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## COMBAT SOP

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ACCESSION NO \_\_\_\_\_

17 August 1968

PO REQUEST: Americal Division Combat SOP

Commanding General  
US Army Combat Developments Command  
Institute of Combined Arms and Support  
ATTN: COL Winfield  
Fort Leavenworth, Kansas 66027

Attached SOP for your information and retention. Recommend you contact HQ USACDC for copies of inclosures to our Trip Report (37-68), dated 26 July 1968, to supplement this SOP.

1 Incl  
as

  
ALBERT J. BROWN  
LTC, GS (Inf)  
Senior Liaison Officer

CF:  
CDCCS-L (w/o Incl)

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

FIELD STANDING OPERATING PROCEDURES

FOREWARD

These standing operating procedures are published for the guidance of the Americal Division and attached or supporting units.

This document will be revised and changed as necessary to incorporate improved procedures and concepts. The format is designed to enable changes to be made as required.

Commanders and general and special staff officers are required to review this SOP on a continuing basis and to submit recommendations for its improvement.

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RECORD OF CHANGES TO AMERICAL DIVISION FIELD SOP

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

AMERICAL DIVISION  
FIELD STANDING OPERATING PROCEDURES

TABLE OF CONTENTS

<u>Title</u>	<u>Page</u>
Foreward	i
Record of Changes	ii
Table of Contents	iii-iv
Distribution List	v
Abbreviations	vi
Definitions	vii-viii

ANNEXES AND APPENDICES

Standing Operating Procedures

A - Operations	A-1
Appendix 1 - Command Post	A-4
Appendix 2 - Americal Division Tactical CP	A-5
Appendix 3 - Close Air Support	A-11
Appendix 4 - Fire Support Coordination	A-17
Appendix 5 - Airmobile Operations	A-31
Appendix 6 - Airlift Operations	A-37
Appendix 7 - Base Area Security	A-42
Appendix 8 - National Police Field Forces	A-44
Appendix 9 - Reports	A-47
B - Intelligence	B-1
Appendix 1 - Captured Material	B-4
Appendix 2 - Captured Documents	B-9
Appendix 3 - Detainees	B-14
Appendix 4 - Air Reconnaissance and Aerial Surveillance	B-22
Appendix 5 - Long Range Reconnaissance Patrol (LRRP)	B-27
Appendix 6 - Map Distribution and Storage	B-37
Appendix 7 - Weather and Terrain	B-42
Appendix 8 - Radio Research Company, Provisional	B-45
Appendix 9 - Counterintelligence	B-47
Appendix 10 - Enemy Body Count	B-51
Appendix 11 - Other Intelligence and Security Reports	B-53

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## Table of Contents to Americal Division Field SOP (Continued)

C - Personnel and Administration	C-1
Appendix 1 - Adjutant General	C-5
Appendix 2 - Daily Strength Report	C-22
Appendix 3 - Interpreter Control	C-23
Appendix 4 - Finance	C-24
Appendix 5 - Graves Registration	C-26
Appendix 6 - Command Post Arrangement	C-28
Appendix 7 - Civilian Labor	C-35
Appendix 8 - Nonappropriated Funds and Related Activities	C-37
Appendix 9 - Reports	C-39
D - Logistics	D-1
Appendix 1 - Medical	D-8
Appendix 2 - Reports	D-11
Appendix 3 - Aerial Resupply	D-19
E - Army Aviation	E-1
Appendix 1 - Employment of Aero Scout Company	E-5
Appendix 2 - Search, Rescue and Recovery Operations	E-6
Appendix 3 - Employment of Armed Helicopters and Rules of Engagement	E-8
Appendix 4 - Aviation Reports	E-11
F - Engineer Combat Support	F-1
Appendix 1 - Landing Zones	F-3
Appendix 2 - Bridging	F-4
Appendix 3 - Barrier and Denial Operations	F-5
Appendix 4 - Mine Fields	F-6
Appendix 5 - Field Construction	F-11
Appendix 6 - Field Water Supply	F-13
Appendix 7 - Reports	F-14
G - Signal	G-1
Appendix 1 - Americal Division Radio Nets	G-5
H - Chemical, Biological and Radiological Operations	H-1
Appendix 1 - CS Contamination Report	H-4
I - Information	I-1
J - Civic Action	J-1
Appendix 1 - Civic Action Reports	J-4
Appendix 2 - Psychological Operations	J-17

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AMERICAL DIVISION  
FIELD STANDING OPERATING PROCEDURES  
DISTRIBUTION LIST

C/S	4
G1	4
G2	4
G3	10
G4	4
G5	4
AG	50
AVN	2
CHAP	1
CHEM	1
ENGR	2
HQ COMDT	1
IO	2
PM	2
SIG	1
Finance	1
HIST	1
SURG	1
HHC, Americal Div	2
196th Lt Inf Bde	20
198th Lt Inf Bde	20
11th Lt Inf Bde	20
1-1 Cav	7
26th Engr Bn	5
39th Engr Bn	5
SPT COMD	15
DIV ARTY	15
523d Sig Bn	5
123d Avn Bn	5
14th Cbt Avn Bn	5

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## ABBREVIATIONS

AAE	Army Aviation Element
AACC	Army Aviation Control Center
AACO	Assault Aircraft Coordination Officer
ADAO	Assistant Division Aviation Officer
ALOC	Air Line of Communication
AO	Area of Operation
DASC	Direct Air Support Center
DAVNO	Division Aviation Officer
CBU	Cluster Bomb Unit
C&C	Command & Control
CIDG	Civilian Irregular Defense Group
COSVN	Central Office, South Vietnam
CTZ	Corps Tactical Zone
ENGRE	Engineer Element
FDP	Forward Distribution Point
FWMAF	Free World Military Assistance Forces
GRREG	Graves Registration
GVN	Government of Vietnam
II	Imagery Interpretation
IIR	Imagery Interpretation Report
IPIR	Immediate Photo Interpretation Report
JUSPAC	Joint United States Public Affairs Office
LLOC	Land Line of Communication
LRPP	Long Range Reconnaissance Patrol
NFLSN	National Front for the Liberation of South Vietnam
NLH	New Life Hamlet
NVA	North Vietnamese Army
PF	Popular Forces
PZ	Pick-up Zone
QU1	RVN National Route Number
RF	Regional Forces
RRU	Radio Research Unit
RVNAF	Republic of Vietnam Armed Forces
SITREP	Situation Report
SLAR	Side Looking Airborne Radar
TACP	Tactical Air Control Party
TAOR	Tactical Area of Responsibility
TASE	Tactical Air Support Element
USARV	United States Army Vietnam
USAID	United States Agency for International Development
VNAF	Vietnamese Air Force
VNMC	Vietnamese Marine Corps
VNN	Vietnamese Navy

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## DEFINITIONS

Area of Operations (AO) - An AO is an area where a Commander is temporarily authorized to conduct the necessary operations for a certain period of time. An AO is located outside of TAORs and RZs.

Assault Aircraft Coordination Officer (AACO) - The AACO is a rated pilot and air operations officer on duty with the TACP. His function is to advise and assist the commander and his staff on airlift matters. He works primarily with the G3 Air on tactical lift and the G4 and TO on logistical lift.

Chieu Hoi Program - The "open arms" program of the RVN that permits VC and affiliates to return to GVN control of their own free will under full amnesty and a promise of retraining.

Combat Sky Spot - Bombing raid by radar controlled bomber aircraft during darkness or limited visibility.

Eagle Flight - Heliborne infantry troops on air alert to perform immediate reaction missions for a ground commander.

Extraction - The lifting of combat troops by helicopters from terrain in which the enemy has the capability to resist.

Firefly - A helicopter (UH-1) equipped with searchlights used to illuminate targets.

Heavy Fire Team - Three gunships operating as a tactical element.

Insertion - The lifting of combat troops by helicopter into a landing zone. Differs from combat assault in that insertion is normally used in reference to secretive movement of a patrol into a small, insecure LZ.

Light Fire Team - Two gunships operating as a tactical element.

Rallier - An individual who renounces support of the NLF/NVN and who voluntarily surrenders to GVN control under the "CHIEU HOI" Program.

Revolutionary Development Area (RDA) - An RDA is an area where the civil and military activities aim at restoring, consolidating and expanding GVN-controlled areas in order to liberate the local people from the VC yoke, restore public security, develop political, economic and social activities to gain the people's support and strengthen the National Government.

Reconnaissance Zone (RZ) - An RZ is an area adjacent to a TAOR, in which the TAOR Commander is authorized to expand his reconnaissance efforts by means of normal reconnaissance operations.

Sector - The military organizational area equivalent to the province. The sector chief is a military officer charged with the security of the sector.

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## DEFINITIONS (Continued)

SLAR - Side looking airborne radar equipment AN/APS-94 mounted in OV-10B.

Slick - A UH-1D (or UH-1B) utility helicopter used primarily for carrying troops, equipment or supplies. Used to distinguish these aircraft from other UH-1s used as gunships.

Sub-sector - The military organizational area directly subordinate to the sector and comparable to the GVN district.

Starlight Mission - A night reconnaissance or surveillance mission employing a light intensifier scope.

Tactical Area of Responsibility (TAOR) - A TAOR is an area in which responsibility is especially entrusted to a Commander for conducting tactical operations.

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## Field Standing Operating Procedures

I. GENERAL. This SOP has been compiled following the guidelines of Field SOPs currently in use in South Vietnam.

II. PURPOSE. This SOP establishes routine and recurring field operational procedures within the Americal Division and applies except when modified by Division order.

III. SCOPE. These procedures apply to all units under the command or operational control of the Division. Supporting units will be familiar with this SOP and, where applicable, will comply.

IV. RESPONSIBILITIES. a. Conformity: Subordinate unit SOPs will conform.

b. Revision: Recommendations for revision or change will be forwarded to the general staff section having primary staff responsibility. Following coordination with the general staff and approval by the Chief of Staff, changes will be forwarded to the Adjutant General for a change number and publication. Changes will be on a page for page basis only.

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### ANNEXES:

- A - Operations
- B - Intelligence
- C - Personnel and Administration
- D - Logistics
- E - Army Aviation
- F - Engineer Combat Support
- G - Signal
- H - Chemical, Biological and Radiological Operations
- I - Information
- J - Civic Action

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ANNEX A

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

## ANNEX A (Operations) to Americal Division Field SOP

### 1. REFERENCES.

- a. MACV Directive 525-3
- b. MACV Directive 525-4
- c. MACV Directive 525-6
- d. DA TC 101-2
- e. FM 101-5
- f. FM 33-5
- g. MACV Directive 10-1
- h. MACV Combined Campaign Plan AB 142

2. COMBAT ORDERS. a. When practical, written orders are published. Maximum use is made of overlays, tables, and charts. During the conduct of operations, verbal fragmentary orders are followed by written orders.

b. Subordinate units submit to this headquarters 5 copies of operations orders/plans for brigade operations a minimum of 24 hours prior to starting the operations. Operations of smaller than brigade size are included in the plans summary of the SITREP.

3. LIAISON. a. Americal Division provides liaison officers to the next higher headquarters. Liaison is provided to divisions and allied forces as required. Liaison will be established with appropriate ARVN units when operations are conducted in their areas.

b. Brigades and separate maneuver battalions, not under the control of a major subordinate headquarters, maintain liaison with Americal Division Headquarters.

c. Liaison officers to this headquarters are under the supervision of the Chief of Staff and attend daily staff briefings.

d. Liaison between subordinate units is from supporting to supported, from subordinate units to their controlling headquarters and laterally between units from left to right.

4. COORDINATION. a. When forces of adjacent brigades are operating in close proximity, maximum coordination is accomplished between brigades to insure that converging or adjacent forces have clearly defined areas of responsibility. Boundaries between units constitute FCLs. Additional FCLs are established as needed.

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## ANNEX A (Operations) to Americal Division Field SOP (Continued)

b. When operating with US Marines, there is a requirement that advance warning of all Artillery fires be given to the Americal Division Fire Support Element of the DTOC, which in turn passes the information to the USMC Direct Air Support Center (DASC). This information is then applied to the USMC Artillery Warning System called "Sav-a-Plane". A "Sav-a-Plane" number is assigned to the mission and returned to the unit. The unit will not fire unless it has received a "Sav-a-Plane" number except in an emergency, such as a fresh enemy contact. In such cases, safety to aircraft will be insured by posting an air sentinel at the place and by alertness of the forward observer or air observer to airplanes which could cross the trajectory. Appendix 4 (Fire Support Coordination), Tab B (Safeguarding Aircraft from Artillery Fires).

c. Deception plans are coordinated with the next higher headquarters.

d. Coordination with RVNAF and other FWMAF:

(1) Operations outside of TAOR:

(a) Initial coordination required for all Americal Division operations is accomplished by this headquarters.

(b) Subordinate units accomplish detailed and continuing coordination with appropriate Regimental, Battalion and Sector/Sub-Sector Advisors in assigned AO.

(2) Operations in TAOR: Commanders will insure that direct and continuous coordination is maintained with applicable Sector/Sub-Sectors.

(3) Road Security: Route clearance and security for separate brigade operations and resupply convoys will be coordinated with the Division G3, appropriate senior Advisors and commanders of FWMAF concerned.

(4) Request for TAOR or AO:

(a) Request for change to permanent TAOR is forwarded to this headquarters in five copies with justification for change.

(b) Request for brigade AO is submitted in five copies to this headquarters a minimum of five days prior to the start of the operation.

e. DOUBLE CHECK PROCEDURES FOR ARTILLERY UNITS. The counterinsurgency environment in Vietnam represents a continuing challenge to artillery units to render accurate, responsive, reliable fires without injury to friendly troops or non-combatants. The applicable provisions of Appendix 4 (Fire Support Coordination) and the Americal Division Artillery Field SOP as artillery techniques, gunnery procedures and tactical operations will be

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## ANNEX A (Operations) to Americal Division Field SOP (Continued)

adhered to by all artillery units under the control of Americal Division to include direct support artillery battalion organic to brigades.

### 5. PROCEDURES.

- a. Appendix 1 (Command Post)
- b. Appendix 2 (Americal Division Operations Center)
- c. Appendix 3 (Close Air Support)
- d. Appendix 4 (Fire Support Coordination)
- e. Appendix 5 (Airmobile Operation)
- f. Appendix 6 (Airlift Operations)
- g. Appendix 7 (Base Area Security)
- h. Appendix 8 (National Police Field Forces)
- i. Appendix 9 (Reports)

6. TRAINING. Units not participating in operations and those conducting base area security missions conduct unit training programs. Emphasis is on squad, section and platoon tactics in accordance with applicable training directives and lessons learned.

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#### APPENDICES:

- 1 - Command Post
- 2 - Division Tactical Operations Center (DTOC)
- 3 - Close Air Support (CAS)
- 4 - Fire Support Coordination (FSC)
- 5 - Airmobile Operations
- 6 - Airlift Operations
- 7 - Base Area Security
- 8 - Psychological Operations
- 9 - Reports

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Appendix 1 (Command Post) to Annex A (Operations) to Americal Division  
Field SOP

## 1. COMMAND AND CONTROL COMMAND POSTS. a. Base Area Command Posts

### (1) Base Area Commanders:

(a) Maintain operational command posts at all times.

(b) Maintain both VHF and FM communications with Division Headquarters.

(2) In event the CP is destroyed or neutralized the closest brigade CP, or as designated in current orders, becomes the CP. CG or Senior ADC proceeds to the alternate CP location. VHF and FM communications necessary for the brigade CP to serve as CP are established and maintained.

### b. Field Command Posts.

(1) Major units select and report location and time of opening and closing. Helipads are established and identified immediately upon opening of CP.

(2) In the event of destruction or neutralization of the Division CP, in the absence of specific instructions, the Division command facility is reestablished by Headquarters, participating brigade (with Senior Commander) unless otherwise designated by CG or ADC.

## 2. DIVISION COMMAND INSTALLATIONS. a. Division Main: The base location of Division Headquarters. When the Division Forward is not operating, Division Main is the Division CP.

b. Division Forward: Includes all operating elements of Division Headquarters required for conduct of operations. Communications are established with the higher and adjacent headquarters, and Division Main. Normally the commander operates from Forward. Division Forward is usually collocated with the Division Forward Logistical Base, a brigade CP or with ARVN headquarters.

c. Division TAC: Established when a complete Division headquarters operational capability is not required. Comprised of the commander or an ADC and designated staff officers, including as a minimum, G2 and G3 personnel. Normally collocated with a brigade or appropriate ARVN headquarters. Division maintains a capability to assemble personnel and equipment comprising Division TAC within two hours after having been alerted. TAC moves by CH-47 or fixed wing aircraft. See Tab A to Appendix 1.

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Appendix 2 (Division Tactical CP) to Annex A (Operations) to Americal  
Division Field SOP

1. CONCEPT.
  - a. When operating forward of the Division Base Area, the Command Post will utilize either a ground or airborne Tactical Command Post (TAC CP) to command and control tactical operations.
  - b. The TAC CP operates so as to place the Commander close to the forward elements to better control combat actions and contains only the minimum number of personnel required to control and command the forward elements.
  - c. The TAC CP, when utilized, will normally be co-located with a brigade CP or headquarters. The TAC CP is a temporary facility normally co-located with a unit accomplishing a specific tactical mission.
  - d. During prolonged operations or at distant locations from the Division Base Area, it may become necessary to assign elements from the Division Main CP to the TAC CP.
  - e. The TAC CP will establish communications and conduct operations as required by the mission. The Division Base Area will remain the office of record, monitor radio sets, maintain appropriate journals and submit all required reports.

2. ORGANIZATION. a. Airborne TAC CP. The airborne TAC CP will consist of three helicopters.

(1) UH-1D\* (Comd Console)(Max 5 spaces)

CG  
G3  
Asst G2  
Asst FSCOORD  
Aide

\*CO, 14th Avn Bn, or a senior member of his staff will normally be a crew member.

(2) UH-1D (Max 5 spaces)

G2  
DSO  
FSCOORD  
Asst G3  
ALO

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Appendix 2 (Division Tactical CP) to Annex A (Operations) to Americal  
Division Field SOP (Continued)

(3) UH-1D (Max 2 spaces)

Opns Sgt G3

Opns Sgt G2

Rations

Mapboard

Radios

b. Ground TAC CP (Capable of being airlifted by CH-47)

(1) Command Group

(a) Personnel Weight

CG	240 Lbs
Aide	240 Lbs
G3	240 Lbs
1 Asst G3	240 Lbs
1 Asst G2	240 Lbs
1 ALO	240 Lbs
1 Opns Sgt G3	240 Lbs
1 Opns Sgt G2	240 Lbs
<u>3 Clerks/Drivers</u>	<u>720 Lbs</u>
<b>TOTAL 11</b>	<b>4640 Lbs</b>

(b) Equipment Weight

1 GP Med Tent	340 Lbs
4 GP Small Tents	1028 Lbs
1 Mapboard	25 Lbs
5 Folding Tables	100 Lbs
2 Field Desks	320 Lbs
8 Folding Chairs	104 Lbs
8 Folding Cots	160 Lbs
1 Lighting Set	880 Lbs
1 Generator, 3 KW	350 Lbs
4 Coleman Lanterns	20 Lbs
1 $\frac{1}{4}$ -ton Truck w/trl (CG)	3826 Lbs

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Appendix 2 (Division Tactical CP) to Annex A (Operations) to Americal  
Division Field SOP (Continued)

1  $\frac{1}{4}$ -ton Truck w/trl (G3) 3826 Lbs

1 Typewriter 50 Lbs

2 Water Cans 70 Lbs

TOTAL 11,099 Lbs

(2) FSE Element

(a) Personnel

1 FSC 240 Lbs

1 Asst FSC 240 Lbs

2 RTO's 480 Lbs

TOTAL 4 960 Lbs

(b) Equipment

1 Tent, GP, Small 257 Lbs

2 Folding Cots 40 Lbs

1 Generator, 1.5 KW 114 Lbs

$\frac{1}{2}$  Lighting Set 440 Lbs

3 Folding Tables 60 Lbs

3 Folding Chairs 24 Lbs

2 PRC-25's 50 Lbs

2 MX 306 52 Lbs

3 TA312/PT 27 Lbs

2 Lanterns 10 Lbs

2 Gas Cans 84 Lbs

2 Water Cans 70 Lbs

TOTAL 1228 Lbs

(3) Signal Element

(a) Personnel Weight

DSO 240 Lbs

1 S3 240 Lbs

1 Ch Sig NCO 240 Lbs

3 Radio Operators 720 Lbs

2 SWB Operators 480 Lbs

2 TT Operators 480 Lbs

TOTAL 10 2400 Lbs

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Appendix 2 (Division Tactical CP) to Annex A (Operations) to Americal  
Division Field SOP (Continued)

(b) Equipment	Weight
2 GP small tents	257 Lbs
5 Folding Chairs	65 Lbs
5 Folding Cots	100 Lbs
3 Coleman Lanterns	15 Lbs
1 $\frac{1}{4}$ -ton Truck w/trl, MRC-112, S3	3,600 Lbs
1 $\frac{1}{4}$ -ton Truck w/trl, DSO	2,550 Lbs
2 TT-4 w/3 TH-5's	1,000 Lbs
2 RC-292	100 Lbs
4 MX-306	105 Lbs
5 PRC-25's	125 Lbs
12 TA 312's	110 Lbs
2 SB-22's	30 Lbs
2 KY-8's	20 Lbs
1 GRR-5	80 Lbs
2 AN/GRA 39	60 Lbs
TOTAL	8,216 Lbs

(4) Security Element

(a) Personnel	Weight
1 Sqd Ldr	240 Lbs
1 Asst Sqd Ldr	240 Lbs
10 MP's	2,400 Lbs
TOTAL 12	2,880 Lbs

(b) Equipment	Weight
2 Picks	20 Lbs
4 Shovels	40 Lbs
2 Sledgehammers	40 Lbs
Sandbags	1,000 Lbs
TOTAL	1,100 Lbs

(5) Recap Ground TAC CP

ELEMENT	NUMBER OF PERSONNEL	WEIGHT PERSONNEL	WEIGHT EQUIPMENT	TOTAL WEIGHT
Command Group	11	4640	11,099	15,739
FSE Element	4	960	1,228	2,188
Signal Element	10	2400	8,216	10,616
Security Element	12	2880	1,100	3,980
TOTAL	37	10,880	21,643	32,523

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Appendix 2 (Division Tactical CP) to Annex A (Operations) to Americal Division Field SOP (Continued)

3. RESPONSIBILITIES: a. G3: The G3, without derogation of the normal responsibilities and functions of other general and special staff officers, is assigned primary general staff responsibility for alerting appropriate personnel, establishing (Appendix 1, Figure 2), operating and control of security for the TAC CP.

b. DSO: Provide communications for command and control of the ground or airborne TAC CP.

c. Elements are responsible for taking equipment as listed.

d. All personnel will have basic load of ammunition and three days combat rations.

4. OPERATIONS: a. A small TOC (Appendix 1, Figure 1) will be established and communications maintained on a 24 hour basis.

b. Accurate, detailed and up-to-date situation maps (friendly and enemy) will be maintained and immediately available.

c. Current planning will be accomplished in the TOC. Planning for future operations and preparation of operation plans and annexes will be accomplished by staff sections outside the TOC.

5. SECURITY: a. The Squad Leader, MP will organize and conduct the defense of the TAC CP under the guidance of the G3.

b. A 24 hour post will be established at the dismount point, at the entrance to the TOC, and the Commanding General's quarters.

c. MP personnel will program close-in protection (bunkers, wire, etc.) as directed by the G3.

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TAB A (Schematic of TAC CP Area) to Appendix 2 (Division Tactical CP) to  
Annex A (Operations) to Americal Division Field SOP

TOC

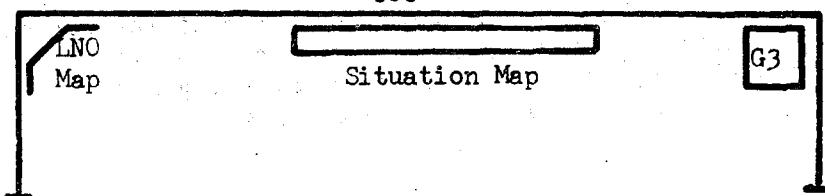
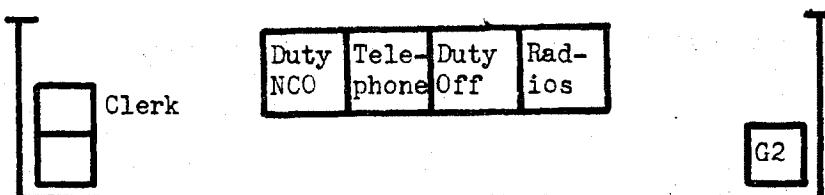
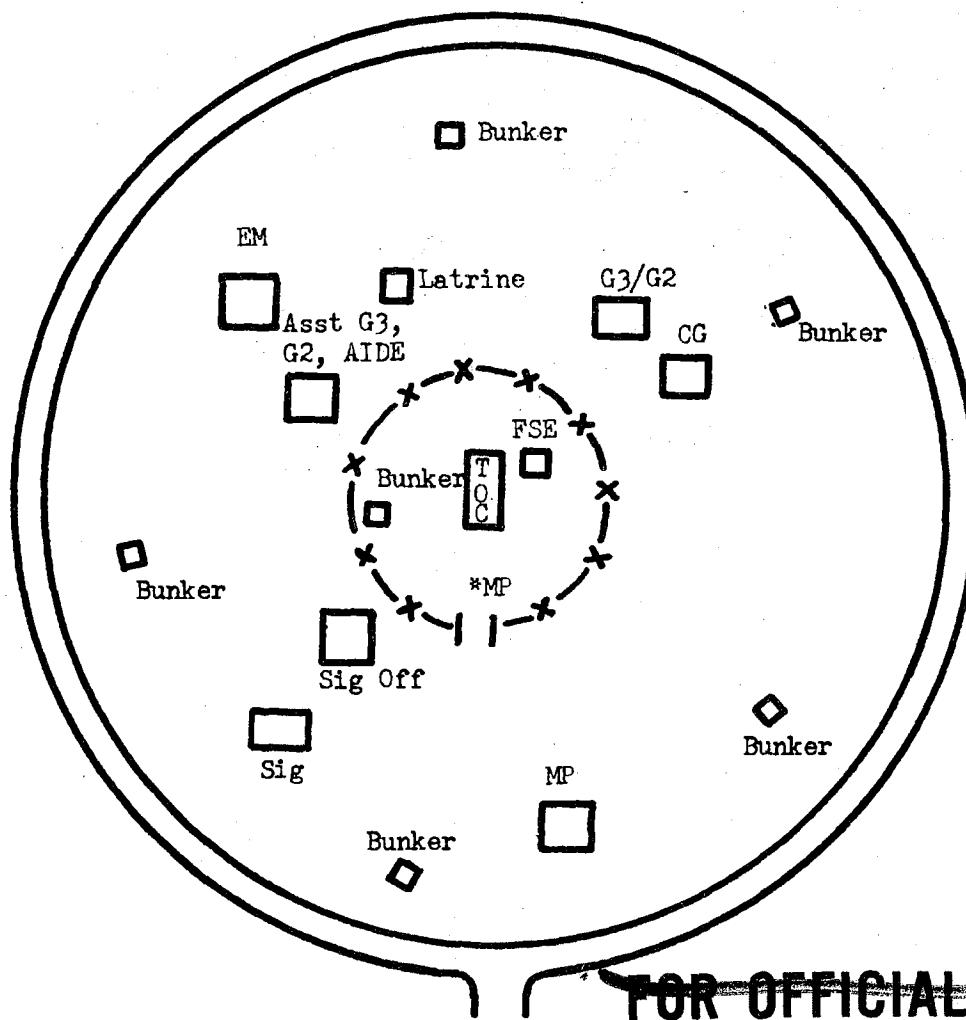


Figure 1



SCHEMATIC OF TAC CP AREA

Figure 2



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Dismount Point

A-10

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Appendix 3 (Close Air Support) to Annex A (Operations) to Americal Division Field SOP

1. GENERAL. a. Close Air Support (CAS) of ground operations is utilized as follows:

(1) Immediate strikes in support of troops in contact.

(2) Immediate strikes on targets observed by Forward Air Controller (FAC) or any other targets considered too fleeting in nature to engage through the preplanned process.

(3) Preplanned strikes on specified ground targets.

(4) Combat Air Patrol (CAP) fighter escort for operations where other means of fire support are not available or when additional fire support may be required quickly, e.g., convoy operations, airmobile assaults, and extractions.

(5) Landing Zone Preparation (LZ Prep) and pre-strikes.

(6) Harassing and Interdiction Fire (H&I). All H&I missions require political clearance and must be processed as close air support missions.

b. Combat Sky Spot Missions. These missions are normally requested through Army preplanned channels, but may be requested through immediate channels if target warrants immediate strike.

c. Flare Ships. AC47 aircraft with flare and minigun capability are available from air and ground alert to provide continuous illumination over area in support of troops in contact. Request through immediate air request channels. AC47 should only be requested during hours of darkness if miniguns are not to be used only a flareship should be requested.

d. Air Force Immediate Air Request Net. (Tab A).

e. Army Preplanned Air Request Net. (Tab B).

f. Close Air Support Request Form. (Tab C).

2. RESPONSIBILITIES AND COORDINATION. a. Joint operational planning for close air support will be conducted on all levels down to and including battalion.

b. Requesting units will obtain clearance to strike targets within their own AO from GVN authorities prior to submitting requests to division. G3 Air will request clearance from the appropriate ARVN Corps for strikes outside unit AOR, when requested.

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AMERICAN ARMY  
DIVISION FIELD SOP

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## Appendix 3 (Close Air Support) to Annex A (Operations) to Americal Division Field SOP (Continued)

### 3: UNIT DESIGNATORS.

- a. A - Division
- b. B - Brigade A
- c. C - Brigade B
- d. D - Brigade C
- e. E - Sqdn, AC
- f. F - Attached Unit
- g. G - Attached Unit

### 4. REQUEST PROCEDURES. a. Preplanned requests: Requesters will:

- (1) Submit through preplanned channels to G3 Air by 0900H the day prior to the day of requested TOT.
- (2) Utilize 7AF Form at TAB C.
- (3) Consolidate at each level to avoid duplication.
- (4) Number requests utilizing the unit designator, date of the request, and number of the request for that day. Requests are numbered serially each day. Example: B/25/1.
- (5) Encode target coordinates and TOT prior to transmission by insecure electrical means.

#### b. Immediate requests:

- (1) Units submit through AF immediate air request channels.
- (2) Will be coordinated or monitored at Battalion, Brigade and Division.

### 5. FIRE SUPPORT COORDINATION. a. Requests for Close Air Support (CAS) at all levels are coordinated with the fire support coordinators, air liaison officers and other agencies concerned.

#### b. Fire Coordination Lines (FCL). Appendix 4 (Fire Support Coordination).

- (1) TAOR, AO or unit boundaries are habitually used as FCLs.
- (2) If clearance is required from higher headquarters, it will be so stated when the request is submitted.
- (3) Preplanned requests outside AO will be submitted to G3 Air, requesting clearance. G3 Air requests clearance through appropriate ARVN Corps HQ and/or unit concerned.

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## Appendix 3 (Close Air Support) to Annex A (Operations) to Americal Division Field SOP (Continued)

6. SAFETY.
  - a. When working in close proximity to friendly troops, radio contact is maintained by the airborne FAC with ground units.
  - b. White smoke ONLY is utilized to mark targets for air strikes when operating in conjunction with ground forces.
  - c. Airborne FACs insure that each target is cleared with the unit concerned prior to the strike.
  - d. Combat Sky Spot mission requests within 1000 meters of friendly forces must indicate specific approval by ground commander concerned.
  - e. All requests for strikes within 5 kilometers from an international border will specify the exact location and distance from the border.

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### TABS:

- A - Air Force Immediate Air Request Net
- B - Army Preplanned Air Request Net
- C - Close Air Support Request Form

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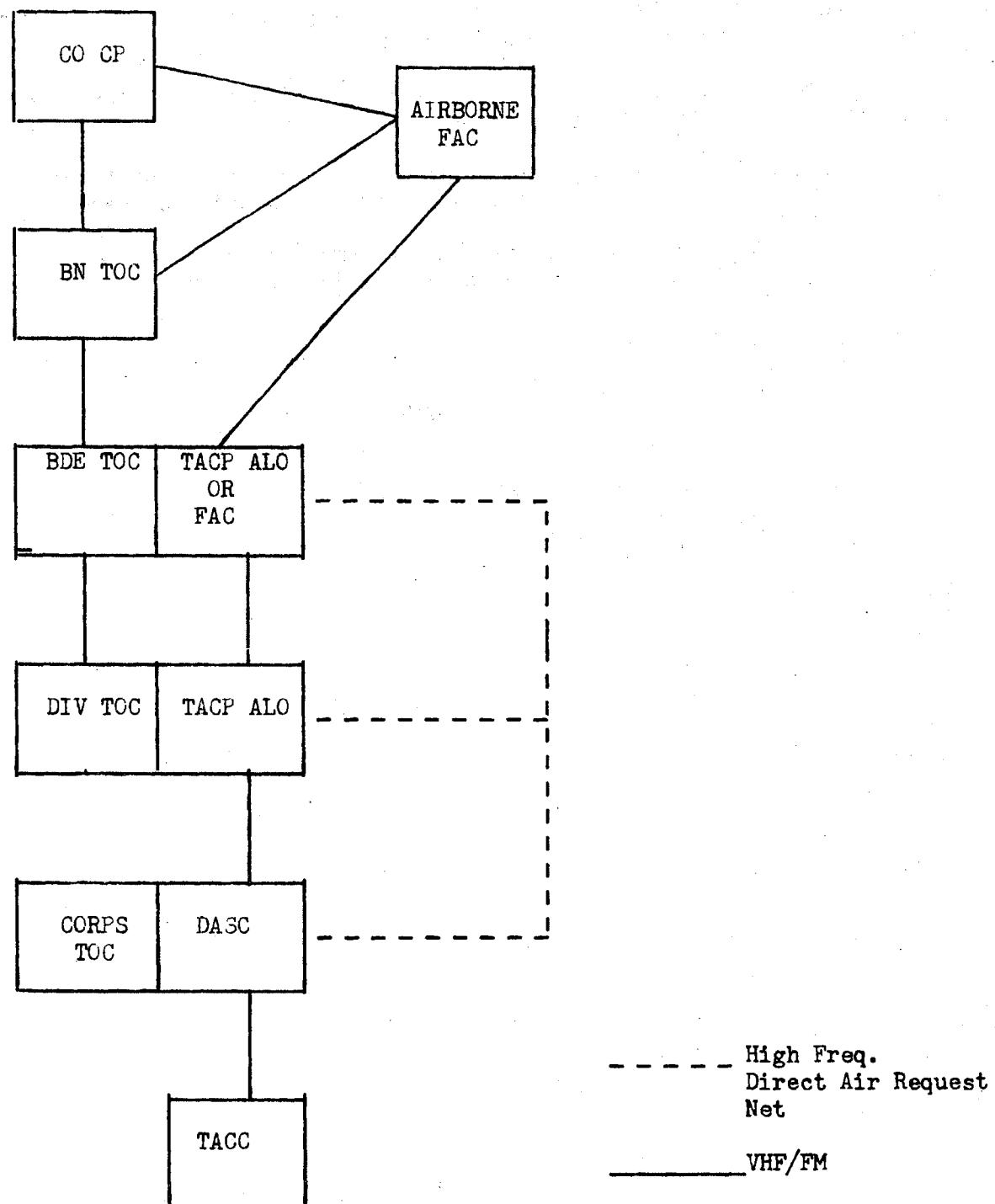
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TAB A (Air Force Immediate Request Net) to Appendix 3 (Close Air Support)  
to Annex A (Operations) to Americal Division Field SOP

AIR FORCE IMMEDIATE AIR REQUEST NET

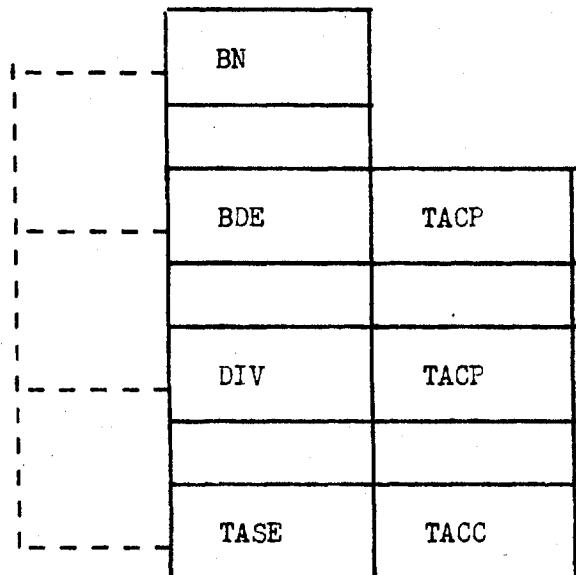


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TAB B (Army Preplanned Air Request Net) to Appendix 3 (Close Air Support)  
to Annex A (Operations) to Americal Division Field SOP

ARMY PREPLANNED AIR REQUEST NET



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TAB C (Close Air Support Request Form) to Appendix 3 (Close Air Support) to Annex A (Operations) to Americal Division Field SOP

CONFIDENTIAL (WHEN FILLED IN)		1. REQUEST NO.	
CLOSE AIR SUPPORT REQUEST WORKSHEET		2. PRIORITY	
SECTION I.		REQUEST DATA	
3. TARGET COORDINATES	A. B.		
4. TARGET DESCRIPTION	A. B.		
5. DESIRED TOT		6. LATEST ACPT TOT	
7. FAC	A. CALL SIGN	10. DESIRED RESULTS	A. DESTROY
	B. FREQUENCIES		B. INTERDICT
	C. RDVZ POINT		C. NEUTRALIZE
D. HARASS			
9. REMARKS			
11. DATE RECEIVED		13. J3 AIR	
12. PASSED TO	DTG	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
14. FRAG PART NO.			
SECTION II.		STRIKE DATA	
15. UNIT	A		
16. C/S	2B		
17. MSN#	1C		
18. AC TYPE#	3D		
19. MSN	E	IN	CORPS REQUEST NO.
20. ORD	4F		FUZE
21. TOT	6G		
22. CNTRL	H	CRC/CRP	STRIKE
23. REMKS	I	FAC	
24. RDVZ			
TGT #1	TGT #2	TARGET DESCRIPTION	
		1	
HEADING	HEADING	2	
HAND OFF	HAND OFF	1	
		2	

HQ7AF FORM 0-66

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Appendix 4 (Fire Support Coordination) to Annex A (Operations) to Americal Division Field SOP

1. DIVISION FIRE SUPPORT ELEMENT (FSE).
  - a. Composition: The Division Fire Support Element (FSE) is composed of the fire support coordinator, duty team chief, operations and intelligence representatives from HQ Div Artillery, and liaison officers from fire support agencies as required.
  - b. Location: Component of Division Tactical Operations Center located adjacent to the operations element.
  - c. The FSE contains those elements necessary to control and coordinate the fires of the Division Artillery.
2. TARGET NUMBERING SYSTEM. (TAB C)
3. SAFETY.
  - a. Air Safety:
    - (1) Restrictions on artillery and/or mortar fire are not required during air strikes unless risk to friendly aircraft is sufficiently great to justify the loss of such fires. When restrictions are necessary they are planned and coordinated by the fire support coordinator and instructions are issued through fire support channels. It is necessary to effect coordination between the forward air controller (FAC) and the appropriate forward observer/fire support coordinator to insure aircraft safety.
    - (2) Artillery:
      - (a) Brigade Fire Support Coordination Centers (FSCC) report artillery advisory warning data as prescribed at TAB B (Safeguarding Aircraft from Artillery Fires) to FSE for all artillery fires originating in a brigade area of operations (AOR).
      - (b) Anytime a brigade operates in an area of operations not contiguous to the Division tactical area of operations (TAOR), brigade FSCCs will establish Artillery Warning Control Sub Centers (AWCSC). Further instructions will be included in operation orders establishing the separate AOR.
      - (c) When operating an independent AWCSC in a USMC Tactical Zone, the USMC Direct Air Support Center (DASC) will be notified of operating frequency and call sign of AWCSC. AWCSC receives data from local artillery units in format shown at TAB B (Safeguarding Aircraft from Artillery Fires) and provides artillery data to all aircraft on individual request.
      - (3) Corridors are normally assigned only for heliborne assaults and on fixed wing approaches. Aircraft contact appropriate air warning control center for artillery advisory when outside established corridors.

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## Appendix 4 (Fire Support Coordination) to Annex A (Operations) to Amrical Division Field SOP (Continued)

(4) Artillery and mortar units will post air sentries during all fire missions and suspend firing when aircraft which will cross line of fire are sighted. Air sentries must be alert for aircraft approaching from any direction. If more than one fire mission is being conducted by the battery, an air sentry will be provided for each mission in progress. In addition, each forward observer or air observer will follow the same precaution with regard to the forward end of the trajectory during adjustment of fire.

(5) VT (proximity) fuze is not used during periods when friendly air might be endangered.

(6) Antiaircraft suppression fires are coordinated by FSE with Division Tactical Air Support Element (TASE) and/or Army Aviation Element (AAE). Implementation will be accomplished by FSE.

### b. Ground Safety:

(1) No fire line/fire coordination line (NFL/FCL).

(a) Location established by direct support artillery battalion commanders in coordination with commanders of supported units. Normally TAOR and AO boundaries are NFL's unless otherwise designated.

(b) All fires to include artillery, naval gunfire and airstrikes delivered or having possible effect across a NFL/FCL will be cleared with the responsible direct support artillery unit. Possible effect will be considered to be fires delivered within 500 meters of a boundary.

(2) No Fire Areas: No fire areas are established around isolated units, outposts, friendly villages and other installations/units where positive safety measures are required.

### (3) Clearance of Fires:

(a) Artillery, naval gunfire, and air missions are conducted in accordance with the following rules:

1. Harassing, interdiction and preparatory missions lying outside of free fire areas are executed only after receipt of Government of Vietnam (GVN)/Army of Vietnam (ARVN) clearance as appropriate.

2. Target of opportunity missions, clearly identified as hostile (with the mission under the control of a forward/aerial observer or FAC) require no clearance. Targets not clearly identified as hostile are cleared by GVN/ARVN agencies as appropriate prior to firing.

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Appendix 4 (Fire Support Coordination) to Annex A (Operations) to  
American Division Field SOP (Continued)

3. Missions against known or suspected enemy targets in hamlets and villages occupied by noncombatants are conducted as follows:

a. May be fired when defensive fires are requested by an appropriate GVN or ARVN authority.

b. All missions on hamlets or villages are controlled by a forward/aerial observer or Forward Air Controller (FAC).

c. Hamlets or villages not associated with ground operations are not attacked by gunfire without prior warning (leaflets and/or speaker systems or other appropriate means) even though light fire is being received from them.

d. Hamlets and villages may be attacked without warning if the attack is in conjunction with a ground operation involving the movement of ground forces through the area, and if, in the judgement of the ground commander, his mission would be jeopardized by such warning.

e. None of the above controls abridge the right of self defense. Artillery may fire without clearance at the request of any unit in contact when the senior commander present directs.

(b) The senior direct support artillery commander present in a TAOR or AO is the fire support coordinator. His responsibilities include, but are not limited to the following:

1. Establishing NFL/FCL.

2. Coordinating all fire and air support missions conducted within the TAOR/AO.

3. Providing an artillery Liaison Officer (LNO) to the senior ARVN commander, province, or district chief as appropriate. The duties of LNO will include, but are not limited to the following:

a. Obtaining clearance to fire.

b. Keeping US Forces informed as to activities and disposition of Regional Forces, Popular Forces and ARVN Forces.

c. Keeping ARVN commanders informed as to disposition and activities of US Forces.

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Appendix 4 (Fire Support Coordination) to Annex A (Operations) to  
Americal Division Field SOP (Continued)

(c) Free Fire Areas may be established by GVN and ARVN authorities. When so established, accurate location and other pertinent information is forwarded to Division Artillery FSE for dissemination to all interested agencies. When a free fire area has been established no other clearance to fire is necessary.

