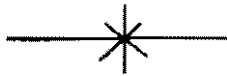




RF-PF



Inspection Checklist

HEADQUARTERS
UNITED STATES MILITARY ASSISTANCE COMMAND VIETNAM
APO SAN FRANCISCO 96222

MACCORDS-TSD-IA

2 January 1970

SUBJECT: RF and PF Checklist

This publication is provided as part of the approved Program of Instruction of the Military Assistance Advisor Department conducted at the United States Army Institute for Military Assistance.

1. The Regional Forces and the Popular Forces represent nearly one half of the Armed Forces of the Republic of Vietnam. They are principally tasked with the all important mission of providing territorial security for the civilian population throughout the country. Additionally, RF and PF provide a substantial portion of the security required for successful implementation of the Pacification Program.
2. These two organizations are separate organs of the Republic of Vietnam Armed Forces. Because of their particular mission and organization, many aspects of administration, intelligence, operations and logistics are peculiar to these forces.
3. The attached RF and PF Checklist provides a framework which will assist inspectors in planning for and conducting field inspections.
4. The Checklist can be valuable as a source of information on RF and PF matters for newly arrived personnel.
5. Suggestions for changes in format content are welcomed by the Inspection Advisory Division, Territorial Security Directorate, CORDS, Headquarters MACV, APO 96222.

1 Incl
RF and PF Checklist

DISTRIBUTION:
Special

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SECTION I

SECTOR HEADQUARTERS CHECKLIST

Sector

DATE

1. Is the present for duty strength sufficient to accomplish the units assigned mission? (JGS Directive 530-2 Jan 67, AG/JGS Memo 2133 Jul 68)

Authorized strength	Assigned strength	Ineffective strength	Present for Duty strength
_____	_____	_____	_____

2. Are 10 day strength reports, which are due on the 10th, 20th and the last day of each month, being submitted timely and accurately by all RF and PF units? (J1/JGS Memo 338, 15 May 68)

3. Are strength reports monitored by advisors and are they compared with monthly payrolls? (State positive action taken on discrepancies noted) (Page 15 RF/PF Handbook)

4. a. Does the monthly recruiting rate provide sufficient individual replacements for RF and PF units? (J1/JGS Memo 350, 3 Feb 68)

b. Are unit strengths balanced? (JGS Memo #0087, 30 Jan 67)

5. Are personnel in age group 18 through 20 enlisted in Popular Force units in violation with current recruiting directives? (Decree Law 50, 18 Mar 67, J1/JGS Memo #3566, 22 Jul 69)

6. Are RF and PF soldiers being separated when they are too old to perform their duties and when they become disabled? (Decree 50, Decree 95)

7. Are enlistees for RF and PF units being classified and assigned to take advantage of education and prior experience?

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8. Are promotions awarded fairly and to qualified personnel? (J1/JGS Memo #630-400, 19 Oct 68, J1/JGS Memo #1269, 26 Apr 68)

9. Are automatic promotions made on time?

PVT to PFC 1 year

ASP to 2LT (Graduate of officers training school) 18 months

(Graduate of Thu Duc RF Aspirant Training Course) 2 years

2LT to 1LT (Graduate of VNMA) 18 months

(Graduate of other courses) 2 years

(Page 17 RF/PF Handbook, JGS Memo 34463, 22 Dec 68 (RF))

10. a. Are battlefield promotions awarded when appropriate? (JGS Memo #0373, 17 Feb 67) (J1/JGS Memo #0381, 20 Jan 69, allocation to CTZ) (Page 17 RF/PF Handbook)

b. How many allocations did sector receive for the last quarter?
_____ (Allocations apply to FM only)

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c. How many were awarded? _____

11. What control measures are being applied to reduce desertions?
(J1/JGS Memo #0513, 4 Mar 67)

12. Are all outposts visited at least once each month by the Sector
Commander? (J3/JGS Memo 8319/TTM/P321, 27 Dec 68)

13. a. Does the unit have a plan for notifying next of kin when personnel
are killed or wounded? (AG/JGS Memo #16100/TTM/TQT/NG/NC, 19 Aug 66,
Postal Message 15595/TTM/TQT/OSV/TT, 27 Apr 68)

b. Has the plan been implemented and is it effective?

14. Have units been provided adequate housing? (JGS/CLC #0420, 17 Jan 65)

15. Are awards and decorations given for valor and meritorious service?
(RVNAF awards guide book, April 1969 - RF/PF Handbook page 16, JGS Memo #2747,
28 Aug 68)

16. Are advisory personnel recommending Vietnamese soldiers for US awards
and decorations when appropriate? (MACV Directive 672-5)

17. Does the sector have a military hospital?

18. Do all subsectors have military dispensaries?

19. Do medical personnel advise the commander on sanitation? Do they perform routine inspections of the unit area?

20. Do RF soldiers have identification and pay cards?

21. Do PF soldiers have identification cards?

22. Are AWOLs punished if they return within 15 days? (J1/JGS Memo #2121, 22 Aug 67, J1/JGS Memo #0513, 4 Mar 67)

23. Are AWOLs being dropped as deserters after 15 day AWOL? (AG/JGS Memo #4944, 18 Sep 66, J1/JGS Memo # 0513, 4 Mar 67)

24. Are all staff positions filled by qualified personnel? (Page 19, RF/PF Handbook) (RPNAF/JGS/J1 Memo #3050, RPNAF/JGS/AG Memo #1354)

25. Do all RF and PF soldiers have the entitlements booklet? (JGS/ Memo #08237, 16 May 68)

26. How many RF/PF are performing duties outside their assigned units? (AG/JGS Memo #8279, 8 Jun 68)

27. Does the S-3 Section have its authorized personnel? (AUTH: 5 OFF, 10 NCOs and 3 EM)

28. Has the Sector S-2 and his staff received training from the RVNAF Military Intelligence School? (Page 23 RF/PF Handbook)

29. Has coordination been established among all RVNAF, FWMAF, and civilian agencies to collect all possible data on Viet Cong Military, Guerrilla, and NVA forces within the province?

