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5750.2
Ser: 08170

20 JAN 1970

[redacted] (Unclassified upon removal from the basic letter)

FIRST ENDORSEMENT on CG, 1stMarDiv ltr 3/DAH/hgl over 5750
Ser: 007-70 of 9Jan70

From: Commanding General, III Marine Amphibious Force
To: Commandant of the Marine Corps (Code A03D)
Via: Commanding General, Fleet Marine Force, Pacific

Subj: Missing Documents, Command Chronology

1. Forwarded.

L.E. POGGEMEYER
BY DIRECTION

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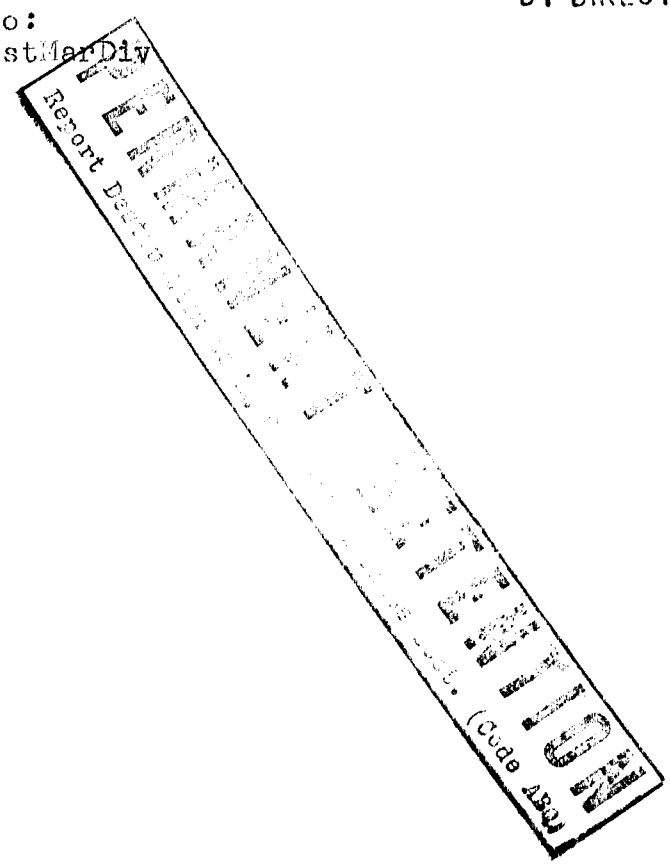

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EMFPAC [redacted]

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Ser:
00476
30 DEC 1969

[redacted] (Unclassified upon removal from the basic letter)

FIRST ENDORSEMENT on CG, 1stMarDiv ltr 3/DAH/lnm over 5750
Ser: 00281-69 of 17Dec69

From: Commanding General, III Marine Amphibious Force
To: Commandant of the Marine Corps (Code A03D)
Via: Commanding General, Fleet Marine Force, Pacific

Subj: Missing Documents, Command Chronology

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

3/DAH/lnm
5750
Ser: 00281-69
17 DEC 1969

[redacted] Unclassified upon removal of enclosures

From: Commanding General
To: Commandant of the Marine Corps (Code A03D)
Via: (1) Commanding General, III Marine Amphibious Force
(2) Commanding General, Fleet Marine Force, Pacific

Subj: Missing Documents, Command Chronology

Ref: (a) CG FMFPac 2d Endl on CG, 1st MarDiv ltr 3/DGN/rrs over 5750 Ser: 00166-69 of 14 Oct 1969

Encl: (1) 3d Bn, 5th Mar Journal for days 9, 10, 11, 12, 14, 26, and 28 August 1969
(2) 3d Bn, 7th Mar Daily SITREPS for 17 and 18 August 1969

1. Enclosures (1) and (2) are forwarded as requested by reference (a).

F. H. WALDROP
By direction

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HEADQUARTERS
1ST MARINE DIVISION, FMF

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DOD DIR 5200.10

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 3410
2/CJB/cfm
1 Dec 1969

DIVISION BULLETIN 3410

From: Commanding General
To: Distribution List

Subj: Kit Carson Scout Orientation Course

Ref: (a) DivO 3410.3

Report Required: Personnel nominated to attend KCS Orientation Course (Report Symbol 1stMarDiv 3410-1) par.3

1. Purpose. To publish implementing instructions concerning the Kit Carson Scout Orientation Course for the month of December 1969.

2. Information. A Kit Carson Scout Orientation Course will be conducted in accordance with reference (a) during the period 17-19 December 1969. The course will be conducted at the Kit Carson Training Center situated at vicinity (AT 944781).

3. Action

a. Students at this orientation course must be enlisted Marines in the grade of Sergeant and below who work with Kit Carson Scouts in the course of their daily duties.

b. Commands are assigned the below quotas for this course:

1st Marines	3	3d Amphibian Tractor Bn	1
5th Marines	3	1st Reconnaissance Bn	1
7th Marines	3	1st Combined Action Group	1
26th Marines	3	2d Combined Action Group	1

c. Quotas allocated to infantry regiments should be evenly distributed among the infantry battalions employing scouts.

d. Commands will issue temporary additional duty orders directing students to report to the Kit Carson Scout Project Officer at the Kit Carson Scout Training Center no later than 1600, 15 December 1969.

e. Students will report with arms, equipment and clothing suf-

Tab B- #1.

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ficient to sustain them for the duration of the course. Billeting and messing facilities will be available for students.

f. Prior to 15 December 1969, commands will report telephonically or by message to the Kit Carson Scout Project Officer (Division 6189), the names of personnel who will attend this course.

4. Self-cancellation. 31 December 1969.

C. E. WALKER
Chief of Staff

DISTRIBUTION: "A" & "B" less 12/16/19/37/40/50/54/55/57/58/61

Copy to:
1st CAG (1)
2d CAG (1)

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3K/lis
5750.1
Ser: 0020170
26 Feb 70

[redacted] (Unclassified upon removal from the basic letter)

FIRST ENDORSEMENT on CG, 1stMarDiv ltr 3/FHW/jml over 5750
Ser: 0018-70 of 12Feb70

From: Commanding General, III Marine Amphibious Force
To: Commandant of the Marine Corps (Code HD)
Via: Commanding General, Fleet Marine Force, Pacific

Subj: Command Chronology, period 1-31 December 1969

1. The subject chronology has been reviewed for completeness and is forwarded herewith.

H. L. WILKERSON
By direction

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CG, 1stMarDiv

[redacted]

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

3/FHW/jml
5750
Ser: 0018-70
12 FEB 1970

[redacted] - Unclassified upon removal of enclosure (1)

From: Commanding General
To: Commandant of the Marine Corps (Code AO3D)
Via: (1) Commanding General, III Marine Amphibious Force
(2) Commanding General, Fleet Marine Force, Pacific

Subj: Command Chronology

Ref: (a) MCO P5750.1A
(b) FMFPacO 5750.8A

Encl: ✓(1) 1st Marine Division Command Chronology for December 1969

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

E. B. WHEELER

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28/rad
5750
002695
NOV 05 1969

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SECOND ENDORSEMENT on CG, 1st MarDiv ltr 3/JBL/ebe over 5750 Ser: 00227-69 dtd 1 October 1969

From: Commanding General, Fleet Marine Force, Pacific
To: Commandant of the Marine Corps (Code A03D)

Subj: Missing Documents, Command Chronology

1. Forwarded.

R. D. WHITE
By direction

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COMMAND CHRONOLOGY
1 December to 31 December 1969

INDEX

PART I - ORGANIZATIONAL DATA

PART II - NARRATIVE SUMMARY

PART III - SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

PART IV - SUPPORTING DOCUMENTS

Enclosure (1)

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COMMAND CHRONOLOGY

PART I

ORGANIZATIONAL DATA

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PART I

ORGANIZATIONAL DATA

1. (U) DESIGNATION

Commanding General	MajGen Ormond R. SIMPSON (1-14Dec) MajGen E. B. WHEELER (15-31Dec)
Assistant Division Commander	BGen C. S. ROBERTSON
*Assistant Division Commander	BGen L. J. DULACKI (1-25Dec)

*(TAD to III MAF)

SUBORDINATE UNITS

UNIT	COMMANDING OFFICER
Headquarters Battalion	Col W. C. PATTON
1stMar	Col H. L. WILKERSON
5thMar	Col N. L. BECK
7thMar	Col G. S. CODISPOTI
11thMar	Col D. D. EZELL
26thMar	Col R. A. HEYWOOD (1-11Dec) Col J. E. HARRELL (12-31Dec)
1stReconBn	LtCol J. J. GRACE
1stEngrBn	Maj W. M. WINOSKI
7thEngrBn	LtCol W. G. BATES
9thEngrBn	LtCol E. K. MAXWELL
1stSPBn	LtCol R. F. ARMSTRONG
1stMTBn	LtCol M. S. SHIMANOFF
11thMTBn	LtCol W. R. KEPHART
3dAmTracBn	LtCol D. G. MEHARGUE
1stTkBn	Maj J. J. LOUDER
1stMedBn	Capt A. J. W. LEA MC USN
1stHospCo	Capt J. W. HART MC USN
1stDentCo	Capt P. C. ALEXANDER DC USN

2. (U) LOCATION

1-31 December 1969, Danang, RVN

3. (U) STAFF OFFICERS

Chief of Staff	Col C. E. WALKER
Deputy Chief of Staff	Col R. E. BARDE (1-11Dec)
Staff Secretary	Capt T. E. PITTS
Assistant Chief of Staff, G-1	Col J. E. HARRELL (1-11Dec) Col R. E. BARDE (12-31Dec)
Assistant Chief of Staff, G-2	Col E. A. WILCOX
Assistant Chief of Staff, G-3	Col F. H. WALDROP

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Assistant Chief of Staff, G-4	Col N. A. CANZONA
Assistant Chief of Staff, G-5	Col W. J. ZARO (1-12Dec) LtCol V. A. ALBERS Jr. (13-31Dec)
Assistant Chief of Staff, Comptroller	LtCol N. M. LASLAVIC Jr.
Adjutant	LtCol J. J. HUDSON
Air Officer	Col A. R. PYTKO (1-16Dec) Col J. M. MITCHELL (17-31Dec)
Artillery Officer	Col D. D. EZELL
Band Officer	CWO2 J. M. POE
Career Planning Officer	LtCol J. J. UNTERKOFLER (1-16Dec) 1stLt F. H. BALDWIN (17-31Dec)
Chaplain	Capt M. P. SULLIVAN CHC USN
Clubs Officer	Maj K. L. BOURGEOIS
Comm-Electronics Officer	Col C. G. DAHL
Dental Officer	Capt P. C. ALEXANDER DC USN
Disbursing Officer	Maj J. E. THOMAS
Exchange Officer	Capt G. L. NASH
Embarkation Officer	Maj G. E. BERBAUM (1-11Dec) Maj L. D. COKER (12-31Dec)
Engineer Officer	LtCol H. L. LOVEJOY
Field Historian	Maj D. A. HANSON
Ground Safety Officer	Maj H. F. CHABYSEK Jr. (1-20Dec) Maj E. G. MILONE (21-31Dec)
Industrial Relations Officer	1stLt J. D. BOWEN
Information Services Officer	Capt J. P. NOVAK
Inspector	Col C. ASHTON
Staff Judge Advocate	Col R. M. LUCY
Motor Transport Officer	Maj V. D. SUTTON
Naval Gunfire Officer	LCDR E. C. YOES USN
Ordnance Officer	Capt G. L. DARST
Photographic Officer	CWO3 A. A. HUMPHREYS
Postal Officer	Capt L. RICKMAN Jr.
Provost Marshal	LtCol F. L. DIXON
Special Services Officer	LtCol W. J. GALYON
Reproduction Officer	Capt D. A. ZEFERJOHN
Supply Officer	Col J. J. HOLICKY Jr.
Surgeon	Capt E. F. LATHAM USN
Tank Officer	Maj J. J. LOUDER
Food Service Officer	Capt C. WATSON

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COMMAND CHRONOLOGY

PART II

NARRATIVE SUMMARY

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PART II

NARRATIVE SUMMARY

AND

PERSONNEL/ADMINISTRATION

1. (C) Replacement and Rotation of Personnel

a. Total Marine replacements received and Marines rotated during December 1969 were:

Replacements:

Officer	176
Enlisted	1330

Rotated:

Officer	128
Enlisted	2172

b. There were 15 officers and 679 enlisted medically evacuated from RVN. Three officers and 59 enlisted returned to duty who were previously evacuated from RVN. A total of 48 personnel departed on emergency leave/permanent change of station orders. A total of 156 personnel departed on emergency leave/TAD orders.

c. A total of 13 officers and 424 enlisted extended their tour for 30 days special leave. One officer and 95 enlisted departed on special leave.

2. (C) Casualty and Graves Registration. The following casualties were sustained by units ADCON to 1st Marine Division during December 1969:

	KIA	WIA	**DOW	MIA	CPT	OTHER	*NON-BATTLE DEATH-INJURED	**TOTAL
USMC								
OFF	1	7						8
ENL	31	388	8				17 14	1450
USN								
OFF		1						1
ENL	2	16						18
TOTAL	34	412	8				17 14	477

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*Injuries which results in absence from duty for more than 24 hours.
**DOW figures included in WIA totals and not in horizontal totals.

3. (C) Awards. 624 awards recommendations were processed and forwarded to higher headquarters for approval. In addition, 381 Purple Heart Medals were awarded.

4. (C) Discipline, Law and Order. The following criminal investigations were reported for the month of December 1969:

a. Crimes against Persons and Property

	Number
Manslaughter	1
Larceny (over $50 except vehicle theft)	1
Assault	3
Aggravated Assault	3
Vehicle Theft	6

b. 40 traffic violations were reported.

c. 387 military offense reports were issued as follows:

Offense	Number
Illegal Possession of Alcohol	2
Drunkenness	7
Non-Narcotics Abuse Drugs	83
Weapons Violation	67
AWOL	56
Off Limits	111
Curfew Violations	52
Wrongful Appropriation of Gvt Vehicle	2
Disorderly Conduct	7
TOTAL	387

5. (C) Industrial Relations. Current utilization totals are:

Authorized	On Board
790	789

6. (U) Personnel and Morale Services

a. Chaplain. At the end of December 1969, the on board strength of Chaplains was:

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Denomination	Number
Protestant	21
Catholic	14
Total	35

The following services were conducted during the month:

	Number	Number Attending
Catholic Sunday Divine Services	119	3384
Catholic Weekday Services	94	1417
Protestant Sunday Divine Services	193	6641
Protestant Weekday Services	112	2117
Memorial Services	14	1202
Religion and Customs of RVN	46	1917

b. Division Clubs. During the month there were 18 Officer, 20 SNCO and 33 Enlisted Clubs in operation. The gross income for the clubs system during December 1969 was $224,075.45.

c. Division Band. The band performed at two memorial services, eight military formations and played two concerts during the month of December 1969. In addition, the band was used as a security platoon/reaction force for the Division CP.

d. Division Exchange. Total sales during December 1969 were $812,142.26 from 20 stores.

e. Informational Services. 73 news releases and 3302 Fleet Hometown News Releases were produced during December 1969. In addition, 1st Marine Division correspondents covered operations with the 5th and 7th Marines in Arizona Territory.

f. Postal. The following figures represents pounds of U. S. Mail received and dispatched during December 1969.

Total Received	Total Dispatched	Total Handled
1,357,006	286,082	1,643,088

Financial Transaction Totals:

U. S. Money Orders and Fees	$895,866.98
U. S. Money Orders Cashed	$44,351.21
Stamps, Postage and Insurance Sales	$28,000.00

The Main Office and 11 unit post offices were inspected and audited during December 1969. 42 mail rooms were also inspected during the month.

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g. Career Planning. Career Planning results during December 1969 were:

Reenlistment Percentages:

First Term (32-56)	57.1
Career	100.0
Total	76.5

Extensions of Enlistment	Career Length	Short
First Term	25	7
Career	3	0
Total	28	7

7. (U) 1st Marine Division ARVN Interpreter Program. On 31 December 1969, the number of ARVN Interpreters assigned to this Division was 131.

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INTELLIGENCE SECTION

1. ACQUISITION UNIT

a. General. This reporting period again reflected the generally low tempo of enemy activity that has prevailed for the last several months. However enemy activity showed some increase near the end of the period as increased emphasis was placed on his continuing preparations for the Winter-Spring Campaign. Reconnaissance OP's and sensor fields detected an increase in enemy movement, principally towards the east and to the north. Although marginal weather conditions hampered visual reconnaissance and aerial surveillance, all intelligence gathering agencies were fully employed towards indicators of enemy attack preparations.

b. Ground Reconnaissance

(1) The Division's ground reconnaissance activities were directed primarily toward enemy activities in Thung Duc, Northern Que Son Mountains, lower Charlie Ridge area and Hai Van Mountains, and accounted for 226 enemy killed from air strikes and artillery fire missions. Three reconnaissance teams were extracted after making enemy contact upon insertion, or during the conduct of their mission. A total of 64 reconnaissance patrols were conducted, including the reliefs of teams assigned to the five OP's operated by the 1st Reconnaissance Battalion. On 5 December the responsibility for the OP on Hill 146 (AT 825453) was turned over to the 5th Marines who passed control of the OP to the 51st ARVN Regiment which was conducting operations in the Southern Arizona area.

c. Photo Imagery Interpretation Sub-Unit

(1) General. During December 1969 the PIIU updated the master cover trace of the 1st Marine Division TAOR for aerial and hand held photos. Individual visibility diagrams of the rocket and reconnaissance OP's in the 1st Marine Division TAOR was completed. Work is continuing in consolidating the information and reviewing and analyzing these diagrams to develop a comprehensive observation program. A display board and visibility diagram of the permanent OP on Hill 425 was completed using ground photos. A special study and annotated photo mosaic of a major enemy headquarters and base camp was completed in conjunction with the Interrogator Translator Team efforts. Another major effort was the completion of a study of all enemy trails and defenses on Goi Noi Island. Four mosaics for the Ground Surveillance Sub-Unit, three mosaics for the Force Logistics Command, and one mosaic for the 1st Marines were assembled during the period. Adverse weather conditions precluded all but 10 aerial

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photo missions and one hand held photo mission from being flown in response to 1st Marine Division requirements.

(2) Detector Concealed Personnel (DCP). Twenty eight missions were requested, of which five were flown providing 14 DCP readings for targeting. The readings were located in western Charlie Ridge (Base Area 127) and in the southern Que Son Mountains. Poor weather and the availability of aircraft were responsible for mission aborts. Procedures were developed at the end of the period to enable more rapid response to DCP readings. An Aerial Observer and FAC(A) in an OV-10A observation aircraft were added to the mission to conduct immediate air or artillery fires on targets detected.

(3) Infra-Red (IR). 244 IR objectives were requested, of which 32 were flown resulting in 46 emissions. Major concentrations are as follows: thirteen emissions were recorded in Antenna Valley and along the Song Thu Bon river, and eight emissions were recorded in the valley north of the Thung Duc CIDG Camp.

(4) Side Looking Airborne Radar (SLAR). Twenty five SLAR missions were flown in the Division TAOR and 59 moving target indicators (MTI) were recorded. The MTI was scattered throughout the TAOR with no major concentrations indicated.

d. Aerial Observation Sub-Unit

(1) During December, the AO Sub-Unit conducted 400 missions for a total of 923.2 hours of visual reconnaissance and supporting arms control in the 1st Marine Division TAOR.

(2) The following supporting arms and photo missions were conducted:

Airstrikes FAC(A)	133
Artillery Missions	41
Photo Missions	42

(3) The damage estimates resulting from supporting arms missions are as follows:

Killed by Air/Artillery	32
Structures destroyed	86
Bunkers destroyed	52
Boats destroyed	4
Treeline destroyed (meters)	5900
Caves destroyed	8
Secondary Explosions	19

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(4) Groundfire was received on three missions resulting in two hits to observation aircraft.

(5) Aviation support for December was provided by:

Unit	SORTIES	HOURS
VMO-2 (OV-10)	373	860.6
21st RAC Airplane Co USA (O-1C)	27	62.6

e. Interrogation-Translation. Deployment of Interrogation-Translation Teams (ITT) and Interpreter Teams (IT) are as follows:

3d ITT - 1st Marines
9th ITT - 7th Marines
13th ITT - 5th Marines
15th ITT - 26th Marines
1st IT - Division Interrogation Center
7th IT - Document Translation Center

(1) During the reporting period, 540 detainees were interrogated. These detainees were classified as follows; 41 PW's, 29 civil defendants, 25 returnees, and 380 innocent civilians. There were 135 batches of documents containing 4,707 separate items screened and translated at the Document Translation Center.

(2) Significant information gained from captured documents included cryptographic material, strength reports of enemy units, letter indicating planned attacks by VC units against FWMAF units, listings of common military terms and map symbols, and a directive to launch a propaganda drive.

(3) Significant information gained from detainees are as follows:

(a) Details were obtained of enemy attack plans for December 1969 and January 1970 within the 1st Marine Division TAOR, including targets and dates of attacks.

(b) Information was provided confirming the destruction of several enemy base camps and one major field hospital facilities.

(c) The location of a high level enemy headquarters was made by using aerial photos and two Photo Interpreters in conjunction with the interrogation of two detainees.

(d) Indications were received of the return of a major NVA unit to the 1st Marine Division area of operations.

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(e) Information to update locations and movements of enemy units in the 5th Marines area of operations.

(f) Limited information was gained concerning FWMAF sensor activity and effects on enemy operations.

(4) Significant occurrences by teams are as follows:

(a) 3d Interrogation-Translation Team: During December the team supported the 1st Marines and processed 23 batches of captured documents. Training was conducted for team members on enemy order of battle, interrogation techniques and report writing. Instruction was also provided to 1st Marine Units on handling, tagging and safeguarding detainees.

(b) 9th Interrogation-Translation Team: The team supported the 7th Marines and helped locate an NVA Base Camp, cave complexes and a large rice cache. There were 27 batches of enemy documents processed by the team. Team members conducted training in human source exploitation techniques, report writing, area studies and enemy order of battle. The team also instructed 7th Marine units on properly tagging and evacuating captured enemy documents and detainees.

(c) 13th Interrogation-Translation Team: The team provided support to the 5th Marines and processed 31 batches of captured enemy documents. The team commander also made a mutual agreement with the interrogation section of the 51st ARVN Regiment, operating in the Arizona Area, for an exchange of detainees for questioning on special intelligence collection requirements (SICR). The team conducted training for members of the 5th Marines in processing enemy documents and detainees.

(d) 15th Interrogation-Translation Team: The team supported the 26th Marines, and as a result of interrogations, located four rice caches/pick up points and provided information which resulted in successful ambush operations. In addition to conducting their own training, team personnel assisted the Division Schools to present classes on handling of detainees and documents.

(e) 1st Interpreter Team (Division Interrogation Center): Team members interrogated 68 PW's and returnees. They also conducted 34 hours of instruction/orientation for team members, newly arrived personnel, visiting FWMAF officers and the Commanding General, 1st Marine Division.

(f) 7th Interpreter Team (Document Translation Center): Translators screened 135 batches of documents containing 4,707 items,

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and provided 13 full document translations and 454 summary translations. In addition, 10 full translations of ARVN interrogation reports, three full translation of ARVN letters and one full translation of an ARVN message were provided to 1st Marine Division units. Team members conducted training in processing captured enemy documents, current order of battle, language training and administrative procedures.

f. Ground Surveillance Sub-Unit

(1) The Ground Surveillance Sub-Unit was hampered in its maintenance efforts on the Danang Barrier because of the adverse effects of the continued monsoon weather. The 26th Marines retained the responsibility for the construction and maintenance of the barrier. Technical assistance and sensor trained personnel are being provided to complete installation of the sensor system. School was conducted for units of the 1st Marine Division, including the Division Schools (Officers, Staff NCO's and NCO leadership schools), on the various types of sensors and their employment. There were 122 targets detected by active sensors in the 1st Marine Division TAOR, with 106 fire missions being conducted for a total of 1395 rounds of mixed artillery and mortars. The following is a recap of other sensor activity during the month:

(a) On 2 December, a 1st Reconnaissance Battalion team implanted a string of sensors on a high speed infiltration route approximately five kilometers southwest of the Nong Son CIDG Camp.

(b) On 5 December, Ground Surveillance personnel implanted four strings of sensors in the 1st Marines AO in an area used by local civilians during the day and the enemy at night. However, most of these sensors were removed by unknown persons about one week later. These sensors were set in the self-destruct, non-recoverable mode.

(c) On 7 December, a string of sensors was employed along Route 535 in the 7th Marines AO where several mining incidents had occurred recently. The purpose of this string is to detect possible mining incidents and to alert ambush personnel of enemy movement along the road.

(d) On 18 December, four strings of sensors installed on Charlie Ridge in the 5th Marines AO resulted in detecting significant enemy movement along food and ammo resupply routes.

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(e) One string of sensors was implanted on OP Eagle Eye on 26 December 1969 as the OP was being evacuated by the 3d Battalion, 26th Marines. Subsequent sensor activations showed enemy exploration of the vacant site and fire missions were called to discourage enemy use of this high ground.

2. STAFF COUNTERINTELLIGENCE UNIT

a. As of 31 December 1969, 116 Kit Carson Scouts were employed by the 1st Marine Division. These scouts participated in 1,095 patrols which resulted in four enemy KIA's, two enemy captured and five VC suspects detained. A total of 18 individual weapons were captured and 27 mines/booby traps were destroyed or neutralized. Scout personnel additionally participated in 13 Division Psychological Operations. During the reporting period the Kit Carson Scouts sustained two KIA's and three WIA's.

b. Normal passive and active Counterintelligence support to assist in protecting the Division against the enemy's intelligence collection efforts continued during this period. Additionally, CI personnel of the 1st and 3d Counterintelligence Teams participated in 28 combat operations. During the period, 2,413 persons were screened against existing blacklists. Of this number 89 were detained for further investigation, 52 were turned over to various District Headquarters for further investigation leaving 2,361 determined to be innocent civilians. During the operations conducted in support of Division organizations, 23 NVA/VC were KIA; seven VC were captured; eight enemy tunnels, 24 enemy bunkers, 5,079 pounds of rice, 500 gallons of tar, seven 105mm rounds, and one ChiCom grenade were destroyed; and 11,471 pounds of rice, 13 individual weapons, 6,016 small arms rounds, four grenades, two and one-half pounds of documents, miscellaneous food, clothing, equipment, propaganda signs and medical supplies were captured.

c. During December 1969, Division organizations reported expenditures for information or ordnance in the amount of 237,600 $VN under the Volunteer Informant Program. There were 159 separate disbursements for the return of ordnance which might have been used as booby traps and one disbursement for information.

3. OPERATIONS INTELLIGENCE

a. Intelligence Material and Publications Prepared and Distributed to Subordinate, Adjacent and or Higher Commands.

(1) Daily Intelligence Summaries (INTSUM)

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(2) Monthly Periodic Intelligence Report (PERINTREP) (15 November - 15 December 1969).

(3) Area Study - Nong Son and Vicinity

b. Briefings

(1) Briefings on the Enemy Order of Battle and geographical orientation of Quang Nam Province and the 1st Marine Division TACR were presented to the following:

(a) All newly arrived officers joining the Division.

(b) Three classes (one Officer, one SNCO and one NCO Leadership classes) conducted at Division Schools.

c. Target Intelligence. Target intelligence during the month of December generated 173 TPQ-10 requests, 66 of which were struck; six TOT requests, all of which were completed; and 60 artillery targets struck. Five primary and three secondary ARC LIGHT targets were nominated, although none of these ARC LIGHT targets were struck during the month.

d. Enemy

(1) December 1969 started slowly with no significant action being reported until the 2d when the enemy directed his efforts towards G/2/7. At 2110H, the company's defensive position located 4 km southwest of LZ BALDY (BT 0946), received six rounds of 82mm mortar fire from an unknown size enemy force. The following day (031940H), H&S/1/5 experienced much the same type incident, with Hill 65 (AT 8757) being the target of four rounds of 60mm mortar fire. Enemy activity became widespread throughout Quang Nam Province on the 4th as demonstrated by an incident reported 2 km southeast of Marble Mountain (BT 0969). A jeep and trailer from 1st Tanks was ambushed at 1800H by 25-30 enemy armed with small arms, M-79's and RPG launchers, and at 1415, A/1/7 (AT 977373) commenced a four hour engagement with an unknown sized enemy force. Following a brief respite, the enemy doubled his efforts by conducting two standoff attacks by fire. One was directed against an E/2/26 platoon defensive position located 1 km northeast of Fire Support Base Los Banos (AU 8405) where three rounds of incoming 60mm mortar fire were reported at 061750H. A few minutes later at 1755H, the B/1/5 Company position located in the Thuong Duc Corridor (ZC 2155) received five rounds 60mm mortar fire. The next significant enemy incident occurred the following evening (072000H) when the enemy directed

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one round of 60mm mortar fire at E/2/5, 7 km east of An Hoa (AT 9448). This harassing round was followed by yet another round of 60mm mortar fire on the next day (08180H) against the same unit while in the same general area (AT 9549). The only other significant enemy activity for this reporting period occurred on the 11th. The enemy resurrected his firing tables and targeted 8x140mm rocket rounds against the Danang Airfield at 11004OH. Cost-effectivewise, the incident was a failure with only minor damage being realized.

(2) A significant increase in enemy movement was detected by reconnaissance OP's and sensor fields during the early part of December. Numerous groups of 30 persons or less were detected in the Arizona Area, while over 600 enemy were observed moving east from the Phu Loc Valley by the Recon OP on Hill 425 (AT 9946). Sightings elsewhere in the TAOR were widespread and involved smaller enemy units moving with no detectable pattern of direction.

(3) A large number of RF sensor activations in the Thach Bich area (ZC 1931, AT 8336) indicated significant movement from south to north. Line sensors along the DAIS recorded limited movement across the barrier, with no concentrations or patterns of movement noted.

(4) The level of mines and booby traps throughout the Province continued on essentially the same level with no change from that experienced during the latter half of November. Again the majority of these incidents were realized in the 1st Marines' AO.

(5) Terrorist attacks continued at a low level during the first two weeks of December. The attacks were widespread, showed no discernible pattern, and most attacks were directed against villages/hamlets rather than individual personalities.

(6) Enemy activity remained at an extremely low level during the last half of December, with only four significant enemy initiated by fire attacks directed against Marine units being reported.

(7) The first of these attacks was launched against elements of D/1/5 operating 4 kms west (AT 8356 taking place on Hill 65). On the evening of the 17th (2150H), D/1/5 platoon defensive position received four RPG rounds accompanied by an additional five grenades thrown by an unknown size enemy force.

(8) Enemy activity was curtailed until the evening of the 22d, when two mortar attacks were reported. The first of these incidents involved F/2/1 at 1640H located 2 kms west of the Horse-shoe (AT 0763) as enemy forces reacted to the Marine unit's presence

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in that area by firing one round of 60mm mortar fire at the Company position. Approximately one hour later(BT 1730H), M/3/7 was similarily harrassed by an enemy 60mm mortar. Seven rounds of that caliber were directed at Mike's defensive position situated in the central Que Son Mountains (AT 9642). The last reported enemy attack by fire of the year also took place in the Que Sons. An OP from B/1/7 positioned southeast of Antenna Valley (AT 9634) was subjected to three rounds of enemy 82mm mortar fire at 0431H on the 24th.

(9) The total number of enemy sighted dropped slightly from the number observed during the first 15 days of December. However among these sightings were several relatively large enemy groups consisting of as many as 100 enemy. The Phu Loc Valley once again was the scene of considerable enemy movement with over 200 enemy sighted moving towards the east. Sightings decidedly decreased in the Arizona Area, probably as a result of the 51st ARVN Regiment's operations in that area. Several large groups of enemy were observed moving east down off Charlie Ridge in the 1st Marines AO during late December. These large groups ranged in size from 40 to over 100. The majority of these groups were confirmed by subsequent EWs to be engaged in gathering missions, although captured documents confirmed that one group was in the process of moving into position to fire rockets towards the Danang Area.

(10) There was a reduction in the number of sensor activations recorded on all RF sensor strings. The line sensors along the Danang Anti-Infiltration System (DAIS) reflected increased activations during late December. The BTS sensors west of Hill 10 had significantly heavy readings (300 plus) on the 25th these same devices recorded activations almost nightly since the 16th. Several strings of RF sensors were along the base of eastern and southeastern Charlie Ridge along well used enemy trails. Upon emplacement, these sensors almost immediately commenced recording activations associated with the southward movement of the enemy down out of the high ground.

(11) Terrorist attacks directed against the civilian populace of the Province remained at a constant low throughout late December, again with these occasional attacks being widespread and reflecting no apparent pattern. The most noteworthy terrorist act reported was the bombing of a Catholic Church in Duy Xuyen (D) (BT 0351) on the 23d at 2220H. During a Christmas pageant the VC detonated an unknown size command detonated mine resulting in two civilians killed and 53 civilians injured as well as seven PF's and two PRU's wounded.

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c. Weather and Terrain

(1) The maximum and minimun temperature range recorded for the month of December 1969 was 83 to 62 degrees. Overcast weather with little precipitation prevailed throughout most of the month. Total rainfall was five inches below the established monthly mean for December with 3.79 inches recorded.

(2) Weather during the month had no appreciable effect on ground operations; however, air operations were adversely effected. Reduced visibility, due to prevailing ground fog and low ceilings, limited aerial observation and helicopter operations.

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ORGANIZATION AND OPERATIONS

1. (S) The month of December was characterized by scattered small unit contacts throughout the 1st Division TAOR and two enemy attacks by fire. No major ground operations were conducted by Marine units during the reporting period.

a. On 7 December, enemy forces fired 18 82mm mortars into the MAG-16 area. The rounds, impacting on the runway, caused minor damages to 6 UHIE's, 2 CH-46's, 1 U-6 Beaver, 1 3/4 ton truck and 1 aircraft hanger. A MC-5 generator was reported as destroyed. Counter mortar fire was precluded due to the close proximity of Vietnamese troops to the enemy mortar site. Marine ground units were immediately dispatched into the area.

b. A second attack by fire shattered the quiet of 11 December when 8 140mm rockets were launched by the enemy. The Danang Airfield received only minor damages and counter rocket fire was immediately fired by Division Artillery. Three secondary explosions were reported as a result of the Marines counter fire.

c. The 11th of December also witnessed a series of ground contacts between Company G, 2d Bn 7th Marines and an unknown size enemy force. The effective ground fighting and superb air/artillery support provided during the three hour battle resulted in 21 NVA killed by air, 12 by small arms fire and 7 by Division Artillery.

2. (S) Command attention was focused on the Accelerated Pacification Campaign throughout QUANG NAM Province. In this effort, patrol and ambush activities were increased in an attempt to locate/destroy enemy main force units who operate in the periphery of populated areas and provide logistical and other type support to VC, VC infrastructure and local guerilla forces. The intensity of this campaign is designed to prevent the enemy from hampering U.S. pacification efforts.

3. (S) The 1st Marine Division honored two 24 hour cease fire periods during Christmas and New year. Although a Standdown from all offensive operations was conducted by Division units, defensive patrol and ambush activities continued to provide necessary protection of military installations and fixed positions.

a. The Christmas cease fire was violated by the enemy on several occasions. The most significant contact occured at 2045 when an estimated 60 man enemy force fired upon a squad size ambush established by Company L, 3d Bn 1st Marines. The ensuing fire fight, later reinforced by other Marine patrols and supported with Marine mortar and artillery fire, resulted in 41 enemy killed, 3 detained and 7 individual weapons captured. The Marines suffered only one casualty during the enemy engagement.

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b. The New Year cease fire period was uneventful and enemy violations of the truce were insignificant.

4. (C) All the operations within the Division TAOR accounted for the following enemy losses:

408	VC KIA	624	DETAINEES	114	IWC
603	NVA KIA	22	RETAINED	2	CSWC
		12	VC PW		
		25	NVA PW		

5. (C) The following Naval Gunfire Ships fired in support of the Division during December:

NAME	NO. OF DAYS	CALIBER	RNDS EXPENDED
USS OKLAHOMA CITY (CLG-5)	3	6" 47	339
		5" 38	361
USS ALBERT DAVID (DE-1050)	5	5" 38	816
USS HENRY B. WILSON	3	5" 54	199
USS TURNER JOY (DD-951)	1	5" 54	31
USS THEODORE E. CHANDLER (DD-717)	17	5" 38	2632

6. (C) Cumulative totals of enemy casualties for the Year 1969 was 10,872 KIA's.

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PLANS

1. (C) The 1st Marine Regiment completed insertion of the Combined Unit Pacification Program (CUPP) formerly ICIPP. Planning continued in the 7th Marines, 5th Marines and 26th Marines. Insertion in these TAOR's are scheduled for January with all CUPP's to be fully operational by the end of the first week in February.

2. (C) 1st Marine Division Operation Order 301A-YR (Basic Operation Order) was published and distributed to the field.

3. (C) 1st Marine Division Order 03330.2B (Rules of Engagement in RVN for the use of Artillery, Tanks, Mortars, Naval Gunfire, Riverine Forces and Air and Armed Helicopters Support) was published and distributed to the field.

4. (C) 1st Marine Division Order 03330.3 (Control, Disposition and Safe Guarding of Vietnamese Property, Captured Material and Food Supplies) was published and distributed to the field.

5. (S) 1st Marine Division Operation Plan 183-69 (Redeployment) was ordered executed 16 December 1969. Continuing plans and guidance were published to the field to implement the numerous tasks assigned concerning Phase III Redeployment.

6. (S) Planning commenced for the realignment of forces, boundaries and assignment of tasks within the Division's TAOR. Realignment of forces was focused around increased ARVN participation and the most efficient means available for utilizing the remaining assets of Division to carry out its mission.

7. (C) 1st Marine Division Operation Order 304-69 (Alert and Rapid Reaction Forces) is being rewritten. This Operation Order establishes a platoon and company reaction force within each regiment which can be deployed on short notice anywhere within the Division TAOR.

8. (C) 1st Marine Division Operation Order 306B-68 (Counter Rocket) is being rewritten. The purpose of this Operation Order is to establish a more effective Counter Rocket Program in defense of the Danang Vital Area.

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TRAINING

1. During the month of December 1969, 13 officers and 46 enlisted Marines attended formal schools in and out of country.

2. 1st Engineers Battalion conducted three-day and one-day courses on demolitions, landmine warfare and booby traps. 474 Marines attended the three-day course and 244 Marines attended the one-day course.

3. 11th Marines conducted one-day courses for non-artillerymen in the adjustment of artillery fires. 241 Marines attended.

4. Scout Sniper School held refresher training for 7 Marines.

5. Division Schools Advanced Orientation Course graduated 14 officers and 13 staff noncommissioned officers.

6. Division Schools NCO Leadership Course graduated 104 noncommissioned officers.

7. Division Schools Mobile Training Team conducted instruction throughout the Division for 3027 enlisted Marines and officers.

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OPERATIONAL TECHNICAL INSPECTIONS

1. The below listed units were inspected during the month of December and found to be satisfactory.

2. There were no discrepancies requiring action by this or higher headquarters.

UNITS INSPECTED

2d Bn 11Th Marines	1 December 69
11Th MT Bn	17 December 69

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LOGISTICS, EQUIPMENT AND SUPPLY SUMMARY

Though December saw no major combat operations in the 1st Marine Division TAOR, the routine daily operations continued to be resupplied by the LSA's at Camp Muir, An Hoa, and LZ BALDY.

Camp Muir's LSA, supporting the 1st Marines, directed 164 lifts of 313,150 pounds of cargo and 402 passengers to units in the field.

The LSA at An Hoa resupplied the units of the 5th Marines operating in and around the ARIZONA area. A total of 211 lifts of 605,850 pounds of cargo and 2,742 passengers were directed to field units by LSA personnel. In addition, 44 refuelers and 365 cargo vehicles were utilized to resupply the An Hoa LSA.

The LSA at LZ BALDY, in its second full month of operational status, continued to support the 7th Marines. Handling a record volume of materiel, the LSA personnel directed 411 lifts of 2,063,793 pounds of cargo and 3,207 personnel to field units.

Division Embarkation conducted 7 CMMI inspections and, in addition to its routine functions, began full scale planning in preparation to execute Phase III of OP PLAN 183-6. On 20 December 1969, the Force and Material Report was submitted to III MAF Embarkation, and on 28 December 1969, an embarkation team was provided to organize a storage area at 1st Shore Party Battalion. Embarkation supplies (banding equipment, pallets, rodenticides, etc.) were requisitioned from FLC by the Division Supply Officer to ensure that quantities of this material will be available to meet redeployment needs.

During December, a total of 250 convoys were conducted within the Division TAOR. Motor Transport assets were used for both tactical and administrative troop movements and general cargo handling. The 1st Motor Transport Battalion travelled 118,488 miles transporting 86,284 personnel and hauling 7,711 tons of cargo. The 11th Motor Transport Battalion travelled 103,351 miles transporting 20,452 passengers and hauling 20,921 tons of cargo. Throughout the month, motor transport units encountered an increasing deadline rate resulting from monsoon conditions. Major factors contributing to the deadline rate were excessive clutch and brake lining wear resulting from prolonged use in deep mud. These factors were offset by a concentration upon cleaning and lubricating vehicles weekly and the use of "L" type preventive maintenance procedures. Despite the adverse effects of the monsoon season, all units remained effective throughout the month.

In December, Division Ordnance reported that four major items were heavily damaged. One LVTP5, one M48A3 Tank, and one M67A2 Flame Tank were damaged by enemy action, while one M107 175mm Gun tube was de-

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stroyed (no damage to chassis) by an ammunition malfunction. In accordance with TI 05538A-35-9 directing inspection of M16A1 rifles for the deteriorating effects of granular exfoliation and urethane foam corrosion, inspection of M16A1 Rifles belonging to the 1st Battalion, 7th Marines was completed. 44 of 533 were exchanged as a result of the effects of granular exfoliation. Division Ordnance also conducted six CMMI inspections and processed 9 ordnance malfunction reports.

The Division Engineer Office continued to coordinate the efforts of engineers supporting the 1st Marine Division. In December, engineers inspected numerous roads, bridges, and cantonments within the Division TAOR. As a part of the effort to upgrade CP defenses, "A", "B", "C", and "D" lines of Headquarters Battalion were inspected. The task of upgrading those lines was assigned to 1st Shore Party Battalion. A total of 223 work requests were issued in December. Of these, 93 were issued to the 1st Engineers, 84 to Public Works, and 24 to 1st Shore Party Battalion, while 22 were referred to III MAF for approval and tasking. As well as conducting 6 CMMI inspections, Division Engineers upgraded the lighting on NAM-O, LANG CO, and LIBERTY Bridges and constructed a passenger terminal and staging area at LZ 467.

The Food Service Section reported its menu support for December was good. Fresh fruit, produce, and eggs were provided as available. Subsistence resupply to An Hoa and LZ BALDY was also good. Ice cream was delivered by helo-lift every day the weather permitted.

On 25 December 1969, Christmas dinner was served in all Division messes. Hot dinners of traditional roast turkey and all the trimmings were delivered to units operating in the field. Also on Christmas Day, 1st Shore Party Battalion prepared and served snacks at the Freedom Hill Theatre for 175 persons including members of the Bob Hope Show, press, and General Officers. In additions to these special functions, the Food Service section conducted 6 CMMI inspections.

The Dental Staff continued through December to provide support for the Civic Action Program. In coordination with the Medical Civic Action teams, Dental personnel rendered treatment to 543 Vietnamese patients.

As of the end of December 1969, three units are without Supply Officers. It is anticipated this shortage will be corrected by new arrivals in January 1970. Three CMMI inspections were conducted by Division Supply in December.

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PART III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

1. (U) The following distinguished visitors visited the Command during the month of December 1969:

DATE	NAME	REMARKS
3Dec69	VAdm BRINGLE	Commander, 7th Fleet
5Dec69	MGen L. B. RAMSEY	CG, Americal Div
6Dec69	LGen H. W. BUSE	CG, FMFPac
12Dec69	Col Frank BORMAN	NASA, Astronaut (USAF)
16Dec69	LGen LAVELLE, USAF	Dir DCPG
16Dec69	Col E. W. DZIALO, USMC	ACofS G-2 (DESIG) HQMC
19Dec69	BGen YATES, USA	Dir, MACV Construction
21-22Dec69	Terence Cardinal COOKE	Vicar of Armed Forces
23-25Dec69	RAdm KELLY, CHC, USN	Chief of Chaplains, USMC
24Dec69	Adm J. S. MCCAIN, USN	CINCPac
31Dec69	Rep M. A. MCKNEALLY	(R-N.Y.)

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ORGANIZATION AND OPERATIONS

01 Dec (S) CG 1st MarDiv established criteria on Force Recon Operations in sectors of the Division TAOR.
Ref: CG 1st MarDiv msg 010550Z Dec69
Tab: F

01 Dec (C) CG 1st MarDiv approved clearance for AO for RF/PF Operations.
Ref: CG 1st MarDiv msg 010551Z Dec69
Tab: F

01 Dec (C) CG 1st MarDiv approved temporary AO extension requested by 5th SFGA.
Ref: CG 1st MarDiv msg 010455Z Dec69
Tab: F

02 Dec (C) CG 1st MarDiv approved temporary AO extension requested by the 5th Marines.
Ref: CG 1st MarDiv msg 020023Z Dec69
Tab: F

02 Dec (S) CG 1st MarDiv approved/disapproved time extensions for Force Recon Operations in Division TAOR.
Ref: CG 1st MarDiv msg 020603 Dec69
Tab: F

02 Dec (C) CG 1st MarDiv directed PCFZ suspended until further notice.
Ref: CG 1st MarDiv msg 020820Z Dec69
Tab: F

03 Dec (C) CG 1st MarDiv approved CG 2d ROKMC BDE equipment support request.
Ref: 1st MarDiv msg 030612Z Dec69
Tab: F

03 Dec (U) CG 1st MarDiv published reporting dates for MARES/FORSTAT reports.
Ref: CG 1st MarDiv msg 030720Z Dec69
Tab: F

04 Dec (C) CG 1st MarDiv assumed OPCON 2d Plt Co A 1st Bn 26th Marines from III MAF effective 021000H Dec69 and simultaneously passed to 26th Marines.
Ref: CG 1st MarDiv msg 040600Z Dec69
Tab: F

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04 Dec (U) CG 1st MarDiv requested comments/recommendations on planned indoctrination program for pilots and ground officers.
Ref: CG 1st MarDiv msg 040222Z Dec69
Tab: F

04 Dec (S) CG 1st MarDiv approved temporary AO extension requested by CG 2d ROKMC BDE.
Ref: CG 1st MarDiv msg 040725Z Dec69
Tab: F

04 Dec (C) CG 1st MarDiv appointed action officer for Operations Security Visit.
Ref: CG 1st MarDiv msg 041119Z Dec69
Tab: F

04 Dec (C) CG 1st MarDiv approved temporary AO extension for ARVN activities in S Arizona Area.
Ref: CG 1st MarDiv msg 041520Z Dec69
Tab: F

05 Dec (S) CG 1st MarDiv submitted comments/recommendations on III MAF OpO 308-67 (Base Defense).
Ref: CG 1st MarDiv msg 050415Z Dec69
Tab: F

05 Dec (S) CG 1st MarDiv modified temporary AO extension requested by CG 2d ROKMC BDE.
Ref: CG 1st MarDiv msg 051108Z Dec69
Tab: F

05 Dec (U) CG 1st MarDiv published criteria on the use of demolition charges.
Ref: CG 1st MarDiv msg 051353Z Dec69
Tab: F

05 Dec (C) CG 1st MarDiv approved temporary AO extension requested by 51st ARVN.
Ref: CG 1st MarDiv msg 051507Z Dec69
Tab: F

06 Dec (C) CG 1st MarDiv submitted measurement of progress report on VC/NVA Base Area Denial.
Ref: CG 1st MarDiv msg 060115Z Dec69
Tab: F

06 Dec (U) CG 1st Mar Div submitted the name of the officer to attend the MACV/CORD Advisor Orientation Course.
Ref: CG 1st MarDiv msg 060611Z Dec69
Tab: F

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06 Dec (U) CG 1st MarDiv submitted names of personnel to attend G-2 Air Orientation Course.
Ref: CG 1st MarDiv msg 060612Z Dec69
Tab: F

06 Dec (U) CG 1st MarDiv directed 7th Marines to submit Combat Operations After Action Report for operations in QUE SON MTS.
Ref: CG 1st MarDiv msg 061110Z Dec69
Tab: F

06 Dec (U) CG 1st MarDiv submitted names of personnel to attend the Basic Ammo Tech Course and Basic Infantry Weapons Repair Course.
Ref: CG 1st MarDiv msg 061111Z Dec69
Tab: F

07 Dec (S) CG 1st MarDiv submitted comments on the Danang Anti-Infiltration System.
Ref: CG 1st MarDiv msg 060946Z Dec69
Tab: F

07 Dec (S) CG 1st MarDiv approved area clearance for Force Recon Ops.
Ref: CG 1st MarDiv msg 070611Z Dec69
Tab: F

07 Dec (S) CG 1st MarDiv submitted report of Mortar attack of 7 Dec69 on MAG-16.
Ref: CG 1st MarDiv msg 070821Z Dec69
Tab: F

07 Dec (C) CG 1st MarDiv requested 5th SFGA to approve temporary AO extension.
Ref: CG 1st MarDiv msg 070920Z Dec69
Tab: F

08 Dec (C) CG 1st MarDiv submitted security status on highways, bridges and minesweeps.
Ref: CG 1st MarDiv msg 080148Z Dec69
Tab: F

09 Dec (S) CG 1st MarDiv disapproved/modified temporary AO extension requested by CG 2d ROKMC BDE.
Ref: CG 1st MarDiv msg 082327Z Dec69
Tab: F

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09 Dec (C) CG 1st MarDiv approved temporary AO extension requested by 5th SFGA.
Ref: CG 1st MarDiv msg 090252Z Dec69
Tab: F

09 Dec (C) CG 1st MarDiv submitted 1st MarDiv Friendly Order of Battle.
Ref: CG 1st MarDiv msg 090345Z Dec69
Tab: F

09 Dec (C) CG 1st MarDiv notified 5th Marines of temporary AO extension approved by 5th SFGA.
Ref: CG 1st MarDiv msg 091515Z Dec69
Tab: F

10 Dec (S) CG 1st MarDiv requested 51st ARVN support for Category I Operations in support of Pacification Program.
Ref: CG 1st MarDiv msg 091337Z Dec69
Tab: F

10 Dec (U) CG 1st MarDiv recommended Herbicide priorities for Jan70.
Ref: CG 1st MarDiv msg 100600Z Dec69
Tab: F

10 Dec (C) CG 1st MarDiv approved temporary PCFZ modification.
Ref: CG 1st MarDiv msg 100601Z Dec69
Tab: F

10 Dec (C) CG 1st MarDiv submitted confidential PPP MOVREP.
Ref: CG 1st MarDiv msg 100554Z Dec69
Tab: F

10 Dec (U) CG 1st MarDiv approved temporary AO extension requested by 5th Marines.
Ref: CG 1st MarDiv msg 101119Z Dec69
Tab: F

11 Dec (C) CG 1st MarDiv submitted report of suppression fires on rocket sites.
Ref: CG 1st MarDiv msg 110420Z Dec69
Tab: F

11 Dec (C) CG 1st MarDiv directed 1st Recon Bn to provide diver support to the 5th Marines.
Ref: CG 1st MarDiv msg 111106Z Dec69
Tab: F

11 Dec (C) CG 1st MarDiv approved/modified AO extension requested by 5th Marines.
Ref: CG 1st MarDiv msg 111635Z Dec69
Tab: F

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12 Dec (C) CG 1st MarDiv extended temporary AO extension requested by 5th SFGA.
Ref: CG 1st MarDiv msg 120150Z Dec69
Tab: F

12 Dec (C) CG 1st MarDiv directed 7th Marines to establish Infantry Company Intensified Pacification Program early in Jan70.
Ref: CG 1st MarDiv msg 111413Z Dec69
Tab: F

12 Dec (C) CG 1st MarDiv approved temporary AO extension requested by 1st Marines.
Ref: CG 1st MarDiv CCC msg 112335Z Dec 69
Tab: F

12 Dec (C) CG 1st MarDiv extended time frame for equipment support to 2d ROKMC BDE.
Ref: CG 1st MarDiv msg 120630Z Dec69
Tab: F

12 Dec (C) CG 1st MarDiv published correction to AO extension for the 5th Marines.
Ref: CG 1st MarDiv msg 121222Z Dec69
Tab: F

12 Dec (C) CG 1st MarDiv published information regarding rice seedling bed destruction mission south of SONG VU GIA.
Ref: CG 1st MarDiv msg 121506Z Dec69
Tab: F

13 Dec (U) CG 1st MarDiv acknowledged COMUSMACV of scheduled visit by Major BELLEK.
Ref: CG 1st MarDiv msg 130105Z Dec69
Tab: F

13 Dec (C) CG 1st MarDiv directed Scout Sniper employment with Combined Action Platoons.
Ref: CG 1st MarDiv msg 130200Z Dec69
Tab: F

13 Dec (C) CG 1st MarDiv approved temporary AO extension requested by 5th Marines.
Ref: CG 1st MarDiv msg 131336Z Dec69
Tab: F

13 Dec (C) CG 1st MarDiv published voice call signs and frequency changes.
Ref: CG 1st MarDiv msg 131335Z Dec69
Tab: F

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13 Dec (C) CG 1st MarDiv approved temporary AO extension requested by CG Americal Division.
Ref: CG 1st MarDiv COC msg 131340Z Dec69
Tab: F

14 Dec (U) CG 1st MarDiv commended 11th Marines and Headquarters Bn on arrival ceremony for MajGen WHEELER.
Ref: CG 1st MarDiv msg 131356Z Dec69
Tab: F

14 Dec (U) CG 1st MarDiv published essential information required for reporting Mine/Booby Trap Incidents.
Ref: CG 1st MarDiv msg 121505Z Dec69
Tab: F

15 Dec (C) CG 1st MarDiv submitted confidential PPP MOVREP.
Ref: CG 1st MarDiv msg 150215Z Dec69
Tab: F

15 Dec (S) CG 1st MarDiv published information regarding the reporting of all AA Fire.
Ref: CG 1st MarDiv msg 150150Z Dec69
Tab: F

15 Dec (C) CG 1st MarDiv approved temporary AO extension requested by CG 2d ROKMC BDE.
Ref: CG 1st MarDiv msg 151325Z Dec69
Tab: F

15 Dec (C) CG 1st MarDiv interposed no objection to proposed specified strike zones.
Ref: CG 1st MarDiv msg 151435Z Dec69
Tab: F

15 Dec (C) CG 1st MarDiv published a highly successful method conceived by the 5th Marines for the destruction of enemy rice seedling beds.
Ref: CG 1st MarDiv msg 151436Z Dec69
Tab: F

15 Dec (C) CG 1st MarDiv approved temporary AO extension requested by CG Americal Division.
Ref: CG 1st MarDiv msg 151458Z Dec69
Tab: F

16 Dec (S) CG 1st MarDiv published instructions for Christmas and New Years Cease Fire Period.
Ref: CG 1st MarDiv msg 160108Z Dec69
Tab: F

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16 Dec (C) CG 1st MarDiv notified III MAF that request for Land Clearing Support was not feasible.
Ref: CG 1st MarDiv msg 160801Z Dec69
Tab: F

16 Dec (S) CG 1st MarDiv approved extension of time frame of AO clearance requested by III MAF.
Ref: CG 1st MarDiv msg 161520Z Dec69
Tab: F