(d) All fires from outside TAOR/AO which enter or have possible effect as described in (b) above, on the TAOR/AO are cleared with the appropriate fire support coordinator.

4. TACTICAL AIR SUPPORT (USAF). a. TASE is responsible for informing requesting unit of final action taken on reconnaissance or close air support requests.

b. FACs are briefed at Division TASE or by supported unit. Allocation is made by TASE.

5. NAVAL GUNFIRE SUPPORT (NGFS). a. Naval gunfire is fired by direct support ships of the echelon concerned. If additional naval gunfire support is required, it is requested from next higher FSE through naval gunfire channels or through normal artillery fire support channels.

b. Requests for NGFS will include:

(1) Type operation (troop support, H&I, etc.).

(2) Location of AO or target(s) (by grid coordinates).

(3) Nature of target(s) (if enemy force, include size).

(4) Type of ammunition and fuze.

(5) Commencement and duration of operation, or the time that fire is desired.

(6) Radio frequencies and call signs of supported element to be contacted by US Navy spotting team or ship(s).

c. Shore Fire Control Parties normally control and adjust naval gunfire. Adjustment of naval gunfire by Army observers is done only in emergencies.

d. Combat service support of naval parties is by units to which attached.

e. If Air Naval Gunfire Liaison Company (ANGLICO) is attached, ANGLICO channels through FSE are employed for naval gunfire.

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Appendix 4 (Fire Support Coordination) to Annex A (Operations) to  
Americical Division Field SOP (Continued)

f. Division Artillery is responsible for necessary survey to locate any naval gunfire radar beacons.

6. BATTLEFIELD ILLUMINATION. a. No restriction on illumination by organic weapons of maneuver units except for prior coordination with adjacent units.

b. Illumination by artillery on authority of direct support artillery.

7. MINIMIZING NONCOMBATANT CASUALTIES. It is obvious that misdirected or unwarranted artillery fires into areas occupied by noncombatants adversely affect the Government of Vietnam effort to win the people. Artillerymen at every echelon will plan and conduct fire support in accordance with the following guidelines.

(1) Both the military and psychological objective of each operation will be considered. Prestrikes in populated areas, reconnaissance by fire into hamlets, and poorly selected harassing and interdiction fires are examples of military measures which will be counterproductive.

(2) A thorough and continuing program to emphasize both short and long range importance of minimizing noncombatant casualties will be conducted within each artillery unit. Troop indoctrination briefings will be held before each operation to include: location of noncombatants and other friendly forces, measures to prevent mutual interference, safety precautions for fire support, rules of engagement, identification of recognition signals, emergency procedures, and other appropriate matters.

(3) The proper employment of artillery will contribute to the prevention of unnecessary damage to lives and property of noncombatants. Fire support of operations should be planned in coordination with province and district chiefs with due regard to security of plans. A US Artillery Liaison Officer should be utilized for this purpose. US Advisors can be asked to perform this function in the absence of other liaison personnel.

8. DEFENSIVE TARGETS/CONCENTRATIONS. Defensive targets/concentrations will be fired in routinely prior to darkness. It is recognized that there will be situations when this procedure is not appropriate. However, this should be a judgement of the commander familiar with the existing situation. In the absence of factors to the contrary, defensive targets/concentrations will be fired in prior to darkness.

9. COUNTERMORTAR AND COUNTERROCKET PROGRAM. a. Confidential letter, Headquarters, Task Force OREGON, subject: Countermortar and Counterrocket Measures (U), dated 4 August 1967.

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Appendix 4 (Fire Support Coordination) to Annex A (Operations) to  
Amical Division Field SGP (Continued)

b. OPLAN Amical 18-67 (Defense Against Rocket or Mortar Attack)  
(U) dated 7 November 1967.

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TABS:

- A - Landing Zone Preparation
- B - Safeguarding Aircraft from Artillery Fires
- C - Target Numbering System

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TAB A (Landing Zone Preparation) to Appendix 4 (Fire Support Coordination) to Annex A (Operations) to Americal Division Field SOF

1. CONCEPT. The decision to prepare a landing zone (LZ) is made by the commander based on his evaluation of the enemy situation. A preparation may be conducted on the assault LZ by artillery, air, naval gunfire and/or helicopter gunships or any combination thereof. The preparation is violent, continuous and terminated only on order of the commander. Segments of large LZs are selected for concentrated preparation. Periphery fires to preclude enemy reinforcements are maintained throughout the assault.
2. ARTILLERY. a. When security operations prevent registration on the LZ, the artillery preparation is observed and sufficient time allowed for fires to be adjusted for maximum effectiveness.
  - b. Upon completion of the preparation, artillery fires are shifted to likely areas of entrance and exit to the assault area.
3. CLOSE AIR SUPPORT. a. Close air support fires will be carefully planned to insure that tree lines are adequately covered.
  - b. Caution is exercised in selecting incendiary ordnance when seasonal dryness might cause fires which could restrict maneuver of the assaulting force.
  - c. The maximum amount of ordnance is placed on the LZ in the shortest time possible.
  - d. CAP is on station to attack targets of opportunity that develop during the assault phase.
  - e. The attack is continuous throughout the assault, shifting to likely routes of reinforcement or withdrawal when the assault landing commences.
4. ARMED HELICOPTERS. a. Armed helicopters are used for suppressive fires prior to and during the landing phase of the assault. Fires are placed on approach and departure lanes and in the tree line under the canopy bordering the LZ.
  - b. Door gunners of troop carrying helicopters fire suppressive fires on initial lift only or as directed by the ground commander.
5. COORDINATION. a. Communication is maintained between the commander of assaulting elements, the fire support coordinator, ALO/FAC, and the troop lift commander.

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TAB A (Landing Zone Preparation) to Appendix 4 (Fire Support Coordination)  
to Annex A (Operations) to Americal Division Field SOP (Continued)

b. Concurrent artillery fires and close air support require close coordination of the gun target line and attack direction of aircraft. Area of responsibility of air/artillery in concurrent preparations must be clearly defined by the commander.

c. Preparation of LZs are planned with sufficient flexibility to support the assaulting force most efficiently. Consideration is given to delays in arrival of troop lift aircraft at the LZ, and the necessity for modification of the preparation because of the delay.

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TAB B (Safeguarding Aircraft from Artillery Fires) to Appendix 4 (Fire Support Coordination) to Annex A (Operations) to Americal Division Field SOP

1. CONCEPT. The FSE of the Division Tactical Operations Center (TOC) will establish an Air Warning Control Center (AWCC) to provide artillery advisory to aircraft operating within the Division tactical area of responsibility. Subordinate unit FSCC will forward air warning data to FSE for all artillery firing from within the unit's area of operations. For purpose of artillery advisory warning, mortars are considered artillery. Should a particular task force operation be under the control of USMC headquarters, the USMC "Sav-a-Plane" system (para 3 below) will be used for artillery advisory.

2. STANDING DIVISION PROCEDURES. a. Subordinate unit FSCC will report all artillery fires originating in their AO by the following format:

Artillery (firing for the next \_\_\_\_\_ minutes) (to fire from \_\_\_\_\_ hour to \_\_\_\_\_ hours) from (quadrant, i.e., northeast, southwest) of (nearest town) on azimuth of (azimuth of fire in degrees), maximum ordinate (feet), range (to nearest mile)

Time and duration of fire should be as accurate as possible to keep the AWCC continuously aware of the artillery situation. An estimate, based on experience, should be used to determine time necessary to fire each mission. If, during conduct of the mission, it appears that the estimated time will be exceeded, the brigade FSCC will so notify the AWCC and report additional time required to complete mission.

b. Artillery advisory information will be reported to the AWCC as soon as practicable. This information will not, however, be passed in the clear in excess of fifteen minutes prior to actual firing.

c. The AWCC will, upon request of the pilot concerned, disseminate artillery advisory information in the following format.

This is \_\_\_\_\_ control. Artillery now firing from (quadrant, i.e., northwest, etc.) of \_\_\_\_\_ (nearest town) on an azimuth of \_\_\_\_\_ degrees, maximum ordinate \_\_\_\_\_ feet, at a range of \_\_\_\_\_ miles (nearest mile).

The AWCC will also be prepared to route aircraft around artillery fires in the area.

d. When a pilot declares an emergency flight condition (i.e., "Med-Evac", "Dust Off", "May Day", etc.) and requests suspension of fires, the AWCC, after approval of the FSC, will suspend those fires interfering with the flight, using communications available to the FSE.

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TAB B (Safeguarding Aircraft from Artillery Fires) to Appendix 4 (Fire Support Coordination) to Annex A (Operations) to Americal Division Field SOP (Continued)

e. To provide prompt artillery firing advisories and relieve AWCC radio traffic congestion, AWCC subcenter's will be established at subordinate FSOCs as needed. The subcenter will broadcast advisories utilizing the same frequency as the AWCC or a designated UNCLASSIFIED frequency, and a call sign consisting of the name of the nearest town followed by the word CONTROL, i.e., DINH QUAN CONTROL. When subcenter is operational, AWCC will so inform the requesting pilot and give the subcenter call sign.

3. US MARINE ARTILLERY WARNING SYSTEM: SAV-A-PLANE. a. General. When the Division is under operational control of a USMC headquarters, the Sav-A-Plane measure for friendly aircraft, establishing an air-space caution area for artillery firing, will be used.

b. Format.

Sav-A-Plane: Letter(s) (Assigned by DASC)

A. Location of firing unit (1000 meter grid square)

B. Location of target (1000 meter grid square)

C. Time commencing firing.

D. Time of end of mission.

E. Maximum ordinate (feet)

c. Example: Artillery firing from BT3914 to BT1719 time from 0130 to 0145 maximum ordinate 7000 feet.

d. Procedures.

(1) Brigade FSOCs are responsible to forward Sav-A-Plane data to the Division FSE for all artillery fires originating in the brigade area of operations. FSE forwards information to USMC DASC. DASC assigns identification letter or number to each Sav-A-Plane number. In a situation that warrants immediate fire on a target, i.e., a unit in contact or other emergency, fire may be delivered without waiting for the Sav-A-Plane number. However, the air or forward observer (if firing a will-adjust mission) and an air sentinel posted at the firing unit will search the sky visually for approaching aircraft and suspend firing should an aircraft approach the gun target line.

(2) Sav-A-Plane messages will be instituted:

(a) For all missions

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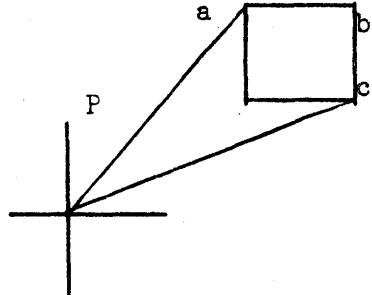
TAB B (Safeguarding Aircraft from Artillery Fires) to Appendix 4 (Fire Support Coordination) to Annex A (Operations) to Americal Division Field SOP (Continued)

- (b) Thirty minutes prior to commencement of firing of all preplanned missions.
- (c) For all will-adjust missions on targets of opportunity as soon as the mission is received. Firing may commence when ready, if required, using forward/aerial observers and air sentries to insure safety.
- (d) Upon receipt of clearance from RVNAF commander for unobserved targets beyond the TAOR.

(3) During scheduled combat operations beyond the Reconnaissance Zone (RZ), the brigade FSCC will report through the FSE to the DASC the:

- (a) Time of operation.
- (b) Limits of Area of Operations.
- (c) Maximum ordinate to the farthest limit of the AO.
- (d) Example

## REPORT



1. Time of operation (070600 until further notice).
2. Limits of area of operations (Coordinates of btry posn (p), a, b, and c).
3. Maximum ordinate (use combination of ranges (P-b) for all units and applicable calibers).

4. REPORTS REQUIRED FOR CRC/CRP. All fires above the coordination altitude as directed by CG, III MAF must be reported to the USAF Combat Reporting Center or Combat Reporting Post (CRC/CRP). The USMC DASC located at the FSE will be informed of all such fires by the FSE and will relay the data to the CRC/CRP. AWCC subcenters will report all fires above the prescribed altitude to FSE.

5. DANGER AREAS. Danger areas will be submitted by FSE to the USAF TACP for submission to the Air Force NOTAM's system. A description of the danger area to include the maximum ordinate of expected fires and the unclassified frequency and call sign of the AWCC operating in the area will be included. A separate NOTAM's will be submitted for each AO that falls outside the previously published NOTAM's. NOTAM's will be submitted as soon as possible without compromising future operations.

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TAB B (Safeguarding Aircraft from Artillery Fires) to Appendix 4 (Fire Support Coordination) to Annex A (Operations) to Americal Division Field SOP (Continued)

6. LETTER OF AGREEMENT. A letter of agreement between the ground commander and the air control facility will be concluded for each air facility at which an air control party is operating. Whenever an element of the Division is operating in a forward area where an air control facility will be set up, the senior ground commander will direct his Fire Support Coordinator to complete a temporary letter of agreement using the format at Inclosure 1. A permanent letter of agreement will be concluded for each major facility, e.g. Chu Lai and Duc Pho, within the division TAOR. As a minimum, the letter will include the definition of the Air Terminal Area or Air Corridor, the communications system to be utilized, the responsibilities of the Fire Support Coordinator and the Air Control Facility, and the priorities with which conflicts will be resolved.

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Inclosures:

1 - Letter of Agreement Format

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Inclosure 1 (Letter of Agreement Format) to Tab B (Safeguarding Aircraft from Artillery Fires) to Appendix 4 (Fire Support Coordination) to Annex A (Operations) to Americal Division Field SOP

1. The TERMINAL AREA is defined as all airspace within a five nautical mile radius of the airfield (Grid \_\_\_\_\_) with the following modifications:

8.

b.

2. Artillery fires, to include mortar fire, from, into, or through the TERMINAL AREA will be reported prior to firing by \_\_\_\_\_

to (Air Traffic Control Agency) using the following unclassified frequencies  
(Artillery Unit)  
and call signs:

## FREQUENCY

**ARTY CALLSIGN**

**ATC CALLSIGN**

FM

UHF:

## VHF:

3. \_\_\_\_\_ will acknowledge the air warning data received from \_\_\_\_\_ (Air Traffic Control Agency) and will insure that the fires will not endanger \_\_\_\_\_ (Artillery Unit).

danger aircraft. If aircraft are in the danger area, the Air Traffic Control Agency will request a check fire and then clear the area of aircraft as quickly as possible, informing the artillery when it is safe to fire. The artillery will accept the check fire for any specific aircraft reported in danger.

4. The following priorities in the order indicated by the number in parentheses will govern the resolution of conflict between air traffic and artillery fires within the TERMINAL AREA:

- ( ) Countermortar/counterrocket suppressive fires.
- ( ) Aircraft in distress or without radio contact with ATC.
- ( ) Artillery fires in support of troops in contact.
- ( ) Artillery fires on fleeting targets of opportunity.
- ( ) Normal Air Traffic
- ( ) Other artillery missions to include H&I fires.
- ( )

**ADDITIONAL AGREEMENTS:**

SIGNATURE OF ARTY CO

**SIGNATURE OF ATC REPRESENTATIVE**

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TAB C (Target Numbering System) to Appendix 4 (Fire Support Coordination) to Annex A (Operations) to Americal Division Field SOP

1. DIVISION PREFIX. The letter (Y) is assigned to Americal Division as an identification prefix for all targets.
2. UNIT PREFIXES. The originating unit or agency is indicated by a second letter. The assignment of this letter is as follows:

A - 11th Lt Inf Bde	N - 1st Bn, 14th Arty
B - 196th Lt Inf Bde	P -
C - 198th Lt Inf Bde	Q - 3d Bn, 82d Arty
D -	R - 6th Bn, 11th Arty
E -	S -
F - 2d Bn, 11th Arty	T -
G - 3d Bn, 16th Arty	U -
H - 3d Bn, 18th Arty	V -
J -	W -
K -	Y - Division Artillery FDC
L -	Z - Division FSE
M - 2d Bn, 9th Arty	

3. NUMERICAL DESIGNATIONS. Units assigned a letter prefix use target numbers 0001 through 9999. Units allocate blocks of numbers to subordinate units. Targets are designated by two letters and four numbers.

EXAMPLE: YG 0005 - a target planned by 3d Bn, 16th Arty

YB 1002 - a target planned by 196th Inf Bde.

4. GROUPS OF FIRES. Originating unit assigns a number preceded by Division prefix and followed by the unit's identification letter. (Example: Y5Z - the fifth group of fires planned by the FSE.)

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Appendix 5 (Airmobile Operations) to Annex A (Operations) to Americal Division Field SOP

## 1. AIRMOBILE OPERATIONS. a. Planning.

- (1) Responsibility for planning is that of the force commander.
- (2) Aviation Officer. ALO/FACs and FSCs are utilized to insure coordination of each airmobile operation.
- (3) In planning airmobile operations, time factors are based on H-hour. H-hour is established as the time that the first aircraft carrying combat troops touches down at the LZ.
- (4) Alternate landing zones are planned.
- (5) Supporting aviation units provide liaison officers to the supported unit a minimum of one hour prior to the operation and in sufficient time to participate and assist in all areas of the airmobile planning.
- (6) Commanders utilize the checklist at TAB A for planning airmobile operations.

## b. Procedures:

- (1) Requests for aircraft: Annex E (Army Aviation).
- (2) Supporting aviation unit commander, upon receipt of mission:
  - (a) Establish liaison with supported unit immediately.
  - (b) Personally assist the ground commander in all phases of airmobile planning.
- (3) Preparation of LZs are in accordance with TAB A (Landing Zone Preparation) to Appendix 4 (Fire Support Coordination). When preparations are not conducted, a security element composed of pathfinders and/or infantrymen is usually inserted into the LZ prior to H-hour to insure the immediate area is secure.
- (4) Commanders insure strict compliance with loading zone discipline to preclude interference with aircraft landing.

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Appendix 5 (Airmobile Operations) to Annex A (Operations) to Americal  
Division Field SOP (Continued)

(5) Units maintain proficiency in assault techniques by CH-47 ladder.

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TABS:

A - Ground Commander's Airmobile Checklist

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TAB A (Ground Commander's Airmobile Checklist) to Appendix 5 (Airmobile Operations) to Annex A (Operations) to Americal Division Field SOP

1. GROUND TACTICAL PLAN.
  - a. Mission(s).
  - b. Objectives.
  - c. Alternate objective(s).
  - d. Distance to objective(s).
  - e. D-day and H-hour.
  - f. Specific Tasks.
  - g. Means available:
    - (1) Organic troops.
    - (2) Gunship escort.
    - (3) Aerial radio relay.
    - (4) Engineer.
    - (5) Signal.
    - (6) Medical.
  - h. Fire Support:
    - (1) TAC air support (including call signs of airborne FAC).
    - (2) Artillery (including airborne artillery liaison officer).
    - (3) Helicopter gun ships (including rules of engagement).
    - (4) Other (naval gunfire, chemical)
  - i. Boundaries, phase lines, other control measures.
  - j. Ground maneuver plan.
  - k. Subsequent operations.
2. INTELLIGENCE REQUIREMENTS.
  - a. Enemy locations or installations.
  - b. Friendly situation to include ARVN, RF/PF, CIDG, FWMAF.

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TAB A (Ground Commander's Airmobile Checklist) to Appendix 5 (Airmobile Operations) to Annex A (Operations) to Americal Division Field SOP (Continued)

- c. Reconnaissance of LZ and objective area by commanders and pathfinders (if used).
- d. Aerial photos.
- e. Maps.
- f. Terrain Study.
- g. Weather forecast.
- h. Map reference system.
- i. Latest INTSUM.
- j. Condition and capacity of LZs.

3. ASSAULT LANDING PLAN.

- a. LZ preparation; air, arty, gun ships.
- b. LZ marking.
- c. Assault landing formation.
- d. Approach and landing direction.
- e. Use of panels, smoke or other devices to facilitate assembly and orientation of troops.
- f. Employment of pathfinders.
- g. Covering fire during landing; CAP; gun ships.

4. AIR MOVEMENT PLAN.

- a. Flight routes (primary - alternate - return).
- (1) Direction and distance to LZs from pick-up zone (PZ).
- (2) Enroute formation.
- (3) Air movement check points or phase lines.
- (4) Leg distance and times of flight.
- (5) Altitude.
- (6) Air speed.

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TAB A (Ground Commander's Airmobile Checklist) to Appendix 5 (Airmobile Operations) to Annex A (Operations) to Americal Division Field SOP (Continued)

- (7) Estimated time enroute.
- (8) Orbit areas, in the event required.
- (9) Control aircraft to vector airmobile forces to objective area or LZ.
- (10) Call signs and frequencies.
- (11) Airborne command post for ground unit commander and airlift commander.

b. Air movement table:

- (1) Unit to be lifted.
- (2) Number and type of lift helicopter; troop capacity.
- (3) Ground unit commander and airlift commander.
- (4) Take-off times.
- (5) Routes.
- (6) Unit LZs.
- (7) H-hour (landing zones).
- (8) Pick-up time and location of subsequent lifts.

c. Marshalling Plan:

- (1) Assembly areas.
- (2) Unit PZ.
- (3) Marking procedures for identification of units, use of pathfinders.
- (4) Unit station time.
- (5) Marking procedures for aircraft and plane loads on ground.

5. OPERATION REQUIREMENTS. a. Warning orders.

b. LNOs (Airborne/Ground).

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TAB A (Ground Commander's Airmobile Checklist) to Appendix 5 (Airmobile Operations) to Annex A (Operations) to American Division Field SOP (Continued)

- c. Attachments and detachments.
- d. Briefings (time and place).
- e. OPORD.

6. LOGISTICS REQUIREMENTS. a. Ammo and demolition resupply.

- b. Feeding Plan.
- c. Water.
- d. Medical evacuation.
- e. Refueling.

7. COMMO DURING AIRLIFT. a. Ground commander's.

- b. Aviation control.
- c. Gun ships.
- d. Artillery.
- e. Air support.
- f. Emergency frequency.
- g. Pathfinder.
- h. Dust-off.

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Appendix 6 (Airlift Operations) to Annex A (Operations) to Americal Division Field SOF

## 1. OPERATIONS EMPLOYING AIR FORCE AIRLIFT AIRCRAFT. a. Planning.

(1) Commanders are responsible for the planning of the operation, assisted by the Assault Aircraft Coordination Officer (AACO), the FAC and unit aviation officers.

(2) For brigade or larger operations, a coordination meeting is conducted at least 72 hours prior to the operation with unit S3 representatives, Army Aviation Element (AAE), AAOC, G-3 Air, USAF Air Lift Control Center (ALCO) representative, MACV Transportation Movement Authority (TMA) representative, Aerial Port representative and Combat Control Team (CCT) representative. In addition to the standard airlift request information in the special mission request form (see Tabs), the following planning factors are considered.

- (a) Airlift requirements.
- (b) Load breakout.
- (c) Marshalling.
- (d) Movement table.
- (e) Manifesting procedures.
- (f) Departure and destination airfield information.
- (g) Aircraft configuration.
- (h) Air traffic control at departure and destination airfields.

### b. Responsibilities:

(1) Requests for airlift are prepared at battalion level for battalion operations or smaller and brigade level for brigade operations.

(2) Requests for tactical airlift are submitted through G3-Air channels to the G3-Air; logistical airlift requests are submitted in accordance with Annex D (Logistics).

(3) Unit responsible for the move designates control officers for the departure and destination airfields. These officers:

(a) Coordinate with USAF Mission Commander as to loading areas, ACLs, loading plans and procedures, and traffic control procedures.

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## Appendix 6 (Airlift Operations) to Annex A (Operations) to Americal Division Field SOP (Continued)

- (b) Establish traffic control procedures if USAF CCTs are not utilized.
- (c) Maintains a log of aircraft arrivals, departures and load by aircraft tail number.
- (d) Submits an hourly status report to control headquarters on sorties completed and sorties remaining.
- (e) Notifies G3-Air ASAP on loss of aircraft, about or completion of lift.

2. REQUEST PROCEDURES. a. Tab A: Special Airlift Request Form.

- b. Priority 1 through 3 requests are submitted 72 hours prior to the time of movement.
- c. Tactical emergency, emergency resupply and combat essential priority requests are submitted as soon as requirements for the lift are determined.

3. PRIORITIES. The following priorities are designated by MACV and are used as guidelines for determining the priority of the airlift requested.

a. Tactical Emergency: The highest airlift priority; reserved for tactical movement into combat. Priority is assigned by MACV under the following conditions:

(1) The unit for which a tactical emergency request is made is engaged with the enemy or contact is imminent; or for a unit directly supporting a unit in above circumstances; or for reinforcement of units in either of the above circumstances.

(2) The situation is such that, in the judgement of the commander, serious consequences would result from failure to accomplish the movement at the requested time. The request to declare a Tactical Emergency is submitted through command channels; the information required in the special mission request form is submitted through normal airlift channels.

(3) Emergency evacuation and medical assistance are included in the above.

b. Emergency Resupply (ER): Reserved for the supply of primary materials which are essential to the accomplishment of the operational mission of forces in combat. Request to declare an ER is submitted through logistical channels to the G4; information required in the Special mission Request form is submitted through normal airlift channels.

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Appendix 6 (Airlift Operations) to Annex A (Operations) to Americal  
Division Field SOP (Continued)

c. Combat Essential: This priority is reserved for the unplanned movements of units or supplies, not meeting the criteria for a higher priority, for which an operational requirement exists and which justifies the disruption of planned transportation.

d. Priority 1 - movement of units or equipment and supplies essential to operational mission accomplishment. This priority is normally used for preplanned unit moves and is submitted at least 72 hours prior to the move.

e. Priority 2 - movement of equipment, supplies or personnel, the lack of which impairs the performance of operational mission.

f. Priority 3 - movement of routine supply.

4. DEPLOYMENT CONFIGURATIONS. a. Basic configurations:

(1) Alfa Configuration: A light configuration in which the infantry units are footmobile. Brigade control headquarters and combat support units are reduced to the very minimum essential personnel, vehicles, and equipment for operations of approximately three to five days. Resupply is by helicopter from a supply base. Extension of the period of operations requires follow-up airlift.

(2) Bravo Configuration: A medium configuration with minimum essential command and control facilities and limited resupply capability. Normally used for operations of 10 - 15 days duration.

(3) Charlie Configuration: A medium/heavy configuration that includes combat, combat support, and command and control elements necessary for extended operations.

b. TAB B (Unit Airlift Configurations) lists personnel, vehicles and equipment for each configuration. These data are used in computing airlift requirements. When movement in a specific configuration is directed, no deviation is made without prior approval of Division Headquarters.

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TABS:

A - Special Mission Request  
B - Unit Airlift Configurations

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TAB A (Special Mission Request) to Appendix 6 (Airlift Operations) to  
Annex A (Operations) to Americal Division Field SOP

MACV Dir 55-4  
11 June 66

SPECIAL MISSION REQUEST

Type Movement Requested: UNIT    PERSONNEL    CARGO   

Requester: (Unit) \_\_\_\_\_ Date \_\_\_\_\_

(Name) \_\_\_\_\_ Phone \_\_\_\_\_

A. Origin \_\_\_\_\_ B. Contact \_\_\_\_\_ Phone \_\_\_\_\_

C. Dest \_\_\_\_\_ D. Contact \_\_\_\_\_ Phone \_\_\_\_\_

E. Priority \_\_\_\_\_ F. Date Avail \_\_\_\_\_ G. RRD \_\_\_\_\_ H. Sec Clas \_\_\_\_\_

I. Total # Pax \_\_\_\_\_ Wt \_\_\_\_\_

J. Baggage \_\_\_\_\_ Wt \_\_\_\_\_ Cube \_\_\_\_\_

K. Vehicles, Equipment, or Cargo:

\_\_\_\_\_ Wt \_\_\_\_\_ Cube \_\_\_\_\_

\_\_\_\_\_ Wt \_\_\_\_\_ Cube \_\_\_\_\_

\_\_\_\_\_ Wt \_\_\_\_\_ Cube \_\_\_\_\_

L. Total Lift Requirement: Wt \_\_\_\_\_ Cube \_\_\_\_\_ M. Unit user \_\_\_\_\_

N. Dimensions and Special Instructions: (Show number and weight items  
over 10,000 lbs and dimensions of each item exceeding any of the following:  
Length 444", Width 108", Height 97").

O. Combat Loading (is)(is not) required.

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TAB B (Unit Airlift Configurations) to Appendix 6 (Airlift Operations)  
to Annex A (Operations) to Americal Division Field SOP

		PERSONNEL		$\frac{1}{4}$ Ton Trk	$\frac{1}{4}$ Ton Trl	$\frac{1}{4}$ Ton w/106	$\frac{1}{4}$ Ton Trk Fla	$\frac{3}{4}$ Ton Trk	$\frac{3}{4}$ Ton Trl	$2\frac{1}{2}$ Ton Trk	$1\frac{1}{2}$ Ton Trl	Water Trl	Howitzer	Bulk (Short Tons)
INF BN														
A	550	1	1	0	0	0	0	0	0	0	0	0	0	6
B	570	4	4	0	1	10	10	0	0	0	0	0	0	10
C	600	10	6	2	4	10	10	0	0	0	0	0	0	25
ARTY BTRY (105mm) (Towed)														
A	70	1	0			2	0	0	0	0	0	0	0	6 15 (600 rnds)
B	80	1	0			2	0	0	0	0	0	0	0	6 25 (1000 rnds)
C	90	2	2			4	0	8	1	1	1	1	1	6 40 (1500 rnds)
ARTY BTRY (155mm) (Towed)														
A	82	1	0			2	0	0	0	0	0	0	0	6 34 (540 rnds)
B	92	1	0			2	1	0	1	1	1	1	1	6 57 (900 rnds)
C	102	2	2			4	2	8	1	1	1	1	1	6 114 (1800 rnds)
ARTY BN HQ														
A	25	2	1			1	1	0	0	0	0	0	0	1
B	80	1	1			4	0	0	0	0	0	0	0	2
C	115	5	4			6	2	2	1	1	1	1	1	4
BDE HQ														
A	30	2	2			1	1							4
B	40	3	3			2	2							3
C	70	6	6			4	3							5
DIV ARTY HQ														
A	10	2	2			0	0							1
B	20	4	3			2	2							1
C	50	4	3			4	4	1	1	1	1	1	1	1
DIV HQ														
A	2	2	2			1	1							2
B	17	16	16			6	6	6	5	1	1	1	1	4
C	207	17	17			10	10	10	8	2	2	2	2	9

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Appendix 7 (Base Area Security) to Annex A (Operations) to Americal  
Division Field SOP

1. RESPONSIBILITIES: a. Interior security of the division base area is the responsibility of the Support Command Commander.
  - b. CP security is the responsibility of the Headquarters Commandant.
2. INTELLIGENCE. a. Annex B (Intelligence).
  - b. Information of enemy attack is reported to DTOC immediately.
3. EXECUTION. a. CO, Support Command:
  - (1) Assigns responsibility and task elements under his command to insure all-round security.
  - (2) Provides from sources available within division base area, sufficient personnel to man the base perimeter.
  - (3) Conducts reconnaissance and ambush patrols as approved or announced by G2 or G3.
  - (4) Provides a reaction force. Tab A (Implementing Plans).
- b. Headquarters Commandant:
  - (1) Assigns areas of responsibility for the security of the Div CP area.
  - (2) Insures all-round security and plans for action to be taken in the event of enemy attack.
  - (3) Implements security planning in accordance with Tab A (Implementing Plans).
- c. Commanders are responsible for security of their base areas and assign areas of responsibility and task to subordinate units to insure all-round security. Emphasis is placed on a security plan which permits maximum participation of maneuver elements in tactical operations away from base camps.
- d. Reports. Any incident associated with base area security, is reported immediately to G3, DTOC. Reports of incidents include unit involved, extent of damage, casualties, and support required.

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TAB A (Implementing Plans) to Appendix 7 (Base Area Security) to Annex A (Operations) to Americal Division Field SOP

1. Implementing plans for base area security are required at Division headquarters in two copies. All plans include, as a minimum, the following:
  - a. Counterattack plan.
  - b. Barrier plan.
  - c. Surveillance plan.
  - d. Counter battery/mortar plan.
  - e. Artillery and mortar fire plan.
  - f. Internal security plan.
2. Emphasis is given to plotting artillery and mortar fires on likely or suspected enemy mortar positions, routes and assembly points.
3. Barrier plans show locations of minefields, defensive and protective wire and areas of responsibility.
4. Patrol plans include area for reconnaissance and ambush patrols.
5. Internal security plans include procedures for control and search of indigenous personnel and vehicles and details in the inner perimeter.
6. Counter attack plans provide for a designated rapid reaction force.

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Appendix 8 (National Police Field Forces) to Annex A (Operations) to  
American Division Field SOP

1. GENERAL a. Purpose. The purpose of this SOP is to set forth the operational concepts for use of National Police Field Forces (NPFF) assigned or attached to the American Division for counterinsurgency operations.

b. General. A principal mission of the American Division is the elimination of the VC infrastructure. Experience has shown that in order to accomplish this mission in populated areas where the VC is in strength, the Division succeeds initially by waging counter-guerilla combat operations. As the VC is reduced in numbers and effectiveness, he "goes underground", from where he wages a war of terrorism and other covert tactics. At this stage of final elimination of the VC is effected by conducting population and resources control operations. NPFF are of significant value in assisting the Division in carrying out these operations.

c. NPFF. National Police Field Forces are specially trained to execute population and resources control measures in GVN controlled and contested areas. Their greatest asset when employed with the Division is the Division's greatest liability - communication with the Vietnamese people. By eliminating the lingual and cultural barrier, the NPFF can more efficiently obtain intelligence through screening the people and searching their dwellings and vehicles.

2. ORGANIZATION AND CAPABILITIES OF NPFF. a. The basic NPFF unit is the company. It consists of two patrol platoons of six (6) man teams each and a company headquarters. It's authorized strength is six officers and 89 enlisted men. It is oriented to the area in which it operates by receiving attachment of Special Police and Military Security Service personnel from local districts.

b. The NPFF are basically National Policemen who have received additional training in infantry techniques and tactics. They normally serve as a para-military force to augment the activities of the National Police throughout GVN controlled areas. Within the protective security of military forces they will operate in contested and VC controlled areas. They are not, however, infantry men and will not be used as such. They have neither the required training nor adequate equipment to engage in combat operations with the VC or NVA.

3. COMMAND AND CONTROL. a. As appropriate, Police Operations Centers will be established at division and/or brigade level to monitor and coordinate the activities of the NPFF. The Division Police Operations Center (DPOC) is headed by the Provost Marshal and is staffed by NPFF supervisors, province Special Police and Military Security Service representatives, military intelligence and G5 representatives. The Brigade Police Operations Centers (BPOC's) are headed by the Provost Marshals at each brigade. BPOC's are staffed by the NPFF company commander or platoon leaders, district national

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Appendix 8 (National Police Field Forces) to Annex A (Operations) to  
American Division Field SOP (Continued)

police, S2 and special police representatives, and Brigade MI and S5 representatives. Close and continuous coordination is necessarily maintained with GVN officials at province and district level and with TOC's at each level. POC's provide an operations and intelligence center for NPFF operations at each level. A major task of the POC's is the compilation of blacklists used to identify VC during search and screening operations.

b. For specific operations NPFF elements are attached to maneuver battalions, usually for use in conjunction with a rifle company.

c. The NPFF company is commanded by a Vietnamese National Policeman equivalent in rank to a captain. A US civilian police advisor is provided by OCO. The Provost Marshal of the brigade to which the NPFF company (platoon) is attached doubles as the military advisor and point of coordination between the brigade and the NFFF company.

d. American MPs should habitually accompany NPFF elements during their operations.

4. EMPLOYMENT OF NPFF. a. When attached, the division has operational control of the NPFF and responsibility for supporting the NPFF with Class I supplies and Class V items that are common to US and NFFF needs. Hospitalization, evacuation and transportation is provided by the Division. All other classes of supply and discipline, law and order and personal administration are the responsibility of the attached NPFF unit.

b. NPFF will normally be employed in either one of two tactical missions - attachment to a brigade or other major command or general support of the Division where the element is attached to the American MP Co.

5. USE OF NPFF IN EXECUTING POPULATION AND RESOURCES CONTROL MEASURES.

a. Cordon and Search. This type measure is carried out in GVN controlled, contested and VC controlled areas. Usually a US rifle company will establish the cordon around a target hamlet prior to dawn. At dawn, a NPFF platoon (or company, depending on the situation) is airlifted to a secure LZ or LZs on the cordon and from there commences detailed searching of the hamlet for VC suspects, weapons, radios, ammunition and supply caches, and screens the population on the scene. These operations are normally scheduled for one day's operations. When the situation requires, a battalion can cordon a group of hamlets while up to two NPFF companies search. On the spot interrogation of the population and of VC suspects helps to develop the enemy situation as the operation continues. Civil Affairs teams conduct sick calls and issue commodities to reduce the negative aspects of the inconvenience to the population of the target hamlet, particularly if it is in a GVN controlled or contested area. Meanwhile, psyops and armed propaganda teams can conduct political psyops efforts toward the captive audiences

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Appendix 8 (National Police Field Forces) to Annex A (Operations) to  
Americal Division Field SOP (Continued)

within the cordon. The use of force in interrogation must be more discrete in GVN controlled areas in order not to alienate the population against the GVN.

b. Checkpoints.

(1) Fixed checkpoints are established by NPFF on lines of land and water communications in GVN controlled areas to check the flow of contraband and unregistered civilians. Normally, a NPFF team mans a checkpoint 24 hours a day. On routes where US traffic is regular, US MP's are represented at each checkpoint. NPFF should search a large percentage of the vehicles and persons that pass through the checkpoint to confiscate contraband and check for permits issued by local districts.

(2) Mobile or spot checkpoints can be established by mobile patrols on alternate routes of communication and at varying locations and times throughout the GVN controlled area. Helicopters are used for flexibility and surprise by intercepting suspect vehicles and infiltrators.

c. Raids and ambushes. NPFF are used in varying sized forces to conduct police raids and ambushes of targets developed through intelligence. US Forces are used for security in VC controlled and contested areas, while NPFF provide their own security when conducting raids and ambushes in GVN controlled areas.

d. Patrols. Patrol operations are conducted in reasonably secure areas to gain intelligence, intercept infiltrators and make a show of GVN presence. The patrol moves from hamlet to hamlet over a zig-zag random route to reduce the possibility of ambush. Hamlets are thoroughly searched and all inhabitants questioned. Each evening, the platoon will establish an ambush after dark, away from the immediate proximity of hamlets, to intercept infiltrators. Curfews imposed by local district authorities are enforced by NPFF as they conduct each type measure discussed above.

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Appendix 9 (Reports) to Annex A (Operations) to Americal Division Field SOP

<u>TITLE OF REPORT</u>	<u>FORMAT</u>	<u>SUBMITTED BY</u>	<u>METHOD OF TRANSMISSION</u>	<u>REMARKS</u>
1. Spot Reports	NA	All Units	Fastest means to G3	Submit without delay after incident occurs or becomes known.
2. Ground Commanders Tab A Daily Situation Report		Major subordinate comds and sep bns under Div control	RTT or LNO	Submit for each 24 hour period ending <u>2000H</u> by fastest means, normally teletype, to reach G3 NLT <u>2400H</u> .
3. Operation Report Lessons Learned (ORLL)	USARV Reg 1-19 and Div Reg 1-19	Historical Sec	Letter	
4. Combat After Action Report	MACV Reg 335-8	Comdr of Ground Forces		G3 will make distribution to other agencies outside the Division.
4. SHELREP BOMREP MORTREP	FM 30-5 App II, Pg 74	All Units		Fastest means to DS Arty Bn S2 and Div Arty S2. Can be sent through S2/G2 channels
6. REDOPS	USARV Reg 335-19	Daily as Applicable	Priority Msg	Due USARV NLT 12 hrs after "as of" time.

TAB: A - Daily SITREP

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TAB A (Daily SITREP) to Appendix 9 (Reports) to Annex A (Operations) to  
Amrical Division Field SOP

Issuing HQ  
Place if issue  
Date-time group

SITREP NO. \_\_\_\_\_

Period Covered: (Date - 2000H to date - 2000H).

Reference: Maps (Country, Scale, and sheet numbers of maps)

1. ENEMY: a. Units in contact.  
b. Enemy reserves which can affect the accomplishment of unit mission.

c. Brief estimate of enemy strength, material means, morale, and his probable knowledge of our situation.

2. OWN SITUATION: a. Location of forward elements by reporting two six digit coordinates (each flank).

b. Location of artillery battalion by six digit coordinates, indicating battalion headquarters location.

c. Location of brigade and Division reserve units. Reserve reported by six digit coordinates indicating center mass.

d. Location of brigades and battalion CP by six digit coordinates.

e. Location of brigade and battalion limiting points, GOPL, and FEBA by six digit coordinates.

f. Brief description and results of operation during period.

g. Statement of the combat efficiency of the command, to include any pertinent changes during the period. Consider morale, strength, status of training, status of supplies, and equipment.

h. Summary of actions planned for next 24 hours.

3. ADMINISTRATION: General statement of the administrative situation, if other than normal, as it directly affects the tactical situation.

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TAB A (Daily SITREP) to Appendix 9 (Reports) to Annex A (Operations) to  
Americal Division Field SOP (Continued)

4. GENERAL: Any significant items not previously discussed.

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

Annex B (Intelligence) to Americal Division Field SOP

1. REFERENCES:

- a. FM 30-5
- b. FM 31-22
- c. FM 101-5
- d. MACV Dir 381-21 (C)
- e. USARV Reg 190-2
- f. USARV Reg 643-20
- g. USARV Reg 117-5

2. GENERAL. a. Combat intelligence is evaluated information of the enemy, to include conclusions as to his capabilities, vulnerabilities, and intentions; geographic features of the terrain; and the weather. Reliable and timely combat intelligence is essential to commanders at all echelons in order that they may estimate the probable effects of these factors on their available courses of action. Without this type of intelligence, a commander is unable to determine the best method of employment of his available forces to accomplish his mission and maintain the security of his unit.

b. Collection capabilities available to a command are seldom sufficient to satisfy all intelligence requirements. Therefore, it is imperative that all possible sources of information be exploited to the maximum extent and further that all such information be immediately reported to all levels of intelligence activity within the Americal Division in order that it may be collated, evaluated, and disseminated.

3. MISSION. To obtain timely and usable information of the enemy, weather, and terrain to satisfy the commander's intelligence requirements and to deny the enemy access to similar information of our forces.

4. CONCEPTS. a. General

(1) ACofS, G2 coordinates and provides staff supervision over all intelligence activities organic to the Americal Division.

(2) Brigade and separate unit commanders retain operational control over intelligence activities of their respective command.

(3) Intelligence activities of subordinate commands are responsive to Division requirements for collection, dissemination, and forwarding of all information received concerning composition, disposition, strength, tactics, training, logistics, combat efficiency and other miscellaneous data on the enemy.

(4) Maximum interchange of intelligence information at all echelons is required.

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Annex B (Intelligence) to Americal Division Field SOP (Continued)

b. Responsibilities:

(1) AcofS, G2 will establish intelligence reporting requirements for all Division elements consistent with requirements levied by higher headquarters.

(2) Brigade and separate unit commanders will report significant intelligence by most expeditious means available to DTOC G2 representative as provided in Appendix 11.

5. CAPTURED MATERIEL AND EQUIPMENT. Appendix 1. Handling and processing of all material and equipment.

6. CAPTURED DOCUMENTS. Appendix 2. Handling and processing of all captured documents, written, printed, drawn, engraved, sound or voice recording, photographs exposed films or reproduction of same.

7. DETAINEES. Appendix 3. Level and detail of interrogation for proper fulfillment of intelligence requirements and classification of detainees.

8. AIR RECONNAISSANCE. Appendix 4. Procedures for requesting aerial surveillance and reconnaissance; and the planning and coordination incident to the collection processing and dissemination of information obtained by aerial means.

9. LONG RANGE RECONNAISSANCE PATROLS (LRRP). Appendix 5. Provides reliable and timely intelligence on the enemy, weather, and terrain. Assets organic to separate brigades remain as such and are responsive to requirements levied by G2.