30. Has adequate liaison been established and maintained between higher, lower, and adjacent headquarters? If so how?

31. Are enemy units, installations, routes of infiltration, past movements, and initiated incidents reported to higher, lower, and adjacent headquarters, to include RF company headquarters?

32. Is all information being received and forwarded on a timely basis?

33. Is there an intelligence collection plan?

34. Are adequate counterintelligence procedures in effect?

35. Are security checks conducted on key personnel?

36. Are security measures being followed by the communication facilities?

37. Are proper methods being utilized in handling captives, to include safeguarding, interrogation, and treatment?

38. Are captives being processed and then moved to higher headquarters within the 72 hour time limit? (J2/JGS Directive 170-1, 27 Dec 67)

39. Are Roi Chanh exploited for their Intelligence and Psyops value?

44. Has coordination with the Polwar/Psywar Teams been established to exploit outstanding results or to indoctrinate the populace toward giving information?

40. Are interrogators familiar with the latest EFI?

45. Is intelligence training incorporated into the training program?

41. In pacified areas, are the civilians readily giving information?

46. How many sector day operations (0600-1800 hours) were conducted last month? (JGS Memo #8319, 27 Dec 68)

42. Are funds from the U.S. Volunteer Information Program being used? (MACV Directive 381-2 (C))

47. What were the results?

<u>FRIENDLY</u>	<u>ENEMY</u>
KIA _____	KIA _____
WIA _____	CAPTURED _____
MIA _____	WPNS CAPTURED _____
WPNS LOST _____	

43. Are reaction operations being conducted because of accurate information or intelligence?

48. How many sector night operations (1800-0600 hours) were conducted last month? (JGS Memo #8319, 27 Dec 68)

49. What were the results?

FRIENDLY

ENEMY

KIA _____

KIA _____

WIA _____

CAPTURED _____

MIA _____

WPNS CAPTURED _____

WPNS LOST _____

50. Where were the most recent terrorist incidents and what was the local RF/PF reaction?

Did RF/PF fail in their mission?

If so, what corrective actions were taken?

51. JGS/J3 Memorandum 8319/TIM/P32, 27 December 1969, requires one sector operation each day; is this being complied with?

52. Does the sector chief personally command military operations at least three days a week? (JGS Memo #8329/TIM/P321, 27 December 1968)

53. When was the last time S-3 inspected unit in-place training? (JGS Memo #1493, 18 Mar 67, JGS Memo #321, 6 Mar 69)

54. Is the S-3 knowledgeable of the requirements for unit training and refresher training? (JGS Memo #3799, 25 May 69)

55. Are operations being conducted in conjunction with Regular Forces and Free World Forces? (JGS Memo #8319, 27 Dec 68)

56. Are operations being conducted in reported or probable areas of enemy locations?

57. Are units in support of Pacification required to conduct mobile operations in their area of responsibility?

58. Have all village defensive plans been submitted to the sector chief for approval? (JGS Memo #2664, 3 July 1969)

59. Have these plans been rehearsed? (JGS Memo #2664, 3 July 1969)

60. Does the sector commander visit a village where pacification & reconstruction program is underway once a week and stay overnight? (J3/JGS Memo #2664/TTM/P3/BD, 3 July 1969)

61. Does Sector Fire Support Plan provide adequate coverage for all units?

62. Do Sector radio nets provide for adequate communication to all RF/PF units? (JGS Memo #715, 15 Feb 69, RF/PF Handbook, page 31)

63. Do Sector radio nets include means of communicating with PSDF, RD Cadre, NPFF and village/hamlet chiefs?

64. Does Sector have an appointed RF/PF Inspector? (JGS Memo #1182, 17 Mar 69)

SECTION II

SUBSECTOR HEADQUARTERS CHECKLIST

_____ Subsector Headquarters

_____ Sector

_____ DATE

1. Strength.

Is present for duty strength sufficient to accomplish the units assigned mission? (JGS Directive #530-2, 1 Jan 67, JGS Memo #2133, 29 Jul 68)

<u>Authorized</u>	<u>Assigned</u>	<u>Ineffective</u>	<u>Present for duty</u>
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_____	_____	_____	_____
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2. Are 10 day strength reports, which are due on the 10th, 20th, and last day of each month, being submitted timely and accurately by all RF and PF units? (JGS Memo #338, 15 May 68)

3. a. Are strength reports monitored by the subsector advisor?

b. Are unit strengths balanced?

4. Are RF and PF soldiers being separated when they are too old to perform their duty and when they become disabled?

5. Are enlistees for RF and PF units being classified and assigned to take advantage of education and prior experience?

6. Are promotions awarded to qualified personnel? (JGS Circular 2293, 7 Sep 67, JGS Memo #1269, 26 Apr 68)

7. Are automatic promotions made on time?

PVT to PFC 1 year

ASP to 2LT (Graduate of officers training school) 18 months

2LT to 1LT (Graduate of VNMA) 18 months

(Graduate of other courses) 2 years

(Page 17, RF/PF Handbook, JGS Memo #4463, Dec 68)

8. Are battlefield promotions awarded when appropriate? How many allocations did the subsector received the last quarter? (Allocations apply to EM only) (JGS Memo #0373, 17 Feb 67)

How many were awarded?

9. Are all outposts visited at least once each month by the subsector commander? (JGS Memo #8319, 27 Dec 68)

10. Do all units have a plan for notifying next of kin when personnel are killed or wounded and has the plan been implemented? (AG/JGS Memo #16100, 19 Aug 66, Postal Message #16595, 27 Apr 68)

11. Have all units been provided adequate housing? (JGS Memo #0428, 17 Jan 65)

12. Are awards and decorations given for valor and meritorious service?
(JGS Memo #2747, 28 Aug 68)

13. Are advisor personnel recommending Vietnamese soldiers for US awards
when appropriate? (MACV Directive 672-5)

14. Is the subsector authorized a dispensary?
Has one been established?

15. Are all personnel normally paid between the 20th of one month and
the 10th of the following month?

16. Are AWOLs punished if they return within 15 days? (JGS Memo #2121,
22 Aug 67, JGS Memo # 0513, 4 Mar 69)

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17. Are AWOLs reported as deserters after 15 days? (JGS Memo #4944, 8 Sep
66, JGS Memo #0513, 4 Mar 67)

18. What measures have been taken to prevent desertions? (JGS Memo #0513,
Mar 67)

19. Are all staff positions filled with qualified personnel? (JGS Memo
#2050)

a. School trained _____.

b. OJT _____.

