

HEADQUARTERS  
2nd Battalion, 11th Marines  
1st Marine Division (Rein), FMF  
APO San Francisco, California 96602

2nd Bn: 11th Marines  
S & C FILES  
CONTROL # 0015-67  
COPY 1 of 8

3/PDJ/hwd  
5750  
1 April 1967

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From: Commanding Officer  
To: Commanding General, First Marine Division  
Via: (1) Commanding Officer, First Field Artillery Group  
(2) Commanding Officer, 11th Marines

Subj: Command Chronology for period 1 March to 31 March 1967

Ref: (a) MGO 5750.2  
(b) FMFPacO 5750.8  
(c) DivO 5750.2

Encl: ✓(1) 2nd Battalion, 11th Marines Command Chronology

1. In accordance with the provisions of references (a), (b) and (c), enclosure (1) is submitted.

*J. J. Marron*  
J. J. MARRON

2ND BN-11TH MAR - CMD CHRON

MAR 1967

APPENDIX (8)  
ENCLOSURE (1)

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HEADQUARTERS  
2nd Battalion, 11th Marines  
1st Marine Division (Rein), FMF  
FPO San Francisco, California 96602

COMMAND CHRONOLOGY  
1 March to 31 March 1967

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PART I  
ORGANIZATIONAL DATA

1. DESIGNATIONCOMMANDER

2nd Battalion, 11th Marines

Maj J. J. MARRON(1Mar-31Mar)

SUBORDINATE UNITS

Headquarters Battery

Capt D. B. NEWTON(1Mar-31Mar)

Battery D

1stLt R. E. BAILEY(1Mar-31Mar)

Battery E

Capt J. PIPTA(1Mar-31Mar)

Battery F

Capt W. A. HALL(1Mar-31Mar)

107mm Mortar Battery (Towed)

Capt R. L. VENATOR(1Mar-31Mar)

ATTACHED UNITS

NONE

2. LOCATION

1-31Mar 2nd Battalion, 11th Marines

Chu Lai, RVN

1-31Mar Headquarters Battery

BT 441 084

1-3Mar Battery D(-), OPCON 3/11

3-31Mar Battery D(-)

BT 440 084

1-31Mar 3rd Platoon, Battery D

BT 442 083

1-31Mar Battery E

AT 877 479

1-31Mar Battery F(-), Tien Phouc

BT 105 141

1-31Mar 1st Platoon, Battery F

BT 442 083

1-31Mar 107mm Mortar Battery (Towed)(-)

BT 439 084

1-31Mar 1st Platoon, 107mm Mortar Btry

AT 813 382

3. STAFF OFFICERS

Bn ExecO

Maj J. CLATWORTHY(1Mar-31Mar)

Bn SgtMaj

1stSgt D. H. HANCOCK(1Mar-31Mar)

Bn S-1

2ndLt A. A. BOROWICKI(1Mar-31Mar)

Bn S-2

GySgt H. J. MIZUNO(1Mar-31Mar)

Bn S-3

Capt C. G. DOKOS(1Mar-8Mar)

Bn S-3

Capt M. N. TULL(1Mar-31Mar)

Bn S-3A

1stLt J. D. WRIGHT(1Mar-10Mar)

Bn S-3A

2ndLt P. D. JONES(11Mar-31Mar)

Bn S-4

Capt R. H. ALEXANDER(1Mar-7Mar)

Bn S-4

MGySgt N. J. KINCAID(8Mar-17Mar)

Bn S-4

Capt C. B. CURTIS(18Mar-31Mar)

Bn LnO

Maj C. E. MCDANIEL(1Mar-31Mar)

Bn SupplyO

2ndLt J. S. HARRELL(1Mar-31Mar)

Bn CommO

Capt D. B. NEWTON(1Mar-31Mar)

Bn MTO

GySgt L. V. WHITE(1Mar-6Mar)