17 Dec (S) CG 1st MarDiv published preparations for high threat period.
Ref: CG 1st MarDiv msg 170455Z Dec69
Tab: F

17 Dec (U) CG 1st MarDiv cancelled and reassigned quotas for Special Weapons Training Course.
Ref: CG 1st MarDiv msg 170601Z Dec69
Tab: F

18 Dec (C) CG 1st MarDiv approved a modified temporary AO extension requested by the 5th Marines.
Ref: CG 1st MarDiv msg 181445Z Dec69
Tab: F

19 Dec (U) CG 1st MarDiv notified CG III MAF and CG XXIV Corps of available equipment for Land Clearing Support.
Ref: CG 1st MarDiv msg 190653Z Dec69
Tab: F

19 Dec (U) CG 1st MarDiv requested an increase in quotas for SCUBA training.
Ref: CG 1st MarDiv msg 191342Z Dec69
Tab: F

20 Dec (C) CG 1st MarDiv approved KINGFISHER Heliborne Operations.
Ref: CG 1st MarDiv msg 201110Z Dec69
Tab: F

20 Dec (C) CG 1st MarDiv directed 5th and 26th Marines to establish Infantry Company Intensified Pacification Programs as soon after 18 Jan as feasible.
Ref: CG 1st MarDiv msg 200833Z Dec69
Tab: F

20 Dec (C) CG 1st MarDiv published responsibilities for Security Platoon for III MAF.
Ref: CG 1st MarDiv msg 201340Z Dec69
Tab: F

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20 Dec (C) CG 1st MarDiv directed 26th Marines to check out rocket launch or cache sites referred to in captured enemy documents.
Ref: CG 1st MarDiv msg 200945Z Dec69
Tab: F

21 Dec (U) CG 1st MarDiv directed review of night illumination plans.
Ref: CG 1st MarDiv msg 201354Z Dec69
Tab: F

21 Dec (C) CG 1st MarDiv approved temporary AO extension requested by 26th Marines.
Ref: CG 1st MarDiv msg 201600Z Dec69
Tab: F

21 Dec (C) CG 1st MarDiv published proposed itinerary for Senator WILLIAMS visit.
Ref: CG 1st MarDiv msg 210132Z Dec69
Tab: F

21 Dec (C) CG 1st MarDiv approved temporary AO extension requested by 5th Marines.
Ref: CG 1st MarDiv msg 210602Z Dec69
Tab: F

21 Dec (C) CG 1st MarDiv approved temporary AO extension requested by 5th Marines.
Ref: CG 1st MarDiv msg 211111Z Dec69
Tab: F

21 Dec (U) CG 1st MarDiv published MARES/FORSTAT presentation schedule.
Ref: CG 1st MarDiv msg 211110Z Dec69
Tab: F

21 Dec (C) CG 1st MarDiv published change to demonstration for CINCPAC.
Ref: CG 1st MarDiv msg 211112Z Dec69
Tab: F

21 Dec (C) CG 1st MarDiv approved temporary AO extension requested by 5th SFGA.
Ref: CG 1st MarDiv msg 211336Z Dec69
Tab: F

22 Dec (S) CG 1st MarDiv requested a Provisional Land Clearing Company.
Ref: CG 1st MarDiv msg 212325Z Dec69
Tab: F

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22 Dec (C) CG 1st MarDiv approved temporary AO extension requested by 5th SFGA.
Ref: CG 1st MarDiv msg 221112Z Dec69
Tab: F

22 Dec (S) CG 1st MarDiv published instructions for Christmas and New Year Cease Fire Periods.
Ref: CG 1st MarDiv msg 220652Z Dec69
Tab: F

22 Dec (C) CG 1st MarDiv published changes to the itinerary for Senator WILLIAMS visit.
Ref: CG 1st MarDiv msg 220654Z Dec69
Tab: F

23 Dec (C) CG 1st MarDiv set track condition III throughout the Division TAOR effective 221600H.
Ref: CG 1st MarDiv msg 222238Z Dec69
Tab: F

23 Dec (C) CG 1st MarDiv notified CG XXIV Corps of equipment available for land clearing support.
Ref: CG 1st MarDiv msg 230550Z Dec69
Tab: F

23 Dec (C) CG 1st MarDiv assumed OPCON of 1st Plt Co E 2d Bn 7th Marines and passed it simultaneously to CG III MAF for security duty.
Ref: CG 1st MarDiv msg 230313Z Dec69
Tab: F

23 Dec (C) CG 1st MarDiv commended the 7th Marines for their rice denial operations.
Ref: CG 1st MarDiv msg 210819Z Dec69
Tab: F

23 Dec (C) CG 1st MarDiv assigned tasks for Operation Holly.
Ref: CG 1st MarDiv msg 231308Z Dec69
Tab: F

23 Dec (C) CG 1st MarDiv disapproved temporary AO extension requested by 5th Marines.
Ref: CG 1st MarDiv msg 231417Z Dec69
Tab: F

23 Dec (C) CG 1st MarDiv approved temporary AO extension requested by CG Americal Division.
Ref: CG 1st MarDiv msg 231515Z Dec69
Tab: F

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24 Dec (C) CG 1st MarDiv approved time extension on temporary AO extension for the CG Americal Division.
Ref: CG 1st MarDiv msg 240241Z Dec69
Tab: F

24 Dec (S) CG 1st MarDiv published additional instructions for Christmas and New Year Cease Fire Periods.
Ref: CG 1st MarDiv msg 240240Z Dec69
Tab: F

24 Dec (U) CG 1st MarDiv published roster of personnel to attend Basic Ammo Tech Course.
Ref: CG 1st MarDiv msg 241110Z Dec69
Tab: F

25 Dec (C) CG 1st MarDiv published schedule for briefing on QUANG NAM Province 1970 Pacification Plan.
Ref: CG 1st MarDiv msg 250042Z Dec69
Tab: F

26 Dec (U) CG 1st MarDiv acknowledged receipt of Rules of Engagement-Laos.
Ref: CG 1st MarDiv msg 260051Z Dec69
Tab: F

26 Dec (C) CG 1st MarDiv approved time extension on temporary AO extension for the CG Americal Division.
Ref: CG 1st MarDiv msg 260050Z Dec69
Tab: F

26 Dec (C) CG 1st MarDiv requested land clearing priorities list.
Ref: CG 1st MarDiv msg 260558Z Dec69
Tab: F

26 Dec (C) CG 1st MarDiv commends Co C 5th SFGA for Mobile Strike Force Operations.
Ref: CG 1st MarDiv msg 260227Z Dec69
Tab: F

27 Dec (C) CG 1st MarDiv published schedule for liaison visit to XXIV Corps.
Ref: CG 1st MarDiv msg 270325Z Dec69
Tab: F

27 Dec (C) CG 1st MarDiv commended the 1st Marines for commendable performance against enemy attack.
Ref: CG 1st MarDiv msg 270105Z Dec69
Tab: F

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27 Dec (C) CG 1st MarDiv modified temporary AO extension granted to 5th Marines on 5Dec69.
Ref: CG 1st MarDiv msg 270302Z Dec69
Tab: F

27 Dec (S) CG 1st MarDiv requested time extension on temporary AO extension received from the 2d ROKMC BDE.
Ref: CG 1st MarDiv msg 270542Z Dec69
Tab: F

28 Dec (C) CG 1st MarDiv approved temporary AO extension requested by CG Americal Division.
Ref: CG 1st MarDiv msg 272240Z Dec69
Tab: F

28 Dec (C) CG 1st MarDiv submitted itinerary for CODEL visit.
Ref: CG 1st MarDiv msg 280952Z Dec69
Tab: F

29 Dec (U) CG 1st MarDiv submitted names of personnel to attend Career Planning School.
Ref: CG 1st MarDiv msg 290050Z Dec69
Tab: F

29 Dec (U) CG 1st MarDiv assigned quotas to III MAF for NCO Leadership School.
Ref: CG 1st MarDiv msg 290046Z Dec69
Tab: F

29 Dec (U) CG 1st MarDiv assigned quotas for Division units for Officer and SNCO Advanced Orientation Course and NCO Leadership Course.
Ref: CG 1st MarDiv msg 290048Z Dec69
Tab: F

30 Dec (C) CG 1st MarDiv rescheduled liaison visit to XXIV Corps.
Ref: CG 1st MarDiv msg 292325Z Dec69
Tab: F

30 Dec (C) CG 1st MarDiv requested temporary AO extension from the 5th SFGA.
Ref: CG 1st MarDiv msg 301310Z Dec69
Tab: F

31 Dec (S) CG 1st MarDiv published New Year cease fire period.
Ref: CG 1st MarDiv msg 310250Z Dec69
Tab: F

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31 Dec (U) CG 1st MarDiv notified CG 1st Signal BDE of personnel to attend TSEC/KW-7 Maintenance Course.
Ref: CG 1st MarDiv msg 311117Z Dec69
Tab: F

31 Dec (U) CG 1st MarDiv notified CG 1st Signal BDE of personnel to attend Cable Splicers Tech and Refresher Course.
Ref: CG 1st MarDiv msg 311118Z Dec69
Tab: F

31 Dec (C) CG 1st MarDiv directed 5th Marines to submit Quarterly written summary on Combined Campaign Plan.
Ref: CG 1st MarDiv msg 311340Z Dec69
Tab: F

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LOGISTICS, EQUIPMENT AND SUPPLY CHRONOLOGY

8 December 1969	The S-3 of FLSG-Bravo reported to Division Embarkation that all Duel Blade Material requested by the Division had been trucked to the 7th Engineer Battalion with the exception of 100 light poles and a quantity of steel I-beams.
20 December 1969	The Force and Material Report was submitted to III MAF Embarkation Officer.
25 December 1969	Christmas dinner was served to all units in the field and in all Division Messes.
25 December 1969	1st Shore Party Battalion provided snacks for members of the Bob Hope Show, press, and General Officers at Freedom Hill Theatre.
28 December 1969	An embarkation storage area was established at 1st Shore Party Battalion.

ENCLOSURE (1)

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CIVIL AFFAIRS/CIVIC ACTION

Narrative summary for the period 1-31 December 1969

1. (U) On 2 December the drainage system at Xuan Tra Hamlet (BT 063675) was completed. By 8 December the bridge over the new drainage canal was also finished. Surveying has now started in preparation for the building of an elementary school to further upgrade this resettlement hamlet. 2/1 has assisted by way of MEDCAPS, food, clothing, and building materials. A pig project at Xuan Tra is progressing rapidly. Individual pigs were given to Vietnamese families to assure maximum participation of villagers in this project.

2. (U) The S-5 of 1/13, in cooperation with a doctor at 1st MedBn, and Rev. Smith, a missionary in Danang, has completed arrangements to send a young Vietnamese boy to the United States for the surgical correction of a congenital heart defect. Transportation and medical costs have been defrayed by an airlines and the medical center where the boy will be treated. This is the second such operation that has been arranged by this trio. It is anticipated that the child will be sent to the United States in February.

3. (U) Arrangements were made with the U. S. Air Force to transport a rice milling machine from Saigon to Danang for use in Dai La Hamlet (AT 922741). Personnel from 1/13 will travel next month to Saigon to purchase the machine which was financed by contributions within the hamlet with 60,000 $VN contributed through the Divisions Civic Action Fund. Assistance in locating a suitable machine is being provided by CORDS.

4. (U) On 10 December an excellent example of Marine Personal Response occurred. The 5th Marine Regiment was transporting 144 refugees from An Hoa to Dai Loc District Headquarters, but through error the refugees were not accepted and continued on to Danang with the convoy. During this time drivers from the 11th Motor Transport Battalion and escorts from B/1/5 assisted the frightened people by sharing their water and rations with them. When the refugees were debarked these Marines aided the elderly off the trucks and carried children into their temporary billeting facilities, i.e. the Chieu Hoi Reception Center. This professionalism and compassion is underscored by the fact that these refugees are from the "Arizona" region of Quang Nam where the 5th Marines are currently conducting operations against the sons, husbands, and fathers of many of these refugees.

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5. (U) A PFC at 3rd M.P. Bn. (WALTER SOLOMON) has researched the procedures required to request aid through the GVN Village Self-Development Program and developed a set of instruction which were translated into Vietnamese to aid villagers understand the program. 200 sets have been distributed to villagers in the 3rd M.P. CAAOR. A copy was forwarded to G-5 for possible wider dissemination.

6. (U) The S-5 from 1/13 arranged for Revolutionary Development Cadre from Hoi An to speak to the people of Dai La Hamlet (AT 922742) on how the GVN could help the village develop economically. As a result of the meeting the hamlet has plans underway to begin a pig project and buy a small tractor.

7. (U) The 7th Marines village health center improvement program has shown continued success. The Phu Hiep Village infirmary has been enlarged, and the village chief has agreed to support six part-time nurses, so that the infirmary can be manned 24 hours a day. The successful convalescence of the infirmary's first sleep-in patient has convinced the village chief of the feasibility of a full scale medical program operating from the infirmary. The number of nurses trained will be increased to meet the requirements of the expanded program.

8. (U) On 16 December the G-5 and Personal Response Officer visited the only village of Katu tribes people (Montagnards) that is in GVN-controlled territory. The purpose of the visit was to gather ethnographic data, assess the conditions in which the people were living, and discuss the feasibility of providing accommodations for 3,500 more Katus. The 1970 Pacification Program for Quang Nam calls for that many Katu to be resettled in camps in Hieu Duc District. Assistance was provided the G-5 party by an Australian Linguist, the only non-native Katu speaker in I Corps. While visiting the village located near the special forces camp at Thuong Duc, it was found that the main source of income for the displaced hill people was the manufacture and sale of their native crossbows. Arrangements are being made by the G-5 to encourage this cottage industry.

9. (U) The 7th Marines have begun the repair of the grave site of a famous local Vietnamese hero in the vicinity of LZ Baldy. This gesture, coming at the approach of the TET holiday, will undoubtedly improve US - Vietnamese relations in the area since the people have expressed a great concern over this project.

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10. (U) On 21 December, two lieutenants from the G-5 section distributed gifts from the VFW Post in Woodlyn, Pennsylvania to many of the 325 orphans at the China Beach Orphanage. The children were duly appreciative and showed it by nearly over-running the two lieutenants during the frenetic distribution.

11. (U) The G-5, Personal Response Section's Vietnamese Language/ Culture class began another session on 7 December. This class consisted of two officers and twenty four enlisted from the Division. Although each battalion-size unit is authorized to send one man to this course, the current class contained ten Marines from M/3/1 as that unit is currently operating closely with Vietnamese forces in conjunction with the Division CUPP. The three-week course is being primarily taught by ARVN SNCO's from the Div Liaison Office.

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PSYCHOLOGICAL OPERATIONS

NARRATIVE SUMMARY FOR THE PERIOD 1-31 DECEMBER 1969

1. (U) During the month of December, the Volunteer Information Program continued its effectiveness. A total of 161 incidents occured paying out 237,000 Piasters for the ordnance turned in. Success of the program is continuing.

2. (U) A total of 26 Hoi Chanh rallied to Division units during this reporting period. Twenty-two rallied to 5th Marines. One rallied to 26th Marines. Two rallied to 7th Marines; and one to the 1st CT Team. Ralliers for the I Corps Area for December 1969 totaled 785. 296 ralliers came from the 1st Marine Division TAOR (approximately 38%).

3. (U) Earlywords during this reporting period were utilized as follows:

1st Marines - 1, 22, 23 and 24 December
5th Marines - 1, 3 and 5 December
26th Marines - 6 December

4. (U) Armed Propaganda Teams were utilized in support of 1st Marines on 28-31, 1-4 and 15-23 December.

5. (U) ARVN, HB, HE, MedCap and AP Teams were utilized in support of CAC 2-7 and 1st Marines on 8-13 December. They also supported 2nd Bn, 7th Marines on 13-19 December and CAC 2-1 on 26-31 December 1969.

6. (U) A Psychological Operation Exploitation Team (POET) was utilized at an atrocity site in the 7th Marines AO on 25 December 1969.

7. (U) HB (Loudspeaker) Teams were utilized during this reporting period as follows:

1st Marines - 2 December
5th Marines - 1, 15-24 December
7th Marines - 4, 8, 10, 14-20 and 22-28 December
1st MP Bn - 7 December
1st Engr Bn - 22 December
7th Engr Bn - 10 and 17 December
CACO 2-1 - 27-30 December
CACO 2-7 - 18-20 December

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8. (U) HE (Audio/Visual) Teams were utilized during this reporting period as follows:

5th Marines - 18 December
7th Marines - 15, 16 and 18 December
26th Marines - 2, 6, 9, 26 and 31 December
11th Marines - 3 December
11th Motors - 1 December
1st Shore Party - 6 and 24 December
CacO 2-2 - 2 December
CacO 2-8 - 23 and 28-30 December
2nd CAG - 2 and 3 December
3rd MP Bn - 6 December

9. (U) During this reporting period 9,408,000 leaflets were dropped on 370 targets within the 1st Marine Division TAOR. 13,755 leaflets were hand distributed throughout the Division TAOR.

10. (U) During this reporting period 131 broadcasts were flown over 131 targets for a total of 17 hours and 35 minutes of broadcast time.

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COMMUNICATION-ELECTRONICS
NARRATIVE SUMMARY

1. CMMI (Communication-Electronics Inspection) were conducted at the following units:

a. First Battalion, First Marines

b. Headquarters Company, Seventh Marines

c. Third Battalion, Seventh Marines

d. Third Battalion, Eleventh Marines

e. Second Battalion, First Marines

f. First Tank Battalion

2. Materiel Assistance Visits: None were made during December 1969.

3. Staff Visits were made at the following units during December 1969:

11 Dec - First Engineer Battalion and Headquarters Eleventh Marines

13 Dec - Headquarters Twenty Sixth Marines

19 Dec - First Battalion, Eleventh Marines and Headquarters First Marines

20 Dec - First Motor Transport Battalion

23 Dec - Headquarters Twenty Sixth Marines

4. Courtesy Inspections were conducted at the following units during December 1969:

a. First Battalion, Thirteenth Marines

b. First Engineer Battalion

c. Second Battalion, Twenty Sixth Marines

d. First Battalion, Twenty Sixth Marines

e. Third Battalion, Twenty Sixth Marines

f. Headquarters Company, Twenty Sixth Marines

5. Schools and Courses:

a. A Communication Supply and Maintenance Management presentation was given at Headquarters Twenty Sixth Marines on 21 December 1969 by Major Gleim and CWO-4 Clemons.

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b. An employment of KY-38/PRC-77 class was held at each of the following units on the dates indicated:

10 Dec 1969	First Marines
12 Dec 1969	Fifth Marines
14 Dec 1969	Seventh Marines
16 Dec 1969	Twenty Sixth Marines
17 Dec 1969	Eleventh Marines
18 Dec 1969	Separate Battalions

c. From 27-31 December orientation classes and on the job training were conducted for eight newly reported 2501 Lieutenants by Communications Company and the Communication-Electronics Office.

d. On 22 December a Communications Security lecture was presented to 65 Communications Officers and Communication Chiefs.

e. On 29 December a briefing on the First Radio Battalion mission and organization was presented to 25 Officers and Staff NCO's, in relation to the newly instituted Division Communication Security Program.

6. New programs initiated and projects which were carried out during the month of December.

a. Communication Security. Work was begun to develop an effective and aggressive program in Communication Security. A new billet was established for a Communication Security Officer. An officer was borrowed from the 1st Radio Battalion for three weeks to assist in establishing the program. Two briefings were held in connection with the program.

b. Nestor Secure Voice was implemented on 21 December throughout the Division on Regimental Tactical Nets, Battalion Tactical Nets, Reconnaissance Reporting Nets, and Fire Direction Nets.

c. Plans were made to establish an interim Communication Center employing 3 AN/TRC-37 vans. These are to be employed during the period when the Division Communication Center is undergoing extensive rewiring and refurbishing.

d. Division Communication Company completed and moved into a new radio bunker on Hill 244. The company is continuing work on its defensive perimeter and installations on Hill 244.

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Comptroller Function
Narrative Summary

1. During the period, eight staff visits and eight financial Management Technical Inspections were conducted.

2. The status of Funding support for the Division was as follows:

a. Operation and Maintenance, Marine Corps

(1) Requisitional Authority

Authorized to Date		$14,685,500
Unobligated Balance as of 1Dec69	4,060,694	
Less: Obligations during the period	2,023,605	
Unobligated Balance as of 31Dec69		$ 2,037,089

(2) Planning Estimate

Authorized to Date		$ 1,440,200
Unobligated Balance as of 1Dec69	362,661	
Less: Obligations during the period	201,232	
Unobligated Balance as of 31Dec69		$ 161,429

b. Operation and Maintenance, Navy

(1) Requisitional Authority

Authorized to Date		$ 696,350
Unobligated Balance as of 1Dec69	139,623	
Less: Obligations during the period	85,444	
Unobligated Balance as of 31Dec69		$ 54,179

c. Assistance-in-Kind

Authorized to Date		13,800,000$VN
Unobligated Balance as of 1Dec69	3,124,231	
Less: Obligations during the period	3,056,592	
Unobligated Balance as of 31Dec69		67,639$VN

3. During the period 22,061 personnel participated in the Savings Bond/Savings Deposit Program for an overall 72.1 percent of participation within the Division.

4. The Disbursing section paid out disbursements of $7,794,511.34 to 31,610 personnel on payrolls and 1,649 travel and public vouchers, a breakdown of disbursements is as follows:

Military Rolls	$7,566,648.00
Public Vouchers	227,863.34
Piaster Sales	40,120.71
Government Checks Issued	7,963,824.83

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COMMAND CHRONOLOGY

PART III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

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CIVIL AFFAIRS/CIVIC ACTION FOR PERIOD 1-31 DECEMBER 1969

1. (U) On 13 Dec 1969 completed 1 Fence at AT953717 (3d MP)

2. (U) On 13 Dec 1969 completed 1 Well at AT954705 (4/11)

3. (U) On 13 Dec 1969 completed 1 Shower at AT953717 (3d MP)

4. (U) On 13 Dec 1969 completed 1 GVN Office at AT998736 (3d MP)

5. (U) On 13 Dec 1969 completed 1 Public Head at AT953717 (3d MP)

6. (U) On 27 Dec 1969 completed 1 Bridge at AT953717 (3d MP)

7. (U) Projects currently underway within the 1st Marine Division CAAOR includes 4 screen-in livestock areas, 2 secondary schools, 1 infirmary, and 1 well.

8. (U) Assistance rendered within the 1st Marine Division CAAOR during the month of December 1969 was as follows:

Medical

MedCaps	15,192
DentCaps	195
MedEvac	167
Harelip Surgery	4

Commodities

Food (lbs)	24,268
Meals	853
Rice bags (empty)	400
Clothing (lbs)	1,058
Soap (bars)	892
Sewing Kits	59
Masonry Kits	2
PhyEd Kits	3
School Kits	1,791
School Kits (refills)	813
Cement (bags)	290
Lumber (2x4 14' long)	156
Tin (sheets)	228
Concertina wire (rolls)	335
Sand bags	3,000
Iron stakes	80

Education

English Classes/Students	33/162

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Financial Assistance

Contributions (piasters)	54,381 $VN
General Walt Scholarships	126,000 $VN
Assistance in Kind	496,937 $VN

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PSYCHOLOGICAL OPERATIONS

1. Sequential listing of Psychological Operations in support of 1st Marine Division units for the period 1-31 December 1969.

Date	Leaflets Air Dropped	Leaflets Hand Distributed	Aerial Broadcasts (hours)	Ground Broadcasts (hours)
1	882,000	200	1:35	3:00
2	-------	200	1:00	3:00
3	-------	150	:35	3:00
4	274,000	439	----	2:00
5	170,000	400	----	----
6	-------	1,000	----	2:00
7	-------	161	----	----
8	-------	500	----	2:00
9	550,000	500	:10	:30
10	-------	175	----	1:00
11	530,000	400	:20	:45
12	-------	400	:30	:45
13	-------	200	:50	1:30
14	588,000	250	:45	3:00
15	-------	250	----	:15
16	-------	500	----	:15
17	-------	1,150	----	5:00
18	-------	448	----	5:00
19	-------	500	----	5:00
20	774,000	500	:10	4:00
21	643,000	1,000	1:40	3:00
22	505,000	700	3:00	1:00
23	548,000	300	----	3:00
24	603,000	130	----	6:00
25	730,000	250	:30	1:10
26	589,000	250	:25	2:00
27	284,000	250	:45	----
28	-------	1,000	----	2:00
29	592,000	250	2:35	----
30	520,000	250	1:00	3:00
31	626,000	250	1:55	1:00

Themes Employed Were:

1. Rice Denial
2. Chieu Hoi
3. Pro-GVN
4. Anti-VC/NVA
5. Allied Fire Power
6. Rewards
7. Support CAP
8. Sanitation
9. Rally Instructions
10. Safe Conduct Passes
11. Report VC Atrocity
12. P.W.
13. Ban Tin Newspaper

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COMMUNICATION-ELECTRONICS
SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

1 December 1969	Maj GLEIM, CWO-4 CLEMONS and MGySgt LYLES made a Courtesy Inspection of Headquarters Company, Twenty Sixth Marines.
3 December 1969	Maj GLEIM, CWO-4 CLEMONS and MGySgt LYLES made a Courtesy Inspection of Third Battalion, Twenty Sixth Marines.
8 December 1969	Maj GLEIM, CWO-4 CLEMONS, MSgt RUSSO and SSgt WHIPPLE made a Courtesy Inspection of First Battalion, Twenty Sixth Marines.
8-12 December 1969	Liaison between the Communication-Electronics Office and Commanding Officer Ninth Engineer Battalion on Mine Dectector P-153 Maintenance problems resulted in TAD of Cpl DAVIS, Gary B. Ninth Engineer Battalion, to Electronics Maintenance Company, First FSR, for special instruction. Subsequently, Cpl Davis was sent to First Engineer Battalion, Seventh Engineer Battalion, and First Shore Party to provide technical instruction. This resulted in a significant improvement in the deadline rate of this item.
9 December 1969	Maj GLEIM, CWO-4 CLEMONS, MSgt RUSSO and SSgt WHIPPLE made a Courtesy Inspection of First Battalion, Thirteenth Marines.
10 December 1969	CWO-4 CLEMONS, MSgt RUSSO and SSgt WHIPPLE made a Courtesy Inspection of Second Battalion, Twenty Sixth Marines.
11 December 1969	Maj GLEASON made a Staff Visit to Headquarters Eleventh Marines.
12 December 1969	Maj GLEIM, CWO-4 CLEMONS, MSgt RUSSO, SSgt WHIPPLE and Sgt NORGAARD made a Comm-Elect CMMI of First Battalion, First Marines.
13 December 1969	Maj GLEASON made a Staff Visit to Headquarters Twenty Sixth Marines.
15 December 1969	Maj GLEIM, CWO-4 CLEMONS, MSgt RUSSO and Sgt NORGAARD made a Comm-Elect CMMI of Headquarters Company, Seventh Marines.
16 December 1969	Maj GLEIM, CWO-4 CLEMONS, MSgt RUSSO and Sgt NORGAARD made a Comm-Elect CMMI of Third Battalion, Seventh Marines.

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COMMUNICATION-ELECTRONICS
SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

17 December 1969	Maj GLEIM, CWO-4 CLEMONS, MSgt RUSSO and Sgt NORGAARD made a Comm-Elect CMMI of Third Battalion, Eleventh Marines.
19 December 1969	Maj GLEASON made a Staff Visit to First Battalion Eleventh Marines and Headquarters First Marines.
20 December 1969	LtCol O'MARA conducted a Staff Visit to First Motor Transport Battalion.
21 December 1969	Maj GLEIM and CWO-4 CLEMONS gave a Communication-Electronics Maintenance Management and Supply presentation at Headquarters Twenty Sixth Marines for Communication Personnel of the Twenty Sixth Marines.
22 December 1969	Maj GLEIM, CWO-4 CLEMONS, MSgt RUSSO and Sgt NORGAARD made a Comm-Elect CMMI of Second Battalion, First Marines.
23 December 1969	LtCol O'MARA conducted a Staff Visit to Headquarters Twenty Sixth Marines.
23 December 1969	CWO-4 CLEMONS, MSgt RUSSO and Sgt NORGAARD made a Courtesy Inspection of First Engineer Battalion.
24 December 1969	Maj GLEIM, CWO-4 CLEMONS, MSgt RUSSO and Sgt NORGAARD made a Comm-Elect CMMI of First Tank Battalion.
29 December 1969	Maj GLEIM, CWO-4 CLEMONS, MSgt RUSSO and Sgt NORGAARD made a Courtesy Inspection of First Battalion, Thirteenth Marines.

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Comptroller Function
Narrative Summary

1 Dec — LtCol LaSLAVIC and GySgt SAVAGO made a staff visit to 5th 175 Gun Battery.

2 Dec — GySgt SAVAGO made a staff visit to 2d Battalion, 7th Marines.

4 Dec — GySgt SAVAGO conducted a Financial Management Technical Inspection of 1st Battalion, 7th Marines.

5 Dec — GySgt SAVAGO and LCpl SCHEFFLER conducted a Financial Management Technical Inspection of 2d Battalion, 11th Marines.

5 Dec — GySgt SAVAGO and LCpl SCHEFFLER conducted a Financial Management Technical Inspection of 3d 175 Gun Battery.

8 Dec — GySgt SAVAGO and LCpl SCHEFFLER conducted a Financial Management Technical Inspection of 1st Battalion, 1st Marines.

8 Dec — GySgt SAVAGO and LCpl SCHEFFLER conducted a Financial Management Technical Inspection of 2d Battalion, 1st Marines.

10 Dec — GySgt SAVAGO and LCpl SCHEFFLER conducted a Financial Management Technical Inspection of 3d Battalion, 1st Marines.

11 Dec — GySgt SAVAGO and Cpl ANDERSON made a staff visit to Headquarters Company, 1st Marines.

12 Dec — GySgt SAVAGO and LCpl SCHEFFLER made a staff visit to 1st 8inch Howitzer Battery.

13 Dec — GySgt SAVAGO conducted a Financial Management Technical Inspection of 1st 175 Gun Battery.

15 Dec — GySgt SAVAGO made a staff visit to 3d 8inch Howitzer Battery.

16 Dec — GySgt SAVAGO made a staff visit to 3d 8inch Howitzer Battery.

17 Dec — GySgt SAVAGO made a staff visit to Headquarters Company, 1st Marines.

22 Dec — GySgt SAVAGO and LCpl SCHEFFLER conducted a Financial Management Technical Inspection of 2d Battalion, 7th Marines.

30 Dec — GySgt SAVAGO made a staff visit to 1st Battalion, 13th Marines.

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COMMAND CHRONOLOGY

PART IV

SUPPORTING DOCUMENTS

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PART IV

SUPPORTING DOCUMENTS

TAB A	(Copy 1 only)	Command Directory
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TAB C	(Copy 1 only)	Situation Reports
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TAB G		Headquarters Bn Command Chronology
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TAB W		First Hospital Co Command Chronology
TAB X		First Dental Co Command Chronology

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Enclosure (1)

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HEADQUARTERS
1ST MARINE DIVISION (REIN)
FLEET MARINE FORCE
DANANG, VIETNAM 1 DECEMBER 1969

COMMAND DIRECTORY

Prepared as a matter of interest for commands within, and associated with, the 1st Marine Division Fleet Marine Force, Pacific. All addressees are requested to notify the Division Adjutant of any errors or omissions noted and changes as they occur.

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1ST DENTAL COMPANY				
Commanding Officer	Capt P. G. ALEXANDER, DC, USN	Jun70	1stMarDiv 6540	6466
Executive Officer	Cdr R. D. PRINCE, DC, USN	Aug70	1stMarDiv 6563	
Admin Asst	Lt (jg) J. E. AUBIN, USN	Jan70	1stMarDiv 6540	6439
1ST ENGINEER BATTALION				
Commanding Officer	Maj W. M. WINOSKI	Aug70	1stMarDiv 8-951-3797	6
Executive Officer			1stMarDiv 8-951-3897	5
Adjutant	Capt V. D. HIATT	Dec69	1stMarDiv 8-951-2689	1
Sergeant Major	SgtMaj J. M. WISE	Jun70	1stMarDiv 8-951-2789	
7TH ENGINEER BATTALION				
Commanding Officer	LtCol W. G. BATES	Aug70	1stMarDiv 6240	6250
Executive Officer	Maj R. GLEESON	Oct70	1stMarDiv 6291	6476
Adjutant	Capt T. E. DARNER	Nov70	1stMarDiv 6653	6476
Sergeant Major	SgtMaj C. C. AWKERMAN	Jan70	1stMarDiv 6624	
9TH ENGINEER BATTALION				
Commanding Officer	LtCol E. K. MAXWELL	Aug70	1stMarDiv 8-958-3236	6
Executive Officer			1stMarDiv 8-958-3267	5
Adjutant	Capt T. W. SCHAUER	Jul70	1stMarDiv 8-958-3767	1
Sergeant Major	SgtMaj H. NICKELS	Jan70	1stMarDiv 8-958-3236	
1ST SHORE PARTY BATTALION				
Commanding Officer	LtCol R. F. ARMSTRONG	Sep70	1stMarDiv 6118	6118
Executive Officer	Maj D. L. HUMPHREY	Sep70	1stMarDiv 6118	
Adjutant	Capt J. G. DILLON	Aug70	1stMarDiv 6502	
Sergeant Major	SgtMaj R. A. MANSON	Feb70	1stMarDiv 6502	6503
1ST TANK BATTALION				
Commanding Officer	Maj J. J. LOUDER	Oct70	1stMarDiv 6535/6536	6
Executive Officer	Maj R. D. BECKER	Dec69	1stMarDiv 6535/6536	5
Adjutant	Capt L. E. MASHBURN	Sep70	1stMarDiv 6242	1
Sergeant Major	SgtMaj W. A. BENDOKAS	Mar70	1stMarDiv 6539	
3D AMPHIBIAN TRACTOR BATTALION				
Commanding Officer	LtCol D. C. MEHARGUE	Apr70	1stMarDiv 8-951-3798	8-951-2293
Executive Officer	Maj J. W. RAHILL	Dec69	1stMarDiv 8-951-3798	8-951-2293
Adjutant	Capt J. L. RHODES	Aug70	1stMarDiv 8-951-3005	8-951-2761
Sergeant Major	SgtMaj J. N. MCDONALD	Mar70	1stMarDiv 8-951-3798	
1ST MOTOR TRANSPORT BATTALION				
Commanding Officer	LtCol M. J. SHELANOFF	Nov70	1stMarDiv 6185	6185
Executive Officer	Maj P. S. BRADLEY	Oct70	1stMarDiv 6175	6175
Adjutant	Capt J. J. MCGRAW	May70	1stMarDiv 6661	6327
Sergeant Major	SgtMaj J. J. KENNEDY	Jul70	1stMarDiv 6185	
11TH MOTOR TRANSPORT BATTALION				
Commanding Officer	LtCol W. R. KEPHART	Sep70	1stMarDiv 6160	6546
Executive Officer	Maj M. J. ZAGHODNI	May70	1stMarDiv 6160	6546
Adjutant	CWO W. B. GUYN	Oct70	1stMarDiv 6632	6546
Sergeant Major	1stSgt C. D. LAKIN	Apr70	1stMarDiv 6160	
1ST RECONNAISSANCE BATTALION				
Commanding Officer	LtCol J. J. GRACE	Sep70	1stMarDiv 6294	6294
Executive Officer	Maj P. L. CACACE	Jul70	1stMarDiv 6294	6294
Adjutant	2dLt J. W. GARDINER	Jan70	1stMarDiv 6426/6505	
Sergeant Major	SgtMaj C. W. SKINNER	Nov70	1stMarDiv 6294	

J. J. HUDSON
LtCol, U. S. Marine Corps
Division Adjutant

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2D BATTALION, 7TH MARINES					
Commanding Officer	LtCol A. F. FOLSOM	Oct70	1stMarDiv 6512-6		6
Executive Officer	Maj T. G. DEMKO	Jan70	1stMarDiv 6512-5		5
Adjutant	2dLt J. L. HATLACK	Jan70	1stMarDiv 6512-1		1
Sergeant Major	SgtMaj H. H. BLACK	Jun70	1stMarDiv 6512		
3D BATTALION, 7TH MARINES					
Commanding Officer	LtCol R. C. KUTZBACH	Aug70	1stMarDiv 952 3/7-6		3/7-6
Executive Officer	Maj S. J. MAFFIA	Dec69	1stMarDiv 952 3/7-5		3/7-5
Adjutant	Capt J. C. VAUGHN	Mar70	1stMarDiv 952 3/7-1		3/7-1
Sergeant Major	1stSgt C. CUSMAN	Dec69	1stMarDiv 952 3/7		
HEADQUARTERS, 11TH MARINES					
Commanding Officer	Col D. D. EZELL	Aug70	1stMarDiv 6179-6		6
Executive Officer	LtCol T. S. ESCHOLTZ	Mar70	1stMarDiv 6179-5		5
Adjutant	Capt R. V. OLSON	Sep70	1stMarDiv 6558		
Sergeant Major	SgtMaj V. M. DUKA	Jan70	1stMarDiv 6179		
1ST BATTALION, 11TH MARINES					
Commanding Officer	LtCol J. D. SHOUP	Jul70	1stMarDiv 6575 1/11-6		1/11-6
Executive Officer	Maj R. B. BOWMAN	May70	1stMarDiv 6575 1/11-5		1/11-5
Adjutant	Capt D. L. MCSPADDEN	Sep70	1stMarDiv 6575 1/11-1		1/11-1
Sergeant Major	SgtMaj R. G. BALARA	Jun70	1stMarDiv 6575 1/11		
2D BATTALION, 11TH MARINES					
Commanding Officer	LtCol V. WEAVER	Sep70	1stMarDiv 6575 2/11-6		2/11-6
Executive Officer	Maj K. F. JOHNSON Jr.	Apr70	1stMarDiv 6575 2/11-5		2/11-5
Adjutant	WO E. P. SIMPSON	Oct70	1stMarDiv 6575 2/11-1		2/11-1
Sergeant Major	SgtMaj N. A. LENDON	Dec69	1stMarDiv 6575 2/11		
3D BATTALION, 11TH MARINES					
Commanding Officer	LtCol R. N. MUELLER	Aug70	1stMarDiv 6575 3/11-6		3/11-6
Executive Officer	Maj H. SCHOFIELD	May70	1stMarDiv 6575 3/11-5		3/11-5
Adjutant	2dLt R. H. BESWICK	Mar70	1stMarDiv 6575 3/11-1		3/11-1
Sergeant Major	SgtMaj A. J. EASTERGALL	Nov70	1stMarDiv 6575 3/11		
4TH BATTALION, 11TH MARINES					
Commanding Officer	LtCol J. F. PURKE Jr.	Sep70	1stMarDiv 6575 4/11-6		4/11-6
Executive Officer	Maj C. A. BAKER	Feb70	1stMarDiv 6575 4/11-5		4/11-5
Adjutant	Capt R. P. RAFFEL	Oct70	1stMarDiv 6575 4/11-1		4/11-1
Sergeant Major	SgtMaj C. M. BLAS	Jan70	1stMarDiv 6575 4/11		
1ST BATTALION, 13TH MARINES					
Commanding Officer	LtCol D. H. STRAIN	Aug70	1stMarDiv 6575 1/13-6		1/13-6
Executive Officer	Maj C. H. CIUBA	May70	1stMarDiv 6575 1/13-5		1/13-5
Adjutant	WO J. E. WOODRUFF Jr.	Oct70	1stMarDiv 6593		
Sergeant Major	SgtMaj D. THOMPSON	Aug70	1stMarDiv 6575 1/13		
HEADQUARTERS, 26TH MARINES					
Commanding Officer	Col R. A. HEYWOOD	Dec69	1stMarDiv 6605/6126		6126
Executive Officer	LtCol E. W. JAWORSKI	Sep70	1stMarDiv 6605/6126		6126
Adjutant	Capt H. W. GRAY	Sep70	1stMarDiv 6648		
Sergeant Major	SgtMaj H. L. AKIN	Jun70	1stMarDiv 6126		
1ST BATTALION, 26TH MARINES					
Commanding Officer	LtCol J. C. GOODIN	Feb70	1stMarDiv 6605 1/26-6		1/26-6
Executive Officer	Maj J. F. FLYNN	Sep70	1stMarDiv 6605 1/26-5		1/26-5
Adjutant	2dLt D. F. MARTIN	Jul70	1stMarDiv 6605 1/26-1		1/26-1
Sergeant Major	SgtMaj E. W. KRUEGER	Jun70	1stMarDiv 6605 1/26		
2D BATTALION, 26TH MARINES					
Commanding Officer	LtCol W. C. DRUMRIGHT	Aug70	1stMarDiv 6605 2/26-6		2/26-6
Executive Officer	Maj D. H. LARSON	Jul70	1stMarDiv 6605 2/26-5		2/26-5
Adjutant	1stLt G. A. HOLT Jr.	Aug70	1stMarDiv 6605 2/26-1		2/26-1
Sergeant Major	SgtMaj B. QUALLS	Jan70	1stMarDiv 6605 2/26		
3D BATTALION, 26TH MARINES					
Commanding Officer	LtCol W. A. SIMPSON	Aug70	1stMarDiv 6605 3/26-6		3/26-6
Executive Officer	Maj R. F. JOHNSON	Jul70	1stMarDiv 6605 3/26-5		3/26-5
Adjutant	1stLt G. I. GUSFORD	Mar70	1stMarDiv 6605 3/26-1		3/26-1
Sergeant Major	SgtMaj J. W. THOMPSON	Jan70	1stMarDiv 6605 3/26		
1ST MEDICAL BATTALION					
Commanding Officer	Capt J. W. LEA, MC, USN	Feb70	1stMarDiv 6244		6483
Executive Officer	LCdr W. I. MEIDNER, MC, USN	Jan70	1stMarDiv 6244		6483
Adjutant	LCdr J. A. TOPIAS	Mar70	1stMarDiv 6313		6483
Sergeant Major	SgtMaj A. CONNELL	Feb70	1stMarDiv 6313		
1ST HOSPITAL COMPANY					
Commanding Officer	Capt G. R. HART, MC, USN	Jul70	1stMarDiv 6218		6218
Admin Officer	Lt G. N. STEWART, MSC, USN	Jan70	1stMarDiv 6323		

		RTD	OFFICE PHONE	QTRS
DIVISION COMMANDER	MajGen O. P. SIMPSON	Dec69	1stMarDiv 6206	6206
Aide-de-Camp	1stLt J. N. TREADWELL	Feb70	1stMarDiv 6213	6123
Aide-de-Camp	1stLt J. H. HAKEY	Jul70	1stMarDiv 6213	6123
Sergeant Major	SgtMaj J. H. MITICK	May70	1stMarDiv 6170	6664
ASSISTANT DIVISION COMMANDER	BrigGen C. S. ROBERTSON	Feb70	1stMarDiv 6209	6109
Aide-de-Camp	1stLt E. D. SHAFFER	Mar70	1stMarDiv 6209	6109
CHIEF OF STAFF	Col C. E. WALKER	Apr70	1stMarDiv 6205	6105
Staff Secretary	Capt T. E. PITTS	Oct70	1stMarDiv 6238	6123
ASST CofS, G-1	Col J. F. HARRELL	Jul70	1stMarDiv 6101	6663
Asst G-1	LtCol C. G. LITTLE	Sep70	1stMarDiv 6201	6598
Asst G-1	LtCol V. L. DERCEVER	Oct70	1stMarDiv 6201	6630
Asst G-1	Capt C. G. FOX	May70	1stMarDiv 6401	6442
AdminC	Capt L. H. BRIDGES	Jan70	1stMarDiv 6301	6442
ASST CofS, G-2	Col E. A. WILCOX	Aug70	1stMarDiv 6202	6661
Asst G-2	LtCol C. M. MOSHER	Sep70	1stMarDiv 6202	6501
Cpns/IntelligenceC	LtCol R. L. ANDERTON	Sep70	1stMarDiv 6155	6600
AcquisitionC	Maj J. E. MASTERS	Sep70	1stMarDiv 6402	6598
Ground Surveillance UnitC	Maj E. C. WERNER	Sep70	1stMarDiv 6102	6625
SCI Officer	Capt C. J. HUSHEY	May70	1stMarDiv 6492	6445
Chief Air Observer	Capt J. M. DUFFIELD Jr.	Aug70	1stMarDiv 8-951-3341	
ITT/IT Coordinator	Capt C. R. ROBINSON	Jan70	1stMarDiv 6492	6154
ARVN Interpreter ControlC	Capt W. R. WALSH Jr.	Oct70	1stMarDiv 6154	
TmCmdr 1st IT	Capt M. M. WOOD	Sep70	1stMarDiv 6420	
TmCmdr 7th IT	Capt R. T. TANNER	Aug70	1stMarDiv 6420	
TmCmdr 3d ITT	Capt W. V. NELSON	May70	1stMarDiv 6492	
TmCmdr 9th ITT	Capt T. D. STOUFFER	Aug70	7thMar ITT	
TmCmdr 13th ITT	Capt J. C. MORRA	Sep70	1stMarDiv 6492	
TmCmdr 15th ITT	Capt A. D. WELCH	Oct70	1stMarDiv 6492	
TmCmdr 1st CIT	Capt R. C. STONE	Feb70	1stMarDiv 6492	
TmCmdr 3d CIT	Capt J. R. HASSLER	May70	1stMarDiv 8-5146	8-5146
ASST CofS, G-3	Col F. H. WALROD	Aug70	1stMarDiv 6203	6471
Asst G-3	LtCol T. E. RINGWOOD	Jul70	1stMarDiv 6203	6471
Current PlansC	LtCol A. J. CRR	Aug70	1stMarDiv 6693	6595
Asst PlansC	Maj V. A. VERNAY	Jul70	1stMarDiv 6693	6630
ConsC	LtCol J. S. GESTON	Aug70	1stMarDiv 6103	6600
Asst ConsC	LtCol F. M. FOYD	Nov70	1stMarDiv 6403	6595
Asst ConsC	Maj D. C. TOWNSEND	Jun70	1stMarDiv 6403	6538
CIC CCC	Maj B. S. OCLASSARD	Jul70	1stMarDiv 6138	6544
Asst CIC CCC/Historical RptsC	Maj D. A. HANSON	Sep70	1stMarDiv 6138	6544
Mares/Forstat RptsC	1stLt K. E. RICHARDSON	Aug70	1stMarDiv 6230	6666
TrngC	Maj L. A. BICKLEY	Jul70	1stMarDiv 6623	6630
Director Div Scols	Maj N. H. WREELAND	Mar70	1stMarDiv 6354	6354
Asst Director Div Scols	1stLt T. F. KLIE	May70	1stMarDiv 6354	6354
Administrative Officer	Capt G. A. SEXTON	Oct70	1stMarDiv 6303	6626
RCKMC Liaison Officer	Maj T. G. MCFARLAND	Oct70	1stMarDiv 6109/6403	
LNO Quang Nam Province	Maj N. P. MILLER	Apr70	Hoi An TOC	
LNO Quang Da Spl Zone	Capt A. B. BENZ	May70	Hoi An TOC	
CIC FSCC	LtCol T. S. ESCHOLTZ	Mar70	1stMarDiv 6268/6269	6533
Asst CIC FSCC	Maj R. A. SEED	Oct70	1stMarDiv 6268/6269	6488
Target Information Officer	Capt A. D. BREWIN	Mar70	1stMarDiv 6268/6269	
ASST CofS, G-4	Col K. A. CANZONA	Mar70	1stMarDiv 6204	6664
Asst G-4	LtCol C. F. SAVAGE	Oct70	1stMarDiv 6204	6538
PlansC	LtCol W. N. COFFEY	Oct70	1stMarDiv 6304	6544
ConsC	Maj A. W. DECKEL	Sep70	1stMarDiv 6304	6600
Materiel ManagementC	Maj G. V. JEFFREYS Jr.	Sep70	1stMarDiv 6404	6549
Asst PlansC	Maj J. N. PETERSON	Oct70	1stMarDiv 6304	6538
Asst ConsC	Maj L. D. COKER	Sep70	1stMarDiv 6304	6520
Asst Materiel ManagementC	Capt R. J. KUCHINSKAS	Jun70	1stMarDiv 6404	6644
Asst Materiel ManagementC	Capt J. C. GALLO	Sep70	1stMarDiv 6404	6553
ACP Lnr	1stLt D. R. DANIELSKI	Apr70	1stMarDiv 6404	6565
ASST CofS, G-5	Col W. J. ZARO	Dec69	1stMarDiv 6246	6463
Asst G-5	LtCol V. A. ALBERS Jr.	Oct70	1stMarDiv 6246	
CAC	Maj K. H. GIESEN	Dec69	1stMarDiv 6246	6626
Asst CAC	1stLt M. X. AHERN	Feb70	1stMarDiv 6246	6453
Agriculturalist	1stLt J. P. JONES	Feb70	1stMarDiv 6346	6594
Personal ResponseC	1stLt R. M. BROMAN	Jan70	1stMarDiv 6346	6552
PSYOPC	1stLt G. M. GRAY	Jan70	1stMarDiv 6165	6644
AdwinC	1stLt R. J. LAFFIN	Jul70	1stMarDiv 6246	
ASST CofS, COMPTROLLER	LtCol N. M. LASLAVIC	Sep70	1stMarDiv 6150	6468
AMERICAN RED CROSS				
Field Director	H. A. BRETT	Sep70	1stMarDiv 6263/6363	6588
			After Hours Dial Operator	
AREA AUDITOR	Capt R. T. GLASGOW	Feb70	1stMarDiv 6578	

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ADJUTANT	LtCol J. J. HUDSON	Aug70	1stMarDiv 6223	6598
Asst Adjutant	Maj M. L. WILKINSON	Jul70	1stMarDiv 6223	6598
Asst Adjutant/CongrintC	CWO W. J. ADDIS	Mar70	1stMarDiv 6477/6307	6660
PersC	Capt D. B. GREENLAW	Sep70	1stMarDiv 6547/6647	6644
Asst PersC	2dLt E. J. CAMPBELL	Apr70	1stMarDiv 6547/6647	6642
RPS CustodianC	CWO R. E. PHILLIPS	Sep70	1stMarDiv 6622	6642
S&C FilesC	WO R. M. SKIDMORE	Oct70	1stMarDiv 6622	6660
CasualtyC	1stLt C. K. HALEY	Sep70	1stMarDiv 6264/6407	6644
AwardsC	Capt M. R. LAYMAN	Oct70	1stMarDiv 6497/6478	6656
Asst AwardsC	WO J. F. RYAN	May70	1stMarDiv 6497/6478	6660
AIR OFFICER	Col A. P. PITKO	Feb70	1stMarDiv 6214	6465
Asst AirC	Maj C. W. COX	Feb70	1stMarDiv 6214	6600
AMPHIBIAN TRACTOR OFFICER	LtCol D. C. MEHARGUE	Aug70	1stMarDiv 8-951-3798	8-951-3798
ARTILLERY OFFICER	Col D. D. EZELL	Apr70	1stMarDiv 6179	6179
BAND OFFICER	CWO J. M. POE	Oct70	1stMarDiv 6555	6555
CAREER PLANNING OFFICER	LtCol J. J. UNTERKOFLER	Sep70	1stMarDiv 6491	6501
CHAPLAIN	Capt M. P. SULLIVAN, CHC, USN	Jan70	1stMarDiv 6219/6570	6472
Asst Chaplain	Cmdr J. D. GOULD	Jul70	1stMarDiv 6219/6570	6525
CLUBS OFFICER	Maj K. L. BOURGEOIS	Sep70	1stMarDiv 6651	6644
COMM ELEC OFFICER	Col C. C. DAHL	Apr70	1stMarDiv 6180	6472
Asst CEO	LtCol J. R. O'MARA	Sep70	1stMarDiv 6180	6533
Asst CEC/PlansC/ElecO	Maj E. C. GLEIM	Jul70	1stMarDiv 6130/6534	6581
Div Comm CenterC	Capt T. F. DAVIS	Jan70	1stMarDiv 6311	6523
MaintenanceO	CWO W. CLEMONS Jr.	Jun70	1stMarDiv 6130	6453
DENTAL OFFICER	Capt P. C. ALEXANDER, DC, USN	Jun70	1stMarDiv 6540	6466
AdminC	Lt(jg) J. E. AUBIN, USN	Jan70	1stMarDiv 6540	6439
DISBURSING OFFICER	Maj J. E. THOMAS	Jan70	1stMarDiv 6273	6273
Asst Disbursing Officer	Capt W. G. SHELDON III	Jan70	1stMarDiv 6273	6273
EDUCATION OFFICER	1stLt R. G. HEMPEL	Jun70	1stMarDiv 6586	6650
EMBARKATION OFFICER	Maj G. E. BERGAUM	Jun70	1stMarDiv 6239/6339	6544
ENGINEER OFFICER	LtCol H. L. LOVEJOY	Jul70	1stMarDiv 6215/6315	6470
Base DevelopmentC	2dLt R. J. COHEN	May70	1stMarDiv 6315	
Div EquipmentC/Asst EngrO	Capt E. L. RENN	Apr70	1stMarDiv 6415	6626
EXCHANGE OFFICER	Capt G. L. NASH	Sep70	1stMarDiv 6633	
FOOD SERVICES OFFICER	Capt C. D. WATSON Jr.	Jun70	1stMarDiv 6609	6442
GROUND SAFETY OFFICER	Maj H. F. CHABYSEK	Nov70	1stMarDiv 6232	6595
INDUSTRIAL RELATIONS OFFICER	1stLt J. D. BOWEN	Apr70	1stMarDiv 6446	6446
INFORMATIONAL SERVICES OFFICER	Capt J. P. NOVAK	Nov70	1stMarDiv 6541/6641	6565
INSPECTOR	Col C. ASHTON	Nov70	1stMarDiv 6232	
MOTOR TRANSPORT OFFICER	Maj V. D. SUTTON	Jul70	1stMarDiv 6235/6335	6549
Asst Motor Transport Officer	1stLt R. R. BUCKLEY	Mar70	1stMarDiv 6235/6335	6453
NAVAL GUNFIRE OFFICER	LCdr E. C. YOES, USN	Oct70	1stMarDiv 6409	6549
ORDNANCE OFFICER	Capt G. L. DARST Jr.	Aug70	1stMarDiv 6208/6608	6577
POSTAL OFFICER	Capt L. HICKMAN Jr.	Jan70	1stMAW 5237	1stMAW 5237
Asst Postal Officer	WO J. E. COLLETTE	Sep70	1stMAW 5237	1stMAW 5237
PROVOST MARSHAL	LtCol F. L. DIXON	Oct70	1stMarDiv 6456	
RECONNAISSANCE OFFICER	LtCol J. J. GRACE	Sep70	1stMarDiv 6294	6294
REPRODUCTION OFFICER	Capt D. A. ZEFFERJOHN	May70	1stMarDiv 6636	
SPECIAL SERVICES OFFICER	LtCol W. J. GALYON	Sep70	1stMarDiv 6537/6566	
Custodian Recreation Fund	1stLt M. C. TREANOR	Feb70	1stMarDiv 6537	

