July 69. CAPs were used as a sweeping force working from the above coordinates in a southerly direction in CAP 3-5-3's AO. Negative results.

RESULTS: Negative results

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34. On 16 0730H July 69 at coordinates YD 896185 ($\frac{1}{2}$ Km NE of Phu Thu District Headquarters) VN children brought eight 105HE rounds, one 81MM HE, and three M-79 HE rounds to CAP 3-3-3 daytime position. VIP reward will be made and EOD will destroy ordnance.

RESULTS: Eight 105HE rounds, one 81MM HE round, and three M-79 HE rounds

35. On 16 1030H July 69 at coordinates YD 898238 ($\frac{1}{2}$ Km NE of Phu Thu District Headquarters) CAP 3-3-3 while on day patrol discovered nine VC bunkers at the above coordinates. One bunker revealed (1) dead VC apparently died of frag wounds. Estimated dead for two days. Bunkers were destroyed with VC buried inside.

RESULTS: One VC bunker with one dead VC inside

36. On 16 1200H July 69 at coordinates YD 005191 ($\frac{1}{2}$ Km NE of Phu Thu District Headquarters) VN children showed CAP 3-3-6 where five 105HE rounds, two 81MM rounds, one 60MM round, one M-26 grenade, and fifty 50 CAL. rounds were located. VIL reward will be paid. EOD will destroy ordnance.

RESULTS: Five 105HE rounds, two 81MM rounds, one 60MM round, one M-26 grenade, fifty 50CAL rounds.

37. On 16 1215H July 69 at coordinates YD 854244 ($\frac{1}{2}$ Km NE of Phu Thu District Headquarters) VN boys brought to CAP 3-3-2 one 8 inch artillery round and one 175 MM round to CAP daytime position. VIP reward was paid and EOD will destroy ordnance.

RESULTS: One 8 inch HE round, one 175MM HE round

38. On 17 0020H July 69 at coordinates YD 879257 ($\frac{1}{2}$ Km E of Phu Bai Base) CAP 3-3-1 while in ambush site, at 0010H one VC with weapon was spotted moving in a southerly direction 300 meters away. CAP initiated fire and received fire from VC. Illumination was used and swept area with negative results.

RESULTS: Negative results

39. On 17 0030H -0100H July 69 at coordinates YD 812247 ($\frac{1}{2}$ Km E of Hue City) CAP 3-1-9 was informed that one male (NGUYEN THANH LUONG, Age 60) and one female (NGUYEN THI TAP, Age 58) were assassinated by approximately ten VC at the above coordinates. Male was shot in the head and female was stabbed with sharp instrument. CAP was informed that male was killed because he had no money for tax collection. Note was pinned to woman's chest: "This woman is friend of PPs, Americans, and ARVN. Anyone else who supports same will be killed. The next one will not die so easily."

RESULTS: One male and female were assassinated

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40. On 17 0145H July 69 at coordinates YD 898190 ($\frac{1}{2}$ Km NE of Phu Thu District Headquarters) CAP 3-3-6 while returning from night activities, encountered three VC with two RPD machineguns preparing to fire on CAGO Headquarters. CAP initiated fire killing one VC. Approximately four to five VC returned fire from 150 meters away. Another VC was discovered in culvert and killed. One other VC was killed in the open while fleeing from area and one VC was killed in a bunker. CAP swept area at first light and found the four dead VC and assorted weapons and gear.

RESULTS: (4) VC/KIA nine satchel charges, one AK47 magazine

41. On 17 2050H July 69 at coordinates YD 807244 ($\frac{1}{2}$ Km E of Hue City) CAP 3-1-9 was enroute to ambush site, movement was heard coming from a canal approximately 40 meters away. CAP initiated fire. Movement ceased. Illuminated and swept area with negative results. Continuing to ambush site, CAP saw three VC fleeing in an easterly direction. Approximately 50 meters away. Initiated fire with undetermined results.

RESULTS: Undetermined results.

42. On 17 2250H July 69 at coordinates YD 904108 (2 Km E of Phu Bai Base) CAP 3-1-3 GCM six VC approaching their position from a southeasterly direction, approximately 30 meters away. CAP initiated fire. VC fled in an easterly direction without returning fire. Illuminated and swept area and found two NVA killed, with weapons. During sweep, one B-40 round was fired at CAP, slightly wounding a PF. Daylight sweep revealed no new findings.

RESULTS: One PF/WIA(M), two NVA/KIA, and two AK47 rifles

43. On 18 1630H July 69 at coordinates YD 895242 ($\frac{1}{2}$ Km NE of Phu Thu District Headquarters) CAP 3-3-3 found a small amount of medical supplies in a bunker at the above coordinates. CAP then received small arms fire and what is believed to be M-79 fire. One USMC was slightly wounded as result of fragmentation from M-79 fired by VC. CAP returned fire with negative results as VC withdrew.

RESULTS: One USMC/WIAE, and assorted medical supplies

44. On 18 1800H July 69 at coordinates YD 897186 ($\frac{1}{2}$ Km NE of Phu Thu District Headquarters) Children brought to CAP 3-3-6 at the above coordinates assorted ordnance. VIP reward will be paid. EOD will dispose of the ordnance.

RESULTS: 20 82MM Mortar rounds, seven BQ-2 rounds, ten 105MM HE rounds, two 8 inch HE rounds, two 175MM HE rounds, three 155MM HE rounds, seven JS 60MM HE rounds, four M-26

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45. On 18 2145H July 69 at coordinates ZD 185007 (11 Km E of Phu Loc District Headquarters) While in ambush site, CAP 3-2-3 spotted one VC moving in an easterly direction approximately 100 meters away. CAP initiated fire. VC fled in an easterly direction. Illuminated and swept area finding one blood trail.

RESULTS: Negative results

46. On 18 2200H July 69 at coordinates YD 685263 (6 Km NW of Hue City) While moving into their ambush site, CAP 3-4-4 received small arms fire from the tree line to the right of their position. CAP returned fire and assaulted tree line. Investigation revealed that PSDF's hit CAP. In spite of prior coordinates and approval by District, PSDF's had gone to wrong position and fired on CAP by mistake. Four PSDF's were slightly wounded, District is investigating.

RESULTS: Four PSDF/WIA (M)

47. On 19 1215H July 69 at coordinates YD 855246 (7½ Km NE of Phu Thu District Headquarters) Children brought to CAP 3-3-2's position two 105MM HE rounds. VIP reward was paid and EOD will dispose of the ordnance.

RESULTS: Two 105MM HE rounds

48. On 19 2345H July 69 at coordinates YD 895119 (2 Km E of Phu Bai Base) While CAP 3-1-3 was moving to their ambush site, they spotted one VC behind bush approximately ten meters away. CAP initiated fire. VC returned fire and fled in unknown direction. The CAP swept area finding two VC killed, five weapons and miscellaneous equipment.

RESULTS: Two VC/KIA, five AK47 rifles with magazines

49. On 20 1730H July 69 at coordinates YD 693241 (5 Km W of Hue City) CAP 3-4-2 received NVA Hoi Chanh, without weapon, suffering from fragmentation wounds. Initial interrogation by village chief indicates he received these wounds during attack on PSB Geronimo on 18 July 69. Other information of local and immediate interest has been passed to XXIV Corps. After interrogation CAP gave first aid treatment and went with him to where he had hidden his weapon, and recovered it.

RESULTS: One NVA POW, and one AK47 with three magazines

50. On 21 0615H July 69 at coordinates YD 924108 (3½ Km SE of Phu Bai Base) CAP 3-5-1 received one NVA Hoi Chanh. Hoi Chanh led CAP to weapon he had hidden. He stated he was a rice carrier for the K-4 Battalion. CAP turned Hoi Chanh over to District Headquarters.

RESULTS: One Hoi Chanh with one AK47

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51. On 22 0140H July 69 at coordinates YD 808245 (4 $\frac{1}{2}$ Km E of Hue City) CAP 3-1-9 received small arms fire from approximately three to four VC about 40 meters east of above coordinates. CAP returned fire and swept area with negative results.

RESULTS: Negative results

52. On 21 2230H July 69 at coordinates YD 888246 (5 $\frac{1}{2}$ Km NE of Phu Thu District Headquarters) CAP 3-3-3 received four B-40 rounds fired by two to three VC. CAP returned fire. Illuminated and swept area with negative results.

RESULTS: Negative Results

53. On 22 2345H July 69 at coordinates YD 903113 (2 Km E of Phu Bai Base) CAP 3-1-3 while in ambush site, CAP spotted two VC moving from west to east approximately 30 meters away. CAP opened fire. Illumination and swept area finding one VC killed. While moving to new position approximately 600 meters away, CAP was fired on by four to five VC. VC employed AK47 and RPG fire resulting in 1 USMC/KIA, 1 USMC/WIA, 1 ARVN Interp/KIA and 1 PF/WIA. CAP returned fire and VC fled in southeasterly direction. Sweep was conducted with negative results.

RESULTS: 1 USMC/KIA, 1 USMC/WIA, 1 ARVN INTERP/KIA, 1 PF/WIA.
1 VC/KIA, 1 AK47

54. On 23 0005H July 69 at coordinates YD 789209 (1 Km E of Hue City) CAP 3-1-2 spotted two VC approaching their position from the west. CAP opened fire. VC fled without returning fire. A VN woman was wounded as a result of friendly fire. Woman was Med-Evaced by vehicle to Hue Hospital. Illuminated and swept area with negative results.

RESULTS: one Female wounded

55. On 23 0300H July 69 at coordinates YD 695288 (7 Km NW of Hue City) CAP 3-4-5 was informed two NVA entered PHUOC-YEN village at coordinates 695288 from a northwesterly direction. NVA moved through the village to a coke shop and took 25 cans of fish, then departed in a northwesterly direction.

56. On 23 1045H July 69 at coordinates YD 702194 (4 Km W of Hue City) CAP 3-4-3 received four sniper rounds from across SONG-HUONG river near coordinates YD 704198. CAP did not return fire due to civilians in the area. District Chief notified. CAP was informed that suspected area will be searched by VN.

57. On 23 1133H July 69 at coordinates YD 821235 (5 $\frac{1}{2}$ Km E of Hue City) CAP 3-4-8 recovered one 82MM round, from its reported location. CAP paid VNP reward and destroyed ordnance.

RESULTS: One 82MM HE round

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58. On 23 1400H July 69 at coordinates YD 903113 (2 Km E of Phu Bai Base) CAP 3-1-3 reported follow up to SPOT report of 22 0745H July 69. Documents consisting of authorization for NVA to purchase from area civilians pointed out that enemy killed on above date were NVA, Not VC. Coordinated with XXIV Corps.

59. On 23 1500H July 69 at coordinates YD 805192 (4 Km SE of Hue City) CAP 3-1-7 recovered one M-26 grenade, that was turned in by a VN civilian. CAP paid VIP reward.

60. On 26 0110H July 69 at coordinates YD 905110 (2 Km E of Phu Bai Base) CAP 3-1-3 spotted two VC approximately 200 meters away moving east to west. CAP opened fire with small arms fire, LAAW and M-79. One VC fled in southeasterly direction. One VC female carrying a bag of rice was killed. Search revealed expended AK47 rounds in vicinity of dead VC. No documents were found on body. Daylight sweep of area revealed negative results. Description of VC's clothing: white panties, brown bra, black pajamas.

RESULTS: one VC/KIA, 100 pounds of rice

61. On 26 0800H July 69 at coordinates YD 847246 (7 1/2 Km NE of Phu Thu District Headquarters) VN boy brought to CAP 3-3-2 position two M-79 Beehive rounds to CAP and stated he found them at the above coordinates. VIP reward will be paid. M-79 rounds were found to be in poor condition.