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Bn MTO  
Bn OrdO

GySgt W. H. EPFLE(7Mar-31Mar)  
2ndLt P. L. CHASTANG(1Mar-31Mar)

4. AVERAGE MONTHLY STRENGTH

<u>USMC</u>		<u>USN</u>	
<u>Off</u>	<u>Enl</u>	<u>Off</u>	<u>Enl</u>
36	534	3	7

PART II  
NARRATIVE SUMMARY

1. Personnel and Administration

There were three battle casualties for the month of March 1967. There were no non-battle casualties. Personnel losses due to administrative reasons included nine Marine Officers and 86 Marine Enlisted. Four Navy Enlisted were also transferred. In return this command received six Marine Officers, 52 Marine Enlisted, and one Navy Officer. During the month of March, two Marine Officer and ten Marine Enlisted promotions were effected. One meritorious promotion was also effected. Members of this command were presented one Army Commendation Medal, one Navy Commendation Medal, four Purple Heart Medals, one CG Certificate of Commendation, one Good Conduct Medal and seven Meritorious Masts.

2. Organization and Operations

Battery E, 2nd Battalion remains deployed and OPCON to the 11th Marines. 2nd Platoon, 107mm Mortar Battery (Towed) remains deployed and OPCON to Battery Group E. The deployed platoon remains equipped with the 4.2 inch mortar, M-30. The 107mm Mortar Battery rotated personnel twice during the month of March, on the 4th and 16th.

Battery F(-) remains at Tien Phouc, and the other units of the battalion remained in position at the base camp, except for a platoon from the 107mm Mortar Battery which deployed to Nui Dang for a two day operation. Battery D returned to the base camp position on 3 March from Operation Desoto/Deck House VI.

During the month Battery F provided a platoon of guns on 24 and 27 March participating in the roving gun program. Battery D provided a platoon on 30 March for the above mentioned program.

During March this unit provided two Naval Gun Fire Teams and two Marine Officers to the 3rd Battalion, 11th Marines for Operation Boone, four Forward Observer Teams for three Marine convoys, one ARVN convoy and two Liaison Teams to ARVN artillery units to cover convoys entering and leaving the northern end of the TAOR.

The firing units in the 2nd Battalion position area supported the 5th

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Marines in an program of sweeps, patrols and outposts within the TAOR and supported elements of the 1st Recon Battalion within the RAOR. A summary of missions fired and ammunition expended during March from the 2nd Battalion position is as follows:

Missions Fired

	<u>OBS</u>	<u>UNOBS</u>	<u>H&amp;I</u>	<u>TOTAL</u>
105mm	42	32	547	621
107mm	20	9	156	185

Ammunition Expended

	<u>HE</u>	<u>ILL</u>	<u>WP</u>	<u>OTHER</u>	<u>TOTAL</u>
105mm	2633	318	66	28	3045
107mm	667	335	4	0	1006

A summary of all missions fired and ammunition expended by the 2nd Battalion (less Battery E; 2nd Platoon, 107mm Mortar Battery) during the month of March is as follows:

Missions Fired

	<u>OBS</u>	<u>UNOBS</u>	<u>H&amp;I</u>	<u>TOTAL</u>
105mm	109	90	674	873
107mm	20	9	156	185

Ammunition Expended

	<u>HE</u>	<u>ILL</u>	<u>WP</u>	<u>OTHER</u>	<u>TOTAL</u>
105mm	3205	491	189	34	3919
107mm	667	335	4	0	1006

3. Training

The cross-training of field artillery batterymen in different caliber weapons was cancelled for the month of March due to the large turnover of personnel within the Battalion.

4. Logistics, Equipment and Supply

Resupply of outlying units of this Battalion by helicopter consisted of approximately 160,000 pounds of cargo, resupply was broken down as follows: 5,000 pounds of A and B rations, 3,500 pounds Field Fortifications Material, 400 pounds mail, and the balance of the 160,000 pounds consisting primarily of class V, with the following exceptions; two (2) M422A1 vehicles transported internally by CH 46 helicopter to Hill 300 and two (2) extracted for maintenance.