STAFF JUDGE ADVOCATE	Col R. H. LUCY	Jun70	1stMarDiv 6217	6467
Deputy Staff Judge Advocate	LtCol J. P. KING	Jul70	1stMarDiv 6217	6501
Chief Trial Counsel	Capt M. L. HAIMAN	Aug70	1stMarDiv 6371	6660
Chief Defense Counsel	Capt T. J. PADDEN	Jul70	1stMarDiv 6369/6417	6577
Legal Assistance/PassportC/ClaimsC	Maj R. J. BLUM	Oct70	1stMarDiv 6369/6417	6501
Review Officer	Maj R. J. BLUM	Oct70	1stMarDiv 6369/6417	6501
Administrative Officer	CWO H. K. BAIRD	May70	1stMarDiv 6217	6660
SUPPLY OFFICER	Col J. J. HELICKY Jr.	Oct70	1stMarDiv 6221	6467
Asst SupplyC	Maj A. L. GRAVES	Jul70	1stMarDiv 6321	6525
OperationsC	Maj G. J. BOLLARD	Apr70	1stMarDiv 6221/6321	6525
PlansC	Maj W. E. KINSEY	Nov70	1stMarDiv 6221/6321	6581
SURGEON	Capt D. F. LATHAM, MC, USN	Jun70	1stMarDiv 6216	6470
Asst Surgeon	Capt J. W. LEA, MC, USN	Feb70	1stMarDiv 6244	6483
Administrative Officer	Cdr W. R. DRAKE, MSC, USN	Apr70	1stMarDiv 6316	6524
Preventive MedicineC	Lt C. A. PRICE, USN	Jan70	1stMarDiv 6377	
TANK OFFICER	Maj J. J. LOUDER	Oct70	1stMarDiv 6535/6536	6535
HEADQUARTERS BATTALION				
Commanding Officer	Col W. C. PATTON	Sep70	1stMarDiv 6234	6464
Executive Officer	LtCol W. E. RUDOLPH	Sep70	1stMarDiv 6334	6549
Adjutant	Capt R. MELLON	Nov70	1stMarDiv 6381/6387	6565
Sergeant Major	SgtMaj M. A. DELGADO	Jun70	1stMarDiv 6334	6664
HEADQUARTERS, 1ST MARINES				
Commanding Officer	Col H. L. WILKERSON	Jul70	1stMarDiv 6181/6182-6	6
Executive Officer	LtCol W. F. SAUNDERS Jr.	Oct70	1stMarDiv 6181/6182-5	5
Adjutant	Capt J. D. MANLEY	Oct70	1stMarDiv 6181/6182-1	1
Sergeant Major	SgtMaj R. L. GENTRY	Dec69	1stMarDiv 6181/6182	
1ST BATTALION, 1ST MARINES				
Commanding Officer	LtCol G. S. DELCUZE	Sep70	1stMarDiv 6181/6182	1/1-6
Executive Officer	Maj R. A. FREEMAN	Oct70	1stMarDiv 6181/6182	1/1-5
Adjutant	2dLt W. R. SCHULTZ	Oct70	1stMarDiv 6181/6182	1/1-1
Sergeant Major	SgtMaj J. E. DELFIELD	Dec69	1stMarDiv 6181/6182	1/1
2D BATTALION, 1ST MARINES				
Commanding Officer	LtCol W. V. H. WHITE	Jul70	1stMarDiv 6181/6182	2/1-6
Executive Officer	Maj E. M. MOCKLER	Jul70	1stMarDiv 6181/6182	2/1-5
Adjutant	2dLt V. J. LEDUC	Jan70	1stMarDiv 6181/6182	2/1-1
Sergeant Major	SgtMaj R. H. ENGLAND	Mar70	1stMarDiv 6181/6182	2/1
3D BATTALION, 1ST MARINES				
Commanding Officer	LtCol T. P. GANEY	Jun70	1stMarDiv 6181/6182	3/1-6
Executive Officer	Maj R. W. SHAW	Dec69	1stMarDiv 6181/6182	3/1-5
Adjutant	Capt N. C. CEFAIL	Oct70	1stMarDiv 6181/6182	3/1-1
Sergeant Major	SgtMaj W. L. GIMPLE	Aug70	1stMarDiv 6181/6182	3/1
HEADQUARTERS, 5TH MARINES				
Commanding Officer	Col N. L. BECK	Jul70	1stMarDiv 953-6	6
Executive Officer			1stMarDiv 953-5	5
Adjutant	Capt G. W. KELLY	Jul70	1stMarDiv 953-1	1
Sergeant Major	SgtMaj W. H. BEAN	Feb70	1stMarDiv 953	
1ST BATTALION, 5TH MARINES				
Commanding Officer	LtCol J. K. GRIFFIS Jr.	Sep70	1stMarDiv 953 1/5-6	1/5-6
Executive Officer	Maj J. J. SHERIDAN	Oct70	1stMarDiv 953 1/5-5	1/5-5
Adjutant	Capt E. W. HAUKAAS	Mar70	1stMarDiv 953 1/5-1	1/5-1
Sergeant Major	SgtMaj L. E. TUTTLE	Jul70	1stMarDiv 953 1/5	
2D BATTALION, 5TH MARINES				
Commanding Officer	LtCol J. T. BOWEN	Aug70	1stMarDiv 953 2/5-6	2/5-6
Executive Officer	Maj J. D. LANIGAN	Sep70	1stMarDiv 953 2/5-5	2/5-5
Adjutant	1stLt J. H. STIEHL	Mar70	1stMarDiv 953 2/5-1	2/5-1
Sergeant Major	SgtMaj J. D. WILLIAMS	Nov70	1stMarDiv 953 2/5	
3D BATTALION, 5TH MARINES				
Commanding Officer	LtCol J. M. TERRY Jr.	Mar70	1stMarDiv 953 3/5-6	3/5-6
Executive Officer	Maj D. T. DALE III	May70	1stMarDiv 953 3/5-5	3/5-5
Adjutant	2dLt J. P. PULLIN	Aug70	1stMarDiv 953 3/5-1	3/5-1
Sergeant Major	SgtMaj D. K. CRAIG	May70	1stMarDiv 953 3/5	
HEADQUARTERS, 7TH MARINES				
Commanding Officer	Col G. S. CODISPOTTI	Jul70	1stMarDiv 952-6	6
Executive Officer	LtCol R. MCCLINTOCK	Sep70	1stMarDiv 952-5	5
Adjutant	Capt W. A. FITTS	Mar70	1stMarDiv 952-1	1
Sergeant Major	SgtMaj J. J. SEMENSOW	Jul70	1stMarDiv 952	
1ST BATTALION, 7TH MARINES				
Commanding Officer	LtCol F. A. CLARK	Aug70	1stMarDiv 952 1/7-6	1/7-6
Executive Officer	Maj B. JORDAN	Sep70	1stMarDiv 952 1/7-5	1/7-5
Adjutant	Capt E. W. STERLING	Aug70	1stMarDiv 952 1/7-1	1/7-1
Sergeant Major	SgtMaj L. M. AKINS	Sep70	1stMarDiv 952 1/7	

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OPERATIONAL AND ADMINISTRATIVE DOCUMENTS

	SUBJECT	ORIGINATOR AND DATE
1.	√Kit Carson Scout Orientation Course	DivBul 3410 1 Dec69
2.	√Periodic Awards Report; Month of November 1969	7B/MRL/jdj 1650 1 Dec69
3.	√Food Service Procedures	DivO P10110.1D Ch 1 2 Dec69
4.	√Standard Operating Procedure for Preventive Medicine Services	DivO P6200.4 Ch 1 5 Dec69
5.	√Financial Management Technical Inspections, Third Quarter Fiscal Year 1970	DivBul 5041 5 Dec69
6.	√Rules of Engagement in RVN for use of Artillery, Tanks, Mortars, Naval Gunfire, Riverine Forces, and Air and Armed Helicopter Support (C) (Div S&C File No. 69-4362 Copy 30 of 130)	DivO 03330.2B Ser: 0274-69 6 Dec69
7.	√Lessons Learned	DivBul 3480 7 Dec69
8.	√Concept and Assignment of Civil Affairs Areas of Responsibility	DivO 5080.3G 7 Dec69
9.	√Report of Personal Effects Handling	DivBul 4050 8 Dec69
10.	√Arrival Ceremony for Major General Edwin B. WHEELER, USMC	DivBul 5060 8 Dec69
11.	√Stockage and Issue of Tropical Boots, Lightweight Utilities, Green Underclothing and Green Towels	DivBul 4400 8 Dec69
12.	√Countermeasures Against Mines and Booby Traps	DivO P3820.2B 9 Dec69
13.	√Purification of Jungle Clothing Requisitions	DivBul 4400 9 Dec69
14.	√Fleet Home Town News Report	DivBul 5724 10 Dec69

Enclosure (1)

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15.	√Out of Country R&R (Rest and Recuperation) Program	DivO 1710.10E Ch 2 11 Dec69
16.	√Medical Technical Inspections	DivBul 5041 13 Dec69
17.	√Reciprocal Training Program	DivO 3500.4A 14 Dec69
18.	√Leadership Council	DivO 5420.1A 14 Dec69
19.	√Career Planning Technical Inspections	DivBul 5041 15 Dec69
20.	√NCO Leadership School Graduation Speakers; assignment of	DivBul 1500 15 Dec69
21.	√Assumption of Command	DivO 1301.13 15 Dec69
22.	√1st Marine Division Rear Facility	DivO 5300.3B 16 Dec69
23.	√Reenlistment Report for November 1969	DivBul 1133 17 Dec69
24.	√Supply Officers Conference; announcement of	DivBul 4400 17 Dec69
25.	√Control, Disposition and Safeguarding of Vietnamese Property, Captured Materiel and Food Supplies (U) (Div S&C File No. 69-4550 Copy 9 of 164)	DivO 03330.3 17 Dec69
26.	√1st Marine Division Exchange Physical Inventory	DivBul 4066 17 Dec69
27.	√Command Materiel Management Inspection (CMMI); schedule of	DivBul 5041 18 Dec69
28.	√Standing Operating Procedure for Division Club System	DivO P1746.1B Ch 2 19 Dec69
29.	√Operations Security (OPSEC) (U)	DivO 03840.2 Ch 1 Ser: 0133-69 19 Dec69
30.	√ Command Duty Officer Instructions	DivO 1601.3A 19 Dec69

Enclosure (1)

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31.	√Financial Policies for Clubs and Messes; establishment of	DivO 1746.5 21 Dec69
32.	√China Beach In-Country R&R Program	DivBul 1710 26 Dec69
33.	√Absentees and Deserters	DivO 1626.9A 23 Dec69
34.	√Billet Assignment; report of	DivO 5320.1B 26 Dec69
35.	√Standing Operating Procedures for COC and FSCC during Mortar, Artillery and/or Rocket Attacks	DivO 3120.16B 26 Dec69
36.	√Purchase and Consumption of Alcoholic Beverages	DivO 1746.2B 26 Dec69
37.	√1st Marine Division SOP for Casualty Reporting and Management	DivO P3040.1D 27 Nov69
38.	√Standing Operating Procedure (SOP) for Scout/Sentry Dog Teams	DivO 5312.3A 28 Dec69
39.	√1st Marine Division Exchange Physical Inventory	DivBul 4066 Ch 1 28 Dec69
40.	√Hearing Conservation Program	DivO 6260.2 28 Dec69
41.	√Standing Operating Procedures for Division Club System	DivO P1746.1B Ch 3 29 Dec69
42.	√Pickup of Materiel from RUC Lines	DivBul 4400 30 Dec69
43.	√Inventory of Special Services Property Held by 1st Marine Division Organizations	DivBul 1710 30 Dec69
44.	√Cleaning and Lubricating Instructions for Lower Receiver Extension of M16A1 Rifle	DivBul 8370 31 Dec69
45.	√Change of Command Ceremony Pamphlet 1st Marine Division (Rein)	15 Dec69

Enclosure (1)

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HEADQUARTERS
First Marine Division (Rein), FMF
FPO San Francisco, California 96602

7B/MRL/jdj
1650
1 Dec 1969

From: Commanding General
To: Distribution List

Subj: Periodic Awards Report; month of November 1969

Encl: (1) Report of Awards processed by the 1st Marine Division Awards Board for the month of November 1969

1. Enclosure (1) is forwarded for the information of unit commanders.

2. The low number (624) of personal awards processed during the month of November is a new low for the year. Commanding Officers are requested to insure that all deserving personnel are considered for awards.

CHARLES G. LITTLE
By direction

Distribution "A" & "B"

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HEADQUARTERS
1ST MARINE DIVISION
PERIODIC AWARDS REPORT

PERIOD: 1 November 1969 to 30 November 1969

PROCESSED BY DIVISION AWARDS BOARD

UNITS	MoH	NC	DSM	SSM	LoM	DFC	NCM	BSM	NCM	NAM	AM	TOTAL LESS AM	TOTAL LESS AM October	TOTAL LESS AM LAST 6 MONTHS
1st Marines								(22)	(24)	(75)		(121)	(104)	(1047)
HqCo								1	2	5		8	7	77
1stBn 1stMar								5	7	25		37	29	263
2ndBn 1stMar								5	3	13		21	25	327
3rdBn 1stMar								11	12	32		55	43	380
5th Marines					(1)		(2)	(19)	(27)	(66)		(115)	(112)	(942)
HqCo								5	10	4		19	11	116
1stBn 5thMar					1			10	11	24		46	44	326
2ndBn 5thMar								2	4	31		37	32	255
3rdBn 5thMar							2	2	2	7		13	25	245
7th Marines				(5)	(1)			(24)	(30)	(7)		(67)	(142)	(902)
HqCo				1	1			1	1			4	9	50
1stBn 7thMar									5			5	31	296
2ndBn 7thMar								9	11	2		22	65	176
3rdBn 7thMar				4				14	13	5		36	37	380
HqBn					4			11	23	30		68	86	507
1stReconBn				2				10	12	8		32	41	244
1stEngrBn					1			2	5	7		15	11	105
7thEngrBn									1	3		4	6	34
9thEngrBn					1			2	6	11		20	18	164
Page TOTAL				7	8		2	90	128	207		442	520	3945

1 DIV 1650/5 (Rev5/68)

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HEADQUARTERS
1ST MARINE DIVISION
PERIODIC AWARDS REPORT

PERIOD: 1 November 1969 to 30 November 1969
PROCESSED BY DIVISION AWARDS BOARD

UNITS	M of H	NC	DSM	SSM	L of M	DFC	NMCM	BSM	NCM	NAM	AM	TOTAL LESS AM	TOTAL LAST MONTH	TOTAL LAST 6 MONTHS
1st TkBn								1	4	5		10	25	128
1st SPBn								1	1	4		6	9	68
3rd AmTracBn								5	2	3		10	3	78
1st MedBn								1	4			5	34	111
1st HospCo										2		2	7	24
1st DentCo										1		1	3	29
1st MTBn									1	3		4	6	40
7th MTBn								1	1	4		6	7	57
11th Marines					(1)	(1)		(12)	(12)	(36)	2	(62)	(152)	(599)
HqBtry					1	1		6	3	9	2	20	32	120
1stBn 11thMar									5	11		16	46	120
2ndBn 11thMar								1	1	1		3	30	94
3rdBn 11thMar								1	2	1		4	5	55
4thBn 11thMar								2	1	7		10	26	133
1st 175GBtry										1		1		5
3rd 175GBtry								1		6		7	13	26
8" HowBtry								1				1		10
1st ArmAphCo														8
1st FAG														18
AGE TOTAL					1	1		21	25	58	2	106	246	1134

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HEADQUARTERS
1ST MARINE DIVISION
PERIODIC AWARDS REPORT

PERIOD: 1 November 1969 to 30 November 1969
PROCESSED BY DIVISION AWARDS BOARD

UNITS	M of H	NC	DSM	SSM	L of M	DFC	NMCM	BSM	NCM	NAM	AM	TOTAL LESS AM	TOTAL LAST MONTH	TOTAL LAST6 MONTHS
26thMar								(10)	(39)	(23)		(72)		(97)
HQCO								1	1	4		6		20
1 / 26								3	5	1		9	4	13
2 / 26								3	10	7		20		20
3 / 26								3	23	11		37	7	44
1 / 13									1	3		4		4
2 / 13														3
? / 3														1
3rd ITT														4
9th ITT														1
1 / 27														2
1stAmTrBn														1
AthSpOSq														3
AT-PILOT														3
I CORPS HQ														1
PAGE TOTAL								10	40	26		76	11	120
TOTAL for November				7	9	1	2	121	193	291	2	(624)	791	
TOTAL 6 MTHS	4	25	1	165	89	6	10	1014	1494	2391	135	5199		5199

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HEADQUARTERS
1ST MARINE DIVISION
PERIODIC AWARDS REPORT

PERIOD: 1Nov69 to 30Nov69

PROCESSED BY DIVISION AWARDS BOARD

UNITS	MoH	NC	DSM	SSM	LoM	DFC	NMCM	BSM	NCM	NAM	AM	TOTAL LESS AM	PH	CofC
1st Marines													(64)	
HqCo													0	
1stBn 1stMar													11	
2ndBn 1stMar													9	
3rdBn 1stMar													44	
5th Marines													(142)	
HqCo													18	
1stBn 5thMar													38	
2ndBn 5thMar													35	
3rdBn 5thMar													51	
7th Marines													(131)	
HqCo													0	
1stBn 7thMar													92	
2ndBn 7thMar													9	
3rdBn 7thMar													30	
HqBn													3	
1stReconBn													6	
1stEngrBn													1	
7thEngrBn													2	
9thEngrBn													6	
TOTAL													(355)	

1 DIV 1650/5 (Rev5/68)

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HEADQUARTERS
1ST MARINE DIVISION
PERIODIC AWARDS REPORT

PERIOD: 1Nov69 to 30Nov69

PROCESSED BY DIVISION AWARDS BOARD

UNITS	MoH	NC	DSM	SSM	LoM	DFC	NMCM	BSM	NCM	NAM	AM	TOTAL LESS AM	PH	CofC
1st TkBn													6	
1st BPBn													2	
3rd AmTracBn													4	
1st MedBn													0	
1st HospCo													0	
1st DentCo													0	
1st MTBn													2	
11th MTBn													1	
11th Marines													(5)	
HqBtry													1	
1stBn 11thMar													1	
2ndBn 11thMar													1	
3rdBn 11thMar													2	
4thBn 11thMar													0	
1st 175GBtry													0	
3rd 175GBtry													0	
8" HowBtry													0	
1st ArmAphCo													0	
1st FAG													0	
PAGE TOTAL													(20)	

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HEADQUARTERS
1ST MARINE DIVISION
PERIODIC AWARDS REPORT

PERIOD: 1Nov69 to 30Nov69

PROCESSED BY DIVISION AWARDS BOARD

UNITS	MoH	NC	DSM	SSM	LoM	DFC	NCM	BSM	NCM	MAM	AM	TOTAL LESS AM	PH	CofC
1stAtBn													3	
7thMtBn													1	
3dBn, 26thMar													6	
2dBn, 26thMar													19	
1stBn, 26thMar													8	
26thMar													1	
Non USMC Units														
PAGE TOTAL													(38)	
TOTAL for Nov69													(413)	
TOTAL PASSED 6 MOS													4842	

Copy to: CG, ADC, G-1, Adj, File

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO P10110.1D Ch 1
55/CDW/eee
2 Dec 1969

DIVISION ORDER P10110.1D Ch 1

From: Commanding General
To: Distribution List

Subj: Food Service Procedures

Encl: (1) New page insert to DivO P10110.1D

1. Purpose. To transmit a new page insert to subject Manual.

2. Action. Remove and destroy the present page 1-3 and 1-4 and replace it with corresponding page in enclosure (1) hereto.

3. Change Notation. Paragraphs in enclosure (1) denoted by asterisks (*) contain changes not previously published.

4. Certification. Reviewed and approved this date.

C. E. WALKER
Chief of Staff

DISTRIBUTION: "A" plus 55 (50) & "B"

Copy to:
CG, III MAF (2)

3.

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103. PUBLICATIONS

1. GUIDES. The following publications will be used as guides in the general messes of the 1st Marine Division (Rein), FMF.

a. MCO P10110.14_, Food Services and Subsistence Management Manual.

b. ForO 10110.4_, Administration of the III Marine Amphibious Force Food Service Program.

c. DivO P10110.1_, Food Services Procedures.

* d. MCO P10110.16_, Armed Forces Recipe Service.

e. MCO P10110.17_, Marine Corps Menus.

f. MCO P10110.25_, The Standard B Rations for the Armed Forces.

g. TM 10-418, Meat Processing Ration Issue.

h. TM 10-701, Range Outfit, Field Gasoline, M-1937.

i. TM 10-702, Heater, Immersion.

j. TM 10-405, Army Mess Operation. Chapter 3 of this order contains information and instructions on a typical layout of a field mess, improvised storage facilities and garbage disposal.

104. MASTER MENU

1. FORCE/INSTALLATION MENU. The master menu published by the force/installation will be used by all Division general messes; this menu may be changed when necessary due to shortage of items or when necessary to utilize foods to prevent spoilage. If such a menu is not published, the Division Food Services Officer will prepare and publish a menu for use by all Division general messes.

* 2. RECIPES. All food in the general messes will be prepared in accordance with MCO P10110.16_, Armed Forces Recipe Service, except that the recipes contained in MCO P10110.25_, the Standard B Ration for the Armed Forces may be used in the preparation of B Rations.

105. MESS RECORDS

1. REQUIRED RECORDS. The following records are required at the unit level:

a. Cooks Work Sheets. The Cooks Work Sheet (NAVMC 36-SD)(Rev. 9-65)) is intended as a plan of the day for the guidance of mess personnel in the preparation and serving of meals in the messes. It will be prepared and used as set forth in paragraph 03002 of reference (a).

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b. Record of Receipts. A copy of all receipt's will be maintained at the unit level for a period of 6 months. A record of transfers of subsistence items between units will be maintained by the issuing and receiving units.

c. Daily Inventories. A record of daily inventories will be maintained by each unit. Daily Inventory Record (1stMarDiv 10110 (4-66)) will be used.

* d. Product Sheet. A Product Sheet (NAVMC 10616 (Rev. 7-68)) will be utilized in conjunction with the preparation of all menu items. It will be prepared and used as set forth in paragraph 03002 of reference (a).

2. OPTIONAL RECORDS. Additional mess records may be kept at the option of the unit Commanding Officer. Such records should be maintained in accordance with reference (a).

3. TACTICAL REQUIREMENTS. When the tactical situation so dictates, the Commanding Officer may discontinue use of any or all of the above records, however, use of these records will be resumed at the earliest practicable time.

106. RATION MEMORANDUMS

1. DAILY. Daily Ration Memorandums (NAVMC 565-SD (Rev. 7-62)) will be submitted in accordance with the provisions of reference (c).

2. CONSOLIDATED. Commanding Officers operating messes will submit a consolidated Daily Ration Memorandum for all units subsisting in the mess.

* 3. TURN-IN. The Daily Ration Memorandum will be submitted daily to the Division Food Service Officer. Units located out of the Danang area will turn in Daily Ration Memorandums to the Food Service representative located at the Ration Issue Point from which subsistence stores are drawn.

107. SALE OF MEALS

1. AUTHORIZATION. Regulations authorizing the sale of meals from the general mess are contained in references (a) and ( ).

2. CHARGES AND SURCHARGES. Charges and surcharges for sale of meals from the general mess will be in accordance with instructions contained in reference (c).

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO P6200.4 Ch 1
16/CAP/ere
5 Dec 1969

DIVISION ORDER P6200.4 Ch 1

From: Commanding General
To: Distribution List

Subj: Standard Operating Procedure for Preventive Medicine Services

1. Purpose. To direct pen changes to subject Manual.

2. Action

a. In the subject line on the letter of promulgation and on the Locator Sheet, change the word "Standard" to read "Standing".

b. Change the Manual number to read "DivO P6200.4B" wherever it appears.

3. Certification. Reviewed and approved this date.

C. E. WALKER
Chief of Staff

DISTRIBUTION: "A" & "B"

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 5041
12/JLC/rla
5 Dec 1969

DIVISION BULLETIN 5041

From: Commanding General
To: Distribution List

Subj: Financial Management Technical Inspections, Third Quarter Fiscal Year 1970

Ref: (a) DivO 5041.20
(b) DivO P7000.3C

Encl: √(1) Schedule for Technical Inspections

1. Purpose. To announce the Third Quarter, Fiscal Year 1970 Financial Management Technical Inspection Schedule required by reference (a).

2. Information

a. Organizations listed on enclosure (1) will be inspected on the date shown.

b. This Technical Inspection of Financial Management is intended to assist the unit commander as well as apprise the Commanding General of the Financial Management readiness of the organization.

c. A sample inspection checklist is shown in figure 5-A-1 of reference (b).

3. Coordinating Instructions. The senior member of the inspection team will contact each unit and arrange for a mutually agreeable time of day for the conduct of the inspection.

4. Schedule Adjustments

a. Unusual operational commitments of the Division may require changes to the schedule set forth on enclosure (1).

b. Organizations will be informed when operational developments or weather conditions require rescheduling or cancellation of an inspection.

5. Action. Commanders will take appropriate action to ensure that an adding machine is on hand and that their unit is prepared for inspection

5.

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DivBul 5041
5 Dec 1969

SCHEDULE FOR TECHNICAL INSPECTIONS

5th 175 Gun Battery	5 Jan 1970
Headquarters Company, 26th Marines	7 " "
1st Battalion, 26th Marines	7 " "
2nd Battalion, 26th Marines	12 " "
3d Battalion, 26th Marines	12 " "
3d 8" Howitzer Battery	16 " "
1st Medical Battalion	21 " "
1st Hospital Company	21 " "
Headquarters Battery, 11th Marines	23 " "
3d Battalion, 11th Marines	26 " "
Headquarters Battalion	28 " "
1st Battalion, 13th Marines	30 " "
1st Bridge Company	2 Feb 1970
7th Engineer Battalion	2 " "
1st Motor Transport Battalion	4 " "
11th Motor Transport Battalion	4 " "
1st Reconnaissance Battalion	6 " "
1st Shore Party Battalion	6 " "
9th Engineer Battalion	9 " "
1st Tank Battalion	11 " "
4th Battalion, 11th Marines	11 " "
Headquarters Company, 7th Marines	13 " "
1st Battalion, 7th Marines	13 " "
2d Battalion, 7th Marines	16 " "
1st 8" Howitzer Battery	16 " "
3d Battalion, 7th Marines	18 " "
2d Battalion, 5th Marines	20 " "
3d Battalion, 5th Marines	20 " "
Headquarters Company, 1st Marines	23 " "
1st Battalion, 11th Marines	23 " "
1st Engineer Battalion	25 " "
3d Amphibian Tractor Battalion	25 " "
Headquarters Company, 5th Marines	27 " "
3d 175 Gun Battery	27 " "
1st Battalion, 5th Marines	27 " "
2d Battalion, 11th Marines	2 Mar 1970
1st 175 Gun Battery	4 " "
1st Battalion, 1st Marines	6 " "
2d Battalion, 1st Marines	6 " "
3d Battalion, 1st Marines	8 " "

ENCLOSURE (1)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 03330.2B
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Ser: 0274-69
6 December 1969

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DIVISION ORDER 03330.2B

From: Commanding General
To: Distribution List

Subj: Rules of Engagement in RVN for use of Artillery, Tanks, Mortars, Naval Gunfire, Riverine Forces, and Air and Armed Helicopter Support (C)

Ref: (a) MACV Dir 525-13

Encl: (1) Rules of Engagement - Artillery, Mortar, Tank, Riverine and Naval Gunfire
(2) Rules of Engagement - Air Operations

1. (U) Purpose. To provide specific rules of engagement for the conduct of the air and surface battles within the RVN which are applicable to U.S./FWMAF and RVNAF as prescribed by reference (a).

2. (U) Cancellation. DivO 003330.2A.

3. (U) General

a. The nature of operations and the battle area in the RVN, and the frequent conduct of combined operations involving U.S., FWMAF, and RVNAF, require that specific rules of engagement (ROE) be adhered to by all friendly armed forces. Enclosures (1) and (2) are extractions from reference (a).

b. All practical means will be employed to limit the risk to the lives and property of friendly forces and civilians, and to avoid the violation of operational and national boundaries.

c. This directive will not be modified by subordinate commanders nor will directives modifying or interpreting substantive rules in the directive be published by subordinate commands. Unit commanders are authorized to issue instructions to users, provided such instructions do not modify or interpret the substantive rules contained in this directive.

d. This directive will serve as the basis for standing operati

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procedures for the conduct of artillery, tank, mortar, riverine, naval gunfire, and tactical air and armed helicopter support.

e. It is not the intent of this directive to unnecessarily restrict commanders from performing their assigned operational missions.

4. (U) Definitions

a. Specified Strike Zone (SSZ). An area designated for a specific period of time by GVN/RVNAF in which there are no friendly forces or populace and in which targets may be attacked on the initiative of U.S./FWMAF/RVNAF commanders.

b. Urban Areas. Built-up areas where there is a heavy density of population and houses, including those suburbs immediately adjacent to builtup areas, i.e., Saigon, Da Nang, Hue, Nha Trang, etc.

c. Close Air Support. Air action against hostile targets which are in close proximity to friendly forces and which require detailed integration of each air mission with the fire and movement of those forces.

d. Air Strike. An attack on specific objectives by fighter, bomber, or attack aircraft on an offensive mission, except that ARC Light will be governed by MACV Directive 95-14 (S).

e. Strike Aircraft. Fixed wing aircraft of the fighter, bomber, and attack classification capable of conducting an airstrike.

f. In Contact. A unit is considered in contact when it is engaged with an enemy force, being fired upon, and returning fire. The supported unit commander is responsible for making the "in contact" determination.

5. (U) Action

a. Commanders will:

(1) Insure that all units conduct their operations within the ROE for RVN as contained in enclosures (1) and (2) of this directive, and develop positive, practical target clearance procedures to preclude error or misunderstanding.

(2) Insure that all personnel engaged in fire support activities are fully cognizant of the contents of enclosures (1) and (2), with specific emphasis upon procedures pertaining to clearance for fires and air strikes.

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(3) Insure that U.S. fire support resources provided in support of RVNAF operations are employed within the ROE in this directive. If the requests of RVNAF units fall outside the provisions of this directive, take such action as necessary to suspend that U.S. fire support which is in violation of the ROE.

C. E. WALKER
Chief of Staff

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DivO 03330.2B
6 December 1969

RULES OF ENGAGEMENT

ARTILLERY, MORTAR, TANK, RIVERINE, AND NAVAL GUNFIRE

1. (U) Purpose. This enclosure provides guidance concerning the control of artillery, mortar, tank, riverine, and naval gunfire support provided to the surface commander by U.S./FWMAF. The terms artillery and artillery fire as used in this enclosure include mortars and tank guns, and mortar and tank gun fire.

2. (C) General

a. These rules of engagement apply to the conduct of the surface battle to include employment of artillery, tank, mortar, riverine, and naval gunfire by U.S./FWMAF/RVNAF in both offensive and defensive situations within the RVN. These rules also apply to the employment of U.S./FWMAF/RVNAF fire support resources in cross support missions for all forces.

b. Artillery, Tank, and Mortar Gunnery Techniques. Care and attention must be exercised continuously in the application of all gunnery techniques. The application of these techniques and the exercise of sound judgement on the part of all personnel involved in solving the gunnery problem and in exercising precise gunnery procedures will provide the best assurance against endangering friendly forces and civilians, or destroying or damaging property of friendly forces or civilians.

3. (C) Concept of Fire

a. Naval Gunfire. Procedures applicable to the conduct and control of naval gunfire are contained in effective edition Operation Order 320A-YR, Commander Task Group 70.8, and in the case of Market Time, COMCOSURVFOR Operations Order 201-YR. Procedures applicable to the conduct and control of naval gunfire in riverine areas are contained in CTF 116 and 117 Operation Orders 201-YR.

b. Specified Strike Zones. Unobserved fire may be directed against all targets and target areas located within a specified strike zone, after notifying the appropriate U.S./FWMAF clearance authority.

(1) The force commanders/SA, in their respective CTZ (or their authorized representatives) are the military clearance authorities.

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(2) The ARVN corps commander in each CTZ has the authority to designate, suspend temporarily, or cancel a SSZ. Notification of SSZ designation, temporary suspension, or cancellation will be originated by the ARVN corps commanders (for U.S./FWMAF through U.S. command channels) to all commands operating in the CTZ, with a minimum of 72 hours notification in advance of a change in status. Requests for SSZ designation, temporary suspension, or cancellation will be submitted to the ARVN corps commander via appropriate command channels.

c. Uninhabited Areas Outside of SSZ

(1) Fire may be directed against VC/NVA forces in contact without obtaining province chief, district chief, sector commander, or sub-sector commander and U.S./FWMAF military commander's approval.

(2) Unobserved fires may be directed at targets and target areas, other than VC/NVA forces in contact, only after approval by province chief, district chief, sector commander, or sub-sector commander and U.S./FWMAF military commander, as appropriate, has been granted.

(3) Observed fire may be directed against targets of opportunity which are clearly identified as hostile without obtaining province chief, district chief, sector commander, or sub-sector commander and U.S./FWMAF military commander's approval.

(4) Approval by province chief, district chief, sector commander, or sub-sector commander and U.S./FWMAF military commander, as appropriate, is required before directing fire on targets of opportunity not clearly identified as hostile.

d. Villages and Hamlets

(1) Fire missions directed against known or suspected VC/NVA targets in villages and hamlets occupied by noncombatants will be conducted as follows:

(a) Such fire missions will be controlled by an observer and will be executed only after approval is obtained from the province chief or district chief, as appropriate. The decision to conduct such fire missions will also be approved by the attacking force battalion or task force commander, or higher

(b) Villages and hamlets not associated with maneuver of surface forces will not be fired upon without prior warning by leaflet and/or speaker systems or by other appropriate means, even though fire is received from them, provided that friendly troops are not in jeopardy in the interim.

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(c) Villages and hamlets, from which hostile fire is received, may be attacked without prior warning and without prior clearance if the attack is in conjunction with a surface operation involving maneuver of surface forces through the area; and if, in the judgement of the surface commander, his mission or troops would be jeopardized by such warning or delay.

(2) Surface commanders may initiate direct fire into villages and hamlets upon receiving larger caliber fire (including rockets and RR fire) from thereby; however, response should be designed for self-protection and directed at the source of hostile fire.

(3) The use of incendiary type ammunition will be avoided unless absolutely necessary in the accomplishment of the commander's mission or for preservation of the force.

e. Urban Areas

(1) Fire missions directed against known or suspected VC/NVA targets in urban areas must preclude unnecessary destruction of civilian property.

(2) Fire support in urban areas will be governed by the following:

(a) The decision to conduct indirect fire missions in urban areas is retained at corps/field force or NAVFORV level. Approval must be obtained from both the corps commander and the U.S. field force level commander. All indirect fire missions will be controlled by an observer. No further delegation is authorized.

(b) Direct fire, flat trajectory weapons are well suited for attacking point targets in urban areas. Properly aimed and controlled, their use will reduce damage to urban property. The use of direct fire weapons, e.g., tanks, Sheridan M551 and recoilless rifles, both 90mm and 106mm, is authorized in a direct fire role in urban areas at the discretion of the local ground force commander without the prior approval of the field force/corps commander. Direct fire weapons will be used to a maximum, in the elimination of enemy strong points or fortified structures in urban areas. All types of munitions, except incendiary (white phosphorus), may be used in direct fire weapons including flechette, HEAT, beehive, and canister rounds.

(c) Maximum use will be made of helicopters to maneuver troops and heavy weapons to roofs of key buildings and other locations to expedite cordoning.

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(d) Prior to firing in urban areas, leaflets and loudspeakers and other appropriate means will be utilized to warn and to secure the cooperation and support of civilian populace even though fire is received from these areas.

(e) Incendiary type munitions will not be used except when friendly survival is at stake.

(f) Riot control agents will be employed to the maximum extent possible. CS agents can be effectively employed in urban area operations to flush enemy personnel from buildings and fortified positions, thus increasing the enemy's vulnerability to allied firepower while reducing the likelihood of the destruction of civilian property. Commanders will be prepared to use CS agents whenever the opportunity presents itself.

(g) The above stated procedures will not be deviated from except when, in the opinion of the responsible commander, the situation demands such immediate action that these procedures cannot be followed. Such situations include preservation of the force or the right of self-defense.

f. Religious Monuments/Buildings. The enemy has shown by past actions that he takes advantage of areas or places normally considered as non-military target areas. These areas are typified by those of religious or historical value to the Vietnamese. Where it is found that the enemy has sheltered himself in places of worship such as churches or pagodas and has installed defensive positions in public buildings and dwellings, the responsible senior commander in the area (brigade or higher) may order the attack to insure prompt destruction of the enemy. The responsible commander must identify positive enemy hostile acts either in execution or preparation. Weapons and forces used will be those which will insure prompt defeat of enemy forces with minimum damage to structures in the area.

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RULES OF ENGAGEMENT - AIR OPERATIONS

1. (U) Purpose. This enclosure defines specific operational restrictions and rules of engagement for U.S. rotary wing and fixed wing aircraft in the RVN.

2. (C) General

a. All targets selected for an air attack will be approved by the province chief directly or through higher RVN authority. Air attacks in specified strike zones (SSZ) may be conducted without additional GVN/RVNAF clearance only after notifying the appropriate U.S./FWMAF military clearance authorities.

(1) The force commanders/SA, CTZ in the respective CTZ (or their authorized representatives) are the military clearance authorities.

(2) The ARVN corps commander in each CTZ has the authority to designate, suspend temporarily, or cancel a specified strike zone. Notifications of SSZ designation, temporary suspension, or cancellation will be originated by the ARVN corps commander (for U.S./FWMAF through U.S. command channels) to all commands operating in the CTZ, with a minimum of 72 hours notification in advance of a change in status. Requests for SSZ designation, temporary suspension, or cancellation will be submitted to the ARVN corps commander via appropriate command channels.

b. All pilots will endeavor to minimize noncombatant casualties and civilian property damage. Air attacks will not be executed where identification of friendly forces is in doubt.

c. All pilots will have knowledge of the disposition of friendly forces and/or civilians prior to initiating an air attack. This information may come from ground or air briefing.

d. For purposes of this enclosure, references to the Forward Air Controller (FAC) also encompass and apply to the Marine Tactical Air Coordinator Airborne (TACA).

e. USAF, USMC and USN strike aircraft will normally be controlled by the following in the order of precedence as listed:

*(1) U.S. Air Force ALO/FAC or Marine TACA/FAC.

*(2) VNAF FAC/FAO

(3) USAF MSG-77 (SKY SPOT) or USMC TPQ-10

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*Under VFR conditions, when a USAF, USMC or VNAF FAC is not available, a qualified Army Target Identifying Pilot (TIP) may designate the target to be struck and the flight leader of the strike aircraft will control the strike. The supported ground commander will acknowledge for a TIP directed strike.

f. Commanders of units assigned armed helicopters and strike aircraft will insure that records of ordnance expended are maintained a minimum of three months. Records will include as a minimum:

(1) Type and amount of ordnance expended on each target.

(2) Coordinates of target.

(3) Date and time of initial and final engagement of the target.

(4) Unit supported.

g. In an emergency, when compliance with the provisions of paragraph 2e, above, is not possible, the following personnel may designate the target for strike aircraft:

(1) The commander of a ground unit or U.S. advisor engaged with enemy forces.

(2) The U.S./FWMAF pilot of an airplane or helicopter supporting a ground unit, who has radio contact with the ground unit involved and can identify friendly positions in relation to enemy positions.

(3) The U.S./FWMAF/RVNAF pilot of an airplane or helicopter required to operate within the vicinity of a hostile village or hamlet for the purpose of conducting medical evacuation or supply missions, and where enemy fire presents an immediate threat to the lives of the helicopter or transport crew.

h. Villages and Hamlets. Fixed wing aircraft close air support missions that involve strikes on hamlets or villages must always be controlled by a FAC and be initiated only after U.S./GVN/RVNAF clearance has been obtained. Armed helicopters involved in air attacks on hamlets and villages must always be in direct radio contact with the designated control agency of the responsible ground commander. The decision to conduct such air operations must also be approved by the attacking battalion ground task force or higher commander.

(1) If the attack on a village or hamlet from which enemy fire is being received is deemed necessary and is executed in conjunction with a ground operation involving movement of ground forces through the area, and if in the judgement of the commander his mission would be jeopardized by such warning, the attack may be made without warning.

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(2) If the attack on a village or hamlet is not in conjunction with any immediate ground operations, the inhabitants must be warned by leaflets and/or loudspeaker system prior to the attack and must be given sufficient time to evacuate the area. Once the inhabitants of a preplanned target area have been adequately warned that the area has been selected as a target and given sufficient time to evacuate, the hamlet/village may then be struck without further warning.

i. Urban Areas. Air attacks directed against known or suspected VC/NVA targets in urban areas must preclude unnecessary destruction of civilian property and must by nature require greater restrictions than the rules of engagement for less populated areas. Therefore, the following specific U.S./GVN/RVNAF clearance procedures and restrictions must be strictly adhered to:

(1) Air attacks directed against urban areas must always be controlled by a FAC and be initiated only after U.S./GVN/RVNAF clearance has been obtained. The decision to conduct air attacks in urban areas will be retained at corps/field force level. Approval must be obtained from both the corps commander and the U.S. field force level commander. This approval is required for all U.S. air attacks to include those in support of RVNAF.

(2) Prior to subjecting urban areas to air attack, even when fire is received from the area, at least one of the following means will be used to warn the civilian population and to obtain their cooperation and support: leaflets, loudspeakers (air or ground) or notification through the appropiate civilian clearance authority or U.S./FWMAF military commanders.

(3) The use of incendiary type munitions will be avoided unless destruction of the area is unavoidable and then only when friendly survival is at stake.

3. (C) Specific Instructions for Close Air Support to Include Interdiction (Day Or Night)

a. ALO/FAC will:

(1) Have thorough knowledge of the ground scheme of maneuver.

(2) If possible, secure a VNAF FAC or RVNAF observer to assist in directing an airstrike when in support of an ARVN unit. If a RVNAF observer is not available, an ALO/FAC is authorized to direct the airstrike.

(3) Maintain reliable communications with the ground unit and strike aircraft.

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(4) Make positive identification and mark the target. COMUSMACV may waive the marking requirement in the case of specially equipped aircraft.

(5) Insure that strike pilots are aware of friendly locations in relation to target, characteristics of target area, and local weather conditions.

(6) Use 1:50,000 or larger scale maps of target area, and photographs when available.

b. Pilots of strike aircraft will:

(1) Always be under the control and in direct radio contact, for a strike, with a FAC or designated control agency, airborne or ground.

(2) Have visual contact with target or target marker.

(3) Always ascertain the position of friendly troops (or civilians, when applicable).

(4) Ascertain local conditions regarding weather, target area, and surrounding terrain characteristics.

(5) Defend themselves against ground fire providing:

(a) Source of fire can be visually identified.

(b) The strike can be postively oriented against the source.

(c) The fire is of such intensity that counteraction is necessary.

(6) Utilize artificial illumination for night strikes.

(7) A waiver may be granted for specially equipped aircraft (i.e., TRIM, DIANE, TROPIC MOON, etc.), of these requirements stipulated in paragraph 3b(1), (2) and (6), above. Waivers will be granted by COMUSMACV on a case-by-case basis only.

4. (C) <u>Border Restrictions for Aircraft Conducting Assigned Missions In The RVN</u>

a. U.S./FWMAF military fixed wing and rotary wing type aircraft will not cross the demilitarized zone or Cambodian border unless specifically authorized by COMUSMACV.

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b. All FAC operating in the vicinity of the border will have a 1:50,000 or larger scale map of the target area (e.g., 1:25,000). Maps, mosaics, and photographs will be made available to the pilots.

c. Joint operations-intelligence facilities will be established and complete prestrike briefings and post strike debriefings will be conducted for strikes within 5,000 meters of the border, when practical.

d. Cambodian border restrictions which are additional to the above:

(1) Strike aircraft within 5,000 meters of the Cambodian border will be under positive control of a FAC or MSQ-77/TPQ-10. The authority to waive this requirement is restricted to COMUSMACV or his designated representative.

(2) All organizations responsible for planning or execution of missions within five kilometers of the border will have posted in operations a 1:25,000 or larger scale map on which the Cambodian border is distinctly marked, on the RVN side, to the depth of five kilometers. In addition, aircraft crews operating in close proximity to the Cambodian border will be briefed on the provisions of regulations relating to border operations and will have in their possession a suitable map which accurately portrays the border and the buffer zone.

(3) Aircraft supporting border outposts (fire support, reconnaissance, supply, and transportation) are allowed to operate as necessary in the outpost area, but will neither cross nor fire across the border.

(4) Appropriate radar stations will flight follow aircraft on missions within five kilometers of the border within equipment capability.

5. (C) <u>Religious Monuments And Public Buildings</u>

a. The enemy has shown by his actions that he takes advantage of areas or places normally considered as nonmilitary target areas. These areas are typified by those of religious background or historical value to the Vietnamese. Where it is found that the enemy has sheltered himself in places of worship such as churches and pagodas or has installed defensive positions in public buildings and dwellings, the responsible senior brigade or higher commander in the area may order an air attack to insure prompt destruction of the enemy. The responsible commander must identify positive enemy hostile acts either in execution or preparation. Weapons and forces used will be those which will insure prompt defeat of enemy forces with minimum damage to structures in the area.

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b. The exception to this policy is the palace compound in the HUE Citadel. For this specific area, commanders should consider the employment of massive quantities of CS crystal.

6. (C) Jettison

a. Munitions will be jettisoned only in designated jettison areas.

b. During night or IFR conditions, aircraft will be under positive radar control while jettisoning, except during emergencies covered in paragraph 6d below.

c. During day VFR, drops will be monitored by radar whenever possible.

d. Aircraft may jettison munitions in other than designated areas during emergencies when there is an immediate threat of injury to the crew or damage to the aircraft. Every effort will be made to insure that munitions are not jettisoned so that they impact into or near inhabited areas.

7. (C) Specific Instructions for Armed Helicopter Engagement

a. U.S. Army, U.S. Marines, U.S. Air Force, and U.S. Navy armed helicopters will be marked "U.S. Army", "U.S. Marines", "U.S. Air Force", or "U.S. Navy", as appropriate.

b. For the purpose of this Enclosure, an armed helicopter is defined as any helicopter that has mounted an ordnance delivery system.

c. Fire only when all three of the following requirements are satisfied:

(1)In direct radio contact with and under the control of the designated control agency of the responsible ground commander.

(2) The target or target marker can be visually identified.

(3) Friendly and civilian positions are positively identified.

d. Urban areas will be attacked only when directed by the responsible ground commander and then in accordance with the rules set forth in paragraph 2i of this Enclosure with the exception of the FAC requirement. Such attacks when so directed will be governed by the restrictions set forth in paragraph 7c, above. Further, only point targets (i.e., specific buildings) will be engaged and these targets must be postively identified to the pilot. The engagement of area targets in urban areas is prohibited.

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e. Targets of opportunity acquired in a specified strike zone may be engaged anytime after notifying the appropriate U.S./FWMAF/RVNAF clearance authority.

f. Ordnance delivery systems in armed helicopters will be fired only when authorized by the aircraft commander.

g. Airborne test firing of weapons will be conducted only after obtaining permission from the appropiate clearance authority.

h. Pilots of helicopters are permitted to defend themselves against ground fire anytime providing all three of the following requirements are satisfied.

(1) The source of fire can be visually identified.

(2) The attack can be positively oriented against the source.

(3) The fire is of such intensity that counteraction is necessary.

8. (C) Air Reconnaissance And Aerial Surveillance Missions

a. Reconnaissance aircraft operating near the RVN/Cambodian border are not allowed to cross the border and penetrate Cambodian airspace.

b. Aerial reconnaissance flights along or near the Cambodian border are vital to the security of the RVN and U.S. defense efforts. However, extreme care must be exercised in planning and executing in-country missions by reconnaissance aircraft of all services to insure that inadvertent overflights do not occur.

c. U.S. Army aircraft may be armed with target marking ordnance while on surveillance missions.

9. (C) Air to Air Restrictions. Commander, 7th Air Force, prescribes rules of engagement and restrictions for air-to-air combat in the RVN. These are published by the headquarters in Tactical Air Control Center (TACC) Operating Instructions (OI) No. 55-33, 30 March 1966.

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 3480
3/LAB/rmh
7 Dec 1969

DIVISION BULLETIN 3480

From: Commanding General
To: Distribution List

Subj: Lessons Learned

Ref: (a) DivO 3480.1B

Encl: (1) Lessons Learned, Month of October 1969

1. Purpose. To promulgate a compilation of Lessons Learned for the month of October 1969.

2. Information

a. Lessons Learned from operations in the field contain items of information that may prove extremely beneficial to all units of the 1st Marine Division.

b. These lessons will be published as monthly training bulletins.

c. Reference (a) requires the submission of Lessons Learned to this Headquarters (Attn: ACofS, G-3) by the 4th of each month. The success of this series of bulletins will depend upon the timely submission, the ingenuity, and the resourcefulness of subordinate units.

d. Monthly submissions should be in the format of enclosure (1).

e. Lessons Learned are submitted to the Commandant of the Marine Corps by this Headquarters.

3. Action. Commanders will ensure wide dissemination of the information contained in enclosure (1).

4. Self-Cancellation. 15 May 1970.

C. E. WALKER
Chief of Staff

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7 Dec 1969

LESSONS LEARNED, MONTH OF OCTOBER 1969

1. ITEM: Destruction of standing rice during Rice Denial Operations. (1st Engineer Battalion).

COMMENT: During Rice Denial Operations in enemy territory it is often necessary to destroy enemy rice which is on the stalk and ready for harvest. Since many operations are quick-moving it is necessary to devise an expedient means of destroying the rice and yet keep pace with the momentum of the operation.

LESSON LEARNED: During operations with 5th Marines, LCpl L. CALHOUN, a Combat Engineer, Company "B", 1st Engineer Battalion, devised an effective expedient means of destroying rice. The technique is simple and consists of placing a one pound charge of Composition-4 on a stake at the same height as the mature rice and detonating it. Judicious placement of four such charges effectively destroys an average size paddy.

2. ITEM: Altering the direction of road sweeps. (1st Engineer Battalion).

COMMENT: A company of 1st Engineer Battalion had been experiencing the greatest incidence of mines and booby traps toward the end of their daily road sweeps. Some sweeps were long and covered as much as 11 kilometers. Apparently the enemy felt the chances for mine detection diminished as the sweep teams became fatigued. The Commanding Officer noticed the trend and ordered road sweeps, wherever possible and on an irregular basis, to start from the opposite end. The result was a greater discovery/detonation ratio.

LESSON LEARNED: The enemy will exploit every case of habitual practices. If possible and consonant with tactical and logistic necessities, road sweep direction should be altered in order to preclude enemy exploitation of a set pattern.

3. ITEM: Objective observance and critique of road sweep procedures. (1st Engineer Battalion).

COMMENT: Road sweep teams and their security elements have a tendency to become lax in performing their missions because of the monotony of the same terrain covered day by day and the daily associations experienced among the same groups and individuals. Ignorant violations of proven and prescribed procedures can be costly in lives and materiel.

LESSON LEARNED: Observers should accompany road sweep teams as frequently as possible. They should be experienced Officers and/or Staff NCO's who can make immediate corrections to breaches of procedure and conduct a thorough critique of the operation at the conclusion of the sweep.

4. ITEM: "Spooky" Gunship employment. (5th Marines).

COMMENT: The biggest problem encountered while utilizing "Spooky" has been the inherent delay between the time he arrives on station and the time

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he commences to deliver ordnance on target. This delay is due to the necessity for "Spooky" to positively fix the location of the target. If not properly managed, there can be a substantial lull, during which no ordnance is being delivered and the enemy is able to escape.

LESSON LEARNED: Instead of placing an immediate check fire on all artillery and mortar missions upon "Spooky's" arrival, "Spooky" can be directed overhead and held at an altitude above the maximum ordinate of the artillery/mortars. "Spooky" can then be briefed on the tactical situation while at the same time fire missions are still being conducted. Once "Spooky" has been oriented, a restricted fire plan can then be placed in effect allowing "Spooky" to descent to his working altitude and bring the enemy under fire with a minimum of delay. Concurrently, those artillery missions which have a maximum ordinate below "Spooky's" working altitude, can continue to fire and deny the enemy routes of egress from the battle area. Weather is the one factor which could render this procedure impractical. Cloud cover at or below the maximum ordinate of the artillery/mortar missions, as well as extremely poor visibility, will necessitate "Spooky" descending to a relatively low altitude in order to visually identify and fix the friendly positions as well as the target area. Before requesting "Spooky", the unit commander must first scrutinize the weather conditions, then determine which is the best weapon for the target. He must realize that if "Spooky" is summoned under these circumstances, artillery fire will cease, and he must accept the inherent lull which follows once "Spooky" arrives. "Spooky" gunships can be an extremely effective weapon; however, the success of their mission will be directly proportional to how efficiently the ground unit can brief "Spooky" on the tactical situation. The unit FAC can be invaluable in coordinating the most responsible and effective use of "Spooky".

5. ITEM: Illuminating killing zones after contact has been made on night ambushes. (5th Marines).

COMMENT: It has been noted during ambushes that 60mm mortar, 81mm mortar, and artillery illumination has either been too dim or illuminates Marines as well as the enemy.

LESSON LEARNED: An illumination grenade thrown into the killing zone after contact on night ambushes provides intense immediate illumination, blinds the enemy, and causes further casualties by its burning effect. It also discloses any enemy feigning death.

6. ITEM: Voice frequency teletype. (5th Marines).

COMMENT: The 1st Marine Division directed the 5th Marine Regiment to establish a radio teletype (RATT) shot to the Division COC.

LESSON LEARNED: By using a radio set AN/PRC-25, a terminal telegraph TH-5/TG, and a radio remote unit AN-GRA-39A, a radio teletype (RATT) to the Division COC was placed in operation. Units are now able to both transmit and receive teletype traffic from the Regimental COC.

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7. ITEM: VCI Screening. (5th Marines).

COMMENT: The bio-card system should be used only if:

(1) Close coordination is first established with the National Police Center in Hoi An for full exploitation and rapid readout of record checks.

(2) Intelligence resources evaluate their data on the proposed AO before an operation to determine if the normal on the spot blacklist screening of the bio-card system should be initiated. Experience gained from a recent operation indicated that numerous indigenous persons of the categories VC, VCS, or VCI as well as non-indigenous persons of the same categories should not be included in the District Blacklists.

LESSON LEARNED: Those persons that were collected who had neither identification nor documentation were flown to the National Police Headquarters, Duc Duc District. At the last moment, a number of persons who wished transportation out of the area, hid their documentation on their person. In the future this deception technique must be accounted for so that accurate figures may be passed during the request for evacuation support.

8. ITEM: Air-Dropped seismic intrusion devices. (7th Marines).

COMMENT: Recently small-unit patrols (friendly) have encountered air-dropped seismic intrussion devices. Not knowing exactly what the devices were, several of these patrols needlessly destroyed the SID's, assuming that the devices were enemy ordnance or booby traps of an unknown variety.

LESSON LEARNED: All small-unit leaders should be made familiar with the appearance and function of the SID's. This additional knowledge may result in the small-unit leaders being able to plan their patrols near the sensors and use them as early warning devices for ambush patrols. Additionally, expensive equipment will no longer needlessly be destroyed.

9. ITEM: Use of the E-8 CS launcher in night ambushes. (7th Marines).

COMMENT: Given the opportunity, the enemy will attempt to recover all weapons, gear, wounded, and killed from a contact area. Also, when caught in an ambush at night, he will attempt to hide and/or surreptitiously escape. Observation of the enemy, once a night contact is initiated, is often impossible due to his evasive tactics.

LESSON LEARNED: Immediately after triggering an ambush, and prior to searching the area, shoot an E-8 CS launcher into the kill zone. This tactic was accomplished on two occasions, and on both 75 percent of the enemy forces were killed and all gear was captured.

