

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 indorseer of the SA is _____.

(3) Does rate/indorseer 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?

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- 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)

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(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 comradeship? (YES) (NO)

(8) Are members proud of their technical skills? (YES) (NO)

(9) Do members show a spirit of cooperation and team initiative in performing the team's mission? (YES) (NO)

(10) Do members show a spirit of cooperation and team initiative in improving their living conditions by using field expedients and making best use of materials at hand? (YES) (NO)

(11) Have personnel requested transfers for any reason? (YES) (NO) If yes, state reason.

9. EVALUATION.

a. Is the team accomplishing its mission? (YES) (NO) If no, explain.

b. What is your impression of the morale of the team? (GOOD) (BAD) (NON-COMMITTAL)

c. Is the team being properly employed/deployed? (YES) (NO) If no, explain.

d. Is the unit team is advising being properly employed/deployed? (YES) (NO) If no, explain.

e. Is the advised unit effective.

SECTION VII

RF/PF GROUP HEADQUARTERS CHECKLIST

_____ Sector

_____ DATE

Is the present for duty strength sufficient to accomplish the units mission?

Are unit personnel assigned responsibilities commensurate with the RF/PF
Group Headquarters mission in order to effectively command & control assigned
attached units?

Are key personnel trained and qualified to perform assigned duties?

Does the unit have RF companies PF platoons assigned? How many? _____
_____ For how long? _____

5. Is there evidence that this headquarters is, in fact, in control of the subordinate units? If so explain.

6. Is relationship with next higher headquarters such that the unit receives necessary guidance and support to accomplish their mission?

7. Are major items of equipment on hand and operational?

8. Has the unit conducted any operations as an independent unit? If so what was outcome?

9. What types of operations have been conducted (offensive, defensive, mobile or reserve force)?

10. Where is unit located? (sector headquarters, operating base, etc...)

11. Does the unit plan its own operation?

12. Are plans for patrol and/or ambushes coordinated with next higher headquarters.

13. Does unit have plan for fire support and is it familiar with employment concepts.

14. Does unit have radio communication with all subordinate units? With higher headquarters? Are personnel trained in commo procedure?

15. Is QJT conducted by sector for group personnel.

16. Is the group effective in reducing the span of control of companies and platoons from sector.

17. Does sector by pass group when dealing with companies on operations?

SECTION VIII
INTELLIGENCE PLATOON CHECKLIST

Sector

18. Does the unit supervise the conduct of in place training of subordinate units? (JGS MEMO #321)

DATE

1. Is present for duty strength sufficient to accomplish the units mission?

2. Are key personnel of the platoon trained in their assigned duties?

3. Does the platoon work under the staff supervision of the sector S-2?

4. Is the platoon used to perform the missions for which intended?

5. Has the collection effort of the platoon produced worthwhile dividends?

6. Is all or any part of the platoon used to conduct reconnaissance patrols?
If so how frequent?

7. Does the unit have assigned radio frequency?

8. Is the platoon familiar with procedures used in calling for fire support?

9. Does the unit have all major items of equipment on hand?

10. Are weapons and equipment being maintained properly?

11. Does the unit conduct at least 6 hours of in-place training weekly?
(JGS Memo #321)

SECTION IX
RF MECHANIZED PLATOON CHECKLIST

Sector

DATE

1. Is present for duty strength sufficient to accomplish the unit's assigned mission?
2. Are key personnel of the platoon trained in their assigned duties?
3. Is the platoon used to perform the missions for which it was intended?
4. Does the platoon conduct road clearing operations?

5. Does the platoon conduct patrols?

6. Is the platoon used in operations in conjunction with other RF or PF units in order that they may take advantage of the light armor protection?

7. Does Sector take advantage of the mobility, communication and flexibility of this unit?

8. Does the unit have assigned radio frequencies?

9. Is platoon familiar with procedures used in calling for fire support?

10. Does the unit have all major items of equipment on hand?

11. Are weapons and equipment being properly maintained?

SECTION X

RF WEAPONS PLATOON CHECKLIST

_____ Sector

_____ DATE

1. Is present for duty strength sufficient to accomplish the units assigned mission?

2. Are key personnel of the platoon trained in their assigned duties?

3. Is the platoon used to perform the mission for which it was intended?

4. Does the platoon conduct training in conjunction with other RF/PF units?

5. Are mortar positions prepared and is platoon ready to fire at a moments notice?

6. Are concentrations planned and included in sector fire support plan?

7. Is platoon prepared to support by fire any RF/PF unit within range?

8. Does platoon have plans to displace to another location in order to provide fire support for units who are engaged with the enemy? When was the last time any of the weapons sections were displaced in support of RF/PF units?

9. Where are forward observers located?

X-2

10. Is the platoon included in the sector fire support coordination radio net?

11. Does the platoon have all major items of equipment on hand?

12. Are weapons and equipment being properly maintained?

13. Does unit have basic load of ammunition on hand and is it stored properly?

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