During this report period three (3) 105mm howitzers were extracted one at a time from Tien Phouc for six months maintenance. By utilizing a float

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howitzer the unit at Tien Phouc was able to maintain its operational readiness. These howitzers were lifted externally by CH 46 helicopters.

During the period on two separate occasions the M-30 mortars on Hill 300 have been evacuated and replaced for maintenance, two (2) on 17 March 1967 and one (1) on 25 March 1967.

#### 5. Civil Affairs/Civic Action

a. On 5 and 16 March 1967, several truck loads of wood were distributed to the people in the Khoung Binh Hamlet for building repairs and general area improvement. This wood was scrap gathered from the Battalion area. On these trips candy was passed out among the children of the hamlet. Personnel from this Battalion also assisted the 5th Marines in moving the people of Khoung Nhon to their new hamlet.

b. This Battalion's MEDCAP program was actively pursued during the month of March. On 14 March 1967, a one hour MEDCAP was held at the Khoung Binh School. At this time canned goods, which were donated by members of this command, were distributed among the villagers. A second MEDCAP was held at the Khoung Binh Hamlet on the 22nd of March. At this time 820 people from the Khoung Binh Hamlet received plague inoculations by hospitalmen from this battalion.

### PART III

#### SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

##### 1. Personnel and Administration

The only significant occurrence during the period was an awards ceremony on 18 March 1967. At this ceremony the following were awarded: one Army Commendation Medal, one Navy Commendation Medal, one Purple Heart Medal, one Meritorious Promotion and seven Meritorious Masts.

##### 2. Organization and Operations

On 3 March Battery D returned to the base camp from Operation Desoto/Deck House VI. Two liaison teams went to ARVN artillery units on 20 March to cover convoys entering and leaving the northern end of the TAOR. On 25 March General Rossen, C/S MAC V, and on 27 March General LaHue, CG TFX-Ray, visited the Battalion C.P. for tactical briefings. Also, on 25 March a platoon from the 107mm Mortar Battery left for a two day operation at Nui Dang. This platoon returned to the base camp on the 27th of March. Two Naval Gun Fire Teams and two Marine Officers were sent to 3rd Battalion, 11th Marines for Operation Boone on 31 March.

##### 3. Logistics, Equipment and Supply

Logistic support for Battery F(-) at Tien Phouc, 2nd Platoon, 107mm Mortar Battery (W/M-30 mortars) at Hill 300 (AT 814384) and Echo Battery at An Hoa was accomplished by this Battalion, approximately 160,000 pounds

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of all classes of supplies were delivered by helicopter.

All resupply efforts were conducted from this units landing zone.

EOD Team arrived on 24 March 1967 to dislodge round of illumination, lodged in tube of 107mm Howtar, negative results. Tube evacuated and returned on 26 March 1967.

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PART IV  
SUPPORTING DOCUMENTS

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✓TAB D

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

UNIT OR SECTION

2nd Battalion, 11th Marines

PLACE

Chu Lai RVN

FROM (Date and hour)

010001H Mar 1967

TO (Date and hour)

312400H Mar 1967

SECRET

(Classification)