RESULTS: Two M-79 Beehive rounds

62. On 26 2210H July 69 at coordinates YD 958083 (6 1/2 Km SE of Phu Bai Base) CAP 3-4-3 was in ambush site, five VC approached from a westerly direction, approximately 25 meters away. CAP opened fire with claymores, M-79 and small arms. VC returned fire with AK47 and B-40 rounds. CAP saw two VC fall, the others fleeing in a westerly direction. Illuminated and swept the area finding one VC/KIA and two AK-47.

RESULTS: One VC/KIA, two AK47

63. On 26 2230H July 69 at coordinates YD709230 (3 1/2 Km NW of Phu Thu District Headquarters) CAP 3-3-5 spotted two VC at the above coordinates at approximately 150 meters away. CAP opened fire, but did not receive return fire. Area sweep revealed one 68 year old man and two children had received minor wounds and were treated by CAP corpsman.

RESULTS: three Civilians/W (Minor)

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64. On 26 2350H July 69 at coordinates YD 705247 (5 Km W of Hue City) CAP 3-4-2 spotted approximately one reinforced enemy platoon preparing to fire on village at coordinates YD 705247. CAP engaged enemy force with organic weapons. Enemy returned fire with small arms fire and approximately 25-30 B-40 rounds and fled in a southerly direction. B-40's impacted into village and did extensive damage, wounding five civilians. Illuminated and swept area finding blood trails. Combined elements of CAP, PF platoons 54 & 57 with the 223 RF Company conducted a sweep, with findings of ordnance and miscellaneous equipment.

RESULTS: Five civilians/wounded, two B-40 rounds, two RPG's rounds

65. On 27 22130H July 69 at coordinates YD 944072 (5 Km SE of Phu Bai Base) CAP 3-5-2 spotted approximately five VC approaching ambush site from the west approximately 125 meters away. CAP opened fire. VC fled to the west. Illuminated and sweep area finding miscellaneous equipment.

RESULTS: Miscellaneous Equipment

66. On 28 July 69 at coordinates YD 880250 & 910224, Air strikes were conducted on treeline running from YD 880250 SSE to YD 910224. This area is heavily mined and booby trapped and a known sanctuary for approximately one platoon of RF VC. It was also the location of several hamlets prior to RF, but not reoccupied because of the obvious danger. The air strikes consisted of 17 sorties of mixed wing aircraft and two gunships. These aircraft delivered 10,000 lbs HE, 24,000 lbs napalm, 16,000 lbs CBU, 46,600x20MM rounds, 10,000x 7.62MM rounds, 28x2.76 rockets and 24x5 inch Zuni rockets on the target. Aircraft drew light small arms fire on two occasions, but no planes were hit. Area was cordoned off commencing 28 0600H July 69 by CAP's 3-3-1, 3-3-2, 3-3-3, 3-3-4, 3-3-5 and 1st platoon 950th RF Company to keep friendly populace away and intercept possible VC. Surveillance of entire area will continue until completion of land/mine clearance operation which commences 29 July 69. Land/mine clearance to be conducted by elements of 45th Engineers Group with security provided by element from 101st Airborne Division.

RESULTS: Eight bunkers destroyed, 26 secondary explosions, and one VCS was turned over to Phu Thu and later released.

67. On 28 1100H July 69 at coordinates YD 836174 (3 1/2 Km Phu Bai Base) CAP 3-1-4 retained one VN female in possession of improper ID card and questionable medical supplies. CAP turned suspect over to District Chief for further questioning.

RESULTS: One female detainee, Medical supplies

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68. On 29 July 69 3-3, update of air strike. During land/mine clearance operation a Rhone Plov detonated two AP mines and uncovered 1x155 dud round, and 1x200lb dud bomb and a small amount of miscellaneous equipment.

RESULTS: duds destroyed, equipment turned over to District Headquarters

69. On 29 0200H July 69 at coordinates YD 699229 (5 Km W of Hue City) PF Platoon 54 engaged undetermined size enemy force moving southwest through their ambush site at approximately 100 feet. PF platoon 54 with CAP and PF Platoon 53 was used as a blocking force, initiated contact with the enemy. Enemy force returned fire then fled in a southwesterly direction. Two PF's from platoon 54 received minor wounds as result of enemy fire. Sweep of area revealed (1) VC/KIA and one AK47.

RESULTS: Two PF/WIA, one VC/KIA, one AK47

70. On 29 2235H July 69 at coordinates YD 988050 (12 Km W of Phu Loc District Headquarters) CAP 3-5-4 was in ambush site, five VC approached from the south. CAP opened fire. Enemy returned fire with AK47s, and B-40s and fled to the south. One USMC received shrapnel in left hand from enemy fire. Illuminated and swept the area finding two VC/KIA, two AK47, one B-40 round, two satchel charges, miscellaneous equipment.

71. On 29 2315H July 69 at coordinates YD 872256 (8 Km NE of Phu Thu District Headquarters) CAP 3-3-1 was returning from ambush site, found one VC on trail acting as if he were in a daze. CAP checked ID, suspect admitted he was VC. VC will be turned over to District Chief.

RESULTS: One VCS

72. On 30 0130H July 69 at coordinates YD 828175 (8 Km SE of Hue City) CAP 3-1 was informed that seven to eight VC assassinated three VN civilians and captured one female. Investigation being conducted by District Chief.

RESULTS: Three civilians killed, one VN female kidnapped.

73. On 30 0235H July 69 at coordinates (3 Km E Hue City) CAP 3-1-2 while in ambush site, spotted four VC traveling from west to east at approximately 80 meters away. Three VC were carrying AK47 and one VC was carrying B-40 launcher. CAP initiated fire. VC returned fire and fled to southeast. Area sweep revealed one AK47 magazine with ammo.

RESULTS: One AK47 magazine with ammo

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74. On 30 1700H July 69 at coordinates YD 900226 (4 Km N of Phu Thu District Headquarters) CAP 3-3-4 was on patrol at above coordinates just inside of treeline and received small arms fire from northeast direction. CAP returned fire with negative results. Found 25 pounds of rice and small amounts of medical supplies in bunker. Bunker was destroyed, medical supplies returned to CAP 3-3-4's position.

RESULTS: 25 pounds of rice, medical supplies, one bunker destroyed.

75. On 30 1750H July 69 at coordinates 854234 (7 1/2 Km NE of Phu Thu District Headquarters) CAP 3-3-2 was informed by a VII boy of one 105mm HE and one 81mm HE round at the above coordinates. VIP reward will be paid. BOD will dispose of ordnance.

RESULTS: One 105mm HE, one 81mm HE round.

76. On 31 1040H July 69 at coordinates AT 878984. CAP 3-2-4 received an extended M72 IAAW from children of the local village. Civic Action IBC of CAP, placed the IAAW approximately 150 meters away and fired one M-79 round at it. Marine received minor shrapnel wounds in the right wrist as result of action taken.

RESULTS: One USMC/IBC

77. On 31 1300H July 69 at coordinates (15 1/2 Km NE of Hue City) CAP 3-3 one soldier of 45th Engineers received minor shrapnel wounds in hand after stepping on release type AP mine, while clearing area after air strike of 28 July 69.

RESULTS: USA Med Evaced wounded soldier to 22nd Surgical Hospital.
One USA/WIA(M)

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PART IV

SUPPORTING DOCUMENTS

Weekly Training Reports 1 July to 31 July 1969
3d CAG SOP Gru0 P3000.1B

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HEADQUARTERS
3d Combined Action Group
III Marine Amphibious Force
FPO, San Francisco 96602

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GruBul 1510
3/WNC/wjb
14 June 1969

GROUP BULLETIN 1510

From: Commanding Officer
To: Distribution List

Subj: Training Program for 30 June - 1 August

Ref: (a) Group Order P3000.1B
(b) VOL I & II, Handbook of Basic Military Principles

Encl: (1) Schedule of classes

1. Purpose. To publish the Training Program for the month of July 1969, as directed by reference (a).

2. Action.

a. A report of the subjects taught will be submitted to the respective CAGO Headquarters by each CAP. The CAGO Headquarters will submit a written training report to this Headquarters no later than 1200H on Saturday of each week. This report will contain a summary of the subjects taught, number of hours of instruction, and the total number of students both PF and USMC who attended the class.

b. Individual training records will be kept by the CAP leader for both Marine and PFs.

c. Maximum emphasis will be placed on teaching the PFs a thorough working knowledge of the subjects listed. Utilize demonstration and practical application for the best results and not On-the-Job Training.

d. Training will be conducted utilizing references (a) and (b).

3. Cancellation. This bulletin is cancelled 2 August 1969.

R. E. ANDREWS

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GruBul 1500
14 June 1969

CONFIDENTIAL^LCLASSES TO BE CONDUCTED

Refer To: Handbook of Basic Military Principles, VOL I & II

<u>DATE & SUBJECT</u>	<u>HOURS</u>	<u>VOLUME</u>	<u>CHAPTER</u>	<u>PAGES</u>
30 June - 4 July				
Arty Mission (Actual)	1			CAP Leaders Notes
Night Ambush Discipline	1	2	6	135
Weapon Safety (M-79)	1			CAP Leaders Notes
Gas Mask Use & Practices	2	1	8	125
First Aid	1	1	4	41 - 62
6 July - 11 July				
Trip Flares & Claymores	1			CAP Leaders Notes
Arty Mission (Actual)	1			CAP Leaders Notes
Voice Radio Procedures & PM Procedures of PRC 25	2	2	9	165
Combat Formations & Arm and Hand Signals	2	2	1	1
Vietnamese History & Tradition				CAP Leaders Notes
13 July - 18 July				
Squad in Defense Position	1	2	2	23
POW-Care & Handling	1	2	4	109
Arty Fire Mission (Actual)				CAP Leaders Notes
Camouflage & Concealment	1			CAP Leaders Notes
Patrol Brief & Debrief	2	2	4	113-116
22 July - 25 July				
Fam Fire M-79, M60 & M16	2			CAP Leaders Notes
Arty Mission (Actual)	1			CAP Leaders Notes
Care & Cleaning of Weapons (M-60 & M-16)	1			CAP Leaders Notes
Mapping - Direction & Orientation at Night	2	2	3	65
27 July - 1 August				
Fam Fire, (LAAW)	1			CAP Leaders Notes
Arty Mission (Actual)	1			CAP Leaders Notes
Vietnamese Language	1			CAP Leaders Notes
Immediate Action Dills	2		1	170
Employment of the LAAW on Ambush	1			CAGO CO Notes

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HEADQUARTERS
3d Combined Action Group
III Marine Amphibious Force
APO, San Francisco, 96602

GruO P3000.1B
5/BTC/own
10 June 1969

GROUP ORDER P3000.1B

From: Commanding Officer
To: Distribution List

Subj: Standing Operating Procedures for 3rd Combined Action Group

Ref: (a) ForO 3121.4B

Encl: (1) Locator Sheet

1. Purpose. To provide information and instructions for the operation of the Combined Action Program under the cognizance of the 3rd Combined Action Group. Reference (a) provides instructions on the operation of the Combined Action Program.

2. Cancellation. Group Order P3000.1A

3. General Information. The 3rd Combined Action Group (CAG), is responsible for administering the Combined Action Program in Thua Thien Province. The Group is composed of a Headquarters and five Combined Action Companies (CACOs). The CACO Headquarters are normally located at the Vietnamese District Headquarters, and are responsible for controlling the USMC element of the Combined Action Platoons (CAPs) assigned to them. A CAP consists of a Vietnamese Popular Force platoon, and a USMC squad reinforced by a U. S. Navy corpsman.

4. Action. Section heads and CACO Commanders will ensure that all personnel in their respective sections or commands are made aware of and comply with the contents of this directive.