10. ITEM: Clandestine movement from known enemy positions. (1st Recon Battalion).

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COMMENT: Recently a reconnaissance patrol found itself near a heavily used trail complex. The position was such that enemy personnel were passing only a few feet away, prohibiting a clandestine withdrawal. By contacting an observation aircraft the patrol leader was able to request rocket and strafing runs be made near their position. As the aircraft would make a run on the target the patrol moved rapidly away from the trail halting as the aircraft completed each run. In this manner the patrol avoided contact and was able to complete their mission undetected.

LESSON LEARNED: Reconnaissance patrol leaders should be reminded that accomplishment of their mission often requires clandestine movement and that effective use of supporting arms may greatly enhance a patrols probability of remaining undetected.

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 5080.3G
46/WHG/jth
7 Dec 1969

DIVISION ORDER 5080.3G

From: Commanding General
To: Distribution List

Subj: Concept and Assignment of Civil Affairs Areas of Responsibility (CAAOR)

Ref: (a) ICCI 5080.2
(b) DivO P5080.1
(c) DivO 5080.8

Encl: (1) Overlay of CAAOR; vicinity of Hoa Vang District
(2) List of Villages and Hamlets within unit CAAOR of 1st Marine Division

Reports Required:
I. Periodic Civic Action Report (1stMarDiv Report Symbol 5080-1) par. 7
II. Monthly Civic Action Report (1stMarDiv Report Symbol 5080-2) par. 7
III. Monthly Medical Civic Action Report (1stMarDiv Report Symbol 5080-3) par. 7

1. Purpose. This publication assigns Civil Affairs Areas of Responsibility (CAAOR) to 1st Marine Division units and implements instructions contained in reference (a).

2. Cancellation. DivO 5080.3F.

3. Background. The enlargement of the 1st Marine Division TAOR has placed an additional district, Que Son District, with its population of 54,000 and two villages of Phu Loc District in Thua Thien Province with their population of 7,600 within the Division Area of Responsibility. The resulting relocation units throughout the area thereby requires a reassignment of CAAOR.

4. Discussion

a. The CAAOR of the infantry regiments of this Division will generally correspond to their assigned AO. The exceptions to the foregoing are those regiments whose AO's extend into Hoa Vang District. Enclosure (1) delineates the various CAAOR's in that district.

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b. All villages and hamlets located in unit CAAOR's are listed in enclosure (2).

c. Regiments will coordinate, monitor and report those civil affairs activities performed by supporting, attached, and non-Division units performing civic action within their assigned CA/OR.

5. Concept

a. The principle objective of the US/FWMAF in Vietnam is to assist the development of a stable Vietnamese Government which is responsive to the needs of the people. In a situation of this type, the role of civil affairs/civic action personnel is to introduce the people to their own government and obtain support through their government's existing programs.

b. The Village Self Help Program is designed to strengthen the authority, effectiveness, and responsiveness of local elected officials toward their own villages. Where Village Self Help funds exist, Marine CAO's (S-5's) should assist the villagers in their selection of projects and encourage their use of the money which has been allocated to them by the GVN. (Unused Self Help funds are returned to Saigon 31 December to each year). CAO's (S-5's) should participate in regular meetings with hamlet, village, and district officials to review the progress of village self help and civic action thereby coordinating both efforts.

c. In villages where Self Help funds are not available, village and hamlet officials will be encouraged to plan their own projects. Unit CAO's will assist them in planning, and preparation of Project Submittal Sheets and submittal of these sheets to the appropriate district headquarters.

d. Civil affairs personnel must not emphasize the U.S. Marine Corps ability to perform miracles nor should competition be directed toward the public works program of the GVN, ARVN civic action programs or civic action initiated by Revolutionary Development Cadre. First Marine Division civic affairs/civic action activities should supplement the efforts of the GVN by assisting in those projects that are beyond local capability.

e. Development through Self Help has a two-fold effect. First, it encourages the people to use their local government and to develop trust and confidence in their local officials. Secondly, by helping themselves, the people develop a sense of pride and ownership in their own projects and will continue to maintain and protect them from destruction or deterioration. The overall result is that the government and the people respond to each other for their mutual benefit and US/FWMAF's will no longer be needed.

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f. Primary responsibility for implementation of the Village Self Help Program rests with the District Chief and his Senior Advisor. The Marine CAO's (S-5's) role is to supplement, assist, and encourage the Vietnamese efforts.

6. Action. All units will perform civil affairs/civic action activities in the areas delineated in paragraph 4 and according to the concept set forth in paragraph 5.

a. Village Development Self Help Projects costing 50,000 $VN or less can be approved, completed and paid for by the village government without reference to higher authority. Self Help Projects 50,000 $VN or more must be referred to province via district for final approval. Marine CAO's (S-5's) will encourage the selection of projects and the use of Village Self Help Funds by the villages within their CAAOR's.

b. All other projects must be approved by the district and province chiefs before material support will be provided by CORDS. A Project Submittal Sheet shown in Appendix D to reference (b) must be completed by the hamlet/village officials, with the assistance of the CAO (S-5), and routed through district to province for approval prior to commencement of the project.

c. All material to be used for civic action purposes, other than that available through CORDS, will be requested from the Commanding General, III Marine Amphibious Force via this Headquarters.

7. Reports

a. Civic action reports will be submitted in accordance with reference (c).

b. Units not in the 1st Marine Division chain of command who perform civil affairs in the 1st Marine Division Civil Affairs Areas of Responsibility will submit reports to this Headquarters in accordance with reference (c), with information copies to their parent unit. Likewise, 1st Marine Division units performing civic action in Civil Affairs Areas of Responsibility other than that of the 1st Marine Division, will report to that area coordinator with information copies to this Headquarters. Area coordinators are designated by reference (a) and shown in enclosure (2).

O. E. WALKER
Chief of Staff

DISTRIBUTION: "A" & "B"

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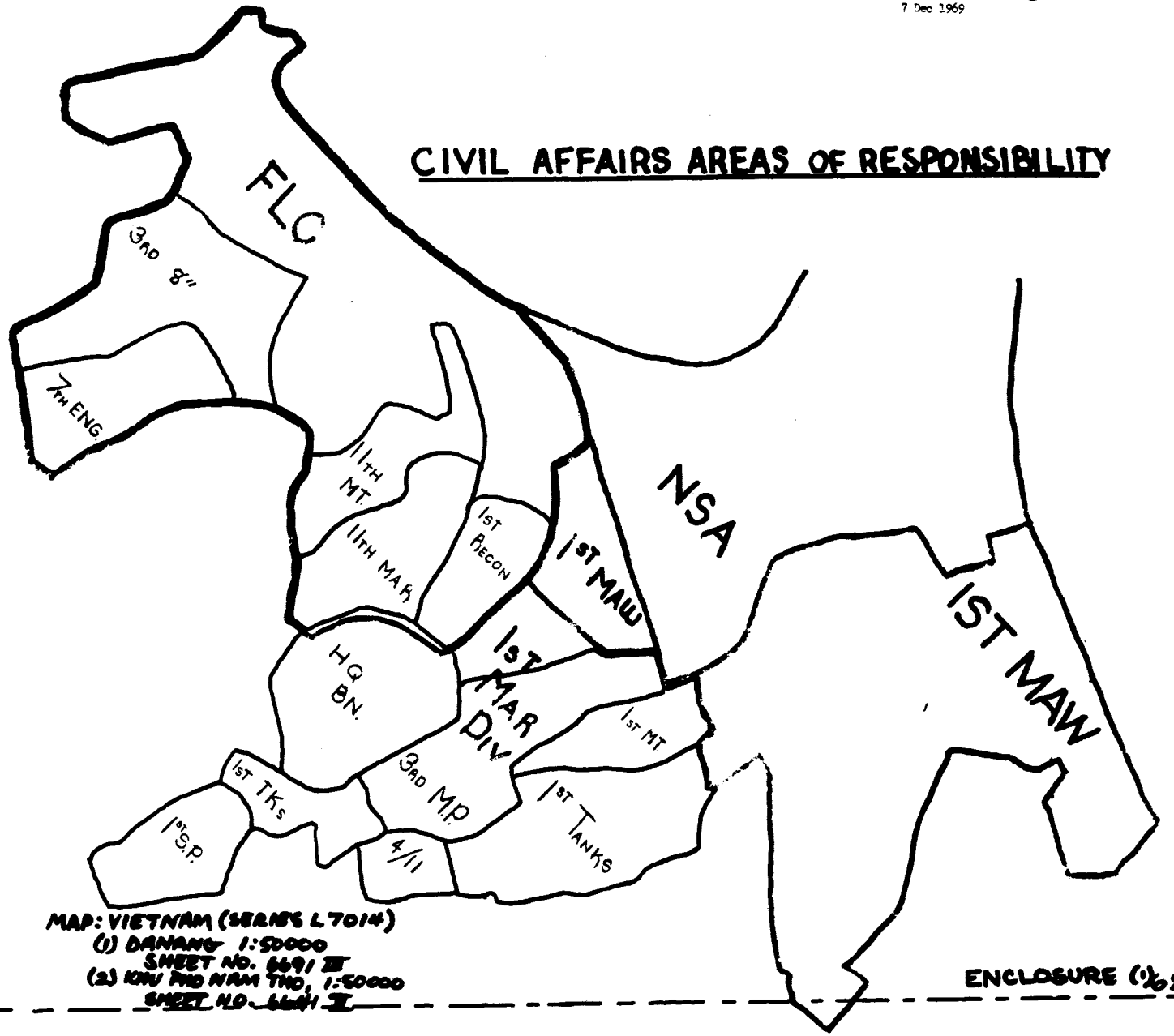
DIVO 5080.36
7 Dec 1969

CIVIL AFFAIRS AREAS OF RESPONSIBILITY



MAP: VIETNAM (SERIES L7014)
(1) DANANG 1:50000
SHEET NO. 6691 III
(2) KHU DO NAM THO, 1:50000
SHEET NO. 6691 II

ENCLOSURE (1)

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LIST OF VILLAGES AND HAMLETS WITHIN UNIT CAAOR OF 1ST MARINE DIVISION

VILLAGE	HAMLET	UNIT	AREA COORDINATOR	LOCATION	HES NO.
HOA KHANH	DA SON	Hq 11th Mar	FLC	(AT 960765)	01-0502
	KHANH SON	11th MT Bn	"	(AT 952765)	01-0503
HOA MINH	PHUOC LY=	1st Recon	"	(AT 973755)	01-0604
HOA PHAT	DONG PHUOC	1st MT Bn	1st Mar Div	(BT 003727)	01-0704
	NGHI AN	3d MP's	""	(AT 996735)	01-0703
HOA THINH	CAM HOA	1st Tanks	"	(AT 969704)	01-0806
	PHU HOA	4th Bn 11 Mar	"	(AT 949702)	01-0805
	THACH NHAM	3d MP's	"	(AT 952715)	01-0804
	HOA KHUONG	Hq Bn	"	(AT 936724)	01-0802
	PHUOC THUAN	Hq Bn	"	(AT 938732)	01-0801
	PHUOC THAI	1st Tanks	"	(AT 941712)	01-0803
	PHUOC HAU	26th Mar	"	(AT 925726)	01-0807
HOA VINH	TRUNG SON	3d 8" How Btry	FLC	(AT 914807)	01-0301
	THANH VINH	"	"	(AT 923793)	01-0304
	VAN DUONG	"	"	(AT 910798	01-0303
	HUONG PHUOC	"	"	(AT900795)	01-0302
HOA THANH	AN NGAI DONG	7th Engr Bn	"	(AT 914785)	01-0403
	AN NGAI TAY	"	"	(AT 912783)	01-0402
	TUNG SON	"	"	(AT898778)	01-0401
HOA NINH	REFUGEE HAMLET		"	(AT 950809)	
HOA LAC	QUAN NAM	26th Mar	1st Mar Div	(AT 902818)	01-0203
	AN DINH	"	"	(AT 897813)	01-0202
	NAM MY	"	"	(AT860855)	01-0201
HOA LOC	KHE LAM	"	"	(AT 916768)	02-0204
	PHU THUONG THON	"	"	(AT 908762)	02-0206
	LOC HOA	"	"	(AT 925770)	02-0205
	PHU THUONG XA	"	"	(AT 905758)	02-0207
	PHU HA	"	"	(AT 912744)	02-0202
	DAI LA	"	"	(AT 922743)	02-0201
	XUAN LOC	"	"	(AT 905743)	02-0201
HOA HIEP	KIM LIEN	"	"	(AT 926860)	01-0101
HOA PHU	PHUOC HUNG	"	"	(AT 918728)	02-0301
	TRUOC DONG	"	"	(AT 910718)	02-0303
	THAI LAI	1st S. P. Bn	"	(AT 924715)	02-0302
	NINH AN	"	"	(AT 917713)	02-0304

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VILLAGE	HAMLET	UNIT	AREA COORDINATOR	LOCATION	HES NO.
HOA HAI	XUAN TRA	1st Mar	1st Mar Div	(BT 08266[illegible]	01-1902
	AN TRA	"	"	(BT 084670)	01-1903
	TAN LUU	"	"	(BT 084687)	01-1901
HOA LONG	SON THUY I	1st Engr Bn	"	(BT 066710)	01-1606
	SON THUY II - III	3d AmTrac Bn	1st MAW	(BT 066710)	01-1603
	[illegible] TAY	1st Mar	1st Mar Div	(BT 068699)	01-1605
	[illegible] NAM	"	"	(BT 070698)	01-1606
HOA [illegible]	HAN QUANG	"	"	(BT 035688)	01-1802
	AN LUU	"	"	(BT 032672)	01-1805
	[illegible]	"	"	(BT 037665)	01-1804
	KHAI TAY	"	"	(BT 045683)	01-1801
	HAI AN	"	"	(BT 058675)	01-1803
HOA PHUNG	BINH KY	"	"	(BT 050700)	01-1703
	BA TUNG	"	"	(BT 041695)	01-1702
	KHUE DONG	"	"	(BT 050715)	01-1701
HOA PHUOC	MIEU BONG	"	"	(BT 015684)	01-1301
	QUA GIANG	"	"	(BT 016667)	01-1302
	NHON [illegible]	"	"	(BT 018658)	01-1303
	TAN HANH	"	"	(BT 015655)	01-1304
	GIANG NAM	"	"	(BT 027652)	01-1305
HOA CHAU	GIANG DONG	"	"	(BT 004668)	01-1204
	QUAN CHAU	"	"	(BT 006679)	01-1203
	PHONG NAM	"	"	(BT 999689)	01-1202
	CAM NAM	"	"	(BT 016707)	01-1201
HOA THAI	DUONG SON	"	"	(AT 994672)	01-1403
	YEN NE	"	"	(AT 982682)	01-1402
	CAM NE	"	"	(AT 984693)	01-1401
HOA LOI	LE SON	1st Bn 11th Mar	"	(AT 972662)	01-1503
	AN TRACH	1st Marines	"	(AT 965662)	01-1502
	LA BONG	"	"	(AT 975675)	01-1501
HOA THO	BINH THAI	1st MAW	"	(BT 010720)	01-0903
	PHONG BAC	1st Tank Bn	"	(AT 998710)	01-0902
	YEN BAC	"	"	(AT 985703)	01-0901
THANH TRUNG	HA DONG	1st Marines	"	(BT 004645)	03-0204
	BICH BAC	"	"	(BT 996643)	03-0201
	HA TAY	"	"	(BT 010645)	03-0205

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VILLAGE	HAMLET	UNIT	AREA COORDINATOR	LOCATION HES NO.
	BICH NAM	1st Marines	1st Mar Div	(BT 990635)03-0203
	QUANG DONG	"	"	(BT 003630)03-0202
THANH TRUONG	VI [illegible] TAY	"	"	(BT 040637)03-0306
	[illegible] MUNG	"	"	(BT 030637)03-0302
	PHONG LOC	"	"	(BT 016628)03-0304
THANH THUY	NGAN TRUNG	"	"	(BT 053645)03-0404
	VIEM DONG	"	"	(BT 095655)03-0405
	NGAN CAU	"	"	(BT 065650)03-0402
	TU CAU	"	"	(BT 039651)03-0401
[illegible] PHONG	AN TAN	26th Marines	"	(AT 925705)02-0401
	KHUONG MY	"	"	(AT 910690)02-0402
	HOI PHUOC	"	"	(AT 873707)02-0403
	HOA PHUOC	"	"	(AT 886684)02-0404
	AN TAN REFUGEE	"	"	(AT 929707)02-0405
HOA HUNG	TUY LOAN	"	"	(AT 943698)02-0501
	[illegible] LAM	"	"	(AT 955694)02-0503
	BO BAN	1st Marines	"	(AT 959698)02-0502
	T [illegible] BO	26th Marines	"	(AT 968695)02-0504
	CAM TOAI TAY	"	"	(AT 927687)02-0506
	CAM TOAI TRUNG	"	"	(AT 943686)02-0507
	CAM TOAI DONG	"	"	(AT 943685)02-0505
HOA LUONG	PHU SON	"	"	(AT 957662)02-0607
	GOC KHA	"	"	(AT 947660)02-0602
	LA CHAU	1st Marines	"	(AT 956662)02-0604
	HUONG SON	26th Marines	"	(AT 940674)02-0605
	PHU LUAN	"	"	(AT 949639)02-0603
THANH SON	XUAN DIEN	1st Marines	"	(AT 965630)03-0101
	THAI CAM	"	"	(AT 986625)03-0102
	DAC KY	"	"	(AT 983614)03-0103
	CHAU SON	"	"	(AT 970645)03-0104
KY MINH	LA HUAN	"	"	(AT 977607)03-0801
	THUY BO	"	"	(AT 985590)03-0802
	GIAN LAI	"	"	(AT 980603)03-0803
	CAU LAU	"	"	(AT 990600)03-0804
KY [illegible] QUANG	CAM VAN	"	"	(AT 960596)03-0901
	THANH AN	"	"	(AT 973583)03-0902
	DA HOA	"	"	(AT 960575)03-0903

ENCLOSURE (2)

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DivO 5080.3G
7 Dec 1969

VILLAGE	HAMLET	UNIT	AREA COORDINATOR	LOCATION	HES NO.
KY TAN	LAC THANH DONG	1st Marines	1st Mar Div	(AT 950587)	03-1001
	LAC THANH TAY	"	"	(AT 944590)	03-1002
	GIAO AI	"	"	(AT 947580)	03-1003
	GIAO NGHI	"	"	(AT 955570)	03-1004
	TUY LA	"	"	(AT 958563)	03-1005
	HOA TUY	"	"	(AT 953553)	03-1006
	GIAO AN	"	"	(AT 957580)	03-1007
SON PHUOC	PHUC HOI	"	"	(AT 900380)	06-0801
	PHUC HOA	"	"	(AT 907376)	06-0802
	PHUC PHONG	"	"	(AT 920365)	06-0803
	PHUC HIEP	"	"	(AT 900370)	06-0804
LOC HUNG	HOAN MY	"	"	(AT 916578)	04-010
	TRUNG AN	"	"	(AT 938585)	04-0102
	GIAO DONG	"	"	(AT 927572)	04-0103
	GIAO T[illegible]	"	"	(AT 926562)	04-0104
	BO BAC	"	"	(AT [illegible])	04-0105
	BO NAM	"	"	(AT [illegible])	04-0106
	BAU TAY	"	"	(AT 944561)	04-0107
	HOA BINH	5th Marines	"	(AT 949555)	04-0108
	THUONG PHUC	"	"	(AT 945546)	04-0109
	GIAO THUY	"	"	(AT 928540)	04-0110
	HOA THACH	"	"	(AT 926545)	04-0111
	KY TAN	1st Marines	"	(AT 930578)	04-0112
LOC PHONG	AI MY	"	"	(AT 921570)	04-0201
	HOA PHU	"	"	(AT 916559)	04-0202
	TRUNG LOC	"	"	(AT 916570)	04-0203
	QUANG HOA	"	"	(AT 912562)	04-0204
	BAU TRON	5th Marines	"	(AT 909546)	04-0205
	HOA TAY	"	"	(AT 913549)	04-0207
	HOA DONG	"	"	(AT 919545)	04-0208
	HOA YEN	"	"	(AT 913539)	04-0209
	DAI PHUOC	"	"	(AT 905538)	04-0210
LOC AN	DAI AN	"	"	(AT 898599)	04-0401
	NGHIA TAY	"	"	(AT 882584)	04-0402
	DUC HOA	"	"	(AT 891586)	04-0403
	DAI LOI	"	"	(AT 897594)	04-0404
	HOA TAY	"	"	(AT 902593)	04-0405
	NGHIA BAC	"	"	(AT 898584)	04-0406
	PHIEM AI	"	"	(AT 895567)	04-0408
	NGHIA NAM	1st Marines	"	(AT 910567)	04-0409
	NGHIA DONG	"	"	(AT 911578)	04-0410
	HOA DONG	"	"	(AT 913592)	04-0411

ENCLOSURE (2)

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VILLAGE	HAMLET	UNIT	AREA COORDINATOR	LOCATION	HES NO.
LOC MY	MY THUAN	5th Marines	1st Mar Div	(AT 884562)	04-0601
	MY LIEN	"	"	(AT 887573)	04-0602
	DAI PHU	"	"	(AT 882573)	04-0603
	TRUONG AN	"	"	(AT 870572)	04-0604
	SONG BINH	"	"	(AT 875580)	04-0605
	MY AN	"	"	(AT 865576)	04-0606
	TAM HOA	"	"	(AT 864573)	04-0607
	HOA THACH	"	"	(AT 855566)	04-0608
	DONG LAM	"	"	(AT 845562)	04-0609
	PHUONG TRUNG	"	"	(AT 837552)	04-0610
XUYEN TRU	AN THANH	"	"	(AT 855473)	06-0401
	PHU DA	"	"	(AT 863480)	06-0402
	THU BON	"	"	(AT 867491)	06-0403
LOC QUANG	DA THANH	"	"	(AT 785554)	04-0901
	VINH PHUOC	"	"	(AT 803552)	04-0902
	HA NHA	"	"	(AT 800545)	04-0903
	LAM PHUNG	"	"	(AT 809551)	04-0904
	SUI TAN	"	"	(AT 815555)	04-0905
	PHU HUONG	"	"	(AT 830556)	04-0906
	PHUOC LOC	"	"	(AT 826572)	04-0907
	AN DINH	"	"	(AT 811566)	04-0908
	LOC PHUOC	"	"	(AT 816580)	04-0909
	LAM TAY	"	"	(AT 797561)	04-0910
XUYEN PHU	PHU NHUAN DONG	"	"	(AT 900504)	06-0501
	PHU NHUAN TAY	"	"	(AT 887490)	06-0502
	MY SON	"	"	(AT 895470)	06-0506
	MAU CHANH	"	"	(AT 875474)	06-0507
LOC CHANH	TICH PHU	1st Marines	"	(AT 938589)	04-0304
	AN MI	"	"	(AT 927608)	04-0305
	DONG HAI	"	"	(AT 950628)	04-0306
	PHU DONG	"	"	(AT 927583)	04-0303
	PHU BAC	"	"	(AT 926608)	04-0301
	PHU TRUNG	"	"	(AT 916596)	04-0302
SON HOA	AN SON	7th Marines	"	(AT 940275)	07-0101
	PHU BINH	"	"	(AT 980275)	07-0102
	PHU COC	"	"	(AT 990275)	07-0103
SON LONG	CHAU SON 2	"	"	(BT 007303)	07-0203
	CHAU SON 1	"	"	(BT 009295)	07-0204
SON THACH	GIA CAT	"	"	(AT 974324)	07-0301
	THACH THUONG	"	"	(AT 974329)	07-0304
SON KHANH	LOC THUONG	"	"	(AT 994352)	07-0402

ENCLOSURE (2)

DECLASSIFIED

[illegible]

VILLAGE	HAMLET	UNIT	AREA COORDINATOR	LOCATION	HES NO.
SON LANH	[illegible]	7th Marines	1st Mar Div	([illegible])	07-0501
	LANH THUONG	"	"	(BT 016349)	07-0502
SON THANG	THANG TRA	"	"	(BT 017325)	07-0601
	TANG DONG	"	"	(BT 020300)	07-0602
SON LOC	DAI LOC 2	"	"	(BT 041377)	07-0701
	DAI LOC 1	"	"	(BT 027294)	07-0702
	DIEN LOC 2	"	"	(BT 046355)	07-0703
	DIEN LOC 1	"	"	(BT 048322)	07-0704
SON TRACH	THUAN AN	"	"	(BT 034344)	07-0801
	CANG TAY	"	"	(BT 037344)	07-0802
	MY LONG	"	"	(BT 031357)	07-0803
	TAM HOA	"	"	(BT 021358)	07-0804
SON TRUNG	NGHI HA	"	"	(BT 050391)	07-0901
	NGHI TRUNG	"	"	(BT 051397)	07-0902
SON XUAN	CANG DONG	"	"	(BT 058354)	07-1001
	XUAN THUONG	"	"	(BT 057340)	07-1002
	PHUOC DUC	"	"	(BT 070344)	07-1003
SON THUONG	SON PHONG	"	"	(BT 073377)	07-1102
	PHUOC THUONG	"	"	(BT 076391)	07-1103
	THANH PHUOC	"	"	(BT 063391)	07-1104
	PHUOC NINH	"	"	(BT 068370)	07-1105
SON CHAU	KHANH DUC	"	"	(BT 070349)	07-1201
	DONG THANH	"	"	(BT 077365)	07-1202
[illegible]	[illegible]	"	"	(BT 087400)	07-1304
	XUAN PHUOC	"	"	(BT 105419)	07-1306
	PHUOC CHI	"	"	(BT 118422)	07-1307
PHU HIEP	XUAN LU	"	"	(BT 145446)	07-1403
	THACH KHE	"	"	(BT 125439)	07-1404
PHU KHUONG	HUONG XUAN	"	"	(BT 141465)	07-1501
	HUONG QUE	"	"	(BT 133465)	07-1502
	HUONG QUANG	"	"	(BT 147462)	07-1504
	HUONG HOA	"	"	(BT 125435)	07-1505
	HUONG PHONG	"	"	(BT 115418)	07-1506
PHU PHONG	TRA DINH	"	"	(BT 127494)	07-1604
	MONG LANH	"	"	(BT 114495)	07-1605

[illegible]

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VILLAGE	HAMLET	UNIT	AREA COORDINATOR	LOCATION	HES NO.
LOC MY	MY THUAN	5th Marines	1st Mar Div	(AT 884562)	04-0601
	MY LIEN	"	"	(AT 887573)	04-0602
	DAI PHU	"	"	(AT 882573)	04-0603
	TRUONG AN	"	"	(AT 870572)	04-0604
	SONG BINH	"	"	(AT 875580)	04-0605
	MY AN	"	"	(AT 865576)	04-0606
	TAM HOA	"	"	(AT 864573)	04-0607
	HOA THACH	"	"	(AT 855566)	04-0608
	DONG LAM	"	"	(AT 845562)	04-0609
	PHUONG TRUNG	"	"	(AT 837552)	04-0610
XUYEN THU	AN THANH	"	"	(AT 855473)	06-0401
	PHU DA	"	"	(AT 863480)	06-0402
	THU BON	"	"	(AT 867491)	06-0403
LOC QUANG	DA THARH	"	"	(AT 785554)	04-0301
	VINH PHUOC	"	"	(AT 803552)	04-0902
	HA NHA	"	"	(AT 800545)	04-0903
	LAM PHUNG	"	"	(AT 809551)	04-0904
	BUI TAN	"	"	(AT 815555)	04-0905
	PHU HUONG	"	"	(AT 830558)	04-0906
	PHUOC LOC	"	"	(AT 826572)	04-0907
	AN DINH	"	"	(AT 811566)	04-0908
	LOC PHUOC	"	"	(AT 816558)	04-0909
	LAM TAY	"	"	(AT 797561)	04-0910
XUYEN PHU	PHU NHUAN DONG	"	"	(AT 900504)	06-0501
	PHU NHUAN TAY	"	"	(AT 887490)	06-0502
	MY SON	"	"	(AT 895470)	06-0506
	MAU CHANH	"	"	(AT 875474)	06-0507
LOC CHANH	TICH PHU	1st Marines	"	(AT 938599)	04-0304
	AN MI	"	"	(AT 927608)	04-0305
	DONG HAI	"	"	(AT 950628)	04-0306
	PHU DONG	"	"	(AT 927583)	04-0303
	PHU BAC	"	"	(AT 926608)	04-0301
	PHU TRUNG	"	"	(AT 916596)	04-0302
SON HOA	AN SON	7th Marines	"	(AT 940275)	07-0101
	PHU BINH	"	"	(AT 980275)	07-0102
	PHU COC	"	"	(BT 990275)	07-0103
SON LONG	CHAU SON 2	"	"	(BT 007302)	07-0203
	CHAU SON 1	"	"	(BT 009295)	07-0204
SON THACH	GIA CAT	"	"	(AT 974324)	07-0301
	THACH THUONG	"	"	(AT 974329)	07-0304
SON KHANH	LOC THUONG	"	"	(AT 994352)	07-0402

ENCLOSURE (2)

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VILLAGE	HAMLET	UNIT	AREA COORDINATOR	LOCATION	HES NO.
PHU PHONG	PHU TRANG	7th Marines	1st Mar Div	(BT 108504)	07-1605
PHU DIEN	PHU TRACH	"	"	(BT 110460)	07-1701
PHU THANH	XUAN PHU	"	"	(BT 098502)	07-1801
	DUONG MONG	"	"	(BT 124510)	07-1802
	THANH MY	"	"	(BT 105508)	07-1803
SON THO	THO TAY	"	"	(AT 905395)	06-0701
SON PHUC	PHUC HIEP	"	"	(AT 895359)	06-0804
XUYEN HIEP	[illegible] LOC	"	"	(BT [illegible])	08-0601
	PHU NHAM DONG	"	"	(BT 026485)	08-0603
	KIEU SON 1	"	"	(BT 030504)	08-0604
	KIEU SON 2	"	"	(BT 046510)	08-0605
XUYEN TRA	MAU HOA	"	"	(BT 070485)	08-0803
	MY LOC	"	"	(BT 051508)	08-0804
	TRUNG DONG	"	"	(BT 058508)	08-0806
XUYEN TAN	VAN QUAI	"	"	(BT 115519)	08-1301
	THI THAI	"	"	(BT 137508)	08-1302
	AN LOC	"	"	(BT 152516)	08-1303
	NHON BOI	"	"	(BT 160525)	08-1304
XUYEN THO	TAY THANH	"	"	(BT 167514)	08-1501
	THUAN AN	"	"	(BT 185544)	08-1503
	SON VIEN	"	"	(BT 198546)	08-1504
	LE SON	"	"	(BT 190525)	08-1505
XUYEN PHUOC	TRUNG PHUONG	"	"	(BT 212550)	08-1602
	THUAN TRI	"	"	(BT 207540)	08-1603
[illegible] TO	GIA HAI	26th Marines	"	(AU [illegible])	05-0701
	SON BINH	"	"	(AU [illegible])	05-0702
AOC HAO	AN [illegible] DONG	"	"	(AT 893860)	05-0801
	LOAN LY	"	"	(AT 884973)	05-0805
	AN HAO	"	"	(AT 887968)	05-0806
	DONG D'ONG	"	"	(AT 888965)	05-0807

ENCLOSURE (2)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 4050
21/ALG/gak
8 Dec 1969

DIVISION BULLETIN 4050

From: Commanding General
To: Distribution List

Subj: Report of Personal Effects Handling

Ref: (a) DivO 4050.1B

Encl: (1) Personal Effects Reports for August 1969
(2) Personal Effects Reports for September 1969
(3) Personal Effects Reports for October 1969
(4) Personal Effects Reports-Quarterly Summary

1. Purpose. To promulgate the results of monitoring the personal effects handling of KIA's and WIA's with the 1st Marine Division.

2. Information. Enclosures (1) through (3) list the cases of personal effects handling of KIA's and WIA's for the months of August, September and October in which personal effects were inventoried and shipped. Enclosure (4) shows the quarterly totals and overall percentage of errors. Not included would be WIA's who returned to their units without having personal effects shipped. Major errors are those in which personal effects are lost, damaged or forwarded to incorrect collection points, sent directly to NOK or inordinately delayed due to the fault of the unit handling them. Minor errors are administrative ones involving delay or failure to submit required reports, but the personal effects themselves were handled correctly and timely. Any increase in major errors indicates serious trouble in the methods and procedures in handling personal effects. Minor errors cause an administrative burden at all echelons of command.

3. Action. Reference (a) governs the handling of personal effects.

4. Self-Cancellation. 31 March 1970.

C. E. WALKER
Chief of Staff

DISTRIBUTION: "A" & "B"

9.

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Div3ul 4050
8 Dec 1969

PERSONAL EFFECTS REPORTS FOR AUGUST

UNIT	KIA			WIA			TOTAL			PERCENT ERRORS	
	CAS	ERRORS MAJ	MIN	CAS	ERRORS MAJ	MIN	CAS	ERRORS MAJ	MIN	MAJ	MIN
1/1	7	0	2	30	0	12	37	0	14	0	37
2/1	8	0	8	27	0	22	35	0	30	0	85
3/1	12	0	12	38	0	10	50	0	22	0	44
TOTAL	27	0	22	95	0	44	122	0	66	0	54
HQ/5	1	0	1	2	0	1	3	0	2	0	66
1/5	4	0	3	45	0	21	49	0	24	0	48
2/5	4	0	0	49	0	36	53	0	36	0	67
3/5	16	0	11	62	0	27	78	0	38	0	48
TOTAL	25	0	15	158	0	85	183	0	100	0	54
HQ/7	0	0	0	3	0	1	3	0	1	0	33
1/7	21	0	17	70	0	7	91	0	24	0	26
2/7	2	0	2	8	0	6	10	0	8	0	80
3/7	4	0	4	39	0	8	43	0	12	0	27
TOTAL	27	0	23	120	0	22	147	0	45	0	30
HQ/11	1	0	1	1	0	1	2	0	2	0	100
1/11	0	0	0	1	0	0	1	0	0	0	0
2/11	3	0	3	15	0	4	18	0	7	0	38
3/11	1	0	1	9	0	3	10	0	4	0	40
TOTAL	5	0	5	26	0	8	31	0	13	0	41
3RD8"HOW	0	0	0	1	0	0	1	0	0	0	0
1ST ENGR	5	0	4	6	0	0	11	0	4	0	36
7TH ENGR	1	0	1	6	0	4	7	0	5	0	71
9TH ENGR	1	0	0	18	0	9	19	0	9	0	47
HQ BN	3	0	3	3	0	1	6	0	4	0	66
1ST MT	1	0	1	6	0	0	7	0	1	0	14

ENCLOSURE (1)

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8 Dec 1969

PERSONAL EFFECTS REPORTS FOR AUGUST

UNIT	KIA			WIA			TOTAL			PERCENT ERRORS	
	CAS	ERROR MAJ	ERROR MIN	CAS	ERRORS MAJ	ERRORS MIN	CAS	ERRORS MAJ	ERRORS MIN	MAJ	MIN
1ST TKS	0	0	0	7	0	0	7	0	0	0	0
1ST RECON	1	0	1	12	0	8	13	0	9	0	69
FORC RECON	2	0	0	0	0	0	2	0	0	0	0
3RD AMTRAC	3	0	0	34	0	2	37	0	2	0	5
DIVISION TOTAL	101	00	75	492	0	183	593	0	258	0	43

ENCLOSURE (1)

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DivBul 4050
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PERSONAL EFFECTS REPORT FOR SEPTEMBER

UNIT	KIA			WIA			TOTAL			PERCENT ERRORS	
	CAS	ERRORS MAJ	MIN	CAS	ERRORS MAJ	MIN	CAS	ERRORS MAJ	MIN	MAJ	MIN
HQ/1	2	0	2	0	0	0	2	0	2	0	100
1/1	1	0	0	37	0	17	38	0	17	0	44
2/1	0	0	0	53	0	17	53	0	17	0	32
3/16	11	0	5	57	0	36	68	0	41	0	60
TOTALS	14	0	7	147	0	70	161	0	77	0	47
HQ/5	0	0	0	7	0	4	7	0	4	0	57
1/5	7	0	7	37	0	29	44	0	36	0	81
2/5	7	0	3	64	0	50	71	0	53	0	74
3/5	8	0	6	86	0	56	94	0	62	0	65
TOTALS	22	0	16	194	0	139	216	0	155	0	71
HQ/7	0	0	0	1	0	0	1	0	0	0	0
1/7	5	0	2	42	0	4	47	0	6	0	12
2/7	29	0	29	7	0	3	36	0	32	0	88
3/7	17	0	17	73	0	48	90	0	65	0	72
TOTALS	51	0	48	123	0	55	174	0	103	0	59
HQ/11	1	0	1	0	0	0	1	0	1	0	100
1/11	1	0	0	2	0	0	3	0	0	0	0
2/11	0	0	0	10	0	6	10	0	6	0	60
3/11	3	0	3	13	0	9	16	0	12	0	75
4/11	0	0	0	1	0	1	1	0	1	0	100
TOTALS	5	0	4	26	0	16	31	0	20	0	64
3rd 8" HOW	1	0	1	0	0	0	1	0	1	0	100
1st ENGR	1	0	1	8	0	3	9	0	4	0	44
7th ENGR	2	0	2	7	0	6	9	0	8	0	88
9th ENGR	2	0	2	13	0	9	15	0	11	0	73

ENCLOSURE

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PERSONAL EFFECTS FOR SEPTEMBER [illegible]

UNIT	KIA			WIA			TOTAL			PERCENT	
	CAS	ERRORS MAJ	ERRORS MIN	CAS	ERRORS MAJ	ERRORS MIN	CAS	ERRORS MAJ	ERRORS MIN	ERRORS MAJ	ERRORS MIN
HQ BN	2	0	2	1	0	1	3	0	3	0	100
11th MT	2	0	2	0	0	0	2	0	2	0	100
1st TKS	1	0	0	12	0	4	13	0	4	0	30
1st RECON	4	0	1	6	0	2	10	0	3	0	30
FORC RECON	1	0	1	1	0	0	2	0	1	0	50
1st AMTRAC	0	0	0	29	0	10	29	0	10	00	34
1st SP	1	0	0	1	0	1	2	0	1	0	50
1st MT	0	0	0	0	0	0	0	0	0	0	00
3rd GUN	2	0	2	1	0	0	3	0	2	0	66
DIVISION TOTAL s	111	0	89	569	0	316	680	0	405	0	59

ENCLOSURE (2)

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DivBul 4050
8 Dec 1969

PERSONAL EFFECTS REPORTS FOR OCTOBER

UNIT	KIA CAS	KIA ERRORS MAJ	KIA ERRORS MIN	WIA CAS	WIA ERRORS MAJ	WIA ERRORS MIN	TOTAL CAS	TOTAL ERRORS MAJ	TOTAL ERRORS MIN	PERCENT ERRORS MAJ	PERCENT ERRORS MIN
1/1	1	0	0	21	0	10	22	0	10	0	45
2/1	2	0	0	21	0	3	23	0	3	0	13
3/1	9	0	4	22	0	9	31	0	13	0	41
TOTALS	12	0	4	64	0	22	76	0	26	0	34
1/5	3	0	3	24	0	10	27	0	13	0	48
2/5	2	0	2	5	0	2	7	0	4	0	57
3/5	7	0	7	25	0	15	32	0	22	0	68
TOTALS	12	0	12	54	0	27	66	0	39	0	59
HQ/7	0	0	0	7	0	4	7	0	4	0	57
1/7	5	0	1	49	0	0	54	0	1	0	01
2/7	5	0	0	17	0	4	22	0	4	0	18
3/7	4	0	3	54	0	27	58	0	30	0	51
TOTALS	14	0	4	127	0	35	141	0	39	0	27
1/11	0	0	0	1	0	0	1	0	0	0	00
2/11	0	0	0	5	0	2	5	0	2	0	40
3/11	0	0	0	2	0	1	2	0	1	0	50
4/11	0	0	0	2	0	0	2	0	0	0	00
TOTALS	0	0	0	10	0	3	10	0	3	0	30
1st 175 GUN	0	0	0	3	0	0	3	0	0	0	00
1st ENGR	0	0	0	6	0	0	6	0	0	0	00
7th ENGR	7	0	1	3	0	3	10	0	4	0	40
9th ENGR	0	0	0	4	0	1	4	0	1	0	25
1st MT	0	0	0	2	0	0	2	0	0	0	00
11th MT	1	0	1	0	0	0	1	0	1	0	100

ENCLOSURE (3)

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DivBul 4050
8 Dec 1969

PERSONAL EFFECTS FOR OCTOBER

UNIT	KIA			WIA			TOTAL			PERCENT ERRORS	
	CAS	ERRORS MAJ	ERRORS MIN	CAS	ERRORS MAJ	ERRORS MIN	CAS	ERRORS MAJ	ERRORS MIN	MAJ	MIN
HQ BN	0	0	0	7	0	0	7	0	0	0	00
1st TKS	0	0	0	8	0	2	8	0	2	0	25
3rd AMTRAC	0	0	0	10	0	5	10	0	5	0	50
1st RECON	1	0	1	4	0	2	5	0	3	0	60
1st SP BN	0	0	0	0	0	0	0	0	0	0	00
DIVISION TOTAL :	47	0	23	302	0	100	349	0	123	0	35

ENCLOSURE (3)

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DivBul 4050
8 Dec 1969

QUARTERLY SUMMARY
PERSONAL EFFECTS (AUG-SEP-OCT)

UNIT	KIA			WIA			TOTAL			PERCENT ERRORS	
	CAS	ERRORS MAJ	ERRORS MIN	CAS	ERRORS MAJ	ERRORS MIN	CAS	ERRORS MAJ	ERRORS MIN	MAJ	MIN
HQ/1	2	0	2	0	0	0	2	0	2	0	100
1/1	9	0	2	88	0	39	97	0	41	0	42
2/1	10	0	8	101	0	42	111	0	50	0	45
3/1	32	0	21	117	0	55	149	0	76	0	51
TOTAL	53	0	33	306	0	136	359	0	169	0	47
HQ/5	1	0	1	9	0	5	10	0	6	0	60
1/5	14	0	13	106	0	60	120	0	73	0	60
2/5	13	0	5	118	0	88	131	0	93	0	70
3/5	31	0	24	173	0	98	204	0	122	0	59
TOTAL	59	0	43	406	0	251	465	0	294	0	63
HQ/7	0	0	0	11	0	5	11	0	5	0	45
1/7	31	0	20	161	0	11	192	0	31	0	16
2/7	36	0	31	32	0	13	68	0	44	0	64
3/7	25	0	24	166	0	83	191	0	107	0	56
TOTAL	92	0	75	370	0	112	462	0	187	0	40
HQ/11	2	0	2	1	0	1	3	0	3	0	100
1/11	1	0	0	4	0	0	5	0	0	0	00
2/11	3	0	3	30	0	12	33	0	15	0	45
3/11	4	0	4	24	0	13	28	0	17	0	60
4/11	0	0	0	3	0	1	3	0	1	0	33
TOTAL	10	0	9	62	0	27	72	0	36	0	50

ENCLOSURE (4)

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8 Dec 1969

QUARTERLY SUMMARY

UNIT	KIA CAS	KIA ERRORS MAJ	KIA ERRORS MIN	WIA CAS	WIA ERRORS MAJ	WIA ERRORS MIN	TOTAL CAS	TOTAL ERRORS MAJ	TOTAL ERRORS MIN	PERCENT ERRORS MAJ	PERCENT ERRORS MIN
3RD 8TH ENGR	1	0	1	1	0	0	2	0	1	0	50
1ST ENGR	6	0	5	20	0	3	26	0	8	0	30
7TH ENGR	10	0	4	16	0	13	26	0	17	0	65
9TH ENGR	3	0	2	35	0	19	38	0	21	0	55
175 GUN	2	0	2	4	0	0	6	0	2	0	33
HQ BN	5	0	5	11	0	2	16	0	7	0	43
11TH MT	3	0	3	0	0	0	3	0	3	0	100
1ST TKS	1	0	0	27	0	6	28	0	6	0	21
1ST RECON	6	0	3	22	0	12	28	0	15	0	53
FORC RECON	3	0	1	1	0	0	4	0	1	0	25
3RD AMTRAC	3	0	0	73	0	17	76	0	17	0	22
1ST SP	1	0	0	1	0	1	2	0	1	0	50
1ST LT	1	0	1	8	0	0	9	0	1	0	11
INVOICE TOTAL	259	0	187	1363	0	599	1622	0	786	0	48

ENCLOSURE (4)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

DivBul 5060
3/LAB/tu
8 Dec 1969

DIVISION BULLETIN 5060

From: Commanding General
To: Distribution List

Subj: Arrival Ceremony for Major General Edwin B. WHEELER, USMC

Ref: (a) Chapter 3; Landing Party Manual 1960

Encl: (1) Formation for Honor Guard
(2) Detailed Sequence of Events

1. Purpose. To establish procedures for rendering honors for the arrival of Major General Edwin B. WHEELER, USMC.

2. General Information. Major General Edwin B. WHEELER will officially arrive at the 1st Marine Division Command Post on 12 December 1969. In honor of this event, a Honor Ceremony will be held at 1100 on that date.

3. Formation of Participants. The formation will consist of the Honor Guard Commander, a two-platoon honor guard, the Division band, color guard and saluting battery. The formation and procedures for the ceremony will be as set forth in reference (a) and enclosures (1) and (2) of this Bulletin.

4. Uniform. The uniform prescribed for the ceremony is USMC jungle utilities (camouflage type) with rolled sleeves, bloused trousers, helmets with camouflage covers (green side out), jungle boots, normal arms, and web gear with canteen on left hip and one magazine pouch on left front adjacent to buckle.

5. Action

a. Assistant Chief of Staff, G-3 will coordinate ceremony details.

b. Division Training Officer designated Project Officer.

c. Commanding Officer, 11th Marines will provide saluting battery with crew.

d. Commanding Officer, Headquarters Battalion will:

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(1) Provide honor guard consisting of two 30-man platoons, platoon commanders, platoon sergeants, honor guard commander and color guard.

(2) Prepare and mark parade ground.

e. Assistant Chief of Staff, G-1 will make arrangements for the Division band.

f. Schedule of Events

Date	Time	Event
(1) 10 December 1969	1300	Practice for all participants
(2) 11 December 1969	1300	Dress rehearsal for all participants
(3) 12 December 1969	1100	Arrival Ceremony

6. Self-Cancellation. 15 December 1969.

Q. E. WALKER
Chief of Staff

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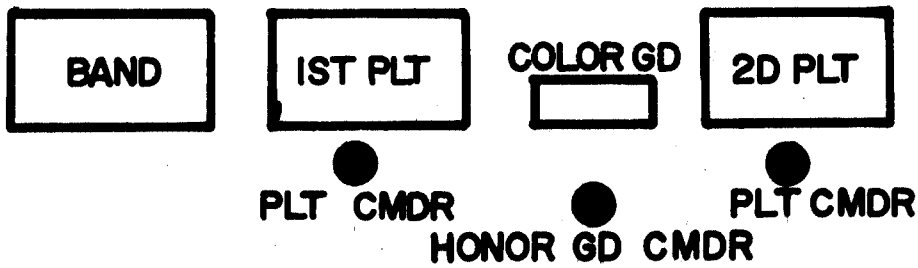
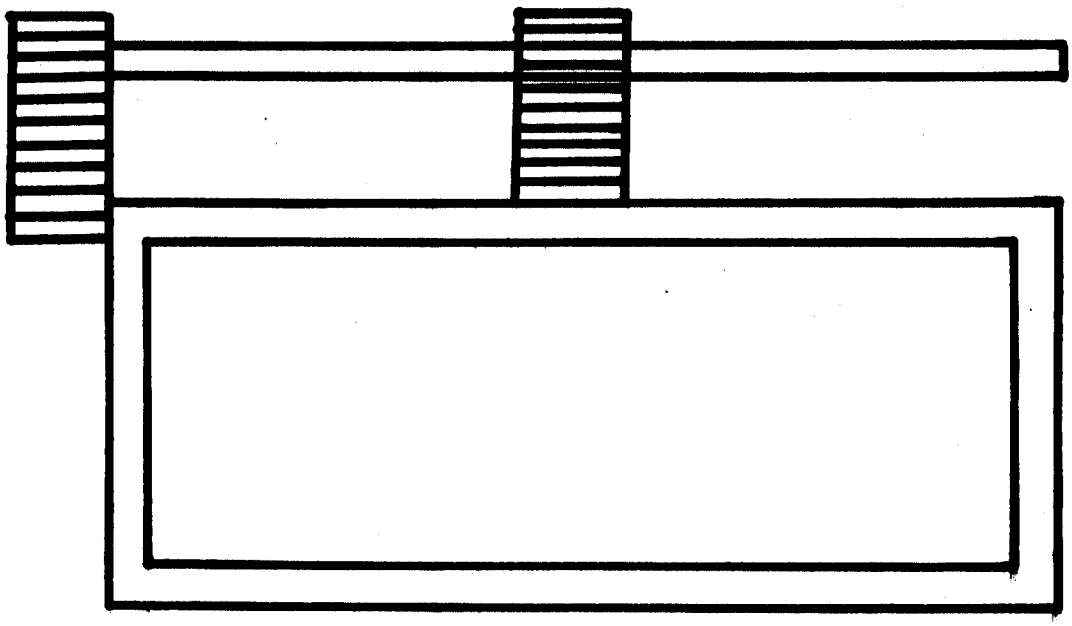
FORMATIONS FOR ARRIVAL CEREMONY

1. Place: G-1/G-4 parking lot





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8 Dec 1969

DETAILED SEQUENCE OF EVENTS

1. The Arrival Ceremony will be held on the parking area in front of G-1/G-4 office area.

a. The sequence of events is as follows:

(1) Band sounds "Attention", upon the appearance of Major General WHEELER.

(2) Host welcomes Major General WHEELER and escorts him to a position directly in front and facing the commander of the Honor Guard and takes his position to the left.

(3) Commander of Honor Guard faces about, commands "Present Arms", faces about, renders hand salute.

(4) As commander of Honor Guard renders hand salute band plays appropriate honor. Major General WHEELER's personal flag is broken at first note of musical honors. Gun salute follows musical honors.

(5) All personnel in vicinity of ceremony will render hand salute during honors and gun salute.

(6) Commander of the Honor Guard terminates salute, faces about, commands "Order Arms", faces about, executes hand salute, and reports "Sir, the Honor Guard is formed."

(7) If Major General WHEELER desires to inspect the Honor Guard, the host escorts Major General WHEELER to a position three paces in front of the commander of the Honor Guard. The Honor Guard commander states, "Sir, the Honor Guard is prepared for your inspection." (The Honor Guard will previously have prepared for inspection).

(8) Inspection proceeds from right front of band along the line of platoons. The host escorts the general directly towards the right front of the band. The commander of the Honor Guard salutes, faces to the right as marching, and proceeds to a point where he joins the General and host. He guides the General along the front of the band and across the front of the Honor Guard. Each platoon commander will command, "Eyes Right", as the inspecting party reaches the right front of the platoon. Each member of the platoon executes eyes right. As the inspection party passes in front of the platoon each member of the platoon will follow the inspection party with his head and eyes until his head and eyes are facing the front at the time when the inspecting party passes to his left. Thence, the party moves along its left flank and rear and around the right flank of the band. When the party reaches the right front of the band, the commander of the Honor Guard halts, exchanges salutes with the General, permits the

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General and hosts to pass in front of him, returns to his post. The band plays throughout this procedure. Platoon commanders and personnel remain at attention. Salutes to the colors will be rendered when passing in front of but not to the rear of the color guard.

(9) The commander of the Honor Guard faces about, and commands, "Pass in Review." On that command the band changes direction to that of the line of march and halts. When the band has halted, the commander of the Honor Guard commands, "Right Face," (troops will be at sling arms) and takes his position to the rear of the band and at the head of the column of troops, which position he maintains throughout the march in review. When in position, the commander of the Honor Guard commands, "Forward March," and the band and Honor Guard move off simultaneosly. The commander of the Honor Guard salutes and executes eyes right when six paces from the position of the host and visiting personage, and terminates the salute and eyes right position when six paces beyond the host and visiting personage. Platoon commanders, the band leader, the drum major and the color guard execute and terminate salutes and eyes right in the same manner as the commander of the Honor Guard. The band executes column left when it has passed the position of the host and the General. It then executes a second and third column left so that it will end in the front of and facing the host and the General, and at least 12 paces from the flank of marching troops. The band continues to play, and marches off the field following the last unit of the Honor Guard. After passing in review the commander of the Honor Guard marches the Honor Guard from the place of honors and dismisses the formation.

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 4400
21/ALG/rhn
8 Dec 1969

DIVISION BULLETIN 4400

From: Commanding General
To: Distribution List

Subj: Stockage and Issue of Tropical Boots, Lightweight Utilities, Green Underclothing and Green Towels

Ref: (a) CG III MAF msg 190530Z Nov69 (NOTAL)
(b) CG FMFPac msg 082001Z Nov69 (NOTAL)
(c) CG FMFPac msg 101038Z Nov69 (NOTAL)
(d) MCO P4400.15E

Encl: (1) One Time Jungle Clothing Report Format

Report Required: One Time Jungle Clothing Report (Report Symbol 1MarDiv 4400-2) par. 3

1. Purpose. To provide amplifying instructions on the provisions of reference (a), regarding the issue, stockage and replacement of Tropical Boots, Lightweight Utilities, Green Underclothing, and Green Towels.

2. Information. Reference (b) announced that beginning 15 Jan 1970, Initial Issues of Jungle Clothing would be made on Okinawa for personnel destined for RVN units. Reference (c) further advised that Lightweight Utilities were authorized for wear throughout WestPac, although personnel transferring from RVN to other than a WestPac FMF unit will turn in all recoverable Jungle Clothing prior to transfer.

3. Action. Commanding Officers will ensure that the following supply action is accomplished effective 1 Jan 1970:

a. Infantry Battalions and 1st Reconnaissance Battalion will reduce requisitioning objectives (RO's) for the subject items by 30%. All other units will reduce requisitioning objectives for the subject items by 50%.

b. Reduction of stocks above recomputed RO's will be by attrition wherever possible. Outstanding requisitions in excess of reduced RO's will be cancelled, however.

c. Consideration should be given to consolidation of Clothing Issue Points, where practicable, to increase the capability to maintain

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the necessary range of sizes within the reduced RO. For example, 1st Medical Battalion might consider assuming Jungle Clothing support for 1st Hospital Company and separate units within the Northern Artillery Cantonment might consider establishing a consolidated Clothing Point administered by one unit.

d. On 15 April 1970, recompute RO's for the subject items based on actual demand in accordance with paragraph 03012 of reference (d), (double RD's to obtain minimum two quarters demand) during the period 15 January - 15 April 1970.

e. No later than 30 April 1970, report to this Headquarters, (ATTN: DSO) information as shown in enclosure (1).