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c. Civilian related training and experience _____.

20. Do all RF and PF soldiers have the entitlements book? (JGS Memo #08337, May 68)

21. How many PF are not receiving the rice allowance and why? (Decree Law 38, 20 Dec 67)

22. How many RF/PF are performing duties outside their assigned units? (JGS Memo #82798, Jun 68)

23. Does the S-2 section have it authorized personnel? (AUTH: 2 OFF, 2 NCO, and 2 EM)

24. Are they school trained?

25. Does the RF intelligence squad have its authorized personnel? (AUTH: 4 NCO and 8 EM)

26. Have they received any formal type training?

27. Has coordination been established with all RVNAF, FWMAF, and civilian agencies to collect all possible data on enemy forces in the district?

28. Has liaison been established between higher and adjacent headquarters? If so how?

29. Is information on enemy units, activities and locations being passed to higher and adjacent headquarters on a timely basis?

30. Is there an intelligence collection plan?

31. Are counter-intelligence procedures in effect?

32. Are security checks made on key district personnel?

33. Are security measures being followed by the communication facilities?

34. Are "up-to-date" files being maintained on enemy situations?

35. Are proper missions being assigned to the intelligence squad?

36. Is the intelligence squad being briefed?

37. Are prisoners being handled properly, to include safeguarding, interrogation, and treatments?

38. Are prisoners being processed and sent to higher headquarters within the 48 hour time limit? (JGS Directive 170-1, Dec 67)

39. Are Hoi Chanh exploited for their intelligence value?

40. Are interrogators familiar with the latest EEI?

41. In pacified areas, are civilians readily giving information?

42. Are funds from the US Volunteer Information Program being used?
(MACV Directive 381-2)

43. Are reaction operations being conducted based on reliable information or intelligence?

44. Is intelligence training incorporated into the training program?

45. How many subsector day operations have been conducted in the last month?

46. What were the results?

<u>FRIENDLY</u>	<u>ENEMY</u>
KIA _____	KIA _____
WIA _____	CAPTURED _____
MIA _____	WPNS CAPTURED _____
WPNS LOST _____	

47. How many subsector night operations have been conducted in the last month?

48. What were the results?

FRIENDLY

ENEMY

KIA _____

KIA _____

WIA _____

CAPTURED _____

MIA _____

WPNS CAPTURED _____

WPNS LOST _____

50. JGS/J3 Memorandum #8319/TTM/P321, 27 Dec 68, requires one subsector operation each day; is this being complied with?

If not, why not?

51. Does the Subsector Commander personally command military operations at least three days each week? (JGS Memo #8319/TTM/P321)

49. a. Where were the most recent terrorist incidents and what was the local RF/PF reaction?

52. When was the last time S-3 inspected unit in-place training?

b. Did RF/PF fail in their mission?

53. Is the S-3 knowledgeable of the requirements for unit training and refresher training?

If so, what corrective actions were taken?

54. Are operations being conducted in conjunction with Regular Forces and Free World Forces? (JGS Memo #8319, 27 Dec 68)

55. Are operations being conducted in reported or probable areas of enemy locations?

56. Does the subsector commander personally visit and inspect outposts at least once a month? (JGS Memo #2664, Jul 69)

57. Does subsector have an adequate fire support plan? Has it been integrated with sector?

58. Are units in support of RD required to conduct mobile operations in their area of responsibility?

59. Have all village defensive plans been submitted to the subsector commander for approval? (JGS Memo #2664, Jul 69)

60. Have these plans been rehearsed? (JGS Memo #2664, Jul 69)

61. Does the subsector commander visit at least four villages where pacification is underway each week and does he remain overnight?

62. Do records of S-4 and SM&DSL Center agree?

63. Does S-4 submit timely requisitions to SM&DSL Center?

64. Does S-4 maintain records accounting for supplies issued?

65. Are supply levels on hand at subsector excessive?

SECTION III
SM&DSL CENTER CHECKLIST

_____ Sector

_____ DATE

1. Does SM&DSL Center Commander have a planned program for the training of specialists & NCOs in the unit?

2. Of the following platoons how many specialists are school trained?

Finance Platoon? _____

Personnel Platoon? _____

Maintenance Platoon? _____

Supply Platoon? _____

Medical Platoon? _____

Transportation Platoon? _____

General Service/Burial Platoon? _____

3. Does the US Advisor to the Center have on hand a copy of MACV Directive 700-10 on the Supply & Maintenance Support of the RDC Program, dated 27 Aug 69?

4. Does the SM&DSL Center have its authorized US Advisors? List shortages. (TOE)

5. Does the Center have a defense plan in case of hostile attack?

6. Does the Center area indicate, by appearance, that it has good police practices?

7. Does the unit have an equipment users preventive maintenance SOP for typewriters, vehicles and other equipment?

CLASS I.

8. Has the unit established a mess for unmarried personnel, corporal and below? (JGS/Log Memo #928, 21 Feb 69)

9. Has the unit stock of field rations been adequate during the last 60 days to replenish those expended on operations?

10. Does the unit maintain and issue the authorized RD Ration Supplement to units in support of Pacification? (Memo #6921, 4 Sep 68)

11. If not, is the unit commander aware of the Ration Supplement Program for field rations, for units who are in direct support of Pacification?

12. Are all Class I items stored properly?

13. a. Are Payrolls submitted to the Regional Administrative and Finance Service (A&FS) by the 20th of each month?

b. Are the submitted payrolls properly certified?

c. Have the Treasury Pay Orders been received to reimburse the advance payroll fund? (Memo #19464, 13 Dec 66)

14. a. Are all personnel normally paid between the 20th of one month and the 10th of the next month? (If not, what action has been taken to effect payment?)

b. What percentage of personnel were paid on last payday?