5. Certification. Reviewed and approved this date.


R. E. ANDREWS

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GruO P3000.1B

LOCATOR SHEET

Subj: Standing Operating Procedures for 3d Combined Action Group

Location: (indicate the location(s) of the copy(ies) of this publication)

Enclosure (1)

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SOP For 3d Combined Action Group

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I	Mobile Combined Action Platoon
II	Operations
III	Training
IV	Civic Action and Psychological Operations
V	Intelligence
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SECTION I

MOBILE COMBINED ACTION PLATOON

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SECTION I

THE MOBIL COMBINED ACTION PLATOON101 GENERAL

1. There presently exists in 3d CAG two compound-based Combined Action Platoons; the remaining 29 are now mobile. The operation, function and maintenance of the compound CAP is covered in a separate directive.

102 CONCEPT

1. The mobile CAP more fully executes the CAP mission of pacification and self defense, its strength being mobility. The CAP lives with or near the villagers in hamlet buildings, homes or temples. The CAP leader moves his CAP frequently, not exceeding 36 hours in any one daytime position.

103 OPERATION

1. The mobile CAP will be self sustaining for 3 days; ammunition will be the only item warranting emergency resupply. Excessive food and sundries to the degree of hindering rapid deployment and movement will not be permitted. A basic allowance of arms and equipment will be carried, as designated by the CAGO Commander based on guidance from the Group Commander.
2. Records and logs will be accurately maintained by the CAP leader or his assistant and those Marines having crew served weapons. These logs include a Patrol Log and Maintenance of the M-60 and M-79 Notebook.
3. Any activity that a CAP performs will always be accompanied by Popular Force (PF) soldiers, from night ambush patrolling to civic action projects and socializing. This is in keeping with the true Combined Action spirit as well as providing mutual protection and support.
4. CAP Marines will maintain a military appearance at all times, realizing that their dress, grooming, manners and actions are closely noted by the Vietnamese soldier and civilian and impressions - favorable or otherwise - are made.

SECTION II

OPERATIONS

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SECTION II

OPERATIONS101 GENERAL

1. The role of the Marine in the Combined Action Program is that of an advisor/assistant to the Popular Force (PF) soldier - to teach and train him to be able to provide his own village and hamlet security. The Village/District Chief has operational control of those CAPs in his district and will direct activities in a mutually agreeable manner with the CACO Commander. Initial submission of day/night activities should be by the PF Trung Si with the mutual agreement of the CAP leader.

2. CAPs will conduct daily combat reconnaissance patrols and night ambushes/patrols in consonance with Group guidance, the tactical situation and the political picture, always conducting one day activity and two night activities.

3. All activities will comprise both Marines and PFs, and every effort will be made to have a 2:1 PF/USMC ratio. The CAP Leader and individual Marine will make every effort to sustain his advisory role. Obvious tactical errors will be brought to the attention of the Trung Si by the CAP leader and settlement made. Difficult matters will be resolved by the District Chief and CACO Commander.

202 PATROLS AND AMBUSHES

1. Each activity will be briefed and debriefed. The briefing will vary in length and detail but will contain what, when, where, and how. The briefing may be oral or written. The route and mission of each activity will be transmitted to CACO Headquarters no later than 1400 daily. Changes to route or mission will not be executed without approval by CACO Commander and District Chief. The Patrol Order will be the basis for briefing. Briefing will be thorough. Debriefing will be effected upon completion of an activity to include maintaining an alert posture and analysis of night activity.

2. AMBUSHES

a. Ambushes will be set up during the hours of darkness and a thorough briefing in minute detail will be given. Daylight reconnaissance of the night position for ambushes will be made. The CAP leader will ensure a detailed brief is delivered to the PF element. Efforts will be made to brief both elements at once just prior to departure. Any change within the ambush unit must be thoroughly disseminated. Relocations of planned ambushes or activities of a spontaneous nature will only be approved by CACO Commanders and District Chief unless the CAP is in contact or contact is imminent.

b. Ambushes will maintain at least 50% alert and awake posture. Automatic weapons, command detonated mines, and M-79's will always be manned by awake Marines and PPs. Activation of the ambush will be on signal from the ambush leader or his assistant. Individual, solitary firing will not be done by Marines or PPs. All members of ambush will be alert and awake at commencement of firing. On all ambush activities a secondary ambush site will be selected and used on an alternating basis to preclude the establishment of a pattern.

c. Each activity will be capable of being supported by a reactionary force, either organic (CAP) or additional (CACO). Committing of the reaction force will be by the CAP leader or the CACO Commander respectively.

203 INSPECTIONS

1. The CAP leader or his assistant will conduct pre-activity inspections of the men, their equipment and weapons. Emphasis will be placed on the cleanliness and operability of the M-60 and M-79.

2. Visits and inspections by CACO Headquarters should be frequent and detailed. Compliance with Company and Group orders will be stressed and evaluated at each inspection. A CAP will go no longer than two days without a visit/inspection by a CACO Headquarters member.

204 JOINT OPERATIONS

1. CAPs will be used on occasion to partake in USA, ARVN, PF and RF operations, performing in various roles. Approval for participation will be at CACO or CAG level depending on the extent of participation and duration of the operation. The CACO Commander will have operational control of the CAPs in these operations. Upon completion of such operations the CACO Commander will submit an after action report covering the details of CAP participation and performance.

205 SECURITY

1. Security around the daytime position of each CAP will be maintained by at least two members of the platoon. These will be active, alert and armed individuals who are in position to provide well-aimed defensive fires against a possible enemy assault.

2. A 24 hour radio watch will be maintained, calling in situation reports (SITREPS) each hour, departure & return of CAP patrols and any item of importance.

3. Security for ID teams and their activities will be provided as directed by Group guidance. The CAP mission of active security for the village or hamlet will be the prime objective and matters to the contrary will be settled at the CACO/CAG level. Additionally CAPs may provide security

for village social, economic or political activities upon approval by CACO or CAG respectively.

206 SUPPORTING ARMS

1. Each CACO will have specific on-call target grids from which artillery fire may be adjusted. Each CAP will have the ability to call for and adjust illumination and HE artillery and will adjust or call one mission each 7 day period.

2. Flare ships and "Spooky" are available on a Unit in Contact" priority basis. Spooky delivers accurate fire to units with well-defined lines. Each CAP will be able to accurately and effectively mark their position, day or night.

3. Organic supporting arms to include 81mm & 60mm mortars will be employed as applicable and will be the primary and immediate means available to the CAP for illumination support and limited HE.

207 WEAPONS

1. Weapons within the CAP will be test fired on a bi-weekly basis and Pam-Fired monthly. Ammunition for the PF element of the CAP will be provided by the District Chief. Ranges and/or firing areas will be provided & coordinated by the CACO Commander and CAG Staff Section.

2. Pam Fire will not include firing of M-16 but all weapons, i.e. M-79, LAAWs, M-26. All armament and ammunition will be refurbished every 30 days.

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SECTION III

TRAINING

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SECTION III

TRAINING

301 GENERAL

1. The training goals within 3d CAG will encompass the following:

a. Training of the CAP to bring the PF soldier to a state of military proficiency by which he is capable of providing his own village/hamlet defense.

b. Continuous military training for Marines to maintain their proficiency.

302 TRAINING SCHEDULE/PLAN

1. Group Headquarters will issue a monthly training syllabus to the CACOs. This syllabus will be taught to both PFs and Marines and the extent and degree of training will be reported in accordance with current directives.

2. Training at the Group Headquarters will be held on a weekly basis and cover those applicable topics of General Military Subjects. Promulgation of classes will be by Group Bulletin issued monthly.

3. Seperate sections will conduct MOS training within their respective offices and shops. The results of this training will be reported on the last day of each week to the Group Training Officer (S-3).

303 REPORTS

1. Reports will be submitted in accordance with current Group Orders, Bulletins and policy.

SOP FOR 3d Combined Action Group

Section IV: Civic Action and Psychological Operations

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SECTION IV

CIVIC ACTION

401 General. One of the objectives of the Combined Action Program is to encourage and guide Popular Force participation in Civic Action activities. In Civic Action projects, emphasis is placed on assistance, guidance, and initiation of self-help programs, always keeping within the limits of existing resources. These projects should contribute to the economic and social development of the community.

402. Civic Action. Combined Action Program personnel are ideally situated at the hamlet and village level to initiate Civic Action. CAPs are involved with the portion of people in Vietnam that really need assistance and they have an excellent opportunity to win the hearts and minds of the people toward the government of the Republic of Vietnam. Civic Action projects are only limited by the imagination. Experience has proven that the best Civic Action Projects have the following characteristics:

1. The project is originated or desired by the local villagers.
2. The project has a short completion time or has phases that provide frequent opportunities to evaluate its effectiveness.
3. Results should be observable, measurable or tangible.
4. Results should be visible to the public eye, and should be credited to the local civil administration or the local military.
5. Each project should be initiated in the name of the Government of the Republic of Vietnam.

403 Definitions

1. Military Civic Action. This is the use of military personnel and resources to support or implement a National Internal Development Program. In this war, the refugee who has been displaced from his home because of actions of war is an excellent target for military civic action. He may become a true supporter of the Government of South Vietnam if rapid and positive action is initiated in the form of Civic Action Projects. Writing to individuals or organizations in the United States for money or equipment to give the Vietnamese is not Civic Action, but charity, and will not be done without the approval of this Headquarters.

2. Pacification. This is the military, political, economic and social process of establishing or re-establishing local government responsive to and involving the participation of the people. It includes the provision of sustained, credible territorial security, the destruction of the enemy's underground government, the assertion or reassertion of political control and involvement of the people in the government, and the initiation of economic and social activity capable of self-sustenance and expansion. The economic element of pacification includes the opening of roads and waterways and the maintenance of lines of communication important to economic and military activity.

3. Revolutionary Development. This is the integrated military and civil process to restore, consolidate and expand government control so that nation building can progress throughout the Republic of Vietnam. It describes the entire range of activities which will bring this nation to a state of economic, political and sociological stability.

404 Organization for Civic Action.

1. The Civic Action Officer for this Headquarters is the Group S-4 Officer. The Civic Action Officer will coordinate all matters pertaining to the program, starting with the initial planning steps for projects through the final dedication ceremony after completion. This Headquarters has a Civic Action Section consisting of a Staff NCO and two NCO assistants. The primary mission of this section is to provide overall guidance to the program and to ensure a steady flow of supplies and technical assistance for the CACOs and CAPs.

2. The CACOs do not have a Civic Action billet, however, all CAPs must complete necessary liaison and coordination with the CACOs before contacting this Headquarters. The CACOs are responsible for assisting CAPs in their coordination with hamlet and village officials gathering information from the CAPs, consolidating the information, and submitting reports and other data to this Headquarters as required.

3. Each CAP will designate a Civic Action NCO. Selection of this person should be made with care and he should remain in this billet as long as possible to provide continuity and assure timely completion of projects undertaken. His duties will include, but are not limited to the following:

- a. Know and work through the hamlet and village officials.
- b. Ensure that the PF Platoon designates a Civic Action NCO.
- c. Coordinate the total Civic Action Program within the CAP area of responsibility.
- d. Submit requests for materials to the CACO.
- e. Supervise projects in conjunction with his PF counterpart.
- f. Once a project is completed, arrange for a ceremony of some type, regardless of how small it might be or the importance of the project.

405 Civic Action Projects

1. General Criteria for Civic Action Projects

- a. Have support of the local people.
- b. Have a relatively short completion time or have phases which facilitate evaluation.
- c. Provide an apparent and justified elevation of the standard of living, education, health or welfare of the people.

2. Criteria for Civic Action Participation

- a. Does the project lend itself to the participation of local people?
- b. Is it an important need, locally wanted, and beyond unaided local capabilities?
- c. Does the activity support the command's mission?
- d. Does it enhance the image of the GVN in the eyes of the people.