10. MAP DISTRIBUTION AND STORAGE. Appendix 6. Policies and procedures for the procurement, storage, and distribution of maps within the Americal Division.

11. WEATHER AND TERRAIN. Appendix 7. Policies and procedures for obtaining, reporting, and disseminating weather and terrain information.

12. COMMUNICATION INTELLIGENCE/SECURITY. Appendix 8. Provide rapid communication in support of the Americal Division and conduct research into natural electromagnetic phenomena.

13. COUNTERINTELLIGENCE. Appendix 9. Responsibilities, policies, and procedures as apply to counterintelligence operations in the Americal Division.

14. ENEMY BODY COUNT. Appendix 10. Policy and procedures within the Americal Division.

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Annex B (Intelligence) to Americal Division Field SOP (Continued)

15. OTHER INTELLIGENCE AND SECURITY REPORTS. Appendix 11. Policy, procedures, formats of reports by Hqs, Americal Division.

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Appendices: 1 - Captured Materiel and Equipment  
2 - Captured Documents  
3 - Detainees  
4 - Air Reconnaissance  
5 - LRRP  
6 - Map Distribution and Storage  
7 - Weather and Terrain  
8 - Communication/Electronic Intelligence and Security  
9 - Counterintelligence  
10 - Enemy Body Count  
11 - Other Intelligence and Security Reports

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Appendix 1 (Captured Materiel) to Annex B (Intelligence) to Americal  
Division Field SOP

1. REFERENCES:

- a. FM 30-5
- b. FM 54-2
- c. MACV Dir 381-24
- d. MACV Dir 525-9 (C)
- e. MACV Dir 643-2
- f. USARV Reg 643-20
- g. Article 103, UCMJ

2. DEFINITIONS. a. Captured Materiel. Any article of supply or equipment, including technical documents, taken from enemy forces in any manner. The following are not considered captured materiel for the purposes of this SOP.

- (1) Documents related to specific equipment.
- (2) Cryptographic materiel and documents.
- (3) Captured currency. Processed in accordance with MACV Dir 37-20.

b. Exploitation. The examination, analysis, evaluation, intelligence production, and use of captured materiel for intelligence purposes.

c. Technical Documents. Name plates, blueprints, operating instructions, log books, gun books, maintenance manuals, and other similar items which pertain to the manufacture, construction, operations, and maintenance of captured materiel.

d. Factory Markings. All classes of inscriptions, letters, and geometric or other symbols placed on products or in accompanying documents, during manufacture for purposes of identification and control.

e. Validated Intelligence Requirements. Any requirements for captured materiel needed for intelligence purposes which have been disseminated as Specific Intelligence Collection Requirements (SICRs).

f. Significant Items. Items of enemy materiel likely to be of more value than other: they are defined as follows:

(1) New Items. Specimens of types of materiel which have never been recovered before, or known types of foreign materiel appearing in the RVN for the first time.

(2) Modified Items. Standard types of communist world or friendly forces (US and FWMAF) materiel which have been modified by NVA/VC Forces.

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Appendix 1 (Captured Materiel) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

(3) Recent Items. Specimens of any type of communist world materiel manufactured within the last three calendar years.

g. Targets of Opportunity. Items which become available and have intelligence value, but which are not carried in SICRs or other collection media as "items wanted."

3. HANDLING AND EVACUATION. a. The recovery and evacuation of captured enemy materiel is a command responsibility at all levels. The prescribed method of evacuation is through normal logistic channels utilizing retrograde transportation to the maximum extent possible.

b. Enemy materiel captured by US military personnel is the property of the United States and must be protected from pilferage, cannibalization, and souvenir hunters. Commanders will provide adequate security for captured materiel until it has been screened by intelligence personnel.

c. Exploitation of captured materiel at brigade level will be limited to that necessary to determine the immediate tactical significance of the materiel.

d. Captured materiel will be tagged by the capturing unit using MACV Form 149. Captured data will be as complete as possible to facilitate collection, segregation, shipment, and exploitation of captured materiel. MACV Form 149 is requisitioned through normal publication channels.

e. All captured materiel except food, ammunition and explosives, communications and electronic equipment, and items authorized as war trophies will be evacuated within 48 hours to the 23d Supply and Transportation Battalion. The 23d S&T will report receipt of captured materiel to the Interrogation Section, USA MI Det (Prov), Americal Division, and request disposition instructions.

f. Captured food will be handled in accordance with MACV Dir 525-9 and Appendix 3 (Civil Affairs Supplies) to Annex J (Civic Action) to this SOP.

g. Captured or abandoned medical supplies will not be destroyed. These supplies may be used for the care and treatment of enemy sick and wounded, if such use is under the supervision of enemy medical personnel. They will not be used by US medical personnel except in an emergency. If medical supplies cannot be extracted, they will be left intact and in place.

Appendix 1 (Captured Materiel) to Annex B (Intelligence) to Americal  
Division Field SOP (Continued)

h. The recovery and expeditious evacuation of enemy ammunition components is essential to the identification of known or new enemy weapons systems in use by the VC/NVA and a thorough assessment of the threat posed by each weapon system identified. The use of these munitions by other than special mission US personnel is prohibited. The recovery and evacuation of captured munitions is the responsibility of unit ammunition personnel. All captured ammunition and explosives must be inspected and declared safe for handling by EOD teams prior to evacuation. Hazardous items will be segregated immediately and destroyed by EOD personnel or unit ammunition personnel qualified to perform destruction. EOD personnel will determine and identify items which have intelligence or operational requirement value. Such items after being determined safe to handle by EOD personnel will be evacuated to the nearest ammunition depot or Ammunition Supply Point (ASP). All other safe captured ammunition and explosives will be destroyed in place by unit ammunition or EOD personnel as required, unless its location and position interferes with tactical operations or its destruction would create a safety hazard, in which case it will be similarly evacuated to the nearest ammunition support unit for destruction. Retention of explosive ordnance items as war trophies or souvenirs for display purposes is hazardous and prohibited. Under no circumstances will ammunition items be inerted for war trophies or souvenirs. Requests to have ammunition inerted for training requirements will be justified and submitted to ACofS, G3 for approval.

i. Captured communications and electronic equipment will be screened by the nearest supporting Radio Research Unit (RRU) in accordance with MACV Dir 381-17 (S). After screening, the materiel will be evacuated to the Division Maintenance Collection Point.

j. Captured or recovered technical documents directly associated with an item of materiel will be evacuated with the item. If the tactical situation does not permit the materiel to be evacuated, the documents will be forwarded to ACofS, G2, with a description of the equipment, complete capture data, and other information of value to a technical evaluation of the item. Photographs of the materiel will be taken and forwarded if possible.

k. War trophies will be processed in accordance with MACV Dir 643-2 and USARV Reg 643-20. The authority to screen war trophies for intelligence value and to authorize the retention of war trophies is delegated to major subordinate commanders in the grade of O-6 or higher, provided their organization is on distribution for MACV J2 War Materiel Identification Booklets. Commanders to whom this authority is delegated may authorize their intelligence officers to act on their behalf. The War Trophy Screening Authority for all other Division units will be the ACofS, G2 or his designated representative.

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Appendix J (Captured Materiel) to Annex B (Intelligence) to Americal  
Division Field SOP (Continued)

4. MUSEUMS. a. Captured enemy materiel museums are authorized at brigade or equivalent level subject to the approval of the CG, Americal Division.

b. Technical documents and significant items as defined in this SOP are not authorized for display until they have been released by Combined Materiel Exploitation Center (CMEC), J2, MACV.

c. All items held in unit museums are subject to withdrawal to fill urgent intelligence needs.

5. SPECIAL DISPLAYS. Special displays at battalion or separate company level are authorized with the approval of the CG, Americal Division. Items of captured materiel required for intelligence purposes and which are listed in SICRs or other collection media will not be retained for display by the capturing unit.

6. DESTRUCTION. The destruction of captured materiel, excluding items of medical supplies and equipment which will be left in place if they cannot be extracted, will be accomplished only when its location makes recapture imminent or when ammunition or explosives are declared hazardous to the safety of troops by EOD or other competent ammunition handling personnel. If destruction becomes necessary, all factory markings should be recorded and photographs taken, if possible, before the materiel is destroyed.

7. REPORTS. a. The capture or acquisition of significant items of enemy materiel of immediate tactical importance will be immediately spot reported to the DTOC G2 representative using the format at Tab A. The report will not be delayed pending receipt of complete information. Additional information will be reported as obtained and the complete report included in the next INTSUM.

b. The capture or acquisition of all other captured materiel will be spot reported to the DTOC G2 representative and followed up in the next INTSUM. Spot reports and INTSUM entries will include, as a minimum the date-time group and coordinates of capture, capturing unit, type and quantity of material, disposition, and serial numbers of weapons.

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Tabs: A - Report of Significant Items of Enemy Materiel of Immediate  
Tactical Importance

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Tab A (Report of Significant Items of Enemy Materiel of Immediate Tactical Importance) to Appendix 1 (Captured Materiel) to Annex B (Intelligence) to Americal Division Field SOP

To be submitted by Spot Report immediately following the acquisition of significant items of enemy materiel of immediate tactical importance.

- a. Type of equipment and quantity.
- b. Date acquired, location (Map reference), name/number of operation.
- c. Origin (country of manufacture) if known.
- d. Brief description to include distinguishing marks, serial numbers (from two locations on materiel, if possible) and caliber of weapons and ammunition.
- e. Current status/location of item.
- f. Identification of contact for follow-up actions by higher headquarters; include identification of capturing unit.

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Appendix 2 (Captured Documents) to Annex B (Intelligence) to Americal  
Division Field SOP

1. REFERENCES:
  - a. FM 30-5
  - b. MACV Dir 381-11
  - c. MACV Dir 381-24
2. DEFINITION. Captured documents are all written, printed, drawn, or engraved material, sound or voice recordings, photographs, exposed films, insignia or reproductions of these.
3. EVACUATION AND EXPLOITATION.
  - a. Captured documents will be evacuated to ACofS, G2 (ATTN: IPW) within 48 hours after capture. Documents which contain significant information will be evacuated immediately.
  - b. Documents taken from a detainee will be evacuated with the individual so that the source can be interrogated in connection with the documents.
  - c. Documents concerning materiel will be tagged "Technical Documents" or appropriately identified to facilitate technical intelligence exploitation. Technical documents, when captured or acquired with materiel, will be evacuated with the materiel. If not feasible, the document tag will be annotated to describe the materiel from which the documents were separated.
  - d. Cryptographic documents containing only codes or charts pertaining to enemy messages or message traffic will be handled as SECRET and delivered promptly to the nearest supporting Radio Research Unit (RRU). No other dissemination of this category of documents will be made. Cryptographic documents containing order of battle or other tactical intelligence will also be handled as SECRET and delivered promptly to the nearest supporting RRU, however, copies of the documents will be made and processed through the normal document evacuation channels.
  - e. Documents acquired will be wrapped, tagged with MACV Form 341 (Document Card), and delivered by the capturing or acquiring US military unit to the initial echelon, normally brigade, at which operational exploitation may be accomplished. If document cards are not available, the protective wrapping around the documents will be annotated with the date, time, place, and circumstances of capture or acquisition; the identity of the capturing or acquiring unit; and the name or numbers of the specific operation in which the document was captured.
  - f. Documents forwarded to this headquarters will be accompanied by MACV Form 342 (Batch Slip). Documents will be batched according to the time, date, and place of capture and one Batch Slip will accompany each batch.

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Appendix 2 (Captured Documents) to Annex B (Intelligence) to Americal  
Division Field SOP (Continued)

g. In addition to the information required in para 3e above, capturing units will enter the following information on the Document Card and/or Batch Slip when propaganda materiels are captured or acquired:

- (1) Quantities of leaflets found.
- (2) Area of coverage in which leaflets were distributed.
- (3) Suspected target group.
- (4) Methods of delivery.

h. One copy of each translation made of any captured documents at brigade or lower echelon will be forwarded with the document. Translation reports will be made in the format shown at Tab A. Any distribution made of the translation will be indicated on the copy forwarded with document.

i. Captured film will be spot reported to this headquarters and evacuation made by the most expeditious means.

j. Captured tape recordings will be spot reported to this headquarters and delivered promptly to the nearest supporting RRU for possible exploitation.

4. REPORTS. a. Documents containing important intelligence information will be spot reported to this headquarters using the format shown at Tab B.

b. The following information gained from documents will be spot reported to this headquarters and reported in the next INTSUM:

- (1) Unit identifications.
- (2) Unit locations.
- (3) Unit strengths.
- (4) Enemy armament.
- (5) Caches.
- (6) Personalities.
- (7) Enemy plans.

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Appendix 2 (Captured Documents) to Annex B (Intelligence) to Americal  
Division Field SOP (Continued)

(8) Enemy casualties.

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Tabs: A - Translation Report  
B - Very Important Document Spot Report Format

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Tab A (Translation Report) to Appendix 2 (Captured Documents) to Annex  
B (Intelligence) to Americal Division Field SOP

CLASSIFICATION  
(MAT DO)

Date

TRANSLATION REPORT  
BAO CAO PHIEN DICH

Control Data:

Du kien kim soat:

a. Iter Nr \_\_\_\_\_.  
Tai lieu so \_\_\_\_\_.

b. Description of document:  
No ta tai lieu:

c. Capture (DTG and place):  
(Ngay, gio va noi) tich thu:

d. Capturing Unit:  
Don vi tich thu:

e. Name/Number of operations:  
Ten va so cua cuoc Hanh Quan:

f. Date received: \_\_\_\_\_ in Batch Nr \_\_\_\_\_.  
Ngay nhan: \_\_\_\_\_ Bao dung so \_\_\_\_\_.

g. Type of translation: (Full) (Extract) (Summary).  
Loai phien dich can: (Dich nguyen van) (Trich dich) (Tom tat).

Text of translation (use continuation sheets as needed):  
Ban van dich (Dung to phu neu can):

(CLASSIFICATION)  
(MAT DO)

(Unclassified until filled in)

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Tab B (Very Important Document Spot Report) to Appendix 2 (Captured Documents) to Annex B (Intelligence) to Americal Division Field SOP

VERY IMPORTANT DOCUMENT  
SPOT REPORT FORMAT

1. Type of document.
2. Date, time, location and circumstances of acquisition. To include name/number of operation.
3. Summary of significant information contained in the document.
4. Local coordination.
5. Status of evacuation of document to national level.
6. Other pertinent data.

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**Appendix 3 (Detainees) to Annex B (Intelligence) to Americal Division  
Field SOP**

**1. REFERENCES:**

- a. FM 19-40
- b. MACV Dir 20-5
- c. MACV Dir 190-3
- d. MACV Dir 381-11
- e. USARV Reg 190-2

**2. STAFF RESPONSIBILITIES.** a. ACofS, G1 coordinates and supervises handling of detainees.

b. PM develops plans, policies, and procedures for the handling of detainees and operates PW collecting points.

c. ACofS, G2 coordinates and supervises interrogation and classification of detainees.

d. ACofS, G4 coordinates and supervises logistical and transportation services for detainees.

**3. DEFINITIONS.** See reference c.

**4. TREATMENT OF DETAINEES.** a. All persons detained by Americal Division units will be afforded treatment consistent with that of a prisoner of war unless or until it has been determined that the detainee is not a prisoner of war.

b. All detainees will be treated humanely in accordance with the Geneva Convention. Violation of the humane provisions of the convention is an offense of the Uniform Code of Military Justice.

c. Sick or wounded detainees will be provided medical treatment and care as required. Detainees under medical care may be interrogated for intelligence information when permission is granted by competent medical authority.

d. Once a detainee is tentatively determined to be a returnee, he will be accorded favored treatment.

e. Since a large percentage of detainees are eventually classified as innocent civilians and returned to their villages, proper treatment while in US custody will enhance the GVN/US civic action and psychological operations programs.

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Appendix 3 (Detainees) to Annex B (Intelligence) to Americal Division  
Field SOP (Continued)

5. SCREENING. a. Initial screening should be done at the point of capture whenever possible to preclude the unnecessary and undesirable evacuation of large numbers of innocent civilians. Mere presence in an area does not necessarily qualify a person as a detainee. In particular, old men, women and children should not normally be detained unless there is reason to believe that they are, or have assisted, Viet Cong, or that they have information of intelligence value.

b. Maximum use should be made of MID interrogators and interpreters to conduct initial screening at the point of capture. National Police, Military Security Service, ARVN MI Detachments and other GVN officials and agencies may also be of assistance, both in initial screening and in classification.

6. INTERROGATION OF DETAINEES. a. Interrogations at all levels will be limited to the information required to meet the needs of that command.

b. Capturing units will normally not interrogate detainees unless interrogator personnel are present. Capturing units may interrogate detainees for information of immediate tactical value if necessitated by the tactical situation.

c. Interrogation at brigade collecting points will be limited to that necessary to obtain information of immediate tactical value and to attempt to classify the detainee.

d. Interrogation at the Division collecting point will be limited to that necessary to obtain information of tactical value to the Division and to classify those detainees not classified by the brigades.

e. Returnees in the custody of GVN will be made available for interrogation by US Forces upon request. Liaison should be maintained with Chieu Hoi Centers and other GVN agencies likely to receive returnees to insure that knowledgeable returnees are interrogated.

7. HANDLING AND EVACUATION. a. Capturing units will tag detainees using USARV Form 365 (Detainee Card) as soon as they have been disarmed, secured, and segregated. The Detainee Card will remain with the detainee until final disposition is accomplished. Capture data must be as complete as possible to assist in interrogation and classification.

b. Upon completion of interrogation, MID interrogators will complete Part I and applicable portions of Part II of USARV Form 364 (Detainee Report Card). This form will be prepared in triplicate for PWs and in duplicate for all other detainees. Item 1, Part II must be signed by an officer. If there is no officer in the Brigade MID,

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Appendix 3 (Detainees) to Annex B (Intelligence) to Americal Division  
Field SOP (Continued)

no entries will be made in Part II before forwarding to the Division collecting point. Upon completion of interrogation and classification all copies will be given to the CIC of the PW collecting point.

c. Disposition of detainees from brigade collecting points will be made by Military Police as follows:

(1) Innocent civilians will be returned to the point of capture and released or released to GVN officials in the district where they were captured.

(2) Prisoners of war will be evacuated to the Division collecting point for further interrogation and evacuation to the III MAF collecting point.

(3) Civil defendants will be released to GVN officials for trial. Brigades without an SJA available will forward USARV Form 364, one copy of the interrogation report and any other related papers to the Division SJA for action. Upon concurrence of the SJA, the detainee will be released to GVN officials by the Brigade. If the SJA does not concur, the detainee will be reclassified and handled in accordance with his new classification.

(4) Returnees will be released to the nearest Chieu Hoi Center upon notification by ACofS, G2 that further interrogation by Brigade or Division MID personnel is not required. Preliminary interrogation reports submitted in accordance with paragraph 9c below will be expedited to allow a rapid determination of the need for further interrogation.

(5) Doubtful cases will be referred to Brigade or Division SJAs who will grant PW status or refer the case to a Military Tribunal in accordance with MACV Dir 20-5. Disposition will be in accordance with the classification assigned by the Tribunal.

(6) PWs and, if the Brigade does not have an SJA available, civil defendants and doubtful cases will be evacuated to the Division collecting point within 48 hours from their arrival at the Brigade collecting point. Units desiring to retain detainees in excess of 48 hours for exploitation will request authorization from ACofS, G2 Americal Division. Request will contain full identifying data, a summary of information obtained and plans for and expected results of exploitation.

d. Detainees may voluntarily accompany units on operations for the purpose of leading them to enemy units, installations, caches, etc. or to identify enemy personnel. However, all possible measures will

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Appendix 3 (Detainees) to Annex B (Intelligence) to Americal Division  
Field SOP (Continued)

be taken to prevent their escape since escaped detainees are a valuable source of intelligence to the enemy. As a minimum, protective measures will include keeping the detainee under the personal supervision of an armed guard. The guard will be assigned no duties other than guarding the detainee and will be instructed to use all necessary force to prevent the detainees' escape.

e. Normally, detainees requiring medical care will be treated by the first medical facility in the medical evacuation system. The Provost Marshal will designate units to provide the required guards during the periods of medical treatment and/or hospitalization. If USARV Form 365 has not been completed, MP guard personnel will complete this form as soon as practical. Subsequent evacuation will be made as follows:

- (1) PWs requiring additional and/or definitive medical care will be evacuated through normal medical channels.
- (2) All other ambulatory detainees will be released to GVN officials for disposition following final status determination.
- (3) Final status determination will be made on all detainees prior to release to GVN officials to preclude release of PWs.

8. CRITERIA FOR CLASSIFICATION. a. Detainees will be classified in accordance with the definitions in para 3 above. However, it must be realized that classification may be difficult to apply in certain cases. A degree of judgement by the interrogating officer will be required. This judgement should be based on an appreciation of all the facts gained from the interrogation and other sources. In questionable cases, consideration should be given to:

- (1) Whether the individual performed willingly or under duress.
- (2) Whether the individual performed continually or in isolated instances.
- (3) Whether the individual made any attempt to avoid assisting the Viet Cong.
- (4) Whether the individual was cooperative and truthful or evasive in answering questions.
- (5) The age of the individual at the time of the act(s).
- (6) Any other facts which tend to indicate the individual's degree of involvement in Viet Cong activities.

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Appendix 3 (Detainees) to Annex B (Intelligence) to Americal Division  
Field SOP (Continued)

b. A major factor for determination of status is the act being performed by the detainees at the time of capture. Capture data on Detainee Cards must be completed in sufficient detail to allow interrogators to make an intelligent determination as to the status of the detainee. Interrogation reports should contain the detainee's version of the circumstances of capture.

c. Maximum use should be made of blacklists and GVN agencies such as National Police and the Military Security Service to assist in verifying the information obtained from the detainee.

d. Classification should be made by Brigade interrogating officers prior to forwarding to the Division collecting point. This can normally be done within the time limits established by para 7c(6) above. If classification cannot be made within these time limits, the detainee should be sent to the Division collecting point for more detailed interrogation. When detainees are forwarded in this manner, the classification and signature blocks on USARV Form 364 (Detainee Report Form) should be left blank and a detailed interrogation report forwarded with the detainee.

9. REPORTS. a. The number of detainees taken in an action will be reported as part of the spot report of that action.

b. Returnees and very important human sources will be spot reported to the DTCC using the format in Tab A.

c. Brigades will prepare preliminary interrogation reports (PIR) on all NVA and VC PWs, military returnees, returnees identified as political cadre and all other detainees possessing information of intelligence or counterintelligence interest. PIRs will be prepared on MACV Form 370-1EV. (If forms are not available, PIRs will be prepared in the same format and contain the same information as MACV Form 370-1EV).

(1) PIRs will be numbered according to the standard MACV interrogation report numbering system. Report numbers will consist of the originator's numerical unit designation, the number of the report assigned serially by calendar year, and the last two digits of the calendar year, followed by the name of the operation during which they were captured, if applicable. For example, report number 181-401-67 (Malheur) would represent the 401st PIR prepared by the 181st Military Intelligence Detachment during 1967 and indicate that the detainee was obtained during Operation Malheur.

(2) PIRs will be forwarded to this headquarters ATTN: ACofS, G2 in three copies by the fastest means available. One copy will accompany the detainee when evacuated to this headquarters.

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Appendix 3 (Detainees) to Annex B (Intelligence) to Americal Division  
Field SOP (Continued)

d. Significant information obtained from detainees will be spot reported to DTOC G2 representative and included in the next INTSUM. These reports will contain as a minimum, the following identifying data:

- (1) Name/alias
- (2) Rank/position (NVA or VC)
- (3) Unit (NVA or VC) to include complete subordination of unit.
- (4) Date/place of capture/return.
- (5) Capturing unit.
- (6) Disposition of source

e. Results of exploitation of information furnished by detainees and/or the use of detainees to lead US Forces to enemy installations, units, caches, etc., will be spot reported to the DTOC G2 representative and included in the next INTSUM.

f. Detainees will not be included in unit totals unless they are actually evacuated to the Brigade or Division collecting point. Returnees will not be included in unit totals unless they actually turn themselves in to the US military unit. Units will not take credit for returnees who turn themselves in to GVN officials or agencies. Returnees will be reported to local Chieu Hoi officials as soon as they come in to US custody.

10. REQUESTS FOR AUGMENTATION. a. Request for permanent Interrogator/Interpreter augmentation will be submitted through S1, G1 channels in accordance with current directives. Information copies will be forwarded to ACofS, G2.

b. Requests for temporary augmentation will be forwarded to this headquarters, ATTN: ACofS, G2. Request will give as much advance notice as possible and contain, as a minimum, the following information:

- (1) Number and type of personnel requested.
- (2) Date required.
- (3) Estimated length of time required.

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Appendix 3 (Detainees) to Annex B (Intelligence) to Americal Division  
Field SCP (Continued)

- (4) Number of interrogators and interpreters available within the brigade.
- (5) Planned method of employment.
- (6) Other resources available (Counterintelligence Personnel, ARVN I.I Detachments, National Police, Military Security Service, etc.)
- (7) Complete justification for request to include:
  - (a) Number and type of detainees on hand.
  - (b) Number and type of detainees expected.
  - (c) Any additional facts which support the request.

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Tabs: A - Very Important Human Sources Spot Report

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Tab A (Very Important Human Sources Report) to Appendix 3 (Detainees)  
to Annex B (Intelligence) to Americal Division Field SOP

REPORT FORMAT

1. Name/Alias
2. Rank/Position (NVA or VC)
3. Unit/Organization (NVA or VC); complete subordination of his unit; i.e., company, battalion, regiment, division, or infiltration group.
4. Date of Capture/Return.
5. Place of Capture/Return.
6. Capturing Unit.
7. Present Location of Source.
8. Statement of substantive information obtained from source.
9. Major areas and depth of source knowledgeability.
10. Originator's comments (status of interrogation, planned disposition of source, recommended further evacuation and exploitation, etc.)

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Appendix 4 (Air Reconnaissance and Aerial Surveillance) to Annex B (Intelligence) to Americal Division Field SOP

1. REFERENCES.

- a. MACV Dir 95-11 (C)
- b. MACV Dir 381-1 (C)

2. PURPOSE. This appendix enunciates and prescribes responsibilities and procedures for the request of tactical air reconnaissance and aerial surveillance operation in the Americal Division and dissemination of resultant information.

3. GENERAL. This appendix is applicable to all units assigned for operations to the Americal Division and provides guidance to commanders and staffs for obtaining Air Reconnaissance and aerial surveillance support.

4. RESPONSIBILITY. The Air Reconnaissance and Aerial Surveillance effort within the Americal Division is the staff responsibility of the ACofS, G2, exercised through the G2 Air who supervises the requesting, processing, collection, and dissemination of the enemy as visually observed or sensed from the air.

5. PROCEDURES. a. Tactical air reconnaissance and aerial surveillance missions are classified by:

(1) Timing of request (Immediate and Preplanned) Preplanned requirements may be foreseen considerably in advance and should be submitted as soon as the requirement is firm.

(2) Type of Sensor used. Photo, Infrared (Red Haze) and SLAR, Visual.

b. Requests for Tactical air reconnaissance and aerial surveillance may be initiated at any echelon.

(1) Request will be submitted by Brigades to G2 Air using MACV Request Form 248.

(2) Immediate requests will be submitted by the most expeditious means and followed by a hard copy confirmation request to G2 Air.

(3) Preplanned requests will be submitted as far in advance as possible. Seven days should be allowed for the flying unit to accomplish requests upon receipt of priority III target.

(4) Requests should be assigned priorities in accordance with MACV Dir 95-11. If priority assigned by requestor is changed at any echelon, the requestor will be notified.

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Appendix 4 (Air Reconnaissance and Aerial Surveillance) to Annex B (Intelligence) to Americal Division Field SOP (Continued).

(5) Requests not accomplished by the date no longer of value (DNLV) will be automatically cancelled unless a request for extension is received 24 hours prior to DNLV.

(6) Block #10 of MACV Form 248 may be a span of hours or hours and a date. This block however should be left blank unless a valid requirement exists for the aircraft to be on target at a precise time or date.

6. REPORTS. a. Spot or Hot Report: This is a telephonic report rendered by film processing/interpretation unit at the earliest possible moment after interpretation in answer to specific EEI.

b. Immediate Imagery Interpretation Report (IIR): This is a short written report produced in addition to the spot report and contains any additional intelligence information obtained from a more detailed readout.

c. Detailed Intelligence Report. Report rendered by requesting unit II personnel which includes all items of military significance.

(1) Brigade Imagery Interpretation Sections will forward to G2 Air three copies of all II reports rendered.

(2) Imagery Interpretation Section, MID (Prov) will provide subordinate Brigades with three copies of all II reports rendered.

d. Visual Reconnaissance Reports.

(1) Daily VR Report.

(a) Each brigade assigned to the Americal Division will submit daily telephonic report of Visual Reconnaissance. Report will cover 24 hour period with cut off as of 1900 hours to arrive NLT 2000 hours, to G2 Air, (Tel: Americal 495) Tab A (Daily VR Report Format).

(b) Point of reference for reporting will be I CTZ predesignated visual reconnaissance zones. (D&E 1-7).

(c) Negative reports required.

(2) VR Debrief Report.

(a) VR debrief report will be completed by responsible Brigade intelligence personnel immediately upon completion of flight by debriefing pilot and/or aerial observer.

(b) One copy of VR debrief will be forwarded to G2, ATTN: G2 Air.

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Appendix 4 (Air Reconnaissance and Aerial Surveillance) to Annex B (Intelligence) to America] Division Field SCP (Continued)

(c) Debrief reports containing significant information will be Spot Reported to G2, DTCC. Followup debrief report will be sent ASAP, ATTN: G2 Air.

(d) Sample VR Debrief Report at Tab B.

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Tabs: A - Daily VR Report Format  
B - Sample VR Debrief Report

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Tab A (Daily VR Report) to Appendix 4 (Air Reconnaissance) to Annex B  
(Intelligence) to Americal Division Field SOP

DAILY VR REPORT

Line 1. Period covered \_\_\_\_\_ 1900 hours to \_\_\_\_\_ 1900 hours, May 67.

Line 2. Area covered: D1, 2, 3, 4, 5, 6, 7; E1 2, 3, 4, 5, 6, 7.

Line 3. Area of projected coverage for next 24 hour period D(1, 2, 3,  
4, 5, 6, 7); E(1, 2, 3, 4, 5, 6, 7)

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Tab B (Sample Debrief VR) to Appendix 4 (Air Reconnaissance) to Annex B  
(Intelligence) to Americal Division Field SOP

VR DEBRIEF

DATE \_\_\_\_\_

AREA \_\_\_\_\_

OBSERVER \_\_\_\_\_

PILOT \_\_\_\_\_

AIRCRAFT \_\_\_\_\_

TAKEOFF \_\_\_\_\_

LAND \_\_\_\_\_

GROUNDFIRE RECEIVED

YES

NO

COORDINATES

TYPE

CAL

NO RDS

HITS

TIME

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SIGNIFICANT SIGHTINGS

COORDINATES

DESCRIPTION

TIME

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Appendix 5 (Long Range Reconnaissance Patrol (LRRP)) to Annex B (Intelligence) to Americal Division Field SOP

1. MISSION. The LRRP mission is to enter a specified area not under friendly control to observe and report enemy disposition, installations, and activities; to locate potential landing and drop zones; and to request and adjust fires upon profitable enemy targets.

2. RESPONSIBILITIES. ACofS, G2, Americal Division, is responsible for the employment of the LRRP elements in support of the division and will coordinate requests by brigades for LRRP teams.

3. CAPABILITIES AND LIMITATIONS. a. Capabilities:

(1) Be committed in a planned location in unfriendly areas by land, water, air, or stay-behind methods.

(2) Operates effectively in enemy areas for periods of several days.

(3) Establishes communications between operating patrols and control headquarters directly or through aerial or ground relay.

(4) Equipped and trained to operate in any area of operations.

(5) Be recovered by air, water, land, or by link-up using evasion and escape techniques.

(6) Operate with austere logistical support.

(7) To request and adjust artillery and TAC air strikes.

b. Limitations:

(1) In area of operations, patrol immobility is normally limited to foot movement.

(2) Use of radio makes patrol vulnerable to enemy detection.

(3) Delivery and extraction in enemy areas are difficult because of requirements for secrecy, timeliness, security, and accuracy of locations.

(4) Organic medical capability is limited to individual first aid.

(5) Approximately one-half of the LRRP teams will be available for operations at all times.

## Appendix 5 (Long Range Reconnaissance Patrol (LRRP)) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

4. CONCEPT OF EMPLOYMENT. Normally the LRRP receives its mission 72 hours prior to the planned insertion. After the patrol leader has been given the patrol order and has conducted a map reconnaissance, he makes an air reconnaissance and formulates his order to be issued to the patrol. The patrol leader then prepares a briefback for his patrol, LRRP Detachment Mission Commander, and aircraft crew members. The briefback insures that the patrol leader fully understands all aspects of the mission and allows all patrol members the opportunity to clarify points not understood. Either of the Platoon Leaders, Platoon Sergeants or the Detachment Operations Sergeant can be designated as the mission commander.

## 5. EXECUTION. a. Reconnaissance:

(1) An air reconnaissance of the area of operations is made by the Mission Commander, patrol leader(s), and the air-crew members to be involved in the insertion(s). The reconnaissance flight should be conducted at a safe altitude and an aerial surveillance of the overall area should be accomplished using a flight route that will not compromise the specific area of interest.

(2) The number and type of air formations used for the reconnaissance will vary in order to preclude setting a pattern.

(3) The Mission Commander assigns reconnaissance zones (RZs) to each patrol. Points of critical interest are plotted during the reconnaissance to assist in planning routes through the RZ.

(4) Patrols with adjoining RZs will make their reconnaissance at the same time in order to hold the number of overflights to a minimum and thus deceive the enemy as to the actual area of operations.

(5) The Mission Commander, together with the Patrol Leader, selects the primary LZ and one or more alternates. The alternates may be used for false insertions or as a future pickup zone (PZ). Reconnaissance flight routes are flown to permit all members adequate time in to plot their LZs but in such a way that it appears as an overflight rather than as a reconnaissance. Formations will be open and varied to permit observation without endangering the formation.

(6) Upon completion of the reconnaissance, the aviators and LRRP will meet to finalize the plan prior to insertion.

## b. Insertion:

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Appendix 5 (Long Range Reconnaissance Patrol (LRRP)) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

(1) Actual insertion is accomplished by helicopter, vehicle, foot, or boat.

(2) First or last light should be used as the time for insertion.

(3) Thirty minutes prior to loading, the LRRP and aircREW will make final coordination.

(4) Insertion of the LRRP will be by three troop-carrying and two armed helicopters. One slick is used for command and control (C&C), one for the LRRP, one slick is a recovery aircraft and has a medic aboard. The two armed aircraft engage targets as directed by the C&C aircraft.

(5) The Mission Commander is responsible for inserting the LRRPs.

(a) The LRRP aircraft immediately reports any enemy activity on the LZ.

(b) If there is enemy activity on the LZ the recovery aircraft extracts the LRRP.

(c) The Mission Commander directs the armed aircraft to engage targets.

(6) Contour flying will be used for the final 1/2 to 3/4 miles of the flight to the LZ.

(7) The LRRP exits from one side of the aircraft and immediately seeks concealment.

(8) If the insertion aircraft is downed and an extraction cannot be made, the aircREW become members of the LRRP and execute E&E until evacuated.

c. Patrol procedures: The conduct of the patrol is in accordance with FM 21-50, Chap 4, Sec II-VII; FM 21-75, Part I, Chap 9 and Part II; FM 21-76, Chap 1-5, Chap 6, Sec I and IV; and USARV Pam No. 525-1 (C) Sec III, para 4.

d. Extraction:

(1) The most common means of extracting is the airmobile extraction; however, other methods may be employed as with insertion. Extraction is controlled by the Mission Commander.

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Appendix 5 (Long Range Reconnaissance Patrol (LRRP)) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

(2) The LRRP should be extracted from an area different than the LZ where it was inserted.

(3) The date and time of extraction is included in the initial patrol plan.

(4) The LRRP reports its position and the Forward Air Controller (FAC) proceeds to the patrol locations to pinpoint the patrol visually or by FM homing. The FAC keeps the area under surveillance and controls air strikes if needed.

(5) Aircraft support for the extraction is based on the same considerations as for the insertion.

(6) Gunships are turned over to the control of the FAC if the closeness of the enemy prevents TAC airstrike support.

(7) When conditions permit, the Mission Commander directs the recovery aircraft to orbit outside the immediate area and he proceeds over the PZ accompanied by the pickup aircraft.

(8) The Mission Commander directs the gunships to position themselves to protect the extraction aircraft. If the extraction aircraft is downed, it becomes the focus of rescue operations.

(9) The rope ladder, aluminum ladder, McGuire Rig, and hoist may be used to extract the LRRP.

e. Brigades will submit their requests for LRRPs to Americal Division G2 NLT seventy-two hours prior to planned insertion time. Shorter reaction time is possible, however, seventy-two hours will be the desired time.

f. Normally LRRPs will remain under OPCON of Americal Division G2 while operating in or beyond the Division Reconnaissance Zone.

g. If a patrol is operating within a Brigade AO, the Brigade will have OPCON of the patrol.

h. LRRPs will not be used to conduct local or medium range reconnaissance within a Brigade AO.

6. FIRE SUPPORT: a. Air. LRRPs may be employed in areas beyond the supporting range of friendly artillery and must therefore rely on TAC airstrikes. These airstrikes will be controlled by USAF FAC.

(1) LRRP teams are trained in designating and marking targets for FACs.

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Appendix 5 (Long Range Reconnaissance Patrol (LRRP)) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

- (2) FAC can also act as a communications relay.
  - b. Artillery. LRRP teams are trained in artillery adjustment procedures. Coordination of artillery fires for LRRP support will be accomplished by the Mission Commander and the Division FSE.
    - (1) LRRP AOs will be designated "No Fire Zones" during the period of the mission.
    - (2) Code words will be used to validate the fire request.
  - c. Armed Helicopter Support (Gunships). The LRRP team is trained in directing fires of gunships. The USAF FAC can also assist the LRRP by controlling the gunships if the situation makes this necessary. The gunship crews will be thoroughly briefed on the LRRP operations and the current situation.
  - d. Naval gunfire support normally will not be used.

7. READY REACTION FORCE. A ready reaction force (RRF) is essential to LRRP operations, either to support the LRRP in its extraction or to act as an exploitation force. In either instance, the RRF Commander will be thoroughly briefed prior to his force being committed. The Division RRF will also have the mission of being the LRRP RRF. In the event contact is lost with a LRRP and can not be regained within four hours, a RRF will proceed to the last known location of the patrol.

8. AVIATION SUPPORT. The number of aircraft necessary to support LRRP operations will depend on the number of patrols being inserted or extracted. As a rule, the following will be available for each mission.

- a. UH1 (Slicks).
  - (1) One slick for command and control (C&C) can be used as additional recovery aircraft if command and control personnel are kept to a minimum.
  - (2) One slick for each LRRP being inserted.
  - (3) One slick for use as a recovery ship for each insertion helicopter used.
- b. UH1 (Gunships). One light fire team for each LRRP being inserted.
- c. O-1 or O-2 for FAC or radio relay.

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Appendix 5 (Long Range Reconnaissance Patrol (LRRP)) to Annex B (Intelligence) to American Division Field SOP (Continued)

d. Coordination:

- (1) The aviators that make the reconnaissance must make the insertion.
- (2) The same aviators should work continually with the LRRP Detachment to enhance coordination and teamwork.
- (3) Sufficient aircraft will be available to transport the RRF and provide gunship support.
- (4) Aviators will attend the patrol leader briefback and as many of the crew as possible will participate in the reconnaissance.
- (5) Practice insertions will be made in conjunction with training to insure better coordination and to improve techniques during actual insertions.

9. TRAINING. See Division Training Regulation 350-1.

10. COMMUNICATIONS. The LRRP Detachment Commander is responsible for establishing communications with deployed LRRPs and to higher headquarters. If radio contact is lost, a C&C ship will attempt to make contact within four hours.

11. PERSONNEL. a. Leaves and R&R will be coordinated so that complete LRRPs are absent at one time. This helps to alleviate mixing of patrols in order to maintain the maximum number of operational LRRPs.

b. Replacements will be handled in accordance with the Division SOP.

c. Whenever possible, indigenous personnel will be incorporated with LRRPs in pairs.

d. Awards and decorations will be administered in accordance with the Division SOP.

12. ORGANIZATION. MTOE 7-157E

13. REPORTS. a. Spot reports will be rendered in accordance with Division SOP.

b. SITREPS will be called every two hours on the even hour from 0600 to 1800, and once every hour on the hour from 1800 to 0600.

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Appendix 5 (Long Range Reconnaissance Patrol (LRRP)) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

c. A Patrol Debriefing Report will be submitted to ACofS, G2 not later than twelve hours after the LRRP has been extracted. At Tab A is a sample Patrol Debriefing Report.

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Tab A - Patrol Debriefing Report

B - Long Range Reconnaissance Patrol Situation Report

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Tab A (Patrol Report) to Appendix 5 (LRRP) to Annex B (Intelligence) to  
American Division Field SOP

PATROL DEBRIEFING PROCEDURE

Immediately upon the completion of a LRRP mission, all members of the patrol will be debriefed individually and in detail. The following format is for the use of the operations officer in conducting the debriefing and recording the information obtained.

PATROL REPORT

(Designation of Patrol)

TO \_\_\_\_\_

MAPS \_\_\_\_\_

- a. Size and composition of patrol.
- b. Task.
- c. Time of departure.
- d. Time of return.
- e. Routes (out and back).
- f. Terrain. Description of the terrain - dry, swampy, jungle, thickly wooded, high brush, rocky, deepness of ravines and draws, condition of bridges, trails and roads in the area.
- g. Enemy. Strength, disposition, condition of defense, equipment, weapons, attitude, morale, exact location, movements and any shift in disposition; time activity was observed, coordinates where activity occurred.
- h. Any map corrections.
- i. Miscellaneous information.
- j. Results of encounters with enemy. Enemy prisoners and disposition, identifications, enemy casualties, captured documents, and equipment.
- k. Condition of patrol, including disposition of any dead or wounded.
- l. Conclusions and recommendations. Include comments concerning the extent of task accomplishment, and recommendations as to patrol equipment and tactics.

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Tab A (Patrol Report) to Appendix 6 (LRP) to Annex B (Intelligence) to  
American Division Field SOP (Continued)

m. Additional remarks by debriefer.

SIGNATURE	GRADE/RANK	ORGANIZATION
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Tab B (Long Range Reconnaissance Patrol Situation Report) to Appendix 5  
(LRRP) to Annex B (Intelligence) to Americal Division Field SOP

LONG RANGE RECON PATROL SITUATION REPORT

This report will be submitted at 2400H by telephone or FM secure net each night. A negative report will be submitted.

A. INSERTIONS

Designations	Strength	Time Inserted	Coordinates	Method
--------------	----------	---------------	-------------	--------

B. EXTRACTIONS

Designations	Time Extracted	Coordinates	Method
--------------	----------------	-------------	--------

C. PATROL LOCATIONS (As of 2400H hours)

Designation	Coordinates
-------------	-------------

D. PLANNED INSERTIONS

Designation	Strength	Time	Coordinates of AO	Method
-------------	----------	------	-------------------	--------

E. PLANNED EXTRACTIONS

Designation	Time	Coordinates	Method
-------------	------	-------------	--------

F. SIGHTINGS

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Appendix 6 (Map Distribution and Storage) to Annex B (Intelligence) to  
Americical Division Field SOP

1. REFERENCES.

- a. AR 117-1
- b. FM 54-2
- c. FM 101-10-1
- d. MACV Dir 117-1
- e. USARV Reg 117-5

2. RESPONSIBILITIES. a. ACofS, G2 supervises procurement, distribution, and storage of maps.

b. ACofS, G2 projects unit boundaries for planned operations and recommends type, scales, and distribution.

c. Americical Division Support Command obtains bulk stocks of maps, makes distribution to Division units, and stores Division map requirements (Tab A).

d. Units maintain inventory of maps as required in Tab A to provide coverage of unit AO and possible areas of employment.