15. a. How many members were not paid on last payday?

b. Has a list of unpaid soldiers been prepared indicating the unpaid amount due each person and forwarded to the servicing A&FS, (If not, what action is being taken?) (Circular #8475, 28 Jan 65)

16. a. How many PF with authorized dependents are not receiving the dependent rice allowance?

b. Why are PF's authorized dependent rice allowance not receiving it?

c. How many dependent rice allowance dossiers are pending processing? (Decree Law 38, 20 Dec 67)

17. Are PF receiving command and specialty allowances as indicated below? If there are exceptions to command and specialty allowance payments, what action is being taken to effect proper payment?

Platoon Leader	1,000\$VN per month
Asst Platoon Leader	800\$VN per month
Squad Leader	600\$VN per month
Asst Squad Leader	400\$VN per month
Fire Team Leader	400\$VN per month
Radio Operator and Aidman	200\$VN per month

18. Are PF being subsisted at government expense during enlistment processing and while in training at the Provincial Training Center? If not what action is being taken? (Memo #15920, 29 Aug 67)

19. a. Are eligible PF receiving longevity pay at the rate of 100\$VN increase for each two years service?

- b. How many are not receiving longevity increases and is action being taken to establish their longevity increase entitlement?

20. Are RF company commanders and platoon leaders receiving a functional allowance? If not what action is being taken?

Company Commander 600\$VN per month

Platoon Leader 300\$VN per month

21. a. Are there enough mobile Paymasters or Class "A" Agents to pay all troops?

b. Are adequate instructions provided the mobile Paymasters or Class "A" Agents to ensure timely payment of all troops?

c. Are there adequate procedures in effect for the safe guarding of funds issued to the mobile Paymasters or Class "A" Agents?

22. Are deceased personnel being buried at government expense? If not, what action is being taken?

23. a. When RF soldiers depart their assigned unit for more than a month are they issued a certificate of cessation of pay and given one month advance pay?

b. What action is being taken to ensure compliance with the above provision for those RF soldiers who have not received their certificate of cessation of pay? (Communique #10500, 20 May 62)

24. a. Is the SM&DSL Center finance section given an informal audit by the servicing A&FS once each quarter?

b. Review the latest audit discrepancies from the A&FS audit and note the corrective action taken.

25. a. Does the Director General for Finance and Audit conduct an annual formal audit?

b. Has the annual formal audit been reviewed and corrective action taken on the reported discrepancies?

26. How many deaths have the RF/PF units in the sector had in the past three months?

27. What is the average time delay from the date the completed dossier for death gratuities are received until the gratuity is paid or returned to the A&FS?

28. List all shortages of office machines (typewriters, adding machines and calculators) in the Finance Platoon. Is existing equipment serviceable? Are requisitions submitted for equipment shortages?

CLASS II & IV

29. Are major items of equipment promptly evacuated to ALC when:

a. It requires 3rd echelon maintenance?

b. It requires 2d echelon maintenance and time necessary for maintenance is beyond the limit prescribed by ALC?

30. Are major items of equipment replaced only when:

a. Item replaces an item turned in for 3rd echelon repair.

b. Items replaced has been dropped from stock accounting records of the unit?

c. Equipment requires 3rd echelon maintenance and time necessary to repair is beyond limit set by ALC?

d. Combat loss?

31. Does the unit have an established PLL for Ordnance and Signal equipment?

32. Are stock record cards maintained properly to include amounts on hand and on requisition?

33. Has the approval of request for barrier materials by CTZ thru ALC been prompt and timely?

34. Has support been in sufficient quantities?

35. Individual Clothing and Equipment.

- a. Does the SM&DSL Center maintain a stock level of clothing and equipment to permit units to make direct exchange of items that become unserviceable due to operations, regardless of service life expectancy of the item?
- b. Does SM&DSL Center honor (Form QFl) requisitions for special issue or replacement issue for items that have been:
- (1) Destroyed?
 - (2) Lost on operations?
- c. Does the SM&DSL Center react in a timely manner to all requisitions for normal replacement issues and special issues submitted by units (RF/PF)?

CLASS III.

36. Has the minimum safety distance of 450 feet between POL and ammunition storage facilities been met?

37. If not has the maximum distance possible with respect to available real estate been met?

38. Has POL dump been revetted adequately to provide a holding sump or area large enough to hold 3/4 of total amount of fuel stored within in order to contain burning fuel and provide limited protection to adjacent buildings and personnel?

39. Is a system of accountability used to issue fuel to vehicles or units?

40. Does stationary equipment such as generators, welders and all compressors have assigned operators?

CLASS V.

41. Is the basic load for each type weapon being maintained at all times? (JGS Directive #555, 11 Jun 68)

42. Is unit in possession of JGS/RVNAF Directive 430-3, dated 12 July 1968, #6116/TIM/TCTV/KH, 4 August 1968? (Requisitioning Objectives at Troop Units)

43. Has the ammunition storage area been revetted adequately to provide the height of one foot of revetment above the top of ammunition?
(TM 9-1300-206)

48. Is the ammunition placed on pallets or dunnage?

44. Is the revetment wall a minimum of 3 feet thick at the top?
(TM 9-1300-206)

49. Does the center have serious equipment shortages?

45. Is the entrance of the revetment facing:

a. Area most vulnerable to attack?

b. A critical area? (Inhabited building, motor park, etc...)

c. If a and b above exist, has a revetment been placed across the entrance to offer protection, yet allowing access to interior?