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
		1	020800	Trans 1 Marine Enlisted to CONUS	
		2	021500	Jd 3 Marine Enlisted	
		3	030800	Trans 1 Marine Enlisted to CONUS	
		4	031800	Jd 1 Marine Enlisted	
		5	041200	Jd 1 Marine Off, Trans 1 Marine Enlisted by SR while sk	
		6	050800	Trans 1 Marine Enlisted to Okinawa	
		7	060800	Trans 2 Marine Enlisted to CONUS	
		8	061700	Jd 1 Marine Enlisted	
		9	070800	Trans 1 Marine Off and 1 Marine Enlisted to CONUS	
		10	071300	Jd 1 Marine Enlisted, Trans 1 Marine Enlisted to CONUS; 1 Marine Enlisted to Japan and 1 Marine Enlisted to 1st FAG	
		11	080800	Trans 2 Marine Off and 2 Marine Enlisted to CONUS	
		12	081600	Jd 1 Navy Off	
		13	090800	Trans 2 Marine Enlisted to CONUS	
		14	100800	Trans 2 Marine Off and 2 Marine Enlisted to CONUS	
		15	101200	Jd 2 Marine Enlisted	
		16	110800	Trans 6 Marine Enlisted to CONUS	
		17	111200	Jd 2 Marine Enlisted	
		18	120800	Trans 4 Marine Enlisted to CONUS	
		19	130800	Trans 4 Marine Enlisted to CONUS	
		20	131200	Jd 4 Marine Enlisted	

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

UNIT OR SECTION

2nd Battalion, 11th Marines

PLACE

Chu Lai RVN

FROM (Date and hour)

010001H Mar 1967

TO (Date and hour)

312400H Mar 1967

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(Classification)

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
		21	140800	Trans 2 Marine Enlisted to CONUS	
		22	141200	Jd 1 Marine Enlisted	
		23	141800	Jd 1 Marine Enlisted	
		24	150800	Trans 1 Marine Off and 1 Marine Enlisted to CONUS	
		25	160800	Trans 2 Marine Enlisted to CONUS	
		26	170800	Trans 2 Marine Enlisted to CONUS	
		27	171800	Jd 4 Marine Off	
		28	180800	Trans 5 Marine Enlisted to CONUS	
		29	180830	Ceremony/Awards/Meritorious Mast, Meritorious Promotions, 1 Army Commendation, 1 Purple Heart, 1 Meritorious Promotion, 7 Meritorious Mast, 1 Navy Commendation	
		30	190800	Trans 3 Marine Enlisted to CONUS	
		31	20----	Trans 2 Marine Enlisted by SR (MedEvac)	
		32	200800	Trans 1 Navy Enlisted and 2 Marine Enlisted to CONUS	
		33	200800	Trans 1 Marine Off to 4th Battalion	
		34	201200	Jd 3 Marine Enlisted	
		35	210800	Trans 1 Marine Enlisted to CONUS	
		36	220800	Trans 4 Marine Enlisted to CONUS	
		37	230800	Trans 5 Marine Enlisted and 3 Navy Enlisted to CONUS	
		38	231600	Jd 2 Marine Enlisted	
		39	240800	Trans 7 Marine Enlisted to CONUS	
		40	250800	Trans 6 Marine Enlisted to CONUS	

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

UNIT OR SECTION

2nd Battalion, 11th Marines

PLACE

Chu Lai RVN

FROM (Date and hour)

TO (Date and hour)
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010001H Mar 1967

312400H Mar 1967

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## JOURNAL

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

UNCLASSIFIED  
SECRET  
TIME

(Classification)

UNIT OR SECTION S-2, 2nd Bn, 11th Marines	
PLACE Chu Lai, RVN	
FROM (Date and hour) 010001H Mar 67	TO (Date and hour) 312400H Mar 67