3. PROCUREMENT. a. Units request maps on DD Form 1150-1 or DA Form 3161. Requisitions will be submitted in 3 copies as follows:

(1) Requisitions for five copies or less of unclassified map sheets of Quang Ngai, Quang Nam, or Quang Tin Provinces will be submitted directly to the Support Command Map Depot.

(2) Requisitions for classified maps, map sheets outside Quang Ngai, Quang Nam, or Quang Tin Provinces, or for more than five copies of any map sheet will be submitted as follows:

THRU:	ACofS, G2	TO:	Americical Support Command
	Americical Division	23rd S&T Battalion	
	ATTN: G2 Air	ATTN: Map Depot	
	APO 96374	APO 96374	

4. STORAGE AND SAFEGUARDING. Classified maps will be stored and safeguarded in accordance with existing security regulations.

5. DISPOSAL. a. Obsolete and damaged maps and charts will be destroyed by burning.

b. Commanders holding usable maps and charts in excess of their needs will request disposition instructions from this headquarters.

6. MAP DEFECTS AND RESTRICTIONS. a. JOGs (A) and (G).

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Appendix 6 (Map Distribution and Storage) to Annex B (Intelligence) to  
American Division Field SOP (Continued)

(1) The RVN-LAOS border, as shown on the AMS Series L7014 and L7015, Vietnam and Laos, 1:50,000 scale maps, is the most accurate depiction of the boundary available and correctly portrays the military operational boundary. The RVN-LAOS boundary portrayal on the Series 1501, 1:250,000 scale JOGs (A) and (G) agrees with the 1:50,000 scale depiction with the exception of seven small areas of misalignment on sheet NE 48-16.

(2) The areas of misalignment are between the following UTM coordinates: XD899203 to XD904214; XD918217 to XD932221; YD010186 to YD016210; YD014163 to YD023148; YD030140 to YD043122; YD156041 to YD167042; and YD185032 to YD205035.

(3) The appropriate 1:50,000 scale maps will be consulted prior to using sheet NE 48-16 JOG (A) and (G) in operations along the border areas listed.

b. Pictomaps.

(1) The AMS Series L8020, Pictomap, 1:25,000 scale is a supplement to the standard tactical map, Series L7014, Vietnam, 1:50,000 scale.

(2) Due to the photographic process by which the Pictomap is printed, certain inherent distortions result in the inaccuracy of distances and coordinates.

(3) Pictomaps will NOT be used for the following purposes:

(a) Situations which require exact coordinate locations such as adjustments or registration of supporting arms fires and reporting locations.

(b) Map reference in operations plans and orders.

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Tabs: A - Map Stockage  
B - Standard Maps and Charts  
C - Map Depot Large Scale Map Stockage

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Tab A (Map Stockage) to Appendix 6 (Map Distribution and Storage) to  
Annex B (Intelligence) to Americal Division Field SOP

1. INITIAL ISSUE. The following table indicates the number of copies of map sheets authorized by type units for initial issue only.

INITIAL ISSUE TABLE

<u>TYPE UNIT</u>	<u>SMALL SCALE MAPS</u>	<u>MEDIUM SCALE MAPS</u>	<u>LARGE SCALE MAPS</u>
	<u>STANDARD 1:1,000,000</u>	<u>Standard 1:250,000</u>	<u>Standard 1:50,000</u>
Division	25	250	1200
Infantry Brigades	10	100	500
Airborne Brigades	4	75	600
Division Artillery	10	100	500
Support Command	5	50	250
Sep Bn/Squadrons	5	25	150
Sep Cos/Detachments	3	10	25

2. REPLENISHMENT. Units are authorized to replenish map inventories at a rate not to exceed 20% of the initial issue per month.

3. STOCKAGE LEVELS. a. Units will procure and maintain on inventory the number of copies of large scale map sheets indicated in the table below to cover their AOs and possible areas of employment. When unit inventories fall below the reorder point, replenishment will be made to bring the inventory back up to the level indicated.

STOCKAGE LEVEL AND REORDER TABLE

	<u>Minimum Inventory</u>	<u>Reorder Point (1:50,000 only)</u>
Division Map Depot	700	600
Infantry Brigade	300	200
Airborne Brigade	300	200
Division Artillery	300	200
Sep Bn/Squadrons	50	0

b. Distribution within units is outlined in FM 101-10-1.

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Tab B (Standard Maps and Charts) to Appendix 6 (Map Distribution and Storage) to Annex B (Intelligence) to Americal Division Field SOP

1. SMALL SCALE.

- a. Series 1206, Continental Southeast Asia 1:2,500,000
- b. Series 1301, International Map of the World (IMW) 1:1,000,000
- c. Series 1306, East Asia Road Map 1:1,250,000
- d. USAF Global LORAN Navigation Chart (CLC/GNC) 1:5,000,000
- e. USAF Jet Navigation Chart (JN) 1:2,000,000
- f. USAF Operational Navigation Chart (ONC) 1:1,000,000
- g. USAF Pilotage Chart (PC) 1:500,000
- h. USAF Escape & Evasion Charts (E&E) 1:500,000 & 1:250,000

2. MEDIUM SCALE.

- a. Series 1501, Joint Operational Graphics - Ground JOG (G) 1:250,000
- b. Series 1501, Joint Operational Graphics - Air JOG (A) 1:250,000
- c. Series L509P, Plastic Relief Maps, 1:250,000

3. LARGE SCALE

- a. Series L7014, Vietnam 1:50,000
- b. Series L7015, Laos 1:50,000
- c. Series L8020, Pictomaps, 1:25,000
- d. Series L909, City Maps, 1:12,500
- e. Series L701, Provisional Trig List, 1:50,000

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Tab C (Map Depot Stockage) to Appendix 6 (Map Distribution and Storage)  
to Annex B (Intelligence) to Americal Division Field SOP

The Americal Division Map Depot will maintain on inventory the following listed 1:50,000 series L7014 map sheets. These map sheets noted with an asterisk will be stocked in 700 copies with a reorder point of 600. Those map sheets without asterisks will be stocked in 500 copies with a reorder point of 400, ALL SHEETS INDEX L7014.

6440 I	6541 III	6641 III
6440 II	6637 I	6737 I
6441 II	6637 IV	6737 IV
6538 I	*6638 I	*6738 I
6538 II	*6638 II	*6738 II
6538 III	*6638 III	*6738 III
6538 IV	*6638 IV	*6738 IV
*6539 I	*6639 I	*6739 I
6539 II	*6639 II	*6739 II
6539 III	*6639 III	*6739 III
6539 IV	*6639 IV	*6739 IV
*6540 I	*6640 I	*6740 III
*6540 II	*6640 II	6740 IV
6540 III	*6640 III	6837 IV
6540 IV	*6640 IV	*6838 III
6541 II	6641 II	*6838 IV

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Appendix 7 (Weather and Terrain) to Annex B (Intelligence) to Americal Division Field SOP

1. REFERENCES.

- a. AR 115-10
- b. AFR 105-3

2. WEATHER. a. General: The purpose of weather support is to provide weather forecasts and information in support of present and future operations. This information will be used to determine the effect of the weather on present or future operations.

b. Execution:

(1) The following information will be disseminated to ACofS, G2, Staff agencies, and subordinate commands.

(a) Twenty-four hour forecasts for Chu Lai and Duc Pho areas at 0630 and 1500.

(b) Weather warnings for the following phenomena: tornadoes, severe thunderstorms, typhoons, tropical storms, surface winds exceeding 34 knots, and heavy rains.

(c) Climatological weather annexes to intelligence estimates.

(d) Tailored weather forecasts for areas of operation of the Division.

(e) Weather summaries for specific dates.

(f) Tide data for Chu Lai and Duc Pho area.

(g) Illumination data for areas of operation.

(h) Monthly climatological summary for Americal Division area.

(2) Weather information at the brigade level is relayed to the interested agencies through weather teams who also provide the Staff Weather Officer with detailed weather observations used as a basis for forecasts.

3. TERRAIN. a. General: The purpose of terrain intelligence is to remove uncertainties regarding the effects of climate, weather, and terrain upon a contemplated operation. It will facilitate operational planning for a commander and his staff and provide a basis for conclusions concerning a commander's EEI.

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Appendix 7 (Weather and Terrain) to Annex B (Intelligence) to Americal  
Division Field SOP (Continued)

b. Execution:

- (1) The following information will be reported to ACofS, G2, as expeditiously as possible:
  - (a) Roads and trails approaching, traversing, and connecting suspected or known VC bases and installations not listed on available maps.
  - (b) Location of critical fords, bridges, and ferries; information on streams at their flood stages.
  - (c) Areas where drinking water is not available.
  - (d) Areas where foot travel is difficult or impossible.
  - (e) Availability and suitability of potential helicopter landing sites.
  - (f) Location of all villages and hamlets not listed on available maps.
  - (g) Areas with food, shelter, and salt.
  - (h) Areas that provide labor and troops.
  - (i) Areas where factories, hospitals, etc., are located.
  - (j) Changes of obstacles to movement by foot or vehicle.
  - (k) Changes of status of bridges and availability of bypasses and fords along proposed MSRs.
  - (l) Changes of fords at major streams.
  - (m) Significant errors or omissions on maps.
- (2) Other Information which would update existing maps or terrain studies will also be forwarded through channels to ACofS, G2.

c. Available Terrain Information:

- (1) The following types of terrain information are available:
  - (a) Key terrain features including information are available.
  - (b) Drainage pattern.

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Appendix 7 (Weather and Terrain) to Annex B (Intelligence) to Americal  
Division Field SOP (Continued)

- (c) Lines of communication including roads and trails and their condition.
- (d) Zones of entry.
- (e) Avenues of approach.
- (f) Cross-country movement.
- (g) Surface materials.
- (h) Vegetation.
- (i) Coastal hydrography.
- (j) Cultural features which affect movement across the terrain.

(2) Requests for terrain information will be made through intelligence channels to ACofS, G2.

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Appendix 8 (Radio Research Company, Provisional) to Annex B (Intelligence)  
to Americal Division Field SOP

1. REFERENCES.

- a. AR 10-122 (C)
- b. AR 220-82
- c. FM 32-20
- d. MACV Dir 381-11, dtd 5 Mar 67

2. GENERAL. Radio Research Company (RR Co) provides normal radio research support and secure CRITICOM nets with subordinate detachments and higher headquarters. It exercises technical operational control of detachments assigned/attached to the Brigades.

3. ORGANIZATION AND SUPPORT RELATIONSHIP. a. The RR Co is organized as follows and provides support to unit indicated:

<u>RR UNIT</u>	<u>SUPPORTED COMMAND</u>
HQ, RR Co (Prov)	HQ, Americal Division
Det 1	196th LIB
Det 2	198th LIB
Det 3	11th LIB

b. Supported Command/RR Relationship: The supported command provides the Direct Support Unit (DSU) with EEI. RR DSUs satisfy the EEI through organic or general support resources in the 313th RR Bn. Supported commands may not direct technical aspects of DSU resources or utilize technical personnel out of MOS.

c. Operational control for the detachments is from the Detachments to the Radio Research Company. RR Co may communicate directly with higher headquarters within the 313th RR Bn for technical assistance as outlined in 313th RR Bn SOP.

d. Command control of all detachments and HQ, RR Co rests with CO, 313th RR Bn.

4. SECURITY. Physical security of RR facilities will be provided by the supported command less internal security for restricted area compounds.

5. CAPTURED ENEMY DOCUMENTS. Selected documents, equipment, and personnel (i.e. crypto and unique signal items) will be screened by RR personnel for information of interest to the RR community. Close liaison will be maintained with MID to insure expeditious processing of selected documents and material through RR channels to 313th RR Bn.

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Appendix 8 (Radio Research Company, Provisional) to Annex B (Intelligence)  
to Americal Division Field SOP (Continued)

6. REPORTS. Reports will be submitted to higher RR headquarters Americal  
Division as required.

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Appendix 9 (Counterintelligence) to Annex B (Intelligence) to Americal  
Division Field SOP

1. REFERENCES.

- a. FM 30-5
- b. FM 30-9
- c. FM 30-17
- d. AR 380-5
- e. AR 381-12
- f. MACV Dir 380-8
- g. USARV Reg 380-5
- h. USARV Reg 380-8
- i. Ltr, AVHGB-C, HQ USARV, 5 Dec 66, Subj: Counterintelligence Operations Guide.

2. GENERAL. Counterintelligence considerations must be an integral part of the planning for every military operation. All tactical operations should incorporate plans for the reduction of counterintelligence targets in the operational area. Sufficient time and tactical support should be provided to allow complete exploitation and/or reduction whenever possible.

3. COUNTERINTELLIGENCE MEASURES. The use of deception measures must be coordinated with this headquarters except for low level measures such as feints by tactical units. Denial and detection measures may be employed as required without approval except where they are in conflict with current regulation or may affect the operations of adjacent units.

4. EMPLOYMENT OF COUNTERINTELLIGENCE PERSONNEL. a. Counterintelligence agents are assigned to the US Army Military Intelligence Detachment (MID) (Provisional), Americal Division and to the brigade MIDs to perform specialized counterintelligence functions in support of Division units. Employment of counterintelligence sections of MIDs will be in accordance with FM 30-9 and Ltr, AVHGB-C, HQ USARV, 5 Dec 66, Subj: Counterintelligence Operations Guide.

b. Brigades may receive temporary augmentation from the MID (Prov) in support of operations or other areas of operational necessity. Requests for augmentation should be submitted in writing (telephonic requests may be made in emergencies and followed up in writing) 48 hours prior to time required to ACoS, G2. Requests should contain the following information:

- (1) Number of personnel required.
- (2) Inclusive dates required.
- (3) Mission of augmentation personnel.
- (4) Equipment and materiel required with augmentation personnel.

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Appendix 9 (Counterintelligence) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

(5) Number of organic counterintelligence personnel and their planned utilization.

(6) Any additional justification or other pertinent information.

c. Operational control of augmentation counterintelligence agents will remain with the Chief, Counterintelligence Section, Americal Division MID. Augmentation teams will maintain close liaison with intelligence officers of supported units; however, teams will not be absorbed in or temporarily utilized to fulfill or to assist in S2 functions of subordinate units.

5. SAFEGUARDING DEFENSE INFORMATION. Defense information will be safeguarded in accordance with AR 380-5, USARV Reg 380-5 and Americal Division Reg 380-5. Suspected and actual compromises will be reported by the most expeditious means to ACofS, G2, in accordance with Americal Division Reg 380-5.

6. CHALLENGES AND PASSWORDS. a. Challenge and password information will be distributed through AG Message Center channels.

b. Actual or suspected compromise of the challenge and password will be reported by the most expeditious means to ACofS G2.

7. COUNTERINTELLIGENCE SERVICES. Counterintelligence surveys inspections, and checks within brigades will normally be performed by counterintelligence personnel of the Brigade MID. Requests for services for other units and for services outside the capabilities of organic Brigade counterintelligence personnel will be forwarded to this headquarters, ATTN: AVDF-GBCI.

8. PERSONNEL SECURITY INVESTIGATIONS. Personnel security investigations of brigade personnel will be conducted by brigade counterintelligence agents. Personnel security investigations on all other Americal Division personnel will be conducted by the Counterintelligence Section, USA MID (Prov). Results of routine personnel security investigations conducted by brigade counterintelligence personnel may be forwarded through the headquarters to which they are assigned or attached for administration. Adverse loyalty information or other derogatory information developed during personnel security investigations which may affect the security of the command will be immediately reported to this headquarters, ATTN: AVDF-GBCI.

9. ESPIONAGE, SABOTAGE, SUBVERSION, OR DISAFFECTION. Actual or suspected acts of espionage (including SAEDA), sabotage, subversion, or

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Appendix 9 (Counterintelligence) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

disaffection will be immediately reported to this headquarters, ATTN: AVDF-GBCI. Investigations of these incidents will be conducted by trained counterintelligence personnel.

10. CONTROL OF LOCAL NATIONALS. Local nationals employed by Americal Division units will be controlled in accordance with MACV Dir 380-8 and Americal Division Reg 690-5. Suspicious activities or excessive absenteeism on the part of indigenous employees will be reported to this headquarters, ATTN: AVDF-GBCI.

11. HUMAN SOURCES. Sources recruited by Brigade MIDs will be reported to this headquarters, ATTN: AVDF-GBCI using the format at Tab A. Reports will be classified at least CONFIDENTIAL and will be transmitted by registered mail or BY SAFE HANDS. The inner envelope will be marked TO BE OPENED BY ADDRESSEE ONLY. NOT TO BE OPENED BY MESSAGE CENTER PERSONNEL.

12. REPORTS. Units will spot report the following:

- a. Actual or suspected compromise of challenge and password.
- b. Actual or suspected acts of espionage (Including SAEDA), sabotage, subversion, or disaffection.
- c. Actual or suspected defection of US personnel.
- d. Knowledgeable AWOLs.
- e. Return of missing US personnel.

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Tab A - Source Report

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Tab A (Source Report) to Appendix 9 (Counterintelligence) to Annex B  
(Intelligence) to Americal Division Field SOP

(Classification)

1. Name (to include AKAs and aliases)
2. DPOB
3. Date of acquisition.
4. Purpose of acquisition.
5. Source control number (if coded source).
6. Political affiliation.
7. Martial status.
8. Religion.
9. Occupation.
10. Name Trace: Yes        No
11. Access.
12. Placement.
13. Potential.
14. Salary.
15. Remarks.

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Appendix 10 (Enemy Body Count) to Annex B (Intelligence) to Americal Division Field SOP

1. REFERENCES. There are no known references.
2. PURPOSE. To accurately account for enemy casualties and to provide the basis for an estimate of enemy strengths, losses, capabilities and vulnerabilities.
3. RESPONSIBILITY. Each brigade is responsible for reporting all enemy killed within its AO or TAOR by organic, attached, and supporting units, and by units under their operational control.
4. DEFINITIONS. Enemy killed in action will be accounted for as either NVA or VC Killed in Action (KIA). The term KIA is reserved exclusively for enemy whose bodies have been confirmed. Confirmation will consist, as a minimum, of visual examination of the body from a distance of less than 50 feet. There is no longer a category of "PROBABLE" kills.
5. PROCEDURES. a. The official accounting document for enemy killed in action is the Americal INTSUM. The following accounting procedures will be used:
  - (1) Enemy killed will be credited to the brigade whose attached, assigned, or supporting units make the kills. Kills made by units under operational control will be credited to the brigade which has operational control. The parent brigade may report kills made by an organic unit under operational control of another unit but the report will be preceded by the statement: "FOR INFO ONLY, NOT CREDITED."
  - (2) Kills made by units under Division control (as opposed to Brigade control) will be credited to the Brigade in whose AO the kill is made, or to the AO nearest the kill.
  - (3) Enemy killed by Americal units. Artillery and/or air in support of non-divisional (US/FWMAF/RVNAF) operations or in reaction to a request for assistance from these forces and reported by these forces will not be credited to Americal units. Such kills may be reported by the brigades involved but will be preceded by the statement: "FOR INFO ONLY, NOT CREDITED." The above rule applies unless the supported forces fail to report and claim credit for the kills. In this event, the Americal brigade providing support and/or nearest the action (in case of artillery/air support) will claim credit and report the kills.
  - (4) Enemy killed by artillery or air will be credited to the Brigade responsible for the area or nearest the area where the bodies are located regardless of what artillery unit fires the mission or air support provided. When it is possible to identify enemy bodies as having been killed by artillery or air the report will reflect "KILLED BY ARTILLERY" or "KILLED BY AIR."

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Appendix 10 (Enemy Body Count) to Annex B (Intelligence) to Americal  
Division Field SOP (Continued)

6. OTHER. Cases not covered in the procedures specified above will  
be referred to the G2 TOC Duty Officer.

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Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP

1. REFERENCES.

- a. III MAF Force O 443820.2, dtd 1 Apr 67
- b. III MAF Force O 5213.2, dtd 12 Apr 67
- c. MACV Dir 335-22 (S)
- d. USARV Reg 380-5
- e. III MAF Msg, Unclas, DTG 050152Z July 1967
- f. III MAF Msg, (C), DTG 180706Z Feb68

2. INTELLIGENCE SUMMARY, SHORT TITLE (INTSUM). Cut off effective 1900H daily, and forwarded to reach this headquarters NLT 2300H. (See Tab A).

3. TELEPHONIC INTELLIGENCE REPORTS, SHORT TITLE (SPOT REPORT). Submitted to ACofS, G2 (TOC) on significant incidents as they occur. (See Tab B).

4. LONG RANGE RECON SITREP REPORT. Submitted to reach this headquarters NLT 2400 daily. Negative reports are required. (See Tab C).

5. BASE AREA DENIAL. A consolidated report of MACV Assigned Base Areas to be submitted to III MAF COC G2, the first day of each month as of the last day of the preceding month. (See Tab D.) (Published separately)

6. LOC REPORT. Overlay (1:500,000) submitted on first day of each month as of the last day of the preceding month, current classification as red, amber, or green. For definitions of classification see Tab E.

7. KIT CARSON SCOUT REPORT. Report on program for employing returnees on tactical operations to be submitted by the 1st and 16th of each month to ACofS, G2. Reporting periods are 1st - 15th and 16th - last day of the month. (See Tab F).

8. DETAINEE REPORTS. Cover a 24-hour period as of 1700H will be submitted telephonically to the Division G2 (TOC) by 1800H. Negative reports required. (See Tab G).

9. CURRENT ENEMY HOLDING REPORTS. Included in paragraph 8 of unit intelligence summaries (INTSUMs) on a weekly basis, every Tuesday, (See Tab H).

10. CLEARANCE, ACCESS, AND APPOINTMENT ROSTER. Roster will be submitted on USARV Form 152R to this headquarters, ATTN: ACofS, G2 NLT the 10th of each month and correct as of the first of each month. These rosters will reflect commanders, executive officers, key staff officers, liaison officers, authorized couriers, and other individuals whose duties require frequent visits to this headquarters to discuss classified information. (See Tab I).

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Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

- Tabs A - INTSUM Format
- B - Spot Report Format
- C - Recon SITREP Format
- D - Base Area Denial Format (Published separately)
- E - Lines of Communication C/A
- F - Kit Carson Scout Report Format
- G - Detainee Report Format
- H - Current Unit Holdings Report Format
- I - Clearance, Access, and Appointment Roster

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Tab A (INTSUM Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP

\*1. Issuing Unit and INTSUM Number.

\*2. Local DTG for beginning and end of reporting period.

\*3. SUMMARY OF ENEMY ACTIVITY.

\*a. Ground Activity.

\*(1) Area of operation (includes the total number of incidents involving any contact with the enemy. Include also the total number of enemy initiated incidents, and the number of enemy initiated by type. In each sub-paragraph, e.g.)

(a) DTG, Unit, Coordinate, complete summary of each incident to include all equipment, weapons w/serial numbers, rice, salt, tobacco, tunnels, structures captured and whether it was evacuated or destroyed.

\*(2) When more than one area of operation.

\*b. Other

(1) Air activity

(a) Air Strikes: Preplanned \_\_\_\_\_ Msns (\_\_\_\_\_ Sorties); Immediate \_\_\_\_\_; Missions \_\_\_\_\_; (\_\_\_\_\_ Sorties); Sky Spots \_\_\_\_\_ Msns (\_\_\_\_\_ Sorties).

(b) Bomb Damage Assessment.

(c) Visual Reconnaissance: \_\_\_\_\_ Sorties: 100% Coverage: \_\_\_\_\_  
Partial: \_\_\_\_\_.

(d) Significant Sightings.

(2) Anti-Air: Incidents of enemy ground fire against aircraft. Report time, A/C unit, type A/C, type mission, coordinates, altitude, type and intensity of fire, number of hits, number of casualties, status of A/C (continues to fly, forced to land, crashed, etc.).

(3) Administration: All corrections to past INTSUMS will be made with reference to the item being corrected. i.e., Ref INTSUM #36-68 para 3 a (1) (6) as reads 2 VC KIA is corrected to read: 1 VC KIA.

4. ENEMY EQUIPMENT AND PERSONNEL AND EQUIPMENT LOSSES.

\*\*a. KIA

(1) NVA (Total for Reporting Period)

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Tab A (INTSUM Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

(2) VC (Total for Reporting Period)

b. Detainees (Total for Reporting Period)

c. NVA PW/VC PW/NVA Returnee/VC Returnee/Civil Defendant/Innocent Civilian (Detainees not classified during reporting period.) (Total for Reporting Period)

\*\*d. Weapons, Individual/weapons, Crewserved. (Total for Reporting Period).

e. Equipment/Facilities; Captured/Destroyed.

(1) Weapons: DTG, Unit, Coordinates, Number and type of wpns with serial number

(2) Equipment: Captured: All equipment captured and evacuated: Destroyed: All equipment destroyed during the reporting period.

(3) Facilities Destroyed: All facilities destroyed during the reporting period.

\*\*These totals, both daily and cumulative, must agree with S3s daily SITREP.

\*5. NEW OBSTACLES AND BARRIERS: Report description of obstacles emplaced during the reporting period, location, estimate of damage, whether or not road is passable.

6. ADMINISTRATIVE ACTIVITIES: Include information on enemy logistics, infiltration routes, lines of communication.

7. NEW IDENTIFICATIONS: Report all new unit identifications of platoon size or greater obtained from "hard" sources (PWs, Documents, Hoi Chanhs) and reliable low level agents. Include all information of intelligence value including: unit identification, location, mission, strength, major weapons, personalities (cadre only), infiltration date (when applicable), equipment and uniforms (if other than normal TO&E; i.e., identifying insignias, flags, special commo equipment, etc.), Composition & Subordination and training and tactics (if other than normal military training and tactics). Add appropriate S2-OB comment evaluating above information.

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Tab A (INTSUM Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

8. ENEMY MOVEMENTS AND LOCATIONS:

a. Enemy movements (Movement of an enemy unit outside of its normal AO) Report all enemy movements of platoon size and larger obtained from "hard" sources (PWs, Documents, Hoi Chanhs, SLAR, IR) and reliable low level agents. Include all information of intelligence value including: unit identification, location, mission, strength, major weapons, personalities (cadre only), infiltration data (when applicable), equipment and uniforms (if other than normal TO&E; i.e., identifying insignias, flags, special commo equipment, etc.), Composition and subordination and training and tactics (if other than normal military training and tactics). Add appropriate S2-OB comment evaluating above information.

b. Enemy Locations (Further confirmation of an enemy unit at a specific location within its normal AO or the relocating of an enemy unit within its normal AO). Report all enemy locations of platoon size and larger obtained from "hard" sources (PWs, documents, Hoi Chanhs, SLAR, IR) and reliable low level agents. Include all information of intelligence value including: unit identification, location, mission, strength, major weapons, personalities (cadre only), infiltration data (when applicable), equipment and uniforms (if other than normal TO&E; i.e., identifying insignias, flags, special commo equipment, etc.), composition and subordination and training and tactics (if other than normal military training and tactics). Add appropriate S2-OB comment evaluating above information.

NOTE: Contact with enemy units. Subordinate units, when possible, should spot report any identification of enemy units in contact to DTOC; this includes preliminary screening of documents and field interrogation of PWs, Hoi Chanhs, etc. This information should be entered with INTSUM entry denoting contact.

9. ESTABLISHED NUMBER AND TYPE OF VEHICLES OR CRAFT:

10. WEATHER AND TERRAIN CONDITIONS:

a. Weather: (Include temperature range, average humidity, precipitation, wind velocity and direction, visibility, and general statement of weather for period).

b. Terrain: (Include the effect of the weather on the terrain).

c. Astronomical Data:

BMNT:

SR:

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Tab A (INTSUM Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

SS:

EENT:

MR:

MS:

**Illumination:**

**11. DISCUSSION OF CAPABILITIES AND LIMITATIONS:**

**12. CONCLUSIONS:**

**13. NUMBER OF INSTANCES OF VIETNAMESE NATIONALS VOLUNTEERING INFORMATION ABOUT VC/NVA DIRECT TO US ARMY:** (Include description of circumstances, to include DTG, friendly unit identification, location by coordinates, details of information furnished, and any follow-up action).

**14. OTHER:** (Include weekly OB changes, specials, wrap-ups, etc, as appropriate.

\* These items will be included in each INTSUM regardless of whether or not there is information to report. Statements such as "7-9 Negative" will be used. All items in the format not marked "\*" may be deleted from the body of the INTSUM in their entirety if no information is reported. Paragraphs will not be renumbered to retain a numerical sequence.

On the first day of each calendar month, the previous month's cumulative totals will be shown in paragraph 14 as shown below:

- a. Total NVA KIA
- b. Total VC KIA
- c. Total monthly enemy killed
  - (1) Total NVA KIA
  - (2) Total VC KIA
- d. Total Detainees

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Tab A (INTSUM Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to American Division Field SOP (Continued)

- e. NVA PW/VC PW/NVA Returnees/VC Returnees/CD/IC
- f. IWC/CSWC

This SOP format details the minimum requirement and format. Reporting units may include additional information of an intelligence value if desired.

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Tab B (Spot Report Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP

SPOT REPORT

Initial

FOLLOW UP \_\_\_\_\_

a. Reporting HQ \_\_\_\_\_ d. TOR \_\_\_\_\_  
b. Source \_\_\_\_\_ e. Coord \_\_\_\_\_  
c. TOI \_\_\_\_\_ f. Coord (EN) \_\_\_\_\_

Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Results:

_____ KHA	_____ VC KIA (C) Journal No _____
_____ WHA (evac)	_____ NVA KIA (C) Notified:
_____ WHA (minor)	_____ IW/CIA
_____	_____ CS/CIA
_____	_____
_____	_____

Report taken by \_\_\_\_\_

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Tab C (Recon SITREP Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP

A. INSERTIONS:

DESIGNATION	TIME INSERTED	COORDINATES	METHOD (Heli-by type, foot, etc).
-------------	---------------	-------------	-----------------------------------

B. EXTRACTIONS:

DESIGNATION	TIME EXTRACTED	COORDINATES	METHOD (if heli-type)
-------------	----------------	-------------	-----------------------

C. PATROL LOCATIONS (AS OF 2400H)

DESIGNATION	COORDINATES
-------------	-------------

D. PLANNED INSERTIONS:

DESIGNATION	TIME	COORDINATES	METHOD (if heli-type)
-------------	------	-------------	-----------------------

E. PLANNED EXTRACTIONS:

DESIGNATION	TIME	COORDINATES	METHOD (if heli-type)
-------------	------	-------------	-----------------------

F. SIGHTINGS/CONTACTS/INCIDENTS/ACTION TAKEN

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Tab D (Base Area Denial Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to American Division Field SOP

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Tab E (LOC Report) to Appendix 11 (Other Intelligence and Security Reports)  
to Americal Division Field SOP

1. Information will be provided G2 Americal Division NLT the second calendar day of each month.

a. Each Brigade will provide the security classification of railroads and major roads and waterways within their tactical area of responsibility and area of operation.

b. If applicable, the security classification of a given LOC will be defined by segments, e.g., BS600750 - BS690750, Green; BS690750 - BS780750, Amber, etc.

c. The 39th Engineer Bn will provide input on trafficability of known LOCs where barriers or obstacles will alter or dictate the LOC classification.

d. Information will be portrayed on overlay - 1:500,000 scale.

2. MACV Dir 335-22, dtd 8 Nov 66, will be used to obtain authorized classifications.

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Tab F (Kit Carson Scout Report Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to American Division Field SOP

1. Period covered.
2. KCS strength.
  - a. Number hired.
  - b. Number in training
  - c. Prospective recruits.
  - d. KIA for period-cite circumstances.
  - e. WIA for period-cite circumstances.
3. Major accomplishments.
  - a. VC KIA.
  - b. VC captured.
  - c. VC apprehended.
  - d. Weapons found.
    - (1) Individual.
    - (2) Crew/served.
  - e. Mines/booby traps discovered.
  - f. Grenades found.
  - g. Caches discovered.
  - h. Caves/tunnels discovered.
  - i. Patrols participated in.
  - j. Classes conducted/assisted by KCS.
  - k. Psyop broadcast conducted.
  - l. Narrative.
    - (1) General

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Tab F (Kit Carson Scout Report Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to American Division Field SOP (Continued)

- (2) Lessons learned.
- (3) Problems encountered and general effectiveness.
- (4) Recommendation.

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Tab G (Detainee Report Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP

1. Number of detainees received that day.
2. Number of detainees classified as prisoners of war.
3. Total number of detainees in PW collecting point.
4. Number of PWs in PW collecting point.

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Tab H (Current Unit Holdings Report Format) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP

1. Unit
2. Coordinates.
3. Date of Information.
4. Source (if change from previous week).

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Tab I (Clearance, Access, and Appointment Roster) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP

UNIT/STAFF OFFICE:				DATE:	CLEARANCE, ACCESS AND APPOINTMENT ROSTER			
NAME	RANK	SN	DEROS	ACCESS REQUIRED	REPOSIT ACCESS	MSG CTR ACCESS	OTHER	VERIFIED
Named indiv require access to the degree indicated; those indicated require access to the classified repository, MSG CTR, or other and are the minimum number required for the operation of this unit/staff office.				SIGNATURE: _____ TYPED NAME, GRADE, CO/SECTION CHIEF: _____				
The security clearances of the above named individuals have been verified from official records.				SIGNATURE: _____ TYPED NAME, GRADE, VERIFYING OFFICER: _____				

USARV Form 152-R (Revised 7 Nov 66) PREVIOUS EDITIONS MAY BE USED UNTIL SUPPLY IS EXHAUSTED.

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THE NEW YORK TIMES • JANUARY 1, 1995

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Tab I (Clearance, Access, and Appointment Roster) to Appendix 11 (Other Intelligence and Security Reports) to Annex B (Intelligence) to Americal Division Field SOP (Continued)

INSTRUCTIONS FOR COMPLETING USARV FORM 152-R

1. NAME, RANK, SN, DEROS: Self explanatory; DEROS will appear as month and year.
2. ACCESS REQUIRED: Access Required is equivalent to "Need to Know," and may be lower than the actual clearance granted an individual. (EXAMPLE: An individual may have been granted a TOP SECRET clearance but his duties only require him to have access to SECRET material.) It is necessary for the commander or office chief to carefully analyze the duties to which an individual is to be assigned and to only permit him to have access to the lowest degree consistent with those duties. Likewise, if an individual requires CRYPTO access, the degree to which he may have access may not be the same as his security clearance. (EXAMPLE: An individual with a TOP SECRET Clearance whose required access is SECRET may only need a CONFIDENTIAL CRYPTO access to perform his duties.) Therefore, this column will reflect the degree of access an individual needs by using the standard abbreviations: TS/CRYPTO: S: C/CRYPTO: etc.
3. REPOSITORY ACCESS, MSG CTR ACCESS, OTHER: In these columns will be entered the clearance category of material which an individual is authorized to pick-up from the unit/headquarters classified repository and the message center or Staff Message Control Section. The columns marked "OTHER" may be used to indicate access to an operations center, conferences, etc. This authorization should not be automatic; the commander or section chief must limit the number of individuals who are authorized to pick-up material or have access to sensitive areas. TOP SECRET material should only be picked-up by the TOP SECRET Control Officer, his Alternate or assistants, and the Custodian (if properly cleared).
4. VERIFIED: In this column the actual security clearance of the individual as verified by official records, will be entered. This column will not be completed by the unit/staff office submitting the roster.
5. CERTIFICATES: Self explanatory.
6. Sufficient copies of this roster should be prepared to insure that each activity involved receives a copy, to include the verifying individual and the unit/office preparing the roster. Completed rosters will be marked FOR OFFICIAL USE ONLY.

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ANNEX C

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

ANNEX C (Personnel and Administration) to Americal Division Field SOP

1. REFERENCES.

- a. USARV Reg. 37-103
- b. USARV Reg. 37-103-1
- c. USARV Reg. 37-104
- d. USARV Reg. 37-104-1
- e. USARV Reg. 60-20
- f. USARV Reg. 105-31
- g. USARV Reg. 165-20
- h. USARV Reg. 230-5
- i. USARV Reg. 230-10
- j. USARV Reg. 230-60
- k. USARV Reg. 385-6
- l. USARV Reg. 385-10
- m. USARV Reg. 600-10
- n. USARV Reg. 600-200
- o. USARV Reg. 643-50
- p. USARV Reg. 640-10
- q. UCMJ 1951, as amended

2. GENERAL. Personnel services and administration service the troops. S1's and Personnel Staff NCO's spend sufficient time in forward areas to minimize return of troops to base camps or Div CP to solve personnel problems. Div AG provide mobile teams to visit troops in the field on periodic basis or on call of units.

3. MAINTENANCE OF STRENGTH. a. Immediately following attacks producing mass casualties in units (company or larger) senior members report effective strength and loss of commanders to G1 by fastest means.

- b. Casualty Reports, Appendix I
- c. Replacements, Appendix I
- d. Strength reports, Appendix II

4. PERSONNEL MANAGEMENT. a. Civilian Personnel - Units submit requirements to G1.

- b. Imprest Fund - Division Reg. 690-5
- c. Interpreter Control - Appendix III

5. DISCIPLINE, LAW, AND ORDER. a. Military Justice

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ANNEX C (Personnel and Administration) to Americal Division SOP (Continued)

(1) Administer IAW Div Reg. 27-1. Div SJA provides assistance. Personnel pending charges or trial remain on duty with unit. Use guards or custody inclosures if temporary restraint is necessary. SJA approves pre-trial restraint in USARV stockade.

(2) Claims processed IAW Div Reg. 27-20.

(3) SJA provides legal assistance and renders other legal services.

b. Provost Marshal:

(1) Units report crimes and incidents IAW Div Reg. 335-6. PM Investigates as required.

(2) PM returns AWOLs to units under guard or by coordination with liaison officers who arrange escort.

(3) PM registers war trophies.

(4) PM designates off limits areas.

(5) PM provides convoy support in conjunction with Transportation Officer.

(6) Brigades provide National Police support as required and in coordination with PM. PM arranges joint patrols.

6. MORALE AND PERSONAL SERVICES. a. Finance. Appendix 4

b. Awards and Decorations. Div Reg 672-1

c. Leaves. Div Reg 630-1

d. Special Services:

(1) Units request projectors IAW Div Reg. 28-4 and spare parts through normal supply channels.

(2) Special Services Officer provides films.

(3) Athletic equipment and reading materials provided by special services.

(4) R&R IAW with Div publications.

(5) USO and Command Military Touring Shows will be coordinated and scheduled by the Special Services Officer this HQ.

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ANNEX C (Personnel and Administration) to Americal Division SOP (Continued)

e. Div Chaplain. Establishes and conducts religious programs, character guidance, counseling services, and other ministrations required. Advises and assists Civil Affairs Civic Action projects on request.

f. Red Cross:

(1) Organization. Field Director and Assistant located at Div CP.

(a) Major subordinate commands provide billeting, mess, transportation, and communications service for Red Cross personnel attached.

(b) Red Cross provides death, illness, injury and serious family problem notifications. Renders financial assistance and counseling and guidance service.

(c) SRAO program (Special Recreational Activities Overseas) is available to units. Units schedule on a one time basis by contacting G1 one week prior to initial appearance.

(3) Telephone numbers for assistance or information: Americal 521 or Chu Lai 116/119.

g. Clubs and Messes. Div Reg. 230-60

h. Sundry Funds. Div Reg. 230-5

i. Post Exchange. Div provides mobile exchange service to field locations on request. Div Reg. 60-5

j. Uniforms. Div Reg. 670-5

k. Sundry Packs. Units request and receive issue through supply channels.

7. GRAVES REGISTRATION. Appendix 5.

8. HEADQUARTERS MANAGEMENT. Appendix 6.

9. SAFETY. a. Div Reg. 385-6

b. Tactical Safety. Annex A.

c. Aviation Safety. Div Reg. 385-10

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ANNEX C (Personnel and Administration) to Americal Division SOP (Continued)

10. REPORTS. Appendix 9.

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APPENDICES

1. Adjutant General
2. Daily Strength Report
3. Interpreter Control
4. Finance
5. Graves Registration
6. Command Post Arrangement
7. Civilian Labor
8. Nonappropriated Funds and Related Activities
9. Reports

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Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to Americal Division Field SOP

1. CASUALTY REPORTING (Battle and Non-Battle).
  - a. Commanders will insure that casualty reports are submitted promptly and accurately in order to restore strength and relieve the concern of the families of servicemen on combat operations. Accuracy is the paramount consideration, and will not be subordinated to speed. Reports are submitted by telephone using standard USARV Format (TAB B). Telephone Americal 422/424.
  - b. Boards of Inquiry reports for missing personnel, as required by Section VIII, Chapter 3, AR 600-10, will be submitted to AG by the 7th day following submission of initial "Missing in Action" report.
  - c. Unit commanders and chaplains prepare letters of sympathy/condolence for all deceased personnel. Letters will be forwarded in three copies to this headquarters within 72 hours after death (See TAB D and C).
  - d. Unit commanders will advise members of their units not to write personal letters to the families or to the friends of casualties until adequate time has elapsed for official notification to have been made by the Department of the Army.
  - e. Casualty reports for elements attached to this division will be forwarded to this headquarters in accordance with the procedures of Americal Regulation 600-10.
2. REPLACEMENTS.
  - a. Monthly requisitions will be prepared by AG Personnel Services Div and forwarded to USARV.
  - b. Replacements will be in-processed at the Americal Repl Det. AG Personnel Services Div will accomplish final records processing and assignment in accordance with established priorities.
3. OUT-PROCESSING.
  - a. All personnel assigned to units of the Americal Division will depart for PCS on DEROs. Personnel will report to the Repl Det for out-processing not later than 2 days prior to DEROs. Additionally, personnel departing on emergency leave or compassionate leave and TDY will also report to the Replacement Detachment for out-processing.
  - b. Personnel on emergency or compassionate leave and TDY to CONUS from this command who, upon completion of such leave or TDY will have less than 60 days remaining until ETS, will be discharged or released from the service, as appropriate, and thus will not return to this command.
  - c. Personnel will secure installation clearance form from unit when departing for reassignment or relief from active duty. DA Form 137 (Installation Clearance Record) used by all personnel clearing their parent units for separation or reassignment, is at TAB E.

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Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to  
Amical Division Field SOP (Continued)

d. Departing personnel must have their clothing forms, and health and dental records in their possession prior to departing for transportation to CONUS.

4. MAIL AND POSTAL MONEY ORDERS. a. Division Post Office, APO 96374, will provide postal service to all assigned and attached units.

b. Incoming mail will be broken down by battalion, separate companies, and separate detachments at the Division Post Office.

c. The 11th Infantry Brigade will receive incoming mail directly from DaNang and dispatch outgoing mail to DaNang Aerial Mail Terminal.

d. The 196th and 198th Light Infantry Brigades will pick up mail from the Division APO and distribute incoming mail to all of their assigned and attached units. Brigades will deliver outgoing mail to the Division APO for all assigned and attached units.

e. Battalions, separate companies, and separate detachments assigned or attached to Headquarters, Amical Division, will pick up incoming mail from the Division Post Office and dispatch outgoing mail to same.

f. Brigades will retain their APO designations for use as a mailing address only. All other units served by the Division Post Office will use APO San Francisco 96374 as their return address.

g. Whenever possible, mail for hospitalized personnel will be delivered personally by their units. When in-country hospital mail cannot be promptly delivered, it will be indorsed with the hospital address and returned immediately to the APO. If the hospital is unknown or out of country, the mail will be indorsed "Hospital" and returned to the Division Post Office.

5. DECORATIONS. a. Recommendations will be submitted on USARV Form 157R (TAB F) to this headquarters, ATTN: AVDF-AGPA. Awards will be processed and boarded expeditiously.

b. Recommendations for awards will be timely to insure presentation to the recipient as soon as possible after the valorous act or achievement. Posthumous awards will be expedited in all cases. Posthumous recommendations will reach this headquarters within five days after death. Meritorious awards for service will reach this headquarters in sufficient time to allow presentation to recipient where at all possible. Awards will be submitted in accordance with Amical Div Reg 672-1.