4. Self-Cancellation. 15 May 1970.

C. E. WALKER
Chief of Staff

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ONE TIME JUNGLE CLOTHING REPORT
(FORMAT)

1. Clothing Issue Point: (Parent Unit)

2. Other units served by this point:

3. Total personnel joined from non-WestPac FMF units period 15 Jan-15 Apr 1970: _____

4. Shortages in initial issues which were filled by this issue point:

   a. Lightweight shirt (all sizes) _____

   b. Lightweight Trousers (all sizes) _____

   c. Tropical Boots (all sizes) _____

   d. Green Undershirt (all sizes) _____

   e. Green Drawers (all sizes) _____

   f. Green Towels _____

5. Requisition Objective Recomputations:

	Qty Directed recomp.	Qty Recomp 15Apr
a. Lightweight Shirt (all sizes)		
b. Lightweight Trousers (all sizes)		
c. Tropical Boots (all sizes)		
d. Green Undershirts (all sizes)		
e. Green Drawers (all sizes)		
f. Green Towels		

6. Remarks (Problems encountered):

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO P3820.2B
2/CMM/ccc
9 Dec 1969

DIVISION ORDER P3820.2B

From: Commanding General
To: Distribution List

Subj: Countermeasures Against Mines and Booby Traps

Ref: (a) Department of the Army, Army Concept Team in Vietnam, Pamphlets, Subj: Study and Evaluation of Countermine Activities, (SECMA) Volumes 1 through 7 (C) (NOTAL)
(b) NAVMC 2614, Professional Knowledge Gained from Operational Experience in Vietnam
(c) TC 5-31, Viet Cong Booby Traps, Mines and Mine Warfare Techniques (NOTAL)
(d) FMFPac Tactical Trends and Training Tips, Jun68
(e) Department of the Army, Hq Americal Div ltr of 50ct68, Subj: Mines and Booby Traps (NOTAL)
* (f) ForO 3820.4

Encl: √(1) LOCATOR SHEET

Reports Required: I. Mine and Booby Trap Report (Report Symbol 1stMarDiv 3020/1-3) par. 6.a
II. Mine/Booby Trap Report (MACV Form 54-R of 13Jul69) par. 6.b

*1. Purpose. To further develop the high level of professionalism within the 1st Marine Division; to emphasize the mine and booby trap countermeasures to be employed within this Command; to reduce casualties incurred from mines and booby traps; to provide an input for a program to analyze the mine/booby trap environment in the Republic of Vietnam; to provide a condensed source of information for use in small unit training and individual self-study.

2. Cancellation. DivO P3820.2A.

3. General. No effective countermine and booby trap program can exist without an understanding of enemy techniques and the countermeasures to defeat them. Aggressive preventive countermeasures can prohibit emplacement of devices; curative countermeasures will minimize the effect of devices already emplaced. References (a) through (e) contain a wealth of information on mine and booby trap countermeasures.

*4. Information

a. Definition. Mine/booby trap incident. Any mine or booby trap

12.

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which is installed by the enemy for the purpose of inflicting military or civilian casualties or destruction of military or civilian equipment and is detected by friendly forces by visual observation or detonation (indluding those reported by VIP).

b. Instructions for the proper completion of MACV Form 54-R are listed on each form.

*5. Action. Information and guidance contained herein is of immediate command interest. Commanding Officers will:

a. Comply with the provisions of this Order.

b. Establish effective countermine and booby trap programs within their units, using the Mine and Booby Trap Check List (Appendix D) as a guideline.

c. Insure that command emphasis is placed on countermeasure training efforts and procedures at lower levels of command.

d. Require all rifle platoon commanders to instruct their platoons on a continuous basis in the mine and booby trap countermeasures contained in this Order.

e. Take full advantage of the 1st Engineer Battalion Mine and Booby Trap School resident course and mobile training team.

f. Insure that each infantry battalion has a booby trap lane at its combat base, or has easy access to a nearby lane for training.

g. Maintain statistics from regimental to rifle platoon level as comparative indicators of both positive and negative trends. These statistics will include but are not limited to:

(1) Total casualties.

(2) Total devices detonated.

(3) Total devices found and destroyed.

(4) Number of casualties per device.

h. Insure that MACV Form 54-R of 13 July 1969 is completed and submitted for all booby trap indidents.

*6. Reports

a. A Mine and Booby Trap Report as shown in Appendix C will be submitted within 24 hours after each incident in which a Marine is killed, or more than two Marines are wounded. The report will be submitted through the chain of command by that unit in whose area the incident occurs.

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b. MACV Form 54-R (Appendix E) will be completed on the lowest practicable unit level possible in accordance with instructions contained thereon and forwarded to regiment or battalion, as appropriate. Regiments and separate battalions will insure that subject forms are properly completed and promptly submitted to this Headquarters (Attn: ACofS, G-2). Organizations will contact Division G-2 requesting replenishment supplies of forms.

7. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) shown in the outer left margin.

8. Certification. Reviewed and approved this date.

C. E. WALKER
Chief of Staff

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DirO P3820.2B
9 Dec 1969

LOCATOR SHEET

Subj: Countermeasures Against Mines and Booby Traps

Location: _____
(Indicate the location(s) of the copy(ies) of this publication)

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COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

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COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

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COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

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MINE AND BOOBY TRAP REPORT (MACV FORM 54R) E-1

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SECTION I

THE ENEMY THREAT

101. STATISTICS. Recent 1st Division experience in the Republic of Vietnam (RVN) has shown that:

1. Of all the mines and booby traps detected in RVN between 1 May and 31 October 1969, 41% were discovered through surprise or inadvertent detonation by a vehicle or individual.

2. For the two week period, 16-31 October 1969, out of 364 enemy contacts in the 1st Marine Division TAOR, 164, or 45%, were mines and booby traps.

3. During the period 1 May to 31 October 1969, 30% of the KIA's and 42% of the WIA's suffered by the 1st Marine Division were from mines and booby traps. A trend was noted that more injuries were sustained by those men newly arrived in country.

102. ENEMY DOCTRINE

1. GENERAL

a. Although heavily influenced by past guerrilla warfare experience in RVN, Viet Cong (VC)/Army of North Vietnam (NVA) mine warfare doctrine closely parallels that of the Chinese Communist Army. Extensive deliberate mine fields of World War II design have not been encountered. Mining activity is exclusively nuisance oriented. [redacted] and booby trap incidents create casualties, fear, and over cautiousness which in turn lead to operational delays. Mines are used primarily on roads as anti-vehicular weapons, while booby traps are employed anywhere Marines are stationed or likely to travel. Enemy utilization of friendly dud ammunition and battle field refuse demonstrates VC/NVA ability to make full use of Marine logistic support as a means of supply for their own forces.

b. The enemy uses a very limited number of factory produced Soviet and Chinese Communist mines. The majority are fabricated locally in village or district munition factories from U.S. duds and refuse. 90% of all mine and booby trap components are U.S. origin. Of all explosive devices produced locally, 95% are booby traps. When a booby trap is tripped, there is a high probability it was made by someone in the next village down the trail.

2. MUNITION FACTORIES

a. LOCATION. Frequently village munition factories are underground, well camouflaged, and capable of displacing and relocating rapidly. Elements of the work shops are dispersed throughout the immediate area.

b. ORGANIZATION. NVA trained engineers are the nucleus for enemy factories with local guerrillas supervising activities. Villagers

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provide transportation and labor. After air and artillery strikes, supply teams make sweeps to collect dud munitions.

c. FACTORY OUTPUT. The total output of a typical village factory is 135 booby traps per month.

3. TECHNIQUES OF EMPLOYMENT OF ENEMY MINES AND BOOBY TRAPS

a. GENERAL. Since enemy mines and booby traps are hastily laid, the possibility of interdiction by a passing patrol is minimal. Catching the enemy in the act means being on the spot at the time of emplacement.

b. LOCATIONS OF BOOBY TRAPS. These devices are found:

(1) Where personnel are confined to a narrow passageway.

(2) On sides of dikes.

(3) Trail junctions or between trails.

(4) Where the enemy has good fields of fire.

(5) In landing zones.

(6) In hedgerows and tree lines.

(7) At tunnel entrances.

(8) Where tree branches overhang trails or roadways.

(9) On main roadways into villages.

(10) In likely CP sites.

(11) On high ground.

(12) In shady areas.

(13) On fence lines and gates.

(14) In the crotch of tree limbs and under trees beneath leaves and debris.

c. FIXED DIRECTIONAL FRAGMENTATION DEVICES. One booby trap often used against friendly forces is the Claymore Mine and enemy variations of this device. This type will produce casualties up to 200 yards to personnel without some kind of protection (i.e., body armor). It is

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usually placed on flat ground with an unobstructed field of vision of the target area. The mine is frequently positioned against a tree, wall, or obstruction, with detonation wires buried deeply under firmly packed soil. Often another piece of wire is attached as a decoy. Enemy training documents suggest husking garlic and placing it underground with the wire to prevent discovery by scout dogs. The Claymore is employed on shoulders of asphalt roads, against sweep parties, outside defensive positions, and on the edges of probable landing zones. One enemy variation of the Claymore, when used in a group of three, is capable of cutting a path through barbed wire two meters wide and thirty to forty meters long.

d. LOCATIONS OF MINES. Currently the enemy seems to be using larger road mines, buried deeper, with less actuation pressure required. Pressure electric road mines have been used with off-set detonators to explode mines under vehicle bellies. Command detonated devices are normally used in densely populated areas, with the pressure type in less populated areas. The heaviest mining activity is along lines of communications near fixed installations. These devices are found:

(1) Near road junctions.

(2) On by-passes and in wheel tracks.

(3) At bridge approaches.

(4) On rough and newly prepared roads (especially gravel roads).

(5) In and alongside culverts.

(6) On narrow roads between mountains and swamps, or on embanked roads flanked by flooded rice fields. (See Appendix A, Common Enemy Methods of Employing AT Mines)

4. ENEMY MINE COUNTER DETECTION TECHNIQUES. The enemy employs simple counter detection techniques to thwart friendly mine detection efforts.

a. Mines are found wrapped in rubber or plastic and surrounded by rice or stones to deter discovery by mine detectors.

b. Miscellaneous metallic debris is buried in roads to confuse and deceive mine detector operators.

c. Mines are carefully camouflaged. Nonmetallic materials are used in mines to defeat detection by metallic mine detectors.

d. Mines are buried deeper (up to two feet or more) than effective depths of current mine detection equipment (up to one foot).

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SECTION II

PREVENTIVE COUNTERMEASURES

201. GENERAL. These countermeasures can greatly reduce the mine and booby trap threat by simply preventing emplacement of the devices.

202. INTELLIGENCE EFFORT. Emphasis on locating local munitions shops is necessary to destroy the threat at its source. These targets should continue to be high on target priority lists. Information received from agent nets, Hoi Chanhs, POWs, and captured documents must be fully exploited at the tactical level and carefully recorded to determine possible trends.

203. NIGHT VISION AND INTRUSION DEVICES

1. Night vision, portable ground radar, and intrusion devices, functioning properly, can be used, for example, either separately or in combination to keep a stretch of road free of mines. If detectors signal enemy activity along a specific road section, then only that portion of the road need be swept for mines. Those remaining portions also covered by intrusion devices, which did not signal enemy activity, would not be swept. Troop requirements for visual surveillance could be reduced and sweep team work loads lightened, enabling their commitment to other vital tasks.

2. Remote surveillance and protection can be achieved by combining detectors with a weapons system. For example, detectors could be installed in a restricted area with a series of Claymore Mines. The mines could be detonated remotely or automatically upon sensor activation.

204. TRAINING. More effective and comprehensive training will reduce casualties.

1. RIFLE PLATOON COMMANDER'S RESPONSIBILITIES. Here the rifle platoon commander is the key man. He must be knowledgeable in mines and booby traps and must insure that his men are also. Each man must be trained to find that booby trap before it finds him. In doing this, the platoon commander will have gone far in overcoming the booby trap threat that faces his platoon daily.

2. TRAINING EMPHASIS. Training should stress:

a. Recognition of enemy explosive hardware.

b. Visual detection techniques.

c. Recognition of enemy markings of mine and booby trap sites (see Appendix B, Markings of Enemy Mine/Booby Trap Sites, Danang Area).

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d. Alertness and development of powers of observation.

e. Learning from actual operations.

f. The buddy system. Newly assigned personnel work closely with experienced men.

g. Demolitions training which enables individuals to blow booby traps in place.

h. Dispersion between men.

i. Wearing of helmets and body armor.

j. Avoidance of patterns.

k. Immediate action to take when an explosive device is tripped.

3. REPLACEMENT TRAINING. Replacements must receive mine and booby trap training prior to operating in the field.

4. DIVISION LAND MINE WARFARE, DEMOLITION, AND BOOBY TRAP SCHOOL. To back up small unit training, full advantage should be taken of the resident instruction and the Mobile Training Team available at the Division Land Mine Warfare, Demolition, and Booby Trap School, 1st Engineer Battalion, 1st Marine Division.

5. TRAINING FILM. The film, MH-10379A, "Viet Cong Mines and Booby Traps," is a useful training aid.

205. TACTICAL COUNTERMEASURES. Certain tactical countermeasures can aid in preventing emplacement of mines and booby traps. They are:

1. Constant physical presence of Marines in the AO to include outposting of key roads. This is the most effective tactical countermeasure, but costly in terms of troop employment.

2. Aggressive wide-spread patrolling.

3. Reconnaissance patrols to verify S-2 intelligence reports.

4. Employment of Scout Sniper killer teams.

5. Small unit cordon and search operations in coordination with Vietnamese National Police in, for example, a village suspected of harboring an enemy munitions shop.

6. H&I and illumination fires over roads or over specific areas with high

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concentration of booby traps; tank beehive rounds fired down the long axis of a road; periodic small arms bursts from a gunship over-flying the long axis of a road. These measures, however, have the disadvantage of increasing the metal content of roads and diluting the detection ability of metallic mine detectors. White phosophorous H&I fires over roads would off-set this disadvantage.

7. ROAD SECURITY COUNTERMEASURES

a. Pave or oil dirt roads.

b. Clear road shoulders of underbrush back to effective small arms range.

c. Cut ditches along both sides of roads wherever possible. This assists in detecting buried wires leading to command detonated device.

d. Patrols and outposts on and near roads.

e. Use of small stay-behind patrols dropped off unnoticed from combat patrols passing near a road. Secreted in a spot where they can observe the road, they remain in position until noticed by passing civilians.

206. CONTROL OF DUDS AND ABANDONED MUNITIONS. This is another effective preventive countermeasure for minimizing the booby trap threat. Friendly duds and abandoned munitions provide the enemy with 90% of his mines and booby trap materials. 78% of the booby traps encountered in the 1st Marine Division TAOR are grenades. Most of these are M-26 grenades. Two or more Marines are injured everytime a booby trap detonates.

1. CONTRIBUTING FACTORS. The ease with which U.S. ordnance falls into enemy hands can be attributed to several factors:

a. UNEXPLODED ORDNANCE. Massive close air and artillery support of operations, coupled with the complexity of modern ordnance design, contribute significantly to this problem. Although intense fire support is necessary to insure success in battle, and in most cases fully justified, the high expenditure rate of ordnance indicates a tendency at times to over-kill on specific missions. Any excess ordnance delivered will further saturate the AOs with potential duds and increase the availability of explosives to the enemy.

b. ABANDONED MUNITIONS. The following examples, if allowed to occur, will encourage abandonment of munitions:

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206.2 COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

(1) OVERSTOCKAGE. A unit overstocks ammunition and then is required to move on short notice with only a basic load. The remaining ammunition is left on position.

(2) AMMUNITION HANDLING PROCEDURES. A unit attempts to turn in excess ammunition to an Ammunition Supply Point (ASP) and is refused due to inefficient disposal procedures.

(3) ABUSE OF AMMUNITION. A unit discards ammunition considered unserviceable because of dirt, tarnish, mud or other avoidable conditions or minor imperfections.

(4) LOST AMMUNITION. M-26 grenades improperly attached, fall off during movement through the bush.

(5) LOSS IN TRANSIT. A helicopter sling breaks unobserved and dumps a load of 81mm mortar rounds.

c. DISCARDED C-RATION/SODA CANS. This is an associated factor in that a commonly found booby trap is constructed from an M-26 grenade and a tin can. A trip wire pulls the grenade, whose safety pin has been removed, from the can. The spoon pops and the grenade detonates.

2. CONTROL MEASURES

a. UNEXPLODED ORDNANCE

(1) Control of fire support missions to guard against delivery of excess ordnance.

(2) Careful storage and preparation of ordnance prior to delivery.

b. ABANDONED MUNITIONS

(1) Training in ammunition handling and efficient disposal procedures.

(2) Supervision and accountability by small unit leaders, including inspections and inventories of small arms ammunition and grenades before and after a mission.

(3) Examination and enforcement of all directives relating to ammunition control.

c. C-RATION/SODA CANS

(1) Bury or at least crush all cans.

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SECTION III

CURATIVE COUNTERMEASURES

301. GENERAL. These countermeasures diminish the mine and booby trap threat by reducing the effect of devices already emplaced. This can be accomplished through physical protective measures; through detection, destruction, and avoidance of explosive devices; and through application of certain immediate action when an explosive device is tripped.

302. PHYSICAL PROTECTIVE COUNTERMEASURES

1. Wear body armor and helmet.

2. The buddy system is not only useful in training inexperienced men, but also provides an extra margin of safety to the individual who employs it. Two men working the same area together have the advantage of increased detection capability, mutual reassurance, and shared knowledge.

3. Sandbag vehicle flooring. When possible, place a heavy rubber mat over sandbags to reduce secondary fragments such as shrapnel, sand, stones and pieces of sandbag.

4. Keep arms and legs inside vehicles to achieve maximum protection from sandbags.

5. Disperse key personnel.

6. Don't travel alone.

303. DETECTION COUNTERMEASURES. Once laid, a mine or booby trap must be found before it causes multiple casualties through inadvertent detonation by a Marine. Unfortunately, the majority of booby traps are discovered in this manner. It is imperative that detection techniques be stressed. Detection may be by:

1. VISUAL INSPECTION. At present, the best mine and booby trap detector in the Marine Corps is an alert and observant point man. He must be rotated frequently or the stress of his job will render him ineffective. This leads to carelessness and subsequent detonation of a surprise firing device.

a. WHERE TO LOOK. Each Marine must know the areas in which booby traps and mines are normally found. Generally these are all the areas where units operate on a continuous basis. Seldom are explosive devices found outside unit TAORs. For specific locations see pars 102.3b and d.

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b. WHAT TO LOOK FOR. Be alert for things which "just don't look right"; where the normal lay of the land has been disturbed:

(1) Mud smears, mud balls, dung, or boards on a road.

(2) Evidence of apparent road repair, new fill or paving patches, ditching or culvert work.

(3) Wires leading away from the side of the road.

(4) Any feature of the terrain which does not appear natural. Camouflage frequently deteriorates. Cut vegetation dries and changes color; rain may wash away covering material and cause an explosive device to sink, leaving a surface depression; a covered device may appear as a mound.

(5) Suspicious items in trees, branches, or bushes. These charges, which are usually placed along a trail or overhead, are frequently easier to spot than the trip wires which detonate them.

(6) Trip wires across trails; along shoulders of roads at likely ambush sites; across the most accessible route through dense vegetation; at fords, ditches, and across rice paddy dikes.

(7) Watch for markings used by the VC to indicate mines and booby traps. Although usually placed along or near trails, they are not immediately obvious, and will be detected only by alert and observant individuals. These markings are for the benefit of local villagers and are often removed by the villagers upon approach of Marine units. However, they do appear as a regular pattern not present in nature such as sticks or stones in a line; or sticks placed in the ground in an unusual manner. (See Appendix B, Markings of Enemy Mine/Booby Trap Sites, Danang Area).

(8) Beware of: souvenir items; the "harmless" canteen that explodes when picked up; kicking the innocent mud ball on the road, as it can conceal a grenade with the safety pin pulled; recovering an apparently discarded M-26 grenade found on a trail- - its 4 second fuse delay can be removed, and when reassembled, results in an in-hand instantaneous detonation (the VC usually mark these grenades with a small dot of paint); moving enemy or friendly dead- - the body can conceal a grenade beneath with the safety pin pulled.

(9) A booby trap too easily detected can be a ruse resulting in detonation of a second booby trap located in a concealed position nearby.

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2. PROBING. Suspicious spots can be carefully probed with a probe or bayonet.

3. MINE DETECTORS. Mine detectors are designed for a slow, detailed, deliberate sweep of a specific area. In using mine detectors, certain considerations must be kept in mind:

a. SWEEP RATE. A typical daily road sweep begins at 0700 (or first light) and finishes at about 0900. The average sweep rate is 1.25 to 5 miles per hour. This far exceeds the designed effective sweep rates of both detectors now used in Vietnam. The AN/PRS-4 non-metallic detector has a sweep rate of .06mph, while the AN/P153 metallic detector has a rate of .75mph. The hasty opening of a road to traffic can mean an ineffective road sweep and ultimate destruction of that traffic.

b. Graveled roads make it difficult for the AN/PRS-4 detector to discriminate between real and false targets.

c. The AN/P153 has structural weaknesses in the handle and in the connecting bolt between the handle and sweep head. Extra care is necessary in handling.

d. Metallic debris so common to Vietnamese roads, such as can tops, small arms ammunition cases, and metal fragments from artillery rounds fired over roads at night to discourage mine laying, make it difficult for the AN/P153 to discriminate between real and false targets.

e. The tendency for the enemy to bury mines deeper than designed detection depths, and to deliberately plant metallic debris in the road, calls for additional caution in the use of detectors.

f. OPERATOR FATIGUE. Consideration must be given to the fatigue experienced by operators after 20 minutes of wearing detector earphones. This condition can be delayed to one or two hours by wearing earphones over the helmet so that two to four inches exist between ear and phone. This also permits the operator to hear a verbal alert for an ambush.

4. KIT CARSON SCOUTS. The native ability of the Scouts, coupled with their knowledge of the area of operations and VC activities, can prove highly useful in locating devices. During October 1968, Kit Carson Scouts found 229 mines and booby traps in the III MAF area.

5. SCOUT DOGS. Dogs detect the scent left by the individual emplacing a mine or booby trap. This scent is detectable 1-4 days after emplacement. Since booby traps are generally employed shortly after initiation of friendly operations, the chance of discovery by dogs is good. A dog will use his vision to detect trip wires and other unnatural elements,

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and his hearing to detect sound waves created by trip wire vibration. Many dogs detect a trip wire when it touches the body hair on their forelegs or chest. Most are agile enough to back away before it is tripped. Of 119 dogs killed in RVN since January 1967, only seven were killed by booby traps.

304. DESTRUCTION COUNTERMEASURES. Once detected, mines and booby traps must be destroyed in place by the discovering unit to prevent subsequent accidental detonation by another unit. Considerations are:

1. Mines and booby traps should not be moved unless absolutely necessary and then only by qualified EOD or engineer personnel. Many booby traps are themselves booby trapped, and if disturbed, will detonate prematurely.

2. Explosive devices should be destroyed by engineers. If engineers are not available, then devices may be destroyed by selected qualified personnel within each unit.

3. Mines and booby traps may be destroyed or neutralized by use of grappling hooks, demolitions, and artillery fires. The LITE line charge and plow shaped mine excavator should be considered for use in areas of high mine density.

305. AVOIDANCE COUNTERMEASURES. Strict application of training and careful planning of movements through danger areas will enable the platoon commander to reduce casualties by simply avoiding the explosive devices. He must analyze, from the enemy's viewpoint, each area through which he intends to move his men. He must ask himself the question "If I were the enemy, where would I put the booby traps?" This question can and should influence both administrative and tactical movements along roads and overland. It is a factor to be considered in the scheme of maneuver during an attack. Some suggested means for avoiding mines and booby traps are:

1. Stay off trails, footpaths, cart tracks, or other likely routes of travel as much as possible. Vary routes to villages and key terrain features. Use of the same route twice is an invitation to booby trap. Keep the VC guessing as to which route will be used next.

2. Move where local inhabitants move. They know the location of most mines and booby traps and will avoid these areas. In a village, stay near the villagers and watch which buildings they use. Use Vietnamese as guides whenever possible. Have sufficient money on hand to pay for information on mine and booby trap locations.

3. Avoid patterns. Constantly change unit direction of movement. Check times of departure and return of patrols to insure, for example, that all

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daylight patrols don't return before supper and all nighttime patrols depart after supper. Avoid the same bivouac areas.

4. Move at night whenever possible. Most booby traps are tripped during the daytime when the VC expect more friendly movement.

5. Maintain intervals of 15 meters between men and 100 meters between men and tracked vehicles. In view of the fact that the effective casualty radius of the M-26 grenade is 15 meters, and that two or more casualties are suffered for each booby trapped grenade, it would appear that proper interval cannot be over stressed.

6. Move slowly. Rapid movement generates carelessness. A unit must be allowed sufficient time to move to its objective.

7. At times the VC will show themselves only when they want to be seen. When pursuing the enemy be especially alert for deliberately emplaced booby traps on the axis of advance.

8. Artillery and mortar fires near and in the area of operations will not only discourage booby trap emplacement, but will also neutralize devices by sympathetic detonation, overturning and burying, and rupturing of trip wires. Employment of fires beside a road, before and during a road sweep, will discourage command detonation of road mines.

9. During both day and night, a light-weight stick (bamboo) or a slender steel rod can be helpful if used to the front to feel for trip wires.

10. Mark detected mines and booby traps so those following may avoid them.

11. Helicopters can be used to extract a unit which finds itself in a heavily booby trapped area.

12. At times the flanks of a road are booby trapped out to 250 meters as an obstacle to road sweep security teams. Tanks, preceding the infantry, can detonate these booby traps. When trafficability permits, tanks moving off and parallel to the road during road sweeps can also reduce tank road mining incidents. Indiscriminate alternation of tank travel between road and adjacent terrain will keep the VC guessing as to the actual route of tank travel.

13. When on roads, stay in the well used portion and off shoulders.

14. Follow the ruts of the vehicle ahead. If there is no vehicle ahead, stay out of the ruts.

15. Avoid holes, depressions, and objects lying on the road.

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*16. Patrols should use two point men in high density booby trap areas. While one point man carries out his normal duties, the other stays alert for booby traps.

*306. COUNTERMEASURES TO TAKE WHEN AND AFTER AN EXPLOSIVE DEVICE IS TRIPPED

1. WHEN THE DEVICE IS TRIPPED

a. It is recognized that little reaction time exists once the detonation chain starts. The maximum fuse delay for the M-26 and foreign grenades ranges from 4 to 9 seconds. If the delay element has been modified or removed, which is usually the case, the maximum delay will be 1 1/2 seconds or less. Since the available reaction time cannot be predicted, a zero fuse delay must be assumed in all cases. Based on this assumption, the following immediate action must be taken the instant the device is tripped:

IMMEDIATE ACTION

FIRST: Be alert for the "pop" of the exploding cap, the tug of the trip wire, or the warning of another Marine.

SECOND: Sound a warning so others may take cover.

THIRD: Drop to the ground immediately.

b. Do not attempt to outrun the explosion. The 800 fragments of the M-26 grenade have an initial velocity of over 5000 feet per second. During the available delay, however brief, an individual can best remove himself from the cone of the explosion by dropping to the ground. He must assume a minimum fuse delay in every case.

c. If possible, when dropping to the ground, present the smallest target to the force of the explosion by pointing the feet in the direction of the charge.

d. Those in the immediate vicinity should also drop to the ground when the warning is sounded.

2. AFTER THE DEVICE IS TRIPPED

a. Frequently casualties are compounded by subsequent uncoordinated action by patrol members after a mine or booby trap explodes. Before moving out, patrols should be briefed on the action to take after a device is tripped. This action is:

(1) All patrol members freeze.

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(2) Patrol leader evaluates the situation.

(3) Sort seriously wounded from walking wounded. This is done verbally.

(4) Walking wounded retrace path taken into area.

(5) The man nearest the casualty should render first aid after carefully clearing his way to the individual with a probe or grapple. Under no circumstances should the rest of the patrol crowd near a wounded man.

(6) Summon assistance only if required.

(7) Evacuate all hands to a safe area after conducting a brief but careful search for other explosive devices in the immediate vicinity.

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COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

APPENDIX A

COMMON ENEMY METHODS OF EMPLOYING AT MINES

1. LOCATION

a. ROAD JUNCTIONS. Antivehicular mines are often implanted in the corner of a road junction where a tank or LVT might cut the corner. Areas on and off the road near a junction are also likely to be mined (Figure 1). Nonmetallic mines have been found 100 meters from the junction and off the road 5 to 20 meters. Excessively large charges have been used, to include one constructed of 100 pounds of cyrstalline TNT, a directional mine on top of this, and modified BLU-3 as a pressure detonator.

Figure 1. Use of AT Mines at Road Junctions

b. ROAD AND BYPASSES. The VC/NVA will use explosive charges arranged in a number of nonstandard patterns to render a roadway unusable. After friendly forces have repaired the road the enemy will return and implant antivehicular mines in the repaired areas. Bypasses are also used as mine sites. Again there is no specific pattern of emplacement. There is, however, a tendency to place mines in wheel tracks on both roads and bypasses.

c. BRIDGE APPROACHES. While bridges themselves have been mined, more frequently the approaches are mined. Devices are often implanted on the road or on the shoulder of the road 5 to 15 meters from the bridge itself (Figure 2).

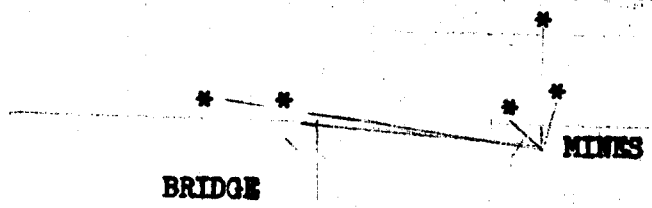

Figure 2. Emplacement of Mines on Bridge Approaches

d. WET ROADS. During the rainy season enemy training documents stress the use of wet roadways as mine sites. The mine is enclosed in water-impervious material and placed in mudholes with little other preparation.

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2. EMPLACEMENT OF ANTITANK MINES

a. Once the mine site is selected, materials and tools are assembled at the location. Tools usually include shovels, pickaxes, wrecking bars, and bags in which to put excess dirt and refuse.

b. The method of digging depends on the consistency of the road or ground surface material.

(1) DIRT ROADS. If the soil is soft, shovels are used. The size of the hole depends on the mine being implanted, but is usually three to five centimeters deeper than the mine itself, while the circumference of the hole is slightly larger than the mine body. After emplacement, the hole is filled to a level with the road surface. During the rainy season the dirt fill is at least two centimeters higher than the road surface to allow for soil settlement. Boards have been found underneath the mine in spongy soil to keep the mine from sinking.

(2) HARD SURFACE ROADS. On hard surface roads the enemy has been instructed to tunnel laterally from the side of the road using a wrecking bar or other similar tool. After creating a small hole to the desired depth, braided fuses or detonating cord is inserted the length of the hole and detonated, making a small tunnel into which the mine can be fitted.

(3) When a mine is implanted in an asphalt road it is buried under a piece of asphalt which has been removed intact from the road surface. The asphalt is repositioned and sand is poured into the cracks. If the asphalt section crumbles, then a piece of board or bamboo wicker covered with loose asphalt is substituted.

3. ANTITANK MINE CONFIGURATION. Configuration is largely determined by material available and the ingenuity of the mine layer.

a. ARTILLERY AMMUNITION. Often 105mm rounds are simply buried in the ground at a depth of approximately three inches and electrically or pressure detonated. One particular configuration utilizes an M14 AP mine buried slightly under the road surface. Under the mine is a 20-pound block of TNT, and under that, a 105mm round. The mine initiates the detonations. In another configuration, a section of detonating cord buried 18 to 22 inches underground connects an AP mine with a cluster of 105mm rounds.

b. MORTAR AMMUNITION. Mortar shells are most often found buried in a roadway, or on a road shoulder, with the nose pointed upward and pressure activated. The actuator is usually one to five inches under the road surface.

c. BOMBS. Bombs are usually buried approximately 20 inches under the road surface. They are used with a pressure device or exploded by an AP mine.

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d. LOCALLY MANUFACTURED ITEMS. Unexploded friendly ordnance provides the bulk of the explosive for locally manufactured mines. The TNT filler is extracted and utilized in fabricating various homemade explosive devices. Most common is a block of cast TNT, usually about 20 to 40 pounds, having an impression into which a detonator can be fitted. These mines are usually activated by a pressure/electric firing system.

e. SAMPLES OF AT MINE CONFIGURATION. Figures 3-6 are typical examples of antitank mine configuration.

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COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

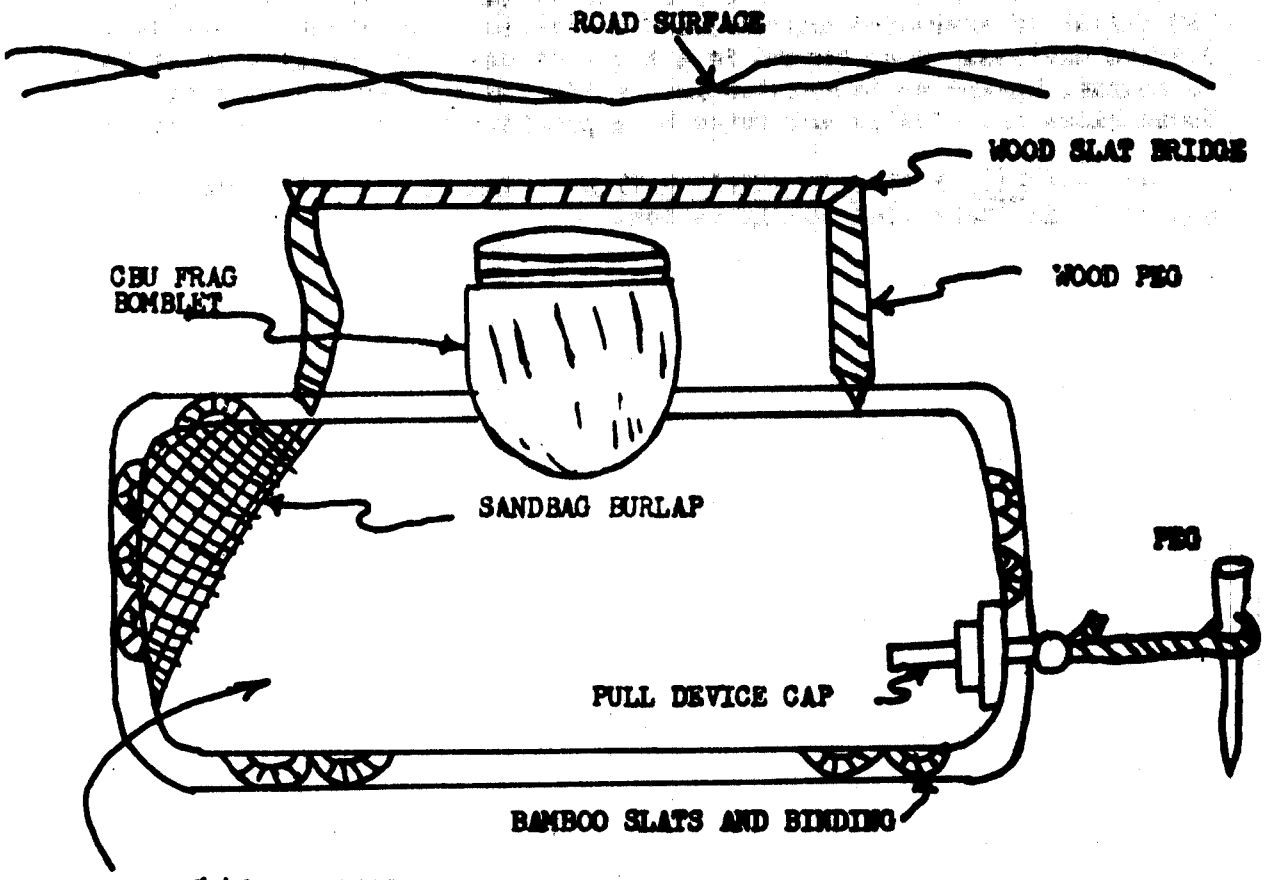
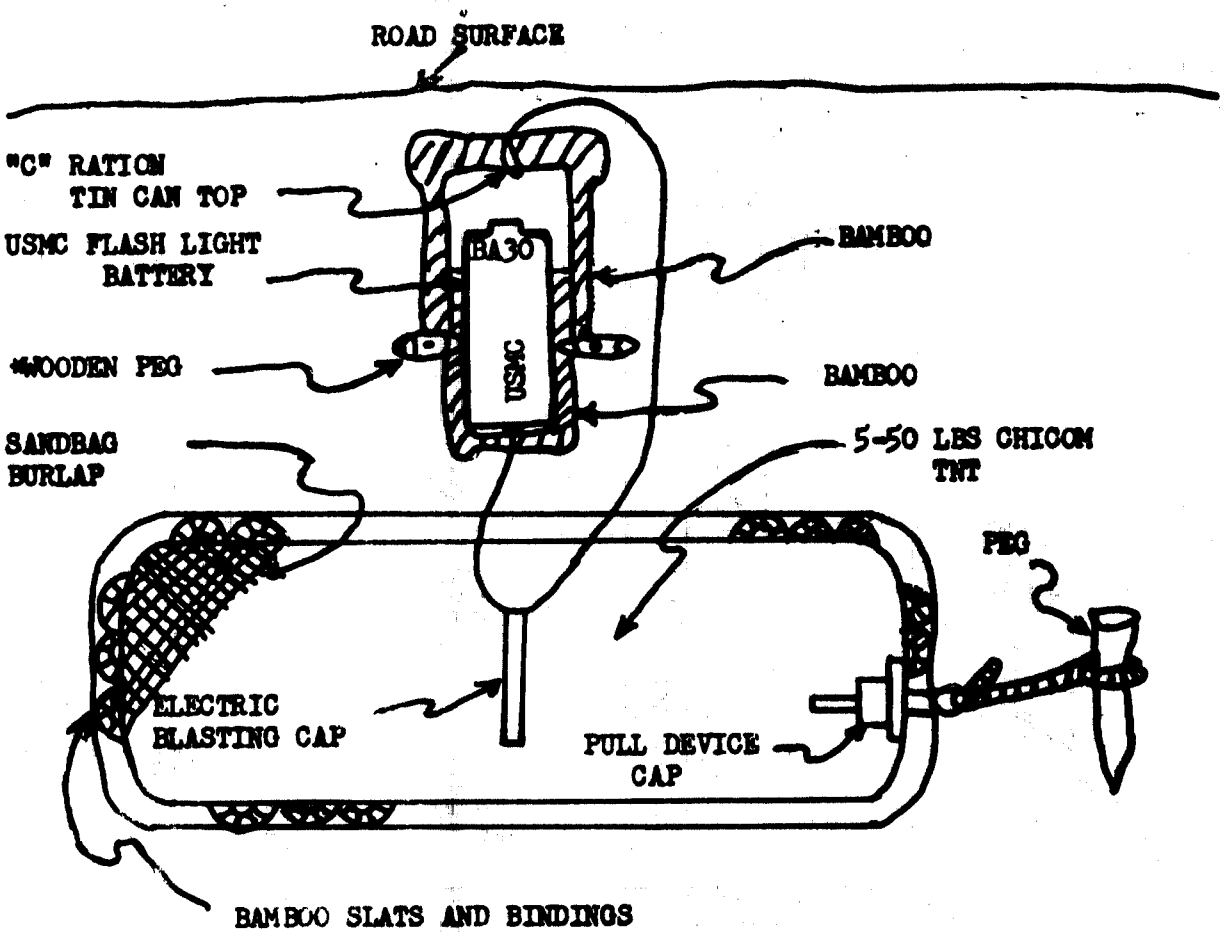


Figure 3. Sample of AT Mine

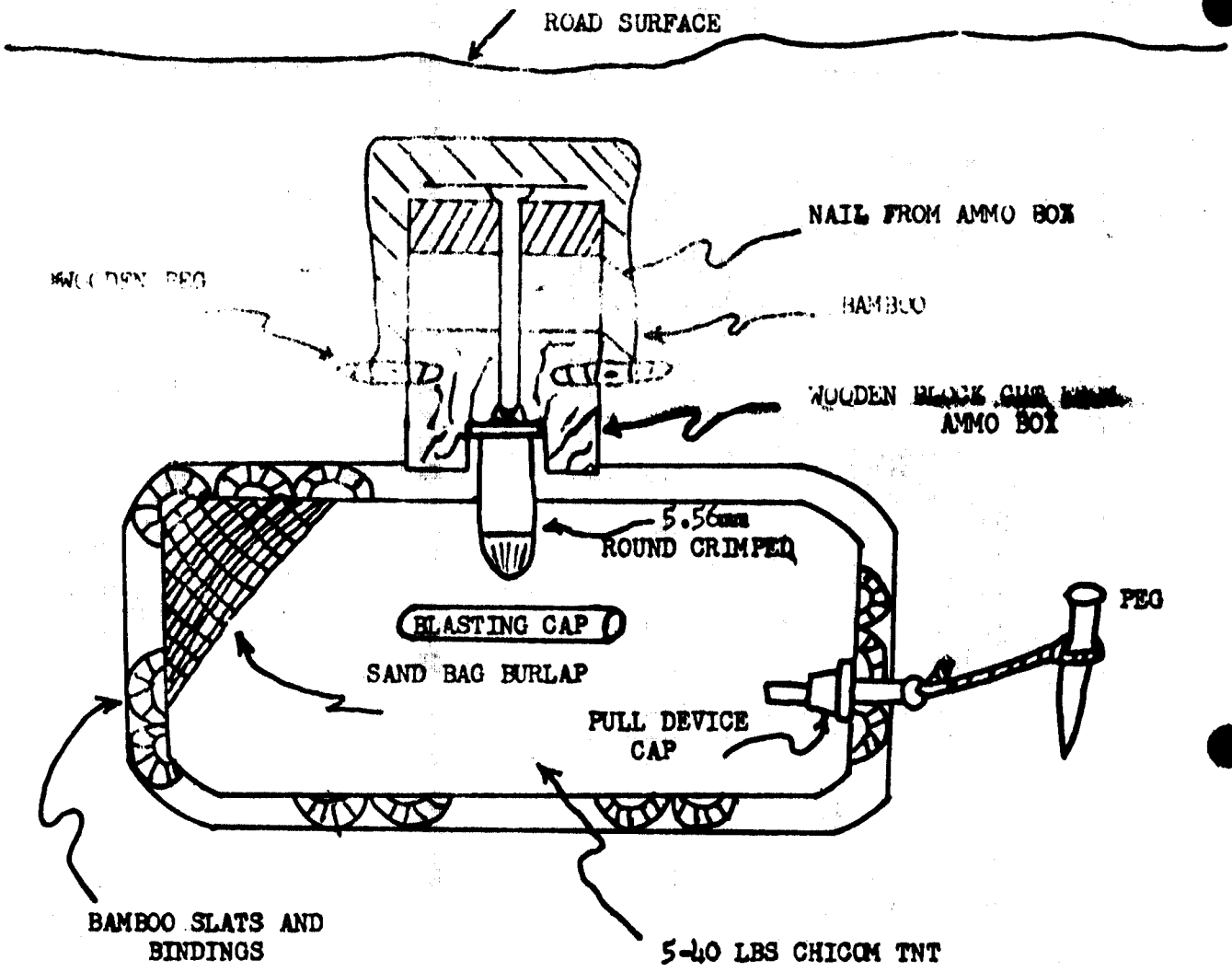
COUNTERMESAURES AGAINST MINES AND BOOBY TRAPS



* FOUR WOODEN PEGS SUPPORT THE TOP BAMBOO SLEEVE FROM FOOT AND BICYCLE TRAFFIC. A VEHICLE WILL BREAK THE PEGS AND PUSH THE TOP BAMBOO SLEEVE DOWN ON THE FLASH LIGHT BATTERY COMPLETING THE CIRCUIT AND DETONATING THE MINE.

Figure 4. Sample of AT Mine

COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS



* FOUR WOOD PEGS SUPPORT THE BAMBOO SLEEVE TO INSURE AGAINST DETONATION BY FOOT OR BICYCLE TRAFFIC.

Figure 5. Sample of AT Mine

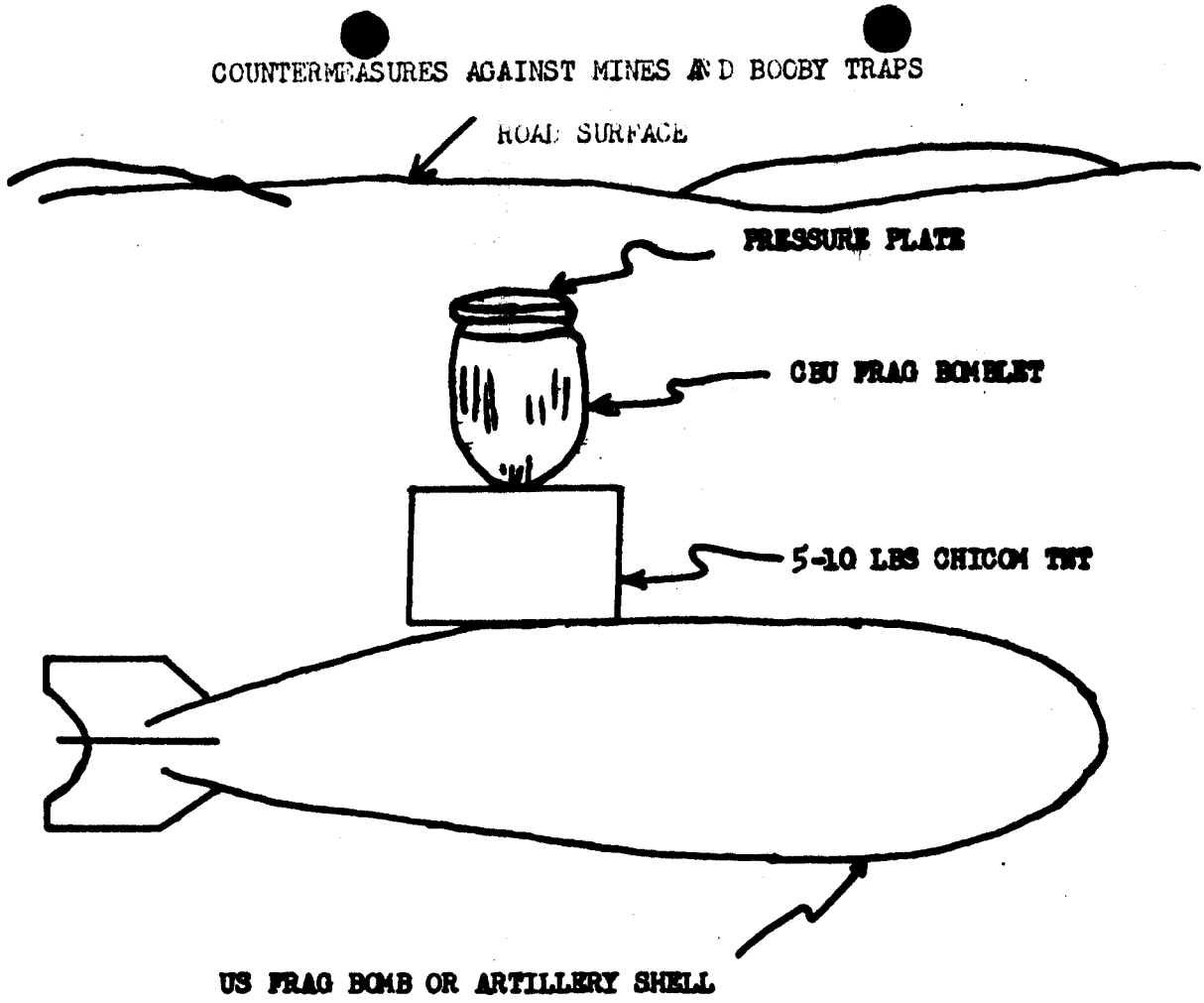


Figure 6. Sample of AT Mine

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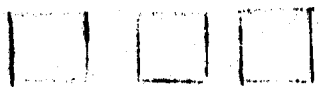
COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

APPENDIX B

MARKINGS OF ENEMY MINE/BOOBY TRAP SITES
DANANG AREA

Three stones/cans/sticks indicate a booby trap 0 - 500 meters either way down the trail.



Three leaflets indicate booby trap under the leaflets, or 0 - 500 meters either way down the trail.

An imaginary arrow drawn across the three sticks indicates direction of mines.

Sticks in the form of an arrow indicate direction of mines.

Crossed sticks with a marker indicate a mine underneath.

A stick laid in the "V" of another stick indicates direction of booby traps.

A stick laid at 45° to another stick indicates direction of booby traps.

String hanging from the top of a gate indicates that the gate, fence, and area beyond are booby trapped.

A leaflet stuck in the top of a split stick marks claymores or other fixed directional mines.

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COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

Square of bamboo sticks indicates a mine inside.

Sticks laid in a square of four "X's" indicate a mine inside.

A cross indicates mines in direction of arms.

Sticks "X's" in crossroad corners indicate mines in the intersection or at the corners.

PRINTED SIGNS FREQUENTLY FOUND NEAR MINE/ BOOBY TRAP SITE

CAN - Danger
MIN - Mine
VAO - Cave entrance
BEP - Bear trap

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COUNTERMEASURES AGAINST MINES AND BOBBY TRAPS

APPENDIX C

MINE AND BOOBY TRAP FORMAT

(Submit when there is a KIA, or more than two WIA)

HEADING

From: Unit
To: Parent Unit

Subj: Report of Mine/Booby Trap Incident

Ref: (a) DivO P3820.2_

1. An explosive device was detonated by a member of this command at (time) on (day, month) at (coordinates).

2. In accordance with reference (a) the following report is submitted: (Fill in blanks or mark choices as appropriate)

a.

TYPE EXPLOSIVE	MEANS OF DETONATION	SITE DESCRIPTION
__ Mine Metallic Case	__ Pressure	__ Dike
__ Mine Nonmetallic Case	__ Pull	__ Trail Junction
__ Claymore	__ Command	__ Landing Zone
__ Grenade (Type)	__ Trip Wire	__ Tree Line
__ Dud Arty Round (Type)	__ Unknown	__ Tunnel
__ Dud Mortar Round (Type)	__ Other (Describe)	__ Trail
__ Bomb		__ CP Site
__ Uncased Explosives		__ Fence/Gate
__ Unknown		__ Rice Paddy
__ Other (Describe)		__ Open Field
		__ Paved Road
		__ Unpaved Road
		__ Other (Describe)

b. Casualties (KIA, WIA(E), WIA(M))

c. Material Damage (Type of vehicle, etc., and extent of damage, i.e., light, moderate, heavy, destroyed)

d. Warning Indicators Noted (Enemy site markings, enemy activity, any unusual activities noted in immediate vicinity prior to incident, etc.)

*e. What Happened? (Brief narrative description of incident)

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COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

*f. What Countermeasures Were Taken Beforehand to Prevent This Incident?

*g. What Countermeasures Will Be Taken to Prevent Future Incidents?

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COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

APPENDIX D

MINE AND BOOBY TRAP CHECK LIST

1. Is accumulated knowledge known to all?

a. Does unit have the basic references?

(1) DivO P3820.2A Countermeasures Against Mines and Booby Traps?

(2) DivO 3500.1, Indoctrination Training of Replacements?

(3) DivBul 1500 of 21 March 1969, Commanding General's Mine and Booby Trap Seminar?

(4) CG ltr to Regimental Commanders dtd 13 April 1969?

(5) CG ltr to Regimental Commanders dtd 11 May 1969?

(6) Monthly Lessons Learned (DivBul with distribution to rifle platoon commanders)? Is the rifle platoon commander getting his copy?

b. Have the right people thoroughly digested the basic references? All key personnel?

c. Has the rifle platoon commander in fact thoroughly briefed every man in his platoon on the countermeasures listed in DivO P3820.2A?

2. Assess training efforts.

a. Describe unit counter-mine and booby trap program.

(1) Concept?

(2) Physical set-up?

(3) Organization?

(4) Information/Reporting channels?

b. Indoctrination training (DivO 3500.1) and unit CMS training.

(1) Is booby trap instruction included in both?

(2) What booby trap instruction is actually given? Scope? Subject matter? Syllabus?

(3) What references are used?

(4) Who teaches the classes?

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(5) Who supervises/inspects the classes for quality control?

(6) How much total time is spent on booby trap instruction?

(7) Is practical application included? Booby trap lanes?

(8) Is training emphasis on:

(a) Alertness and powers of observation?

(b) Visual detection techniques?

(c) Recognition of enemy markings of mine and booby trap sites in the Danang area?

(d) The buddy system? New men work with experienced men?

(e) Dispersion/interval between men?

(f) Immediate action to take when a device is tripped?

(g) Use of demolitions to destroy booby traps in place?

(9) Is the training film "Viet Cong Mines and Booby Traps" used? (Serial No MH-10379A, available at Division Schools).

c. Is the 1st Engineer Battalion Mine and Booby Trap school fully utilized? How many attend? How often? Are men with less than six months remaining in country assigned as students?

3. Use of countermeasures to reduce casualties

a. Command emphasis

(1) Are incidents reported to commanders?

(2) When an incident occurs, do commanders at all levels ask:

What happened?

What countermeasures were taken beforehand to prevent the incident?

What countermeasures will be taken to prevent future incidents?

(3) Reports - are incidents reported through the chain of command for all commanders and S-3s to see and act upon?

(4) Are commanders familiar with the countermeasures suggested in DivO P3820.2A?

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(5) Do rifle platoon commanders brief their men on countermeasures immediately before moving into a booby trapped area?

b. S-2

(1) Where are the high density booby trap/road mining areas in the TAOR?

(2) What effort is made through POW interrogations and agent nets to determine enemy booby trap techniques and to locate village munition factories? How is this information disseminated? Is data recorded?

(3) What are the enemy techniques of employing road mines and booby traps?

(4) Where are booby traps and mines found in unit TAOR?

(5) To what use are night vision and intrusion devices put?

(6) Are Kit Carson Scouts used to detect booby traps?

(7) Is S-2 familiar with DivO P3820.2A?

c. S-3

(1) What tactical countermeasures are used to counter road mining and booby trapping?

(a) Road mining

Pave and oil roads?

Clear underbrush from shoulders back beyond effective small arms range?

Ditch sides of roads?

Patrols and outpost on or near roads?

Stay behind patrols dropped off from passing patrols?

H&I fires on or along banks of roads?

Tank beehive rounds periodically fired down long axis of road?

Periodic small arms burst from gun ships over-flying long axis of road?

What is sweep rate of road sweep team? (Anything over .5 mph is noneffective)

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COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS

(b) Booby Traps

Constant physical presence at key spots?

Aggressive patrolling?

Reconnaissance patrols verify S-2 intelligence reports?

Scout sniper killer teams in layout positions?

Small unit cordon and search operations in villages near high density booby trap areas or in villages with suspected munitions factories?

Artillery fires over and into high density booby trap areas?

(2) Control of duds and ammunition

(a) Are fire support missions controlled to guard against overkill or delivery of excess ordnance?

(b) Is there accountability by small unit leaders of grenades and all ordnance before and after a mission?

(3) Are scout dogs used to detect booby traps?

(4) Are physical protective countermeasures used?

(a) Body armor and helmet?

(b) Buddy system used with inexperienced men?

(c) Is vehicle flooring sand bagged?

(d) Do vehicles travel alone?

(5) Are detection countermeasures used?

(a) Are Marines kept alert at all times by unit leaders?

(b) Do Marines know where to look?

(c) Do Marines know what to look for?

(6) Are destructive countermeasures used?

(a) Do individuals attempt to move or disarm booby traps?

(b) Are demolitions used to destroy booby traps in place?

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(c) Are grappling hooks taken on patrols? Are they used in suspicious areas to open gates, clear trip wires, etc?

(7) Are avoidance countermeasures used?

(a) Stay off trails? Dikes?

(b) Move where local inhabitants move?

(c) Avoid patterns?

(d) Move at night when possible?

(e) Are 15 meters maintained between men and 100 meters between men and tracked vehicles?

(f) Move slowly?

(g) Probes used?

(h) Booby traps marked when found?

(i) Tanks used to detonate booby traps?

(j) When driving on roads:

Stay off shoulders?

Use of road ruts?

Avoid holes and objects in the road?

(8) Are proper countermeasures taken when a device is tripped?

(a) Sound a warning?

(b) Drop to the ground; do not attempt to outrun the explosion.

(9) Are proper countermeasures taken after a device is tripped?

(a) Freeze?

(b) Senior Marine evaluate situation?