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
		1	010001	Journal opened	M,S,F	
		2	012145	1st FAG reported unknown VC Company at grid 359067. Btry F fired 12 rds HE. EOM	M,S,F	
		3	022115	1st FAG reported 200 VC at grid 358016. Btry F fired 10 HE and 10 WP rds. EOM	M,S,F	
		4	032045	1/5 reported suspected VC activity at grid 351141. Btry D fired 3 rds HE. EOM	M,S,F	
		5	032103	1/5 reported suspected VC activity at grid 353140. Btry D fired 3 rds HE. EOM	M,S,F	
		6	041510	FO reported 76th VC Company at grid 35450764. Btry F fired 10 HE and 10 WP rds. EOM -one building destroyed.	M,S,F	
		7	061550	1st FAG reported VC harbor site at grid 403008. Btry D & Btry F fired 58 HE and 15 WP rds. EOM	M,S,F	
		8	092210	5th Marines reported 706th VC Company at grid 385106. Btry D fired 8 rds of HE. EOM	M,S,F	
		9	092331	5th Marines reported 70th VC Company at grid 396065. Mortar Btry fired 6 rds HE. EOM	M,S,F	
		10	101710	1st FAG reported 100 VC at grid 40950970. The Bn fired 160 rds HE and 6 rds WP. EOM	M,S,F	
		11	152225	Mortar Btry fired prep fire for 5th Marines 36 rds HE were expended. EOM	M,S,F	
		12	221425	Prep fire fired for 3/5. Btry's D & F fired 48 rds HE & 1 rd WP. EOM -rounds on target.	M,S,F	
		13	261930	5th Marines FSCC reported suspected VC Company. B-3 intelligence rating. Btry D fired 60 rds HE. EOM	M,S,F	
		14	302115	3/5 reported lights blinking on and off. Btry F fired 4 rds HE. EOM -lights extinguished.	M,S,F	

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## JOURNAL

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

UNIT OR SECTION

S-3, 2nd Bn, 11th Marines

PLACE

Chu Lai, RVN

FROM (Date and hour)

010001H Mar 67

TO (Date and hour)

312400H Mar 67

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(Classification)

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff	T-Troops F-File
IN	OUT					
		1	010001	Journal opened		
		2	021300	Ln Team returned from Operation Desoto/ Deck House VI. (Lt Mann OIC)		
		3	031245	Btry D returned from Operation Desoto/ Deck House VI.		
		4	031300	NGF Team returned from Operation Desoto/ Deck House VI. (Cpl Herman NCOIC)		
		5	140645	Rough Rider departed on convoy. (SSgt Esposito NCOIC)		
		6	141230	Rough Rider returned. (SSgt Esposito NCOIC)		
		7	180845	Rough Rider departed on convcy. (SSgt Esposito NCOIC)		
		8	181400	NGF Team out since February returned. (LCpl Hope NCOIC)		
		9	181700	Rough Rider returned. (SSgt Esposito NCOIC)		
		10	200700	2 Ln Teams departed to Hill 29 and Thang Binh.		
		11	210900	2 Ln Teams returned from Hill 29 and Thang Binh.		
		12	232305	Approximately 12 VC were spotted on CP perimeter. Illumination was provided by the Battalion and a flare ship until con- tact was broken.		
		13	241020	2 guns from Btry F departed from the CP as a roving platoon		
		14	241600	Platoon from Btry F returned		
		15	251400	Platoon from 107mm Mortar Btry departed for Nui Dang		
		16	251500	General Rossen arrived at 2/11 CP		
		17	251545	General Rossen departed from CP		

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## JOURNAL

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

UNCLASSIFIED  
(Classification)

UNIT OR SECTION	
S-4, 2d Battalion, 11th Marines	
PLACE	
Chu Lai, RVN	
FROM (Date and hour)	TO (Date and hour)
010001 March 1967	312400 March 1967