3. Types of Projects

a. Repair of facilities, such as schools, homes, medical centers, fishing wharves, market places, roads, bridges, or public buildings

b. Education

- (1) Construction of simple playgrounds.
- (2) Conducting English language classes
- (3) Providing school supplies.
- (4) Conducting health and sanitation classes.

c. Agriculture

- (1) Vegetable gardens
- (2) Storage of crops
- (3) Raising animals
- (4) Flood control
- (5) Fencing for the protection of crops
- (6) Transportation of crops
- (7) Establishing an irrigation system
- (8) Insect/crop disease control

4. Project Approval and Materials

- a. Projects received by the CAG Civic Actions Officer will be approved/disapproved or forwarded to the appropriate echelon in the chain of command for approval.
- b. All projects must have the approval of the hamlet/village leaders prior to submission to CAG Headquarters via the CAGCO Commander.
- c. When the project is approved, material may be requested from the Civic Action Section, CAG Headquarters
- d. The Civic Action Section will make arrangements for delivery of materials or notify the CAGCO of the projected date of availability.
- e. Materials must be used on designated projects or returned to this Headquarters. Materials will not be used for personal projects of Vietnamese or CAP personnel.

5. Points to Remember

- a. Do not start something that cannot be finished.
- b. Most projects should be short range with high impact.
- c. Do not pass out goods at random.
- d. Be patient. The Vietnamese people are not in a hurry.
- e. Always formulate a plan for giving away items. Work through the hamlet/village officials.
- f. Make sure that every project is well publicized.

406 MEDCAP

1. In this role as "Bao Si" (Vietnamese for doctor), the corpsman is a most important individual in the Combined Action Platoon. His efforts, skills and time directed at winning the Vietnamese people over through MEDCAP civic action projects will aid greatly in achieving the goal of the Combined Action Platoon.

2. Medical Civic Action will be performed in each CAP daily. The CAP Corpsman will conduct "sick call" for children, civilian adults and Popular Force soldiers. During his MEDCAP visits he will solicit the aid of the village nurse, midwife and any other RVN medical health personnel available. With a high degree of tact and discrimination he will help to improve the skills and knowledge of these people in the modern methods of medical practice. One of the most important aspects of the program is the training of Vietnamese personnel in first aid, sanitation and hygiene. The ultimate objective is to have the Vietnamese conduct their own medical assistance program.

3. An accurate count will be kept of all treatments. When one patient is treated for two ailments, this should be reported as two treatments. A report will be submitted daily at 1400 via radio to the CACO, of the number of treatments given in the last 24 hours. Allocation of funds for MEDCAP supplies are based on the number of treatments, therefore accurate reports are required.

4. A monthly report will be submitted to the Group Headquarters by the 25th of each month. This report will include a breakdown of the number of treatments performed on persons listed in paragraph 2 above. In order to compile this report, each CAP will maintain a log which will be available for inspection at any time. The corpsman is responsible for submission of this report and maintenance of the log.

5. Vietnamese civilians requiring surgical or hospital care beyond the corpsman's capabilities should be directed to the nearest provincial hospital.

6. Request for MEDCAP supplies will be submitted by the CAP corpsman as required. The request will be in writing using forms provided and will be submitted directly to the Group Medical Section. The request should list the quantity and type of medication required.

407 MEDEVACS In cases where a person is too severely injured to await normal vehicular transportation, or where conditions do not permit vehicle or ambulance pickup, a patient will be MEDEVACED by helicopter. The corpsman has the responsibility of recommending to the OAP leader whether or not a patient should be MEDEVACED and if so what sort of priority should be assigned the evacuation. MEDEVAC priority is as follows:

1. Emergency. To be used only if the patient's condition is such that he is not expected to survive for more than two hours without immediate treatment at higher medical facilities. In general, emergency priority casualties include the following: those with penetrating wounds of the abdomen, chest, head, and neck, as well as compound fractures or large gaping wounds of the extremities. These are scheduled for immediate evacuation after preparation for movement.

2. Priority. To be used if the patient's condition is such that he would be expected to survive up to twenty four hours, but is in extreme need of additional care. This would include those with injuries less severe who can wait several hours for treatment, such as for minor multiple wounds, muscle damage which is less than major, thoracic wounds without asphyxia, dislocation and lesser fractures, and injuries of the eyes.

3. Routine. To be used for all classifications not covered by emergency or priority.

4. Normally Vietnamese personnel will not be MEDEVACED. However, if in the opinion of the corpsman a Vietnamese must be MEDEVACED, routine or priority may be used and the condition and status of the patient will be reported in the request for MEDEVAC. The format for a MEDEVAC request is contained in Appendix 1 to Section IV of this SOP.

5. All civilian MEDEVACS will be taken to the Hue City Hospital, or other civilian medical centers in the area.

408. Psychological Operations

1. General. PF soldiers have the mission of conducting psychological operations. They are responsible for keeping the population within their sphere of influence well informed about the enemy's activity and deficiencies as well as informing the populace about the activities and strength of their own government. For these psychological operations to be effective, they should be designed to exploit incidents, effective GVN programs, and current conditions within the OAP's operating area. Additionally, for a maximum impact, the distribution of information must be timely, consistent, and factually accurate.

2. Psychological Warfare Facilities. The following psychological warfare facilities are available to each CAP through this Headquarters:

- a. Loudspeaker aircraft.
- b. Leaflets.
- c. Movies.
- d. Posters.
- e. Leaflet drops.
- f. Ground-mounted loudspeaker systems.
- g. Propaganda literature for hand distribution.
- h. Armed propaganda teams.

3. Responsibility

a. The CAG Operations Officer is designated as the CAG Psychological Warfare Officer. He will monitor spot reports and intelligence reports and will be prepared to respond to suitable psychological targets as they become known. Working with CAGO Commanders and CAP Leaders, he will develop specific themes for development in each CAP area; he will obtain materials necessary to present these themes effectively; and he will solicit the help of outside agencies whenever their use is considered appropriate.

b. CAGO Commanders will stress the idea that psychological warfare is a useful tool, that it is capable of winning the peoples' friendship and support; that it has direct impact on tangible achievements such as the number of information incidents, weapons turn-in incidents, mines and booby traps discovered, and infrastructure detected. Additionally, CAGO Commanders will be alert for new imaginative ways of employing psychological warfare in their areas of influence. They will plan the use of this excellent tool so that a logical program is developed for each CAP area.

c. Each CAP leader will be responsible for having a psychological warfare program for his area of influence. This program will include but not be limited to the advancement of the following themes:

- (1) CAP Marines are friends and are in Vietnam to help the people
- (2) Rewards will be paid for information on mines, booby traps, weapons, and munitions turned in.
- (3) Rewards will be paid for information on Viet Cong infrastructure.
- (4) Rewards will be paid for information dealing with enemy locations, movement, plans and activities.
- (5) The government of South Vietnam exists for the freedom of the people.

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DATE _____

TIME _____

1. REQUESTER _____
2. CATEGORY: URGENT _____ PRIORITY _____ ROUTINE _____
3. NUMBER OF LITTER: _____ AMB. _____ NATIONALITY _____
4. COORDINATES OF LZ _____
5. RADIO FREQUENCY _____ CALL SIGN _____
6. NATURE OF INJURIES _____
7. SECURITY OF LZ _____
8. WEATHER OF LZ _____
9. TYPE OF MARKING: SMOKE _____ LIGHT _____ FLARE _____ OTHER _____
10. US ADVISOR AT LZ _____
11. HOIST IS NOT REQUIRED _____ IS REQUIRED _____
12. SIGNATURE OF OPERATOR _____

FILING DATA

1. TAKEN BY _____ TIME COMPLETED _____ TAKEN TO _____
2. REMARKS: _____

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SECTION V

INTELLIGENCE

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SECTION V

INTELLIGENCE501 GENERAL

1. Combined Action Platoons are a very important source of intelligence information. The CAP is a stable military unit in the village, as compared to other units which operate in the area and then move on, therefore the villagers, if properly developed, can be a good source of information.

2. Experience has shown that some informers operate best if they are kept anonymous. Informers will often pass information to PFs or other Vietnamese and not to Marines, therefore the CAP Marines must have excellent working relations with the PFs and villagers.

3. All information received by US units will be forwarded to District Headquarters and Group Headquarters. An excellent manner of reporting information is by using the SALUTE format: S-size; A-activity; L-location; U-uniform; T-time of the activity, and E-equipment.

502 COUNTERINTELLIGENCE

1. Counterintelligence teams are usually available from the proximate US unit and through Group Headquarters. Detailed counterintelligence information is maintained within 3d CAG Combat Operations Center and will be forwarded to potential users by the fastest means available.

503 REWARDS

1. Force Order 7200.3A established a VIP fund from which money can be paid to Vietnamese civilians for intelligence information and for weapons and ammunition. Piasters will be provided by the Group Custodian to the CACO Commanders. Accountability is by voucher, listing dates, sex of individual concerned, what payment is for, and amount paid. Sources external of those in 3d CAG receive a reliability/veracity rating and depending on this rating, pertinent items will be delivered to concerned CAPs on a priority basis.

2. The sources of intelligence information are evaluated for reliability of source and veracity of information based on the following code:

- | | |
|-------------------------------------|----------------------------|
| A. Completely Reliable | 1. Confirmed |
| B. Usually Reliable | 2. Probably True |
| C. Fairly Reliable | 3. Possibly True |
| D. Not usually Reliable | 4. Doubtfully True |
| E. Unreliable | 5. Improbable |
| F. Reliability Cannot be Determined | 6. Truth Cannot Be judged. |

Intelligence of an A-1, B-2 evaluation will be disseminated on an immediate basis by message of courier to the concerned CACO.

505 FILE RECORDS AND REPORTS

1. A detailed file of Intsums, and Perintsums from a variety of reliable sources is maintained in the CAG Headquarters, S-2. Retention of this material by CAG Headquarters will not exceed 6 months due to the lack of storage space. This material is available to CACO Commanders via distribution and personal request for those specific items of intelligence needed in their district.

506 SPOT REPORTS

1. Due to the importance of correct reporting of important or significant incidents this section is devoted to explanation of the information needed in each Spot Report. For format see enclosure (1).

2. Spot reports are broken down into three divisions; initial, interim and final. These three divisions may all be included in one spot report or may each be reported separately. All interim and final spot reports will reference the date time group of the initial report. The following is the basis for determination of type report:

a. Initial An incident of importance or enemy contact is occurring and being developed and the commander alerts the higher headquarters.

b. Interim The incident or contact is in progress or just finished, but there are questions to be answered and possibly additional activity will be developed but information must be fed to higher headquarters.

c. Final All information concerning friendly and enemy weapons, equipment and complete detail of incident is available.

3. The following will be a detailed break down of the spot report form shown on enclosure (1).

a. Unit That CAP or CACO Headquarters (if applicable) that was involved, influenced or affected by some action or information being the cause of the report.

b. DTG Date-time group of the commencement of the action or incident. This is the reference for all interim and final reports. Simultaneous incidents occurring in the same CACO will be assigned different DTGs by the CACO Commanders.

c. Location

(1) If the incident involves only friendly then the coordinates will be shackled.

(2) If incident involves enemy or occurs in an obvious place known by all or the CAP leader determines that the location is obvious, the coordinates will be sent in the clear.

(3) Friendly locations will never be given when enemy contact is made.

d. Resume of Incident. This portion of the spot report as well as section E must be clear, concise and comprehensive. Some guidelines to follow in having a more complete report are in relation to:

(1) Enemy

- (a) How many?
- (b) Going Which Way (N,S,E,W,)?
- (c) Uniform/Equipment (if visible)?
- (d) How Far Away?

