

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.

  
**HEADQUARTERS**  
UNITED STATES MILITARY ASSISTANCE COMMAND, VIETNAM  
APO SAN FRANCISCO 96222

MACCORDS-TSD-1A

2 January 1970

SUBJECT: RF and PF Checklist

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

  
JOHN C. FAIRLAMBE  
Colonel, USA  
Chief, Inspection Advisory Division



# RF-PF



## *Inspection Checklist*

MACV P-1010/1 (2-70)

T A B L E   O F   C O N T E N T S

|                    |                                  |
|--------------------|----------------------------------|
| SECTION I .....    | SECTOR HEADQUARTERS CHECKLIST    |
| SECTION II .....   | SUBSECTOR HEADQUARTERS CHECKLIST |
| SECTION III.....   | SM&DSL CENTER CHECKLIST          |
| SECTION IV .....   | RF COMPANY CHECKLIST             |
| SECTION V .....    | PF PLATOON CHECKLIST             |
| SECTION VI .....   | MAT CHECKLIST                    |
| SECTION VII .....  | RF GROUP HEADQUARTERS CHECKLIST  |
| SECTION VIII ..... | INTELLIGENCE PLATOON CHECKLIST   |
| SECTION IX .....   | RF MECHANIZED PLATOON CHECKLIST  |
| SECTION X .....    | WEAPONS PLATOON CHECKLIST        |

# 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<br>strength | Assigned<br>strength | Ineffective<br>strength | Present for Duty<br>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?

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)

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/TIM/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/TIM/TQT/NG/NC, 19 Aug 66,  
Postal Message 15595/TIM/TQT/OSV/TT, 27 Apr 68)

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

I-4

14. Have units been provided adequate housing? (JGS/CLC #0428, 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?

I-5

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) (RVNAF/JGS/J1 Memo #3050, RVNAF/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, PWMAF, and civilian agencies to collect all possible data on Viet Cong Military, Guerrilla, and NVA forces within the provinces?

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 Hoi Chanh exploited for their Intelligence and Payops value?

40. Are interrogators familiar with the latest EEI?

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

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

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

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

45. Is intelligence training incorporated into the training program?

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

47. What were the results?

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

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  
KIA \_\_\_\_\_  
WIA \_\_\_\_\_  
MIA \_\_\_\_\_  
WPNS LOST \_\_\_\_\_

ENEMY  
KIA \_\_\_\_\_  
CAPTURED \_\_\_\_\_  
WPNS CAPTURED \_\_\_\_\_

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/TTM/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/TTM/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/TIM/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, NPPF 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? (JCS Directive #530-2, 1 Jan 67, JCS Memo #2133, 29 Jul 68)

Authorized

Assigned

Ineffective

Present for duty

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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? (JCS 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 VDMA) 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 receive 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)

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 \_\_\_\_\_.

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)

04. Are they school trained?

05. Does the RF intelligence squad have its authorized personnel? (AUTH: 1 NCO and 8 EM)

06. Have they received any formal type training?

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

20. 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?

Is intelligence training incorporated into the training program?

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

What were the results?

FRIENDLY

ENEMY

A \_\_\_\_\_

KIA \_\_\_\_\_

A \_\_\_\_\_

CAPTURED \_\_\_\_\_

A \_\_\_\_\_

WPNS CAPTURED \_\_\_\_\_

HB LOST \_\_\_\_\_

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

48. What were the results?

FRIENDLY

KIA \_\_\_\_\_

WIA \_\_\_\_\_

MIA \_\_\_\_\_

WPNS LOST \_\_\_\_\_

ENEMY

KIA \_\_\_\_\_

CAPTURED \_\_\_\_\_

WPNS CAPTURED \_\_\_\_\_

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

b. Did RF/PF fail in their mission?

If so, what corrective actions were taken?

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)

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

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

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&SL 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?

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)

1. 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   |

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

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?

III-6

1). 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)

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.

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?

III-7

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&F&S?

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?

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

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

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

h. 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 QT1) 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 requisition 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/TTH/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)

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

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?

48. Is the ammunition placed on pallets or dunnage?

49. Does the center have serious equipment shortages?

RF/PF STOCKAGE OF AMMUNITION IN SM&BSL

|                       | <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?

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

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

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

121. 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)

d. 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)

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

f. 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)

g. 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 67)

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 at 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 SM&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?

664. 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                 |                |             |              |

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

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

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

668. 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

\_\_\_\_\_  
PF Platoon.

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

\_\_\_\_\_  
Mission?

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

Is the present for duty strength of the platoon sufficient to accomplish its assigned mission? Are all those listed PFD accounted for? (JGS Memo 72133, July 68)

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

| <u>Authorized</u> | <u>Assigned</u> | <u>Ineffective</u> | <u>PFD</u> |
|-------------------|-----------------|--------------------|------------|
| _____             | _____           | _____              | _____      |

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? (Decreases 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   |

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

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

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

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

1. 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? (LPe, 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                |                |             |              |
| Pistol          | 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?

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

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

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

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

Does the platoon have a copy of Directive 430-3, dated 12 July 1968, #61116/TM/TCTV/KH, dated 1968, Subject: Requisitioning Objectives at Support Units?

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

Is maintenance of equipment being properly performed?

68. Is replenishment requisitioned immediately after each use?

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                      |                          |
| SMIDMAN       | 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