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Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to  
Amrical Division Field SOP (Continued)

6. DISTRIBUTION. a. The Adjutant General is responsible for distribution of official mail, correspondence, messages, publications, and documents to rear and forward staff elements of Amrical Headquarters. Delivery of above between forward and rear elements and to major subordinate units is the responsibility of the Signal Officer.

b. AG will notify units to pick up messages of immediate or higher precedence when the messages cannot be retransmitted electrically or delay would ensue if delivery is made by scheduled messenger.

c. Brigades, Division Artillery, Support Command, and other units receiving distribution directly from the Division messenger are responsible for distribution within their base camp operating areas to subordinate and tenant units.

d. AG will operate an administrative office service at the Amrical forward command post to provide limited reproduction support, distribution services, and liaison between AG forward and AG rear when the division headquarters is echeloned.

7. MESSAGE PREPARATION. a. Forms.

(1) Organizations with capability to transmit messages by electrical means will use DD Form 173 (Joint Message Form) or USARV Form 176 and continuation sheet DA Form 173-1 or USARV Form 176-1.

(2) Units transmitting messages by radio will use Message Book M210 A, B, or C.

b. Preparation Instructions.

(1) Format will be shown at TAB G.

(2) Messages prepared by staff offices of this headquarters will be in a minimum of seven copies. Additional copies are required for confirmation when CG, USARV is an addressee, confirmation of replies to congressional and special interest inquiries, and copies for delivery by courier or mail.

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TAB A (Daily Battle and Non-Battle Casualty Report) to Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to Americal Division Field SOP

**DAILY CASUALTY SUMMARY**

No. (Consecutive NO.)

Period 0001 - 2400 hours 196

196

**TOTALS**

\*OTHERS EXPLANATION

- a. No. of persons local med-evac (i.e. aid sta. etc) \_\_\_\_\_
- b. No. of persons non local med-evac (i.e. Chu Lai, Qui Nhon, Japan etc.) \_\_\_\_\_
- c. Negative reports are required.

## SMITES

(Daily)

(Signature Block)

(Cumulative)

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TAB B (Casualty Report Format) to Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to Americal Division Field SOP

U. S. ARMY CASUALTY REPORT FORMAT

TO BE SUBMITTED on all non-hostile minor injuries. USED ONLY to insure submission of complete information telephonically or electrically in standard sequence for hostile casualties, seriously ill, missing and death reports.

Report submitted by: \_\_\_\_\_  
(Name, Grade, Unit, Date and Time)

TYPE OF REPORT: \_\_\_\_\_

A. \_\_\_\_\_  
(Last Name, First Name, MI)

B. \_\_\_\_\_  
(Service No)

C. \_\_\_\_\_  
(Rank & Pay Grade) (Branch - Officers Only)  
(Indicate by using the letter "P" if individual is promotable posthumously)  
See AR 600-200

D. \_\_\_\_\_  
(Date and Hour of Incident) (DMOS)

E. (1) a. \_\_\_\_\_  
(Diagnosis)

b. \_\_\_\_\_ (2) a. \_\_\_\_\_  
(Prognosis) (Where hospitalized - Include APO)

(3) Circumstances: \_\_\_\_\_  
(Geographical Location or Grid Coordinates)

\_\_\_\_\_

F. \_\_\_\_\_ G. \_\_\_\_\_  
(Race) (Organization and Address)

H. \_\_\_\_\_  
(Next of Kin - Name, Relationship, Address and Date of DA Form 41)

\_\_\_\_\_  
(Next of Kin to be Notified: YES NO)

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TAB B (Casualty Report Format) to Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to Americal Division Field SOP (Continued)

I. \_\_\_\_\_ (Base Pay) \_\_\_\_\_ (Additional Pay Codes) \_\_\_\_\_ (BPED)

J. \_\_\_\_\_ (Cause of death - Hostile or Non-Hostile - if previously reported as missing, the estimated time of death)

K. \_\_\_\_\_ (Status of Remains - Indicate location of remains is recovered)

L. \_\_\_\_\_ (Date tour commenced in the Republic of Vietnam)

M. \_\_\_\_\_

\_\_\_\_\_ (Decorations Awarded and Pending)

N. \_\_\_\_\_ (Line of Duty Status - Applicable only to non-hostile reports)

O. \_\_\_\_\_ (Religion - If deceased, indicate whether ministration was received prior to death - YES NO UNK)

P. \_\_\_\_\_ (SGLI) \_\_\_\_\_ (Date DA Form 3054 Mailed to DA Cas Br in cases of death)

Q. \_\_\_\_\_ (Date of Birth)

R. \_\_\_\_\_ (If PUNCH report enter statement that allocations will not be discontinued)

REMARKS: \_\_\_\_\_

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TAB C (Sympathy Letter - CO) to Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to Americal Division Field SOP

DEPARTMENT OF THE ARMY  
COMPANY B  
2D BATTALION,        INFANTRY  
APO San Francisco 96374

21 March 1967

Mrs. Mary Doe  
Route 3  
Home Town, State

Dear Mrs. Doe:

I extend my most profound sympathy to you in the recent loss of your husband, PFC John Doe, RA 11 222 333, Company B, 2d Battalion,        Infantry, Americal Division, who died in the service of his country on 10 July 1966. On the afternoon of 10 July 1966 our company was engaged in combat with an estimated Viet Cong Battalion. John was killed while defending the company perimeter against the suicidal Viet Cong attacks. It may be of some comfort to know that death came quickly and he was not subject to any unnecessary suffering.

News of John's death comes as a real shock to all who knew him and his loss will be felt keenly. I sincerely hope the knowledge that your husband was an exemplary soldier and died while serving his country will comfort you in your hours of sorrow.

Once again, personally and for all the officers and men of this company, please accept our deepest condolences.

Sincerely,

DISTRIBUTION:  
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NAME  
Captain, Infantry  
Commanding

OFFICIAL:

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TAB D (Sympathy Letter - Chaplain) to Appendix 1 (Adjutant General) to  
Annex C (Personnel and Administration) to Americal Division Field SOP

DEPARTMENT OF THE ARMY  
1ST BATTALION,        INFANTRY  
Office of the Chaplain  
APO San Francisco 96374

21 March 1967

Mrs. John J. Doe  
Route 25  
Eau Claire, Wisconsin

Dear Mrs. Doe:

I extend to you my deepest sympathy on the recent loss of your son, Sergeant Bill J. Doe, RA 12 345 670, Company E, 2d Battalion,        Infantry. Bill was killed at approximately 8:00 o'clock on the morning of 10 July 1966, near Quang Ngai, South Vietnam. He was returning from eating his morning meal and nearing his bunker when a direct hit of enemy mortar fire caused instant death.

The loss of a loved one always brings a feeling of loneliness and grief to those who are bereaved. I pray that the love of God and friends will help to console you. Our greatest consolation is in the fact of the Resurrection that one historical event tells us that Christ has conquered death and that we also can inherit Eternal life.

I am praying that God's richest blessings may be yours and that the coming years of your life may be more rich and full because you will know that your son sacrificed his life for a great cause, the freedom of the world.

Once again, personally and for the officers and enlisted men of this command, please accept our sincere sympathy in the loss of your loved one.

Sincerely in Christ

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TAB E (Installation Clearance Record) to Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to Americal Division Field SOP

<b>INSTALLATION CLEARANCE RECORD</b> (AR 210-10)		INSTALLATION Chu Lai Base Camp, RVN			
Prepare in duplicate (original to be retained in transfer activity file; duplicate to individual)					
LAST NAME - FIRST NAME - MIDDLE INITIAL DOE, John NMI		SERVICE NUMBER RA 99 999 999	GRADE PFC E-3		
ORGANIZATION Company B, 2d Bn, Infantry		TO DEPART (Time and date) 2400 1 June 1967			
AUTHORITY FOR DEPARTURE Para 4 SO 1000 HQ 173d Abn Bde		NEW DUTY STATION Fort Campbell, Kentucky			
<b>CHECKLIST</b> (Normally, officers, warrant officers, and enlisted personnel in grades E-7, E-8 and E-9 are not required to secure initials of clearing facility, their signature being official indication that all obligations are settled. Other enlisted personnel will normally have facility concerned initial applicable items. Appropriate administrative office will check items not applicable.)					
FACILITY	INITIAL	FACILITY	INITIAL	FACILITY	INITIAL
1. ARMY EDUCATION CENTER		12. FIELD MILITARY 201 FILE AND ALLIED RECORDS		23. PROVOST MARSHALL (Car tags)	
2. CHAPLAIN		13. FINANCE & ACCOUNTING OFF (Communications Account)		24. QUARTERMASTER LAUNDRY	
3. CLASSIFIED DOCUMENTS		14. FINANCIAL DATA RECORDS FOLDER (Personnel Officer)		25. QUARTERS ASSIGNMENT	
4. COMMERCIAL LAUNDRY		15. LIBRARY		26. SIGNAL OFFICER	
5. COURTS AND BOARDS <sup>1</sup>		16. MEDICAL TREATMENT FACILITY		27. SPECIAL ORDERS FOR CHANGE OF STATION	
6. DENTAL CLINIC, DD FORM 722-1		17. ORDNANCE OFFICER		28. SPECIAL SERVICES OFFICER	
7. DEPENDENTS SCHOOL OFFICER		18. PERSONAL AFFAIRS OFFICER (A.E.R.)		29. UNIT AND REGIMENTAL SUPPLY	
8. DRY CLEANERS		19. PERSONNEL REGISTER (Sign Out)		30. CREDIT UNION	
9. EFFICIENCY REPORTS		20. POSTAL OFFICER (Notice of Change of Address)		31.	
10. ENGINEER PROPERTY OFFICER		21. POST MOTOR POOL		32.	
11. ENLISTED OR OFFICER MESS		22. POST QUARTERMASTER		33.	
I HAVE TURNED IN OR PROPERLY TRANSFERRED ALL CLASSIFIED DOCUMENTS EXCEPT THOSE WHICH PERTAIN TO MY OFFICIAL DUTIES AND FOR WHICH I, AS AN INDIVIDUAL, HAVE BEEN DESIGNATED THE AUTHORIZED CUSTODIAN; I HAVE DISCHARGED ALL PERSONAL DEBTS ADMITTEDLY DUE AND PAYABLE AT THIS TIME IN THIS AREA OR HAVE MADE SATISFACTORY ARRANGEMENTS WITH THE PERSONS OR ORGANIZATIONS CONCERNED FOR THE PAYMENT OF SAME; AND I HAVE FURTHER NOTIFIED OF MY NEXT STATION OR POST OFFICE ADDRESS, ALL OTHER PERSONS WHO ARE KNOWN TO BE PRESENTLY ASSERTING CLAIMS OR DEMANDS AGAINST ME OR WHO HOLD INSTRUMENTS OF INDEBTEDNESS MADE OR ENDORSED BY ME. I UNDERSTAND THAT THIS CLEARANCE DOES NOT RELIEVE ME OF ANY PECUNIARY CHARGE FOR GOVERNMENT PROPERTY WHICH HAS BEEN OR MAY BE RAISED ON A REPORT OF SURVEY OR REPORT OF BOARD OF OFFICERS IN LIEU OF REPORT OF SURVEY.					
REMARKS					
<u>OFFICER &amp; ENLISTED PERSONNEL</u>			<u>ENLISTED PERSONNEL ONLY</u>		
Issued eight malaria pills. Medical clearance granted (date). Signature of examining physician. Ration card number surrendered.			Conduct _____. Initialed by unit CO Efficiency _____. Initialed by com- missioned or warrant supervisor. (Favorable)(Unfavorable) recommended for the Good Conduct Medal.		
DATE 1 July 1967		SIGNATURE			
ADEQUATE QUARTERS WERE FURNISHED		SIGNATURE OF COMMANDING OFFICER OR DESIGNATED REPRESENTATIVE			
<input type="checkbox"/> YES <input type="checkbox"/> NO					
DATES		TYPED NAME, GRADE, ARM AND TITLE			
FROM	TO	JOE E. SHERIDAN, Captain, AGC, Asst AG			

<sup>1</sup> For pending reports of survey or disciplinary matters not referred to Company Commanders, only.

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TAB F (Recommendation for Award) to Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to Americal Division Field SOP

RECOMMENDATION FOR DECORATION FOR VALOR OR MERIT (Submit in Three Copies)																						
THRU:	TO: Commanding General Americal Division APO 96374	FROM: Headquarters Company HQ, Americal Division APO 96374																				
1. NAME (Last, First, MI) DOE, John C.	2. SN: 05322223	3. GRADE: 1LT	4. BRANCH (MOS-WO & EM) Infantry																			
5. AGE (Nearest Year) 25	6. CATEGORY 1-Y PERSONNEL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	7. MONTHS IN VN: (Nearest Month) 10	8. POSTHUMOUS AWARD: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																			
9. ORGANIZATION AT TIME OF ACTION Headquarters Co, Americal Div APO San Francisco 96374 CODE	10. ACTION OF FINAL APPROVING AUTH: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE <input type="checkbox"/> DOWNGRADE																					
11. AWARDS INDIVIDUAL IS RECOMMENDED FOR <table><tr><td><input type="checkbox"/> DSC</td><td><input type="checkbox"/> ACM "V"</td><td><input checked="" type="checkbox"/> SERVICE</td><td rowspan="6">FOREIGN/OTHER AWARD None</td></tr><tr><td><input type="checkbox"/> SS</td><td><input type="checkbox"/> LM</td><td><input type="checkbox"/> ACHIEVEMENT</td></tr><tr><td><input type="checkbox"/> DFC</td><td><input type="checkbox"/> BS</td><td><input type="checkbox"/> OAK LEAF CLUSTER</td></tr><tr><td><input type="checkbox"/> SM</td><td><input type="checkbox"/> AM</td><td></td></tr><tr><td><input type="checkbox"/> BS "V"</td><td><input checked="" type="checkbox"/> ACM</td><td></td></tr><tr><td><input type="checkbox"/> AM "V"</td><td><input type="checkbox"/> PH</td><td></td></tr></table> (For Air Medal Only Attach USARV Form 131)				<input type="checkbox"/> DSC	<input type="checkbox"/> ACM "V"	<input checked="" type="checkbox"/> SERVICE	FOREIGN/OTHER AWARD None	<input type="checkbox"/> SS	<input type="checkbox"/> LM	<input type="checkbox"/> ACHIEVEMENT	<input type="checkbox"/> DFC	<input type="checkbox"/> BS	<input type="checkbox"/> OAK LEAF CLUSTER	<input type="checkbox"/> SM	<input type="checkbox"/> AM		<input type="checkbox"/> BS "V"	<input checked="" type="checkbox"/> ACM		<input type="checkbox"/> AM "V"	<input type="checkbox"/> PH	
<input type="checkbox"/> DSC	<input type="checkbox"/> ACM "V"	<input checked="" type="checkbox"/> SERVICE	FOREIGN/OTHER AWARD None																			
<input type="checkbox"/> SS	<input type="checkbox"/> LM	<input type="checkbox"/> ACHIEVEMENT																				
<input type="checkbox"/> DFC	<input type="checkbox"/> BS	<input type="checkbox"/> OAK LEAF CLUSTER																				
<input type="checkbox"/> SM	<input type="checkbox"/> AM																					
<input type="checkbox"/> BS "V"	<input checked="" type="checkbox"/> ACM																					
<input type="checkbox"/> AM "V"	<input type="checkbox"/> PH																					
12. DATES OF SERVICE - MERIT: DATE(S) OF ACTION - VALOR: 13 March 1966 - 1 July 1967	13. DEROS: 1 July 1967	14. CURRENT ORGANIZATION: Headquarters Co, Americal Div APO San Francisco 96374																				
15. PREVIOUS AWARDS (PH & Higher)																						
DECORATION NONE	DATE OF ACTION OR SERVICE	AUTHORITY																				
16. OTHERS RECOMMENDED FOR AN AWARD FOR THE SAME ACTION: (State Name and Award) NONE																						
17. NAMES OF EYEWITNESSES: NONE																						

USARV FORM 157-R (Revised 22 Dec 66) PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

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TAB F (Recommendation for Award) to Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to Americal Division Field SOP

18. NARRATIVE DESCRIPTION: (For all awards describe in detail what individual did to warrant decoration. For valor award describe in detail the mission, terrain and weather, enemy conditions and friendly casualties. Use plain bond paper for continuation sheet if necessary).

First Lieutenant John C. Doe, 05322223, has distinguished himself in an outstanding manner as Commander, Replacement Detachment, Headquarters Company, Headquarters, Americal Division.....

\* \* \* \* \*

Lieutenant DOE's actions are in keeping with the highest military traditions, and reflect great credit upon himself, the Americal Division, and the United States Army.

19. INCLOSURES	20. INDIVIDUAL INITIATING RECOMMENDATION		
	NAME, GRADE & POSITION BILL G. POWERS, CPT, INF Commanding	SIGNATURE & DATE	
21. RECOMMENDATION OF THRU COMMAND			
RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL	<input type="checkbox"/> OTHER
NAME, GRADE & POSITION	SIGNATURE & DATE		

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TAB G (Message Form Format) to Appendix 1 (Adjutant General) to Annex C (Personnel and Administration) to Americal Division Field SOP

JOINT MESSAGEFORM				RESERVED FOR COMMUNICATION CENTER	
SECURITY CLASSIFICATION ② UNCLASSIFIED				③	
④	TYPE MSG	BOOK	MULTI	SINGLE	⑤
			M		
⑥	PRECEDENCE		⑦		
ACTION	PRIORITY		⑧		
INFO	ROUTINE		DTG		
⑨	FROM: CG, AMERICAL DIV, CHL, RVN				⑩ SPECIAL INSTRUCTIONS
⑪	TO: CG, USARV, LBN, RVN				
⑫	INFO: CG, MACV, TSN, RVN				⑬ DISTRIBUTION:
⑭	CG, 11th INF BDE, DUC PHO, RVN (COURIER)				
⑮	CG, 9th INF DIV, BEAR CAT, RVN (MAIL)				CG - 1
⑯	UNCLAS	AVDF-GA	⑰	USARV for G1	⑯ C/3 - 1
⑯	MACV for J1. 11th LIB for S1. 9th INF DIV for G1.				ADC(A) - 1
⑯	Subj: Message Format				ADC(B) - 1
⑯	Ref: Your AVHGA 48442 Dec 65				Msg Ref - 1
⑯	1. This is a sample unclassified message furnished as guidance to administrative personnel. It indicates proper format and provides other important information on preparation of the Joint Messageform.				G1 Rec - 1
⑯	2. A few practices which will improve message preparation are outlined below:				
⑯	a. Assure that the type of message coincides with the number of addressees.				CLEARED FOR DISPATCH: <i>S. Smith</i>
⑯	b. Assign proper precedence. Drafters should know the speed-of-service standards and select message precedence accordingly.				LTC SMITH, G-1
DRAFTER	TYPED NAME AND TITLE ⑯ J. J. JONES MAJ, GS Asst G1		PHONE 251	R E L E A S E R	SIGNATURE <i>J. W. Brown</i>
TYPED NAME AND TITLE ⑯ J. J. JONES MAJ, GS Asst G1		PHONE 251	TYPED (or stamped) NAME AND TITLE ⑯ L. W. BROWN, 1LT, AGC, Asst AG		
SECURITY CLASSIFICATION UNCLASSIFIED		REGRADING INSTRUCTIONS ⑯			

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TAB G to Appendix 1 to Annex C to American Division Field SOP (Continued)

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET			SECURITY CLASSIFICATION UNCLASSIFIED <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">(a)</span>
PRECEDENCE	RELEASED BY	DRAFTED BY	PHONE
ACTION INFO	PRIORITY ROUTINE	L. W. BROWN, 1LT	J. J. JONES, MAJ
			251

c. Identify originating office by use of appropriate office symbol in front of space provided for message identification number.

d. Use continuation sheet (DD Form 173-1) if message is more than one page.

3. The following instructions pertain to preparation of joint Messageform (keyed to reference letters found on pages 1, 2, 3, and 4).

a. Stamp or mark the protective marking in RED; type if unclassified.

b. Do not use this space.

c. Place the letter B, M, S, or G in appropriate block to indicate a Book, Multiple, Single address or General Message.

d. Indicate precedence. Usually INFO addresses will be assigned a lower precedence.

e. Use originator's authorized title.

f. Use addressing prescribed in AR 105-32. Double space between addressees. Messages not required to be sent by electrical means will be indicated by (Mail) or (Courier).

g. Same as f, but precede first information addressee with "INFO".

CONTROL NO.	TOR/TOD	PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION	INITIALS
		2	4		
REGRADING INSTRUCTIONS <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">(S)</span>			SECURITY CLASSIFICATION UNCLASSIFIED <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">(a)</span>		

DD FORM 1 NOV 63 173-1

C-17

REPLACES EDITION OF 1 MAY 65 WHICH WILL BE USED.

PPC-Japan

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TAB G to Appendix 1 to Annex C to Americal Division Field SCP (Continued)

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET			SECURITY CLASSIFICATION UNCLASSIFIED (a)
PRECEDENCE	RELEASED BY	DRAFTED BY	PHONE
ACTION INFO	PRIORITY ROUTINE	L. W. BROWN, 1LT	J. J. JONES, MAJ 251
<p>h. Indicate UNCLASSIFIED as UNCLAS; MESSAGE ENCRYPTED FOR TRANSMISSION as UNCLAS E F TO; FOUC messages as UNCLAS F C U C; ENCRYPTED and FOUC as UNCLAS E F T C F C U O.</p> <p>i. Indicate the office of originator by authorized office symbol.</p> <p>j. Type a blank of approx 20 spaces to permit insertion of the message identification number.</p> <p>k. Indicate passing instructions after identification number (if applicable).</p> <p>l. Subject line and suspense date, if applicable. i.e. Subj: Message Format (S: 12 Feb 66).</p> <p>m. List references. Include a DTG if addressees include Non-Army addressees. Use month and year if not current. Use "NCTAL" after a reference if it is not needed by addressees; use "PASEP" after a reference when the originator is furnished a copy by separate means.</p> <p>n. Begin text using easy-read format i.e., upper and lower case letters, figures, and paragraphing, etc. <u>Double space between lines.</u></p> <p>o. Required distribution for all messages originated by this headquarters. Other distribution desired by originator will be listed and number of copies indicated.</p>			

CONTROL NO.	TOR/TOD	PAGE NO. 3	NO. OF PAGES 4	MESSAGE IDENTIFICATION	INITIALS
REGRADING INSTRUCTIONS				SECURITY CLASSIFICATION UNCLASSIFIED (a)	

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TAB G to Appendix 1 to Annex C to Americal Division Field SOP (Continued)

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET			SECURITY CLASSIFICATION	
PRECEDENCE	RELEASED BY	DRAFTED BY	PHONE	
ACTION INFO	PRIORITY ROUTINE	L. W. BROWN, 1LT	J. J. JONES, MAJ	251
<p>p. Time and date will be entered by AG staff message control.</p> <p>q. Enter month and year and number of pages.</p> <p>r. Signature block of drafter and releaser will be stamped or typed as shown.</p> <p>s. If message is to be protected as F C U O, enter the following applicable instructions in this book and <u>include at the end of the message text.</u></p> <p>(1) Protective marking cancelled on _____ date</p> <p>(2) Protective marking cancelled upon occurrence of event specified in para _____, this message.</p> <p>(3) Protective marking excluded from automatic termination (para 19, AR 345-15).</p> <p>t. Second page and all additional pages will be initialed by releaser as shown.</p>				
CONTROL NO.	TOR/TOD	PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION
4			4	INITIALS
REGRADING INSTRUCTIONS (S)			SECURITY CLASSIFICATION UNCLASSIFIED (B)	

DD FORM 173-1 C-19 NOV 69

REPLACES EDITION OF 1 MAY 66 WHICH WILL BE USED.

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TAB G to Appendix 1 to Annex C to Americal Division Field SOP (Continued)

RESERVED FOR COMMUNICATION CENTER

JOINT MESSAGEFORM

SECURITY CLASSIFICATION

**CONFIDENTIAL**

TYPE MSG	BOOK	MULTI	SINGLE
			S

PRECEDENCE

ACTION PRIORITY

INFO

(The classification CONFIDENTIAL is only for illustration. This page is NOT classified.)

DTG

FROM: CG, AMERICAL DIV, CHL, RVN

TO: CG, 1st LOG COMD, SGN, RVN

CONFIDENTIAL AVDF-GD for AVCA-PO

Subj: Request for Logistics Info

Ref: Your AVCA-PO 41170 dtd 21 Nov 66

1. (C) This is a sample of an outgoing classified message.

Show classification as C O N F I D E N T I A L; S E C R E T or

T O P S E C R E T.

2. (C) The classification in the "Security Classification"

blocks must be stamped in Red or printed in bold letters.

3. (U) The classification of each paragraph must be indicated.

4. (C) The downgrading group notation will be entered in the "Regrading Instructions" block and the Transmission Group Code will be indicated as the last element of the message text, e.g., "GP 4." (See AR 380-6).

5. (U) The instructions furnished in the sample unclassified message apply to other sections of the message form.

SPECIAL INSTRUCTIONS

DISTRIBUTION

C/S	G1	G2	G3
G4 1	ACTIV	AG	AOC
AVN	C/A	CDC	CHAP
CMC	CPO	COMPT	IG
IO	PM	PROT	SIG
SJA	SURG	SSO	TRANS DET
34 GSG	SP TRPS	9TH ARTY	525 MI
HAC	1 AVN BDE	MACV	12 DPU

COORDINATION

SECTION	OFFICER

UNIT/ORG	OFFICER

CREATING OFFICER

LTC DUE, G4

DATE TIME

MONTH YEAR

APR 68

PAGE NO. 1 NO. OF PAGES 2

DRAFTER	TYPED NAME AND TITLE J. O. AHEARN CPT, GS Asst G4 J. O. A.	PHONE 254	SIGNATURE <i>L. W. Brown</i>
RELEASER	TYPED (or stamped) NAME AND TITLE L. W. BROWN, 1LT, AGC, Asst AG		
SECURITY CLASSIFICATION	REGRADING INSTRUCTIONS DOWNGRADED AT 3 YR INTERVALS: DECLASSIFIED AFTER 12 YEARS.		
<b>CONFIDENTIAL</b>			

USARV FORM 176A MAY 67

THIS FORM REPLACES USARV FORM 176-BTD, 15 JAN 66, WHICH MAY BE USED.

PPC, Japan

C-20

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TAB G to Appendix 1 to Annex C to Americal Division Field SOP (Continued)

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET		SECURITY CLASSIFICATION
PRECEDENCE	RELEASED BY	DRAFTED BY
ACTION PRIORITY	L. W. BROWN, 1LT	J. O. AHEARN, CPT
INFO		254

6. (C) This sample is illustrated on USARV Form 176 which  
may be used in lieu of DD Form 173.

GP 4

(The classification CONFIDENTIAL is only for  
illustration. This page is not classified.)

CONTROL NO.	TOR/TOD	PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION	INITIALS
		2	2		<i>PLWB</i>
REGRADING INSTRUCTIONS DOWNGRADED AT 3 YR INTERVALS DECLASSIFIED AFTER 12 YEARS.				SECURITY CLASSIFICATION	CONFIDENTIAL

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Appendix 2 (Daily Strength Report) to Annex C (Personnel and Administration)  
to Americal Division Field SOP

1. DAILY STRENGTH REPORT. a. All commands will submit daily strength reports to Americal Division ATTN: AVDF-AG, to include Saturday, Sunday, and holidays, in accordance with format prescribed in USARV CONFIDENTIAL message AVHAG-S 53904, DTG 280510Z OCT 66 (NOTAL), and CONFIDENTIAL Letter AVDF-AG, HQ TF OREGON dated 21 March 1967.  
b. Daily strength report will include organic as well as attached units, and each reporting headquarters will list battalions and separate companies, platoons and/or detachments separately.  
c. The as of time for this report will be 2400H hours daily. Reports will reach this headquarters ATTN: AG by 1200 hours on the day following the effective date of the report.
2. CONSOLIDATION. The Adjutant General will be responsible for the consolidation of all reports and transmitting all data to HQ USARV, ATTN: AVHAG-S.
3. DIVISION PERSONNEL STATUS REPORT. This report will be submitted daily as outlined in CONFIDENTIAL Letter, AVDF-GA, HQ TF OREGON dated 7 May 1967. Units not listed, and not subordinate to those units listed in this letter, will submit reports to G1.

KOSTER  
MG

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QUALLS  
G1

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C-22

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Appendix 3 (Interpreter Control) to Annex C (Personnel and Administration)  
to Americal Division Field SCP

1. GENERAL. ARVN assimilated NCO Interpreters are assigned to meet operational requirements.

2. ADMINISTRATION. a. G1 is responsible for ARVN NCO Interpreter procurement, assignment and program administration.

b. Unit/sections assigned ARVN NCO Interpreters:

(1) Maintain current roster including name, grade, service number and duty status, i.e., PDY, WHA, KHA, leave, hospital, etc. Forward a copy to G1 each time the roster permanently changes.

(2) Provide billets and mess.

(3) Recommend approval/disapproval for leaves. Applications to arrive G1 at least 7 days prior to date of leave. (ARVN NCO Interpreters earn 7 days leave each quarter of the year.)

(4) Grant passes consistent with operational requirements. Interpreters authorized one overnight pass per week; one three-day pass per month.

(5) Report improper conduct, breach of discipline, inefficiency, AWOL, or commendable duty performance to G1. Forward award recommendations to G1.

c. ARVN I Corps is responsible for:

(1) Pay and allowances. G1 coordinates with ARVN I Corps LNO to insure prompt payment of Interpreters.

(2) Execution of military justice and discipline for ARVN NCO Interpreters.

d. Div ARVN LNO is responsible for:

(1) Counseling Interpreters for minor infractions of discipline.

(2) Periodic staff visits to Div units for the purpose of insuring that the personal needs of the individual are being met (I.E. mail, ARVN PX and pay.)

KOSTER

MG

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*Qualls*  
QUALLS  
G1

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Appendix 4 (Finance) to Annex C (Personnel and Administration) to Americal Division Field SOP

1. REGULAR MONTHLY PAYMENTS.
  - a. Unit Personnel Officer or Finance records section as applicable prepares Payroll IAW Section II, Chapter 4, AR 37-104-2.
  - b. Class A Agent Officer from units served by the Division Finance Officer will pick up payrolls from the Finance Office.
  - c. Class A Agent Officers will pay promptly and return the payrolls and unpaid vouchers and money to the Division Finance Office by the 4th day following pay day.
  - d. Supplemental payrolls for all members not paid on payday will be turned in to the Division Finance Officer by the 12th day of each month.
  - e. Payments to members in the hospital or stockade will be accomplished by the Class A Agent of the member's respective unit.
2. MISCELLANEOUS PAY ACTION:
  - a. Allotment authorizations are prepared and processed by the Unit Personnel Office or Finance records section as applicable on DA Form 1341 as indicated in para 2-72, AR 37-104-2. In the case of Division Headquarters the above will be accomplished at the Division Finance Office.
  - b. Pay adjustment documents (IRS Form 668-A, Notice of levy, DD Form 139, Pay Adjustment Authorization, GAO Form 1100, Notice of Exception, and FCUSA Form 1427, Pay and Allowances Inquiry) are processed IAW Chapter 2, AR 37-104-2.
  - c. Commanders approve and process requests for partial payments submitted on DA Form 2142 IAW para 5-52, AR 37-104-2.
  - d. Commanders screen requests for advance pay for validity IAW Chapter 12, AR 37-104.
  - e. ALL pay change documents and pay correction requests are transmitted through battalion PSNCO or Battalion Unit Personnel Sections.
3. FOREIGN CURRENCY TRANSACTIONS.
  - a. Class A Agent Piaster Exchange Officers are appointed on orders UP Para 15-57, AR 37-103.
  - b. These officers may obtain up to five thousand dollars worth of Piasters from Division Finance.
  - c. Division Finance funds imprest cashiers operating UP Para 37-103-1 and USARV Reg 37-6, at official piaster rate (\$VN 80 to \$1.00 U.S.).

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Appendix 4 (Finance) to Annex C (Personnel and Administration) to Americal Division Field SCP (Continued)

- d. Solatium payments are made at official Piaster rate UP MACV Dir 25-5.
- 4. USE OF MILITARY PAYMENT CIRTIFICATES (MPC).
  - a. All pay and allowances are made in official series MPC.
  - b. MPC is converted to dollars by purchase of Postal Money Orders or US Treasury Checks. Treasury Checks are purchased from Division Finance in amounts of \$100.00 or more and must be mailed out of country by the Finance Office.
  - c. MACV Reg 37-6 governs MPC series conversions.
- 5. DECEASED MEMBER'S ACCOUNT.
  - a. Notification of death is by Crown Report.
  - b. Deceased final voucher (DA Form 2139) is prepared by the Unit Personnel Officer according to para 6-7, AR 37-104-2.
  - c. The deceased Financial Data Records Folder is closed by the UPO or Finance records section as applicable and forwarded to Division Finance Officer for immediate dispatch in accordance with para 6-35, AR 37-104-2.
  - d. Summary Court Officer, converts currency of deceased into Treasury Check UP Para 12-53-1, AR 37-103.

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Appendix 5 (Graves Registration) to Annex C (Personnel and Administration)  
to Americal Division Field SOP

1. COMMAND RESPONSIBILITY. Units evacuate remains to closest collection point by vehicles/aircraft not carrying troops.
2. GRAVES REGISTRATION SERVICE. Collection and evacuation teams from S&S Bn, Support Command, and Brigades. Teams receive remains, assemble identifying media and personal effects and prepare remains for evacuation to the Division collection point. Brigades and Division Artillery assist teams and arrange for air/land transportation of required.
3. SEARCH AND RECOVERY OF REMAINS.
  - a. All units and individuals are responsible for conducting search and recovery of US remains.
    - b. When initially moving remains units be aware of booby traps. Remove weapons and ammunition from remains prior to evacuation.
    - c. Units guard remains to prevent improper handling, desecration or pilferage.
    - d. Remove Government property, except clothing and items of identification from remains at Division collecting point.
    - e. Deliver enemy dead to nearest ARVN unit.
    - f. Deliver allied dead to nearest unit of decedent's country.
4. IDENTIFICATION.
  - a. Identify remains as soon as possible.
    - b. Forward when possible, written confirmation of positive identification (viz, by an acquaintance) with remains. DD Form 565, Statement of Recognition, is available at all collecting and evacuation points.
5. PERSONAL EFFECTS.
  - a. Do not remove personal effects from remains, except items of value which may be pilfered. Responsible individual may remove such items prior to arrival at collecting and evacuation point.
    - b. Maps, other papers or items of tactical importance, may be removed.
    - c. Record removal of items from remains on personal effects form.
    - d. If positive identification is impossible, personal effects accompany remains to mortuary facility located at Da Nang Air Base.
6. TEMPORARY BURIALS.
  - a. Bury temporarily only if tactical situation does not permit evacuation of deceased.

**UNCLASSIFIED** C-26

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Appendix 5 (Graves Registration) to Annex C (Personnel and Administration)  
to Americal Division Field SOP (Continued)

- b. Individuals making temporary burials report date, location, identity of deceased (if known) and circumstances to this headquarters.
- c. Recover remains temporarily buried as soon as possible.

KOSTER  
MG

DISTRIBUTION:  
Special

OFFICIAL:

  
QUALLS  
C1

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Appendix 6 (Command Post Arrangement) to Annex C (Personnel and Administration) to Americal Division Field SOP

1. COMMAND POST LOCATION. Commanding General approves general location of the Division CP based on recommendations of G3, and Div SO. Hq Comdt selects specific location.
2. COMMAND POST ARRANGEMENT. TAB A. CP is composed of elements listed below:
  - a. Command element. Positioned Centrally near DTOC.
    - (1) Div Commander, Chief of Staff, Aide de Camp, and Div Sergeant Major.
    - (2) Assistant Div Commander(s) and Aide(s).
  - b. Div Tactical Operations Center. Positioned centrally in Div CP area. TAB A.
  - c. Administrative and Logistics Center. Consists of following elements:
    - (1) G4 Section
    - (2) G5 Section
    - (3) Other elements as directed.
  - d. Company Headquarters Group. Consists of:
    - (1) Hq Comdt Section.
    - (2) Company Headquarters.
    - (3) Mess Section
    - (4) Maintenance Section
  - e. Message Center Group. Positioned at entrance to CP. Consists of:
    - (1) AG Forward
    - (2) Signal Message Control Center.
    - (3) Communications means as required.
  - f. Communications Group. Consists of elements directed by Div SO.

~~UNCLASSIFIED~~ C-28

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Appendix 6 (Command Post Arrangement) to Annex C (Personnel and Administration) to Americal Division Field SOP (Continued)

3. SPACE ALLOCATION IN CP. Hq Cmdt approves site of all tents, vans, vehicles, and generators in CP. Sections erecting equipment coordinate requirements with the Hq Cmdt. Failure to do so may result in the re-location of facility.
4. ADMINISTRATIVE SUPPORT OPERATIONS.
  - a. Lighting. Maintenance section installs generators and trunkline lighting cable in Command and DTOC area. Sections are responsible for installing drop lights and extension cords. Hq Cmdt installs Command area lights.
  - b. Helicopter Landing Pad. Hq Cmdt installs pad under direction of AAE. Reports location to DTOC.
  - c. Field Mess Facilities. Three messes are operated by the Division Headquarters Company: General Officers Mess, Officers Mess, and Enlisted Mess. Officers and EM Mess are combined. Normal Mess hours are: Breakfast 0630-0730, Dinner 1130-1300, Supper 1730-1900.
  - d. Police and Sanitation. Police and Sanitation Discipline is strictly enforced. Section areas are inspected by Hq Cmdt daily. All areas are maintained in high state of police. Sections furnish personnel to police unassigned areas when requested. Burning pits and ditches are section responsibilities and must be filled in prior to movement. Thorough police of each area is section responsibility prior to movement.
  - e. Briefing Tent.
    - (1) Hq Cmdt responsible for: Acquiring and maintaining necessary tentage, lighting equipment, and installed equipment (exclusive of maps) in a ready position at all times.
    - (2) G3 responsible for:
      - (a) Assuring facility is prepared for daily staff meeting.
      - (b) Restoring of facility after use.
    - (3) IO responsible for:
      - (a) Assuring facility is prepared as required for IO purposes.
      - (b) Restoration of facility after use.

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Appendix 6 (Command Post Arrangement) to Annex C (Personnel and Administration) to Americal Division Field SOP.

f. Each staff section is responsible for acquisition, maintenance, storage, transportation, erection, and operation of their own facilities.

g. Blackout measures in effect upon order.

h. Vehicle parking. During operations, a vehicle park is established in vicinity of dismount point. Non-essential vehicles are parked and dispersed within the area.

5. COMMAND POST SECURITY. Access to DTOC. Sections or units having personnel requiring access to the DTOC, submit written request to G3, through G2. G2 verifies individual's clearance. G3 types and forwards approved access list to the PM. PM posts military policemen at entrance to DTOC with approved list to control entrance of personnel.

6. COMMAND POST DEFENSE. Hq Cmdt is responsible for over all defense of CP, he is assisted by attached security forces, defense commanders, and Headquarters Company Commander.

a. Security force. Force to be designated by G3 provides close-in protection of CP. Security force leader coordinates directly with Hq Cmdt.

b. Internal Security. MP Security Platoon leader supervises security of the following installations:

- (1) Command Section
- (2) DTOC
- (3) Dismount Point
- (4) Tactical CP (when utilized).

c. Attached security forces are deployed by Hq Comdt.

d. Local Security. Security force furnishes outposts along avenues of enemy approach to CP. During intensive enemy activity, perimeter defense is established to provide adequate protection for CP.

e. Defense group sectors and commanders are assigned by Hq Cmdt.

Signals.

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Appendix 6 (Command Post Arrangement) to Annex C (Personnel and Administration) to Americal Division Field SOP (Continued)

- f. Each staff section is responsible for acquisition, maintenance, storage, transportation, erection, and operation of their own facilities.
- g. Blackout measures in effect upon order.
- h. Vehicle parking. During operations, a vehicle park is established in vicinity of dismount point. Non-essential vehicles are parked and dispersed within the area.

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- c. Attached security forces are deployed by Hq Cmdt.
- d. Local Security. Security force furnishes outposts along avenues of enemy approach to CP. During intensive enemy activity, perimeter defense is established to provide adequate protection for CP.
- e. Defense group sectors and commanders are assigned by Hq Cmdt.
- f. Signals. SOI
- g. Command and Communications. Security Force communications used in controlling conduct of defense. Hq Comdt directs defense effort. Defense CP is located at Hq Cmdt Section. Alternate CP is DTOC.

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Appendix 6 (Command Post Arrangement) to Annex C (Personnel and Administration) to Americal Division Field SOP (Continued)

h. Reserve Defense Group. The MP security platoon is designated the Division CP reserve. On order this group reinforces threatened portions of perimeter or counterattacks penetration of the perimeter.

7. DISPLACEMENT. CP displaces in three echelons. a. Advance Party whose mission is:

(1) Selection of exact site for CP in area designated by G3. (Element is preceded by small reconnaissance team consisting of Hq Cmdt and Div SO who select site.)

(2) Selection and marking exact installation areas in CP site.

(3) Search and clear area and provide protection for main body entering area.

(4) Provides guides for main elements.

(5) Establishes traffic control points along route.

b. Division Forward CP consists of DTOC, Command and Communications elements directed by G3. Tactical CP is led by G3 officer. Missions of Tactical CP are:

(1) Precedes main body to new CP area.

(2) Establishes communications from new CP area.

(3) Arranges for transfer of command and assumes control of Div elements.

c. Division Headquarters main body consists of all remaining elements and displaces under control of Hq Company Commander. Displacement begins after transfer of command.

8. MARCH ORDER. Hq Cmdt announces warning order after receiving movement directive. Detailed instructions are announced as soon as possible.

9. COUNTER-AMBUSH INSTRUCTIONS. a. Personnel facing outward on trucks prepare to dismount and return fire immediately.

b. Vehicles break through if possible.

c. Vehicles breaking through on far side of ambush site, halt.

d. Portions of column not in fire fight become maneuver element. Senior individual takes command. Attack flank of ambush.

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Appendix 6 (Command Post Arrangement) to Annex C (Personnel and Administration) to Americal Division Field SOP. (Continued)

- e. SITREP to G3.
- f. Resume the march.