(2) Friendly

- (a) Initially, what did they do?
- (b) After fire fight or activity what did they do or find?
- (c) If a non-hostile action, report in accordance with Group Orders and Policies.
- (d) Anything involving VIP will be noted if payment made
- (e) All mining and booby traps will be detailed as to location, type, size and EOD utilization.
- (f,g,h,) Self Explanatory.
- (i) To establish a positive confirmed NVA/VC, a body must be witnessed by both PF & USMC and available for a third party. Those incidents in which enemy were seen to fall or be shot but no body found will be noted only in paragraph E of the Spot Report, and not claimed in paragraph I.
- (j) A confirmed enemy alive and in hands of friendly forces.
- (k) In those instances where detainees will have a follow-up within 72 hours, as to the status of the detainees, that is-released, VCI, VCS etc.
- (l) Self Explanatory
- (m) Self Explanatory
- (n) Self Explanatory

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SPOT REPORT

AL

FOLLOW UP

FINAL

A: UNIT/UND/SOURCE OF REPORT _____

B: DATE TIME GROUP OF INCIDENT _____

C: LOCATION BY COOR: FR: _____ FN: _____

D: RESU E OF INCIDENT _____

E: ACTION TAKEN _____

F: FR/KIA _____ G: FR/WIA _____ H: FR/MIA _____ I: VC/NVA/ IA (Con)

J: POW _____ K: DETAINEES _____

L: WEAPONS CAPTURED/DESCRIPTION _____

M: EQUIPMENT AND DESCRIPTION _____

INTELL RATING _____ TIME RECEIVED _____ NOTIFIED _____

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SECTION VI

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APPENDIX A-4 Lost or missing Government Property Statement

APPENDIX A-5 Allowance List

SECTION VI

SUPPLY MISSION AND POLICIES

601 Mission. The mission of the Third Combined Action Group Supply Section is to provide supply support for all activities within this Command. The Supply Section will assist other sections in accomplishing their mission by insuring that authorized material is obtained in sufficient quantity, and equipment is maintained in serviceable condition or disposed of as authorized. This responsibility includes requisitioning, receiving, storing, issuing, maintaining, recovering and eliminating excesses in both Table of Equipment and Garrison Property items.

PART A - Responsibilities and Definitions

602 Supply Officer. The Supply Officer, as a Special Staff Officer, will perform the functions of supply administration. All procurement, record maintenance, and disposition of government property will be effected by the Supply Officer in the name of the Commanding Officer.

603 Responsible Officer/Individual. The Responsible Officer/Individual in charge of an account from the Supply Officer is responsible for the care, maintenance, security, and control of all government property under his charge. He will further initiate timely requisition action for new or replacement items required by his section authorized by the Table of Authorized Material or other allowance directives.

604 General Responsibility. All personnel are responsible for government property under their care. This responsibility extends to all property/equipment, even that which has not been issued or picked up on Memorandum Receipt. In the case of loss, damage, or destruction of Government Property through causes other than wear incident to normal service, personnel having responsibility therefor may be held liable. Responsibility is divided into two categories:

1. Personal responsibility, as in the case of property issued to an individual for his own use and habitually under his own care.

2. Supervisory responsibility, as in the case of an individual entrusted with the care and preservation of property in storage, or of property in the possession of individuals under his supervision.

605 Policy and Procedures for the Security of the Supply Building and storage lot. The policy and procedures for the security of keys, and the supply building, will be in accordance with current instructions issued by the Supply Officer.

PART B - Transfer of Responsibility

606 Duties of Old Responsible Officer. The Responsible Officer/Individual being relieved will account for all overages and shortages prior to transferring responsibility for the property to his successor. Overages and unserviceable or missing items will be reported to the Supply Officer in writing.

607 Duties of New Responsible Officer. The relieving Responsible Officer/Individual will inventory all items appearing on the section/units custody records and allowance lists, and make a careful inspection. The new and old Responsible Officer/Individual will conduct a joint inventory. When the relieving Officer/individual is satisfied that the property reflected on the custody records is physically on hand or properly accounted for, he will sign the original custody records maintained by the Supply Officer, thereby acknowledging receipt of the equipment concerned. This action will be taken within 10 days after assignment as a Responsible Officer/Individual.

608 Procedure for Discrepancies. If at the time of transfer, the relieving officer is not satisfied with the condition of the records, supplies or other matters coming to his attention, he will immediately report the facts to the Commanding Officer for such action as may be deemed necessary.

609 Delegation of Authority. Each Responsible Officer/Individual will submit to the Supply Officer immediately upon signing for an account, a DA Form 1687 (in triplicate) listing the names, service numbers and signatures of each person authorized to draw supplies for that account. The Responsible Officer/Individual having an account will be the only signature that will be accepted on a requisition or turn in for that account. This is necessary in order for the Responsible Officer/Individual to be fully aware of the transactions on material for which he is responsible. With every change of personnel changing the existing form, a new form will be submitted which will supersede the previous one.

PART C - Allowances

610 T/E Definitions. Tables of Equipment (T/E) establish allowances for the Third Combined Action Group. The current T/E's used are:

- (P-4910) Combined Action Platoon, CAG, FMP
- (P-4911) Combined Action Company, CAG, FMP
- (P-4912) Combined Action Group Headquarters, FMP
- (P-4960) III MAF Provisional T/E

611 Non-Table of Allowance Property. Procedures for requisitioning allowances and for procurement and accounting of non-table of allowance property for III Marine Amphibious Force Units are contained in FMFPacO 4441.6 and ForO 4400.1.

612 Other Allowance Publications. Source data for other allowances are contained in the following publications or directives:

1. The Marine Corps Stock List, or other catalogs listed in the SL-1-2 Index, contains correct item identification, supply management data, and pricing data.

2. Table of Authorized Material (TAM) specifies all Marine Corps furnished items authorized for issue to Fleet Marine Force Units and provides a listing of items applicable to all other Marine Corps Units for which specific allowances are set forth in the individual units T/E.

613 Change of T/E Allowances. All Responsible Officers/Individuals will continuously review their allowances list requirements, and initiate timely action by submitting recommended changes for an increase or decrease to the appropriate T/E or other type allowance lists to the S-4 with complete justification.

RECORDS AND PROCEDURES

PART A - Records Required

614 Internal Control of Nonexpendable Property. The Supply Officer will maintain formal property control records on all nonexpendable property. This formal account will consist of Stock Record and Inventory Control Card (NAVMC 708-SD), Custody Receipt Control Card (NAVMC 713-SD) and Equipment Custody Record Card (NAVMC 10359-SD).

1. Equipment Custody Record Card (NAVMC 10359-SD). The Supply Officer will originate and maintain the "Equipment Custody Record Card" (NAVMC 10359-SD) for control of property issued to Responsible Officers. The cognizant Responsible Officer will sign the original custody card, maintained at the Supply Office, and retain the duplicate and triplicate copies, which will be kept current and ready for inspection at all times.

2. Responsible Officers. Responsible Officers are required to report to the Supply Officer within 10 days to sign current postings to the original copies of the Equipment Custody Record Card. Responsible Officers will reconcile their copies of the Custody Cards with those maintained in the Supply Office at least quarterly. Responsible Officers are expected to maintain full use of the duplicate and triplicate copies of the NAVMC 10359-SD to sub-custody the custodial property.

615 Expendable Type Supplies. Expendable type supplies (consumable and nonconsumable) received by this Company will be controlled at the Supply Office level by the use of Stock Record Cards (NAVMC 708-SD), or informal records.

616 Responsible Unit Level. Informal records at the Responsible Unit Level will be kept in order to meet necessary supply requirements, collect usage data, and pinpoint responsibility. Those informal records presently deemed necessary which will be kept at the Responsible Unit Level are:

1. Copies of voucher documents (Repair or Excess) DD Form 1348.
2. Copies of requisition documents DD Form 1348. These must be reviewed quarterly and the Supply Officer notified of those items no longer required.
3. Duplicate and triplicate copies of the NAVMC 10359-SD updated to indicate the custodial type property with which charged. Triplicate copy should be in the possession of the person who may have custody of the item.
4. Duplicate copy of the Responsible Officers Allowance Lists maintained with current information.

PART B - Fiscal Management

617. Allowance Lists. Allowance Lists for each Combined Action Company and each Combined Action Platoon, to include all T/A and T/E allowances, are required to be maintained by each responsible officer. Allowance lists, once prepared and approved by the Commanding Officer are binding as to quantities and items authorized to be on hand. Responsible Officers may submit by letter recommendations for increases or decreases to their allowance list to include full justification. On the first of each month. The responsible Officer will submit an updated copy of his allowance list to the Commanding Officer via the S-4 Officer for review. Prior to submission of the allowance list the Responsible Officer will complete columns (7) thru (10) and certify that the allowance list is correct, on the last page as indicated by Appendix A-5.

618 Responsibility

1. The Supply Officer is responsible for the establishment and coordination of the Fiscal Program for the Group.
2. The Supply Officer will maintain fiscal records. All fiscal reports required will be prepared and submitted by the Supply Officer.

619 Budget Submission. Annually, the S-4 Officer shall initiate preparation of the budget for the next two fiscal years. The S-4 Officer shall publish detailed instructions and guidance to all Responsible Officers/Individuals relative to the data required to establish a sound budget estimate.

PART C - Requisitioning of Supplies and Equipment620. Procurement of Non-Table Allowance Property.

1. All requirements for Non-Table of Allowance Property (Garrison Property) will be submitted as per Appendix (A-1) to the Supply Officer on a requisition document DD Form 1348. Retain the one copy for a record of your submission. The Supply Officer will attempt to fill this requirement with available assets or through redistribution of assets within the Group. If assets are not available through those means, the document will be returned to the requisitioner indicating that a complete justification for the item will have to be submitted to the S-4 Officer.

621 Procurement of Table of Equipment, Table of Allowance items.

1. Marine Corps Stock Items. This type of material is defined as those items available through the Marine Corps Supply System.

a. Requisition for these items will be submitted as per Appendix (A-1) to the Supply Officer on a DD Form 1348. The Requisitioner will retain one copy for a record of submission. Requisitions will be batched and submitted every Monday to the Supply Officer. Upon receipt of the requisitions, the supply officer will pull the material if available and deliver the material to the requisitioner according to current delivery schedule. Upon receipt of the material the RO will return a signed copy of the DD 1348 receipting for the material. If the material is not available, the Supply Officer will requisition the item from the appropriate supply source and return one copy of the requisitioner's document annotated "BACK ORDERED".

b. Force Order P4000.5 authorizes the use of priorities 2,3,12, and 17 for this group. A definition of these priorities is contained in Appendix (A-2)

c. Ammunition, Pol and class IV type items will be requisitioned by unit supply requests on Monday of each week by the CACO's Commanders. These items will be delivered in accordance with current delivery schedule. Copies of the unit supply request will be furnished CACO's by the S-4.

d. A Group Supply Catalog containing Federal Stock Numbers, current prices, unit of issues and the nomenclature of these items will be furnished each responsible officer to use for requisitioning purposes.

e. Jungle clothing and Individual equipment will be accounted for and issued in accordance with paragraph 3005 and 6061 of MCO P4400.15D.

f. Stateside clothing will be issued upon completion and approval of the clothing issue form (Appendix A-3).

2. Purchase Items.

a. The authority to procure supplies on the open market is a privilege extended to provide a ready source for essential items not carried in the supply system, such as commercial vehicle parts, maintenance items, camera accessories, rubber stamps and services, as opposed to desk sets, office machines or office furniture. Purchasing Officers should not be placed in a position of having to make a determination of legality or authority for purchase.

b. Requisitions for open purchase items will be submitted as per Appendix (A-1), to the Supply Officer on DD Form 1348. A full description of the item or service will be shown. Retain the one copy as a record of your submission.

c. In the case of repair parts, the item name, part number, serial number, make and model of the end item, catalog identification, manufacturer and address (if known) of the repair parts, and manufacturer and address of the end item (if known), will be shown.

d. No more than one item can be shown on a requisition. If numerous items are to be obtained from the same vendor, (as in the case of repair parts), the items can be shown on an attached list and the DD Form 1348 annotated, parts per attached list. This attached list will be prepared in sufficient copies to insure that the original and seven copies reach the Supply Officer and the items listed are in numbered sequence.

e. Upon receipt of the requirement the Supply Officer will prepare the appropriate documentation.

f. Upon receipt of the material the Supply Officer will notify these sections/units concerned. Only personnel who have been authorized by the Responsible Officer in writing will be permitted to receipt for this material.