(c) Verbally sort casualties?

(d) Walking wounded retrace path through area?

(e) Probe or grapple to seriously wounded?

(f) Summon assistance if required?

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(g) Evacuate to a safe area after checking for other devices in immediate vicinity?

(10) What records or statistics are maintained?

(a) Total casualties?

(b) Total devices detonated?

(c) Total devices found and destroyed?

(d) Number of casualties per device?

(11) How are statistics used?

(12) Are Marines familiar with enemy mine and booby trap markings in the Danang area?

(13) Are RFs and PFs used to detect booby traps?

(14) Suggestions for new countermeasures or improvements to old ones?

d. S-4

(1) Have any difficulties been experienced in turning in unwanted ammunition at ammunition supply points or elsewhere?

(2) Are rear as well as forward areas policed and is security provided for unit dumps?

e. S-5

(1) VIP Program

(a) How much ordnance has been turned in under this program?

(b) How much money has been spent overall on recovered ordnance?

(c) What is the average amount paid for:

M-26 grenade?

81mm mortar round?

105mm artillery round?

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COUNTERMEASURES AGAINST MINES AND BOOBY TRAPS
APPENDIX E

MINE/BOOBY TRAP REPORT

1 YR | 3 MO | 5 DAY | 7 HOUR | 11 LOCATION | 19 CTZ (1,2,3,4)

20 DO NOT FILL IN THESE BLOCKS | 22

PROVINCE _____ UNIT _____

Write in PROVINCE name and UNIT designation on above lines. IBM codes will be filled in by CMEC.

26 TYPE
1. Mine
2. Booby Trap

27 HOW DETECTED
1. Detonation
2. Visual
3. Civ Informant
4. Dtr PRS-4/PRS-7
5. Dtr 153
6. Probe
7. Scout Dog
8. KC Scout
9. VC/NVA Mine Marker
0. Other*
*(Explain in REMARKS)

28 TYPE EXPLOSIVE
1. Mine
2. Claymore
3. Grenade
4. Arty/Mortar
5. Bomb
6. TNT
7. Other**

**If possible, report in REMARKS: type fuze, type ammo(HE, WP, etc.), caliber, and Lot Number if US.

29 ORIGIN
1. US
2. USSR
3. CHICOM
4. VC Local
5. E. German
6. Other*

30 SIZE OF CHARGE
1. 0-10 lbs
2. 11-20 lbs
3. 21-40 lbs
4. Over 40 lbs

31 CIV IN AREA
1. None
2. Hostile
3. Friendly
4. Indifferent

32 TYPE FIRING DEVICE
1. Pressure
2. Pressure Release
3. Pull
4. Tension Release
5. Command Electric
6. Command Pull
7. Pressure Electric
8. Tripwire
9. Time Delay--- Note in REMARKS: Chem, Elec, or Mechanical

33 LAST FRIENDLY PASSAGE
1. 0-1/2 hrs
2. 1/2-3 hrs
3. 3-6 hrs
4. 6-12 hrs
5. 12-24 hrs
6. 1-2 days
7. Over 2 days

For Vehicle Incidents ONLY --- Leave BLANK If Not Applicable

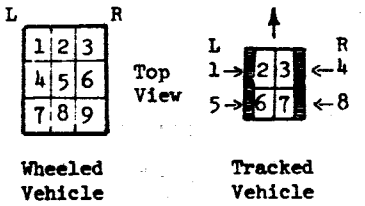
34 TYPE VEHICLE
1. 1/4 Ton
2. 3/4 Ton
3. 21/2 Ton
4. 5 Ton
5. APC
6. Tank
7. Bus
8. Other*

35 EXTENT OF DAMAGE
1. Light (operational)
2. Moderate (org maint)
3. Heavy (spt maint)
4. Destroyed

36 LOCATION OF EXPLOSIVE

1 2 3 4 5 6 7 8 9
Road or Trail

37 LOCATION OF DAMAGE



38 KIA | 40 WIA
CASUALTIES

42 Has this area been mined frequently?
1. Yes
2. No

43 Was this a likely area for mining?
1. Yes
2. No

44 REMARKS 80

MACV Form 54R (13 July 69)

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INSTRUCTIONS for Completing Front Side of MINE/BOOBY TRAP REPORT

1. The first line MUST be completed. Blocks 1 - 19 and 26 should be filled in. Blocks 20 - 25 will be filled in by CMEC personnel, but the individual completing this report must write in the name of the PROVINCE and his UNIT designation on the lines provided.

2. Blocks 27 - 43 if UNKNOWN or NOT APPLICABLE should be left blank.

3. Blocks 3 and 4 should be completed using two digit numbers corresponding to the month of the year. For example: 01 for JAN, 02 for FEB, etc.

4. Blocks 5 and 6 should be completed using two digit numbers corresponding to the day of the month.

5. Blocks 11 through 18 should show a two letter, six digit grid coordinate. For example: | Y | S | 6 | 3 | 4 | 2 | 4 | 5 | If only a four digit coordinate is known, the third and sixth digits should be entered as zero. For example: | Y | S | 6 | 3 | 0 | 2 | 4 | 0 |

6. Blocks 38 through 41 must be completed. If there were no casualties, zeros should be entered.

7. The REMARKS blocks should normally be used only to amplify information in blocks 27, 28, 29, or 32. The remarks should be prefaced with the item number. For example:

44 | 2 | 8 | - | B | I | C | Y | C | L | E | | 3 | 2 | - | M | E | C | H | A | N | I | C | A | L | | | | | | | | | | | | | | 80

SKETCH or PHOTOGRAPHY of:
1. Device, wires etc. and their relation to ground level.
2. Location of device in relation to personnel, terrain, manmade features. If a road incident, indicate width, surface material, and condition of road.
3. VC/NVA Warning Indicators in the area.

Submitted by (Name, Grade/Rank, Org, Title)

TO BE FORWARDED TO:

U.S. Director
Combined Intelligence Center, Vietnam
ATTN: MACJ231-7
APO 96307

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 4400
21/ALG/rhn
9 Dec 1969

DIVISION BULLETIN 4400

From: Commanding General
To: Distribution List

Subj: Purification of Jungle Clothing Requisitions

Ref: (a) CG III MAF msg 190530Z Nov69 (NOTAL)

Encl: (1) One Time Jungle Clothing Requisition Purification Format

Report Required: Listing of Outstanding Requisitions (Report Symbol 1MarDiv 4400-1) par. 3

1. Purpose. To purge over-age or invalid requisitions from supply accounts of this Division and to obtain data on Division wide requirements for Jungle Clothing.

2. Information. Reference (a) announced that pursuant to a policy of issuing Jungle Clothing at Transient Facility Okinawa for personnel destined for In-Country units, requisitioning objectives of In-Country units would be cut by thirty to fifty percent. The Force Logistic Command has recently completed an inventory on Jungle Clothing assets and is in the process of releasing all known requirements. It is apparent that requisitions not filled after this issue must be carefully reviewed for validity and the Force Logistic Command advised of total remaining requirements.

3. Action. Commanding Officers having organic supply accounts will ensure compliance with the following:

a. No later than 15 December 1969, submit to this Headquarters, (Attn: DSO) a listing of outstanding requisitions for Lightweight Utility Jackets, Lightweight Utility Trousers, Tropical Boots, Green Underclothing and Green Towels as of 10 December 1969.

b. Submit lists in duplicate in the format shown in enclosure (1). Lists will be reviewed by the Division Supply Officer and the duplicate list returned, annotated with suggested action to be taken by Organic Supply Officers.

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DivBul 4400
9 Dec 1969

4. Self-Cancellation. 31 December 1969.

C. E. WALKER
Chief of Staff

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Copy to:
Each Organic Supply Account (1)

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DivBul 4400
9 Dec 1969

JUNGLE CLOTHING REQUISITION PURIFICATION FORMAT

UNIT: _____

ITEM NOMENCLATURE	FEDERAL STOCK NUMBER	DOCUMENT NUMBER	LATEST STATUS	DATE	LKH	RESERVED FOR DSO

ENCLOSURE (1)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 5724
41/JPM/fad
10 Dec 1969

DIVISION BULLETIN 5724

From: Commanding General
To: Distribution List

Subj: Fleet Home Town News Report

Ref: (a) DivO P5720.5

Encl: ✓(1) Report of Fleet Home Town News Releases processed in November 1969

1. Purpose. To promulgate information of this Divisions participation in the Fleet Home Town News Program (FHTN), in accordance with the provisions of reference (a).

2. Information. The Divisions FHTN program is designed to require a minimum of effort on the part of subordinate commands while maximizing participation. Adherence to the pertinent instructions of reference (a) will ensure these results.

3. Unit Participation. FHTN Releases processed by this Command during November are set forth in enclosure (1). Some units still fall below the desired minimum participation of 15 percent of their onboard strength each month.

4. Action. Commanders will ensure that all members of their unit are given the opportunity and encouraged to participate in the program on each appropriate occasion.

5. Self-Cancellation. 15 January 1970.

C. E. WALKER
Chief of Staff

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DivBul 5724
10 Dec 1969

REPORT OF FLEET HOME TOWN NEWS RELEASES PROCESSED IN NOVEMBER 1969

	UNIT	RECEIVED	RELEASED
1.	Headquarters Battalion	127	127
2.	Headquarters, 1st Marines	21	21
3.	1st Battalion, 1st Marines	265	265
4.	2d Battalion, 1st Marines	1221	1221
5.	3d Battalion, 1st Marines	738	738
6.	Headquarters, 5th Marines	21	21
7.	1st Battalion, 5th Marines	165	165
8.	2d Battalion, 5th Marines	115	115
9.	3d Battalion, 5th Marines	67	67
10.	Headquarters, 7th Marines	2	2
11.	1st Battalion, 7th Marines	129	129
12.	2d Battalion, 7th Marines	9	9
13.	3d Battalion, 7th Marines	80	80
14.	Headquarters, 11th Marines	8	8
15.	1st Battalion, 11th Marines	75	75
16.	2d Battalion, 11th Marines	29	29
17.	3d Battalion, 11th Marines	83	83
18.	4th Battalion, 11th Marines	27	27
19.	1st Battalion, 13th Marines	2	2
20.	Headquarters, 26th Marines	43	43
21.	1st Battalion, 26th Marines	446	446
22.	2d Battalion, 26th Marines	0	0
23.	3d Battalion, 26th Marines	0	0
24.	1st Engineer Battalion	15	15
25.	7th Engineer Battalion	45	45
26.	9th Engineer Battalion	27	27
27.	1st Motor Transport Battalion	57	57
28.	11th Motor Transport Battalion	17	17
29.	1st Medical Battalion	53	53
30.	1st Hospital Company	6	6
31.	1st Dental Company	0	0
32.	1st Reconnaissance Battalion	206	206
33.	1st Tank Battalion	1	1
34.	1st Shore Party Battalion	44	44
35.	1st 175mm Gun Battery	0	0
36.	3d 175mm Gun Battery	0	0
37.	5th 175mm Gun Battery	0	0
38.	1st 8" Howitzer Battery	0	0
39.	3d 8" Howitzer Battery	0	0
40.	3d Amphibian Tractor Battalion	43	43
		4207	4207

ENCLOSURE (1)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

DivO 1710.10E Ch 2
37/WJG/jfl
11 Dec 1969

DIVISION ORDER 1710.10E Ch 2

From: Commanding General
To: Distribution List

Subj: Out of Country R&R (Rest and Recuperation) Program

Encl: (1) New page inserts to Division Order 1710.10E

1. Purpose. To transmit new page inserts to enclosure (1) to the basic Order.

2. Action. Remove present pages 1 and 2 of enclosure (1) to the basic Order and replace them with enclosure (1) hereto.

C. E. WALKER
Chief of Staff

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DivO 1710.10E
29 Mar 1969

ADMINISTRATIVE PROCEDURES FOR
MANAGEMENT OF OUT OF COUNTRY R&R

1. Administrative Procedures for Scheduling Personnel for R&R

a. The names of personnel selected for Out of Country R&R will be submitted to the Division Special Services Officer in roster format. Copies of individual orders will not be accepted. Rosters will be arranged to indicate destination, quota authorized, date of departure, check-in-time, and finally the names of the personnel to be manifested for each flight. Enclosure (2) is a sample R&R Roster, and all units will follow this format. One copy of each roster is required.

b. Rosters may be submitted in increments as long as they are delivered prior to the booking cut-off date for each flight.

c. The booking cut-off date for the 1st Marine Division will be six days prior to the departure of each flight.

d. The Division Special Services Officer will deliver the name of each passenger to the III MAF R&R Center for manifesting by the III MAF booking cut-off date which is five days prior to the departure of each flight.

e. Direct submission of space required rosters or advance copies of individual orders to the III MAF R&R Center is strictly prohibited.

*f. Units that are unable to fill assigned quotas will report this fact on the R&R rosters described above. This will be done by posting blank lines equal to the number of seats that cannot be utilized under each flight that cannot be filled. Quotas, once turned in, are redistributed to other units; therefore if a quota is returned to Division Special Services, and at a later date it can be utilized, units must contact Division Special Services before submitting any names to be sure the quotas are still available.

g. Quotas will not be exchanged between organizations without approval of the Division Special Services Officer.

h. Cancellations will be reported by telephone to the Division Special Services Officer as they occur.

i. Direct communications to the III MAF R&R Center about any R&R matter is permitted only in those instances that deny sufficient time to contact Division Special Services prior to the prescribed check-in time.

ENCLOSURE (1)
Ch 2 (11 Dec 1969)

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*j. Substitutions need not be reported to Division Special Services. Substitutions are effected by inserting the word "VICE" after the substitute passenger's name and following it with the name of the cancelled passenger, e.g. PFC JONES VICE Cpl SMITH. Substitute passengers must know the name of the person whose place they are taking, and when that person's name is read off the manifest at the III MAF R&R Center, the person substituting should take his place in the line.

k. R&R passengers who fail to report to the III MAF R&R Center or those who report after the prescribed check-in time are called "NO SHOWS".

l. Commanding Officers will be notified about each person designated a "NO SHOW" because of failure to report. Replies concerning the circumstances that caused the "NO SHOW" are required; such replies should serve to point out flaws in R&R management that are amenable to correction.

m. R&R passengers who become "NO SHOWS" because they reported later than the prescribed check-in time, may secure a seat to their originally scheduled destination, or to an alternate destination as "standby" passengers. Such persons will not be reported as "NO SHOWS" if they do go on R&R. Commanding Officers will be informed, however, in each case that involves a change in destination. The OIC of the III MAF R&R Center has the authority to modify orders to effect a change in destination. Persons who report late and do not secure a standby seat will be reported as a "NO SHOW".

n. Personnel attempting to secure a standby seat will be permitted a maximum wait of 48 hours. Personnel who are unable to secure a standby seat within this time limitation, will return to their parent organization (Paragraph 4.f of this Directive applies).

o. In accordance with reference (a), the minimum amount required for an individual to proceed on R&R is $250.00. This requirement is waived for personnel going on R&R to Tokyo who plan to spend their R&R period at Camp Zama. Commissioned officers and Non-commissioned officers in the grade of E-5 or above will not be required to produce proof or monetary sufficiency. Individuals of the grade E-4 and below who are meeting a dependent may certify that the amount of negotiables that he and his dependent jointly possess, meet the minimum requirement. The Officer-In-Charge of the R&R Center is delegated authority to waive this requirement on an individual basis when the circumstances warrant. Dollar instruments in excess of $500.00 require a Currency Control Form executed and signed by the individual's Commanding Officer. This form will be presented to the R&R Center prior to conversion of MPC to U. S. dollars.

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 5041
16/WRD/tjw
13 Dec 1969

DIVISION BULLETIN 5041

From: Commanding General
To: Distribution List

Subj: Medical Technical Inspections

Ref: (a) DivO 5041.20
(b) DivO P6000.1B

Encl: /(1) Inspection Schedule for 3d Qtr, FY-70

1. Purpose. To announce the Medical Technical Inspection Schedule to be conducted during the 3d Quarter, FY-70, in accordance with references (a) and (b).

2. Information. During the 3d Quarter, FY-70, the Division Surgeon's Office will conduct medical technical inspections of the medical facilities of those units listed in enclosure (1). Reference (b) is the primary source document for use in preparing for these inspections. In consideration of operational commitments, inspections will be conducted informally, and where the combat situation precludes the inspection according to enclosure (1), rescheduling will be effected by the Division Surgeon's Office.

3. Action. Commanders will ensure that all preparations for inspections have been completed prior to the scheduled date of the inspection.

4. Self-Cancellation. 30 April 1970.

C. E. WALKER
Chief of Staff

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DivBul 5041
13 December 1969

INSPECTION SCHEDULE FOR 3RD QTR, FY 1970

JANUARY 1970

2d Battalion, 11th Marine Regiment	6 JAN 70
3d 175mm Gun Battery	6 JAN 70
11th Marine Regiment	13 JAN 70
1st Shore Party Battalion	15 JAN 70
1st Reconnaissance Battalion	20 JAN 70
3d 8" Howitzer Battery	22 JAN 70
7th Engineer Battalion	27 JAN 70
11th Motor Transport Battalion	29 JAN 70

FEBRUARY 1970

Headquarters Battalion	3 FEB 70
1st Marine Regiment	5 FEB 70
1st Battalion, 1st Marine Regiment	5 FEB 70
3d Battalion, 1st Marine Regiment	10 FEB 70
1st Engineer Battalion	12 FEB 70
9th Engineer Battalion	17 FEB 70
1st Battalion, 13th Marine Regiment	19 FEB 70
26th Marine Regiment	25 FEB 70

MARCH 1970

1st Battalion, 26th Marine Regiment	3 MAR 70
2d Battalion, 26th Marine Regiment	5 MAR 70
3d Battalion, 26th Marine Regiment	10 MAR 70
1st Hospital Company	12 MAR 70
5th Marine Regiment	17 MAR 70
3d Battalion, 5th Marine Regiment	17 MAR 70
3d Battalion, 11th Marine Regiment	19 MAR 70
3d Amphibious Tractor Battalion	26 MAR 70
1st Tank Battalion	28 MAR 70

ENCLOSURE (1)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 3500.4A
3/LAB/lnm
14 December 1969

DIVISION ORDER 3500.4A

From: Commanding General
To: Distribution List

Subj: Reciprocal Training Program

Ref: (a) ForO 3500.1

Encl: (1) Reciprocal Mobile Training Team (RMTT) Subjects

Report Required: Reciprocal Training Evaluation (Report Symbol 1st MarDiv 3500/4-3) par. 6

1. Purpose. To establish a reciprocal training program between RVNAF and U.S. Forces employing the Mobile Training Team concept as well as other training methods judged to be effective.

2. Cancellation. Division Order 3500.4.

3. Objectives. To exchange information, experience, and training techniques which further improve combat effectiveness of RVNAF and U.S. units.

4. General

a. The reciprocal training concept is designed to improve combat capabilities of RVNAF units as well as to provide training for U.S. units. RVNAF units desire instruction on subjects contained in enclosure (1). Similarly, a list of subjects in which RVNAF units are prepared to instruct U.S. units is contained in enclosure (1). Instruction need not be limited to these subjects but may be expanded as required to satisfy local requirements.

b. The actual presentation of training need not be limited to that given by Mobile Training Teams. Existing training facilities such as the Division Schools Advanced Orientation Courses for officers and SNCOs (1 week) and NCO Leadership Course (2 weeks), local technical schools and exchange visits utilizing OJT may be employed where it is considered that desired results will be best achieved. In this regard, the desired end is the most effective performance of RVNAF and U.S. units. Utilize ingenuity and imagination in shaping local resources and circumstances toward this end.

17.

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c. In addition, operations conducted in cooperation and coordination with provincial and district officials and RVNAF forces, should be reported when training is conducted in conjunction with operations.

5. Counterpart Designation. The 51st ARVN Regiment is designated by III MAF as the counterpart of the 1st Marine Division for Reciprocal Mobile Training Team support, as outlined in enclosure (1).

6. Reports. In order to allow 1st Marine Division to monitor the effectiveness of the reciprocal training program and to report the results monthly to III MAF, in accordance with reference (a), reports will be submitted to this Headquarters (Attn: G-3), by the 1st day of each month for training conducted during the previous month. Negative reports required. The report should contain, but is not limited to, the following information:

a. U.S. and RVNAF units participation in training.

b. Dates and location of training.

c. Type of training involved.

d. Problems encountered, if any.

e. Evaluation of the overall effectiveness of training for both RVNAF and U.S. units.

C. E. WALKER
Chief of Staff

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DivO 3500.4A
14 December 1969

RECIPROCAL MOBILE TRAINING TEAM (RMTT) SUBJECTS

Suggested subjects for inclusion in RMTT Programs of Instruction are listed below:

Subjects Taught by U. S. RMTT

A. Fire Support Coordination
B. Logistics Improvement
C. Technical Subjects:
   (1) Radio Repair
   (2) Special Equipment/ Weapons Instruction
D. Map Reading and Land Navigation
E. Assistance in Administering Operational Readiness Tests
F. Protective Mask, fitting, care, inspection and gas chamber exercise
G. Small Unit Tactics, Fire and Maneuver, Search Techniques, and Night Attacks
H. Medevac Procedures - Road, Air, Litter Bearing Procedures Emergency First Aid in the Field Preventive Medicine, Field Sanitation
I. U. S. Mines and Fuses
J. Organizational Maintenance of Engineer Equipment

Subjects Taught by ARVN RMTT

A. Customs and Habits of the Local Populace
B. Province/District History
C. U. S. Influence on Local Economy
D. RF/PF Organization, limitations and capabilities
E. VC Tactics:
   (1) VC Weaknesses which could be exploited
   (2) VC Attack Indicators
   (3) VC Mines and Booby Traps
   (4) Deception by the VC
   (5) Detection of the VC
F. Counter Ambush Techniques
G. Average Day of Hard Core VC
H. Chieu Hoi Program
I. Revolutionary Development Program
K. For the People

ENCLOSURE (1)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 5420.1A
I/OCC/hlm
14 Dec 1969

DIVISION ORDER 5420.1A

From: Commanding General
To: Distribution List

Subj: Leadership Council

Ref: (a) ICCI 5420.7A

Encl: (1) III MAF Racial Incident Report Form

Report Required: Leadership Council Monthly Review and Forecast (Report Symbol 5420.1) par. 5

1. Purpose. To establish a Division Leadership Council and organizational Leadership Councils for the purpose of monitoring and recommending appropriate action on reports of racial tensions and incidents as outlined in reference (a).

2. Cancellation. Division Order 5420.1.

3. Background. During October 1968, as a result of racial incidents, the I Corps Coordinator decided to form an ICTZ system of Watch and Action Committees with the mission of identifying race relations problems, studying these problems, and formulating ways and means to reduce racial tensions and incidents. Subsequently, the ICTZ Watch Committee was appropriately renamed as the ICTZ Leadership Council.

4. Action

a. Leadership Councils will be formed immediately, as follows:

(1) Division Leadership Council:
Assistant Chief of Staff, G-1
Executive Officers of Regiments and Separate Battalions
Division Sergeant Major

(2) Regimental Leadership Council:
Membership to be determined by the Commanding Officer

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racial understanding and harmony.

d. A forecast of the state of race relations for the coming month.

C. E. WALKER
Chief of Staff

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DivO 5420.1A
14 Dec 1969

III MAF RACIAL INCIDENT REPORT

Date: _____ **Time:** _____

Place: _____

Unit(s) Involved: _____

_____

Primary Participants:

NAME	GRADE	SERNO/SSN	RACE	UNIT

ENCLOSURE (1)

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III MAF RACIAL INCIDENT REPORT (CONTD)

1. How willing to describe the incident were witnesses?	Willing	Reluctant	Refused	Unknown
2. Were the time and place of the incident apparently preselected?	No		Yes	Unknown
3. Was group action evident?	No		Yes	Unknown
4. Was any subversive literature discovered in connection with this incident?	No		Yes	Unknown
5. How many of the participants had previously received threats or invitations to join militant or subversive groups?	None	5 or less	6 or more	Unknown
6. Were weapons used which are not normally available? (i.e., chains, pipes, etc.)	No		Yes	Unknown
7. Were the weapons prepositioned?	No		Yes	Unknown
8. How many persons were actively engaged in the incident?	2 or less	2-15	16 or more	Unknown
9. How many were from a unit other than listed on page 1?	None	5 or less	6 or more	Unknown
10. How many persons were injured?	None	5 or less	6 or more	Unknown
11. How many persons were hospitalized?	None	5 or less	6 or more	Unknown
12. How much property damage resulted?	None	Little	Substan-tial	Unknown
13. Was the cause of the incident readily discernible?	No		Yes	Unknown
14. Were previous warnings/rumors of this incident circulated beforehand?	No		Yes	Unknown

ENCLOSURE (1)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 5041
54/WDS/sps
15 Dec 1969

DIVISION BULLETIN 5041

From: Commanding General
To: Distribution List

Subj: Career Planning Technical Inspections

Ref: (a) DivO 5041.20
(b) DivO P1133.1E

Encl: (1) Schedule of Career Planning Inspections

1. Purpose. To announce the Career Planning Technical Inspections to be conducted during the 3d Quarter, FY-70 in accordance with references (a) and (b).

2. Information. During the 3d Quarter, FY-70, the Division Career Planning Officer will conduct career planning technical inspections of the Career Planning Program of those units listed in enclosure (1). Reference (b) is the primary source document for use in preparing for these inspections. In consideration of operational commitments, inspections will be conducted informally, and where the combat situation precludes the inspection according to enclosure (1), rescheduling will be effected by the Division Career Planning Office.

3. Action. Commanders will ensure that all preparations for inspections have been completed prior to the scheduled date of inspection.

4. Self-cancellation 31 March 1970.

C. E. WALKER
Chief of Staff

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DivBul 5041
15 Dec 1969

SCHEDULE OF CAREER PLANNING INSPECTIONS

UNIT	INSPECTION DATE
HQBN	2 Feb 1970
1ST RECON BN	2 Feb 1970
1ST MED BN	2 Feb 1970
1ST SP BN	4 Feb 1970
1ST ENGR BN	4 Feb 1970
3D AMTRAC BN	4 Feb 1970
HQBTRY, 11THMAR	6 Feb 1970
1ST TK BN	6 Feb 1970
1ST 175mm GUN BTRY	6 Feb 1970
4THBN, 11THMAR	6 Feb 1970
1ST MT BN	9 Feb 1970
11TH MT BN	9 Feb 1970
7TH ENGR BN	9 Feb 1970
HQCO, 26THMAR	11 Feb 1970
2DBN, 26THMAR	11 Feb 1970
3DBN, 1STMAR	21 Feb 1970
1STBN, 26THMAR	21 Feb 1970
HQCO, 7THMAR	23-24 Feb 1970
1STBN, 7THMAR	23-24 Feb 1970
2DBN, 7THMAR	23-24 Feb 1970
3DBN, 7THMAR	23-24 Feb 1970
1ST 8" HOW BTRY	23-24 Feb 1970
3DBN, 11THMAR	23-24 Feb 1970
1STBN, 1STMAR	26 Feb 1970
2DBN, 1STMAR	26 Feb 1970
HQCO, 1STMAR	3 Mar 1970
3D 8" HOW BTRY	3 Mar 1970
1STBN, 11THMAR	3 Mar 1970
HQCO, 5THMAR	5-6 Mar 1970
1STBN, 5THMAR	5-6 Mar 1970
2DBN, 5THMAR	5-6 Mar 1970
3DBN, 5THMAR	5-6 Mar 1970
3D 175mm GUN BTRY	5-6 Mar 1970
2DBN, 11THMAR	5-6 Mar 1970
1STBN, 13THMAR	9 Mar 1970
3DBN, 26THMAR	9 Mar 1970
9TH ENGR BN	11 Mar 1970
5TH 175mm GUN BTRY	When practical

ENCLOSURE (1)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

DivBul 1500
3/LAB/tu
15 Dec 1969

DIVISION BULLETIN 1500

From: Commanding General
To: Distribution List

Subj: NCO Leadership School Graduation Speakers; assignment of

Encl: (1) Graduation Speaker Assignment 3D Quarter FY-70

1. Purpose. To publish a list of Sergeants Major assigned to deliver the graduation address for NCO Leadership Course.

2. General Information

a. Division Schools conducts a two week NCO Leadership Course on a continuing basis for PFC through Sergeant, filling NCO Leadership billets throughout the Division. A graduation exercise for approximately 60 students is conducted at the conclusion of each class to recognize abilities to lead other Marines in combat.

b. It is only fitting that the performance of these NCO's be recognized by their seniors. A list of graduation speakers for 3d Quarter FY-70 is contained in enclosure (1).

c. The graduation exercise is held at Division Schools located in the 26th Marines cantonment.

3. Action

a. Director Division Schools will:

(1) Provide graduation speakers with the exact time and location of the graduation ceremony.

(2) Provide graduation speakers with pertinent information regarding the graduation class to assist the speaker in preparing his remarks prior to the graduation.

(3) Notify supernumerary when assigned speaker is unavailable.

b. Commanding officers will ensure designated personnel in enclosure (1) are made available to provide the graduation address on assigned date.

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4. Self-Cancellation. 1 April 1970.

C. E. WALKER
Chief of Staff

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DivBul 1500
15 Dec 1969

GRADUATION SPEAKER ASSIGNMENTS 3D QUARTER FY-70

1. The following Sergeants Major are designated as graduation speaker's on the assigned dates:

DATE	NAME	ORGANIZATION
20 December 1969	SgtMaj. C.C. HAWKERMAN	7th Engr Bn
17 January 1970	SgtMaj. A. CONNELL	1st Medical Bn
31 January 1970	SgtMaj. J. J. KENNEDY	1st MT Bn
14 Febuary 1970	SgtMaj. J. N. McDONALD	3d AMTrac Bn
28 Febuary 1970	SgtMaj. C. D. LAKIN	11th MT Bn
14 March 1970	SgtMaj. M. A. DELGADO	HQ BN
28 March 1970	SgtMaj. J. J. FERNANE	7th Engr Bn

SUPERNUMERARY

1. SgtMaj. W. A. BENDOKAS 1st TK Bn

2. SgtMaj. J. M. WISE 1st Engr Bn

2. Personnel unavailable for valid reasons will notify Director Division Schools at least five days prior to the graduation date to which assigned to enable the Director to notify a supernumerary.

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 1301.13
7/JJH/ere
15 Dec 1969

DIVISION ORDER 1301.13

From: Commanding General
To: Distribution List

Subj: Assumption of Command

Ref: (a) NavReg., art. 0503
(b) CMC Msg 282134Z Nov69

1. Purpose. To publish an Assumption of Command as required by reference (a).

2. Cancellation. Division Order 1301.12.

3. Directive. I have assumed the duties as Commanding General, 1st Marine Division (Rein), Fleet Marine Force, this date, as directed by reference (b). All effective orders and bulletins issued by my predecessor remain in effect.

E. B. WHEELER

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CG, III MAF

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 5300.3B
7A/CKH/ere
16 Dec 1969

DIVISION ORDER 5300.3B

From: Commanding General
To: Distribution List

Subj: 1st Marine Division Rear Facility

Encl: √(1) Format for memorandum orders
√(2) Transportation information
√(3) Diagram of Division Rear area

1. Purpose. To delineate the organization and tasks of the 1st Marine Division Rear Facility and to publish related administrative instructions regarding its operation.

2. Cancellation. DivO 5300.3A.

3. General

a. The Division Rear provides personnel of this Command, who are classified within any of the below listed categories, a facility for the purpose of billeting, messing, assistance and transportation to and from designated pick-up stations at scheduled times:

(1) Personnel referred to or returning from a medical facility.

(2) Personnel in a transit status from one organization to another.

(3) Personnel going to or coming from annual or emergency leave, R&R, or TAD.

(4) Personnel who are away from their parent organization for any other authorized reason.

Under no circumstances will personnel who are members of this Command, who fall within one of the above categories, seek billeting from any activity except Division Rear. Additionally, Marines who are members of this Command whose organization/unit is located outside the Danang cantonment will not procure return transportation other than that provided via the Division Rear Section.

b. Personnel joining or leaving the Division on PCS orders, who

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are entering or leaving the Danang area, are processed through the III MAF Transient Facility. The Division will continue to provide at least three representatives to the III MAF Transient Facility to process Division personnel in PCS transient status. The 1st Marine Division Liaison NCO will direct all other transients of this Command to report to the Officer-in-Charge, Division Rear, to await transportation back to their parent unit.

c. Essentially, units serviced by the Division Rear are those which are remotely located from the Division Headquarters and the immediate Danang area.

d. All personnel who are members of this Command reporting to the Danang area for any reason will have in their possession official orders in the format shown in enclosure (1) signed by competent authority.

4. Organization

a. Headquarters Section

(1) Officer-in-Charge - Lt/WO

(2) NCOIC - GySgt

(3) Asst NCOIC - SSgt

(4) NCOIC, LZ 467 - Sgt

b. Administrative Section

(1) Administrative Assistant - 2 Cpl/LCpl 0141

(2) Administrative Assistant - 2 PFC/Pvt

c. Logistics Section

(1) Logistic Chief - 1 Sgt 0441

(2) Driver - 1 Cpl 3531

(3) Driver - 1 LCpl/PFC 3531

(4) Armorer - 1 Cpl/LCpl 2111

5. Location. The Division Rear is located in the 11th Motor Transport Battalion cantonment area.

6. Tasks. The Officer-in-Charge, Division Rear, will perform the following tasks in the performance of his duties:

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a. Maintain a written log of all personnel reporting to include:

(1) Name, rank, service number and parent organization/unit.

(2) Date and time reported.

(3) Reason for presence in Danang.

(4) Time parent organization/unit notified of arrival.

(5) Time transportation was requested of parent organization/unit.

(6) Time of departure.

(7) Other data or information considered pertinent.

b. Provide or arrange for transportation through the Division Air Officer and Division Motor Transport Officer for those personnel who have reported to Division Rear for onward movement to their parent organization/unit. In this connection, the following procedures will apply:

(1) For those personnel belonging to organizations/units that are located in the Danang area:

(a) The parent organization/unit will be notified of the presence of its personnel and transportation will be requested from the parent organization/unit.

(b) Personnel must be picked up from Division Rear by organization/unit within 24 hours after notification.

(2) For those personnel assigned to organizations/units that are located in areas remote to Danang such as Chu Lai, Dong Ha, etc., the Officer-in-Charge, Division Rear, will provide transportation to Marine Air Freight or 15th Aerial Port for manifesting on flights to reach these destinations. In the event transient personnel cannot be manifested on a given day, they will be returned to the Division Rear for billeting until the following day. See enclosure (2) for Division Rear Transportation information.

c. Endorse the orders of each transient departing Division Rear to include date and time reported and date and time departed, utilizing the form shown as enclosure (1).

d. Provide billeting, weapons storage, and other logistic support that may be required, utilizing the existing facilities of the 11th Motor Transport Battalion as augmented by Headquarters Battalion (Rein), 1st Marine Division (Rein).

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e. Maintain close liaison with R&R Center, III MAF Transient Facility, 1st Medical Battalion, 1st Hospital Company, Station Hospital Danang, 1st Shore Party Battalion, 1st Reconnaissance Battalion, etc., to insure expeditious handling of all personnel.

7. Support of the Division Rear

a. The Commanding Officer, 11th Motor Transport Battalion is designated to provide the facilities shown in enclosure (3) and provide the following support for the operation of the Division Rear:

(1) Living facilities for 208 personnel. In the event that additional billeting is required, it will be requested from the III MAF Transient Facility.

(2) Office facilities.

(3) Messing facilities. Augmentation of messmen will be provided by the Division Personnel Officer.

(4) Shower facilities.

(5) Required medical assistance.

(6) Area security. Augmentation of guard force and fire watches by transient personnel will be made as required.

(7) Exchange services and movies will be available to transient personnel.

(8) Clubs in the area are "out of bounds" to transient personnel.

(9) Such other support that is available and required.

b. The Headquarters Commandant, Headquarters Battalion, 1st Marine Division is designated to provide:

(1) Overall logistic support, less that contained in subparagraph 7.a of this Order, to include vehicles required for performance of tasks listed in paragraph 6.

(2) The Officer-in-Charge, Division Rear will be provided one M-35 truck for Division Rear's scheduled transportation runs. Additionally, he will be provided one M-151 or similar vehicle to assist him in the performance of his duties.

c. The Division Special Services Officer is designated to provide reading material, chairs, desks and other recreational items deemed appropriate.

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d. The Division Air Officer is designated to furnish air transportation as required to insure the expeditious movement of personnel to their units in remote areas.

e. The Division Motor Transport Officer is designated to furnish vehicles required to insure the expeditious movement of personnel to units within the Danang area.

8. Personnel/Administrative Details

a. The Division Rear office will be staffed 24 hours a day. Personnel will be on duty to receive transients at any time.

b. Incoming mail service will not be provided for transient personnel. Outgoing mail will be deposited in a mail box at the Division Rear Office.

c. One building in the Division Rear area is designated as a recreation building.

d. Religious services conducted at the 11th Motor Transport Battalion Chapel are available to transient personnel.

e. Officer-in-Charge, Division Rear will arrange with Division Disbursing Officer, on a daily basis, for paying of personnel.

9. Action

a. The Division Adjutant is assigned responsibility for the operation of the 1st Marine Division Rear Facility.

b. The Division Air Officer; Division Motor Transport Officer; Division Special Services Officer; Commanding Officer, 11th Motor Transport Battalion; and Headquarters Commandant will provide the support for the 1st Marine Division Rear Facility as required by this Order.

c. Organizational Commanders will issue memorandum orders to all personnel departing their organization for the Danang area stating reasons as indicated in paragraph 3a above, using the format shown in enclosure (1).

d. Organizational Commanders located in the Danang area will ensure that, once notified of the arrival of a man who is returning to their control, he is provided transportation to his parent organization or unit within 24 hours.

C. E. WALKER
Chief of Staff

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DivO 5300.3B
16 Dec 1969

FORMAT FOR MEMORANDUM ORDERS

ORGANIZATION
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

From: Commanding Officer
To: Private John DOE 180 09 11/0141 USMC

Subj: Orders

Ref: (a) DivO 5300.3B

1. In accordance with reference (a), on _____ you are directed to proceed and report to the OinC of the Division Rear, located at the 11th Motor Transport Battalion Command Post, for billeting, if required, and further transportation to _____ for _____.

2. In the execution of these orders you are not authorized to seek billeting at any other unit except that provided by Division Rear. Further, you will not accept return transportation from any source unless arranged via the Division Rear Facility.

3. You are cautioned that should you fail to comply with these orders that you will be subject to disciplinary action in accordance with the Uniform Code of Military Justice.

_____
AUTHORIZING OFFICIAL

- -

FIRST ENDORSEMENT

From: Private John DOE 180 09 11/0141 USMC
To: Commanding Officer

1. Received these orders at _____ (time) on _____ (date). I understand that I am to report to the OinC, Division Rear prior to proceeding to _____.

2. I have read and fully understand the contents of these orders.

/s/ JOHN DOE

ENCLOSURE (1)

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DivO 5300.3B
16 Dec 1969

SECOND ENDORSEMENT

From: OinC Division Rear
To: Private John DCE 180 09 11/0141 USMC

1. You reported at _____ on _____ in accordance with your basic orders. You will proceed on _____ to your ultimate destination as indicated in your basic orders. Upon completion of _____, you will obtain an endorsement on these orders as to time and date of departure and immediately return to the Division Rear Facility where you will report to the NCCIC for billeting, if required, and return transportation to your parent organization.

C. K. HALEY
1stLt USMC

- -

THIRD ENDORSEMENT

From:

To: OinC Division Rear Facility

1. Individual named herein was released from this activity at _____ (time) on _____ (date) and directed to return to the Division Rear Facility.

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ENCLOSURE (1)

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DivO 5300.3B
16 Dec 1969

TRANSPORTATION INFORMATION

1. Transportation will leave Division Rear three times daily at 0700, 1300, and 1700. Stops are made at the Division Command Post, 1st Medical Battalion (Patient Affairs Office), III MAF R&R Center, Marine Air Freight Terminal, III MAF Transient Facility, 15th Aerial Port and the Naval Support Activity Hospital. Upon arrival at NSA Hospital the route is reversed. Transportation usually arrives back at the Division Rear within two hours of departure via the route described above.

2. Transportation that departs at 1700 daily, will be at the III MAF Transient Facility at 1800 to pick up personnel returning from R&R.

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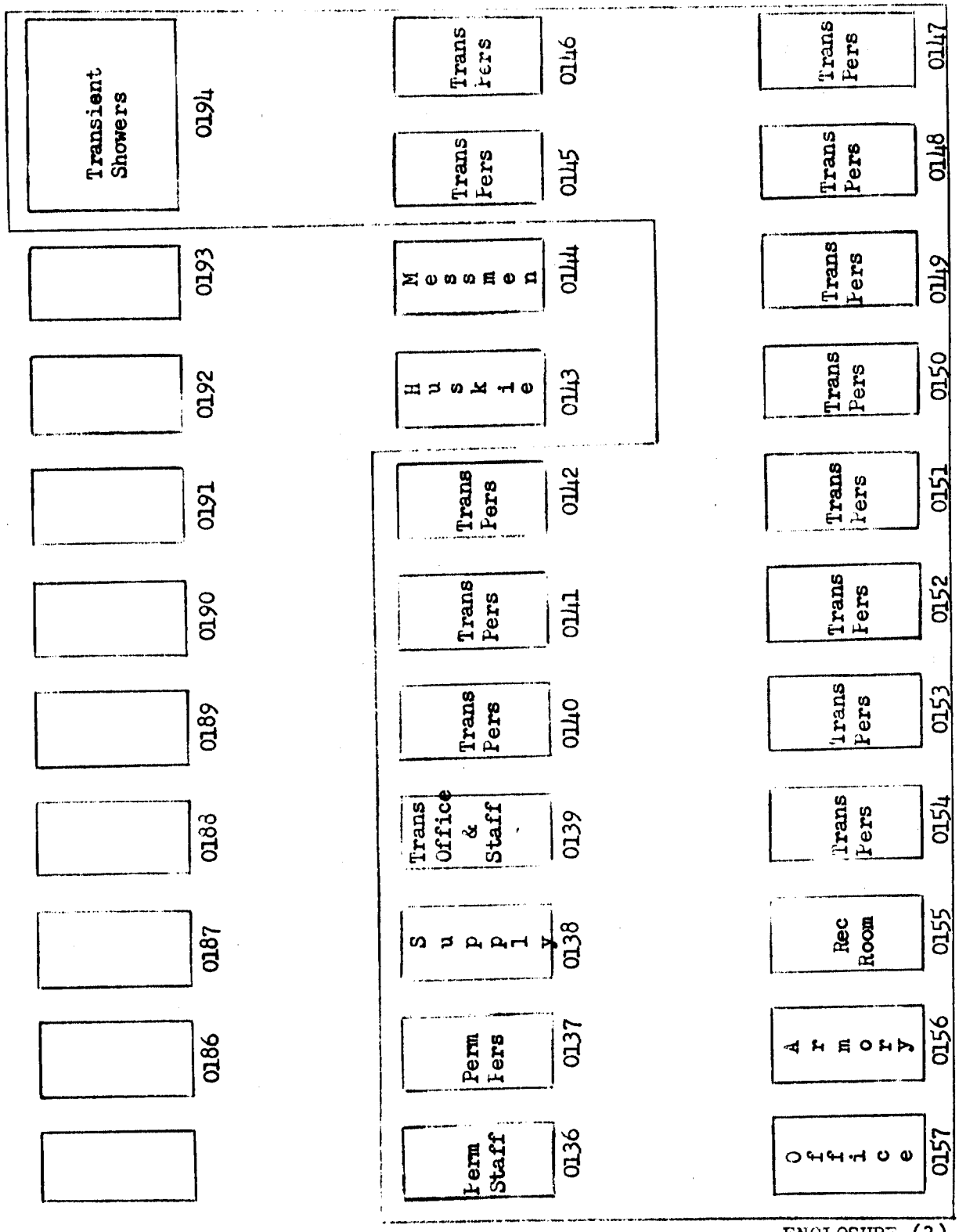
DivO 5300.3B
16 Dec 1969

DIAGRAM OF DIVISION REAR AREA



ENCLOSURE (3)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 1133
54/WDS/sps
17 Dec 1969

DIVISION BULLETIN 1133

From: Commanding General
To: Distribution List

Subj: Reenlistment Report for November 1969

Encl: √(1) November 1969 Tabulation of Reenlistment Results

1. Purpose. To publish reenlistment results and percentages for the month of November 1969.

2. General Information

a. The number of first term reenlistments increased during November. Corresponding percentages also increased from October. Thirty-six first term Marines reenlisted or executed career length extensions. The trend should continue as the provisions of Chapter 4 of MCO P1040.28 are better understood and implemented. The results are considered very satisfactory.

b. Final reenlistment results for November 1969 are:

FIRST TERM	CAREER	TOTAL
57.1	97.6	73.3

c. Enclosure (1) provides a tabulation of reenlistment results for regiments and battalions. "N/A" on the listing indicates that there was no attrition during the month and consequently no computation of a reenlistment rate. "0%" reenlistment rate indicates there was attrition during the month, with no reenlistments effected.

3. Action. Command support and interest is a key factor for a successful unit career planning program. Commanding Officers will continue their efforts to improve organizational career planning programs and strive for better results. Organizations requiring assistance of any kind relative

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to career planning matters should request help from the Division Career Planning Section.

4. Self-Cancellation. 31 December 1969.

C. E. WALKER
Chief of Staff

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DivBul 1133
17 Dec 1969

NOVEMBER 1969 TABULATION OF REENLISTMENT RESULTS

	FIRST TERM				CAREER				OVERALL			
UNIT	ATT	ELIG	REENL	%	ATT	ELIG	REENL	%	ATT	ELIG	REENL	%
HQBN	12	5	3	60	8	7	7	100	20	12	10	83
1ST MARINES	11	10	9	90	3	3	3	100	14	13	12	92
HQCO	1	1	1	100	1	1	1	100	2	2	2	100
1STBN	2	2	2	100	1	1	1	100	3	3	3	100
2DBN	3	2	1	50	NA	NA	NA	NA	3	2	1	50
3DBN	5	5	5	100	1	1	1	100	6	6	6	100
5TH MARINES	8	6	2	33	3	3	3	100	11	9	5	56
HQCO	2	0	0	0	NA	NA	NA	NA	2	0	0	0
1STBN	1	1	0	0	2	2	2	100	3	3	2	67
2DBN	4	4	1	25	1	1	1	100	5	5	2	40
3DBN	1	1	1	100	NA	NA	NA	NA	1	1	1	100
7TH MARINES	9	9	6	67	4	4	4	100	13	13	10	77
HQCO	1	1	1	100	1	1	1	100	2	2	2	100
1STBN	3	3	1	33	NA	NA	NA	NA	3	3	1	33
2DBN	1	1	1	100	2	2	2	100	3	3	3	100
3DBN	4	4	3	75	1	1	1	100	5	5	4	80
26TH MARINES	5	4	1	25	4	4	4	100	9	8	5	63
HQCO	2	1	0	0	NA	NA	NA	NA	2	1	0	0
1STBN	2	2	0	0	1	1	1	100	3	3	1	33
2DBN	NA	NA	NA	NA	1	1	1	100	1	1	1	100
3DBN	1	1	1	100	2	2	2	100	3	3	3	100
11TH MARINES	11	11	3	27	6	6	6	100	17	17	9	53
HQBTRY	1	1	1	100	3	3	3	100	4	4	4	100
1STBN	1	1	0	0	NA	NA	NA	NA	1	1	0	0
2DBN	3	3	0	0	NA	NA	NA	NA	3	3	0	0
3DBN	NA	NA	NA	NA	1	1	1	100	1	1	1	100
4THBN	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
1STBN, 13THMAR	2	2	0	0	NA	NA	NA	NA	2	2	0	0
1ST 8" HOW BTRY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
3D 8" HOW BTRY	2	2	1	50	NA	NA	NA	NA	2	2	1	50
1ST 175mm GUN BTRY	2	2	1	50	2	2	2	100	4	4	3	75
3D 175mm GUN BTRY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
5TH 175mm GUN BTRY	NO REPORT											

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DivBul 1133
17 Dec 1969

	FIRST TERM				CAREER				OVERALL			
UNIT	ATT	ELIG	REENL	%	ATT	ELIG	REENL	%	ATT	ELIG	REENL	%
1ST RECON BN	3	2	2	100	2	2	2	100	5	4	4	100
1ST TK BN	4	4	0	0	NA	NA	NA	NA	4	4	0	0
3D AMTRAC BN	2	2	2	100	NA	NA	NA	NA	2	2	2	100
1ST SP BN	3	2	2	100	1	1	1	100	4	3	3	100
1ST MED BN	NA	NA	NA	NA	1	1	1	100	1	1	1	100
1ST ENGR BN	2	2	2	100	5	5	5	100	7	7	7	100
7TH ENGR BN	4	4	2	50	2	2	2	100	6	6	4	67
9TH ENGR BN	2	2	2	100	1	1	0	0	3	3	2	67
1ST MT BN	1	0	0	0	1	1	1	100	2	1	1	100
11TH MT BN	NA	NA	NA	NA	2	2	2	100	2	2	2	100

ENCLOSURE (1)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

DivBul 4400
21/ALG/rhn
17 Dec 1969

DIVISION BULLETIN 4400

From: Commanding General
To: Distribution List

Subj: Supply Officers Conference; announcement of

1. Purpose. To announce a 1st Marine Division Supply Officers Conference.

2. Information. A Division Supply Officers Conference will be held on 19 and 20 January 1970. Supply Officers of all 1st Marine Division units are invited to attend.

a. Billeting will be arranged by the Division Supply Office.

b. Agenda items will include presentations on MARES-FORSTAT reporting procedures, Personal Effects and Baggage Handling procedures, Command Materiel Management Inspection Team-Lessons Learned, and Garrison Property Control procedures. A tour of the supply facilities of the Force Logistic Command and an open forum discussion of supply problems will also be included.

3. Action. Commanding Officers are requested to:

a. Allow attendance at the subject conference by unit supply officers.

b. Submit recommended topics for the discussion period to this Headquarters (Attn: DSO) not later than 31 December 1969.

4. Self-Cancellation. 31 January 1970.

C. E. WALKER
Chief of Staff

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

DivO 03330.3
3/AJO/tu
17 December 1969

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DIVISION ORDER 03330.3

From: Commanding General
To: Distribution List

Subj: Control, Disposition and Safeguarding of Vietnamese Property, Captured Materiel and Food Supplies (U)

Ref: (a) MACV Dir 525-9
(b) DivO 3460.1

Encl: (1) Control, Disposition and Safeguarding of Vietnamese Property, Captured Materiel and Food Supplies

Report Required: SITREP, par 4, Enclosure (1)

1. (C) Purpose. To publish policies and procedures as established in reference (a) for:

a. Control, disposition and safeguarding of private property and food supplies during combat operations.

b. Control and disposition of captured materiel and supplies.

2. (C) General

a. Public and Private Property and Food Supplies

(1) When performing combat operations in VC controlled areas, 1st Marine Division units will take all practicable measures to minimize the destruction of public and private property. These forces must also provide for control, disposition and safeguarding of such property. People who have lived under VC control are not necessarily hostile and may not have chosen to be under VC control. To treat them indiscriminately as the enemy, to destroy their property or deny them essential resources, is incompatible with long-term Government of Vietnam (GVN), U.S. and FWMAF objectives.

DOWNGRADED AT 3 YEAR INTERVALS
DECLASSIFIED AFTER 12 YEARS
DOD DIR 5200.10

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(2) Continuing command emphasis will be directed to the protection of private property and supplies, especially food stocks, to ensure that the population is not deprived of its property and means of livelihood. Unnecessary destruction of property will embitter the population by creating additional hardships, give credence to VC propaganda directed against GVN/U.S./FWMAF and make the attainment of long range goals more difficult and costly.

b. Captured Materiel and Supplies

(1) Captured materiel and supplies will be handled in a manner which will preclude their further use by the enemy. Actions will be taken to permit advantageous use of such materiel and supplies in support of the overall war effort. Captured enemy medical stores or materiel will not be destroyed intentionally. Reference (b) provides instructions on the disposition of captured weapons, war trophies and other items of possible intelligence value.

(2) Rice is a basic and vital commodity in RVN and care must be taken to ensure the population is not deprived unnecessarily of its means of livelihood. However, every attempt will be made to deny rice to the enemy and to capture (or destroy if absolutely necessary) food stocks intended for his use. Captured food/rice in turn benefits the population under GVN control by providing stocks which can be used to support refugees and the province/district resettlement programs. The enemy can be destroyed on the battlefield through combat action. He can also be rendered ineffective by capturing and denying him his rice.

3. (U) Action. Commanders will ensure all units are knowledgeable of and comply with the instructions contained in the Order.

C. E. WALKER
Chief of Staff

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DivO 03330.3
17 Dec 1969

COMBAT OPERATIONS
CONTROL, DISPOSITION, AND SAFEGUARDING
OF VIETNAMESE PROPERTY, CAPTURED MATERIAL
AND FOOD SUPPLIES (U)

1. (C) Private Property and Supplies

a. Disposition of private property and supplies is the responsibility of GVN officials.

b. Civilian dwellings or private property, including livestock, will not be destroyed except as an unavoidable consequence of combat actions.

c. The destruction of dwellings and livestock of noncombatants as a denial measure is to be left to GVN authorities or RVNAF units. Requests by Vietnamese authorities for employment of U.S. forces in the deliberate destruction of noncombatants property or supplies as a denial measure will be referred to this Headquarters.

d. Commanders at all levels will encourage their RVN counterparts to avoid unnecessary destruction of private property. Appropriate psychological operations and civic action projects will be planned to demonstrate GVN/U.S./FWMAF concern for the people's welfare.

2. (C) Support of RVN Rice Harvest Efforts and Rice Denial to VC/NVA.

a. Experience indicates the enemy will initiate terrorist activities against rice growing areas from which they have been denied, and will threaten Vietnamese farmers to obtain a portion of the rice harvest that the individual farmer stores on his property. Therefore, 1st Marine Division units must provide security and assistance to Vietnamese nationals for rice harvest and safeguard removal of harvested rice from VC infested harvest areas to central storage areas.

b. Regimental, sector and separate battalion commanders in coordination with CORDS, district chiefs, district advisors and this Headquarters (ACofS, G-3) will develop a plan to assist in the RVN rice harvest efforts. The plan should include:

(1) Dates of Harvest. These must be obtained from the local authorities because they vary from district to district and season to season.

(2) The patrols, ambushes and fire support required to provide protective screens for local harvest areas and for movement of harvested rice to designated storage facilities.

DOWNGRADED AT 3 YEAR INTERVALS
DECLASSIFIED AFTER 12 YEARS
DOD DIR 5200.10

ENCLOSURE (1)
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(3) Combat support and combat service requirements for mine sweeps, transportation and movement security. Commanders should encourage district and village chiefs to arrange transportation for harvesters and harvested rice from local assets. When local means of transportation for harvesters and rice are not available or are insufficient, Marine aircraft and vehicles are authorized.

(4) PSYOPS support should be requested from this Headquarters (ACofS, G-5).