46. Does the ammunition storage area have overhead cover to protect ammunition from the weather?

47. Is the ammunition segregated by lot number?

RF/PF STOCKAGE OF AMMUNITION IN SM&DSL

	<u>Basic Load</u>	<u>15 Day Supply</u>			
M-16 Rifle	480	67.5	rounds	per	weapon
M-60 Machine gun	3080	873	"	"	"
M-79 Grenade launcher	36	18.75	"	"	"
Carbine, M-1	90	18	"	"	"
Carbine, M-2	180	36	"	"	"
M-1 Rifle	120	22.5	"	"	"
.30 Caliber MG	2400	477	"	"	"
BAR	900	150	"	"	"
60mm Mortar	72	403	"	"	"
81mm Mortar	100	401	"	"	"

SECTION IV

RF COMPANY CHECKLIST

Sector

RF Company

DATE

MISSION: _____

1. Is the present for duty strength sufficient to accomplish the unit's assigned mission? Are all those listed as PFD accounted for? (JGS Dir 530-2, Jan 67, JGS Memo 2133, Jul 68)

Authorized	Assigned	Ineffective*	Present for Duty
_____	_____	_____	_____

* Account for all ineffective strength

2. Are 10 day strength reports, which are due on the 10th, 20th and the last day of each month being submitted timely and accurately to subsector headquarters? (JGS Memo 338, May 68)

3. a. Are strength reports monitored by advisors and are they compared with monthly payrolls? (RF/PF Handbook)

b. What action is being taken on the discrepancies noted in the comparison?

4. a. Does the recruiting rate provide sufficient replacements for RF units? (JGS Memo 350, 7 Feb 68)

b. Are unit strengths balanced? (JGS Memo #0087, Jan 67)

5. What control measures are being applied to reduce desertions? Are RF soldiers being separated when they are too old to perform their duties and when they become disabled? (Decrees 50 and 95)

6. Are automatic promotions made on time? (JGS Memo #4463, Dec 69)

PVT to PFC - 1 year

ASP to 2LT (Graduate of Officers Training School) - 18 months

(Graduate of Thu Duc RF Aspirant Training Course) - 2 years

2LT to 1LT (Graduate of VNMA) - 18 months

(Graduate of other courses) - 2 years

7. When was the last time the Sector Commander or Subsector Commander visited or inspected this unit?

8. Does the unit have adequate housing or is the unit programmed for housing in the near future? (JGS 0428, Jan 68)

9. Are personnel who are killed or wounded reported immediately?

10. Have members of the unit received awards for valor and meritorious service? (RF/PF Handbook, JGS Memo #2747, 28 Aug 68)

11. Is the unit being paid between the 20th of one month and the 10th of the following month? If not, what action has been taken to ensure timely payment?

12. Are RF company commanders and platoon leaders receiving their functional allowance? If not, what corrective action has been taken?

Company Commander	600\$VN per month
Platoon Leader	300\$VN per month

13. Is the unit being paid by a Class "A" Agent?

14. Are deceased personnel being buried at government expense?

15. Do RF soldiers have identification and pay cards?

16. When RF soldiers depart their assigned unit for more than a month are they issued a certificate of cessation of pay and given one month advance pay? If not, what corrective action has been taken?

17. a. How many RF members were not paid on the last pay day?

b. What percentage of personnel were paid on last pay day?

18. Are AWOL's punished if they return within 15 days? (JGS Memo #0513)

19. Are AWOL's being dropped as deserters after 15 days absence? (JGS Memo #0513)

20. Have defensive plans been submitted to the subsector commander for approval? (JGS Memo #2664, Jul 69)

21. Have these plans been rehearsed?

INTELLIGENCE.

22. Is the unit passing on intelligence to higher headquarters?

23. Does the unit conduct operations based on intelligence?

24. Are documents and captured weapons turned in to higher headquarters as soon as possible?

25. Are POWs evacuated to sector within 72 hours? (JGS Dir 170-1, Dec 67)

TRAINING/OPERATIONS.

26. a. Has the unit completed 5 weeks of Basic Combat Training, four weeks of advanced individual training, and five weeks of Basic Unit Training?

b. On what date was the training completed

c. Where was the training received? (JGS Memo #0124, Jan 67)

27. Has the unit completed 5 weeks refresher training? (Must be completed within one year after completion of B.U.T. and every three years thereafter)

a. On what date was the training completed?

b. Where was the training received? (JGS Memo #0124, Jan 67)

28. If answer to 25 or 26 is no, when and where are they scheduled to go for training?

29. Have all individual replacements received the 9 week basic AIT Course? If no, list the number of personnel awaiting training. (JGS Memo #0359, Jan 69)

30. If the answer to the above is no, when are they scheduled for training?

c. Where was the training received? (Memo #0124, Jan 67)

27. Has the unit completed 5 weeks refresher training? (Must be completed within one year after completion of B.U.T. and every three years thereafter)

a. On what date was the training completed?

b. Where was the training received? (Memo #0124, Jan 67)

28. If answer to 25 or 26 above is no, when and where are they scheduled to go for training?

29. Have all individual replacements received the 9 week basic AIT Course? If no, list the number of personnel awaiting training. (JGS Memo #0359, Jan 69)

30. If the answer to the above is no, when are they scheduled for training?

31. Have all NCOs attended either the 8 or 22 week NCO course? (JGS Training Dir #4703, Nov 65)

32. Is unit conducting 6 hours in-place training each week as required by JGS Directive #1493, Mar 67?

33. Have all individual weapons been zeroed? If not, when will this be completed?

34. Is unit able to communicate with higher headquarters? (Request commo if possible)

35. Is the outpost/compound/base of operations constructed so as to provide protection to its occupants from direct or indirect fires?

36. Are positions situated so as to provide maximum observation and fields of fire?

37. Are positions mutually supporting?

38. Are automatic weapons and/or preplanned fires planned to cover the most likely enemy avenues of approach?

39. Are there provisions for early warning? (LPs, trip flares, etc...)

40. Are obstacles and barriers constructed in depth and covered by direct fire?

41. Is there a fire support plan and is it coordinated with subsector and sector?

42. Is there an alert plan and has it been rehearsed?

43. Have plans for defense been forwarded to higher headquarters?

44. Are plans coordinated with the local hamlet, village or neighboring unit?

45. If appropriate, are ambushes established daily? _____
Nightly? _____ (By what % of force?)

46. Are ambushes coordinated with higher headquarters?

47. Are ambush locations changed nightly?

48. Have ambushes made contact in last 30 days? _____
60 days? _____

49. If appropriate, does the unit conduct patrols?

50. Is there a plan for patrols and are they coordinated with higher headquarters?

51. How many contacts have patrols made in the last 30 days? _____

60 days? _____

52. What percentage of unit is available for patrol, compound or ambush each night?

53. In event any of the close-in neighboring hamlets/villages are attacked, does this unit have a reaction plan to assist?