PART D - Inventory Requirements

622 General. The following is established as the minimum inventory action to be accomplished by the various Responsible Officers/Individuals. These inventories are not intended to restrict more frequent inventories nor should it be construed as relieving the Responsible Officer/Individual of the requirements for a constant and continuing application of responsibility.

623 Organic Property. As required by MCO P4400.15, a timely and accurate inventory of all Government property will be accomplished annually. The following general instructions published by the Supply Officer prior

to the annual inventory. The annual physical inventory consists of an on the spot count of all items on hand, including all items held in storage and in-use, plus a summation of the quantities of items out of storage on memorandum receipt. The fact that an item is not carried on a memorandum receipt does not relieve a Responsible Officer from reporting the item.

1. When sets and equipment, or items which are comprised of multiple components are inventoried, care will be exercised to insure that component items belonging to the sets or equipment are not included on the inventory as separate items.

2. Each article will be sighted and checked for serviceability whenever practicable.

3. Concurrent with the actual inventory counting phase, all custodial cards and records will be checked for accuracy and completeness.

4. All overages and shortages will be reported to the Supply Officer in writing by utilizing the current allowance lists.

624 Negotiable Property. Periodic inventories will be conducted on negotiable type items such as fans, typewriters, portable power tools, etc. When an item of this nature is missing, the responsible person will take the following steps:

1. Notify the Supply Officer via phone or message stating what is missing and give all information such as serial number, make, model, etc.

2. Conduct an informal investigation and submit the findings to the Supply Officer, in writing, within (48) hours.

625 On the 1st of every month the Supply Armory will conduct an IMI of all ordnance weapons. This IMI will be conducted in the field. At the time the weapon will be inventoried by checking the IMR card against the serial number of the individual's rifle. Upon return to the Supply Armory, the count of IMR cards, plus on hand in the armory will be checked against the subsidiary cards and the actual balance on the 708 card. Any discrepancies will immediately be reported to the Supply Officer.

626 Other Inventories. Inventories conducted upon relief of Responsible Officers/Individuals will be conducted in accordance with paragraph 1201-1203 of this order.

PART E - Special Accounting Instructions

627 Reports of Investigation. Reports of investigation are utilized to fix responsibility or relieve a person of responsibility when property is missing, damaged, or destroyed as a result of known or suspected negligence or fault.

1. Lost or missing individual equipment will be reported by utilizing Appendix A-4.

2. Other government property found to be missing, damaged or destroyed under circumstances indicating that an investigation is required will immediately be reported by letter to the Supply Officer. All known facts surrounding the situation will be set forth in this letter. If the loss involves weapons, typewriters, vehicles, classified equipment or other items of a highly negotiable nature, the Commanding Officer will immediately be notified by the fastest means available.

628 Collection From Individuals. Collections from individuals are normally made when the individual accepts responsibility for the loss, damage or destruction of government property or is found negligent by investigation. Reimbursement must be on a voluntary basis since no administrative procedures exist to require this from an individual.

629 Reimbursement Procedures. Reimbursement may be made either by cash or checkage sales. Checkage sales are expensive administrative procedures and must be held to an absolute minimum.

1. Personnel who desire to effect reimbursement for government property will report to the Supply Office. Sales will be conducted in accordance with MCO P4400.15D. The individual concerned will be given the triplicate copy of the sales slip.

630 Shipment of Personal Effects. Shipment of personal effects and the inventory of government property contained therein will be accomplished in accordance with the detailed instruction contained in ForO 4200.1.

1. When a person becomes a Med-evac, his personal effects and government equipment will be collected and identified and turned into Group Supply within forty-eight hours. The Group Supply Officer will store these items until a determination of the man's status is made and disposition instructions are received from the S-1.

PART F - Weapons

631 Issue, Control and Maintenance. The issue and control of weapons will be in accordance with MCO P4400.15D. First echelon maintenance is the direct responsibility of the individual (s) using the weapon. Second echelon maintenance will be performed by qualified armors only. Weapons will be turned into the appropriate maintenance facility if third echelon maintenance or higher is to be performed. Personnel reporting to Third Combined Action Group with weapons will report to the Group Supply Armory and have this weapon inspected and sign a Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576-SD). The weapon will then be picked up on the unit's account by miscellaneous Gain Adjustment. When the transfer Document for the weapon arrives at the Group Supply it will be filed and marked "record purposes only".

PART G - Supply Discipline

632 General. All persons will exercise maximum economy in the utilization of supplies and equipment issued to them. Responsible Officers will instruct all personnel of their sections in the effective and economical use of such supplies and equipment.

633 Office Machines and Fans. Close control and security must be instituted at every level over negotiable type items such as typewriters and fans. Typewriters will be secured where possible, and all fans will be kept clean and serviceable at all times. Excess fans will be turned into the Supply Office.

STORAGE, MAINTENANCE, AND SALVAGEPART A - Storage and Stockage Levels634 Allowances Maintaineda. Class I

(1) Contingency: Stocks of "O" rations are available for one day usage..

(2) Operating Level: Stocks are maintained based on day to day usage, with a computed requisitioning objective.

b. Class II, Type 1 -T/E Allowances less Major End items (See Class VII):

(1) The Supply Officer shall maintain on hand all equipment authorized in the current Table of Equipment, letters of authorization and special allowances.

(2) The Supply Officer is also authorized to maintain an operating level of T/E items, where valid usage data dictates.

c. Class II, Type 2 As required items:

(1) These items are authorized in the TAM on an "as required" basis. The Supply Officer is authorized to maintain allowances on these items which are considered necessary to support operational commitments based on the Commanding Officer's guidance and direction.

d. Class IV, Type 3-Construction, Fortification/Barrier Materials

(1) The Supply Officer will obtain, store and issue Class IV items on an as "required" basis.

e. Class V - W - Ammunition:

(1) Contingency. Stocks of ammunition will be maintained on a two day level based upon current usage history.

f. Class VII, Type 1 - Major End Items:

(1) The Supply Officer shall maintain on hand all equipment authorized in the current Table of Equipment, letters of authorization and Special allowances.

g. Class IX, Repair Parts:

(1) Stocks will be maintained on hand by the Supply Officer based on a day to day usage with a computed requisitioning objective.

635 Repair Parts and Supplies. The Supply Officer will maintain and stock all items of supply, including repair parts and supplies required for normal operations. These supplies are not to exceed thirty (30) days level of stockage except as noted in paragraph 5103.

636 Exceptions to Stockage Level. Several exceptions to the stockage level have been authorized by MCO P4400.15D. These over-normal stocks will be retained by the Supply Officer, and they are as follows

1. Seasonal type items. These are items, which, because of their seasonal nature, must be stocked in larger quantities than would otherwise be allowed.

2. Insurance items. These may be stocked by FMF Units when authorized by Force Commanders or their designated subordinates.

3. Provisioning (repair parts, assemblies tools etc.) for new end items. These will be stocked initially as prescribed in references (n) and (o).

PART B - Maintenance and Repair

637 General. Responsible Officers having government property requiring repairs will submit a DD Form 1348 prepared in accordance with Appendix (A-1). The unserviceable item and the document will be delivered to the Supply Warehouse. The document will contain the serial number (if applicable), stock number, and nomenclature as it appears on the Equipment Custody Record Card (NAVMC 10359-SD).

638 Maintenance Statements. All property being turned in as unserviceable or requiring repairs will be inspected by the Responsible Officer for cleanliness and to insure that all component parts and accessories applicable to the equipment are assembled. The turn in document will contain a statement to the effect that the property became unserviceable through normal use and that no negligence or fault is attached to any person, if appropriate. If this statement is not true, an explanatory note will be furnished. In either case, this statement will be signed by the Responsible Officer. A separate sheet prepared in duplicate will accompany the document indicating what repairs are required or what is wrong with the equipment.

PART C - Salvage and Excess

639 General. The purpose of salvage and turn-in of excess material and spare parts is to uncover dormant stocks of usable material and to make that material available to other sections/units and other Marine Corps organizations, and for the Marine Corps to gain use of each item of material and equipment to its fullest extent.

640 Background. The waste of items of equipment and material of supply including food is a damaging factor to our national economy. Waste is a needless drain on tax dollars, and prevents full utilization of basic raw materials which are requisite to maximum production of supplies and equipment for military and civilian consumption and usage.

1. Responsibility. Section Heads are responsible for all items of equipment and materials which are available to them for operational needs, training, health, comfort, and subsistence of those in their control. They are also responsible to insure that each member of their section conserves materials as outlined below.

641 Salvage. Certain items of equipment and supply, even though properly maintained will eventually wear out and become unserviceable. Such items will not be thrown away or discarded but placed in the salvage channel of the Group Supply system where they will be repaired in the proper echelon of maintenance or disposed of by turn in to the Force Logistic Command. The procedures outlined in the following paragraphs will be strictly adhered to in the disposition of the different types of equipment and materials of supply.

1. All metals, ferrous and non-ferrous, including used banding straps, wire, etc., regardless of condition will be turned in to the Supply Officer for disposal.

2. Unserviceable tires, all sizes, and non-accountable empty gasoline and oil drums will be turned over to the Motor Transport Officer, who will in turn dispose of such tires and drums in accordance with current regulations.

3. All brass and loose defective small arms ammunition will be segregated from other metals. Such brass and ammunition will be turned in to the Supply Officer for disposal.

4. All rubber goods (except tires will be turned over to the Supply Officer for disposal.

5. All unserviceable rags, canvas, other fabrics, or leather goods will be turned over to the Supply Officer for disposal.

642 Disposal of Excess Serviceable Property. Excess serviceable Serv-Mart type items may be turned in to the Supply Officer without documentation at any time. Items of excess serviceable property of a custodial nature will be turned in to the Supply Officer on a DD Form 1348 prepared in accordance with Appendix (A-1). The original DD Form 1348 will be signed by a representative of the Supply Officer and will be returned to the individual turning in the property as a receipt. Appropriate corrections will be made to the Equipment Custody Record Card.

MOTOR TRANSPORT SAFETY REGULATIONS TRAINING AND MAINTENANCE

PART A - Purpose and Responsibilities

643 General. The purpose of this portion of the SOP is to emphasize the responsibility of each officer, NCO and Motor Vehicle operator in 3d CAG for the enforcement of vehicle safety, traffic regulations and proper vehicle maintenance and use.

644 Responsibilities of Motor Transport Drivers and Personnel. All traffic violations will be reported to the S-4 Officer for action. All unattended vehicles will be secured by immobilizing the steering wheel and clutch with a padlock and chain. Vehicles will not be overloaded. Current speed limits will be observed at all times. Flak Jackets and Helmets will be carried by all personnel riding in or driving vehicles.

PART B - Maintenance

645 Preventive Maintenance (PM) Preventive Maintenance is the systematic care, inspection and servicing of equipment for the purpose of keeping it in servicable condition and detecting and correcting minor failures before expensive and more time-consuming replacements are required. Preventive maintenance is accomplished by vehicle operators and by 3d CAG Maintenance personnel.

646 Maintenance Responsibilities. There is a direct and a command responsibility for Motor Transport Maintenance.

1. Command Responsibility. All company Commanders, Section heads must insure that the equipment issued or assigned to their section/CACO is maintained in a serviceable condition and is properly used and cared for.