(5) Plans should provide for maximum participation by ARVN/GVN units and agencies.

c. Rice is a major food commodity for the VC/NVA. By denying rice to the enemy, we lower his combat efficiency, morale and aggravate his logistical problems. Rice harvesting plans should consider the harvesting of wild rice and rice grown or controlled by the VC/NVA. If, after consultation with the district chiefs and advisors, the commander determines that the enemy rice will not be harvested, he will notify this Headquarters (ACofS G-5). This Headquarters will develop a rice denial plan in coordination with the province chief and RVNAF so that the maximum amount of enemy rice within the Division TAOR is harvested by GVN agencies and that enemy rice which cannot be harvested is destroyed.

d. The destruction of rice seed beds in enemy controlled areas prior to transplanting should be considered an integral part of the rice denial program. Seed beds are easily indentifiable bright green paddies which provide seed shoots for several larger rice paddies in the area. It is much easier to destroy the rice in the seed beds than to attempt to destroy the grain ready for harvesting. Close coordination with district officials is mandatory to insure only enemy controlled seed beds are destroyed.

2. (C) Captured Materiel and Supplies

a. Captured materiel and supplies are to be considered a valuable asset that will be extracted whenever possible. Evacuation will be effected through logistic channels utilizing retrograde transportation to the maximum extent. Such materiel and supplies will be destroyed as a last resort only.

b. Tactical commanders will include in operation plans provisions for security and extraction of all captured food supplies. When a food cache is captured, the U.S. tactical commander will report it in the next SITREP. Reports will include information pertaining to type, quantity, location and tactical considerations to include security requirements.

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Commanders will make the final decision to destroy significant food caches only after determining that extraction is not feasible. Where possible, approval of this Headquarters will be obtained prior to abandonment or destruction of food. If the combat situation is such that the food must be destroyed prior to approval being obtained, the circumstances will be reported promptly on the next SITREP.

c. Commanders may submit requests to this Headquarters to retain a specific quantity of captured rice in support of civic action projects within their tactical area of responsibility. Requests will be submitted, as required, to COMUSMACV for approval. Requests should provide the following information:

(1) Civic Action Projects to be supported.

(2) Quantity of captured rice required for this project.

(3) Statement that this requirement has been coordinated with responsible RVNAF/GVN officials.

d. In accordance with the Geneva Convention for the Amelioration of the Condition of the Wounded and Sick in the Armed Forces in the Field (GWS), captured or abandoned enemy medical stores or material shall not be destroyed intentionally. This prohibition includes medical items which are determined or suspected to be contaminated, outdated or unidentified. Specific procedures pertinent to captured medical supplies are contained in paragraph 3.b below.

3. (C) Procedures

a. Captured materiel and supplies will be handled by the most secure and economical means available. In the event extraction of captured supplies is determined to be feasible but requires resources beyond those available in the area, the tactical commander will forward a request for assistance through command channels to this Headquarters (Attn: G-5). Requests for assistance to move materiel and supplies will contain the following items for required information:

(1) Type and amount of supplies.

(2) Location(s).

(3) Transportation and manpower requirements for extraction.

(4) Tactical situation, to include security forces required for an extraction operation.

(5) Other factors which might affect the operation, i.e., attitude of local populace and GVN officials.

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b. Captured medical supplies are subject to the following:

(1) Limitation of Use. Captured enemy medical supplies have great potential for harm due to unknown enemy standards of quality and doubtful enemy capability for adequate quality control of items in field medical stores. They may be used for the care and treatment of wounded or sick enemy personnel, but only when such use is under the supervision of enemy medical personnel. They shall not be used by U.S. medical personnel except in an emergency due to nonavailability of U.S. medical item(s) of the type required. Similarly, release of captured medical supplies to local GVN officials or other relief agencies in the field is expressly prohibited except in cases of urgent humanitarian need. Such release may be made only when U.S. supplies of the type and quantity required are not available. Release will be limited to types and quantities of items required to meet existing medical emergency as determined by the U.S. military surgeon in the incident area. Such release will be reported in the next SITREP to include types and quantities of items, date of release, name and location of recipients and intended purpose for which released.

(2) Disposition. If not required for treatment of enemy personnel pursuant to paragraph 3b (1) above, all captured medical supplies shall be extracted by capturing units through established channels. If all available means have been exhausted and extraction remains impractical, captured medical supplies shall be left intact and in place as required by the Geneva Convention (GWS). Date, location and best estimate of quantities left in place will be reported in the next SITREP.

4. (U) Reports

a. When a food cache is captured, the U.S. tactical commander will report it in the next SITREP. Reports will include information pertaining to type, quantity, location, and tactical consideration to include security requirements.

b. Release of captured medical supplies to local GVN officials or other relief agencies in the field will be reported in the next SITREP to include types and quantities of items, date of release, name and location of recipients and intended purpose for which released.

c. If all available means have been exhausted and extraction of all captured medical supplies remains impractical, captured medical supplies shall be left intact and in place as required by the Geneva Convention (GWS). Date, location and best estimate of quantities left in place will be reported in the next SITREP.

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 4066
50/GLN/rjd
17 Dec 1969

DIVISION BULLETIN 4066

From: Commanding General
To: Distribution List

Subj: 1st Marine Division Exchange Physical Inventory

Ref: (a) A&AFES ltr VREDNG-OR of 25Nov69 (NOTAL)

1. Purpose. To publish requirements for a physical inventory of the 1st Marine Division Exchange.

2. Information. A physical inventory of the 1st Marine Division Exchange retail merchandise and cash on hand will be held on 11 January 1970. The inventory period will extend from the close of business on 9 January 1970 until the completion of the inventory on 11 January 1970.

3. Action. The Commanding Officer, Headquarters Battalion, is directed to appoint in writing a Chief Inventory Inspector. In addition, he will appoint one Officer Inventory Inspector and six Inventory Check Teams of two enlisted personnel each for the Main Store and Warehouse in the Headquarters Battalion area.

a. Commanding Officers of units indicated below will appoint in writing personnel as Inspectors and Inventory Check Teams for stores in their respective areas.

	OFFICERS	ENLISTED
1st Marines	1	4
1st Engineer Battalion	1	2
5th Marines	1	4
7th Engineer Battalion	1	4
1st Battalion, 1st Marines	1	2
9th Engineer Battalion	1	2
3d Battalion, 1st Marines	1	2
2d Battalion, 1st Marines	1	2
1st Tank Battalion	1	2
4th Battalion, 11th Marines	1	2
2d Battalion, 5th Marines	1	2
7th Marines	1	4
1st Battalion, 26th Marines	1	2
3d Amphibian Tractor Battalion	1	2

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DivBul 4066
17 Dec 1969

	OFFICERS	ENLISTED
26th Marines	1	2
2d Battalion, 7th Marines	1	2
1st Battalion, 5th Marines	1	2
1st Battalion, 13th Marines	1	2
2d Battalion, 26th Marines	1	2

b. Commanding Officers will forward an original and six copies of all appointing orders to the Division Exchange Officer not later than 1 January 1970.

c. A briefing for Inventory Inspectors, officers only, is scheduled for 8 January 1970 from 1330-1400 at the main office of the Division Exchange. Attendance is mandatory.

d. All personnel conducting this inventory will be guided in the performance of their duties by instructions published by the Commander, Vietnam Regional Exchange. A copy of these instructions is available in the main office of the Division Exchange.

e. The Chief Inventory Inspector will deliver the completed inventory sheets to the Senior Inventory Inspector, Danang Area Exchange Office.

4. Self-Cancellation. 31 January 1970.

C. E. WALKER
Chief of Staff

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 5041
4/RJK/rlb
18 Dec 1969

DIVISION BULLETIN 5041

From: Commanding General
To: Distribution List

Subj: Command Materiel Management Inspection (CMMI); schedule of

Ref: (a) DivO 5041.18B

Encl: (1) Inspection Schedule, 1st Qtr CY-70 and tentative inspection schedule 2d Qtr CY-70

1. Purpose. To publish the subject schedule.

2. Information

a. The CMMI schedule for the 1st quarter, Calender Year 1970 is listed in enclosure (1).

b. Reference (a) sets forth general procedures for Command Materiel Management Inspections.

c. Units will be furnished administrative instructions under separate cover from this Headquarters two weeks prior to their scheduled inspection.

3. Action. Unit commanders are responsible for informing this Headquarters (Attn: G-4, Materiel Management) of operational commitments that preclude inspection on the dates scheduled.

4. Self-Cancellation. 31 March 1970.

C. E. WALKER
Chief of Staff

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DivBul 5041

18 DEC 1969

INSPECTION SCHEDULE 1ST QTR CY-70

1st Battalion, 26th Marines	5 Jan 1970
1st Battalion, 11th Marines	7, 8 Jan 1970
2d Battalion, 7th Marines	10 Jan 1970
1st Hospital Company	12 Jan 1970
2d Battalion, 26th Marines	14 Jan 1970
3d Battalion, 26th Marines	16 Jan 1970
Headquarters Company, 26th Marines	19 Jan 1970
4th Battalion, 11th Marines	21, 22 Jan 1970
Headquarters Battery, 11th Marines	26 Jan 1970
3d 175mm Gun Battery	28 Jan 1970
1st Shore Party Battalion	7 Feb 1970
1st Engineer Battalion	9, 10 Feb 1970
5th 175mm Gun Battery	13 Feb 1970
1st 8" Howitzer Battery	16 Feb 1970
1st Battalion, 13th Marines	16 Feb 1970
1st Medical Battalion	19, 20 Feb 1970
3d 8" Howitzer Battery	6 Mar 1970
1st 175mm Gun Battery	9 Mar 1970
Headquarters Battalion	11, 12 Mar 1970
1st Motor Transport Battalion	16 Mar 1970
11th Motor Transport Battalion	20 Mar 1970
3d Battalion, 5th Marines	23 Mar 1970
2d Battalion, 5th Marines	23 Mar 1970
1st Battalion, 5th Marines	24 Mar 1970
Headquarters Company, 5th Marines	24 Mar 1970
2d Battalion, 11th Marines	25, 26 Mar 1970

TENTATIVE INSPECTION SCHEDULE, 2D QTR CY-70

1st Reconnaissance Battalion	6 Apr 1970
1st Dental Company	10 Apr 1970
3d Battalion, 1st Marines	15 Apr 1970
7th Engineer Battalion	20, 21 Apr 1970
1st Bridge Company	22 Apr 1970
Headquarters Company, 1st Marines	27 Apr 1970
9th Engineer Battalion	7, 8 May 1970
3d Amphibian Tractor Battalion	13 May 1970
1st Battalion, 1st Marines	18 May 1970
2d Battalion, 1st Marines	22 May 1970
1st Tank Battalion	8 Jun 1970
3d Battalion, 7th Marines	15 Jun 1970
1st Battalion, 7th Marines	16 Jun 1970
Headquarters Company, 7th Marines	17 Jun 1970
3d Battalion, 11th Marines	18, 19 Jun 1970

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO P1746.1B Ch 2
49/KLB/mlw
19 Dec 1969

DIVISION ORDER P1746.1B Ch 2

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure for Division Club System

Encl: √(1) New page inserts to DivO P1746.1B

1. Purpose. To transmit new page inserts to subject Manual.

2. Action.

a. Remove and destroy present pages iii, iv, v, 2-3, 2-4, 2-5, 2-6, 5-5, 7-1, A-1, A-2, B-1, and B-2 and replace them with corresponding pages in enclosure (1) hereto.

b. Insert new pages D-1 and D-2.

3. Change Notation. Significant changes contained in the revised pages are denoted by an asterisk (*) symbol.

4. Filing Instructions. This change shall be filed immediately following page 3 of the subject Manual.

5. Certification. Reviewed and approved this date.

C. E. WALKER
Chief of Staff

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turned in per club, and total cash turned in for the day. This provides the Treasurer with timely information as to how much cash is in the safe at any given time, and also provides a third means of checking cash receipts. That is, the daily cash turn in should equal the cash receipt figure, which in turn should equal the recapitulation sheet and the Cash Collector's log book totals.

e. After the last Daily Activity Record is turned in for the day, the cash collector will present the Treasurer with the log book. The Treasurer will verify that the figures in the book are correct by an actual cash count and determine that the Daily Activity Record figures are also correct by checking the bookkeeper's figures. If the bookkeeper's figures coincide with the log book figures, and the actual cash on hand, then the cash should be transferred to the Treasurer's safe for deposit. The Cash Collector's safe will then be empty upon commencement of business the following day.

209. DAILY ACTIVITY RECORDS

1. Daily Activity Records (NavComp Form 738) will be prepared for each activity each day in each Branch Club or Mess and submitted to the Central Office. Authorized facilities are:

a. Bar.

b. Slot machine.

c. Special events (free nights, happy hours, etc.).

d. Juke Boxes.

2. Daily Activity Records (DAR's) with cash and supporting papers will be delivered to the Central Office. Branch managers are responsible for turning in these records a minimum of three times weekly and on the first day of each calendar month as of the last day of the previous month.

3. Daily Activity Records, items 1 through 6 and 18, will be filled out by the cashier or person receiving the change fund. Item 6 lists the inclusive numbers on the sales slips submitted in support of the DAR. Items 7 through 16 will be entered as appropriate by the Cash Collector. At no time will any person make up a shortage or retract an overage from the cash. All shortages and overages will be entered in the space provided on the DAR. All figures will be entered in ink on the DAR and on all supporting papers. Green ink will not be used in the preparation of business papers.

4. Cash register tapes or adding machine tapes, when a register is not utilized, will be marked with the activity, branch, and date, and attached to the DAR for audit. Any explanation will be made in the remarks section of the DAR for unsupported expenditures or receipts and the reasons for and duration of reduced prices.

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5. The Treasurer, Assistant Treasurers or Cash Collectors will sign the original and the manager's copy of the DAR in the bottom right hand corner. The manager, or his assistant, will sign the bottom left hand corner. Treasurers, Assistant Treasurers or Cash Collectors will receipt for all cash received from the branch managers.

6. Item 17 of individual DAR's will be completed by the manager.

210. EXPENSES

1. Each system will be charged with an equitable share of the administrative expenses of the Central Office and the Central Service Agency.

2. The maintenance and operational expenses of nonappropriated fund vehicles of the Central Office and the Central Service Agency will be charged equitably to the operational expense of each Club and Mess System.

3. Central accounting shall be used for each Club System. All direct costs and expenses such as wages, repairs and maintenance of property and surveys shall be charged to each Club System. This includes property purchased directly from the account "Reserve for Equipment and Improvements", which is controlled by the Treasurer.

4. The creation of any fund of monies not subject to formal accounting and auditing is prohibited.

211. INVENTORY BOARDS

1. This Headquarters will assign Inventory Boards for the Central Offices of the Commissioned Officers' Mess (Open), Staff Noncommissioned Officers' Club, Enlisted Club, and the Central Service Agency.

2. Senior commanders and battalion commanders authorized a branch club system will appoint and maintain current Inventory Boards. This is accomplished by appointment, in writing, of at least three persons, one of whom must be a commissioned officer or warrant officer designated as the senior member. One Inventory Board may conduct the inventory of a complete system as long as the results of the inventory are reported separately, i.e., Commissioned Officers' Mess (Open), Staff Noncommissioned Officers' Club, and Enlisted Club.

3. Appointments to the Inventory Board must not be from personnel connected with the management of the Division Clubs System. The Area Auditor, 1st Marine Division (Rein), FMF is available for any assistance or advice in the taking of inventories.

*4. Inventories by the Inventory Board will be conducted as designated by the Treasurer at the end of each month, upon relief of the branch manager, at the conclusion of the accounting period on or about 30 November, and at such time as may be designated by the Commanding General or commanders authorized a branch club.

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5. The Inventory Board will count and verify all cash items on hand.

a. The undeposited cash receipts are verified to the Daily Activity Records and recorded on the cash account sheet.

b. The change funds (including the slot machine change funds) are verified with the amounts authorized and recorded on the cash count sheet.

c. The petty cash fund is verified with the amount authorized and recorded on the cash count form. Cash and vouchers must equal the amount established for each system.

*6. Disposition of completed inventory and cash count sheets by senior members of inventory boards will be accomplished as follows:

a. In the case of end of month inventories conducted at a time designated by the appropriate Treasurer, the results will be forwarded to the Commanding General (Attention: Division Clubs Officer) via the commander.

b. For all other inventories required by paragraph 211.4 above, the senior member of the board will deliver the inventory and cash count sheets to the Division Area Auditor for verification. Upon completion of verification the senior member will report the results of the inventory and cash count in writing to the Commanding General (Attention: Division Clubs Officer) via the appropriate commander.

7. The Inventory Board will conduct boards of survey on Club and Mess owned property.

212. INVENTORY PROCEDURES. Inventories are conducted in accordance with MCO P1746.13_ and NAVSO P-2409 (NOTAL).

1. The Treasurer will supply blank inventory sheets for the Central Office, Central Warehouse, and branches. Branch managers will prepare typewritten sheets in duplicate prior to inventory. Items to be inventoried are arranged by department with like items in succession. The date, description of items, unit cost, and page number are entered on the inventory prior to the arrival of the Inventory Board.

2. Branch managers willconduct a preliminary inventory and enter total quantity and total price on the duplicate copy of inventory sheets prior to the arrival of the Inventory Board.

3. Original inventory sheets are given to the Inventory Board which conducts its inventory without reference to the duplicate copy.

4. Ink, or indelible pencil, will be used to enter quantities and extensions. Returnable containers are inventoried separately. Items found on hand, but not listed on the prepared sheets, are added in ink or indelible pencil.

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5. Upon completion of the inventory, quantities and total cost prices determined by the Inventory Board are compared with the figures entered on the duplicate copy of the manager's preliminary inventory. Differences are reconciled prior to the departure of the Inventory Board.

*213. WEEKLY/MONTHLY INVENTORIES

1. Branch managers are responsible for the submission of weekly and monthly inventories in accordance with sub-paragraph 109.1g of this order.

2. Managers must complete this inventory on a weekly basis as of the end of business on Sunday, and before the opening of business on Monday.

3. The inventory for the last week of the month will be considered as the monthly inventory and will be held on the date designated by the Treasurer. This inventory will be performed by the official inventory board.

4. Appendix D-1 illustrates a properly completed Bar Retail Accountability Inventory for Officer and Staff Noncommissioned Officer branch clubs.

5. Appendix D-2 illustrates a properly completed Bar Retail Accountability Inventory for Enlisted branch clubs.

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4. Persons verifying the cash receipts from the slot machines will fill out the Slot Machine Cash Collection Report, Figure 1, Appendix A, in their own handwriting and certify that they have removed all tokens from the machines except the tokens in the slot machine tubes, and that they have viewed the slot machine payout certificates and have determined that this certificate is properly completed and is a valid claim. The cash collection reports and the payout certificates will become part of the permanent records of the activity.

5. The Slot Machine Cash Collection Reports will be filled out by the person responsible for verifying the receipts and payouts and will be signed by all persons participating in the verifications.

6. A Slot Machine Income and Payout Record, Figure 2, Appendix A, shall be maintained on each machine by number. This record will be maintained by the management in order to keep a running account on the income and expenses of each slot machine and will become a permanent record of the club or mess activity.

7. All jackpots will be paid from the slot machine change fund and a Slot Machine Payout Certificate, Figure 3, Appendix A, will be prepared whenever a payout is made from the fund. These certificates will be prenumbered and accounted for by the persons handling the fund. This certificate must be filled out in its entirety and properly signed in the space indicated. This certificate will become a permanent record of the club or mess activity.

8. Whenever a slot machine jams or becomes inoperative for any reason, it will be covered and put out of play. The machine must not be opened except in the presence of all members assigned to verify the funds. When the machine is opened, a Slot Machine Collection Report will be filled out, the tubes refilled from the receipts and only the net receipts (after the tubes have been refilled) will be recorded on the Cash Collection Report.

*9. During the course of operations of slot machines there will arise in the branch clubs tokens (slugs) from units other than the 1st Marine Division, i.e., 1st Marine Aircraft Wing, 3rd Marine Division (Rein) and III MAF systems. To institute accountability control of these foreign tokens, the verifying officer completes the Slot Machine Cash Collection Report, Figure 1, Appendix A, and then turns the foreign tokens over to the branch manager, who will on a weekly basis deliver the tokens to the treasurer's office for disposition. The treasurer will make arrangements with the unit to whom the tokens belong to trade them for the 1st Marine Division tokens.

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SECTION VII

ENTERTAINMENT RESERVE

701. GENERAL

1. Entertainment reserves are allocated to the branches by the Division Advisory Group, subject to the approval of the Commanding General, 1st Marine Division (Rein), FMF, from the profit of the club or mess.

2. The entertainment reserve is for the benefit of all members of the branch and is not to be used when Special Services funds are available for the same purpose.

702. EXPENDITURES

1. All expenditures of the entertainment reserve will be audited by the club system treasurer upon approval of the respective commanders or their authorized representatives. Requests must be submitted a minimum of two weeks prior to the desired date of the entertainment.

2. All entertainment will be contracted for only by the treasurer of the respective club system utilizing the standard contract form shown in Appendix B.

3. Free nights will be charged against branch club entertainment reserves. Branch managers will submit "Free Night" requests in the format shown in Appendix C, an original and one copy being provided the treasurer of the respective club. The original shall be returned to the branch manager and, if approved, will be attached by him to the DAR for the day of the "Free Night."

4. Treasurers will ensure that expenditures do not exceed the balance of the branch entertainment reserve. Each branch manager will maintain a simple record showing the credits, debits, and balance of the branch entertainment reserve. In the case of "Block Booking" of entertainment, the 1st Marine Division Club Officer will be responsible for not exceeding the entertainment budget submitted by Treasurers.

*703. COMMERCIAL ENTERTAINMENT

1. All commercial entertainment including auditions will be requested through the respective Treasurers of the Division Clubs System and will be subject to approval by the Division Clubs Officer.

2. The Division Clubs Officer is responsible for ensuring that only approved entertainment units appearing on the USARV Commercial Entertainment Auditioning Committee's Lists are used within the Clubs System.

3. Free auditions are prohibited. Authorized auditions will be paid for at a minimum rate of 75% of the maximum booking price, as established by the Commercial Entertainment Coordinator.

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SLOT MACHINE
CASH COLLECTION REPORT

BRANCH CLUB #_____ DATE _____

MACHINE NO.	TYPE	EVERY PLAY READING	JACKPOT READING	TOTAL AMOUNT TOKENS	AMOUNT OF JACKPOT PAYOUTS	MACHINE FAILURE PAYOUTS	FOREIGN TOKENS	GROSS JACKPOTS REFUNDS	NET PROCEEDS

TOTAL INCOME _____
TOTAL EXPENSES _____
NET PROCEEDS _____

VERIFICATION

We certify that we have removed all the cash from the above listed slot machines and have filled the slot machine tubes before counting the net receipts. We have listed the Every Play Reading, Jackpot Reading, Total Amount of Tokens, Amount of Jackpot Payouts, Machine Failure Payouts, Foreign Tokens, Gross Jackpots Refund and the Net Proceeds in the above columns by machine number after carefully counting the money removed from the Slot Machines. We have carefully reviewed the Slot Machine Certificates to determine their validity.

VERIFYING OFFICER _____

CLUB MANAGER OR ASST MANAGER _____

CLUB EMPLOYEE _____

SLOT MACHINE CASH COLLECTION REPORT

* Figure 1. Format of a Slot Machine Cash Collection Report

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APPENDIX A

SLOT MACHINE
INCOME AND PAYOUT RECORD

MACHINE NO. _____
MACHINE TYPE _____

DATE	TOTAL AMT FROM MACHINE	AMOUNT OF JACKPOT PAYOUTS	MACHINE FAILURE PAYOUTS	FOREIGN TOKENS	TOTAL PAYOUTS	NET PROCEEDS

*Figure 2. Format of a Slot Machine Income and Payout Record

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APPENDIX B

HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

CONTRACT

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY THE DIVISION CLUBS OFFICER.

This agreement, made and entered into the _____ day of _____, 19__, by and between _____, party of the first part, and _____, party of the second part, witnesseth:

That the party of the first part hereby engages the services of the party of the second part as _____ for performance(s) which is(are) to be held on the following dates:

The party of the first part agrees to pay the party of the second part the sum of _____ dollars for services rendered, provided however, that the party of the first part may make such rules and regulations as are necessary under the circumstances for the conduct and management of the party of the second part.

This contract may be terminated at any time by either party giving the other _____ days notice in writing of the intention to do so, without assigning any reason or cause therefor. The commencement of the _____ days notice shall be from the time the notice is actually received by either party hereto. Provided further, that this contract shall be terminated automatically without prejudice to either party if the party of the second part is unable to appear because of sickness or if military conditions are such that the party of the first part deems it unwise to proceed.

It is hereby certified that Workman's Compensation Insurance and Comprehensive General Liability Insurance is (is not) in effect on the party of the second part and that this insurance is provided at no expense to the party of the first part.

Figure 1. Format of a Standard Entertainment Contract

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The party of the second part agrees to indemnify and hold harmless the party of the first part and the United States (including its agencies and instrumentalities) and their officers, agents and employees against liability, and any and all claims for loss, death, injury or property damage (including costs and expenses incidental thereto) arising out of, in connection with or while performing the contract. In addition, the party of the first part and the U. S. Government (including its agencies and instrumentalities) and their officers, agents, and employees will in no way be held responsible for damage to contractors equipment, injury or death to the party of the second part or his employees, representatives or agents while they are on military installations.

In witness whereof, the parties hereto have executed this contract as of the day and year first above written.

_____
Witness

SHOW TO BE HELD AT _____.
SHOW TIME WILL BE AT _____.
PICK UP TIME IS _____
WILL BE PICKED UP AT _____.

_____
Name
Rank
Capacity
Party of the first part

_____
Party of the second part

_____
Division Clubs Officer

*Figure 1. Format of a Standard Entertainment Contract (Continued)

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BAR RETAIL ACCOUNTABILITY - INVENTORY BY TENTHS
1ST MARDIV 1746/7 (9/67)

APPENDIX D

NO.	(1) BRAND	(2) BTL SIZE	(3) BEG. INV. IN 10THS	(4) ISSUES IN 10THS	(5) SUB TOTAL	(6) END. INV.	(7) AMOUNT USED	(8) COST PER 10TH	(9) TOTAL COST	(10) SELLING PRICE PER 10TH	(11) EXPECTED INCOME
1	Ballantine	4/5	50	10	60	20	40	.19	7.60	.84	33.60
2	Chevis Regal	4/5	30	10	40	11	29	.34	9.86	.84	24.36
3	Calvert	ImQt	20	20	40	25	15	.17	2.55	.72	10.80
4	V.O.	ImQt	60	10	70	25	45	.30	13.50	1.26	56.70
5	Crown Royal	4/5	70	0	70	30	40	.40	16.00	.96	38.40
6	Jim Beam	ImQt	25	10	35	14	21	.19	3.99	.72	15.12
7	Jack Daniels (Gr)	4/5	25	20	45	45	0	.22	-	.72	-
8	Beer (Prem)	can	250	24	274	74	200	.10	20.00	.20	40.00
9	Beer (Non Prem)	can	3000	0	3000	2500	500	.09	45.00	.20	100.00
10											
11	Mix										
12	Collins Mix	Pk	150	0	150	100	50	.05	2.50	0	0
13	Whiskey Sour Mix	Pk	200	0	200	50	150	.05	7.50	0	0
14	Bitters	8 oz	35	0	35	34	1	.17	.17	0	0
15	Rose Lime Juice	8 oz	6	0	6	3	3	.11	.33	0	0
16	Daquri Mix	Pk	107	0	107	100	7	.05	.35	0	0
17											
18											
19											
20	Bar B-Q Chips	can	8	0	8	0	8	.30	2.40	.35	2.80
21	Corn Chips	can	24	0	24	24	0				
22	Beef Jerkey	Ea	1008	0	1008	961	47	.08	3.76	.10	4.70
23	Pall Mall	Pk	29	0	29	7	22	.14	2.64	.15	3.30
24	Coke	can	56	48	104	33	71	.09	6.39	.15	10.65
25	7-up	can	50	0	50	31	19	.09	1.71	.15	2.85
26						Sub-Total			146.25		343.28
27											
28(24)	Less: COD ltr dtd 3Nov69								(1.80)		(3.00)
29(25)	Free night ltr dtd 2Nov69 with DAR for 6Nov69								(55.00)		(100.00)
30(26)	Soda for mix (see remarks)								-		(7.80)
31											
32	FOOTNOTES:										
33	(1) List all items stocked/sold during the period covered.										
34	Show beer as either premium or non premium depending on cost/price. See price list.										
35	Each bottle of spirits is measured by tenths. A full bottle consists of ten tenths regardless										
36	of size. A total of five bottles equals 50 tenths.										
37	(2) Smallest unit sold, e.g., can, pk.										
38	(3) Corresponds to figures from last ending inventory taken.										
39	(4) All items purchased since last ending inventory.										
40	(5) Sub-Total of beginning inventory plus purchases/issues during the period.										
41	(6) Reflects all items on hand at time of ending inventory. Do not juggle figures. Ending										
42	inventory must be accurate or total cost and expected income for current and coming period										
43	will be in error.										
44	(7) Amount used is Sub-Total less ending inventory.										
45	(8) Cost per unit (per 10th for alcoholic bottled goods). Use Division Club Officer's cost/price										
46	list.										
47	(9) Total cost is amount used times unit cost.										
48	(10) Established sale price per unit. Use Division Club Officer's cost/price list.										
49	(11) Expected income is amount used times selling price per unit.										
50	(12) Inclusive dates of period that inventory covers.										
51	(13) Assigned branch club number.										
52	(14) Expected income is adjusted total from bottom of expected income column.										
53	(15) Actual amount of cash taken in during the period covered. Amount shown must agree with										
54	DAR's submitted for period covered.										
55	(16) Shortages or overages are reflected here. The amount shown is the difference between										
56	expected income and actual amount of cash taken in. Should balance with overages and										
57	shortages reported on DAR's.										
58	(17) Actual amount of cash taken in during the period covered.										
59	(18) Total cost is adjusted total from bottom of total cost column.										
60	(19) Gross profit is actual amount of cash taken in less total cost.										
61	(20) Gross profit percent is gross profit divided by actual amount of cash taken in.										
62	(21) Bartender who conducts inventory signs here.										
63	(22) Manager who conducts inventory signs here.										
64	(23) The person who performs calculations for this inventory report signs here.										
65	(24) List all COD's approved and submitted during the period covered. Note that each COD reduces										
66	total cost and expected income.										
67	(25) List and identify by date all "free night" letters. Note that this also reduces total cost										
68	and expected income.										
69	(26) Less soda used for mix. Give an extension (cans used times selling price) in remarks.										
70	The amount is deduction from expected income only.										
	TOTAL								89.45		232.48

DATE (12): 2-8 Nov 1969

BAR STATION (13): 47-E

RETAIL ACCOUNTABILITY

EXPECTED INCOME (14): 232.48

SALES PER REGISTER (15): 235.75

SHORT (16):

OVER (16): 3.27

COST ANALYSIS

SALES PER REGISTER (17): 235.75

TOTAL COST (18): 89.45

GROSS PROFIT (19): 146.30

GROSS PROFIT PERCENTAGE (20): 61%

RESPONSIBILITY

BARTENDER (21): D. V. BORING

INVENTORY TAKEN BY (22): K. L. BOURGEOIS

CALCULATION BY (23): J. HANGER

REMARKS: Used 52 cans of soda for mix. 52 cans @ .15 = 7.80 DAR dtd 4Nov69 reflects a total cash overage of $3.27

Figure 1. Format of Bar Retail Accountability for Officer and Staff Noncommissioned Officer Clubs

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BAR RETAIL ACCOUNTABILITY - INVENTORY
1ST MARDIV 1746/7 (9/67)

APPENDIX D

NO.	(1) DESCRIPTION OF ITEM	(2) UNIT	(3) BEG. INV.	(4) PURCHASES	(5) SUB TOTAL	(6) ENDING INV.	(7) AMOUNT USED	(8) COST PER UNIT	(9) TOTAL COST	(10) SELLING PRICE PER UNIT	(11) EXPECTED INCOME (SELLS)
1	Beer (premium)	can	100	7200	7300	850	6450	.10	645.00	.15	967.50
2	Beer (non premium)	can	30	2280	2310	286	2024	.09	182.16	.15	303.60
3	Coke	can	100	2040	2140	40	2100	.09	189.00	.15	315.00
4	Potato chips	can	10	24	34	4	30	.20	6.00	.30	9.00
5	Beef Jerkey	Pk	100	0	100	10	90	.07	6.30	.10	9.00
						Sub-Total			1,028.46		1,604.10
(24)	Less: COD ltr dtd 3Nov69								(1.80)		(3.00)
(25)	Free night ltr dtd 2Nov69 with DAR for 6Nov69								(100.00)		(144.00)

FOOTNOTES:

(1) List all items stocked/sold during the period covered. Show beer as either premium or non premium depending on cost/price. See cost/price list.
(2) Smallest unit sold, e.g., can, pk.
(3) Corresponds to figures from last ending inventory taken.
(4) All items purchased since last ending inventory.
(5) Sub-Total of beginning inventory plus purchases/issues during the period.
(6) Reflects all items on hand at time of ending inventory. Do not juggle figures. Ending inventory must be accurate or total cost and expected income for current and coming period will be in error.
(7) Amount used is Sub-Total less ending inventory.
(8) Cost per unit. Use Division Club Officer's cost/price list.
(9) Total cost is amount used times unit cost.
(10) Established sale price per unit. Use Division Club Officer's cost/price list.
(11) Expected income is amount used times selling price per unit.
(12) Inclusive dates of period that inventory covers.
(13) Assigned branch club number.
(14) Expected income is adjusted total from bottom of expected income column.
(15) Actual amount of cash taken in during the period covered. Amount shown must agree with DAR's submitted for period covered.
(16) Shortages or overages are reflected here. The amount shown is the difference between expected income and actual amount of cash taken in. Should balance with overages and shortages reported on DAR's.
(17) Actual amount of cash taken in during the period covered.
(18) Total cost is adjusted total from bottom of total cost column.
(19) Gross profit is actual amount of cash taken in less total cost.
(20) Gross profit percent is gross profit divided by actual amount of cash taken in.
(21) Bartender who conducts inventory signs here.
(22) Manager who conducts inventory signs here.
(23) The person who performs calculations for this inventory report signs here.
(24) List all COD's approved and submitted during the period covered. Note that each COD reduces total cost and expected income.
(25) List and identify by date all "free night" letters. Note that this also reduces total cost and expected income.

									926.66		1,457.10
	TOTAL										

(12) DATE: 2-8 Nov 1969

(13) CLUB BRANCH: 47-E

RETAIL ACCOUNTABILITY

(14) EXPECTED INCOME (SELLS): 1,457.10

(15) ACTUAL INCOME: 1,451.10

(16) SHORTAGES: 6.00

(16) OVERAGES: 0

COST ANALYSIS

(17) ACTUAL INCOME: 1,451.10

(18) TOTAL COST: 926.66

(19) GROSS PROFIT: 524.44

(20) GROSS PROFIT PERCENTAGE: 36 %

RESPONSIBILITY

(21) BARTENDER: J. J. Black — J. J. BLACK

(22) INVENTORY TAKEN BY: B. E. Bowe — B. E. BOWE

(23) CALCULATION BY: C. J. Cone — C. J. CONE

NOTE
GROSS PROFIT %
= GP ÷ ACTUAL INCOME

REMARKS
DAR's dtd 4, 5, & 6 Nov69 reflect a total cash shortage of $6.00

Figure 2. Format of Bar Retail Accountability Inventory for Enlisted branch clubs

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 03840.2 Ch 1
3/GAS/iej
Ser: 0133-69
19 DEC 1969

DIVISION ORDER 03840.2 Ch 1

From: Commanding General
To: Distribution List

Subj: Operations Security (OPSEC) (U)

1. Purpose. To direct a pen change to the basic Order.

2. Action. Enclosure (2), under PERMANENT MEMBERS, delete "G-4 (Plans/Ops) 6304".

O. E. WALKER
Chief of Staff

DISTRIBUTION: "A" & "C"

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

DivO 1601.3A
3/FMB/tu
19 Dec 1969

DIVISION ORDER 1601.3A

From: Commanding General
To: Distribution List

Subj: Command Duty Officer Instructions

Ref: (a) DivO 3560.2

Encl: (1) Instructions for Command Duty Officer
(2) Notification Check List for Command Duty Officer

1. Purpose. To promulgate instructions for the Command Duty Officer Watch.

2. Cancellation. DivO 1601.3.

3. Background. This Order complements the provisions of the referenced Order which established the Standing Operating Procedures for the Combat Operations Center (COC). The Command Duty Officer (CDO) will stand his watch in the 1st Marine Division Command Bunker, from 1800 to 0600. Selected officers from the Assistant Chief of Staff, G-2 and G-3 staff sections will be designated to stand CDO watches based on their previous background and familiarity with operations of the 1st Marine Division. When the CDO's presence is not required in the COC, he may remain in his working space within the command bunker. His actions will be governed by the instructions in enclosure (1).

4. Action

a. Chief of Staff will activate the CDO watch system when required.

b. Assistant Chief of Staff, G-3 will select officers to comprise the watch list and be prepared to activate the CDO watch system when directed by the Chief of Staff.

c. Officers designated for duty as CDO will familiarize themselves thoroughly with the contents of enclosures (1) and (2) and reference (a).

C. E. WALKER
Chief of Staff

DISTRIBUTION: "A" & "B"

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DivO 1601.3A
19 Dec 1969

INSTRUCTIONS FOR COMMAND DUTY OFFICER

1. GENERAL INSTRUCTIONS

a. The CDO will be located physically in the Command Bunker.

b. The tour of duty will be from 1800 to 0600.

c. Prior to assuming watch, the CDO will become familiar with the contents of this Order, and the CDO instruction folder. In the event of any questions, he will request clarifying instructions from the appropriate Division General or Special Staff Officer.

d. The CDO will report to the Deputy G-3 by 1600 of the day that he is to stand the duty for any special instructions. The Deputy G-3 will arrange for temporary relief during watch hours, or replacement as may be necessary.

e. The CDO will not be responsible for, or be involved in the preparation, editing or release of the normal routine reports submitted by the COC, FSCC or DASC.

2. SPECIFIC DUTIES. The Command Duty Officer will:

a. Assume immediate responsibility for any matter requiring command decision until relieved by proper authority.

b. Insure that cognizant staff officers are notified, as appropriate, of all significant events. This includes but is not limited to notification of staff officers in the areas of personnel administration, intelligence, operations, logistics and civil affairs/psychological warfare.

c. Insure that all available information of significant events is passed to appropriate subordinate commanders and III MAF.

d. Insure that "Fast Reaction Procedures for Controlling Southeast Asia Operations" are strictly followed. MACV Dir 525-29, CG III MAF message DTG 290910Z Sep69 and 1st MarDiv SOP for the COC provide detailed instructions and are contained in the COC Turn-Over Folder.

e. In the case of artillery, mortar and/or rocket attack on the DANANG Vital Area or the 1st MarDiv TAOR, insure that watch personnel in COC, FSCC and DASC comply with the instructions contained in DivO 3120.16_. Enclosure (1) thereto is a guide for notifying appropriate personnel/units.

f. Immediately notify the G-2 and G-3 (via respective COC watch officers) upon the receipt of a report of the following:

(1) Significant enemy attacks in the Division TAOR against Division units, CAP units, ARVN units, District Headquarters.

ENCLOSURE (1)

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(2) Significant contact with enemy forces.

(3) Significant sighting or intelligence report of enemy forces in the Division TACR.

g. Insure that clearance for fire support to counter enemy attack is expedited through FSCC channels.

h. Insure that all appropriate air support (flareships, Spooky and fixed wing) is expeditiously obtained by DASC to counter enemy attacks or react to a significant report of enemy forces.

i. Insure compliance with the instructions in Appendixes (1) and (2) to Annex E (Fire Support Coordination) to Operation Order 301-YR in the processing of all messages pertaining to TPQ-10 and ARCLIGHT strikes.

j. Receive serious incident reports from the COC and determine whether or not the report will be brought to the immediate attention of the Assistant Chief of Staff, G-3, G-5, or the Division Inspector and Legal Officer as appropriate. If notification of above mentioned staff officers is required, the CDO will do so by telephone, and take such action as may be directed. If immediate action is not required, the CDO will cause two copies of the serious incident report to be delivered to the G-3, G-5, or Division Legal Officer as appropriate. (Reference DivO 5720.6_ in CDO instruction folder).

k. A Command Duty Officer check list in the event of significant enemy/friendly action is contained in enclosure (2).

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DivO 1601.3A
19 Dec 1969

NOTIFICATION CHECK LIST FOR COMMAND DUTY OFFICER

1. In the event of enemy attack, significant contact with enemy forces, and emergency situations affecting readiness (to include major fires, storms and/or floods), the following check list will be used as a guide by the COC in alerting appropriate staff members:

(a) G-3

(b) Chief of Staff

(c) G-2

(d) Air Officer

(e) Fire Support Coordinator

(f) G-4

(g) G-5

(h) NSDC

(i) SSDC

(j) As directed by G-3

ENCLOSURE (2)

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DivO 1601.3A
19 Dec 1969

NOTIFICATION CHECK LIST FOR COMMAND DUTY OFFICER

1. In the event of enemy attack, significant contact with enemy forces, and emergency situations affecting readiness (to include major fires, storms and/or floods), the following check list will be used as a guide by the COC in alerting appropriate staff members:

(a) G-3

(b) Chief of Staff

(c) G-2

(d) Air Officer

(e) Fire Support Coordinator

(f) G-4

(g) G-5

(h) NSDC

(i) SSDC

(j) As directed by G-3

ENCLOSURE (2)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 1746.5
L9/KLB/mlw
21 Dec 1969

DIVISION ORDER 1746.5

From: Commanding General
To: Distribution List

Subj: Financial Policies for Clubs and Messes; establishment of

Ref: (a) MCO P1746.13D
(b) NavCompt Manual, par 035851

Encl: (1) Financial Structure for the Commanding General's Mess (Closed)
(2) Financial Structure for the Commissioned Officers' Mess (Open)
(3) Financial Structure for the Staff Noncommissioned Officers' Club
(4) Financial Structure for the Enlisted Club
(5) Guide for Advisory Groups
(6) Budget Formats

1. Purpose. To establish minimum operating, capitalization, and profit distribution goals; budget requirements; and provide instructions for advisory groups of clubs and messes.

2. Background. In order to effectively safeguard the capital structure of clubs and messes through effective budgeting and distribution of profits, it is necessary to establish certain financial policies and to provide management and advisory groups with guidelines for the effective performance of their duties.

3. Financial Policies. To ensure a sound financial position, adequate reserves and capital must be maintained at all times. Clubs and messes shall strive to maintain a financial position which shall be sufficient to cover their requirements for necessary operating cash and inventories; provide a well-rounded entertainment program; and effectively budget for improvements and the replacement of equipment. Enclosures (1) through (4) set forth the financial structure and minimum goals of clubs and messes. These minimums are based on the requirements established in reference (a) or as deemed necessary for a sound business operation.

4. Budgets. It is the responsibility of the Treasurer to prepare and submit budgets to this Headquarters via the advisory groups in sufficient time for command action prior to the effective dates of the budgets. Annual budgets will be submitted as follows:

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a. Capital Expenditure Budget. This budget will be prepared to reflect the requirements for improvements, new equipment and replacement of equipment for the fiscal year, by fiscal quarters.

b. Entertainment Budget. This budget will be prepared to reflect the requirements for entertainment programs for the fiscal year, by fiscal quarters.

c. Profit or Loss Budget. This budget will be prepared to reflect the forecast of sales, expenses and anticipated profits for the fiscal year, by fiscal quarters.

d. Appropriated Fund Budget. This budget will be prepared to reflect the requirements for those expenses which are authorized to be funded through appropriated funds. Timely submission of this budget through channels is required so that the requirements may be included in the Division budget. Reference (b) sets forth the expenditures that may be funded with appropriated funds.

e. Cash Budget. This budget will be prepared to reflect the forecast of cash receipts and disbursements for the fiscal year, by fiscal quarters.

All budgets shall be reviewed quarterly by the advisory group. The Treasurer will furnish comments explaining the reasons for any increase and/or decrease in the operating accounts, administrative expenses and income accounts. Any recommended additions or deletions to the budgets must be justified in order to revise the annual budget.

5. Advisory Groups. It is the responsibility of members of advisory groups to become familiar with the operation, financial status, and proposed budgets of their respective club or mess in order to make sound and timely recommendations to the Commanding General. Enclosure (5) has been prepared to aid and guide advisory group members in the performance of this function.

6. [illegible] In order to establish standard budget procedures, the formats as set forth in enclosure (6) shall be utilized by all activities in the submission of the required budgets.

7. Action. Treasurers and advisory group members will become familiar with the contents of this order as it applies within the sphere of their cognizance. The requirements set forth above and in the enclosures will

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DivO 1746.5
21 Dec 1969

be implemented upon receipt. Treasurers shall maintain sufficient copies of this order to provide a copy to all present members and to each new member of the advisory group.

C. E. WALKER
Chief of Staff

DISTRIBUTION: "A" plus 49 (100)

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DivO 1746.5
21 Dec 1969

FINANCIAL STRUCTURE FOR THE COMMANDING GENERAL'S MESS (CLOSED)

1. Cash to Current Liabilities. A minimum ratio of $1.00 in cash to $1.00 in current liabilities will be maintained.

2. Current Assets to Current Liabilities. A minimum ratio of $3.00 in current assets to $1.00 in current liabilities will be maintained.

3. Inventory Turnover. An inventory turnover rate of at least 12 times per annual account period is established.

4. Operating Goals. The following operating goals are established:

Activity	Required Gross Profit	Maximum Salaries/Wages	Minimum Required Net Profit	Maximum Percentage
Bar	50%	8%	40%	
Package Store	40%	3%	35%	
Administration		5%		
All Other Administrative Expenses				5%
Overall Net Profit			5%	

5. Capital Account Goals. The following balances for capital accounts are established:

a. Operating Surplus. The Treasurer will maintain a balance of $2,000.00 in this account to ensure the continuous efficient operation of this fund.

b. Reserve for Equipment and Improvement. A minimum balance of 35% of the original cost value of fund-owned property, plus the cost of any planned new property procurement and improvement programs will be established by the distribution of profits, at the opening of each annual accounting period.

c. Reserve for Recreation and Entertainment. The Treasurer shall maintain a balance in this account not to exceed the approved budget.

d. Reserve for Contingencies. The Treasurer may maintain this account; however, allocations of net profits to this account shall not be made unless the maximum balance has been attained in the Operating Surplus account and the other reserve accounts. The maximum balance in this account shall not exceed $500.00.

6. Profit Distribution. Earned Profits shall be distributed prior to the closing of the accounts and records on or about 30 November of each year. Profit distribution of prior years shall be based on the present year budgets as submitted by the Treasurer via the advisory group and as approved by the Commanding General.

ENCLOSURE (1)

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Div0 1746.5
21 Dec 1969

FINANCIAL STRUCTURE FOR THE COMMISSIONED OFFICERS' MESS (OPEN)

1. Cash to Current Liabilities. A minimum ratio of $1.00 in cash to $1.00 in current liabilities will be maintained.

2. Current Assets to Current Liabilities. A minimum ratio of $3.00 in current assets to each $1.00 in current liabilities will be maintained.

3. Inventory Turnover. An inventory turnover rate of at least 12 times per annual accounting period is established for the Bar activity. It is expected that these turnover rates will be exceeded.

4. Operational Goals. The following operational goals are established:

Activity	Required Gross Profit	Maximum Salaries/Wages	Minimum Required Net Profit	Maximum Percentage
Bar	55%	15%	40%	
Slot Machines		2%	5%	
Administrative		8%		
All Other Administrative Expenses				7%
Overall Net Profit			5%	

The above gross and net profit percentages are minimum profit percentages. It is expected that these percentages shall be surpassed. The percentages established for salaries and wages are maximum percentages and shall not be exceeded without prior written approval of this Headquarters.

5. Capital Account Goals. The following balances for capital accounts are established.

a. Operating Surplus. The Treasurer shall maintain an Operating Surplus (Capitalization) account fixed at $30,000.00 to ensure continuous efficient operation of this activity.

b. Reserve for Equipment and Improvements. A minimum balance of 35% of the original cost of all fund-owned property plus the cost of all approved planned new property procurements and improvement programs shall be established by the distribution of profits, at the opening of each annual accounting period.

c. Reserve for Official Entertainment. An annual amount of $650.00 is established for this account. The amount is to be provided the Commanding General for entertainment programs, when it is clearly established that such entertainment is related to command responsibility in terms of community relations, morale of the command, or fulfillment of reasonable

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command obligations. Expenditures of these funds shall be as authorized in writing by the Commanding General or his designated representative.

d. Reserve for Entertainment. The Treasurer shall maintain a balance in this account not to exceed the approved budget. The Mess shall strive to fund a well-rounded entertainment program from prior years earned profits rather than from anticipated profits from the current accounting period.

e. Reserve for Contingencies. The Treasurer is authorized to establish this account only when available funds are not required within the other reserve accounts. Allocation of earned profits to this account shall be made only in the event maximum balances exist in all other capital accounts. The maximum balance in this account shall not exceed 20% of the authorized Operating Surplus.

6. Distribution of Profits. Earned profits shall be distributed prior to the closing of the accounts and records on or about 30 November of each year. Profit distribution shall be based on budgets as submitted by the Treasurer via the advisory group and as approved by the Commanding General. All income from membership assessments must be allocated to either the Reserve for Equipment and Improvement or Reserve for Entertainment, or a combination of the two accounts.

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Div0 1746.5
21 Dec 1969

FINANCIAL STRUCTURE FOR THE STAFF NONCOMMISSIONED OFFICERS' CLUB

1. Cash to Current Liabilities. A minimum ratio of $1.00 in cash to $1.00 in current liabilities will be maintained.

2. Current Assets to Current Liabilities. A minimum ratio of $3.00 in current assets to $1.00 in current liabilities will be maintained.

3. Inventory Turnover. An inventory turnover rate in the Bar and Mess activities of at least 12 times per annual accounting period is established. It is expected that these turnover rates will be exceeded.

4. Operational Goals. The following operational goals are established:

Activity	Gross Profit	Salaries/Wages	Minimum Required Net Profit	Maximum Percentage
Mess	33%	25%	5%	
Bar	45%	15%	25%	
Slot Machines		2%	5%	
Administrative		8%		
All Other Administrative Expenses				7%
Overall Net Profit			5%	

The above gross and net profit percentages are minimum percentages. It is expected that these percentages shall be surpassed. The percentages established for salaries/wages are maximum percentages and shall not be exceeded without prior written approval of this Headquarters.

5. Capital Account Goals. The following balances for capital accounts are established:

a. Operating Surplus. The Treasurer shall maintain an operating surplus (Capitalization) account fixed at $40,000.00 to ensure continuous efficient operation of the club.

b. Reserve for Equipment and Improvements. A minimum balance of 35% of the original cost of all club-owned property, plus the cost of all approved planned new property procurements and improvement programs shall be established by the distribution of profits, at the opening of each annual accounting period.

c. Reserve for Entertainment. The Treasurer shall maintain a balance in this account not to exceed the approved budget. The club shall strive to fund a well-rounded entertainment program from prior years earned profits rather than from anticipated profits from the current accounting period.

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d. Reserve for Contingencies. The Treasurer is authorized to establish this account only when available funds are not required within the other reserve accounts. Allocation of earned profits to this account shall be made only in the event maximum balances exist in all other capital accounts. The maximum balance in this account shall not exceed 20% of the authorized Operating Surplus.

6. Profit Distribution. Earned Profits shall be distributed prior to the closing of the accounts and records on or about 30 November of each year. Profit distribution shall be based on budgets as submitted by the Treasurer via the advisory group and as approved by the Commanding General.

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FINANCIAL STRUCTURE FOR THE ENLISTED CLUB

1. Cash to Current Liabilities. A minimum of $1.00 in cash to $1.00 in current liabilities will be maintained.

2. Current Assets to Current Liabilities. A minimum ratio of $3.00 in current assets to $1.00 in current liabilities will be maintained.

3. Inventory Turnover. An inventory turnover rate in the Bar activity of at least 12 times per annual accounting period is established. It is expected that these turnover rates will be exceeded.

4. Operational Goals. The following operational goals are established:

Activity	Required Gross Profit	Maximum Salaries/Wages	Minimum Required Net Profit	Maximum Percentage
Bar	35%	10%	15%	
Administrative		8%		
All Other Administrative Expenses				7%
Overall Net Profit			5%	

The above gross and net profit percentages are minimum percentages. It is expected that these percentages shall be surpassed. The percentages established for salaries/wages are maximum percentages and shall not be exceeded without prior approval of this Headquarters.

5. Capital Account Goals. The following balances for capital accounts are established:

a. Operating Surplus. The Treasurer shall maintain an Operating Surplus (Capitalization) account fixed at $100,000.00 to ensure continuous efficient operation of the club.

b. Reserve for Equipment and Improvements. A minimum balance of 35% of the original cost of all club-owned property, plus the cost of all approved planned new property procurement and improvement programs shall be established by the distribution of profits, at the opening of each annual accounting period.

c. Reserve for Entertainment. The Treasurer shall maintain a balance in this account not to exceed the approved budget. The club shall strive to fund a well-rounded entertainment program from prior years earned profits rather than from anticipated profits from the current accounting period.

d. Reserve for Contingencies. The Treasurer is authorized to establish this account only when available funds are not required within the

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other reserve accounts. Allocation of earned profits to this account shall be made only in the event maximum balances exist in all other capital accounts. The maximum balance in this account shall not exceed 20% of the authorized Operating Surplus.

6. Profit Distribution. Earned profits shall be distributed prior to the closing of the accounts and records on or about 30 November of each year. Profit distribution shall be based on budgets as submitted by the Treasurer via the advisory group and as approved by the Commanding General.

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GUIDE FOR ADVISORY GROUPS

1. Purpose. This guide has been prepared to provide assistance to each member of an advisory group in the performance of his duties.

2. Responsibility

a. Commanding General. The administration of clubs and messes is the direct responsibility of the Commanding General.

b. Chief of Staff. The Chief of Staff is responsible for the administrative guidance and supervision of the Commanding General's Mess (Closed).

c. Assistant Chief of Staff, G-1. The Assistant Chief of Staff, G-1 is responsible for the administrative guidance and supervision of all other club and mess systems.

d. Assistant Chief of Staff, Comptroller. The Assistant Chief of Staff, Comptroller exercises general staff supervision and coordination, limited to the purely financial aspects, over all nonappropriated fund activities.

e. Clubs Officer. The Clubs Officer is responsible to the Commanding General for overall management of club and mess systems, and the Central Service Agency. In his capacity he performs the general duties of a special staff officer, under the cognizance of the G-1, with respect to clubs matters.

f. Treasurer. The Treasurer is responsible to the Clubs Officer for the overall operation and supervision of the activity to which assigned.

3. Advisory Group

a. Responsibility. Members of advisory groups are appointed representatives of the membership of their respective clubs or messes. As a general policy, the authority of advisory groups in their advisory role to the Commanding General extends into all areas except the execution of policy which is a function solely of management. It is the responsibility of advisory groups to recommend for approval to the Commanding General all policies and programs necessary for management to carry out the will of the membership.

b. Individual Members. Each advisory group member shall ascertain and present, to the best of his ability, the consensus of the members he represents. By his influence and actions, he should seek to create and foster the feeling that it is their mess or club; that, subject only to broad but necessary Command limitations, it will provide the services and social programs desired by the majority of the membership.

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c. Record of Proceedings. A record of proceedings shall be prepared according to the format as shown in this enclosure and submitted to the Commanding General. The proceedings of each meeting will be signed by the Senior Member and Treasurer only. The names of all members in attendance will be shown in lieu of signature. Advisory groups are authorized and encouraged to submit verbatim transcript of a meeting when deemed desirable.

d. Specific Duties. Specific duties of advisory groups shall include, but are not restricted to, the following:

(1) Act only in an advisory capacity to the Commanding General and shall not, as a group, engage in any management or operational duties.