54. Does the unit participate in planned operations against a known enemy location? If so, when and what were results of last one?

LOGISTICS.

CLASS I.

55. Is the unit commander aware of the authorized RD Ration Supplement for RF units in direct support of Pacification? (Memo #6921, Sep 68)

56. Does the unit draw field rations from sector for operations?

57. Does the unit charge anyone for field rations while on operations?

58. Does the unit have a mess for unmarried EM, corporal and below? (JGS Memo #0928, Feb 67)

59. Have the married personnel of the unit been able to use a commissary store at sector? Subsector? Mobile commissary team? (JGS Memo #1600, Jun 67)

60. Class II & IV: Does the unit promptly evacuate major items of equipment to the AM&DSL Center for repair?

61. When major items of equipment are dropped from unit's stock accounting records are they immediately requisitioned from the SM&DSL Center?

62. Does the unit have the following authorized equipment?

(TOE 48-742A)

<u>Weapons</u>	<u>Authorized</u>	<u>On Hand</u>	<u>Short</u>	<u>Over</u>
M-16	109			
45 Pistol	14			
M-79	9			
M-60 MG	2			
60mm Mortar	2			
<u>Vehicle.</u>				
1 Ton Truck	1			
<u>Mine detector.</u>				
AN/PRS-3	1			

63. Are quantities on hand the same as reflected on records?

64. Does unit have its authorized signal equipment:

<u>Type</u>	<u>Authorized</u>	<u>On Hand</u>	<u>Over</u>	<u>Short</u>
Radio, AN/GRC-87	1			
Radio, AN/PRC-25	6			
Antenna, RC-292	2			

65. Does the unit requisition immediate replenishment of ammunition as it is used?

66. Does the unit maintain its basic load at all times?

67. Does the unit provide a direct exchange of worn clothing and equipment regardless of service life? (JGS Dir #11600, Nov 60)

68. Does the unit have any outstanding requisitions that have not been filled by the SM&DSL Center?

69. Has the unit taken follow up action on requisitions that are overdue?

SECTION V

PF PLATOON CHECKLIST

_____ Sector

70. Has the unit received adequate support from SM&DSL Center on barrier materials?

_____ DATE

1. _____ PF Platoon.

71. Does the unit have Directive 430-3, 12 July 1968 and #6116/TTM/TCTV/KH dated 4 August 1968, Subject: Requisitioning Objectives at Troop Units?

2. Mission?

72. Is maintenance of equipment being performed properly and what is status of maintenance?

3. Is the present for duty strength of the platoon sufficient to accomplish its assigned mission? Are all those listed PFD accounted for? (JGS Memo #2133, July 68)

Authorized

Assigned

Ineffective

PFD

73. Does unit have inoperable equipment on hand? If so, how long has it been inoperable? What action is being taken to repair the equipment?

4. Are 10 day strength reports, which are due on the 10th, 20th and the last day of each month, being submitted timely and accurately? (JGS Memo #338, May 68)

5. Are personnel in age group 18-20 enlisted in PF? (JGS Memo #3566 Jul 69)

6. Are PF soldiers being separated when they are too old to perform their duty and when they become disabled? (Decrees 50 and 95)

7. Are unit strengths balanced?

8. What control measures are being applied to reduce desertions?

9. Are qualified personnel being appointed by the Sector Commander to the following positions?

Platoon Leader (1)

Assistant Platoon Leader (1)

Squad Leader (3)

Assistant Squad Leader (3)

Fire Team Leader (6)

Radio Operator (2)

Aidman (1)

10. Have units been provided with adequate housing? (JGS Directive #0428, Jan 69)

11. Are awards and decorations given for valor and meritorious service? How many? (JGS Memo #2747, Aug 68)

12. Are advisor personnel recommending Vietnamese soldiers for US awards when appropriate? (MACV Directive 672-5)

13. Does the medical aidman advise the platoon leader on sanitation? Does he make routine inspections of the unit area?

14. Are all personnel in the platoon normally paid between the 20th of one month and the 10th of the next month? If not, what action is being taken to ensure timely payment of troops?

15. Are all members of the platoon receiving a rice allowance at the rate of 200\$VN per month for themselves and each authorized dependent? (RF/PF Handbook)

16. Are platoon members receiving command and specialty allowance as indicated below? (RF/PF Handbook) (Also see attached inclosure)

Platoon Leader	1,000\$VN per month
Assistant Platoon Leader	800\$VN per month
Squad Leaders	600\$VN per month
Assistant Squad Leaders	400\$VN per month
Fire Team Leaders	400\$VN per month
Radio Operators and Aidman	200\$VN per month

17. How many personnel are not receiving the allowance and what are the reasons for nonpayment?

18. Are PF being subsisted at government expense during enlistment processing at sector or subsector and while training at the provincial training center? (MEMO #15920, Aug 67)

19. How many eligible PF are not receiving longevity pay at the rate of 100\$VN increase for each two years of continuous service?

20. Are PF soldiers being paid by a mobile paymaster or a Class "A" Agent?

21. Are deceased PF personnel being buried at government expense? If not, explain reasons.

22. Do PF have identification cards?

23. How many deaths has the platoon had in the last three months and how many of the families have not received the death gratuities payment?

24. a. How many PF were not paid on the last payday _____?

b. What percentage of personnel were paid on last payday?

25. Are AWOLs punished if they return within 15 days? (JGS Memo #0087)

26. Are AWOLs being dropped as deserters after 15 days AWOL? (JGS Memo #0087)

27. Are PF elected to village or hamlet councils discharged or placed on leave without pay for the duration of their term in office? (JGS Referral Slip #3926)

28. a. Has the unit completed five weeks of Basic Combat Training, four weeks of Advanced Individual Training and three weeks of Basic Unit Training?

b. On what date was the training completed?

c. Where was the training received?