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TAB: A - Command Post Arrangement

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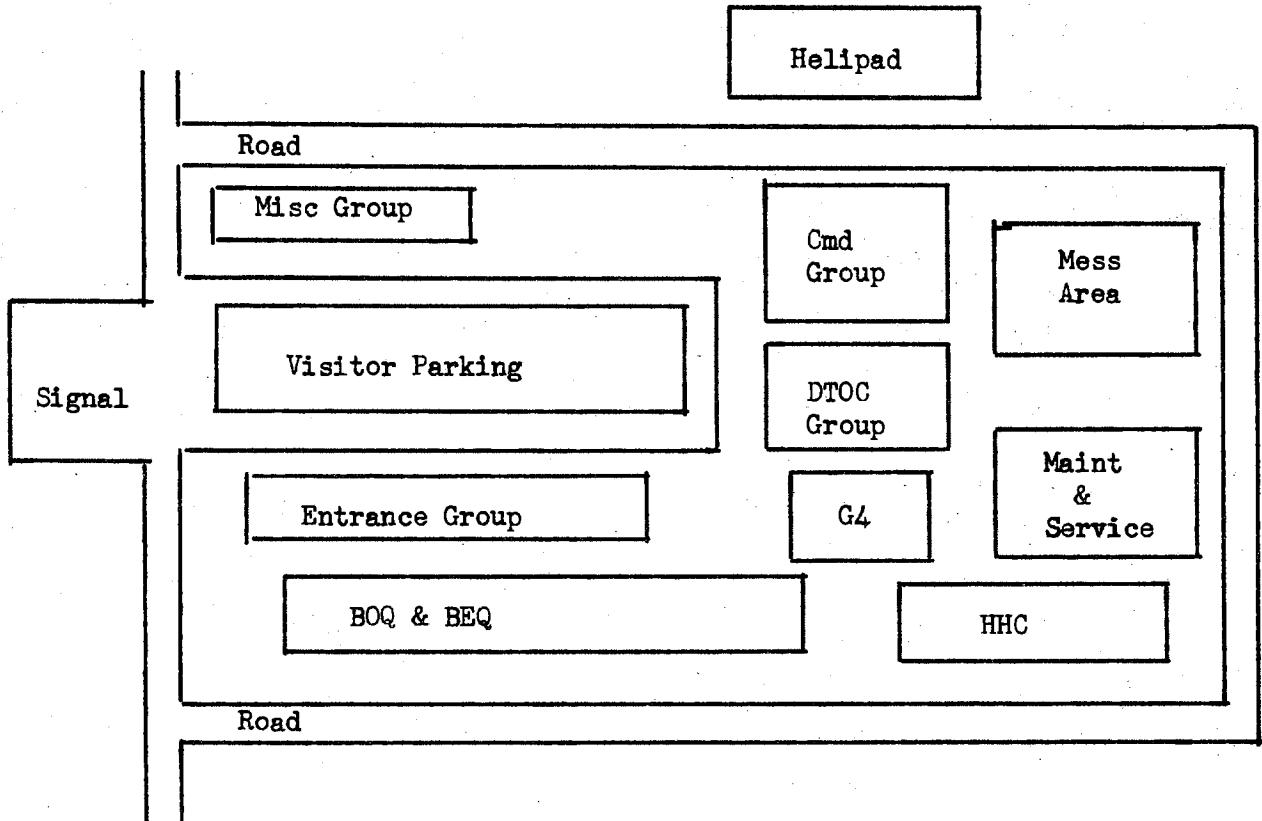
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TAB A (Command Post Arrangement) to Appendix 6 (Command Post Arrangement) to Annex C (Personnel and Administration) to Americal Division SOP

<u>DTOC GROUP</u>	<u>ENTRANCE GROUP</u>	<u>COMMAND GROUP</u>
G2	Dismt Pt	CG
G3	MP	ADC
FSE	Aid Sta	CofS
ALO	Msg Ctr	<u>MILSC GROUP</u>
	PM	IO
	Surg	And Additional
	Hq Cmdt	

NOTE: The diagram below will be generally followed for establishing a TAC CP, when terrain permits.



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Appendix 7 (Civilian Labor) to Annex C (Personnel and Administration)  
to Americal Division Field SOP

1. General. In the temporary hire (AIK) or Permanent Hire of Local Nationals, the following guidelines will be followed.
2. Administration. The ACofS, G1, this headquarters, is responsible for the overall management and control of all Labor Programs within the division.
3. Temporary Hire Program.
  - a. An Assistant G1 will serve as the Division Imprest Fund Officer and will be responsible for procuring funds for the Division temporary hire program.
  - b. Each unit will have on Division orders, one (1) Unit Imprest Fund Officer and one (1) alternate. The Unit Imprest Fund Officer is responsible for the following:
    - (1) The paying of the temporary hires employed by this organization.
    - (2) The procurement of temporary hire personnel for employment with his respective unit.
    - (3) Insuring that temporary hires are utilized IAW current Division regulations.
    - (4) The safe guarding of AIK funds.
  - c. Security. The following security precautions will be exercised when hiring local national personnel in the temporary hire program.
    - (1) When possible, Local hires will be obtained through the local American Advisor and District Chief.
    - (2) Each laborer will be thoroughly searched before entering and upon leaving the unit area or base camp complex.
    - (3) Detail one American Soldier with every eight to ten laborers.
4. Permanent Hires.
  - a. All permanent hire spaces are allocated to Americal Division by Headquarters USARV.
  - b. ACofS, G1 is responsible for the overall supervision and administration of the Permanent Hire Program.
  - c. Unit commanders will appoint a responsible officer to supervise and administer the permanent hire program within their units.

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Appendix 7 (Civilian Labor) to Annex C (Personnel and Administration)  
to Americal Division Field SOP (Continued)

d. Security. The following security precautions will be exercised when hiring Local National Personnel for the permanent hire program.

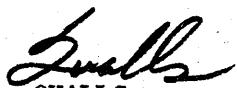
(1) All Local Nationals applying for employment must have a completed security (VN) background investigation prior to being hired. The Chu Lai Industrial Relations Officer will issue passes to permanent hire personnel. Passes must be worn on an outer garment (shirt or blouse) at all times.

(2) Personnel applying for jobs as Kitchen Police must pass a physical examination.

(3) All Local Nationals regardless of job position will be searched prior to entering and prior to leaving all unit areas. Permanent hires will be supervised at all times and will not be allowed to move around the unit area without a US Escort.

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Appendix 8 (Nonappropriated Funds and Related Activities) to Annex C  
(Administration and Personnel) to Americal Division Field SOP

1. ACofs, G1 will be responsible for all nonappropriated fund activities within the Division.
2. Other sundry funds are established and operated by individuals acting within the scope of their official capacity as officers, employees, or agents of the government. Other sundry funds are established to provide essential morale and recreational facilities and services. Other sundry funds are instrumentalities of the government and are subject to the regulations governing nonappropriated funds.
3. Definition of other sundry funds: Other sundry funds are distinguished from funds used to finance an open mess in that messing facilities are not provided. Other sundry funds which are established as officers', non-commissioned officers', and enlisted men's clubs will be restricted to the serving of liquor, beer, soft drinks, and snack shop or coffee shop type items as determined by the major subordinate commander.
4. Establishment: Major subordinate commanders may establish other sundry funds as defined in this SOP.
5. General Policies: Other sundry funds must possess the following characteristics.
  - a. They must be established by written approval of the major subordinate commander.
  - b. The purpose, governing bodies and custodians must be prescribed by written authority.
  - c. They do not declare dividends in any form and do not receive grants from revenue-producing or welfare funds.
  - d. Individuals derive benefits exclusively through participation in, or patronage of, the activities for which the fund is established.
  - e. Profits generated by the activities of the fund will be retained to finance the activities of the fund and will be used to the mutual benefit of all members of the fund.
  - f. The custodian, appointed by the unit commander will be held personally responsible for all funds entrusted to him.

6. Procedures. a. To establish other sundry funds, a written request must be submitted through channels to this headquarters with the following as minimum information:

- (1) Official designation of the unit or organization under which the fund will operate.

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Appendix 8 (Nonappropriated Funds and Related Activities) to Annex C (Personnel and Administration) to Americal Division Field SOP (Continued)

- (2) Purpose of the fund.
- (3) Items to be sold or services to be rendered.
- (4) Number of personnel that will be serviced by the fund.
- (5) Geographical location of the unit or organization where the fund will operate.
- (6) Statement that a definite need for the fund exists.
  - b. Other sundry funds will be self-sufficient and solvent at all times. The fund will be able to liquidate all obligations at any one time.

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Appendix 9 (Reports) to Annex C (Personnel and Administration) to Americal Division Field SOP

<u>TITLE OF REPORT</u>	<u>FORMAT</u>	<u>SUBMITTING UNIT</u>	<u>METHOD OF TRANSMISSION</u>	<u>REMARKS</u>
1. G1 REPORTS:				
a. ATTN: AVDF-AG				
(1) Daily Strength Report	USARV Form 175 & 176	All Units	Courier, radio RTT, Telephone	Daily - as of 2400 hours NLT 1200 hours
(2) Spot Casualty	DD Form 173	All Units	Most Expeditious	When unit suffers mass casualties, report will contain only essential elements of information to include time casualties were inflicted and estimate of casualties in percent. Follow up detailed report will be submitted within 12 hours. Initial report will be immediate.
b. ATTN: AVDF-AG				
(1) Casualty Report	TAB B, Appendix 1 to Annex C	Major Commanders	Courier, Telephone	AR 600-6, -67, -65, Americal Reg 600-6
(2) Letters of Sympathy/Circumstances	TAB C, Appendix 1 to Annex C	Immediate Unit CO Bdes rpt direct to USARV	Courier	Within 3 days after casualty AR600-6 or para 10, Appendix VII, AR 600-67. Letter of transmittal will contain statement of any pending awards.
(3) Daily Casualty Summary	TAB A, Appendix 1 to Annex C	Major Commands	Telephonically	Daily as of 2400 hours to arrive NLT 0400 hours. Confirmation within 24 hours.

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Appendix 9 (Reports) to Annex C (Personnel and Administration) to Americal Division Field SOP (Continued)

<u>TITLE OF REPORT</u>	<u>FORMAT</u>	<u>SUBMITTING UNIT</u>	<u>METHOD OF TRANSMISSION</u>	<u>REMARKS</u>
(4) R&R Report	Letter	Major Comds	Courier	Monthly - NLT 5th of each month
c. ATTN: AVDF-AVN				
Aircraft Accident, Aircraft Crash Facts Message	Appendix I, II, III, TF OREGON Reg No 385-10	Major Comds	Courier	As required
d. ATTN: AVDF-GA				
Accident Report	DA Form 285 AR 385-40 AR 385-6	All Units	Courier	9 Working days after the accident
e. ATTN: AVDF-GA				
Accident Exposure Report	Americal Div Form 713 AR 385-6	All Units	Courier	Within 5 working days after the end of the reporting period.
2. PROVOST MARSHAL:				
a. ATTN: AVDF-PM				
(1) Serious Inci- dent Report	Appendix 1 Division Reg 335-6	Bde PMs and all other Commanders	If Unclassified Telephone Others-Courier	Initial-expedite Interium-each 30 days after accident Final-upon completion of final action

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Appendix 9 (Reports) to Annex C (Personnel and Administration) to Americal Division Field SOP (Continued)

<u>TITLE OF REPORT</u>	<u>FORMAT</u>	<u>SUBMITTING UNIT</u>	<u>METHOD OF TRANSMISSION</u>	<u>REMARKS</u>
(2) Loss, Theft and Recovery of Firearms	Message	All Units	Telephone	Within 48 hours upon termination of Tactical operations. Report facts and circumstances of loss. Non-Combat losses require DA Form 3056-R upon termination of operation.
(3) Offense Report	Total Class I, II, III and Traffic Accidents	Bde PMs	Telephone	Weekly by 1200 hrs Sunday as of 2400 hours Saturday
(4) Provost Marshal Activities Report (RCSPMG-2(R6)	USARV REG 190-46	Bde PMs	Courier	Cutoff 25th of Last Month of quarter submit to Hq indicated in USARV Reg 190-46. Submit Info copy of Report to Division Headquarters.
(5) USARV Offense Command Statistics (RCSAVHPM-2)	USARV Reg 190-46	Bde PMs	Courier	Cutoff 25th of Last Month of quarter submit to Hq indicated in USARV Reg 190-46. Submit info copy to Division Headquarters
(6) Daily PW Status Report	Message	Bde PMs operating Collecting Points	Telephone	Daily by 1600 hrs report by category Gains, Losses, on hand and cumulative total.
(7) Prisoner of War Roster	USARF Form 339-R, USARV Reg 190-2	Bdes operating Courier Collecting Points	Courier	Weekly as of 2400 hrs each Wednesday directly to USARV, ATTN: PM

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ANNEX D

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

ANNEX D (Logistics) to Americal Division Field SOP

1. REFERENCES.

- a. FM 61-100
- b. FM 54-2
- c. FM 101-5
- d. AR 310-34
- e. AR 700-1300-8
- f. AR 711-5
- g. AR 735-5
- h. MACV Dir 55-4
- i. MACV Constr Bulletin 415-2-10.
- j. MACV Dir 405-2
- k. USARV Reg 700-1
- l. USARV Reg 700-6
- m. USARV Reg 710-12
- n. USARV Reg 735-2
- o. USARV Reg 735-3
- p. USARV Reg 750-1
- q. USARV Reg 750-3
- r. USARV Reg 750-4
- s. USARV Reg 750-17
- t. USARV Reg 750-20
- u. USARV Admin O 1-67, 1 Jan 67

2. CONCEPT. a. General

(1) G4 plans, coordinates, and provides staff supervision for logistical support.

(2) The Div Spt Cmd Commander is the Americal Division logistics operator. He coordinates all logistical support activities of the Div and advises the Div Comdr and staff on logistic status and capabilities of the Div and supporting elements.

(3) Brigade commanders control combat service support operations of attached units, and coordinates movement, location, and security of combat service support units in brigade areas.

(4) 1st Log Comd provides back up direct and general combat service support (less aviation aircraft, armament, and avionics maintenance and related repair parts and equipment) to Americal Division.

(5) The 34th Gen Spt Gp provides back up direct and general supply and maintenance for army aircraft, avionics and aircraft armament to include repair parts.

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ANNEX D (Logistics) to Americal Division Field SOP (Continued)

b. Responsibilities.

(1) Division Spt Comd provides supply, maintenance, transportation, medical, and service support to Americal base units and serves as point of contact between Americal Div combat service support activities and 1st Log Comd supporting elements on all combat service support functions for which 1st Log Comd is responsible. Provides back up combat service support to brigades.

(2) Brigade commanders provide supply, maintenance, transportation, medical, and service support within organic attached resources in assigned areas, coordinating logistics matters through the Div Spt Comd Commander and General Staff Officers, as appropriate.

(3) Supporting and supported units have a mutual responsibility for informing each other as to locations.

3. MATERIAL AND SERVICE. a. Supply.

(1) Class I.

(a) Brigades establish Class I levels consistent with their requirements; however, a minimum of 3 days level of meals, combat individual (MCI) will be maintained by brigade units.

(b) Div base units will maintain as a minimum, 3 day level of MCI.

(c) Prescribed load. A total of 15 days supply of MCI will be maintained by the Americal Division. Quantities required in excess of those listed in subparagraphs 3a(1)(a) and (b) above will be stocked by the Div Spt Comd and brigades Support Battalions for troops supported.

(d) Ration type and cycle. "A" Rations are the normal daily ration in base areas and operational areas. Meals will be modified whenever necessary with "B" ration components. Sundry packs are issued on the basis of one per 100 men per day until exchange facilities are available to troops or after 48 hours on an operation. Ration Cycle: BDS.

(2) Class II and IV.

(a) Expendable supplies.

1. Units are authorized a total of 45 days supply.

2. Requisitions will be submitted once monthly for a 30 day supply. Units in Chu Lai will normally use the Self Service Supply Center.

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ANNEX D (Logistics) to Americal Division Field SOP (Continued)

(b) TA 50-901 items (clothing & equipment). Battalions and separate companies are authorized a 5% reserve stock of TA 50-901 supplies and equipment.

(c) Authorized Stockage Lists (ASL) and Prescribed Load Lists (PLL). All using units will provide supporting maintenance units with densities of equipment by type, make and model in each supported unit in accordance with para 5d(10), USARV Reg 750-3. A copy of the unit PLL will be provided to appropriate supporting maintenance activity in accordance with AR 735-35.

(d) Levels of Supply.

1. Prescribed Load List (PLL).

a. Using units will maintain 15 day stockage of repair parts for organizational maintenance.

b. All units will obtain DX items from supporting support maintenance activities in accordance with the exchange list provided by their support unit.

2. Authorized stockage list (ASL). Direct support activities will maintain a 45 day stockage objective. This includes 30 day operating level and a 15 day safety level. Order ship time will be determined by the DSU based on experience factors.

3. Maintenance Float. Direct support activities will maintain allowances for densities of equipment supported as outlined in USARV Reg 750-17

(e) Barrier Material. Requisition approved materials through supporting supply activity. Approval for materials will be obtained in accordance with Americal Division Regulation 415-1, 14 December 1967.

(f) Requisition Flow.

1. Chu Lai and LZ Baldy TAOR.

a. CL II & IV (less repair parts, medical aircraft and associated equipment): Brigades and Div Base units submit requisitions to Div Spt Comd (23d S&T Bn). Div Spt Comd submits requisition for Army supplied items direct to USA Depot, Qui Nhon; requisition for Navy supplied items to Naval Support Activity Detachment at Chu Lai.

b. Repair Parts. Brigades and Americal Div Base units submit requisitions (less aircraft) to Div Spt Comd (723d Maint Bn). Div Spt

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ANNEX D (Logistics) to Americal Division Field SOP (Continued)

Comd to USA Depot, Qui Nhon. Requisitions for aircraft repair parts to 335th Maint Co. (ACFT) (DS); to 34th Gen Spt Gp.

2. Duc Pho TAOR.

a. CL II & IV (less repair parts, medical, aircraft and associated equipment): Brigades and Div Base units submit requirements to 1st Log Comd forward support activity, Duc Pho.

b. Repair Parts. Div Base units submit to 11th LIB (6th Spt Bn) or as designated by this headquarters. Brigade submits to Div Spt Comd (723d Maint Bn). Div Spt Comd submits to USA Depot, Qui Nhon.

3. Aircraft and associated equipment: Aviation units submit to 335th Maint Co (ACFT) (DS); to 34th Gen Spt Gp.

(3) Class III

(a) Bulk Petroleum products.

1. Americal Division base and brigades maintain a minimum of 3 days prescribed load. Stockage for Americal Division will not exceed 10 days supply.

2. All vehicle tanks, 5 gallon cans, and fuel tankers will be topped off each evening.

(b) Packaged Products.

1. Using units will maintain 15 days supply and replenish from Div Spt Comd and Brigade Support Battalion Class III points as stocks are consumed.

2. Div Spt Comd and Brigade Support Battalions will maintain 15 day stock of common oils and lubricants.

(c) Div Spt Comd, Brigades and base units at Duc Pho replenish from 1st Log Comd support activity. At Chu Lai the Brigade Support Battalions replenish from the Div Spt Comd activity. Div Spt Comd replenishes from Naval Support Activity, Chu Lai and USASC, Qui Nhon. Normal support to using units will be provided by supply point distribution from the Div Spt Comd activity.

(4) Class V.

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ANNEX D (Logistics) to Americal Division Field SOP (Continued)

- (a) All requests for ammunition will be submitted through Div Spt Comd (DAO) to supporting 1st Log Comd Ammunition Supply Point (ASP).
- (b) Supply point distribution will be used for Div base units and brigades from ASP's established by 1st Log Comd.
- (c) Ammunition Supply Rate (ASR) is based on USARV monthly supply rate message. Authorizations for additional quantities of ammunition to support operations will be submitted to Div G3 for approval.
- (d) All unused ammunition components, packaging material, and expended brass will be returned by units to the nearest ASP. Live components and ammunition will be turned in separately from expended brass and inert materials.

(5) Water: Annex F (Engineer Combat Support)

(6) Medical Supply: Appendix 1 (Medical).

b. Services.

- (1) Construction and engineer support.
  - (a) Construction requests in support of combat operations will be submitted to Div Engineer for approval.
  - (b) Base Development construction requests will be submitted to Base Development Office, HQ Americal Division under provisions of MACV Directive 405-2.
  - (c) Construction Material Supply Activity.
    - 1. Chu Lai operated by 23d S&T Bn.
    - 2. Duc Pho operated by 1st Log Comd FSA.
- (2) Maintenance (less medical, cryptographic, ADPS, and air delivery equipment).
  - (a) Div Spt Comd provides direct support maintenance to all units assigned or attached to Div Base and provides emergency back up to Brigade Support Battalions.
  - (b) Brigade Support Battalions provide direct support maintenance to organic/attached brigade units and, as directed by CG, Americal Division and augmented by Div Spt Comd, provide support on an area basis to all Div units within the area of their responsibility.

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ANNEX D (Logistics) to Americal Division Field SOP (Continued)

(c) Contact team support will be provided by applicable direct support maintenance unit to repair, on site, those items which are bulky, or, due to operational necessity, cannot be moved or are not transportable. Company or battalion requesting support will furnish make and model of item to be repaired and type repair required.

(3) Medical Maintenance. Appendix 1 (Medical).

(4) Cryptographic maintenance. Provided by the Division Signal Battalion.

(5) Laundry and bath. Americal Division Support Command provides bath service utilizing organic equipment. Back up support to be provided by 1st Logistical Command as required. Laundry support to be provided by 1st Logistical Command.

(6) Graves Registration. Annex C (Personnel).

4. MEDICAL EVACUATION AND HOSPITALIZATION. Appendix 1 (Medical).

5. TRANSPORTATION. a. Request for transportation support beyond subordinate command capability will be submitted through the Division Transportation Officer.

b. Request for airlift and sealift will be in accordance with MACV Dir 55-4, 3 Oct 67 Subj: Transportation and Travel Movement System in Republic of Vietnam (RVN).

c. Aerial Resupply. Appendix 3 (Aerial Resupply).

6. MISCELLANEOUS. a. Salvage.

(1) Units evacuate to salvage collection points established by Div Spt Comd and Brigade Support Battalions.

(2) 1st Log Comd normally establishes collection and classification points in vicinity of support activities.

b. Captured material. Units report and receive instructions through G2 channels.

7. SPECIAL INSTRUCTIONS. a. Division Support Command will establish a Logistical Operations Control Center (LOCC) from resources within the command. This LOCC will plan, direct, or coordinate actions required to provide service, supply, maintenance, transportation, and ammunition to supported units.

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ANNEX D (Logistics) to Americal Division Field SOP (Continued)

b. Division Support Command will establish a Combat Support Center to collect and maintain data pertaining to the logistical status of Americal Division. The purpose of this center is to keep the commander and staff informed, provide a focal point of information for interested personnel, and to assist the G4 in exercising staff supervision over logistic matters. The major portion of the data will be provided by the Support Command LOCC. The type and frequency of reporting data will be determined by the G4 based on his analysis of the current situation. Appendix 2 (Reports) lists the type on information that is presently required and provides the reporting format. Americal Division Regulation 700-2 describes procedures for submitting between the LOCC and LIC when means other than courier are used.

8. REPORTS. Reports listed in Appendix 2 will be submitted by the following units, as applicable. Reports pertaining to other subordinate units assigned and attached will be consolidated within the major subordinate units. OPCON units within Americal Division will receive instructions from the Div G4 on the submission of their report.

All Brigades  
Div Spt Comd  
Div Arty  
Div Sig Bn  
Div Engineer Bn  
Div Aviation Bn  
HHC Americal Division

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Appendices:

- 1 - Medical
- 2 - Reports
- 3 - Aerial Resupply

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Appendix 1 (Medical) to Annex D (Logistics) to Americal Division Field SOP

1. PROCEDURES. a. Battalion Surgeons are responsible for treating and establishing priorities for the evacuation of casualties.

b. Requests for air evacuation will be made by the most expeditious means available, preferable through the Medical Evacuation Radio Net.

c. The responsible surgeon will designate the point of origin for medical evacuation, the patients to be carried, and the destination point if special treatment is required.

d. Units will accomplish maximum self-aid.

e. Ambulatory patients will assist in the evacuation of patients at the direction of the medical officer concerned.

2. MATERIAL AND SERVICES. a. Supply. Medical treatment facilities will carry a 15 day load of medical supplies. Requests will be submitted to Division Medical Supply Office through supporting Medical Company if appropriate.

b. Services.

(1) Maintenance, direct exchange, evacuation and salvage of medical equipment will be provided by Division Medical Supply or Brigade Medical Supply as appropriate.

(2) Individual immunization records will be checked by each unit once each month to insure immunizations are kept current.

(3) Sick call will be held daily by the unit surgeon in base or operational areas.

(4) Dental services are accomplished at each medical Company.

3. MEDICAL EVACUATION AND HOSPITALIZATION. Division evacuation policy is 2 to 5 days.

4. MISCELLANEOUS. a. When feasible, individuals evacuated to a medical facility will leave weapons and organizational equipment with the unit. This policy does not apply in the case of infantry units engaged in operations where evacuation is accomplished by helicopter and when vehicles are not available to carry the equipment in which case the equipment will accompany the individual. If casualties arrive with the equipment, it is the responsibility of the medical unit commander to safeguard it. Equipment will be tagged to indicate the patient's name, rank, service number, and unit. The medical unit will notify the patient's unit and request pick-up by the unit.

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Appendix 1 (Medical) to Annex D (Logistics) to Americal Division Field SOP  
(Continued)

b. A Weapons Daily Record Sheet will be maintained by each division medical facility using the following format.

- (1) Column 1 - Date/Time received.
- (2) Column 2 - Weapon Serial Number.
- (3) Column 3 - Individual's Name
- (4) Column 4 - Owning Unit
- (5) Column 5 - Disposition (Name of individual who received the weapon and date.
- (6) Column 6 - Signature of an officer from the facility authenticating that the information is correct.

c. Deceased personnel will be transported to the nearest Graves Registration collecting point utilizing organic transportation, where possible.

5. MEDICAL REPORTING. a. Division Medical Treatment facilities will submit the following recurring medical reports.

- (1) Weekly Morbidity Telegraphic Report.
- (2) Monthly Outpatient Report.
- (3) Monthly Morbidity Report.
- (4) Command Health Report.
- (5) AMEDS Officer Roster.

b. Separate brigade surgeons will consolidate statistical summary reports (Morbidity Telegraphic, Monthly Outpatient and Monthly Morbidity) and submit same directly to HQ, USARV, with an information copy to the Division Surgeon.

c. Artillery, aviation, and engineer battalion surgeons of units not assigned to Americal Division submit statistical summary reports through their assigned headquarters to HQ, USARV, with an information copy to the Division Surgeon.

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Appendix 1 (Medical) to Annex D (Logistics) to Americal Division Field SOP  
(Continued)

d. Separate brigade surgeons, artillery, aviation, and engineer battalion surgeons, forward advance information copy of Command Health Report, with required inclosures, directly to Americal Division Surgeon at the same time the original copy is forwarded through command channels.

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Appendix 2 (Reports) to Annex D (Logistics) to Americal Division Field Ser

<u>REPORTS</u>	<u>REFERENCE</u>	<u>SUBMITTED BY</u>	<u>SUBMITTED TO</u>	<u>REPORTS</u>
1. Daily Logistic Report	TABS A & B	BDE, and Sep Bn/Co	Americal Spt Comd	Report is as of 0800 hrs daily, when required. Submitted in duplicate to Div Spt Comd. Div Spt Comd forwards one copy to G4.
2. Periodic Logistic Report	USARV Reg 700-6	BDE, Arty Bn, Eng Bn, Cav SQDN	See para 6 of USARV Reg 700-6 and Ltr, AVDF-GD HQ, TFO (AMCL Div) dtd 18 Aug 67.	Cut off as of 2400 hrs 5th and 20th of each month. Five info copies forwarded to G4 NLT 48 hrs after cut off, in addition to requirements specified in USARV Reg 700-6. G4 forwards 3 copies to Div Spt Comd and 1 copy to 1st Log Comd.
3. Combat Loss Requisition	USARV Reg 735-3 Americal Div Reg 735-1 TAB C	Bde and Sep Bn/Co	Thru Div Spt Comd (23d S&T Bn) to G4	Must be submitted NLT 4 days after loss.
4. Combat Loss Report	USARV Reg 735-3 Americal Div Reg	Bde and Sep Bn/Co	G4	DA Form 2408-7 (copies 1,3 & 4) submitted to G4 within 9 days of loss. Bde's having authority to approve Combat Loss Reports submit copies 1 and 4, DA Form 2408-7, to USARV through this headquarters, ATTN: AVDF-GD, IAW USARV Reg 735-2.
5. Combat Vehicle Status Report	USARV Reg 750-22	Bde and Sep Bn/Co	G4	Cut off as of 2400 hrs on last day of each month. Forward to G4 NLT 2400 hrs 2d day of following month.

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Appendix 2 (Reports) to Annex D (Logistics) to Americal Division Field SOP (Continued)

<u>REPORTS</u>	<u>REFERENCE</u>	<u>SUBMITTED BY</u>	<u>SUBMITTED TO</u>	<u>REPORTS</u>
6. Artillery Status Report	Ltr(C), AVDF-MR, HQ USARV, 2 Feb 67, Subj: Artillery Status Report (RCS AVHGD-2(R1) (U)	Arty Bns	Americal Spt Comd	Div Spt Comd consolidates all reports received and submits telephonically to 1st Log Maint Unit providing back-up DS. Info copy of report will be forwarded to G4 daily.
7. World Wide Ammo Feeder Report	USARV Reg 700-7	Bde & Sep Bn/Co	Americal Spt Comd	Cut off as of 2400 hrs 24th day of each month. Due in to DAO 30th of each month.
8. Daily Ammo Expenditure (COLED-V)	Ltr (FOUO), AVGD-MR HQ USARV, 26 Mar 66 subj: Ltr of Instruction, Combat Operations Loss and Expenditures Data-Vietnam (COLED-V) (U) TM 38-750 Para 4-9 USARV Form 376-R.	Bde & Sep Bn/Co	HQ USARV, ATTN: ACofS, G4	Cut off as of 2400 hrs daily forward NLT 0800 hrs. Negative reports not required.
9. Malfunction Report	AR 700-1300-8 USARV Reg 75-1 USARV Reg 700-7	Bde & Sep Bn/Co	Americal Spt Comd	Submitted within 7 days after occurrence. Must be followed within 30 days by a detailed written report. Submitted as required.
10. Weekly Command Deadline Report	USARV Reg 750-4 Americal Reg 750-4 (TAB D)	Bde & Sep Bn/Co	Americal Spt Comd (723d Maint Bn)	Cut off as of 2400 hrs each Friday. Fwd in 2 copies to 723d Maint Bn NLT 1200 hrs Saturday. The 723d fwds to G4 NLT 1200 hrs Sunday

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Appendix 2 (Reports) to Annex D (Logistics) to Americal Division Field SOP (Continued)

<u>REPORTS</u>	<u>REFERENCE</u>	<u>SUBMITTED BY</u>	<u>SUBMITTED TO</u>	<u>REPORTS</u>
11. Army Aircraft Inventory Status and Flying Time Report	USARV Reg 710-12	Organization with aircraft on property book	34th GS Gp, 14th Trans Bn, USAAMC St Louis Mo, G4, ATTN: AVDF-GD-M	Cut off as of 2400 hours on last day of each month. Three info cys forwarded to G4 NLT 72 hours after cut-off
12. Material Readiness	TM 38-750	Bde & Sep Bn/Co	G4	Prepared quarterly periods ending 21 Mar, 20 Jun, 20 Sep and 21 Dec. Forward to G4 by the 25th day of last month of quarter.
13. Operational Loss Report	AR 735-11	Bde & Sep Bn/Co	G4	Prepared quarterly Periods ending 31 Mar, 30 Jun, 30 Sep & 31 Dec
14. Semi-Annual Container Report	USARV Reg 701-5	Bde & Sep Bn/Co	Americal Spt Comd	Cut off as of 30 Jun and 31 Dec. Forward to Spt Comd NLT 2400 hrs the following day.
15. Rifle Distribution (RCS CSGLD-1401) Exchange Program M14/M16A1	USARV MSG 54939 AVHGD-MD 12 Aug 67	Bde & Sep Bn/Co	G4	Prepared monthly as of last day of the month. Submitted to USARV G4 NLT 3d of following month. Report to arrive on 1st day of month to Americal G4.
16. Control and Safeguard of US Supplies & Military Goods	USARV Reg 525-3	Americal Div Spt Comd	G4	Reports will be forwarded to Americal G4 NLT the 5th day subsequent to the close of each month. Report will be forwarded to USARV G4 by the 10th day of the following month. In addition to the monthly reports a semi-annual report will be submitted in July & December

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Appendix 2 (Reports) to Annex D (Logistics) to Americal Division Field SOP (continued)

<u>REPORTS</u>	<u>REFERENCE</u>	<u>SUBMITTED BY</u>	<u>SUBMITTED TO</u>	<u>REPORTS</u>
17. Monthly Inventory of Conex Containers	AR 55-165 Americal Reg 55-3	Bde & Sep Bn/Co	Americal Spt Comd	Report due NLT 20th of the month. Reporting period from 16th of one month to 15th of the following month.
18. Monthly Transportation Forecast	MACV Dir 55-4 3 Oct 67	Bdes	DTO	Report due to the DTO NLT 15th of the month, two months prior to forecasted month so as to arrive at III MAF on 25th of month, two months prior to forecasted month.

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TAB A (Daily Logistics Report) to Appendix 2 (Reports) to Annex D (Logistics) to American Division Field SOP

REPORT FORMAT

LINE 1. a. Reporting Unit: \_\_\_\_\_  
b. Period Covered: \_\_\_\_\_ to \_\_\_\_\_

LINE 2. a. Number of US Personnel Supported: \_\_\_\_\_  
b. Attachments being supported: \_\_\_\_\_

LINE 3. Status of Supplies on hand:

<u>CLASS I</u>	<u>MEALS</u>	<u> DAYS OF SUPPLY</u>
a. "B" Rations	_____	_____
b. "C" Rations	_____	_____
<u>CLASS III, IIIa</u>	<u>GALLONS</u>	<u> DAYS OF SUPPLY</u>
c. Mogas	_____	_____
d. Diesel	_____	_____
e. JP4	_____	_____
f. Avgas	_____	_____
<u>CLASS V</u>		<u>ROUNDS ON HAND</u>
g. 5.56mm	_____	_____
h. 7.62mm	_____	_____
i. 2.75"	_____	_____
j. 3.5"	_____	_____
k. 60mm	_____	_____
l. 81mm	_____	_____
m. 4.2"	_____	_____
n. 107mm	_____	_____
o. 90mm	_____	_____
p. 105mm	_____	_____
q. 106mm	_____	_____
r. 155mm	_____	_____
s. 175mm	_____	_____
t. 8"	_____	_____

LINE 4. Critical Shortages of Equipment

<u>ITEM</u>	<u>AUTH</u>	<u>ON HAND</u>	<u>SUPPORT MAINT</u>
-------------	-------------	----------------	----------------------

LINE 5. Critical Shortages of Repair Parts

<u>FSN</u>	<u>NOMENCLATURE</u>	<u>END ITEM</u>	<u>QTY NEEDED</u>
------------	---------------------	-----------------	-------------------

LINE 6. Locations (Initial Report and Changes Thereto)

a. _____	_____
b. _____	_____

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TAB B (Daily Status of Class I) to Appendix 2 (Reports) to Annex D (Logistics) to Americal Division Field SOP

Report 2

DAILY STATUS OF CLASS I

Date \_\_\_\_\_

LOCC Location or Code		(--)	(--)	(--)	(--)	(--)	(--)
A COMP	RECEIVED A						
	ISSUED B						
	STK OBJ C						
	O/H D						
	DUE IN E						
B COMP	RECEIVED F						
	ISSUED G						
	STK OBJ H						
	O/H I						
	DUE IN J						
C RTNS	RECEIVED K						
	ISSUED L						
	STK OBJ M						
	O/H N						
	DUE IN O						
SUNDY PACKS	RECEIVED P						
	ISSUED Q						
	STK OBJ R						
	O/H S						
	DUE IN T						

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JOINT MESSAGEFORM				RESERVED FOR COMMUNICATION CENTER											
SECURITY CLASSIFICATION CONFIDENTIAL				TAB C (Combat Loss Requisition) to Appendix 2 (Reports) to Annex D (Logistics) to Americal Division Field SOP											
TYPE MSG	BOOK	MULTI	SINGLE												
M															
PRECEDENCE															
ACTION IMMEDIATE															
INFO PRIORITY				DTG											
<p>FROM: CG, 196TH INF BDE, CHU LAI, RVN</p> <p>TO: CG, AMERICAL DIVISION, CHL, RVN (COURIER)</p> <p>CONFIDENTIAL _____ FOR AVDF-GD</p> <p>SUBJ: Combat Loss (Material)</p> <p>Ref: USARV Reg 735-3</p> <p>1. The following replacement item(s) are requisitioned as indicated.</p> <p>a. Unit sustaining loss:</p> <p>b. UIC: (To include as a seventh digit the major command code IAW Appendix I USARV Reg 735-2).</p> <p>c. FSN:</p> <p>d. NOMEN:</p> <p>e. SPT SUP ACTV DOCU NO.</p> <p>f. Serial/USA number(s) of item(s) lost:</p> <p>g. Date of loss:</p> <p>h. Operation or grid location of loss:</p> <p>i. Qty Rqrd:</p>															
<table border="1"> <tr> <td>DATE</td> <td>TIME</td> </tr> <tr> <td>MONTH</td> <td>YEAR</td> </tr> <tr> <td>April</td> <td>1968</td> </tr> <tr> <td>PAGE NO.</td> <td>NO. OF PAGES</td> </tr> <tr> <td>1</td> <td>2</td> </tr> </table>						DATE	TIME	MONTH	YEAR	April	1968	PAGE NO.	NO. OF PAGES	1	2
DATE	TIME														
MONTH	YEAR														
April	1968														
PAGE NO.	NO. OF PAGES														
1	2														
DRAFTER	TYPED NAME AND TITLE TOM JONES MAJ, INF S4		PHONE 123	RELEASER	SIGNATURE TYPED (or stamped) NAME AND TITLE PETER R. SMITH, CPT, INF, S1										
SECURITY CLASSIFICATION CONFIDENTIAL			REGARDING INSTRUCTIONS Downgrade at 3 year intervals, Declassified after 12 years.												

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TAB D (Weekly Command Deadline Report) to Appendix 2 (Reports) to Annex D (Logistics) to Americal Division Field SOP

## WEEKLY COMMAND DEADLINE REPORT

### Unit Reporting

**Reporting Period**

REMARKS MUST BE MADE WHENEVER EQUIPMENT DENSITY CHANGES 5% OR MORE

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Appendix 3 (Aerial Resupply) to Annex D (Logistics) to Americal Division  
Field SOP

1. PROCEDURES. a. Airdrop:

- (1) Airdrop of supplies and equipment will be used as an emergency means of supply when requested under the provisions of this SOP.
- (2) Requests will be submitted by brigades and separate battalions direct to the Support Command Logistic Operations Control Center (LOCC). Format will be as indicated in Appendix 1, USARV Reg 700-1, by line number. Requests may be submitted by telephone over secure circuit or encoded, but will be confirmed by immediate message. Airdrop requests may be cancelled by notification to the Support Command LOCC.
- (3) Selection of drop zones will be made as outlined in paragraph 3c and Appendix II, USARV Reg 700-1.
- (4) Marking of drop zones will be accomplished as outlined in paragraph 3d and Appendix III, USARV Reg 700-1.
- (5) All requests for emergency airdrop of supplies and equipment will be classified SECRET and downgraded to UNCLASSIFIED upon completion or cancellation of the mission.
- (6) Unit requesting airdrop will comply with provisions of paragraph 4a(1), (2), (3), (4), and (5), USARV Reg 700-1.

b. Airlanded:

- (1) Airlanding is the preferred method of aerial resupply.
- (2) Procedures for use of organic aircraft are same as for other organic transport.

2. REPORTS. a. Units receiving airdrop will, upon completion of the airdrop immediately submit after-action message (exempt report, para 39, AR 335-15) to Support Command LOCC. Report will contain information as outlined in paragraph 4a(6), USARV Reg 700-1.

b. The Support Command LOCC will forward report to CG, 1st Logistical Command, with information copy to CG, USARV, ATTN: AVHGC-PO.

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

Annex E (Army Aviation) to Americal Division Field SCP

1. REFERENCES.

- a. AR 95 series
- b. AR 385-40
- c. USARV Regulations 95 series
- d. USARV Regulation 385-4C
- e. USARV Regulation 385-10
- f. USARV Message AVAV-A 38595

2. Organization for Combat. a. 123d Aviation Battalion, Americal Division.

- (1) Commanding Officer, located at battalion CP.
- (2) Airmobile light and Aero Scout Companies located at Division Base Airfield.

- (3) F Troop 8th Cav, attached.

- b. Other organic aviation.

- (1) Div Arty aviation section supports Div Arty.
- (2) Brigade Aviations Section support parent brigade.
- (3) Attachments (upon receipt of op-con order this will be changed).

- (1) 14th Combat Aviation Battalion

- (a) Commanding Officer located at Battalion CP.

- (b) Assault Helicopter & Assault Support Helicopter Companies and Air Cavalry Troops located at base & satellite airfields.

3. Functions and Duties.

- a. Division Aviation Officer.

- (1) Division Aviation Battalion Commander.
- (2) Coordinates and monitors Army Aviation under control of the Division.
- (3) Advises CG on planned allocations of aviation resources.
- (4) Establishes and operates Division Base Airfield.

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Annex E (Army Aviation) to Americal Division Field SOP (Continued)

b. Army Aviation Element. An element of the Division TOC operating under the DAO and in coordination with G-3.

c. 14th Aviation Battalion Commander provides tactical, aerial surveillance, and administrative aircraft as directed by AAE.

4. Intelligence. a. General Data, see annex B (Intelligence).

b. Aviation chart requisitions submitted to G-2 Air.

c. Aerial reconnaissance and surveillance.

(1) Enemy activity observed by Aircrews will be immediately reported thru S-2/G-2 channels by the most expedient means available.

(2) Information obtained from mission debriefing will be immediately forwarded to G-2 through the AAE.

d. Scouting, Appendix I (Employment of the Aero Scout Company).

e. Selection and cataloging of potential landing zones.

(1) Accomplishing by Brigade S-2 in coordination with Brigade Aviation Officer in Brigade AOR.

(2) Consolidated by G-2 with assistance from Aviation Battalion S-2.

5. Coordination of Combat Operations. a. Request for aviation support submitted by subordinate units to AAE, priorities established by Commanding General, Americal Division.

b. Lost or downed aircraft procedures, Appendix 2 (Search, Rescue and Recovery Operations).

c. Security of airstrips, heliports and landing zones forward of the Division Base is the responsibility of the supported unit.

6. Aviation Safety and Standardization. a. Responsibilities:

(1) Aviation Safety, Training and Flight Standardization are command responsibilities.

(2) The Division Aviation Safety Officer has staff supervision for the Division Aviation Safety Program.

(3) An air traffic control facility will be established for each forward airfield. Responsibility for insuring adequate control is vested in the senior commander of the area in which the airfield is located.

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Annex E (Army Aviation) to Americal Division Field SOP (Continued)

b. Rules of Engagement for Armed Helicopters. Appendix 3 (Employment of Armed Helicopters and Rules of Engagement).

7. Communication. a. Communication will be established from the AAE to:

- (1) III MAF
- (2) Each Brigade TOC.
- (3) Aviation Battalions
- (4) Common User

b. Aircraft panel marking and smoke signals. See Current SOI.

8. Ground/Aircraft Commander Relationship. a. The ground commander (in most cases) has the final authority to commit aircraft after being advised of the feasibility of successfully completing the missions by the aircraft commander or flight leader.

b. Exceptions.

(1) Ground Commanders will not, except under extreme conditions of emergency involving life or death, commit aircraft if they have been advised by the aircraft commander or flight leader that the requirements of the flight will exceed the skill of the pilot(s) or the capability of the aircraft. The ground commander in such cases should consider the high probability that the aircraft and crew will be lost.

(2) The ground commander will not commit aircraft if he has been advised by the aircraft commander or flight leader that weather conditions prohibit successful completion of the flight.

9. Coordination of Logistics. a. Class I.

(1) Direct support flights and sections by supported units.

(2) Army Aviation Element by Division Headquarters and Headquarters Company.

(3) Others by parent unit.

b. Class II and IV by parent unit.

c. Class III and IIIA

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Annex E (Army Aviation) to Americal Division Field SOP (Continued)

- (1) Division Aviation Officer in coordination with Commanding Officer of Support Command establishes stockage levels.
- (2) 23rd S&T Battalion establishes and operates base bulk fuel storage areas and provides bulk fuel support to forward bases of operation.
- (3) Air mission commanders coordinate with 23rd S&T Battalion for non-routine requirements.

d. Class V

- (1) By supported unit to include the establishing and maintenance of Re-Arm Points.
- (2) Air mission commanders coordinate with supported unit for non-routine requirements.