2. Direct Responsibility. Direct responsibility is assigned to the individual to whom the equipment is entrusted.

647 Preventive Maintenance Procedures. Actual preventive maintenance procedures are best defined as a system of periodic inspections and servicing of vehicles and equipment. In order to accomplish this, records and forms must be kept accurate and available.

1. NAVMC Form 10627-SD, Vehicle and Equipment Operational Record (Trip Ticket) is used to record the daily and scheduled weekly PM services performed by the operator. Trip tickets will be prepared daily and completed at the end of each day. Companies will turn in the weeks accumulation of trip tickets on scheduled PM day.

2. Before, during and after operation of a vehicle, each driver assigned is required to perform daily and weekly PM services utilizing the lower or tear-off portion of the NAVMC 10627-SD.

PART C - Vehicle Assignments

648 Vehicle assignments are as follows:

1. CACO/Section	M151A1	M35	M37	M274	Weekly PM Day
OO	1 (MRO 109)				Sat
XO	1				Tue
S1	1			1	Tue
S3	1				Wed
S4	1		1		Sun
Comm	1				Thur
Medical	1 (M170)				Mon
3-1	1		1		Sat
3-2	1		1		Fri
3-3	1		1		Sun
3-4	1		1		Sun
3-5	1		1		Fri
Warehse/Maint Float	1				Thur
MT		5	1		Sun

2. Each CACO/Section will provide one driver who will be held responsible for 1st echelon maintenance and weekly PMs. Weekly PMs will be performed in the 3d CAG Motor Pool under the supervision of Motor Transport Personnel.

(1) Vehicles assigned to Headquarters Sections, with the exception of the Commanding Officer and S-4 Vehicles will be turned into the Motor Pool prior to 1800 daily. The S-4 vehicles will be utilized as a duty vehicle by the assigned Officer of the Day.

3. If PM cannot be performed on the day scheduled the S-4 will be notified as soon as possible indicating the reason for the exception and the day the vehicle will be available.

PART D - Inspections, Training and Duties of the Dispatcher

649 Scheduled and Spot Inspections Inspections will be established and conducted by the S-4 Officer.

650 Training. All training will be monitored by the S-3 Officer. Training hours will consist of one hour per week for OACO drivers and two hours per week for Headquarters Motor Transport personnel. The following subjects will be covered.

1. Drivers Training
2. 1st Echelon Maintenance
3. Road Hazards
4. Security precautions
5. First aid
6. Safety measures
7. Convoy Control
8. Procedures while under enemy fire.

651 Duties of the Dispatcher: The dispatcher is responsible to ensure that the following tasks are accomplished:

1. Maintains the Daily Dispatch Log
2. Controls scheduled PMs
3. Maintains Motor Transport Vehicles and Records
4. Dispatches Vehicles
5. Ensure that all Headquarters assigned vehicles are returned to the Motor Pool daily prior to 1800. The two exceptions to this are the S-4 jeep, which will be utilized as the duty vehicle by the O.D., and the Commanding Officers assigned vehicle. All runs after 1800 must be approved by the S-4 Officer.

Distribution of the documentsAs a Requisition

1. Requisitioner will retain second copy as a record of submission.
2. Original and remaining copies will be delivered to supply.
3. Supply will process document in accordance with priority assigned in the following manner:
 - a. Material in stock will be dropped from the records and pulled for issue. Sections/Units will be notified to pick material up.
 - b. The authorized representative will sign the original requisition and remaining copies will accompany the material back to the requisitioner. The last hard copy of the requisition will be attached to the pending copy by the requisitioner to indicate the transaction is completed.
 - c. Material not in stock will be placed on requisition to the appropriate supply point. The third copy will be returned to the requisitioner annotated "BACK ORDERED". Requisitioner will attach this pick copy to his pending copy.
 - d. When material comes in from the supply point steps 3a and b will be followed.

As a Turn-In Document for Repairs or Excess

1. Responsible Officer will retain second copy as a record of submission.
2. Original and remaining copies will be delivered with equipment to supply.
3. A Supply representative will sign the original document as a receipt for the material. The original will be returned to the Responsible Officer.
4. In the case of material being turned in for repair, the sections/units will be notified when repairs have been completed. The original signed receipt will be returned to Supply and the equipment will be returned to the Responsible Officer. This completes the transaction.
5. Material that has been turned in as excess will require the Responsible Officer's signature on the corrected Equipment Custody Record Card. This card must be signed within ten days as indicated in Chapter II, Part A, para 2101.2.

APPENDIX A-1

PREPARATION OF DD FORM 1348 AS A REQUISITION OR TURN-IN DOCUMENT

The form to be utilized by the sections/units supported by Third Combined Action Group Supply Section for requisitioning, turning in items as excess or for repair will be the DD Form 1348. A separate document will be prepared for each line item. This form may be filled in by typewriter or by printing using a black or blue-black ballpoint pen. Press firmly to insure that all copies are legible. The following information will be entered on the form in the blocks indicated:

<u>FIELD LEGEND</u>	<u>DATA BLOCK</u>	<u>EXPLANATION/INSTRUCTION</u>
Send to	A	Group Supply
Requisition is from	B	Section Name & account #
Doc Ident/Routing Identifier	1 & 2	If this document is a requisition enter "Request". If an item is being turned in for repair enter "Repair". If an item is being turned in as excess enter "Excess".
Stock Number	4, 5, & 6	Stock number as listed in supply catalogs, SI-3's and 4's, Equipment Custody Record Cards and Group Supply Catalog.
Unit of Issue	7	Unit of issue as listed in supply catalogs, SI-3's and 4's, Equipment Custody Record Cards and Group Supply Catalog.
Quantity	8	Number of items required or being turned in.
Date	11	Julian date (This is the 3 digit number in the lower left corner of all military calendar preceded by the last digit of the current calendar year).

APPENDIX A-1

DECLASSIFIED

<u>FIELD LEGEND</u>	<u>DATA BLOCK</u>	<u>EXPLANATION/INSTRUCTION</u>
Serial Number	12	Serial number will be assigned sequentially and will not be duplicated.
Remarks	L, M, N, & O	Nomenclature as listed in supply catalogs, SL-3's and 4's or on Equipment Custody Record Cards and Group Supply Catalog. For open purchase items see additional required information in Chapter II, Part C, para 2302.3. For items turned in for repair or as excess see additional requirements in Chapter III, Part B and Chapter III, Part C para 3304.
Priority	20	Use appropriate Priority as listed on Appendix A-2.
Advice	22 & 23	Use columns 65 thru 80 for the <u>Responsible Officer's</u> signature and grade.

APPENDIX A-1

DECLASSIFIED

PRIORITIES

1. Priorities. The Uniform Material Movement and Issue Priority System (UMMIPS) is designed to separate requisitions according to urgency for supply action and transportation. It is a command responsibility to determine priority. Commanders will be held responsible for excessive use of high priorities.

A. The following priorities are authorized for III MAF units:

(1.) Priority Designator 02

(a) Used for key items without which the unit cannot perform its assigned mission.

(b) Used to requisition replacements for combat essential items.

(c) Used to requisition critical repair parts which are causing combat essential equipment deadline.

(2.) Priority Designator 03. Used for requisitioning medical or disaster supplies required immediately to prolong life in cases of critical injury, fatal disease or calamity.

(3.) Priority Designator 05.

(a) Used for essential items, the lack of which impairs the operational capability or combat readiness of the organization. Examine requirements not in the light of whether all allowances of equipment are on hand, but from the standpoint of whether the item is of such importance that without it the commander can expect a measurable impairment of his operational capability.

(b) Used for providing a minimum of essential individual clothing to personnel.

(4.) Priority Designator 12. Used to provide continuing support, initial outfitting, and other basic requirements.

(5.) Priority Designator 17. Used to requisition routine replenishment items.

B. All priority 02 and 03 requisitions will be approved at the major command level before submission to the supply source. All priority 05 requisitions will be approved by unit Commanding Officers or their designated representatives.

C. "Walk through" requisitions disrupt routine supply operations to give special attention to high priority requirements. Therefore they should be used only when absolutely necessary. (Only priority 02 requisitions will be considered for walk through).

APPENDIX A-2

DECLASSIFIED

CLOTHING ISSUE DOCUMENT

CO: _____
GRU: _____

(NAME)

(SERVICE NO)

(DATE)

IT IS REQUESTED THAT THE BELOW LISTED ARTICLES BE FURNISHED FOR MY PERSONAL USE.

(SIGNATURE OF INDIVIDUAL)

(SIGNATURE OF INSPECTING OFFICER)

ITEM AUTHORIZED	QTY	ITEM AUTHORIZED	QTY
BAG, DUFFLE	---	BELT, TROUSERS	---
BUCKLE, 1/BELT, WEB	---	CAP, GARRISON, KHAKI	---
INSIGNIA, BOPS, LEFT	---	DRAWERS, MEN'S	---
SHIRT, MAN'S KHAKI $\frac{1}{2}$ LENGTH SLEEVE	---	SHIRT, MAN'S UTILITY	---
CAP, UTILITY	---	RAINCOAT, MAN'S	---
SHOE, DRESS	---	SOCKS, MEN'S COTTON	---
BOOTS, COMBAT	---	SOCKS, MEN'S WOOL	---
TROUSERS, MEN'S KHAKI	---	TROUSERS, MEN'S UTILITY	---

APPROVED:

THE INDIVIDUAL NAMED HERE ON IS AUTHORIZED TO DRAW THE CLOTHING REQUESTED UNDER THE "IN KIND" ISSUE SYSTEM.

DATE:

I CERTIFY THAT I HAVE RECEIVED THE ABOVE LISTED CLOTHING AND THAT IT FITS PROPERLY.

(SIGNATURE OF COMMANDING OFFICER)

(SIGNATURE)

I CERTIFY THAT I HAVE WITNESSED THE ABOVE ISSUE AND THAT ALL CLOTHING WAS DELIVERED TO THE INDIVIDUAL AND WAS THE PROPER SIZE REQUESTED.

(SIGNATURE OF WITNESSING OFFICER)

APPENDIX A-3

DECLASSIFIED

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HEADQU. YTERS
3d Combined Action Group
III Marine Amphibious Force
FPO, San Francisco, 96602

(date)

From: Responsible Officer _____
(Company/Platoon)
To: Supply Officer, 3d Combined Action Group
Subj: Lost or missing Government Property (Individual Equipment) on
charge to a Responsible Individual.
Ref: GroupO 4400.1A

1. In compliance with instructions outlined in reference (a), the
below listed item(s) is/are reported herewith as missing or lost.

FSN

NOMENCLATURE

QTY

2. Statement explaining the circumstances surrounding the missing or
lost property:

/s/ _____
Responsible Individual

3. Culpability or negligence was/was not involved in the loss of the
above item(s).

/s/ _____
Responsible Officer

() Issue w/charge
() Issue w/o charge
() Dropped from Acct. Bal.

/s/ _____
(Supply Officer)

Appendix A-4

DECLASSIFIED

SECTION VII
ADMINISTRATION

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701 General

1. The Combined Action Group operates on Battalion level administration. The service records are maintained at the OAG Headquarters.
2. When an administrative requirement occurs, the individual concerned will be recalled from the field. An Administrative problem of any individual will be processed by the Group Administrative Section. To preclude unnecessary loss of man hours, the individual concerned will submit a Problem Chit (Found in Appendix A) to his CACO Commander or Gunnery Sergeant. The problem chit will then, should the CACO Commander or Gunnery Sergeant be unable to solve the problem, be forwarded to the Group First Sergeant. No administrative requirement will be submitted to the Group Administrative Section without the knowledge of the appropriate CACO Commander or Gunnery Sergeant. Emergency cases will be handled individually, on their own merit.