29. a. Has unit completed weeks of refresher training? (PF refresher must be completed each year)

b. On what date was training completed?

c. Where was the training received?

30. If answer to 24 and 25 is not, when and where are they scheduled to go for training?

31. Have all individual replacements received the five weeks basic combat training and four weeks of Advanced Individual Training? (JGS Memo #1636)

32. a. Has the platoon leader and assistant platoon leader attended the 9 weeks leadership course? (JGS Memo #1269, Apr 68)

b. Has the platoon leader attended a Polwar Training Program?

33. a. Have all squad leaders attended the 9 week leadership course? (JGS Memo #1269, Apr 68)

b. Have all squad leaders attended a Polwar Training Program?

34. Are the aidman and radio operator school trained? (JGS Memo #2153, Jul 68)

35. If the answer to 28, 29, 30 or 31 is no, when are they scheduled to go for training?

36. Training.

Is unit conducting 6 hours in-place training each week as required by JGS Directive #1493?

37. Have all individual weapons been zeroed?

38. Is the outpost (compound, base of operations) constructed so as to provide protection to its occupants from direct or indirect fire?

39. Are positions situated so as to provide maximum observation and fields of fire?

40. Are positions mutually supporting?

41. Are automatic weapons and or preplanned fires planned to cover the most likely avenues of approach?

42. Are there provisions for early warning? (LPs, trip flares, etc.....)

43. Are obstacles and barriers constructed in depth and covered by direct fire?

44. Is there a fire support plan and is it coordinated with subsector and sector?

45. Is there an alert plan and has it been rehearsed?

46. Have plans for defense been forwarded to higher headquarters?
(JGS Memo #2664, Jul 69)

47. Are plans coordinated with the local hamlet, village or neighboring units?

48. If appropriate, are ambushes established daily? _____
Nightly? _____ (What % of force participates in ambushes?)

49. Are ambushes coordinated with higher headquarters?

50. Are ambush locations changed nightly?

51. Have ambushes made contact in last 30 days?

52. If appropriate, does the unit conduct patrols?

53. Is there a plan for patrols and are they coordinated with higher headquarters?

54. How many contacts have patrols made in the last 30 day? _____
60 days? _____

55. What percentage of unit is available for patrol, compound or ambush duty each night?

56. Is the concept of mobile operations emphasized? (JGS Directive 300-12)

57. In event any of the close in neighboring hamlets/villages, are attacked, does this unit have a reaction plan to assist?

58. Does the unit participate in planned operations against a known enemy location? If so, when and what were the results of the last one?

59. When was the last time the unit was visited by sector, subsector personnel? Who visited them?

60. When was the unit last visited by any type of training agency? (MAT, MTT, CAP, etc....) How long did they stay and what type of training did the unit receive?

61. Logistics.

a. Weapons status.

<u>Weapons.</u>	<u>Authorized</u>	<u>On Hand</u>	<u>Over</u>	<u>Short</u>
M-16	34			
Patrol	1			
	1			

b. Radio status.

<u>Type.</u>	<u>Authorized</u>	<u>On Hand</u>	<u>Over</u>	<u>Short</u>
AN/PRC-10	0			
AN/PRC-25	2			

62. Are quantities on hand the same as listed in SM&DSL Center records?

63. Are the platoon members short individual clothing and equipment?

64. Has the platoon leader requested replacements for worn clothing or equipment on a direct exchange basis regardless of service life?

65. Has the platoon leader requested a normal equipment replacement issue? (JGS Directive #11600, Nov 60)

66. Has the platoon leader requested a special issue for clothing and equipment lost or destroyed in combat?

67. Does the unit maintain its basic load of ammunition at all times?

68. Is replenishment requisitioned immediately after each use?

69. Has the platoon experienced difficulties in obtaining barrier material for local defense?

70. If so, what items are critically short? (Sandbags, concertina, pickets, barbed wire, etc....)

71. Does the platoon have a copy of Directive 430-3, dated 12 July 1968, and #6116/TIM/TCTV/KH, dated 1968, Subject: Requisitioning Objectives at Troop Units?

72. Is maintenance of equipment being properly performed?

73. Does unit have inoperable equipment on hand? If so how long has it been inoperable? What action is being taken to repair the equipment?

74. Does unit have adequate communications with higher headquarters?
 (If feasible, have platoon conduct a communication check)

POPULAR FORCES PAY AND ALLOWANCES

	<u>BASE PAY</u>		<u>LONGEVITY**</u>	<u>COMMAND SPECIALTY</u>	<u>RICE*** ALLOWANCE</u>
	ZONE I*	ZONE II			
PLAT LDR	2,500	2,300		1,000	
ASST PLAT LDR	2,500	2,300		800	
SQD LDR	2,500	2,300		600	
ASST SQD LDR	2,500	2,300		400	
FIRE TEAM LDR	2,500	2,300		200	
AIDMAN	2,500	2,300		200	

* There are high costs of living zones and low cost living zones

** 100\$VN increase for each two years service through ten years

*** 200\$VN per month for service member and each authorized dependent

Subsistence allowance. While in training, not at a training center and during enlistment processing.

Rate: Zone I 133\$VN per day. Zone II 226\$VN per day.

Per Diem: While performing duty away from home station for more than 24 hours. Limited to 30 days.

Rate: 1-15 days 20\$VN per day

16-30 days 10\$VN per day

SECTION VI
MAT CHECKLIST

DATE

MAT: _____ PROVINCE: _____ DISTRICT: _____

MISSION OF MAT: _____

UNIT ADVISING: _____ MISSION OF UNIT: _____

DATE DEPLOYED TO PRESENT POSITION: _____

DATE SCHEDULED TO ROTATE: _____

(See MACV Directive, Mobile Advisory Team, to be published)

1. GENERAL.

- a. (1) Is the team required to prepare the TFES? (YES) (NO)
(2) If yes, what unit(s)? _____
- b. (1) Is the team required to prepare the HES? (YES) (NO)
(2) If yes, how many hamlet(s) _____

c. List all reports (other than TFES and HES) required by higher headquarters and their frequency:

d. Is the team maintaining a daily log? (YES) (NO) (If yes, briefly describe.

e. The team has trained _____ RF companies and _____ PF platoons since its activation. (If SA does not know number trained, inquire at Province RF/PF SA Office for information)

f. When was the last time a representative from higher headquarters visited the team?