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
			030900H	Resupply of Btry "F" (-) Tien Phouc by Helo from LZ Cobra. 20630 lbs. cargo. Sample Items: Ammunition, Fresh Stores, Concertina, and one (1) 105mm Howitzer inserted and one (1) extracted.	
			041300H	Detachment Company "D" MCB 40 departed area on completion of construction of 10 strong backs and 10 tin roofs.	
			060800H	Transfer of personnel to and from Hill 300 by Helo from LZ Cobra. 2170 lbs. cargo. Sample Items: Mail, Sundries Pack, and one (1) M42A1 Mite. Motor Transport Contact Team (3) men from 2-11 Motor Section on same lift to Btry "F" An Hoa.	
			071400H	Received two (2) M-30, 4.2 Mortars from 1st FAG	
			111415H	Resupply of Btry "F" (-) Tien Phouc by Helo from LZ Cobra. 26000 lbs. cargo. Sample Items: Ammunition, Food (1000 lbs.), Mail, and one (1) 105mm Howitzer inserted and one (1) extracted.	
			121415H	Emergency resupply of Btry "F" (-) Tien Phouc by Helo from LZ Cobra. 200 Illum. rounds, 12000 lbs.	
			131040H	Received two (2) M-30 Mortars from 11th Mar by Helo.	
			140815H	Transfer of personnel to and from Hill 300 by Helo from LZ Cobra. 1000 lbs. cargo. Sample Items: Gasoline, Sundries Packs, one (1) M-2 Aiming Circle, and Soda.	
			141300H	Contact Team (Motor Transport) returned from Btry "F" An Hoa.	
			151015H	Resupply of Btry "F" (-) Tien Phouc by Helo from LZ Cobra. 29940 lbs. cargo. Sample Items: Ammunition, "A" Rations, Mail, and one (1) G.P. Tent.	
			170720H	Two (2) M-30 Mortars to Hill 300 by Helo, Extracted two (2) for serviceability check.	
			201300H	Resupply of Btry "F" (-) Tien Phouc by Helo from LZ Cobra. 35350 lbs. cargo. Sample Items: Ammunition, Fresh Stores, and Concertina Wire.	

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Tab D to Enclosure (1)

## JOURNAL

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

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(Classification)

UNIT OR SECTION S-4, 2d Battalion, 11th Marines	
PLACE Chu Lai, RVN	
FROM (Date and hour) 010001 March 1967	TO (Date and hour) 312400 March 1967

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN M-Maps S-Staff T-Troops F-File
IN	OUT				
			210830H	22 personnel departed Battalion area with orders to Da Nang to ride shotgun in Multi-Fuel truck convoy back to Battalion area.	
			210915H	Transfer of personnel to and from Hill 300 by Helo from LZ Cobra. 2050 lbs cargo. To include Class I, II (M422A1), III, and IV supplies. Return trip one (1) M422A1 Mite, 1705 lbs.	
			211000H	Contact Team from ELSC-B in Battalion area on courtesy inspection of Generators, Reefers, and Engineer Equipment.	
			211500H	TD-15 # 305941 departed Battalion area for Sand Ramp, Chu Lai by Low Boy for further transportation to Da Nang by LST 456. ETA 220900 Mar 67.	
			231300H	22 personnel returned to Battalion area from Da Nang, Multi-Fuel trucks not ready for delivery.	
			240745H	107mm Mortar Battery reported round (III) lodged in tube. Attempt made to dislodge round with negative results, FOD called.	
			240840H	Frag for Helo lift to take M-30 to Hill 300.	
			240930H	FOD Team arrived, could not extract round from tube, tube evacuated.	
			241730H	Helo arrived to take one (1) M-30 to Hill 300.	
			241810H	Helo returned to LZ Cobra from Hill 300, did not land, M-30 returned to Battalion area.	
			250910H	(a) Helo departed for An Hoa and Hill 300 with supplies for Btry "E" at An Hoa. 1400 lbs. cargo. Sample Items: Water, Boots, and Tarps. (b) Inserted one (1) M-30 Mortar on Hill 300, extracted one (1) for serviceability check.	
			251030H	Resupply of Btry "F" (-) Tien Phouc by Helo from LZ Cobra. 27610 lbs. cargo. Sample Items: Rations, Ammunition, (HE & III), Engineer Stakes, Sundries Packs, Smoke Grenades, one (1) 105mm Howitzer inserted, one (1) extracted.	

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Tab D to Enclosure (1)





## INSTRUCTIONS FOR KEEPING JOURNAL

### 1. Heading:

#### a. Unit or Section:

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

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

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

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

### 2. Body:

#### a. Time In:

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

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

#### b. Time Out:

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

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

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

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

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

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

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

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

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

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

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

### 3. Ending:

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

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

### 4. Journal File:

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