10. Aviation Report - Appendix 4 (Aviation Reports)

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4 Appendices:  
1 - Employment of Aero Scouts  
2 - Search, Rescue, and Recovery Operations  
3 - Employment of Armed Helicopters and Rules of Engagement  
4 - Aviation Reports

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Appendix 1 (Employment of Aero Scout Company) to Annex E (Army Aviation)  
to Americal Division Field SOP

1. MISSIONS:
  - a. To extend by aerial means the reconnaissance and security capabilities of the division.
  - b. To engage in offensive, defensive, or delaying actions within its capabilities.
  - c. To seize and dominate lightly defended areas or terrain features.
2. ORGANIZATION:
  - a. An Aero-Scout Section consisting of six (6) Light Observation Helicopters.
  - b. An Aero Weapons Section consisting of six (6) Armed Helicopters.
  - c. An Aero Rifle Section consisting of four (4) UH-1D troop carrying helicopters and 30 infantrymen.
  - d. The minimum order of battle will be two (2) light observation, four (4) armed, and three (3) troop carrying helicopters and 30 aero-infantrymen.
3. EMPLOYMENT.
  - a. The Aero-Scout Company will normally operate under the control of a Brigade, Task Force or smaller unit on a mission basis as approved by the Division G3.
  - b. The Company's base of operations will habitually be in the area of Operations of the supported unit or as close to the area as possible. Close coordination with the supported unit will be maintained at all times by use of liaison personnel, radios and telephone lines when feasible. All information gained by the Aero-Scout Company will be reported to the supported unit as it occurs.
  - c. The Aero-Scout Company will normally operate as a company and will not be fragmented to perform the usual armed helicopter and/or utility helicopter missions.
  - d. Visual reconnaissance missions will usually be conducted by one Light observation and two Armed Helicopters. Constant coverage can be maintained in one area by the team being replaced on station or two such missions can be conducted simultaneously with short periods of non-coverage necessary for refueling and/or rearming.
  - e. The Aero-Rifle Section will be on immediate call during all reconnaissance missions. This section will be used to exploit information gained and to extend the aerial reconnaissance capability by ground station.

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Appendix 2 (Search, Rescue and Recovery Operations) to Annex E (Army Aviation) to Americal Division Field SOP

1. RESPONSIBILITIES. a. In the event of a downed aircraft, the Ground Force Commander will provide security for the aircraft within his capabilities and dictates of the tactical situation.

b. The Division Aviation Officer is responsible for coordination of all aviation resources involving search, rescue, and recovery operations.

c. The Division Artillery Commander will provide necessary Artillery fire support for rescue and/or recovery operations to include an air observer for adjustment of fires.

2. COORDINATION. a. Search, rescue and recovery operations are requested to G3, through AAE.

b. A search mission may be terminated only upon authority from this headquarters.

c. G3 determines the priorities of search, rescue and recovery missions.

d. All search and rescue missions are coordinated through army aviation element.

3. ACTION. a. The aviation unit or aircraft commander, first aware of the search, rescue, or recovery requirement will take immediate action to:

(1) SEARCH.

(a) Notify G3 through AAE in order that the aviation assets may be assembled. AAE will notify FSE and the ALO and when considered necessary, USAF air sea rescue.

(b) A minimum of two aircraft, not otherwise committed will be placed on standby for immediate briefing and launch when directed by AAE. In the event these aircraft are not available, diversion will be accomplished by this headquarters.

(c) Organic medical personnel will be alerted for possible rescue operation.

(2) RESCUE.

(a) Perform 3a(1) above if necessary.

(b) Notify AAE of requirement for security element.

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Appendix 2 (Search, Rescue and Recovery Operations) to Annex E (Army Aviation) to Americal Division Field SOP (Continued)

(c) Extract crew members and other personnel. The weapons, radios and ammunition will also be recovered or rendered inoperative.

(3) RECOVERY.

(a) Perform those portions of (1) and (2) above as required.

(b) Notify aviation maintenance unit in direct support if recovery is beyond capability of requesting unit.

b. G3 upon notification of a search, rescue and/or recovery operation:

(1) Selects and alerts the ground forces commander of pending operation.

(2) Notifies FSE and ALO to prepare for possible fire support and air cover.

(3) Approves diversion of aviation assets, if necessary, for search and/or airlift of security elements on standby basis to be utilized as directed.

(4) Upon implementation, notifies the ground force commander to provide the ground security force and coordinates the pick up point and the location of LZ with ground commander and airlift commander.

c. Direct support maintenance unit being notified of a downed aircraft by a support unit will immediately:

(1) Obtain exact location and estimate of damage from supported unit.

(2) Alert backup maintenance support unit of possibility of evacuating the downed aircraft.

(3) Coordinates with supported unit to make a visual survey of the aircraft and accomplishes necessary rigging if recovery is considered practical. Rigging crew will remain with the downed aircraft until extraction is complete.

d. Destruction of downed aircraft by friendly means will be accomplished only upon approval of this headquarters.

4. COMMUNICATIONS. Current SOI in effect.

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Appendix 3 (Employment of Armed Helicopters and Rules of Engagement) to  
Annex E (Army Aviation) to Americal Division Field SOP

1. General. a. Mission. Missions for armed helicopters are classified into three basic types. Operations may include any combination of the three.

- (1) Escort
- (2) Reconnaissance and Security
- (3) Fire Support

b. Armament. All aircraft are armed with one or more of the following systems:

- (1) M-3 (48 2.75 Rockets)
- (2) M-5 (Automatic 40MM Grenade Launcher).
- (3) M-6 (Quad 7.62MM M-60C Machine Guns).
- (4) M-16 (Combination M-6 and two Rocket Pods).
- (5) M-21 (Combination Mini-gun and two 7 Rocket Pods).
- (6) In addition each aircraft is armed with two 7.62mm M-60 guns (M-23) which are fired from the doors by the crew chief and door gunner.

2. Employment. a. Armed helicopters are without exception employed as teams, a minimum being one pair.

b. Escort missions for helicopter formations and ground vehicle convoys.

- (1) While escorting lift formations, the mission of the armed helicopters is to suppress or neutralize enemy ground forces and fire sufficiently to allow the lift formation to pass over or around the danger area.
- (2) For vehicle convoy escort the mission of armed helicopters is to provide reconnaissance and/or fire support.

c. Reconnaissance and security. The reconnaissance and security mission may be combined with escort or may be accomplished be independant fire teams. The armament systems provide the necessary means for reconnaissance by fire and sufficient fire power to effectively engage soft enemy targets.

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Appendix 3 (Employment of Armed Helicopters and Rules of Engagement) to  
Annex E (Army Aviation) to Americal Division Field SOP (Continued)

d. Fire support. Two types of fires are provided by armed helicopters; area fire and limited point fire. Positive radio communication between ground troops and aircraft crews is mandatory prior to initiating armed helicopter support. Ground troops mark their positions to inform the pilots of the armed helicopters their locations. Ground commanders inform all personnel of the fact that expended brass may fall into friendly forces when overhead fire is delivered.

e. Rules of engagement.

(1) On escort missions with an airmobile formation, armed helicopters suppress and prepare LZ, until first troop landing and then only when approved by the ground commander. Only when in free fire zones are targets of opportunity engaged.

(2) Armed helicopters are not permitted to interfere with artillery or tactical air strikes but are permitted to exploit targets of opportunity forced from the periphery of the area of air strikes or artillery fires.

3. Targets will be engaged only when: a. The crew has direct radio contact with a designated control agency or supported unit.

b. The crew can visually identify the target or target markers.

c. Friendly and civilian positions are positively identified. Identification will be established by radio contact and panel code and recognition signals as listed in current SSI/SOI.

d. The crew is defending itself against ground fire and:

(1) Can visually identify the target.

(2) Can positively orient strikes against the source of fire.

(3) The fire is of such intensity to warrant counteraction.

e. Targets of opportunity, acquired in an unexpected area, are cleared by the ground commander responsible for that area. For this reason helicopter crews should be thoroughly briefed on the disposition of friendly forces in areas over which they fly. Appropriate frequencies and call signs will be carried on the pilots person secured in such a manner that it cannot be misplaced.

f. Targets of opportunity acquired in a specified strike zone (Free Fire Area) are cleared by FSE.

g. Permission to fire has been prearranged during mission briefing for specific troop support missions.

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Appendix 3 (Employment of Armed Helicopters and Rules of Engagement) to  
Annex E (Army Aviation) to Americal Division Field SOP (Continued)

4. Door gunners fire only on command of the aircraft commander.
5. Action upon notification of incidents involving firing from Army helicopters.
  - a. Upon notification of an incident in which friendly troops or other friendly persons have been fired on from helicopters, the commander of the unit to which the helicopters crews are assigned will cause an immediate investigation of the incident UP AR 15-6.
  - b. An interim report either written or verbal will be submitted to Commanding General, Americal Division, ATTN: G-3, within twenty four (24) hours following notification of the incident.
  - c. Within twenty five (25) days following the incident, a copy of the completed report of investigation will be forwarded to Commanding General, Americal Division, ATTN: G-3.

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Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

The Army Aviation Element (AAE) receives periodic reports from subordinate aviation units, assembles Aviation Information for the Commanding General and his staff, and submits required periodic reports to Headquarters.

TABS:

- A - Incoming Reports
- B - Outgoing Reports

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BALMER  
G3

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TAB A (Incoming Reports to AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

ITEM NO	TITLE	TYPE/FORM	ORIGINATOR	DUE	REFERENCE	PURPOSE	REMARKS
1.	A/C Status Report	Americal Div Form 818A	All Inf Bdes Div Arty, 14th & 123d Avn Bns	1200 daily	Incl 1	Statistics for AAE's records	
2.	A/C Assigned & Flyable Report	Americal Div Form 752	All Inf Bdes Div Arty, 14th & 123d Avn Bns	0700 daily	Incl 2	Information for Commanding Gen- eral & Staff	
3.	Information on downed A/C	USARV Form 193-R	All Inf Bdes Div Arty, 14th & 123d Avn Bns	ASAP	Incl 3	Information for G1 Safety Officer	
4.	Joint Services Anti A/C Fire, Incident & Damage Report	Americal Div 732	All Inf Bdes Div Arty, 14th & 123d Avn Bns	ASAP	Incl 4	Information for G2 Air	
5.	Unsatisfactory Mission Report		All Inf Bdes Div Arty, 14th & 123d Avn Bns	As required	Incl 5		Further Disposition of this report will be determined by Div Avn Officer.
6.	Unusual Incidents Involving A/C	Verbal/ Letter	All Inf Bdes Div Arty, 14th & 123d Avn Bns	Interim report written or verbal within 24 hrs; final within 25 days			Further Disposition of this report will be determined by Div Avn Officer.
7.	Consolidated Mission Ready Helo Report PtII	123d Avn Bn		0700 daily	Incl 6	Statistics for III MAF COC	

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Inclosure 1 (A/C Status Report) to Tab A (Incoming Reports to AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

HQ, AMERICAL DIVISION

AIRCRAFT STATUS REPORT

E-13

	A	B	C	D	E	F	G	H	I
	TOTAL HR	TOTAL SORTIES	A/C HIT	MEDEVAC	TONS CARGO	PAX LIFTED	7.62	40mm	2.75
1. 11th LIB	a. OH-23								
	b. SLICKS								
2. 196th LIB	a. OH-23								
	b. SLICKS								
3. 198th LIB	a. OH-23								
	b. SLICKS								
4. DIV ARTY	a. OH-23								
	b. O-1								
5. 21 RECON CO	a. O-1								
6. A/123 AVN BN	a. SLICKS								
	a. OH-23								
7. B/123 AVN BN	b. GUNS								
	c. SLICKS								
8. C/7/17 CAV	a. OH-6A								
	b. GUNS								
	c. SLICKS								
9. 71 AVN CO	a. GUNS								
	b. SLICKS								
	a. GUNS								
10. 174 AVN CO	b. SLICKS								
	a. GUNS								
11. 176 AVN CO	b. SLICKS								
12. 178 AVN CO	a. CH-47								
13. 3/4 Bde	a. OH-23								
TOTAL									

AMERICAL FORM 818-A dtd 30 May 1967

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Inclosure 2 (A/C Assigned & Flyable Report) to Tab A (Incoming Reports to AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

AMERICAL DIVISION A/C ASSIGNED & FLYABLE						
UNIT	A/C ON HAND	FLYABLE	MISSION READY	NORS	NORM	
A Co 123 Bn (UH-1)	S	S	S	S	S	
B Co 123 Bn (UH-1)	S G	S G	S G	S G	S G	
(OH-23)						
71 Avn Co (UH-1)	S G	S G	S G	S G	S G	
174 Avn Co (UH-1)	S G	S G	S G	S G	S G	
176 Avn Co (UH-1)	S G	S G	S G	S G	S G	
178 Avn Co (CH-47)						
C/7/17 Cav (OH-6A)						
(UH-1)	S G	S G	S G	S G	S G	
Div Arty (OH-23)						
(O-1)						
11 Bde (OH-23)						
(UH-1)	S	S	S	S	S	
196 Bde (OH-23)						
(UH-1)	S	S	S	S	S	
198 Bde (OH-23)						
(UH-1)	S	S	S	S	S	

\* NORS- -Not Operational Ready, Supply (Parts)

\*\* NORM- -Not Operational Ready, Maintenance

AMERICAL Div Form 752, dtd 26 Feb 68 Replaces AMCAL Div Form 752, 4 Dec 67 Which is Obsolete

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Inclosure 3 (Information on Downed A/C) to Tab A (Incoming Reports to AAE) to  
Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal  
Division Field SOP

USARV Reg 385-10

**INFORMATION ON DOWNED AIRCRAFT (USARV Reg 385-10)**

1. Source of information:												
2. Date/Time Received:												
3. Date/Time of Incident/Accident:												
4. Location of Site (Coordinates):												
5. Parent Unit of Aircraft:	Type/SN:											
6. Mission:	OCS	<input type="checkbox"/>	CS	<input type="checkbox"/>	CA	<input type="checkbox"/>	MED EVAC	<input type="checkbox"/>	TRNG	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

7. Circumstances:

8. Names of Crew:	P:	CP:		
CE:	G:	OB:		
9. PAX/Troops: Aboard:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Number:	
10. Extent of Injuries:	P:	CP:		
CE:	G:	OB:		
PAX:	Total Fatalities:			
11. Status of Security Site:	<input type="checkbox"/> Secured	<input type="checkbox"/> Not Secured		
12. Status of Weapons:	<input type="checkbox"/> Secured	<input type="checkbox"/> Not Secured		
13. Status of Radios/Equipment:	<input type="checkbox"/> Secured	<input type="checkbox"/> Not Secured		
14. Damage to Aircraft:	None <input type="checkbox"/>	Minor <input type="checkbox"/>	Major <input type="checkbox"/>	Total:
15. Recovery in Process:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Recovery Unit:	
16. Information Received By:	Aviation Officer:			

17. Remarks:

USARV Form 193-R (Revised 9 Sep 66) PREVIOUS EDITIONS OF THIS FORM MAY BE DESTROYED

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TERMS AND CONDITIONS OF USE

Inclosure 4 (Joint Services Anti-Aircraft Fire, Incident and Damage Report) to Tab A (Incoming Reports to AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

JOINT SERVICES ANTI-AIRCRAFT FIRE, INCIDENT AND DAMAGE REPORT

A. Report Identification:

1. Mission Number	_____	5. Unit	_____
2. Type Aircraft	_____	6. A/C Pilot	_____
3. Aircraft Serial No.	_____	7. Type Armament	_____
4. Date and Time of Incident	_____	8. Coord of Fire	_____

B. Aircraft Activity (Circle one)

1. On Ground      Take Off      Enroute      Landing

Target Attacks (approach/withdraw) Other (specify in remarks)

## 2. Dive Angle used

3. Evasive Action: YES  NO

C. Aircraft absolute altitude in feet when hit

D. Type Mission (Circle one)

Vis recon	Medivac	Cmd & Cnt	Cgo Carrier
Photo	Armed Esct	Lotex	Defol
SLAR	Close Air Spt	Tac Rev	Flare
RDF/Elec	Combat Aslt	Trp Carrier	Other (Specify)
FAC			

E. Airspeed in knots

#### F. Type Formation and position (e.g. right rear in Vec of 3s, etc).

G. Type of fire received (circle one)

\* In remarks section indicate color, size, number of bursts per second and whether or not bursts were at evenly spaced intervals.

H. Intensity of Fire (circle one)

1. \*\* Light (1-10); moderate (11-25); intense (over 25 rounds)  
(give approximate total number)

2. Number of individuals hit ("0" for incidents)

\*\* Number of rounds fired

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Inclosure 4 (Joint Services Anti-Aircraft Fire, Incident and Damage Report)  
to Tab A (Incoming Reports to AAE) to Appendix 4 (Aviation Reports)  
to Annex E (Army Aviation) to Americal Division Field SOP (Cont)

I. Aircraft Reaction (circle one)

Continued to fly. Forced to Land, later destroyed. Forced to land,  
later recovered. Crashed. Mission not completed. Other (Explain in remarks).

J. Weather Information.

Ceiling \_\_\_\_\_ Visibility \_\_\_\_\_

Precipitation (circle one): None Light Moderate Heavy

K. Aircrew Casualties:

None WIA \_\_\_\_\_ KIA \_\_\_\_\_ MIA \_\_\_\_\_

L. Escort Aircraft (circle one):

Rotary Wing Fixed Wing None

M. Ground Fire Information:

1. Source Observed: Yes \_\_\_\_\_ No \_\_\_\_\_
2. Direction of Source from Aircraft (0' clock) \_\_\_\_\_
3. Estimated range of source: \_\_\_\_\_
4. Aircraft Heading in Degrees: \_\_\_\_\_
5. Source Attacked: Yes \_\_\_\_\_ No \_\_\_\_\_
6. Source Destroyed: Yes \_\_\_\_\_ No \_\_\_\_\_

N. Aircraft Damaged Location (check appropriate block):

	TOP	BOTTOM	LEFT	RIGHT
1. Forward of cockpit	_____	_____	_____	_____
2. Cockpit/passenger compartment	_____	_____	_____	_____
3. Engine Compartment	_____	_____	_____	_____
4. Wing or main rotor system	_____	_____	_____	_____
5. Tail empennage or Tail Rotor	_____	_____	_____	_____

O. Extent of Damage:

1. Size of Entrance Hole \_\_\_\_\_
2. Size of Exit Hole (if present) \_\_\_\_\_
3. Describe the extent of damage (use remarks section)

P. Remarks:

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Americal Div Form 732 dtd 2 Jul 67

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Inclosure 5 (Unsatisfactory Mission Report) to Tab A (Incoming Reports to AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

UNSATISFACTORY MISSION REPORT

1. DATE \_\_\_\_\_
2. UNIT MAKING REPORT \_\_\_\_\_
3. NUMBER AND TYPE ACFT \_\_\_\_\_
4. ACFT CMDR, FIRE TEAM OR FLT LDR \_\_\_\_\_
5. UNIT SUPPORTED \_\_\_\_\_
6. SCHEDULED REPORTING TIME AND PLACE \_\_\_\_\_
7. ACTUAL REPORTING TIME \_\_\_\_\_
8. TIME RELEASED \_\_\_\_\_
9. TOTAL FLYING HOURS \_\_\_\_\_
10. MISSION (INCLUDE MSN NUMBER) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. WAS/WERE A/C OR FIRE TEAM BRIEFED UPON ARRIVAL? \_\_\_\_\_
12. PROBLEMS ENCOUNTERED ON MISSION (BE SPECIFIC) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. RECOMMENDATIONS FOR IMPROVEMENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Inclosure 6 (Consolidated Mission Ready Helo Report) to Tab A (Incoming Reports to AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

CONSOLIDATED MISSION READY HELO REPORT

FROM: AMERICAL DIVISION TOC

TO: III MAF COC (ATTN: G-3 Air)

CONFIDENTIAL

Date/Time Grp

TYPE A/C

ACFT ASSIGNED

MSN READY

UH-1B & C

\_\_\_\_\_

\_\_\_\_\_

UH-1D & H

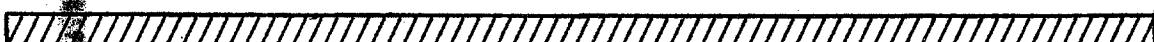
\_\_\_\_\_

\_\_\_\_\_

CH-47

\_\_\_\_\_

\_\_\_\_\_



D O R M A

As of \_\_\_\_\_ 0500 Date/Time Grp

LINE NO	UNIT	ASSIGNED MSN RDY					PCT AVAIL	NON-MSN READY					SLICK	ARMED
		SLICK	ARMED	SLICK	ARMED	OM		FM	EDP	OTHER	K	L		
A	B	C	D	E	F	G	H	I	J					
18	F/8 Cav													
70	123 Avn													

Instructions:

Col F:

1	2
---	---

1. Total % Mission ready 2. Total % Mission ready if crew were available.

Col G: OM includes A/C on special one time inspection, awaiting turn in, awaiting acceptance inspection, and awaiting test flight.

Col J: CODE: Crew N/A--NC XM-21 Arm inop--MT Avionics deficiency--AV M-16 Arm Inop--MS M-5 Arm inop--MF Not Armed--NA

Col K & L: Show the projected number of msn rdy a/c which the commander feels will be available at 0700 hrs the day following this rpt.

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TAB B (Outgoing Reports from AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

OUTGOING REPORTS TO THE COMMANDING GENERAL AND STAFF

ITEM NO	TITLE	TYPE/FORM	ORIGINATOR	DUEDUE	RECIPIENT	REFERENCE	REMARKS
1.	A/C Assigned and Flyable Report	Americal Div Form 752	AAE	0800 Daily	CG, ADC's C/S, G3	Incl 1	
2.	Joint Services Anti A/C Fire, Incident and Damage Report	Americal Div Form 732	All Inf Bdes Div Arty, 14th & 123d Avn Bns	ASAP	Div G2 Air	Incl 2	
3.	Information on Downed A/C	USARV 193-R	All Inf Bdes Div Arty, 14th & 123d Avn Bns	ASAP	Div G1 Safety Officer	Incl 3	

OUTGOING REPORTS TO OTHER HEADQUARTERS

ITEM NO	TITLE	TYPE/FORM	ORIGINATOR	DUEDUE	RECIPIENT	REFERENCE	REMARKS
1.	Consolidated Mission Ready Helo Report		AAE	Pt I-1800 Daily PtII-0730 Daily	III MAF TOC (ATTN: G3, Air)	Incl 4	Extracted from Americal Form 752
2.	A/C Operational Rpt		AAE	2400 Daily	123d Avn Bn S3	Incl 5	Extracted from Americal Form 752
3.	Oprep 5 (weekly) 1-5	USARV 265	All Inf Bdes Div Arty & 123 Avn Bn	0100 ea Thurs	CG, USARV	Incl 6 USARV Reg 95-1 Msg 38595	
4.	Oprep 5 (Daily)	USARV 265-3 (back)	All Inf Bdes Div Arty & 123 Avn Bn	0030 daily	CG, USARV	Incl 7 USARV Reg 95-1 Msg 38595	

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Inclosure 1 (A/C Assigned and Flyable Report) to Tab B (Outgoing Reports From AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

SEE Inclosure 2 (A/C Assigned & Flyable Report) to Tab A (Incoming Reports to AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

(Identical Report)

E-21

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Inclosure 2 (Joint Services Anti-Aircraft Fire, Incident and Damage Report)  
to Tab B (Outgoing Reports from AAE) to Appendix 4 (Aviation  
Reports) to Annex E (Army Aviation) to Americal Division Field SOP

SEE Inclosure 4 (Joint Services Anti-Aircraft Fire, Incident and Damage Report)  
to Tab A (Incoming Reports to AAE) to Appendix 4 (Aviation  
Reports) to Annex E (Army Aviation) to Americal Division  
Field SOP

(Identical Reports)

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Inclosure 3 (Information on Downed A/C) to Tab B Outgoing Reports from AAE  
to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to  
Americal Division Field SOP

SEE Inclosure 3 (Information on Downed A/C) to Tab A (Incoming Reports to AAE)  
to Appendix 4 (Aviation Reports) to Annex E (Army Aviation).  
to Americal Division Field SOP

(Identical Report)

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Inclosure 4 (Consolidated Mission Ready Helo Report) to Tab B (Outgoing Reports from AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

SEE Inclosure 6 (Consolidated Mission Ready Helo Report) to Tab A (Incoming Reports to AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP

(Identical Reports)

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Inclosure 5 (A/C Operational Report) to Tab B (Outgoing Reports from AAE)  
to Appendix 4 (Aviation Reports) to Annex E (Army Aviation)  
to Americal Division Field SOP

A/C OPERATIONAL REPORT

A	E	F
*		
1. UH-1B (A)		
3. UH-1C (A)		
5. UH-1D		
6. UH-1H		
7. AH-1G		
10. OH-6A		
12. OH-23		
13. O-1		
16. U-1		

\* Extracted from:  
USARV DALAD Report 3 Feb 68

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**OPREP-5**

WK OF

**UNIT.**

— (RCS AVHAV-4(RI))

SECTOR OI FIXED WING RECON SORTIES

**REMARKS:**

Inclosure 6 (Oprep 5, weekly) to Tab B (Outgoing Reports from AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to American Division Field SOP

USARV FORM 265 (front) (REVISED 1 OCT 67)  
PREVIOUS EDITIONS ARE OBSOLETE

**E-26**

GROUP-4  
DOWNGRADED AT 3 YEARS INTERVALS  
SIFTED AFTER 12 YEARS DOD DIR 5200.10

(When filled in)

### OPREP-5

## UNIT

— (RCS AVHAV-4(RI))

**SECTOR 03 FIXED WING GENERAL SORTIES**

## SECTOR 04 : FIXED WING PERFORMANCE

REMARKS:

Inclosure 6 (Oprep 5, weekly) to Tab B (Outgoing Reports from AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to Americal Division Field SOP (Continued)

USARV FORM 265 (back) (REVISED 1 OCT 67)

PREVIOUS EDITIONS ARE OBSOLETE

### PROBLEMS

E-27

CONTRACTOR (When filled in)

GROUP

GROUP-4  
DOWNGRADED AT 3 YEARS INTERVALS  
DECLASSIFIED AFTER 12 YEARS DOD DIR 5200.10

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~~NONRESIDENTIAL~~ (When filled in)

卷之三

WK OF

## UNIT

— (RCS AVHAV-4(R))

**SECTOR 08 ROTARY WING SORTIES (COMBAT & COMBAT SUPPORT)**

**REMARKS:**

Inclosure 6 (Oprep 5, weekly) to Tab B (Outgoing Reports from AAE) to Appendix 4 (Aviation Reports) to Annex E (Army AviationO to Americal Division Field SOP (Continued)

USARV FORM 265-1(front) (REVISED 1 OCT 67)

PREVIOUS EDITIONS ARE OBSOLETE

E-28

**CONFIDENTIAL (When filled in)**

**GROUP -**

GROUP - 4  
DOWNGRADED AT 3 YEARS INTERVALS  
DECLASSIFIED AFTER 12 YEARS DOD DIR 5200.1C

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~~CONFIDENTIAL~~ (When filled in)

## OPREP - 5

WK OF -

## UNIT

(RCS AVHAV-4(RI))

## SECTOR 09 ROTARY WING TASKS (COMBAT & COMBAT SUPPORT)

**REMARKS:**

Inclosure 6 (Oprep 5, weekly) to Tab B (Outgoing Reports from AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation), to Americal Division Field SOP (Continued)

SARV FORM 265-1(back) (REVISED 1 OCT 67)  
PREVIOUS EDITIONS ARE OBSOLETE

PPC-Japan

E-29

~~CONFIDENTIAL (When filled in)~~

GROUP - A

GROUP - 4  
DOWNGRADED AT 3 YEARS INTERVALS  
DECLASSIFIED AFTER 12 YEARS DOD DIR 5200.10

~~TOP OFFICIAL USE ONLY~~

~~RECEIVED~~ (When filled in)

OPREP-5

WK OF

## UNIT

— (RCS AVHAV-4(R))

SECTOR I0 ROTARY WING SORTIES (NON-COMBAT)												SECTOR II ROTARY WING TASKS (NON-COMBAT)																							
A	B	C	D	E	F	G	H	Z	D	E	F	G	H	Z																					
TMS	UIC	J-DATE	TRAIN	MAINT	ADM-LIA	OTHER	TOTAL	SEC	TRAIN	MAINT	ADM-LIA	OTHER	TOTAL	SEC																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	79	80
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**REMARKS:**

Inclosure 6 (Oprep 5, weekly) to Tab B (Outgoing Reports from AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to American Division Field SOP (Continued)

USARV FORM 265-2(front) (REVISED 1 OCT 67)

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E-30

**CONTINUATION (When filled in)**

**GROUP - 4  
AT 3 YEARS INTERVALS**

DECLASSIFIED AFTER 12 YEARS DOD DIR 5200.10

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OPREP - 5

WK OF \_\_\_\_\_ UNIT \_\_\_\_\_ (RCS AVHAV-4(B))

## SECTOR 12 ROTARY WING PERFORMANCE

REMARKS:

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## GROUP - 4

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ECLASSIFIED AFTER 12 YEARS DOD DIR 5200.10

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OPREP-5

WK OF

## UNIT

— (RCS AVHAV-4(R))

AIRCRAFT AVAILABILITY AND UTILIZATION (ENTER CODE 06 FOR ASGD FW, CODE 07 FOR FLOAT FW, CODE 14 FOR ASGN RW, CODE 15 FOR FLOAT RW IN COL Z)

**REMARKS:**

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**OPREP-5**

W. OF.

UNIT

(RCS AVHAV-4(R))

AIRCRAFT VULNERABILITY (ENTER CODE 05 FOR FIXED WING, ENTER CODE 13 FOR ROTARY WING IN COL 2)

**REMARKS:**

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- (RGS AVHAV = 4(R1))

**SECTOR 16 TROOP LIFT (CORPS AREA SUPPORT)**

**REMARKS:**

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(RCS AVHAV - 4(RI))

## SECTOR 17 RESULTS

SECTOR 18 ORDNANCE EXPENDED

**REMARKS:**

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(RCS AVHAV-4(RI))

**REMARKS:**

Inclosure 6 (Oprep 5, weekly) to Tab B (Outgoing Reports from AAE) to Appendix 4 (Aviation Reports) to Annex E (Army Aviation) to American Division Field SOP (Continued)

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**OPREP-5**

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## UNIT

— (RCS-AVHAV-4(R))

AIRCRAFT VULNERABILITY (ENTER CODE 05 FOR FIXED WING, ENTER CODE 13 FOR ROTARY WING IN COL Z)

**REMARKS:**

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— (RCS AVHAY-4(R))

AIRCRAFT AVAILABILITY AND UTILIZATION (ENTER CODE 06 FOR ASGD FW, CODE 07 FOR FLOAT FW, CODE 14 FOR ASGN RW, CODE 15 FOR FLOAT RW IN COL Z)

**REMARKS:**

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## GROUP-4 AT 3 YEARS

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ANNEX F

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

Annex F (Engineer Combat Support) to Americal Division Field SOP

1. REFERENCES.

- a. FM 5-1
- b. FM 5-5
- c. FM 5-6
- d. FM 5-13
- e. FM 5-25
- f. FM 5-36
- g. FM 20-32
- h. FM 31-10
- i. FM 31-60
- j. FM 5-210

2. ORGANIZATION. The Division has one organic Engineer Battalion consisting of a headquarters company, four line companies, and a bridge company. Normal association will be one combat engineer line company in direct support of each brigade. Balance of battalion will be in general support of the Division. Changes, attachments and detachments will be announced in operations orders.

3. COMMAND AND CONTROL. The Division Engineer commands Divisional Engineer Battalion and control over all engineer troops attached to the Division.

4. OPERATIONS. a. Formal requests for engineer support are submitted to Commanding General, Americal Division, ATTN: Engineer.

b. Informal requests for engineer support may be made verbally to the Assistant Division Engineer Headquarters.

c. Priority of engineer tasks:

- (1) Open road designated by G3 and upgrade roads to class 31 ASAP.
- (2) Establish and operate field water supply points as required.
- (3) Clear minefields and roads of mines in priority established by G3.
- (4) Furnish direct engineer support to committed units.
- (5) Clear landing zones.
- (6) Assist in barrier construction and minefield laying.
- (7) Assist in civic action work.
- (8) Other engineer support as required.

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Annex F (Engineer Combat Support) to Americal Division Field SOP (Continued)

d. Road Maintenance and Repair. Normally the maintenance and repair of the main MSR, Highway 1, in the division will be accomplished by ARVN Engineer units and/or U.S. Corps Engineer units. Divisional Engineer assets may be used to assist these units in repairing highway 1 and may be assigned responsibility for lateral roads.

Appendices:

- 1 - Landing Zones
- 2 - Bridging
- 3 - Barrier and Denial Operations
- 4 - Minefields
- 5 - Field Construction
- 6 - Field Water Supply
- 7 - Reports

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Appendix 1 (Landing Zones) to Annex F (Engineer Combat Support) to Americal Division Field SOP

1. LOCATION. a. G3 designates general location of tactical LZs.  
b. G4 designates general location of logistical LZs.  
c. Recommendations for specific site locations are coordinated between the air transport commander and the Division Engineer (DIVENG).  
d. Final site selection will be submitted to the staff section concerned for approval.
2. CONSTRUCTION. a. G3 issues the directive to the DIVENG for construction of LZ. Directive will include type aircraft and required time and date for operational readiness.  
b. DIVENG supervises the design, layout, and construction of the LZ.
3. PRIORITIES FOR CONSTRUCTION. a. Facilities for deployment for immediate combat commitment.  
b. Facilities for evacuation of casualties.  
c. Facilities for troop movements not immediately committed for combat.  
d. Facilities for access to brigade and battalion CPs.  
e. Facilities for normal resupply.
4. OPERATIONAL CONTROL. Control of the LZ remains with the DIVENG until construction is completely accepted by airlift commander.
5. MAINTENANCE. DIVENG is responsible for maintaining designated LZs.

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Appendix 2 (Bridging) to Annex F (Engineer Combat Support) to Americal  
Division Field SOP

1. BRIDGING.
  - a. In order to conserve tactical bridging for urgent requirements, maximum utilization of by-passes is made in forward areas.
  - b. Requirements for tactical bridging, floating, is reported to the DTOC. Emplacement is reported through the same channels.
  - c. Commanders who erect tactical bridges are responsible for maintenance and for traffic regulation until relieved.
  - d. Bridging is two-way if practicable with a minimum capacity of Class 31 (two way), Class 50 (one way).
  - e. Local materials are used to the maximum extent practicable in the construction of permanent bridging in coordination with and consent of the GVN authorities.
  - f. Posting and marking of bridges is in accordance with FM 5-36, and in coordination with local ARVN and GVN officials.
  - g. Rafts will be installed at all rivers not bridged with Class 50 one way capacity. Three hour notice is required to pass traffic on rafts unless otherwise announced in operation plans or orders.
2. REPORTS. The following information is reported through engineer Bn S3 to G3, infor report to ADE:
  - a. Damage to bridges or rafts, together with estimated time of repair damages.
  - b. Starting time for construction or repair of each bridge or raft, together with estimated time for completion.
  - c. Time each bridge and each raft becomes operational.
3. Brigade Security. Responsibility of brigade commander in AO.

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Appendix 3 (Barrier and Denial Operations) to Annex F (Engineer Combat Support) to Americal Division Field SOP

1. BARRIER PLANS. Two copies of barrier plans of subordinate units are furnished G3 for approval. G3 coordinates plans with the Assistant Division Engineer. Overlays accompany plans and include:

a. Artificial obstacles.

b. Demolition obstacles designated with an "I" if the obstacle is to be executed immediately upon preparation or with an "O" if it is to be executed only on order of the Commander.

2. PREPLANNED OBSTACLES. a. DA Form 2050-R (Order to the Commander, Demolition Firing Party) is prepared for each preplanned demolition obstacle by the Commander in whose area the obstacle is located.

b. Highway and railroad bridge demolition is provided a minimum gap of 50 meters unless otherwise directed.

c. CG is authorized to direct any demolition within the Division area, even though reversed for execution on III MAF orders, if its execution is considered imperative for accomplishment of the tactical mission or for preservation of friendly forces. This authority may not be delegated. III MAF is advised as soon as possible for the execution of such demolitions.

d. Any failure to execute planned demolition is reported to G3 by the fastest available means.

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Appendix 4 (Mine Fields) to Annex F (Engineer Combat Support) to Americal  
Division Field SOP

1. USE OF MINES. Mine fields are authorized in accordance with TAB A (Authority to Install Mine Fields).
2. RESPONSIBILITIES. a. Commanders are responsible for planning, laying, marking and maintaining mine fields in their area of responsibility. Supporting engineers are utilized for technical advice and recording of mine fields.
  - b. Assistant Division Engineer (ADE):
    - (1) Maintains record file for mine field reports (DA Form 1355).
    - (2) Transfers responsibility for mine fields with relieving unit.
3. SECURITY MARKING. a. All mine fields containing casualty producing mines detonated by trip wires of pressure are surrounded by at least a single strand of barbed wire fence. Red triangular markers are placed on the three friendly sides of the field.
  - b. Hasty mine fields, employing only mines detonated from foxholes, do not require a security fence.
  - c. Nuisance mines require no security fence.
4. BOOBY TRAPS. a. Anticipated booby traps locations are:
  - (1) Road Blocks
  - (2) Tree limbs overhanging the roadway
  - (3) Road cuts
  - (4) Shoulders, ditches, bridge by-passes, and culverts
  - (5) Trails
  - (6) Base camps and fortifications
  - (7) Weapons and tools
  - (8) Foxholes and tunnel entrances
  - (9) Food caches
  - (10) Banners, flags and gateway arches

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Appendix 4 (Mine Fields) to Annex F (Engineer Combat Support) to Americal Division Field SOP (Continued)

b. The following actions are taken:

- (1) Alert all personnel in immediate area.
- (2) Touch nothing leading to or away from the device.
- (3) Do not try to disarm a booby trap.
- (4) If the booby trap is a new type and of intelligence value a request for an EOD team is submitted to G2. This is the only authorized agency for disarming booby traps.
- (5) Clear the area of friendly troops and civilians.
- (6) Prepare and set a charge to destroy the booby trap.
- (7) Take cover and warn personnel in the area.
- (8) When possible, dual prime a charge and blow in place.

c. Blast radii of demolitions used to destroy and of the device to be destroyed are observed.

5. REPORTS. a. Commanders record on DA Form 1355 all mines laid except hasty protective mines which are command detonated from foxholes. These mines are removed when the unit departs the area. Reports are in accordance with FM 20-32 and reach ADE in two copies.

b. All booby traps destroyed are reported, with location, in the INTSUM. When possible, photos are taken of the device. Sketches are made and forwarded to G2.

c. Report of completion of road clearing operations will be made to next higher operations office. Target hour for clearing QLI is 1000 hours daily. Operations which will exceed this target hour will be reported as soon as realized with an expected hour of completion.

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TABS:

A - Authority to Install Mine Fields  
B - Mine Clearing Party

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TAB A (Authority to Install Minefields) to Appendix 4 (Minefields) to  
Annex F (Engineer Combat Support) to Americal Division Field SOP

<u>TYPE OF FIELD</u>	<u>REPORTS</u>	<u>AUTHORITY TO LAY</u>	<u>TYPE OF MINE</u>
Temporary Perimeter Protective	Radio to CO & Bn CP	Squad Leader or Higher	Claymore or AP on top of ground. Must be checked every morning and night and recovered upon departure from area
Protective	Yes	Bn Cmdr or higher; may be delegated to Co Cmdr for specific operation.	No booby traps or trip wires on casualty producing mines. AP mines, AP improvised mines and unburied AT mines may be used. Trip flares should also be used. Barbed wire fence is required. Mines removed when unit must be moved. All AP mines must be command detonated.
Defensive (Deliberate)	Yes	Div Cmdr or higher	All types of AT and AP mines inside barbed wire fence. If feasible, at least 5% of mines should be booby trapped. Trip flares should be included.
Barrier (Deliberate)	Yes	Corps Cmdr (III MAF) or higher	All types of AT or AP mines inside barbed wire fence. If feasible, at least 20% of AT mines should be booby trapped. Trip flares should be included.
Nuisance	Yes	USARV Cmdr or higher. May be delegated to Div Cmdr.	Barbed wire fence required. All types of AT and AP mines. If time permits all AT mines should be booby trapped.
Phony	Yes	Cmdr who has authority to install the type of minefield simulated.	Normally does not contain live mines. If a few live mines are installed to increase deception, a barbed wire fence is required.
*Enemy	Yes	N/A	Report to include type, pattern, size, presence of booby traps, and existing marking. Fence will be constructed immediately upon discovery.

\*Note: All unrecorded fields and booby traps are considered to be enemy fields.

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TAB B (Route Mine Clearing Procedure) to Appendix 4 (Minefields) to Annex F (Engineer Combat Support) to American Division Field SOP

1. PERSONNEL AND EQUIPMENT. a. Each route clearing team will be composed of:

- (1) Three sweep men with detectors.
- (2) Three probers with bayonets or probes.
- (3) One dismounted medic.
- (4) One radio operator with dismounted radio.
- (5) One driver with sandbagged five ton truck.
- (6) NCOIC with map and wire cutters .
- (7) Security force as required.
- (8) 150 feet of rope for pulling mines.
- (9) Demolitions equipment to include 10 each  $\frac{1}{2}$ lb blocks of TNT, 10 electric caps, blasting wire, battery or blasting machine, and a back-up non-electric system.

2. SWEEPING PROCEDURES. a. Deliberate Sweep: Will be conducted whenever a new road segment is opened or on any road where past enemy mining has taken place within 7 days (tactical or logistic situation permitting). Two sweepers work side by side opening one lane at a time, sweeping the entire area with the detectors (maximum 14 feet wide). When metal is detected, one prober comes forward and attempts to bore the metal item. If it is a mine the NCOIC will decide whether or not an attempt should be made to recover the device for intelligence purposes. If deemed unsafe to recover the mine will be blown in place by using explosives, or will be pulled by the use of grappling hooks. After removal or demolition, the third sweeper will again check the area and hole or crater. Sweepers are relieved periodically (recommend 20 minute intervals). A deliberate sweep averages 1 kilometer in 4 hours.

b. Hasty Sweep: Utilized when urgency of need precludes a deliberate sweep or where there has been no mining incident for 14 to 30 days. The sweepers walk at a normal pace sweeping rapidly, using the intermediate detector setting. Only areas that appear suspicious are checked such as potholes and dips. Probers check shoulders of road for excavations and wires leading to command detonated mines.

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TAB B (Route Mine Clearing Procedure) to Appendix 4 (Minefields) to Annex F (Engineer Combat Support) to Americal Division Field SOP (Continued)

c. Mine Reconnaissance: Conducted on heavily traveled MSR's that have not been mined in 30 days or more, or that are secured 24 hours a day by friendly troops. A small, fully equipped team, slowly drives the route observing and checking suspicious areas.

3. REPORTING. A spot report is made to the DTOC upon discovering any explosive device. A written report is forwarded within 24 hours, ATTN: ADE, with the recovered device or parts thereof and a narrative of how it was emplaced, etc.

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Appendix 5 (Field Construction) to Annex F (Engineer Combat Support) to  
American Division Field SOP

1. STANDARD OF CONSTRUCTION. a. Bivouacs and contonments will be limited to the following standards.

(1) Intended for 180 days or less: Bunkers, field of fire, and tactical wire. Improvements on living bunkers to be provided by using locally available materials. Unsurfaced roads culverted only where absolutely necessary to pass traffic. Troops live in TOE tentage or bunkers; burnout wood portable latrines.

(2) Intended for 180 days to 24 months: Strongback tent kits w/tin roofing; portable burn-out latrines; living bunkers floored with 1" lumber (if intended use 4 months or more, siding is authorized); wooden field showers; strongbacks for messhalls (3 per company size mess); rocked roads culverted appropriately; strongbacks for administrative buildings.

(3) Intended for two years or more: See para 3b (Services) Annex D.

2. BUNKERS. a. All bunkers will be dug in whenever practicable.

b. Maximum use of locally available native materials is mandatory.

c. Bunker superstructure will, whenever possible, be constructed independently of cover material used.

3. PRIORITY OF CONSTRUCTION. a. Clear fields of fire.

b. Individual emplacements.

c. Crew served weapon emplacements.

d. Outer perimeter obstacles (wire and mines) from enemy side to inner perimeter.

e. Bunkers (fighting, living, protective, and TOC)

f. Camouflage.

g. Alternate positions.

h. Base developments where authorized.