702 Personnel

1. The control of personnel within the Group is an extremely difficult task due to the tactical situation and many other reasons.
2. Personnel are received from a number of sources and after processing are assigned to a Company for duty. The assignment to a platoon is the responsibility of the CACO Commander. Once assigned, it is directed that this Headquarters be informed, in writing, within 24 hours, of the platoon to which assigned. Unless authorized or directed by the CACO Commander, under no circumstances will an individual be moved from one position to another. This Headquarters will be informed of all such changes immediately.
3. Personnel authorized to proceed to the CAG Headquarters for any reason will have a Walking Chit (Appendix B) in their possession. They will report to the Police Sergeant who will check the man into the Rear. When his business is accomplished, he will return to the Police Sergeant who will release him to the field.
4. A daily and weekly personnel strength report is required by separate directive. This report must be prompt and accurate. Prior to being transmitted to this Headquarters, it will be approved by the appropriate CACO Commander or in his absence, the CACO Gunnery Sergeant.
5. The Operations Officer is directed to have available at all times a squad of personnel to act as a reactionary force. This squad will be composed of personnel as directed in the CAP T/O and will be under the control of the Operations Officer.

703 Pay

1. Pay of personnel within the Combined Action Group is provided by the nearest Marine Disbursing Office. Payday is once monthly. An advance pay roster will be distributed approximately six days prior to pay day, which is the first day of each month. Pay is available in cash (MPC), or check. U. S. Treasury checks must be mailed out of RVN within 24 hours of receipt. There are no U. S. Treasury check cashing facilities available so careful consideration should be given to the amount of cash an individual desires. Each individual receiving a Treasury check will appropriately endorse the check, seal it in an addressed envelope, and return it to the paying officer for mailing. The advance money list further provides a method for all personnel to participate in the Savings Deposit Program paying 10% annual interest. All personnel are encouraged to use this savings plan.
2. Discrepancies noted on the advance pay roster should be noted thereon in order that corrective action can be taken prior to the final pay roll being produced. No person from this command will present a pay problem to the Disbursing Officer without first checking with the Administrative Chief of the CAG.
3. Personnel desiring to convert MPC to piasters will do so at their CACO Headquarters on payday of each month when piasters will be available. At other times piasters may be purchased from the disbursing officer, MAG-36.

704 Promotions

1. Promotions to all ranks will be in accordance with existing directives. A recommendation for promotion to the rank of PFC will be made as soon as a reasonable period of observation has expired for each Private joining this command. Such recommendations will continue at 30 day intervals until promotion is effected.
2. The Group Promotion Board consisting of the Executive Officer as the senior member and the following as members will convene monthly to recommend personnel for promotion to the rank of Cpl/ICpl to the Commanding Officer:

Each CACO Commander
 Administrative Officer
 First Sergeant (assigned additional duty as recorder)

705 Awards

1. Every individual being transferred from the Third Combined Action Group should be considered (by the CACO Commander or Section Head for an award. If warranted, a detailed factual account of the facts on which

it is based will be prepared and submitted to the Administrative Office at least two months, if possible, prior to the scheduled rotation of the individual

2. Awards generated as a result of heroic service will be submitted immediately after the action. They will be a detailed factual account of at least two eye-witnesses.

3. Purple Heart awards are requested immediately after an individual becomes eligible. No action is required by the CACO Commander or the individual.

4. Other information and instructions concerning awards are contained in separate directives.

706 R & R

1. Personnel desiring out of country R&R are encouraged to apply as early in their tour as possible. Applications should be submitted not later than the first of the month prior to the month R&R is desired. These applications (Appendix C) will be accepted at any time.

2. This Command receives its allocation of R&R quotas approximately one month in advance. Allocations are made on the 15th of each month and personnel are notified by bulletin on approximately the 20th of each month.

3. Mutual exchanges of R&R are not permitted. If an individual desires to withdraw his request, this Headquarters will be notified and his name will be removed from the R&R list and the remaining applications will be screened for a replacement.

707 Legal

1. The Group Administrative Officer is assigned the additional duty of Group Legal Officer. Personnel with problems of a legal nature will report to that Officer for appropriate advice or assistance.

708 Correspondence

1. All correspondence not of a routine nature will be prepared for the Commanding Officer's signature and will be delivered to the Administrative Officer who will ensure that the format is correct and that sufficient copies are available to provide for the retention of the Command File copy. An additional copy will be retained by the preparing section.

2. Congressional correspondence will be given priority over all routine correspondence in accordance with appropriate directives.

709 Message Traffic

1. Message traffic will be processed and on the Commanding Officer's desk daily by 0900. Further routing to each section will be the responsibility of the Administrative Officer. Messages requiring replies will be acted on within 48 hours after being received by this command. To preclude omissions, the Group S-1 will denote if a reply is required on the face of the message by writing "Reply required NLT (not later than) _____" on the face of the command file copy. These reply required messages will not be entered into the Command files until all required action is completed.

710 Casualty Reporting

1. Casualty Reporting in this command is direct to CMC and will be accomplished in accordance with existing directives. The following steps are required and will be accomplished in the order indicated.

- a. Identification (immediately)
- b. Release casualty message (within 24 hours)
- c. Write letter of condolence (within 3 days)
- d. Ship personal effects (within 10 days)

711 Conduct and Proficiency Marks

1. The administrative Officer will sign conduct and proficiency marks to all members of this command based on the recommendation of the Company Commander. A mark of below 4.0 in either proficiency or conduct will be signed by the Executive Officer, after consultation with the Commanding Officer, who is directed to inform the individual concerned and render him advice on how he can improve his marks during the next period.

712 Investigations Investigations will be conducted on occasion by officers and staff noncommissioned officers appointed by the Commanding Officer. Each appointing order will cite the circumstances prompting the investigation as well as applicable references. Those appointed are directed to read the referenced orders and, if in doubt on specific points, seek the counsel of the Group Legal Officer. Points not resolved as a result of this counsel will be referred to the Office of the Staff Judge Advocate, Force Logistics Command. Force Logistics Command Order 5830.1B covers JAG Manual Investigations in detail and will be used as a guide in all such investigations conducted within this command.

713 Leave1. Annual Leave

a. Annual leave, not to exceed seven days may be granted upon approval provided:

(1) That the individual concerned has not had an R&R within the past three months.

(2) That the individual concerned has been in country more than six months.

b. Annual leave will commence and terminate at this Headquarters. Personnel granted annual leave will not be permitted to depart prior to the time and date authorized and MUST report at this Headquarters at the time and date specified. Any exception to the above will be upon the approval of the Group Commander ONLY.

c. No more than one annual leave may be granted during an overseas tour.

2. Special Leave. Special leave is authorized in conjunction with approval of extensions of six months or more of overseas tours. Time spent on special leave, including travel time to and from the leave site, will be added to any existing remaining overseas tour. No exception of the above policy is permitted.

714 Overseas tour extensions. Requests for extension of overseas tours may be forwarded to higher authority subject to the approval of the Group Commander. Company Commanders will submit their recommendations on personnel of their unit when application for extension is made. Company Commanders are encouraged to be highly selective in their recommendations for approval of overseas extensions. Requests for overseas extensions, shall be made via the chain of command to this Headquarters, preferably not earlier than 120 days and not later than 30 days prior to the individual's rotation tour date.

715 Rotation. Rotation is based on a 395 day tour overseas, shore-to-shore United States. It is anticipated that an individual Marine will spend at least 380 days in the field, allowing for R&R, travel, etc. The rotation policy for this Group, subject to the availability of transportation, is as follows:

383 day - Depart Company for 3d CAG Rear to check out, be de-wormed turn in equipment, draw gear from storage, etc.

388 day - Depart 3d CAG Rear for III MAF Transient Center for processing and onward transportation.

390 day - Depart RVN for WESTPAC processing center and onward transportation.

395 day - Arrive CONUS for onward transportation/separation/delay in reporting to new duty station.

716 Fitness Reports. Fitness reports are the determining factor in promotion and assignment of both officers and noncommissioned officers. The designation of Reporting Seniors is covered in a separate Group Order. Each Reporting Senior of the Group is directed to read the existing Marine Corps and Group Orders on preparation of fitness reports. Questions concerning the content of fitness reports should be directed to the Administrative Officer for advice.

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PROBLEM CHIT

DATE _____

From: CO/GYSgt, CACO _____
To: 1stSgt, 3d CAG _____

Subj: Admin Assistance; request for

NAME

RANK

SERIAL NO.

1. It is requested that the following Admin Problem (s) be resolved on the above Marine. (STATE ALL FACTS KNOWN)

SIGNATURE

DATE _____

From: 1stSgt, 3d CAG
To: CO/GySgt, CACO _____

1. The following is in answer to above request

SIGNATURE

APPENDIX A

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3d Combined Action Group

WALKING CHIT

DATE _____

From: CACO _____ (CO/GySgt _____)
To: Hq., 3d CAG

Subj: _____
NAME RANK SERIAL NO.

1. Subject is sent to the CAG Hq. for _____
2. Report to Police Sgt _____ Time in _____ Date _____
3. Report to Section S-1, S-3, S-4, Sick Bay, 1st Sgt _____ Time _____
Date _____
4. Comments by Section reported to if appropriate _____
5. Report to Police Sgt. _____ Time Out _____ Date _____

Appendix B

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GruO 1710.1

R&R REQUEST

NAME _____ RANK _____ SER NO/MOS _____

COMPANY _____ DATE ARRIVED IN RVN _____

1. It is requested that I be granted R&R to the below listed port, I understand that I must have a minimum of \$200.00 in my possession.

FIRST CHOICE _____ SECOND CHOICE _____

DATE DESIRED _____

2. I certify that I have not previously taken R&R during my current tour in Vietnam.

SIGNATURE

(APPROVED/DISAPPROVED)
(SIGNATURE AND POSITION)

REMARKS:

APPENDIX (1)

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SECTION VIII

INSPECTIONS

	<u>Paragraph</u>
General	801
Action	802
Discrepancies	803

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Section VIII

INSPECTIONS

801 General. In the operation of a CAP, as elsewhere, trained personnel working under a positive program with sufficient command interest will ensure success. Therefore, CAPs and CACOs will continually be prepared for inspections by CAG, CACO or other personnel, announced or unannounced.

802 Action.

1. The senior man present will ensure that the following are inspected on a daily basis:

- a. Personnel
- b. All weapons
- c. Billeting area
- d. Sanitation

803 Discrepancies. Any discrepancies will be corrected as soon as possible by the CAP leader. Matters that require support from the CACO and CAG will be reported promptly through the proper chain of command.

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SECTION IX

UNIFORM REGULATIONS

Paragraph

General

901

Uniform

902

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Section IX

II
UNIFORM REGULATIONS

901 General. The importance of making a favorable impression on the Vietnamese cannot be overly emphasized. All personnel are expected to set a high example of proper military conduct, appearance and deportment from which the PF can benefit. Included in this area are such things as:

- a. Keeping the hair neatly cut and within regulations.
- b. Maintaining a neat personal appearance at all times.
- c. Paying particular attention to cleanliness of your person and clothes.

902 Uniform. The lightweight jungle utilities, and the tropical weight camouflage jungle utilities are prescribed as the uniform of the day. These uniforms may be mixed when absolutely necessary (i.e., shirts and trousers of either type may be worn). The utility cover may be worn with either uniform. The camouflage bush hat will be worn only during rainy weather. Uniforms will be worn with the trousers bloused and the shirt sleeves rolled up above the elbows, or unrolled depending on the mission and the weather condition.

a. The regular utility uniform may be worn in lieu of either of the above utility uniforms. Regular utility uniforms will not be mixed with items of the jungle utility uniforms.

b. Rank insignia and OAP badges will be properly worn at all times.