MACV _____

CTZ _____

PROVINCE _____

DISTRICT _____

g. What methods of transportation are available to reach the MAT?
(AIR) (ROAD) (WATER) (FOOT)

h. What is the percentage of advisory time devoted to participation in (based on 100%)

(1) Training:

(2) Planning:

(3) Operations:

(4) Team Functions:

2. PERSONNEL.

a. Circle position(s) vacant: SA, ASA, Hvy Wpns Inf, Lt Wpns Inf Adv, Medic, Interpreter.

b. Is the SA a CPT? (YES) (NO) (1st tour) (2d tour)

c. (1) The SA is (INF)(FA)(ARM) (OTHER, SPECIFY _____)

(2) The ASA is (INF)(FA)(ARM) (OTHER, SPECIFY _____)

d. What is the total length of service of SA? _____ ASA? _____

e. (1) The OER rater of the SA is _____.

(2) The OER indorser of the SA is _____.

(3) Does rate/indorser visit team to observe performance of rates?
(YES) (NO)

f. Does the interpreter speak the local dialect? (YES) (NO)

g. If MAT lives with other than RF/PF unit, state why.

h. Do team members have additional duties not related to their mission?
(YES) (NO)

i. Does the rapport between US Advisors and VN appear to be satisfactory? (YES) (NO)

3. SECURITY.

a. Does the MAT have a security plan/SOP? (YES) (NO)

b. Is there a protective shelter for MAT personnel from indirect fire?
(YES) (NO)

c. Does each team member have an assigned, defensive position?
(YES) (NO)

d. Is there a periodic night perimeter security check made by a team member? (YES) (NO)

e. What communication nets does the MAT operate in?

f. Are periodic radio checks made with district headquarters or province headquarters? (YES) (NO)

g. Is there a requirement for a 24 hour radio watch? (YES) (NO)

4. OPERATIONS.

a. (1) Do team members accompany day opns? (YES) (NO)

(2) How many per week? _____

b. (1) Do team members accompany night opns? (YES) (NO)

(2) How many per week?

c. Do all team members receive adequate rest? (YES) (NO)

5. TRAINING.

a. How many hours of training are conducted weekly? _____

b. Is training conducted on weekends? (YES) (NO)

c. What percentage of the units PFD strength normally attends training? _____

d. (1) Does the MAT have a master training schedule? (YES) (NO)

(2) Is it being followed? (YES) (NO)

e. (1) Are there bilingual lesson plans on hand? (YES) (NO)

(2) Are the lesson plans being used? (YES) (NO)

f. Who are the instructors? (MAT members) (VN Officers) (VN NCOs) (Interpreter)

g. Is there a province VN LNO or district VN LNO present for training? (YES) (NO)

h. (1) Are bilingual training manuals available? (YES) (NO)

(2) Does the SA know how to secure manuals? (YES) (NO)

6. EQUIPMENT.

a. List major items of equipment inoperative (I), not issued (NI), missing (M), in for repairs (IFR), combat loss (CL) or surplus (S). Use symbols by each item listed.

b. (1) Does the team have a boat? (YES) (NO)

c. Is ammo on hand adequate? (YES) (NO) (If no, explain)

d. List equipment SA believes is not needed.

e. Is maintenance of equipment satisfactory? (YES) (NO)

f. List equipment SA believes is needed, but not authorized by TA.

7. SUPPORT.

a. (1) Is U.S. logistical support adequate? (YES) (NO)

(2) If no, state reasons.

b. Are adequate medical supplies on hand? (YES) (NO)

c. (1) Does the team receive sundry packs? (YES) (NO)

(2) How often? _____

d. Does the team have subsistence problems? (YES) (NO) If yes, explain in detail.

e. Does the team have adequate barrier material on hand? (YES) (NO) If no, explain.

f. Does the team receive the Pacific Stars & Stripes? (YES) (NO)

g. How often does the team receive mail?

h. Has any member had difficulty obtaining a leave or R&R? (YES) (NO) If yes, explain in detail.

i. Are there any administrative problems? (YES) (NO)

8. TEAM WELFARE.

a. Discipline.

(1) Do the members appear devoted to the team? (YES) (NO) (NOT OBSERVED)

(2) Is there a proper senior-subordinate relationship? (YES) (NO) (NOT OBSERVED)

(3) Do members maintain a high standard of cleanliness? (YES) (NO)

(4) Do members properly wear the authorized uniform as set forth by local directives? (YES) (NO)

(5) Are uniforms and personal equipment maintained satisfactorily?
(YES) (NO)

(6) Is the maintenance of team living quarters and team equipment satisfactory? (YES) (NO)

(7) Is the police of the team area satisfactory? (YES) (NO)

(8) Are mess facilities, preparation and storage satisfactory?
(YES) (NO)

(9) Do living conditions meet acceptable standards of sanitation and personal hygiene? (YES) (NO)

(10) Do members render a proper salute and report to the inspecting officer? (YES) (NO)

(11) Do members adhere to the chain-of-command? (YES) (NO)
(NOT OBSERVED)

(12) Are members able and willing to perform effectively with little or no supervision? (YES) (NO) (NOT OBSERVED)

b. Morale. (Indicators listed under discipline can also be used to indicate the state of morale of the team)

(1) Are members positively motivated? (YES) (NO)

(2) Do members complain about being assigned to a MAT? (YES) (NO)
(NOT OBSERVED)

(3) Do members demonstrate pride in their accomplishments? (YES)
(NO) (NOT OBSERVED)

(4) Do members speak highly of their own team? (YES) (NO) (NOT
OBSERVED)

(5) Do members speak highly of VN counterparts? (YES) (NO) (NOT
OBSERVED)

(6) Does the team have the "CAN DO" approach? (YES) (NO)

(7) Are members in good spirit with evidence of comraderie? (YES)
(NO)