(1) Latrines

(2) Mess

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Appendix 5 (Field Construction) to Annex F (Engineer Combat Support) to  
Amical Division Field SOP (Continued)

(3) Showers

(4) Other

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Appendix 6 (Field Water Supply) to Annex F (Engineer Combat Support) to  
American Division Field SOP

1. RESPONSIBILITIES.
  - a. Direct support engineer companies will provide field water supply to supported brigades. Special requirements, beyond brigade capability, will be forwarded to Div Engineer through CO, Support Brigade.
  - b. Divisional Engineer Battalion provides water to division troops and general support to brigades when possible. Maintains one reserve unit at all times.
2. OPERATION OF WATER PURIFICATION SETS.
  - a. Primary method of water supply is hauling from high yield water source to users with user organic water trailers/trucks. Hauling of water is not an engineer responsibility.
    - b. Hasty wells, within secure areas, will be developed and utilized whenever daily yield of well exceeds:
      - (1) For 600 gph units ----- 3,000 gal/day.
      - (2) For 1500 gph units ----- 7,500 gal/day.
      - (3) For 3000 gph units ----- 15,000 gal/day.
  - In quantities where hasty well output falls below above daily quantities, the unit will be relocated (outside base camp perimeter security if necessary) to a source which will provide a minimum of:
    - (1) For 600 gph units ----- 5,000 gal/day.
    - (2) For 1500 gph units ----- 12,500 gal/day.
    - (3) For 3000 gph units ----- 25,000 gal/day.
  - c. Deliberate wells will be requested through the Division Engineer. Request to state:
    - (1) Anticipated supported population.
    - (2) Available purification capability.
    - (3) Existing method of water supply.
    - (4) Capacity of potable water haul equipment.

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Appendix 7 (Reports) to Annex F (Engineer Combat Support) to American Division Field SOP

<u>TITLE OF REPORT</u>	<u>FORMAT</u>	<u>SUBMITTING</u>	<u>METHOD OF TRANSMISSION</u>	<u>REMARKS</u>
1. Daily SITREP	TAB A to Appendix 9 to Annex A this SOP	Organic Engr Bn Attached Engr Units Direct Support Engr Units	Message (ADE is an info addressee)	Due 12 hours after cut off time
2. Daily MSR C Clearance	None	Brigades	Phone or Radio	Report due to TOC NLT 1000 hrs; reflects completion of mine sweep, trafficability of MSR. If MSR is closed indicate the estimated time that it will be open to traffic.

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ANNEX G

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

ANNEX G (Signal) to Americal Division Field SOP

1. REFERENCES.

- a. FM 11-8
- b. FM 11-50
- c. FM 24-16
- d. FM 24-18
- e. FM 24-20
- f. FM 101-5
- g. ACP 124
- h. ACP 125
- i. ACP 131
- j. MACV Communications-Electronics Operating Instructions (CEOI)
- k. Division SOI
- l. Division SSI

2. GENERAL. a. Signal Communications Concept.

(1) The Division Communications system is command-oriented. Communications between commands are established by the most direct means.

(2) Establishment and maintenance of communications between commands is the responsibility of the higher or supporting unit to the lower or supported unit.

b. Unit Responsibilities.

(1) Division Signal Battalion:

(a) Provides and operates the multichannel radio relay systems for telephone and teletypewriter communications between Division and subordinate major commands.

(b) Provides and operates telephone switchboards at the Main and Forward Command Posts of Division and Support Command.

(c) Provides and operates teletypewriter and radio teletypewriter terminals in Division nets at the main and forward command posts of the Division and Support Command.

(d) Installs, operates and maintains FM radio terminals for Division nets for use at the DTOC at the Main and Forward Command Posts.

(e) Extends DCS circuits when required.

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## ANNEX G (Signal) to Americal Division Field SOP (Continued)

(f) Provides internal CP installation for Division Main, Forward and Support Command command posts.

(g) Provides third echelon cryptographic maintenance to Divisional Units.

(h) Provides photographic services (excluding aerial and color film development for Divisional Units.

## (2) Brigade Signal Companies/Platoons/Commo Sections:

(a) Provides and operates internal multi-channel telephone and teletypewriter systems between Brigade and subordinate units, as required.

(b) Provides internal Brigade telephone, and teletypewriter facilities at the Brigade Main and Forward command posts.

(c) Provides FM radio terminals in Division and Brigade nets at Brigade Main and Forward command posts, as required. (See Appendix 1)

(d) Terminates and/or extends Division telephone and teletype circuits as directed.

(e) Provides internal CP installation for Brigade Main and Forward command posts.

(f) Provides radio teletypewriter terminals in Division and Brigade nets as required (See Appendix 1).

## (3) Separate Battalion/Squadron Communications Platoons/Sections:

(a) Provides internal Battalion/Squadron telephone switchboard and installation facilities and terminates required Division circuits.

(b) Terminates and/or extends Division telephone and teletype circuits as directed.

(c) Provides FM radio terminals in Division and Battalion/Squadron nets as required. (See Appendix 1)

(d) Provides radio teletypewriter terminals and Division and/or Battalion/Squadron nets as required. (See Appendix 1)

## 3. RADIO COMMUNICATIONS: a. FM Voice Radio:

(1) Designated commands subordinate or under operational control of AMERICAL DIVISION will maintain continuous watch on the CG Command Net.

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ANNEX G (Signal) to Americal Division Field SOP (Continued)

(2) Standby radios and antennas are required at Major Command CP's to assure continuous FM communications. When FM communications fail, each station will assume his equipment is defective and will take immediate action to check out and replace it if required.

(3) Air-to-Ground communications by FM are conducted only on authorized air-to-ground frequencies. Units requiring communications with aircraft for medical evacuation, close air support or aerial resupply will provide and operate the necessary sets.

(4) Appendix 1 indicates Division FM nets and operating stations.

b. AM/SSB Voice and Radio Teletypewriter:

(1) Division Operations/Intelligence Net (AM/RATT):

(a) Division Signal Battalion provides NCS and stations at Division command posts and Brigade command posts.

(b) All operational and intelligence traffic passed by teletypewriter means will be passed both over VHP teletypewriter and radio teletypewriter means.

(c) Separate battalions/squadrons enter this net as required using organic radio teletypewriter equipment.

(2) AM/SSB radio nets will supplement multichannel telephone and teletypewriter systems, and consistently be employed as an alternate means of routine comm ctr msg TFC.

(3) Radio Procedures: Procedures contained in ACP 124 and ACP 125 as modified by the abbreviated radio-telephone procedures contained in AMERICAL DIVISION SSI are employed on all radio nets.

(4) Interference: Report interference from friendly stations or suspected and/or deceptive operations by enemy stations through command channels to Division Signal Officer without delay as prescribed in the Division SOI.

4. WIRE COMMUNICATIONS. a. Within base camp areas, wire is the primary means of communications. During operation outside base camp areas, wire is used whenever practical to relieve congestion on radio nets.

b. Wire and other signal items, such as used batteries, are recovered or destroyed to preclude possible enemy use.

5. VISUAL AND SOUND COMMUNICATIONS: Smoke, pyrotechnics, and panel codes are published in Division SOI.

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ANNEX G (Signal) to Americal Division Field SOP (Continued)

6. PHOTOGRAPHIC SERVICES: The Division Signal Battalion provides still and motion picture coverage, (excluding aerial and color film development), on request to the Division Information Officer. Requests for aerial photo services are forwarded to G-2 Air.

7. COMMUNICATIONS SECURITY: a. Speech security devices for use on FM cmd radio nets are provided for all battalion and higher headquarters and will be used.

b. Numeral codes and operations codes for sending classified information are published in the Division SOI.

c. SOI authentication codes are used whenever the identity of a station is doubtful or it is suspected the enemy may be employing deceptive transmissions.

d. SOI's carried in the field below battalion level will contain no more than seven days effective editions of the numerical/authentication codes, operations, codes, challenge and password items or similar critical security items.

e. Extracts of Crypto SOI items are not made, copied or reproduced without the express approval of the Division Signal Officer.

f. Enemy contact and enemy locations when described as such, will be given in the clear.

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Appendices:

1 - Div Radio Nets

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Appendix 1 (Americical Division Radio Nets) to Annex G (Signal) to Americical Division Field SOP

AMERICICAL DIV RADIO NETS

UNIT	CG COMD NET FM VOICE	CG SECURE NET FM VOICE	INTELL NET FM VOICE	RWI FM VOICE	OPN INTELL NET AM/RATT	WARNING BDCAST AM/VOICE	I CORPS MACV ADV SSB VOICE	MACV A/G NET AM/RATT	DIV LOG AM/RATT
Div Main	NCS *	NCS *	NCS *	NCS *	NCS *	NCS *	+	X *	
Div ADV/TAC	X *	X *	X *		X *	X *			
Div SPT CMD	@				@				NCS *
Div FSP									@ +
Brigades	X	X	#		X *	+	+		@
Inf Bn's						+			@
Div ARTY	@	@	@			+			
ARTY BN's						+			
Cav Sqdn	X	X	#		X *	+			
(when under Div OPCON)									
Engr BN	X	@	@		@	+			@
AVN BN	@	@	@		@	+			@
Maint Bn									@
S&T Bn									@

# Enters net by switching eqpt from another net  
+ Monitors/Enter net on order  
X Enters net  
@ Enters not on order as req'd  
\* Eqpt provided by Div Sig Bn

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ANNEX H

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

ANNEX H (CBR Operations) to Americal Division Field SOP

1. GENERAL. a. Purpose. This annex prescribes procedures to be taken by this command to reduce casualties, damage and interruption of operations in the event of chemical, biological or radiological operations.  
b. Unit SOP's. Subordinate command units issue SOP's to conform.
2. REFERENCES.
  - a. MACV Directive 525-1
  - b. MACV Directive 525-11
  - c. USARV Regulation 350-1
  - d. AR 220-58
  - e. FM 21-40
  - f. FM 21-41
  - g. FM 100-1
  - h. FM 101-5
  - i. TC 101-2
  - j. TM 3-210
3. ORGANIZATION. a. The normal command and staff functions will be used in the conduct of CBR defensive measures and operations. The responsibility for the status of CBR training remains with the unit commander, AR 220-58.  
b. The division chemical officer will direct the operations of the chemical, biological and radiological element (CBRE) of the division, which will perform the primary functions of coordinating the chemical and biological operations with other tactical support operations, coordinate personnel detector surveys, and evaluate CBR contamination data.  
c. A personnel detector survey team will be organized and equipped by each unit or section as listed below.
  - (1) Division Chemical Section - one team
  - (2) Each Brigade HQ's - one team. Each team will be equipped with a minimum of two (2) E-63 modified Manpacked Personnel Detectors and one AN/PRC-25 radio. A team will consist of one generator for each detector and one mission coordinator. Normally two gunships (Lt fire team) and one survey ship (UH-1D) are required on a mission survey.
4. RESPONSIBILITIES. Responsibilities are as outlined in current pertinent DA publications, particularly FM 21-40, FM 21-41, FM 100-1, FM 101-5 and TC 101-2.

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ANNEX H (CBR Operations) to Americal Division Field SOP (Continued)

- a. Division Chemical Officer plans, coordinates and monitors CBR matters under the staff supervision of the Assistant Chief of Staff, G3, and exercises operational control of attached chemical units, as directed.
- b. Staff sections, this headquarters, as prescribed by chapter 3, FM 101-5.
- c. Major and subordinate commanders.
  - (1) Maintain standards of individual and unit proficiency prescribed by Appendix I, USARV Reg 350-1 and Appendix II, FM 21-40.
  - (2) Maintain CBR equipment in accordance with appropriate TM's.
  - (3) Develop local SOP's to minimize the effectiveness of CBR operations conducted against friendly personnel.

5. PROCEDURES. a. Alerts and Alarms (CBR).

- (1) Imminent attack. Given over the Division Warning/Broadcast net if operational or by the most expeditious means available.
- (2) Actual attack. Given ASAP by fastest means available to all areas likely to be affected.
- (3) Local alarms for chemical or biological attack will consist of sounding percussion devices (metal on metal) for three minutes (tactical situation permitting), accompanied by local alarm "Gas or Spray".

b. All clear.

- (1) Given over means by which the alert or alarm was disseminated.
- (2) Local all clear will be given by appropriate commanders IAW unit SOP.

c. Employment of Riot Control Agents (RCA).

- (1) Authority to employ RCA is delegated to brigade commanders.
- (2) Unit commanders employing RCA:
  - (a) Insure all participating forces carry protective masks.
  - (b) Insure all airborne personnel (crews and passengers) entering RCA impact areas are masked initially.

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ANNEX H (CBR Operations) to Americal Division Field SOP (Continued)

- (c) Consider the downwind hazard to non-participating forces and/or civilians, during the planning phase of the operation.
- (d) Plan for adequate exploitation of targets attached with RCA within ten (10) minutes of the RCA TOT.
- (e) Request CBU-19 RCA support for preplanned targets from G-3 Air, 24 hours in advance of TOT.
- (f) Request non-standard RCA munitions through division chemical officer.
- (g) Coordinate with G5/S5 to develop psychological warfare programs to exploit the use of RCA and mitigate the adverse effect of its use in or near populated areas.
- (h) Prepare reports IAW format at Appendix 1 and submit to Chemical Officer and ACofS, G-3 TOC, in triplicate, immediately following CS drum drops.

(3) Public Information. Annex I (Information).

d. Herbicide support. Request for area defoliation will be submitted this headquarters, ATTN: AVDF-CM and will be prepared IAW para 4, MACV Dir 525-1.

e. Personnel Detector Surveys. Request for personnel detector surveys will be submitted to ACofS, G-2, telephonically.

6. REPORTS. a. Enemy use of riot control agents will be reported to G-2 by most expeditious means.

b. Enemy use of chemical or biological agents and nuclear weapons. Report to the next higher, lower and adjacent headquarters by the most expeditious means using FLASH precedence.

c. Results obtained from personnel detector survey will be submitted to the ACofS, G2 immediately following the survey mission.

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Appendix 1 (CS Contamination Report) to Annex H (CBR Operations) to  
Americal Division Field SOP

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CHARLIE SIERRA REPORT (CS Contamination Report)

Line Alfa \_\_\_\_\_  
(Date time group of drop)

Line Bravo \_\_\_\_\_  
(Number of Drums)

Line Charlie \_\_\_\_\_  
(Coordinates of boundaries of coverage)  
(Encoded over unsecure)

Line Delta \_\_\_\_\_  
(Number of unexpended munitions)

Line Echo \_\_\_\_\_  
(Type of burst - air or ground)

Line Foxtrot \_\_\_\_\_  
(Average HOB in meters)

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ANNEX I

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

ANNEX I (Information) to Americal Division Field SOP

1. OBJECTIVES. The objectives of the Information Program are, within the limits of military security and good taste, to release complete, accurate and timely information concerning the accomplishments of individuals and units within the Division, and to develop public awareness and understanding of the aims, missions, objectives, and professionalism of the Division. This includes, but is not necessarily limited to:
  - a. Preparing and disseminating news releases to appropriate news media.
  - b. Preparing and disseminating hometown news releases to insure that individuals receive recognition in their hometowns.
  - c. Assisting accredited correspondents in securing facts for preparation of news stories. Assistance to include transportation, billeting, and providing escorts when it does not interfere with tactical operations.
  - d. Preventing premature disclosure of unannounced operations through embargo procedures determined by MACV-IO.
  - e. Controlling the movement of news correspondents to operations as prescribed by MACV-IO.
2. POLICY. a. The Information Program is a command responsibility.
  - b. The Information Officer, Military Assistance Command, Vietnam is the sole releasing authority for all news stories originated by US Military Personnel in Vietnam.
  - c. The Information Officer, is the releasing authority for all news stories originated within the Division, unless otherwise directed, and will coordinate all material for clearance and release with MACV-IO. News correspondents' embargoed materials will remain in US/FWMAF control and forwarded to MACV-IO for further distribution to the appropriate agency.
  - d. The Information Program of the Division will be directed to focus attention on the professionalism of actions and accomplishments of individuals and units and their roles in the Division mission.
  - e. Embargoed news materials will be controlled by processing envelopes, packets and film through US/FWMAF hands to PID, MACV-IO, APO 96222.
3. PROCEDURES. a. Major subordinate commands will maintain Information Sections for collection and preparation of news items for clearance and dissemination through the Division Information Office. News value, timeliness, and propriety will be determined by the Division Information Officer;

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ANNEX I (Information) to Americal Division Field SOP (Continued)

however, every effort will be made, including rewriting if necessary, to place each story with news media most likely to use it.

b. Awards for Valor below the Silver Star, Awards for Merit below the Legion of Merit, promotions to officer grades below Colonel and enlisted grades below E8, assignments and reassignments will normally be released only to military journals and hometowns. DA Form 1526 (Hometown News Release) will be submitted with all stories of this nature.

c. Initial announcements of Code Named operations will be made by Military Assistance Command, Vietnam on recommendation of the Commanding General, Americal Division. News stories, including feature type material and hometown releases which are directly related to specific operations may not be made prior to MACV announcement.

d. Commanders and staff officers will insure cooperation with accredited news media representatives and will provide information consistent with the military situation and security. Contact with news media representatives will be conducted in a direct positive manner with maximum candor.

e. The Division Information effort is concentrated into two major areas of responsibility:

- (1) Public Information (Division Reg 360-1).
- (2) Command Information (Division Reg 360-81).

5. ADMINISTRATION AND LOGISTICS. a. Required Command Information supporting materials, as available, will be supplied by the Information Office, Americal Division.

b. DA Form 1526 (Hometown News Release) will be requested through normal publication channels.

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ANNEX J

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AMERICAL DIVISION  
CHU LAI, RVN  
15 April 1968

ANNEX J (Civic Action) to Americal Division Field SOP

1. REFERENCES.

- a. FM 41-5 Joint Manual for Civil Affairs
- b. FM 41-10 Civil Affairs Operations
- c. Combined Campaign Plan 1967
- d. USARV Reg 515 Series
- e. III MAF Orders, 5080 Series
- f. MACV Dir 37-13, US/FWMAF Military Civic Action and PSYWAR Fund
- g. Americal Division Reg 27-21, Solatium (Condolence) Payments
- h. ICCI 5080.2B, Designation of Civil Affairs Coordinators.

2. RESPONSIBILITIES. a. The ACoFS, G5 plans, coordinates, and provides staff supervision for civic action.

b. Brigade commanders and commanders indicated in paragraph 2d, below, plan, coordinate and supervise civic action in their civic action areas of responsibility.

c. Brigade civic action areas of responsibility coincide with TAOR's, with the exception of specific areas indicated in paragraph 2d, below.

d. Commanders of Division combat support and combat service support units, and commanders of USMC and USN units located in the Chu Lai base plan, coordinate and supervise civic action in the civic action areas of responsibility assigned to them by the sub-zone coordinator, southern sector I Corps Tactical Zone.

e. 29th Civil Affairs Company, III MAF, provides civil affairs platoons to Divisional area support and functional teams as required for specific surveys and evaluations (agriculture, education, public safety, legal, refugee).

f. CORDS (Civil Operations and Revolutionary Development Support) Provincial Advisory Teams provide limited food commodities and building supplies for refugee relief and civic action projects.

g. III MAF provides limited supplies for civic action projects and acts as purchasing agent for US/FWMAF civic action funds.

3. PROCEDURES. a. Commanders will, consistent with the accomplishment of their mission, conduct a civic action program to strengthen the CVN and promote the security and economy of the civil population in the TAOR.

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ANNEX J (Civic Action) to Americal Division Field SOP (Continued)

b. During combat operations civic action functions include:

- (1) Emergency medical assistance to noncombatants.
- (2) Emergency care and evacuation of refugees.
- (3) Emergency repair to damaged structures and roads.
- (4) Extraction of captured food commodities and equipment of great value to civil economy.

c. The ACoS, G5, will coordinate refugee operations and civic action programs with CORDS Province Advisor Teams.

d. Civic action programs and projects in secure or semi-secure areas include:

- (1) Construction and repair of public buildings and facilities (school-houses, dispensaries, market places, water wells, drainage systems, and roads).
- (2) Initiation of agricultural projects (vegetable gardens, pig farms, repair of rice paddy dikes, and reclamation of fallow land).
- (3) Initiation of social and educational programs (English classes, public health aide training, athletic teams and leagues, and development of cottage industry).
- (4) MEDCAP (Medical Civic Action Program) activities to provide outpatient medical service to the civil population at a hamlet or village location.

e. Programs and projects will be initiated at the request of the civil population and approved by elected or appointed GVN government officials at hamlet, village, district and province levels (See Tab D, Appendix 1, Civic Action Reports).

(1) US Forces supply III MAF or CORDS provided civic action materials and the Vietnamese people supply the labor (See Tab D, Appendix 1, Civic Action Reports).

(2) Civic action projects will not be conducted in hamlets where GVN Revolutionary Development Teams are stationed.

(3) Credit for program or project will be given to appropriate GVN officials at initiation or dedication ceremonies.

f. Close coordination will be maintained with the District US Army Advisor Team to assure priority of effort, coordination of program, and equitably distributed supplies.

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ANNEX J (Civic Action) to Americal Division Field SOP (Continued)

4. SUPPLIES. a. Military supplies will be used only as an emergency measure when CORDS relief supplies are unavailable.

b. CORDS Province Advisory Teams provide emergency food commodities and building materials (cement and roofing tin).

c. III MAF provides food, school supplies, self-help kits, clothing, and civic action supplies available from International Volunteer Agencies.

d. Civic action supplies and materials from CORDS and III MAF will be requested through the ACofS, G5. (See Tab E, Appendix 1, Civic Action Reports).

e. Supplies and materials will be provided to the civil populace through GVN officials at district, village, and hamlet level.

f. Captured food supplies will be extracted from operational areas whenever possible and delivered to the appropriate GVN district chief. If extraction of captured food supplies in excess of 4000 pounds is beyond the operational capability of the capturing unit, the ACofS, G3, will advise the commander on extraction or destruction procedure.

g. MEDCAP supplies are provided through military medical supply channels.

h. Civic action supplies may be purchased using US/FWMAF Civic Action Fund in accordance with reference 1f, above. Upon request, 29th CA Co, III MAF, will act as purchasing agent for both in and out of country items.

i. Solatium (condolence) payments to civilians injured by noncombat accidents or misdirected fire will be made in accordance with reference 1g, above.

5. ADMINISTRATION. a. Normal channels are used for reporting.

b. Reports (Appendix 1, Civic Action Reports).

Appendices:

1 - Civic Action Reports  
2 - Psychological Operations

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Appendix 1 (Civic Action Reports) to Annex J (Civic Action) to Americal  
Division Field SOP

1. REFERENCES.

- a. USARV Reg 40-39, Medical Service, Medical Civic Action Programs (MEDCAP I and III)
- b. USARV Reg 515-1, Psychological Operations - Military Civic Action
- c. ICCI 5080.3A, Organization and Logistic Support of Medical Civic Action (MEDCAP) Teams.
- d. ICCI 5080.4B, Civic Action and Revolutionary Development Reporting

2. GENERAL. Accurate and timely reporting is essential to determine civic action and pacification progress.

3. REPORTS. The following reports are required to be submitted to ACofS, G5:

a. Weekly Civic Action Activity and Revolutionary Development Report (Tab A). Report is submitted in accordance with reference 1d, above, with the following exceptions:

(1) Report is prepared by brigades and separate battalions. The report covers the period 0001 on Friday to 2400 the following Thursday. If the end of the month doesn't fall on a Thursday, a separate report will be submitted for the period from 0001 on Thursday to the end of the month. Report to be submitted to this Headquarters, ATTN: ACofS, G5 in three copies so as not to arrive later than 1200 hours, on Sunday following the reporting period.

(2) Negative reports are required by telephone (Americal 446).

b. Report of Pacification Progress (Tab B). Report is submitted in accordance with Tab B by brigades. Report covers a one month period, the 15th day of the previous month to 15th day of current month. Report is submitted in one copy by the 20th of the current month.

c. Monthly Civic Action Report. Report is submitted in accordance with reference 1b, above, as changed in two copies by the 4th day of the month.

d. MEDCAP Team Activity Report (Tab C). Report is prepared by brigades, separate battalions and other units conducting MEDCAP programs. Report, (MACV Form 438-R), covers a one month period, is self-explanatory, and is submitted in three copies by the 9th day of the succeeding month.

e. MEDCAP II Medical Treatment Report (Tab D). Report is prepared by brigades, separate battalions and other units conducting MEDCAP programs. Report (USARV Form 409-R), covers a one month period and is prepared in accordance with reference 1a above, as changed. Report will be submitted in two copies to reach this Headquarters ATTN: G5 not later than the 10th of the month following the end of the reporting period. Negative reports are required.

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Appendix 1 (Civic Action Reports) to Annex J (Civic Action) to Americal  
Division Field SOP (Continued)

f. Military Civic Action Program/Project Report (Tab E). Report is submitted by brigades, separate battalions and companies upon initiation of a civic action program or project. Expenditious submission of this report is extremely important in procurement of materials. Report (Tab D) is submitted in four copies with sections 1 through 9 completed.

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TABS:

- A - Weekly Civic Action and Revolutionary Development Report
- B - Pacification Progress Report
- C - MEDCAP Team Activity Report
- D - MEDCAP II Medical Treatment Report
- E - Military Civic Action Program/Project Report

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TAB A (Daily Civic Action Activity Report) to Appendix 1 (Civil Affairs Reports) to Annex J (Civil Affairs) to Americal Division Field SOP

WEEKLY CIVIC ACTION ACTIVITY AND REVOLUTIONARY DEVELOPMENT REPORT

FROM:

TO:

VIA:

Reporting Period \_\_\_\_\_ to \_\_\_\_\_

**1. MEDICAL/DENTAL ASSISTANCE**

a. location	b. V	c. coord	d. Women	e. Men	f. Children	g. Total
			MED	DENT	MED	DENT

h. No. Vietnamese medical workers assisting \_\_\_\_\_ i. Total \_\_\_\_\_

**2. PERSONAL ASSISTANCE**

a. Location	b. V	c. coord	d. FOOD lbs Pers	e. CLOTHING lbs Pers	f. SOAP Bars Pers	g. MISC Qty Pers

h. TOTAL \_\_\_\_\_

i. Miscellaneous:

j. Money donated to: \_\_\_\_\_ Source: \_\_\_\_\_

**3. EVACUATION ASSISTANCE**

a. Adult	b. Child	c. From	d. To (Include Coord)

e. Reason: \_\_\_\_\_

**4. PUBLIC IMPROVEMENTS**

a. Location	b. V	c. Coord	d. Type Construction	Completed/ e. In Progress

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TAB A (Daily Civic Action Activity Report) to Appendix 1 Civil Affairs Report  
to Annex J (Civil Affairs) to Americal Division Field SOP (Continued)

5. ENGLISH LANGUAGE CLASSES

a. Location	b. H V	c. Coord	d. Adult	e. Children	f. Duration

6. TOTAL NO. PERSONS ASSISTED:

7. TOTAL NO. PERSONS VOCATIONAL TRAINING:

8. CONTACTS WITH LOCAL OFFICIALS:

9. SELF-HELP:

10. OTHER U.S. AGENCY SUPPORT:

11. ATTITUDES OF PEOPLE:

12. REVOLUTIONARY DEVELOPMENT (include with Narrative Report):

a. RD CADRE, Team # \_\_\_\_\_

(1) Effectiveness of RD Cadre:

(a) Does the Cadre remain in the hamlet overnight \_\_\_\_\_.

(b) How effective is the Cadre leadership \_\_\_\_\_.

(c) Have the Cadre been accepted by the people \_\_\_\_\_.

b. OPERATIONS IN SUPPORT OF RD

(1) FWMAF Operations

(2) ARVN/RF/PF Operations

c. FWMAF CIVIC ACTION SUPPORT OF RD

(1) Technical Assistance

(2) Logistical Support

d. OTHER:

13. NARRATIVE REPORT (TO BE ATTACHED):

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TAB B (Report of Pacification Progress) to Appendix 1 (Civic Action Reports) to Annex J (Civic Action) to Americal Division Field SOP

1. The Report of Pacification is submitted in accordance with these instructions and Inclosure 6, ICCI 5080.4B, Civic Action and Revolutionary Development Reporting, 28 Jul 67, and paragraph 3b, Appendix 1, Annex J, Americal Div Field SOP.
2. Report is submitted in two parts. a. Part I is a numerical evaluation of the pacification status of each village in the AO (Inclosure 1). Inclosure 6, ICCI 5080.4B, contains instructions for evaluation.
  - b. Part II is a narrative summary containing the following data:
    - (1) Comment to explain any decrease of five percent or more in total village score.
    - (2) Comment to explain any change in item K (Communications established with military supporting unit), Incl 1.
    - (3) Significant contributions to pacification by CORDS, US Forces, RD Teams, RF/PF, Province, District, etc. Include RD construction projects started, underway, and completed during the reporting period.
    - (4) Number of RD Teams and RF/PF employed in direct support of RD in the area, including strength increases or decreases.
    - (5) Number of operations by US and GVN units in support of Pacification.
    - (6) Number of joint US/GVN operations in support of Pacification.
    - (7) Percent of completion of RD programs by 59 man RD Teams.
    - (8) Relocation of RD Teams. Designation of new Ap Doi Moi (Real New Life), Ap Cung Co (Consolidated) or Ap Binh Dinh (Pacified) Hamlets.
    - (9) Quantity and type of radios utilized in the village/hamlet communications systems including changes from last month.
    - (10) Number of registered, unregistered and newly generated refugees.
    - (11) Permanent resettlement of refugees.
    - (12) A listing of total miles of trafficable roads in tactical area under each of the following three categories:
      - (a) Roads traveled regularly, day and night, by unescorted military vehicles.

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TAB B (Report of Pacification Progress) to Appendix 1 (Civic Action Reports) to Annex J (Civic Action) to Americal Division Field SOP (Continued)

(b) Roads traveled frequently during daylight hours by Vietnamese and FWMAF without military escort.

(c) Roads which require military escort for daylight travel.

(d) Population of new villages reported or changed to previously reported villages. An explanation will accompany the initial report of any village reported with a population of zero. Area in square miles will be reported for each village.

(13) Discussion of ARVN contributions to RD during the reporting period.

c. The ACofS, G5, will advise commanders by periodic correspondence of the name and report numbers of villages for which reports are required.

d. When additional villages are added to the TAOR, they will be reported without using a report number. Number will be assigned by ACofS, G5.

e. Part I (Incl 1) of the report will be submitted on each village in which there has been a change in the total numerical evaluation. Report cover letter will list all villages in which there has been no change.

f. Part II of the report will be submitted regardless of the change or lack of change shown in Part I.

Inclosures:

1 - Report of Pacification  
Progress Form

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Inclosure 1 (Report of Pacification Progress Form) to Tab B (Report of Pacification Progress) to Appendix 1 (Civic Action Reports) to Annex J (Civic Action) to Americal Division Field SOP

REPORT OF PACIFICATION PROGRESS

Date

TAOR \_\_\_\_\_ District \_\_\_\_\_

Village Data

Name \_\_\_\_\_ Population \_\_\_\_\_ P/F Plt \_\_\_\_\_

Report No \_\_\_\_\_ Area (Sq Mi) \_\_\_\_\_ P/F Plt Strengths \_\_\_\_\_

<u>OBJECTIVE</u>	<u>Max. Pts.</u>	<u>Pts</u>
a. VC local/main force units destroyed or driven out	15	_____
b. GVN military forces capable of defending area	5	_____
c. Census Completed	2	_____
d. VC infrastructure discovered, destroyed or neutralized	8	_____
e. GVN intelligence network established	5	_____
f. Census grievance teams completed interviewing each family	2	_____
g. Principal grievance completely processed	3	_____
h. Defense plans completed	2	_____
i. Defense construction completed	3	_____
j. Permanent local defense forces trained and in place	12	_____
k. Communications established with military supporting unit	3	_____
l. Village chief and council appointed and functioning	2	_____

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Inclosure 1 (Report of Pacification Progress Form) to Tab B (Report of Pacification Progress) to Appendix 1 (Civic Action Reports) to Annex J (Civic Action) to American Division Field SOP (Continued)

<u>OBJECTIVE</u>	<u>Max. Pts.</u>	<u>Pts.</u>
m. Village chief and council elected	2	_____
n. Village chief lives in village and is able to sleep therein	3	_____
o. Hamlet chiefs and councils appointed and functioning	2	_____
p. Hamlet chiefs and councils elected	2	_____
q. Hamlet chiefs live in hamlets and are able to sleep therein	4	_____
r. Permanent Psy-Ops and public information services established	3	_____
s. Village statutes enacted	1	_____
t. Social and administrative organization or villages completed to meet immediate needs of villagers	1	_____
u. Necessary public health works have been completed to meet initial needs of villagers	4	_____
v. Necessary educational requirements have been met to meet initial needs of villagers	4	_____
w. Necessary agricultural works have been completed to meet initial needs of villagers	4	_____
x. Necessary markets have been established	4	_____
y. Adequate ground transportation established into and out of area	4	_____

Prepared By: \_\_\_\_\_  
Unit S5

Unit: \_\_\_\_\_

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TAB C (MEDCAP Team Activity Report) to Appendix 1 (Civic Action Reports) to  
Annex J (Civic Action) to American Division Field SOP

MEDICAL CIVIC ACTION REPORT (MACV Directive 40-9)		Reports Control Symbol MACMD-11	
FOR THE MONTH OF 19		DATE	
TO		FROM	
1. TREATMENTS			
M E D I C A L	RESULTING FROM HOSTILE ACTION	MALE	TOTAL
		FEMALE	
		UNDER 13 YEARS	
		13 YEARS AND OLDER	
	NOT RESULTING FROM HOSTILE ACTION		
DENTAL			
IMMUNIZATIONS	PLAQUE	SMALL POX	
	CHOLERA	OTHER	
2. TRAINING			
NUMBER OF VIETNAMESE HEALTH WORKERS TRAINED			
TYPE OF TRAINING RECEIVED (Specify)			
PERSONAL HYGIENE/SANITATION		CLASSES HELD	
3. REMARKS (Reports of unusual cases of unusual incidents of disease should be narratively reported in this section along with other items of medical interest or significance. Reverse of this form may be used if additional space is required)		ATTENDANCE	
NAME & TITLE OF PERSON PREPARING REPORT		SIGNATURE	

MACV FORM 438-R, 16 SEP 67

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MEDCAP II MEDICAL TREATMENT REPORT (USARV Reg 40-39)

RCS: AVHSU-6

REPORTING FACILITY AND LOCATION:

REPORT PERIOD:

SECTION	ALL PNT	Civilian Patients Treated (Excl CIDG)				Civilian Irregular Defense Group
		Male 13 or ever	Male Under 13	Female 13 or over	Female Under 13	
SECTION A Outpatient Care						
Diarrheas and Digestive Tract						
Diseases of Eye						
Dermatological conditions						
Venereal Disease						
Other Medical conditions						
IRHA conditions						
Non IRHA Injuries						
Other Surgical conditions						
Dental conditions						
	TOTAL					
SECTION B Immunizations						
Plague						
Cholera						
Smallpox						
Other						
	TOTAL					
SECTION C Inpatient Admissions						
Diarrheas and Digestive Tract						
Diseases of Eye						
Acute Respiratory Infection						
Pulmonary TB						
Non Pulmonary TB						
Parasitic diseases						
Gyn/OB conditions						
Dermatological conditions						
Corrective Orthopedic Surg						
Other Medical conditions						
Other Surgical conditions						
	TOTAL					
SECTION D Bed Occupancy						
1. Total days of inpatient care furnished civilian and CIDG personnel.....						
2. Average length of patient stay.....						

USARV Form 409-R 22 Nov 67

TAB D (MEDCAP II MEDICAL TREATMENT REPORT) to Appendix 1 (Civic Action Reports)  
to Annex J (Civic Action) to American Division Field SOP

J-13

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TAB D (MEDCAP II MEDICAL TREATMENT REPORT) to Appendix 1 (Civic Action Reports)  
to Annex J (Civic Action) to Americal Division Field SOP (Continued)

SECTION E: TRAINING CONDUCTED

a. Vietnamese Health Workers

Number trained \_\_\_\_\_

Type of training (Specify) \_\_\_\_\_

b. Personal Hygiene/Sanitation

Number classes held \_\_\_\_\_

Attendance \_\_\_\_\_

SECTION F: REMARKS

(Narrative report of unusual incidents of disease or unusual cases along with  
other items of medical interest or significance)

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TAB E (Military Civic Action Program/Project Report) to Appendix 1 (Civic action Reports) to Annex J (Civic Action) to Americal Division Field S

MILITARY CIVIC ACTION PROGRAM/PROJECT REPORT

Military Unit \_\_\_\_\_ Date \_\_\_\_\_

1. Location of Program/Project:

Province \_\_\_\_\_ District \_\_\_\_\_ Village \_\_\_\_\_

Hamlet \_\_\_\_\_ Hamlet Coordinates \_\_\_\_\_

2. Description of Program/Project:

(Construction of 2 room elementary school)(Repair roof of marketplace)(establish pig farm w/2 sows and a boar)(Teach English classes, 1 hour, 3 times a week)(Install culvert on road to a hamlet office)(Repair bridge to school)(Install fence around temple)(Establish vegetable garden)(Organize volley-ball league).

3. Number of civil population benefiting \_\_\_\_\_

Importance of program/project \_\_\_\_\_

4. Contribution of civil populace (will perform all the labor)(will construct pigsty and feed pigs)(\$VN 10,000 for bamboo frames)

5. Contribution of military unit (200 ft. scrap lumber)(Bulldozer regrading of area for playground)(voluntary contribution of \$VN 5,000).

6. Materials required not available to unit (20 bags (110 lbs. ea) cement)(15 sheets roofing tin)(200 elementary school kits)(1 water pump)

7. Remarks. (Include plans, sketches, estimates, if appropriate)

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TAB E (Military Civic Action Program/Project Report) to Appendix 1 (Civic action Reports) to Annex J (Civic Action) to Americal Division Field SOP (Continued)

8. GVN Approval Date

Hamlet Chief \_\_\_\_\_

Village Chief \_\_\_\_\_

District Chief \_\_\_\_\_

9. MACV Sub Sector Advisor Date

10. Americal Div G5 Date

Province Chief \_\_\_\_\_

11. Materials Issued

12. Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_

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Appendix 2 (Psychological Operations) to Annex J (Civic Action) to  
Americal Division Field SOP

1. REFERENCES.

- a. FM 33-1 Psychological Operations US Army Doctrine
- b. FM 33-5 Psychological Operations Techniques and Procedures
- c. III MAF Force Order 3121.3 SOP for County Fair Operations
- d. III MAF Force Order 3410.1A SOP for Psychological Operations
- e. III MAF Force Order 3410.2 Employment of the 244th PSYOP Co.
- f. III MAF Force Order 3410.3 "Chieu Hoi" Psychological Operations Campaign

2. RESPONSIBILITIES. a. ACofS, G5 provides overall staff supervision to PSYOP Section.

b. The PSYOP Officer plans, coordinates, and provides staff supervision for psychological operations.

c. Brigade commanders and separate battalion commanders plan and implement psychological operation programs in their area of operation.

d. 7th PSYOP Bn, provides tactical psychological operations support to Americal Div in the form of quick reaction leaflets, posters, newspapers, loudspeakers, and audio visual teams.

e. CORDS Province Advisory Teams provide limited leaflet, poster, magazine, and newspaper support. The teams also provide Cultural Drama teams on request.

f. 9th Air Commando Squadron provides C-47 aircraft for large leaflet drops and night broadcasts, and O-2B aircraft to broadcast messages and drop leaflets on smaller targets.

3. PROCEDURES. a. PSYOP exploitation is most effective when a situation is still fresh in the minds of the target audience. Rapid response material is available on call from 7th PSYOP Bn or can be developed and delivered within 24 hours. Normal reproduction time for leaflets and posters is five to seven days. See TAB A (Procedures for requesting psychological material and aircraft support).

b. Exploitation. Following are situations which can be exploited by the use of PSYOP:

(1) Explain the presence of Americal and friendly powers and show that the VC cannot match the GVN, US and Allied commitments.

(2) Exploit the CHIEU HOI program to encourage VC ralliers at every opportunity.

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Appendix 2 (Psychological Operations) to Annex J (Civic Action) to  
American Division Field SOP (Continued)

- (3) Exploit victories by both ARVN and friendly forces to maintain a winning spirit within the ARVN and friendly populace.
- (4) Take advantage of VC/NVA vulnerabilities, such as mounting casualties, alienation of population due to increased terrorism, taxation, impressment, low living conditions, low morale, and increasing defection.
- (5) Exploit information from VC/NVA ralliers or POW.
  - c. Mobile PSYOP (HB) Teams. PSYOP HB (Loudspeaker) teams are available from the 7th PSYOP Bn. Capabilities include the following:
    - (1) Support of civil affairs and tactical operations with appropriate PSYOP media.
    - (2) Assisting in the preparation of a campaign, based on the National PSYOP plan and the National CHIEU HOI plan, which includes themes, target groups, vulnerabilities, and phases of exploitation. Each campaign is aimed at specific objectives and supports the tactical concept of the commander.
    - (3) Preparation of loudspeaker appeals, and other propaganda in coordination with US and GVN agencies. All media are utilized to the maximum.
    - (4) Coordination with US, ARVN, and GVN information agencies concerning local implementing procedures. Contact with agencies not under control of Division is made by coordinating with Division PSYOP Officer.
  - d. Catalogs from the 7th PSYOP Bn, and JUSPAO, reflecting the tapes, leaflets and posters presently in use are available. Units are encouraged to develop and/or suggest additional PSYOP material designated to fill particular requirements.
  - e. All requests for existing leaflets and posters are forwarded to Division PSYOP Section, indicating catalog number and quantity required.
  - f. When a new leaflet or poster is desired, the following information is required:

- (1) Target audience.
- (2) Objective and theme.
- (3) Suggested wording of text.
- (4) Type of material requested, i.e., leaflet, poster, recorded tapes (normally 45 seconds).

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Appendix 2 (Psychological Operations) to Annex J (Civic Action) to  
American Division Field SOP (Continued)

(5) Amount and date required.

(6) Type of delivery

(7) Other information that may be helpful in designing, producing or  
delivering the material.

g. Requests for leaflets, posters and recorded tapes should be forwarded  
to PSYOP Section at least five days prior to an operation.

h. Information required for aircraft support of PSYOP missions:

(1) Date and time required.

(2) Type of mission, i.e., loudspeaker, leaflet or both.

(3) Location of target area (grid coordinates).

(4) Name, unit and telephone number of requestor.

(5) Other information as applicable.

i. Requests for aircraft support are submitted to PSYOP Section prior  
to 1700 on the day before the planned mission.

4. ADMINISTRATION. a. Normal channels are used for reporting.

b. Reports (Tab A, PSYOP Reports).

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Tabs:

A - PSYOP Reports

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TAB A (PSYOP Reports) to Appendix 2 (Psychological Operations) to Annex J (Civic Action) to Americal Division Field SOP

1. DAILY REPORT. a. Report by telephone (Chu Lai 158/Americal 497) by 1700 hours of the reporting day. Negative reports are required.

b. Reports will contain the following:

- (1) Printed material: Total number of leaflets, posters, JUSPAO newspaper, or special materials distributed by the unit.
- (2) Loudspeaker: Total number of hours of ground loudspeaker time.
- (3) Themes and audiences.
- (4) Special events: Any performance out of the ordinary, i.e. Cultural Drama Team or MEDCAP.
- (5) Remarks and/or comments: This must be a significant action which occurs as a result of a PSYOP program. Including number of Chieu Hoi returnees.
- (6) Problem areas and recommendations.

2. SPECIAL REPORT. a. Two copies of PSYOP annex to operations orders for BDE sized units.

b. Two copies of PSYOP after action report of BN & BDE sized units (Submit ASAP following termination of operation).

c. Extraordinary PSYOP feed-back such as operation resulting in large number of returnees, surrender of VC/NVA, exploitation of major victories, enemy losses, or PSYOP which produce significant response, i.e. reporting of VC mines, caches, VC atrocities, etc.

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