(2) Observe the overall operation of the activity and make recommendations to the Commanding General for its improvement.

(3) Develop and present for approval a Constitution and By-laws; thereafter, ensure by monitoring that it is maintained in a current status.

(4) Review and consider field advisory group minutes, making recommendations to the Commanding General as to the disposition of field advisory group recommendations.

(5) Review and consider budgets concerning the replacement, repair, acquisition of new property, renovation and entertainment programs. Budgets shall be prepared by the Treasurer, furnished to the group for consideration and forwarded to the Commanding General as an enclosure to the group's minutes/records of the proceedings, with recommendations. Expenditures not of a routine nature or that will incur long term indebtedness will be brought before the advisory group for discussion and recommendations for the Commanding General's consideration. Minority reports are encouraged to give the Commanding General all viewpoints when approving/disapproving the advisory group's recommendations.

(6) Advisory groups shall meet quarterly and review on a quarterly basis club and mess financial statements in conjunction with management's internal controls and the applicable annual budget.

(7) In addition, advisory groups shall review all annual budgets on a quarterly basis, comparing anticipated operational goals with actual operations and shall report the results of this comparison in the regular record of proceedings.

(8) Recommend the distribution of earned income within the capital accounts.

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4. Financial and Accounting Terminology. The following terms are used in the financial operation of clubs and messes and each member should be familiar with their definition:

a. Assets. Assets represent funds, merchandise, supplies and prepaid expenses which the club or mess has ownership.

(1) Current Assets. Current assets represent cash and other assets or resources commonly identified as those which are reasonably expected to be realized in cash or sold during the normal operating cycle of the fund. These items consist of cash, inventories, accounts receivable and prepaid expenses.

(a) Cash. Cash represents money, money orders, checks and balances on deposit with banks. Cash may be assumed to be available for any ordinary use in operations of the club or mess unless earmarked for a specific purpose. Cash balances on hand and in banks should be maintained at a minimum level required for change requirements and to pay current debts. Amounts in excess of these requirements should be invested in approved savings institutions.

(b) Inventories. Inventories represent the consumable merchandise (primarily food, alcoholic beverages and soft drinks) maintained on hand for operational requirements of the club or mess. Activities must keep the investment in inventories at a minimum, consistent with maintainance of adequate stock of proper quality to meet sales demand.

(c) Accounts Receivable. Accounts receivable represent amounts due the club or mess for the sale of goods or services to members or other activities on a credit basis, and merchandise and/or property due from suppliers for which payment has been tendered.

(d) Prepaid Expenses. Prepaid expenses represent items, such as insurance, maintenance contracts and supplies, which have been paid for in advance of the charging off to an appropriate operating account as an expense.

b. Liabilities. Liabilities represent claims or obligations against the assets of the club or mess which are owed to vendors, federal or state agencies and employees.

(1) Current Liabilities. Current liabilities represent amounts of claims or obligations which are to be paid immediately or within a relatively short period, not later than the end of the current accounting period.

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(a) Accounts Payable. Accounts payable represent amounts due to vendors for payment of purchases of goods or services by the club or mess.

(b) Salaries Payable. Salaries payable represent amounts payable to employees for wages earned which have not been paid.

(c) Accrued Salaries. Accrued salaries represent wages accumulated at the end of the accounting period for the purpose of recording expenses to the appropriate operating accounts. The wages have been earned by the employees during the period but are not payable until the pay period is completed.

(d) Taxes and Insurance Payable. This account represents amounts due to appropriate agencies for taxes and insurance payments withheld from employees wages and the comparable amount payable by the club or mess, where applicable.

(2) Long-term Liabilities. Long-term liabilities represent claims or obligations which will not be due within the current accounting period under normal operating conditions.

c. Capital. Capital represents the net worth of the club or mess and includes operating capital and reserve accounts. The reserve accounts represent that portion of the capital which has been earmarked for specific purposes. Reserves may be reverted to operating surplus by order of the Commanding Officer.

(1) Operating Surplus. This account provides fund ownership of the necessary working capital needed to conduct the business of the club or mess. Minimum balances for this account should be at least equal to the total of the Petty Cash Fund, Change Funds, Inventories, Accounts Receivable and Prepaid Expense.

(2) Reserve for Equipment and Improvement Account. This account has been established in the accounting system for the purpose of funding for the purchase and replacement of equipment, major repairs to equipment and renovation and improvement of facilities when appropriated funds are not available. In actuality, this account represents profits which have been reserved to off-set depreciation of equipment. Therefore, this account is normally maintained at a determined percentage of the value of fund-owned equipment, to be used for replacement or repairs. The purchase of new equipment, renovation or improvement projects are funded from profits.

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(3) Reserve for Official Entertainment (COM(O) only). This account represents provisions for the Commanding General's entertainment which is related to command responsibility. Funds generated by mess activities shall not be expended for official entertainment conducted other than aboard a military installation.

(4) Reserve for Recreation and Entertainment Account. This account represents the provision for an entertainment program for the members.

(5) Reserve for Contingencies. The purpose of this account is the reservation of funds to meet unexpected emergencies requiring expenditure of capital that otherwise may not be readily available. Such expenses will not be charged directly to this account but will be covered by transfer of funds from this account to another reserve, upon approval of the Commanding General.

d. Gross Profit. This term indicates the amount of money earned from sales in excess to the cost of goods sold. This amount is determined through a mark-up system on the cost of goods sold by a percentage factor. The percentage factor is determined by the cost of goods involved and the amount of the gross profit desired or required.

e. Selling Expenses. These expenses are incurred directly in the selling of the goods or services by the activity such as salaries, supplies, laundry and employee meals. These expenses are charged to the activity selling the goods or service on an actual or pro-rata basis.

f. Net Profit. This term indicates the amount of money actually earned by an operational activity through sales or revenues after deducting the cost of goods sold and selling expenses. The desired or required net profit is determined by the overall requirements of the club or mess in attaining the funds for operations and capitalization.

g. Administrative Expenses. These accounts represent the expenses which are applicable to all selling activities and are not charged to a particular activity. These accounts are applicable primarily to the expenses of the salaries of management personnel and overall operations.

h. Other Income/Other Expenses. These accounts represent income and expenses that are outside the normal operations of the club or mess, such as interest on savings accounts, commissions, bad debts and Marine Corps Mess Fund Assessments.

i. Overall Net Profit from Operations. This term indicates the overall operational results for a given period of time.

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j. Accounting Period. An accounting period is the period of time for which financial statements are prepared to reflect the results of operations. Official accounting period for clubs and messes is on a fiscal year basis from 1 December through 30 November. Locally, accounting periods have been established on a monthly basis to provide management and the command with current operational results.

k. Percentage. The percentage factors reflected on the financial statements are comparisons of the item indicated to sales and/or revenue. These percentages are utilized to analyze the statements in determining the results of operations.

l. Memorandum Property Account. This account represents the original cost of all fund-owned property and all appropriated fund furnished property in the following classification:

Sub-Account	
A	Betterments, improvements, equipment or fixtures classified as Plant Account Property Class 2
B	Equipment (Classes 3 and 4) acquired with Appropriated Funds
C	Nonexpendable type property having a unit value in excess of $25.00 procured with Appropriated Funds, excluding property reportable under sub-accounts A and B
D	Nonexpendable property having a unit value in excess of $25.00 procured with Nonappropriated Funds.
E	Furniture and Equipment having a unit price of $25.00 or less, procured with Appropriated or Nonappropriated Funds
F	Special items such as trophies, displays, replicas, paintings, etc., acquired for morale purposes

Property is accounted for at the original cost value in order to determine the basis for insurance coverage and insurance claims. Property is not classified as an asset of the fund in the terms of accounting; therefore, no depreciation is written off the value of the property as the provisions for replacement items have been established through the Reserve for Equipment and Improvements Account.

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5. Analysis of Financial Statements. To fully accomplish the responsibility as a member of an advisory group, the member must be able to understand a financial statement and be capable of analyzing certain factors to determine the financial position of the club or mess. The following ratios and terms are presented to assist the member in making an analysis of the financial statements:

a. Balance Sheet

(1) Cash to Current Liabilities. This ratio is used in analyzing the financial status of the activity and reflects the activity's capability of paying its immediate debts. This ratio is determined as follows:

$$\frac{\text{Cash}}{\text{Current Liabilities}} = \text{Ratio}$$

A ratio of 1 to 1 is normally considered satisfactory, but local conditions may require a higher ratio. Financial goals will include the required ratio for each club or mess.

(2) Current Assets to Current Liabilities. This ratio is one of the most important tests used to determine the capability of the club or mess to liquidate its current liabilities and continue operations. A ratio of 3 to 1 is normally considered satisfactory, but local conditions may require a higher ratio. The following means are used to determine the ratio:

$$\frac{\text{Current Assets}}{\text{Current Liabilities}} = \text{Ratio}$$

(3) Inventories. Inventories usually represent the largest single investment in assets by an activity; therefore, it is important that inventories be under constant review to preclude excessive funds being invested in idle inventories. It is through the turnover of the inventory that a business generates its profits.

(a) Turnover of Inventory Ratio. This ratio provides the most effective means of controlling inventories. The turnover ratio represents the number of times the inventories are sold during an accounting period. By maintaining a minimum investment in inventories, consistent with sales demand, and experiencing a more rapid rate of turnover a greater return will be realized from the investment. The turnover of inventory ratio is determined as follows:

$$\frac{\text{Cost of Goods Sold}}{\text{Average Inventory}} = \text{Rate of Inventory Turnover}$$

Cost of Goods Sold is extracted from the statement of operations for each operating account such as mess, bar, package store, etc.

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Average Inventory is determined by adding the beginning inventory and the closing inventory and dividing by two.

(4) Reserve Accounts. Reserve accounts should be reviewed primarily for deficit balances, indicated by bracketed figures. This indicates that the funds available have been liquidated and current profits are being used to support the program.

b. Statement of Operations

(1) Gross Profit. Minimum gross profit percentages are established by Headquarters, Marine Corps and/or locally to meet the operating requirements. Gross profits should be reviewed to determine that sufficient profits are being generated to meet operation expenses and the desired net profits.

(2) Selling Expenses. Selling expenses should be reviewed to ascertain that the expenses are reasonable to sales and are within the percentages established by the approved budget.

(3) Net Profit. Minimum net profit percentages are established by Headquarters, Marine Corps and/or locally to meet the required net profit from operations to provide funds required for capitalization and reserves.

(4) Administrative Expenses. Administrative expenses should be reviewed to ensure that the expenses are reasonable in comparison to sales and within the percentages established by approved budgets.

c. Reconciliation of Capital Accounts. This statement provides information pertaining to the changes in the capital structure of the club or mess. Expenditures charged to the reserve accounts should be traced to the approved budget. Deficit financing of equipment and improvements or entertainment programs shall not be tolerated.

6. Financial Goals. Financial goals are established locally through a budget for operations, capital expenditures, and a long-range improvement and replacement program.

a. Budget

(1) General

(a) Efficient planning and operations of a club or mess depends upon the preparation of a budget as an operational goal. The budget outlines the goals anticipated during the period and furnishes a guide for comparison of the planning and actual results. For a budget to be effective,

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it must be flexible and subject to revisions to keep it current with operational and economic conditions.

(b) The Treasurer is responsible for the preparation, presentation and revision of the budget and the attainment of the anticipated goals.

(c) The advisory group must review the budget and revisions and make appropriate recommendations to the Commanding General for approval. The advisory group will compare the anticipated goals with actual results and determine the causes which attributed to the fluctuations in the budget goals.

(2) Scope of Budget. An effective budget must cover the projection of sales, expenses, profit, cash availability and capital expenditures. These areas are covered by an Income and Expenses Forecast, Cash Budget and Capital Expenditures Budget.

(a) Income and Expenses Forecast. The purpose of the forecast is to establish the amount of income anticipated and to establish control of the expenses in order to determine the amount of the required anticipated net profit to attain the future financial goals. The simplest form of a forecast can be illustrated as follows:

		Anticipated Income
Less	-	Anticipated Expenses
		Net Profit Required for Anticipated Financial Goals

Management is responsible for preparation and presentation of the forecast and it must be reviewed by the advisory group. The review should determine if the budget goals of cost of goods sold, expenses and net profits are in line with the overall financial planning of the activity, such as, capital expenditures, establishment of reserve accounts and maintaining an adequate operating capital.

(b) Cash Budget. The purpose of a cash budget is to project the cash requirements during the period and the cash available or to become available during the period. Detailed review of the cash budget will be made quarterly to ensure that cash will be available to maintain the fund in a position to pay its current liabilities after the capital expenditures are made. Careful consideration should be given to a deficit budget. Action should be taken to curtail or defer certain budget items until additional cash becomes available.

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(c) Capital Expenditure Budget. The capital expenditures budget is a summary of proposed expenditures of cash for fixed assets during a specific period. Contents of the budget include:

I Additions and Extensions of Facilities
II New Equipment
III Replacement of Equipment and Property

1 The capital expenditure budget is used to control anticipated expenditures without jeopardizing the financial stability of the activity. Expansions or replacement programs that do not further this objective will not be recommended. Unless it is to be supported by a continuing high volume of sales, a sudden increase in sales volume as sufficient basis for expending capital expenditures will not be considered.

(d) Entertainment Budget. The entertainment budget is a summary of proposed expenditures of cash for an entertainment program during a specific period. While a well-rounded entertainment program is desirable, experience has indicated that the trend in entertainment budgets is to plan an entertainment program which exceeds the funds available. Results of this type of planning are increased prices, inability to provide funds for acquisition or replacement of equipment or the delay of planned improvements.

(3) Budget Approval. Annual nonappropriated fund budgets will be submitted by the advisory group to the Commanding General by 10 November for approval. The results of the advisory group's review of the budget on a quarterly basis will be submitted as an enclosure to the regular minutes/record of proceedings by the 15th of March, June, September, and December. Annual appropriated fund budgets will be submitted by the Treasurer to the Assistant Chief of Staff, Comptroller in time to be included in the Division Appropriated Fund Budget.

b. Financial Goals. The goals established for clubs and messes are minimum requirements and should be used for comparison or guides to actual requirements of each activity. The actual goals should be presented by management in the budgets and revised as required by operational and economical conditions.

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FORMAT FOR ADVISORY GROUP RECORD OF PROCEEDINGS

HEADING OF ACTIVITY

DATE

From: Senior Member, Advisory Group (Appropriate club/mess name)
To: Commanding General, 1st Marine Division (Rein), FMF, FPO, San Francisco, California 96602

Subj: (Name of club/mess) Advisory Group; record of proceedings of meeting held (Date)

Ref: (a) MCO P1746.13
(b) Appropriate Division Order
(c) Any reference that may be referred to in the body of the proceedings. Attach reference material not readily available to the Commanding General.

Encl: (1) Field Advisory Group Minutes
(2) Any other applicable enclosure

1. In accordance with references (a) and (b), a meeting of the Advisory Group (Name of club/mess), was called to order by the Senior Member at _____ on Date . All members were present. (In the event of absentees, list all members absent and reason for absence).

2. Notation of reading of the minutes of the previous meeting, date of meeting and approval or other action taken.

3. Review of financial statements, if applicable.

4. OLD BUSINESS:

a. Item: (State briefly)

DISCUSSION

RECOMMENDATION NO. 1: That ..... etc.

b. Item: _____

DISCUSSION:

RECOMMENDATION NO. 2: That ..... etc.

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5. NEW BUSINESS:

a. Item: _____

DISCUSSION:

RECOMMENDATION NO. 3: That ..... etc.

b. Item: _____

DISCUSSION:

RECOMMENDATION NO. 4: That ..... etc.

(All Recommendations will be numbered consecutively, regardless of paragraph.)

6. The meeting was adjourned at _____ hours.

/s/ _____
JOHN J. DOE
Rank
Senior Member

/s/ _____
FRANK R. ROE
Rank
Treasurer

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BUDGET FORMATS

HEADING OF ACTIVITY

DISTRIBUTION OF PROFITS
RECOMMENDATIONS PERIOD COVERED: 1 DECEMBER 19__ - 30 NOVEMBER 19__

ESTIMATED PROFITS FOR DISTRIBUTION

NET PROFIT DISTRIBUTION

Account		
OPERATING SURPLUS	(20%)	$10,000.00
RES EQUIP/IMPROVEMENTS	(40%)	20,000.00
RES OFFICIAL ENTERTAINMENT*	(.5%)	250.00
RES ENTERTAINMENT	(30%)	15,000.00
CONTINGENCIES	(9.5%)	4,750.00
TOTAL	100%	$50,000.00

APPENDIX A. RESERVE FOR EQUIPMENT AND IMPROVEMENTS BUDGET

APPENDIX B. RESERVE FOR ENTERTAINMENT BUDGET

APPENDIX C. APPROPRIATED FUND BUDGET (Copy only. Budget has been submitted under separate cover)

* No budget required, controlled by CG.

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HEADING OF ACTIVITY

RESERVE FOR EQUIPMENT AND IMPROVEMENT

PERIOD COVERED: 1 DECEMBER 19__ - 30 NOVEMBER 19__

Estimated Funds Available through Reserve for Equipment and Improvements:

Balance at 30 November 19__	$ 8,000.00
Plus: Estimate Increase from Profit Distribution	20,000.00
Total Available	$28,000.00
Recommended Expenditures (See below)	11,700.00
Estimated Balance at 30 November 19__	$16,300.00

RESERVE FOR EQUIPMENT AND IMPROVEMENT BUDGET

1st Qtr (Dec-Jan-Feb)

Project Number:		
1-__	Renovation of Bar ABC Room	$ 1,700.00
2-__	Patio Furniture	500.00
Total 1st Qtr		$ 2,200.00

2nd Qtr (Mar-Apr-May)

3-__	MC Mess Fund Loan Payment	$ 2,500.00
4-__	Steam Table - Mess Section	800.00
5-__	New Cash Register (Main Bar)	1,200.00
Total 2nd Qtr		$ 4,500.00

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3rd Qtr (Jun-Jul-Aug)		
6-__	MC Mess Fund Loan Payment	$ 2,500.00
Total 3rd Qtr		$ 2,500.00
4th Qtr (Sep-Oct-Nov)		
7-__	MC Mess Fund Loan Payment	$ 2,500.00
Total 4th Qtr		$ 2,500.00
Total FY__ Budget		$11,700.00

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HEADING OF ACTIVITY

RESERVE FOR ENTERTAINMENT BUDGET — PERIOD COVERED: 1 DECEMBER 19__ - 30 NOVEMBER 19__

Balance at 30 Nov 19__	$ 2,000.00
Estimated Increase from Profit Distribution	15,000.00
Total Available	$17,000.00
Proposed Expenditures (See Below)	11,000.00
Estimated Balance at 30 Nov 19__	$ 6,000.00

PROPOSED EXPENDITURES	1st Qtr Dec-Feb	2nd Qtr Mar-May	3rd Qtr Jun-Aug	4th Qtr Sep-Nov
Bands, Orchestras, & Acts	$2,162.00	$2,162.00	$2,163.00	$2,163.00
Free Nights	400.00	400.00	400.00	400.00
Decorations	-0-	-0-	-0-	335.00
Supplies	105.00	105.00	105.00	100.00
Quarterly Expenditures	$2,667.00	$2,667.00	$2,668.00	$2,998.00
Total Annual Expenditures				$11,000.00

Proposed Expenditure	Br #__	Br #__	Br #__	Br #__	Br #__	Total
Bands, Orchestras, & Acts	$1,500.00	$2,550.00	$1,300.00	$1,300.00	$2,000.00	$ 8,650.00
Decorations	70.00	150.00	25.00	30.00	60.00	335.00
Free Nights	200.00	550.00	200.00	300.00	350.00	1,600.00
Supplies	70.00	95.00	70.00	100.00	80.00	415.00
Totals	$1,840.00	$3,345.00	$1,595.00	$1,730.00	$2,490.00	$11,000.00

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HEADING OF ACTIVITY

INCOME AND EXPENSE FORECAST FOR THE PERIOD 1 DECEMBER 19__-30 November 19__

	ITEM		3 Mos Dec-Feb	6 Mos Dec-May	9 Mos Dec-Aug	12 Mos Dec-Nov
MESS:	Sales		$	$	$	$
	Cost of Goods Sold					
	GROSS PROFIT	( )	$	$	$	$
	Wages	( )				
	All Other Expenses	( )				
	NET PROFIT	( )	$	$	$	$
BAR:	Sales	( )	$	$	$	$
	Cost of Goods Sold	( )				
	GROSS PROFIT	( )	$	$	$	$
	Wages	( )				
	All Other Expenses	( )				
	NET PROFIT	( )	$	$	$	$
SLOT MACHINES:	Income	( )	$	$	$	$
	Wages	( )				
	Prizes Awarded	( )				
	All Other Expenses	( )				
	NET PROFIT	( )	$	$	$	$
NET PROFIT BEFORE ADMINISTRATIVE EXPENSES			$	$	$	$
ADMINISTRATIVE EXPENSES:						
	Wages	( )	$	$	$	$
	CSA Expense	( )				
	All Other Expenses	( )				
	TOTAL		$	$	$	$
NET PROFIT FROM OPERATING ACCOUNTS			$	$	$	$
OTHER INCOME:						
	Commissions		$	$	$	$
	All Other					
	TOTAL		$	$	$	$
NET PROFIT (LOSS) AFTER OTHER INCOME			$	$	$	$

ENCLOSURE (6)

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INCOME AND EXPENSE FORECAST FOR THE PERIOD 1 DECEMBER 19__-30 NOVEMBER 19__
(CONTINUED)

NET PROFIT (LOSS) AFTER OTHER INCOME	$_____	$_____	$_____	$_____
OTHER EXPENSES:				
MC Mess Fund Assessment	$	$	$	$
All Other Expenses				
TOTAL	$_____	$_____	$_____	$_____
OVERALL NET PROFIT FROM OPERATIONS	$	$	$	$
ADD MEMBERSHIP ASSESSMENT				
NET PROFIT FOR DISTRIBUTION	$_____	$_____	$_____	$_____

Note; The above format is a sample copy and does not reflect all the operating accounts utilized by the clubs and messes. In the preparation of the Income and Expense Forecast, all operating accounts must be included.

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CASH BUDGET:

PERIOD COVERED: 1 DECEMBER 19__ - 30 NOVEMBER 19__

ESTIMATED RECEIPTS:	1st Qtr Dec-Feb	ACTUAL	2nd Qtr Mar-May	ACTUAL	3rd Qtr Jun-Aug	ACTUAL	4th Qtr Sep-Nov	ACTUAL
Cash Sales								
Collections of Receivables								
Cash Payment of Dues								
Interest Income								
Sale of Securities								
Loans								
Etc.								
TOTAL RECEIPTS								
ESTIMATED DISBURSEMENTS:								
Accounts Payable								
Salaries and Wages								
Federal Taxes								
Repairs and Utilities								
Travel Expense								
Insurance								
Telephone and Postage								
Entertainment								
Fixed Assets								
Loan Payments								
Supplies								
Laundry								
Etc.								
TOTAL DISBURSEMENTS								
ESTIMATED EXCESS OF RECEIPTS OVER DISBURSEMENTS								
ESTIMATED BALANCE AT BEGINNING OF QTR								
ESTIMATED BALANCE AT END OF QTR								

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ENCLOSURE (6)

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DivO 1746.5
21 Dec 1969

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

DivBul 1710
37/WJC/jfl
26 Dec 1969

DIVISION BULLETIN 1710

From: Commanding General
To: Distribution List

Subj: China Beach In-Country R&R Program

Ref: (a) DivO 1710.2A

Encl: ✓(1) Unit Quota Allocations

1. Purpose. To reestablish unit quota allocation for the three day "in-country" R&R program at China Beach.

2. Information. The schedule for the period 1 January 1970 through 29 March 1970, is as follows:

INCREMENT	ARRIVAL Day - Date - Time	DEPARTURE Day - Date - Time
1	Thur 1Jan 1500	Sun 4Jan 1100
2	Mon 5Jan 1500	Thur 8Jan 1100
3	Thur 8Jan 1500	Sun 11Jan 1100
4	Mon 12Jan 1500	Thur 15Jan 1100
5	Thur 15Jan 1500	Sun 18Jan 1100
6	Mon 19Jan 1500	Thur 22Jan 1100
7	Thur 22Jan 1500	Sun 25Jan 1100
8	Mon 26Jan 1500	Thur 29Jan 1100
9	Thur 29Jan 1500	Sun 1Feb 1100
10	Mon 2Feb 1500	Thur 5Feb 1100
11	Thur 5Feb 1500	Sun 8Feb 1100
12	Mon 9Feb 1500	Thur 12Feb 1100
13	Thur 12Feb 1500	Sun 15Feb 1100
14	Mon 16Feb 1500	Thur 19Feb 1100
15	Thur 19Feb 1500	Sun 22Feb 1100
16	Mon 23Feb 1500	Thur 26Feb 1100
17	Thur 26Feb 1500	Sun 1Mar 1100
18	Mon 2Mar 1500	Thur 5Mar 1100
19	Thur 5Mar 1500	Sun 8Mar 1100
20	Mon 9Mar 1500	Thur 12Mar 1100
21	Thur 12Mar 1500	Sun 15Mar 1100
22	Mon 16Mar 1500	Thur 19Mar 1100

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DivBul 1710
26 Dec 1969

INCREMENT	ARRIVAL Day - Date - Time	DEPARTURE Day - Date - Time
23	Thur 19Mar 1500	Sun 22Mar 1100
24	Mon 23Mar 1500	Thur 26Mar 1100
25	Thur 26Mar 1500	Sun 29Mar 1100

a. Unit quota allocations are contained in enclosure (1).

b. The format for China Beach R&R orders and information pertaining to in-country R&R at China Beach is contained in reference (a).

3. Motor Transport Schedule

a. Organizations within the secured TAOR will transport their own personnel to and from China Beach.

b. Organizations located at Chu Lai will arrange to send their personnel to Marine Air Freight and Passenger Terminal (MAF&PT) on the dates and at the times listed in paragraph 2. Personnel arriving from Chu Lai will utilize shuttle bus transportation from MAF&PT to and from China Beach. An Hoa and Landing Zone Baldy/Fire Support Base Ross personnel will report to Division Rear (located in the 11th Motor Transport Battalion cantonment). Shuttle bus transportation will be utilized from Division Rear to and from China Beach.

4. Action

a. Members of the 1st Marine Division will not leave the China Beach in-country R&R facility during their scheduled period of R&R.

b. Commanding Officers will issue appropriate orders as required by reference (a).

5. Self-cancellation. 31 March 1970.

C. E. WALKER
Chief of Staff

DISTRIBUTION: "A" & "B" plus 55(2)

Copy to:
CG III MAF (2)
Air Freight, Chu Lai (2)
Air Freight, Danang (2)
OIC, China Beach (2)

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ENCLOSURE (1)

1

UNIT QUOTA ALLOCATIONS

Assignment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Hqtr	*7		*7		7		*7		7		7		7		*7		*7		*7	
1st Marines		12		*12		*12		*12		12		12		*13		12		*12		*11
5th Marines	13		*13		13		*13		13		*13		13		*12		*12		*12	
7th Marines		13		*13		*13		*13		13		13		12		*12		*12		*12
11th Marines	11		*11		*11		*11		*11		*11		*11		*11		*11		*11	
26th Marines	*11		11		*11		*11		11		*11		*11		11		*11		*11	
1st Engr		*2		2		2		2		2		*2		*2		2		3		3
1st Med		2		2		2		*2		2		2		2		2		*1		1
1st MT		1		1		1		1		*1		1		1		1		1		1
1st SP		1		1		*1		1		1		*2		2		2		2		2
1st Recon	*4		4		*4		3		*3		3		3		3		3		3	
1st Tanks		*3		3		3		3		*2		2		2		2		2		2
1st Hosp	1		1		1		1		*1		1		1		1		1		1	
3d AmTrac	*2		2		2		2		2		*2		2		2		2		3	
7th Engr		*4		4		4		4		4		*4		4		4		*4		*4
9th Engr		3		*3		3		5		*3		3		3		*3		3		5
11th MP	1		1		*1		1		1		1		*1		1		1		1	

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ENCLOSURE (1)

Increment	21	22	23	24	25
Echo	*7		7		*7
1st Marines		*13		*13	
5th Marines	*12		12		*12
7th Marines		*12		12	
11th Marines	*11		11		*11
26th Marines	*11		11		*11
1st Engr	3		3	3	
1st Med	1		1	1	
1st MT	1		1	1	
1st SP	2		2	2	
1st Recon	3		*3		3
1st Tanks		#2		2	
1st Hosp	1		1		1
3d AmTrac	3		*3		3
7th Engr		4		*4	
9th Engr		3		*3	
11th MT	2		2	2	

*Denotes: One (1) officer quota is granted in addition to the enlisted quotas

DLvBaJ 1710
26 Dec 1969

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 1626.9A
1/VLD/mlw
23 Dec 1969

DIVISION ORDER 1626.9A

From: Commanding General
To: Distribution List

Subj: Absentees and Deserters

Ref: (a) MARCORMAN, par 1610.5
(b) MCO P5000.3, MARCORPERSMAN, par 7050
(c) MCO P5000.3, MARCORPERSMAN, par 15070
(d) ForO 3040.1
(e) U. S. Naval Investigative Service Office Representative's ltr NISOVR-D/BCS:se over 3850 Ser 051 of 3 Nov 1969 (C)

Encl: (1) Sample Absentee Wanted Message
(2) Sample Message Cancelling Absentee Wanted Message
(3) Sample 10 Day Letter to Next of Kin
(4) Sample Report of Absentees and Deserters

Report Required: Report of Absentees and Deserters (Report Symbol 1st MarDiv 5213/-17) par. 4.b

1. Purpose. To promulgate policies and procedures regarding reporting on absentees and deserters, and notification of next of kin.

2. Cancellation. DivO 1626.9, DivO 1610.6.

3. Background

a. Reference (a) requires that on the 30th day of absence, or the first working day thereafter, an absentee will be declared a deserter unless it is apparent there is no intent to desert.

b. Subparagraph 5 of reference (b) requires that when an individual has been in an unauthorized absence status for a period of 10 days, the Command should notify the next of kin by letter to that effect. Reference (b) contains a sample letter for such notification.

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c. Reference (c) also requires a Notice of Absentee Wanted by the Armed Forces (DD-553) be prepared and distributed when an individual is declared a deserter.

d. The tenor of the sample letter to the next of kin provided by reference (b) is not considered appropriate from a combat zone.

e. Reference (d) requires this Command to submit a monthly report of absentees and deserters.

4. Action

a. Unit commanders will:

(1) On the fifth day of an individual's in-country unauthorized absence, prepare a request release message similar in format to enclosure (1) for the purpose of alerting local military activities.

(2) When an individual previously reported to local military authorities as in an unauthorized absence status is returned to military control, prepare a request release message similar in format to enclosure (2) to inform local military authorities.

(3) On the 10th day of an individual's in-country absence, comply with reference (b) using as a guide the sample letter provided as enclosure (3). Assure the next of kin that all possible action is being taken to locate the absentee.

(4) On the 30th day of absence, declare the absentee a deserter in accordance with reference (c). In addition to the normal distribution, local distribution of DD-553 will be made to the Armed Forces Police, RVN and the Provost Marshal, 1st Marine Division.

(5) When an absentee is declared a deserter, a second letter, in the same tenor as enclosure (3), will be sent to the next of kin. A copy of the DD-553 will be enclosed with this letter.

b. Regimental and separate battalion commanders will:

(1) Prepare and submit to this Headquarters (Attn: Assistant Chief of Staff, G-1), a monthly Report of Absentees and Deserters in the format provided as enclosure (4).

(2) Report is due the 3d of each month for the preceding month.

(3) Reports will reflect inclusive dates of absence for each individual. Only personnel in an unauthorized absence status for 24 or

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more consecutive hours will be included in the report.

(4) Negative reports are required.

(5) Personnel with a security clearance of secret or higher will be the subject of a special report to this Headquarters (Attn: Assistant Chief of Staff, G-1) when they return from an AWOL status of 24 or more consecutive hours, or when they return from deserter status. Report will be in the format prescribed by enclosure (4). Such personnel will also be included in the monthly report. This requirement is necessary to enable this Headquarters to comply with reference (e). Reports submitted in compliance with reference (e) will be forwarded via the Assistant Chief of Staff, G-2 (Staff Counterintelligence Officer).

G. E. WALKER
Chief of Staff

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Copy to:
AFP Det, Danang

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SAMPLE ABSENTEE WANTED MESSAGE

FROM (UNIT)

ACTION CG FIRST MARDIV

INFO

REQ FOR REL

FM: CG FIRST MARDIV

TO: FIRST MARDIV ADCON
CG III MAF
CG FIRST MAW
CG FORLOGCOMD
(UNIT)

BT

UNCLAS E F T O //N00000//

III MAF FOR ADJ AND AFP DANANG
FIRST MAW FOR ADJ
FORLOGCOMD FOR ADJ
HQBN FOR MP CO (GUARD MAIL)

ABSENTEE WANTED

1. REQ ALL ADDEES COND SEARCH AND BE ON LOOKOUT FOR ABSENTEE DESCRIBED AS FOLS:

NAME:

RK:

MSN:

MOS:

COMP:

RACE:

PHYS DESCRIPTION:

DOB:

ENCLOSURE (1)

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DivO 1626.9A
23 Dec 1969

OTHER CHARACTERISTICS:

DATE/TIME COMMENCEMENT UA:

PARENT UNIT:

2. ADVISE BY PHONE TO DIVADJ 6223 IF RMC.

BT

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DivO 1626.9A
23 Dec 1969

SAMPLE MESSAGE CANCELLING ABSENTEE WANTED MESSAGE

FROM (UNIT)

ACTION CG, FIRST MARDIV

INFO

REQ FOR REL

FM: CG FIRST MARDIV

TO: FIRST MARDIV ADCON
CG III MAF
CG FIRST MAW
CG FORLOGCOMD
(UNIT)

BT

UNCLAS E F T O //N00000//

III MAF FOR ADJ AND AFP DANANG
FIRST MAW FOR ADJ
FORLOGCOMD FOR ADJ
HQBN FOR MP CO ~~(GUARD~~ MAIL)

ABSENTEE WANTED

A. MY (DTG OF WANTED MSG)

1. REF A CANC. LCPL _____ RMC (LOCAL DTG/MO/YR)

BT

ENCLOSURE (2)

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DivO 1626.9A
23 Dec 1969

SAMPLE 10 DAY LETTER TO NEXT OF KIN

UNIT HEADING

(Date)

My Dear_____,

I regret the necessity of informing you that your son (or other relationship as appropriate), (grade, name, service number and service component) has been in an unauthorized absence status from his organization since (hour and date).

Unauthorized absence is, of course, a serious military offense at any time. However, in a combat environment such as that being experienced here in the Republic of Vietnam, the continued dangers incidental to armed conflict are ever present.

We must assume, in the absence of information to the contrary, that your son (or other relationship) absented himself voluntarily from his organization. All Marine units, in addition to military police and medical facilites in the Danang area, have been alerted to your son's (or other relationship) absence from his organization and efforts to return him to military control or otherwise account for him will continue.

I will advise you when there is a change in your son's (or other relationship) status.

Sincerely yours,

A. B. CEE
Captain, U. S. Marine Corps
Commanding

ENCLOSURE (3)

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SAMPLE REPORT OF ABSENTEES AND DESERTERS

NAME	GRADE	SERV NO	*SSNO	SCTY CLNC	TYPE	DATE TO/ FR AWOL	DCLDES	EMANATED FROM
DOE, John A	Pvt	2442346	461-29-7101	Secret	Deserter	5Sep-40ct	50ct69	R&R Hawaii
MARINE, Irwin C.	Pvt	2214128		Secret	AWOL	20ct-60ct		Company Area
SAMPLE, James A.	Pvt	2513874		None	Missing	10ct-Present		

* Deserters only.

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 5320.1B
1/T.HB/bar
26 Dec 1969

DIVISION ORDER 5320.1B

From: Commanding General
To: Distribution List

Subj: Billet Assignment; report of

Encl: ✓(1) Format for Billet Assignment Report

Report Required: Billet Assignment Report (Report Symbol 1Div 5320/1-1)

1. Purpose. To publish instructions which require a report of billet assignments of certain personnel.

2. Cancellation. DivO 5320.1A and CG 1stMarDiv 130952Z Nov67.

3. Action. Commanding Officers of regiments, battalions, separate battalions and separate companies will submit to this Headquarters (Attn: G-1) a listing of commanders, principal staff officers and sergeants major in the format depicted by enclosure (1).

a. All field grade officers will be included in this report. In the event a field grade officer is assigned a billet other than those listed by enclosure (1) the required information will be listed below the S-5 billet.

b. The Commanding Officer, Headquarters Battalion will submit the information required by this report only for those personnel under his immediate supervision. Division General and Special Staff Sections will submit this report directly to the Assistant Chief of Staff, G-1.

c. This report will be submitted in an original and one copy to reach this Headquarters by the 27th day of each month. Information will be as of the date of preparation with known changes occurring prior to or on the last day of the month indicated in the remarks section.

C. E. WALKER
Chief of Staff

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FORMAT FOR BILLET ASSIGNMENT REPORT

BILLET	*DATE ASG	RANK	NAME	SERVO/MOS(S)	*RTD	**PHONE OFFICE	**PHONE QTRS
CO							
XO							
SGTMAJ							
S-1/ADJ							
S-2							
S-3							
S-4							
S-5							
CEO							
ALO							
***CO							

REMARKS:

*DAY/MONTH/YEAR
**Telephone numbers of CO's, ExecO's, SgtMaj's, S-1/Adj's and Division General and Special Staff Officers
***List CO's of all companies/batteries

ENCLOSURE (1)

DivO 5320.1B
26 Dec 1969

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 3120.16B
3/FMB/iej
26 Dec 1969

DIVISION ORDER 3120.16B

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures for COC and FSCC during Mortar, Artillery and/or Rocket Attacks

Encl: (1) Notification Check List

1. Purpose. To publish instructions for Combat Operations Center (COC) and the Fire Support Coordination Center (FSCC) in the event of a mortar, artillery and/or rocket attack on the Northern Sector Defense Command (NSDC), Southern Sector Defense Command (SSDC), and DANANG Vital Area. The DANANG Vital Area is defined for this Order as the area delimited by the eastern boundaries of NSDC/SSDC and the northern boundary of 1st Marines excluding Monkey Mountain.

2. Cancellation. DivO 3120.16A.

3. Background. Alerted commanders will respond immediately and decisively in the event of a mortar, artillery and/or rocket attack on the NSDC, SSDC, or DANANG Vital Area. The primary objective of such response is to stop any attack and destroy enemy forces and weapons/equipment involved. In the event of an attack, it is the responsibility of this Headquarters to alert appropriate personnel and units immediately and to coordinate reaction within the Division to insure optimum response.

4. Action

a. Immediately upon being informed of a mortar, artillery and/or rocket attack on NSDC, SSDC, or DANANG Vital Area, the watch officers in COC and FSCC will insure that the watch officer in the other center is notified.

b. The COC and FSCC watch officers will insure that those officers and units specified in enclosure (1) are expeditiously notified in the sequence listed by watch sections as indicated. Use communication facilities listed or fastest alternate means.

c. Infantry units and rear area defense commands will be alerted for employment of reaction forces as they are notified of the attack.

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d. Watch officers in COC and FSCC will insure that a detailed chronological record of spot reports received and all actions taken are kept, beginning with the initial notification of the attack.

e. Watch officers will insure that spot reports received by COC and FSCC are complete and contain best available information. Spot reports will be prepared in accordance with DivO 3480.1B.

f. The watch officer notifying the G-4 Duty Officer of an attack will also apprise him of any known critical logistical support requirements. Subsequent logistical requests will be passed to the G-4 Duty Officer as they are received.

g. The senior COC watch officer at the conclusion of the attack will insure that the preparation of a detailed after action report is initiated immediately.

C. E. WALKER
Chief of Staff

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DivO 3120.16B
26 Dec 1969

NOTIFICATION CHECK LIST

1. In the event of a mortar, artillery and/or rocked attack on NSDC, SSDC, or DANANG Vital Area, duty officers will insure that the following personnel/units are notified in the general order listed and by the most expeditious means possible. Time of notification and name of person notified will be logged below. (Command Duty Officer will be notified immediately during hours he is on duty in COC).

	TIME	PERSON NOTIFIED
A. G-2 WATCH PERSONNEL		
(1) III MAF COC (III MAF thru COC)	____	_____
(2) G-2 (Intercom)	____	_____
(3) 26th Marines thru COC	____	_____
(4) SSDC (SSDC thru COC)	____	_____
(5) G-2 Acquisition Officer (Intercom)	____	_____
(6) 3d Amtrac Bn (3d Amtrac Bn thru 1st Mar Div)	____	_____
B. G-3 WATCH PERSONNEL		
(1) G-3 (Intercom) (G-3 notifies CG, ADC & C/S)	____	_____
(2) 1st Marines thru COC	____	_____
(3) NSDC (NSDC thru COC)	____	_____
(4) G-3 Operations Officer (Intercom/COC Switchboard)	____	_____
(5) G-4 Duty Officer (Intercom/1st MarDiv 6104) (G-4 Duty Officer notifies EOD thru 1st MarDiv/FLC Switchboard or dial 8-955-2651)	____	_____
(6) Div Air Officer (Intercom/1st MarDiv)	____	_____
C. FSCC WATCH PERSONNEL		
(1) 11th Marines (11th Mar FDC)	____	_____
(2) 1st MAW Opns	____	_____

ENCLOSURE (1)

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(3) DASC (Messenger) ___ _____

(4) Unit FSCC's: 26th Mar FSCC ___ _____

1st Mar FSCC ___ _____

(5) Ln Off QUANG DA Special Zone (1st MarDiv 8-4023) ___ _____

2. In the event that communications by land lines become inoperable, the Division Tactical Net will be used as an alternate means of notification/exchange of information.

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 1746.2B
1/WER/mlw
26 Dec 1969

DIVISION ORDER 1746.2B

From: Commanding General
To: Distribution List

Subj: Purchase and Consumption of Alcoholic Beverages

Ref: (a) ForO 1700.4
(b) MCO P1746.13

1. Purpose. To establish the policy governing the purchase, possession, sale, and use of alcoholic beverages for members of this Command.

2. Cancellation. DivO 1746.2A.

3. Definitions. For purposes of this Order, "alcoholic beverage" is defined as any beverage which contains alcohol. A "packaged alcoholic beverage" is any alcoholic beverage purchased unopened for off premises consumption.

4. Policy. It is a military duty for every member of this Command to practice scrupulous moderation in the consumption of alcoholic beverages. Commanders and leaders at all levels are charged with and are expected to assume responsibility for the habits of their subordinates in this regard. Excessive consumption of alcoholic beverages by any member of this Command is not condoned under any circumstances.

5. Authorized Sale and Consumption

a. Alcoholic beverages will be sold on a drink basis through authorized Division approved clubs and messes for consumption on the premises of the club with the exception contained in paragraph 5.c below.

(1) Only malt beverages may be sold at enlisted clubs.

(2) Club managers will ensure that all sales are for consumption within the club facility, with the exception contained in paragraph 5.c below.

b. Packaged alcoholic beverages may be purchased by Marines in pay grade E-6 or above from authorized outlets of the Vietnam Regional Exchange Service.

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(1) The purchase or possession of packaged alcoholic beverages by personnel in pay grade E-5 or below is prohibited. Commanding officers are directed to remove the alcoholic beverage portion of the MACV ration cards of personnel in pay grade E-5 and below.

(2) Alcoholic beverages will not be allowed in any office or working space, or in the living quarters of personnel in pay grade E-5 or below. Personnel in pay grade E-6 or above who live separately from personnel of lesser rank are permitted to have alcoholic beverages in their quarters.

(3) Alcoholic beverages are for the personal use of the purchaser and are not to be sold or given to any other person. Personnel in pay grade E-6 or above, in their capacity as hosts, may serve drinks to bonafide guests in pay grade E-6 or above.

(4) Individual ration cards will be used to control the sale of packaged alcoholic beverages.

(5) Personnel in pay grade E-5 and below are forbidden to possess a MACV ration card unless the alcoholic beverage portion of the card has been detached.

c. Organizations may purchase beer for group or unit parties that will be supervised by a local commander. In addition, when the tactical situation permits, commanding officers may authorize the consumption of beer by units that do not have access to established clubs and messes for extended periods. Under these circumstances, the consumption of beer will be authorized only during hours of daylight and will be limited to two cans of beer per Marine per day. Under no circumstances will alcoholic beverages be located or consumed in or adjacent to defensive fighting positions. Commanders are expected to effect a control system to insure strict adherence to the above.

d. Alcoholic beverages will not be consumed or displayed in ports, airports, aircraft, motor vehicles, streets, or public walkways.

e. Personnel are prohibited from consuming alcoholic beverages four hours prior to going on watch, patrol, or assuming any other duty.

f. Other than as provided in paragraph 5a above, nothing in this Order restricts the sale of alcoholic beverages, by the drink, in authorized clubs and messes.

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6. Action. Commanding Officers will insure that the contents of this Order are disseminated, strictly enforced, and systematically brought to the attention of all personnel.

C. E. WALKER
Chief of Staff

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DIVO-P3040.ID

1st MARINE DIVISION
SOP
FOR
CASUALTY REPORTING AND MANAGEMENT

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO P3040.1D
7/JJH/ccc
27 Nov 1969

DIVISION ORDER P3040.1D

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure for Casualty Reporting and Management

Ref: (a) MCO P3040.4_, MARCORCASPROCMAN
(b) NAVPERS Manual, Art. C-9801 and C-9802
(c) FMFPacO P3040.2_

Encl: (1) LOCATOR SHEET

Reports Required:
I. Report of Death (Report Symbol 1Div 3040/1) par. 201
II. Report of Missing or Missing in Action (Report Symbol 1Div 3040/1) par. 302
III. Report of Live Casualty (Report Symbol 1Div 3040/2) par. 402
IV. Report of Twice/Thrice Wounded Personnel (Telephone Report) par. 601

1. Purpose. To promulgate amplifying and implementing instructions for casualty reporting and management pursuant to references (a), (b) and (c).

2. Cancellation. DivO P3040.1C; CG, 1stMarDiv msg 230540Z May69; CG, 1stMarDiv msg 140516Z Jul69; CG, 1stMarDiv msg 170311Z Aug69; and CG, 1stMarDiv msg 211647Z Sep69.

3. Applicability. This Order is applicable to organizations ADCON/OPCON to the 1st Marine Division (Rein), FMF.

4. Recommendations. Casualty management is the responsibility of all commanders. In this regard, recommendations concerning the contents of the Standing Operating Procedures for Casualty Reporting and Management are invited. Submit recommendations to this Headquarters (Attn: DivAdj).

5. Certification. Reviewed and approved this date.

C. E. WALKER
Chief of Staff

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DivO P3040.1D
27 Nov 1969

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Copy to:

CMC (Code DNA)	(2)
CG, FMFPac	(3)
CG, I MEF	(2)
CG, III MAF	(3)
CG, 2dMarDiv	(1)
CG, 3dMarDiv	(3)
CG, 1stMAW	(1)
CG, 2dMAW	(1)
CG, 3dMAW	(1)
CG, MCB, CamPen (PE&BC)	(1)
CG, ForLogComd	(4)
CG, MCB, Camp Butler	(3)
ARC Rep, 1st MarDiv	(1)
COMNAVSUPPACT Danang	(2)
CO, USS SANCTUARY	(1)
CO, USS REPOSE	(1)
CO, 3dFSR	(1)

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LOCATOR SHEET

Subj: Standing Operating Procedure for Casualty Reporting and Management

Location: _____
(Indicate the location(s) of the copy(ies) of this publication.)

ENCLOSURE (1)

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STANDING OPERATING PROCEDURE FOR CASUALTY REPORTING AND MANAGEMENT

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

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STANDING OPERATING PROCEDURE FOR CASUALTY REPORTING AND MANAGEMENT

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SECTION I - COMMAND AND ORGANIZATION

101. COMMAND ACTION. This Order sets forth the responsibility of commanders of organizations and units of this Command in casualty management. All commanders processing casualties and personnel hospitalized will establish and maintain an active program to ensure compliance with this Order. It is mandatory that personnel of this Command be familiar with casualty management and that those personnel directly concerned with casualty management become thoroughly familiar with MCO P3040.4 , Marine Corps Casualty Procedures Manual; NAVPERS Manual, Articles C-9801 and C-9802; FMFPacO P3040.2 ; and this Order. Command attention is vital in this sensitive area and accuracy and timeliness in casualty reporting cannot be overemphasized.

102. DEFINITIONS. Definitions and terms authorized for use in connection with matters involving casualties are contained in MCO P3040.4 , MARCORCASPROCMAN, paragraph 1001.

103. POLICY REGARDING NOTIFICATION OF NEXT OF KIN OF COMBAT ORIGINATED CASUALTIES. The Commandant of the Marine Corps, or Chief of Naval Personnel in case of Navy personnel, will effect notification of next of kin of all overseas casualties. Such notification will be made based on information reported by this Command by official electrically transmitted communications. Commanders must ensure that personnel of their organizations are thoroughly indoctrinated in the Casualty Management Program upon arrival in Vietnam, to include discouragement of premature communications with the next of kin of friends who become casualties.

104. RECORD OF EMERGENCY DATA

1. The Record of Emergency Data (NAVMC 10526) is the most important single document in casualty management and must, at all times, be kept current.

2. Commanding Officers will establish as a part of the unit check-in procedures for newly joined personnel, a system to ensure that the Record of Emergency Data is verified by a responsible person in the presence of the individual concerned, immediately upon joining. Any discrepancies noted will be corrected immediately by preparation of a new Record of Emergency Data. PEN CHANGES ARE NOT AUTHORIZED. The Record of Emergency Data will be prepared in strict compliance with paragraph 4016, IRAM.

3. Particular attention must be given to Item 12 of the Record of Emergency Data concerning payment of proceeds to Servicemen's Group Life Insurance. The individual must completely understand the implications of designating his SGLI to be paid "as provided by law", especially if the Marine is separated or divorced, if both parents are living but separated or divorced, or the Marine has foster parents or step-parents. Normally, in such cases, the Marine should be advised to execute a Beneficiary Designation Form, VA Form 29-8286, and the date of such form entered in Item 12 of the Record of Emergency Data.

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105. SERVICEMEN'S GROUP LIFE INSURANCE (SGLI)

1. Instructions for administration of the SGLI Program are contained in MCO P1741.8_ and will be strictly adhered to. Commanding Officers will implement procedures to ensure that personnel involved in counseling others concerning SGLI are thoroughly familiar with the above mentioned directive and supplemental instructions contained in MCO P1070.8_, IRAM, paragraphs 4013.3g and 4016.4l.

2. Commanding Officers will further implement procedures to screen the service records of all newly joined personnel to verify that they are covered by SGLI. Particular attention will be given to personnel who, at any time during their current enlistment, have been in an unauthorized absence status in excess of 31 days. Commanding Officers will personally ensure that all required administrative action has been taken in accordance with MCO P1741.8_ and MCO P1070.8_, IRAM, paragraphs 4013.3g.

106. DIVISION HEADQUARTERS

1. A Casualty Reporting Control Center (CRCC) is established under the cognizance of the Division Adjutant.

2. The Officer in Charge, CRCC will be governed in the performance of his duties by MCO P3040.4_, MARCORCASPROCMAN, NAVPERS Manual, Articles C9801 and C9802, FMFPacO P3040.2_, this Order and such other instructions as may be issued by competent authority. He is responsible for the operation of the CRCC and the timely and accurate accumulation and reporting of all casualty information to higher headquarters.

107. REPORTING UNITS

1. Commanding Officers of the below listed organizations will establish a Casualty Reporting Section (CRS):

a. All battalions.

b. All regiments (for regimental headquarters company or battery).

c. All separate companies, batteries or detachments.

2. The CRS will assist the commander in discharging his responsibilities in connection with casualty management.

3. Organizational commanders must require company/battery commanders to report information on personnel who become casualties, whether hostile or non-hostile, and personnel who are hospitalized due to illness or disease in excess of 24 hours to the CRS. The organization CRS must then report this information to Division CRCC as expeditiously as possible. Use of telephonic means for casualty reporting to Division CRCC, with immediate written follow-up is required and will expedite casualty reporting.

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4. Each organization will promulgate written instructions to their subordinate units establishing procedures for accurate and prompt reporting in accordance with instructions contained in this Order.

108. CASUALTY LIAISON NCO

1. The Division Adjutant will assign Casualty Liaison NCO's to the 1st Medical Battalion/1st Hospital Company and Station Hospital, Naval Support Activity, Danang. Liaison NCO's will obtain required information concerning the casualty status of 1st Marine Division personnel admitted to the medical facilities and will relay such information to Division CRCC for further reporting to higher headquarters.

2. Liaison NCO's will notify Division CRCC when a patient is to be returned to duty. Division CRCC will then advise the patient's parent organization by telephone and request the parent organization provide transportation.

3. The Casualty Liaison NCO's will be responsible to the Division Casualty Reporting Officer in the performance of their duties.

109. DIVISION SURGEON. The Division Surgeon will establish and maintain liaison with those medical facilities not organic to this Command which administer to 1st Marine Division personnel.

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SECTION II - DEATHS

201. REPORT OF DEATH

1. Every possible effort must be made by the parent organization to report all deaths to Division CRCC within 12 hours after occurrence. It is mandatory that all information reported be absolutely accurate. The following administrative procedures will be adhered to when reporting deaths:

a. The Unit Report of Death or Missing (1stDiv Form 3040-1, Part I, Rev 9-69) contained in Figure 1 will be completed for Marine personnel and Report of Death or Missing Naval Personnel (1stDiv Form 3040-1, Part III) contained in Figure 2 will be completed for Naval personnel. The cause of death as entered on the reports will be the causative force (not medical cause), i.e., enemy small arms fire, enemy mortar fire, enemy rocket fire, enemy grenade, enemy booby traps, friendly artillery fire, accidental discharge of M16 rifle, intentional self-inflicted wound with .45 caliber pistol, drowning, etc. Detailed and complete circumstances of the incident must be reported. In cases of death from friendly fire, indicate whether or not in the presence of the enemy, mistaken for the enemy, etc.

(1) The information indicated on the Unit Report of Death or Missing with an asterisk (*) will be obtained from the individual's service record book or officer qualification record. NO OTHER SOURCE DOCUMENT WILL BE USED.

(2) The information indicated on the Unit Report of Death or Missing with a dollar sign ($) will be obtained from the individual's Commanding Officer.

b. The Unit Report of Death or Missing, once completed, will be checked for accuracy and normally signed by the Battalion Adjutant, Executive Officer or Commanding Officer.

c. The completed Unit Report of Death or Missing and the individual's closed out service record book/officer qualification record, health and dental records will be delivered to the Division CRCC without delay. Every possible effort must be made to deliver the Unit Report of Death or Missing and the service records to Division CRCC within 12 hours after occurrence.

d. If the completed Unit Report of Death or Missing cannot be delivered to Division CRCC within 12 hours due to the tactical situation or some other sufficient reason, Division CRCC will be notified by telephone of the death and the status of the remains, report, and service records. The completed Unit Report of Death or Missing and the closed out service records will subsequently be delivered to Division CRCC as soon as events permit. The SECNAV message report of death cannot be submitted by this Headquarters until the completed Unit Report of Death or Missing and service records have been delivered to Division CRCC.

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202. IDENTIFICATION OF REMAINS

1. Prior to submission of the SECNAV message report of death by this Headquarters, the remains of the deceased must be positively identified, if at all possible. Completion of the U. S. Field Medical Tag (DD Form 1380) by a medical officer or medical department representative when death occurs in the field and securely attaching the tag to the remains indicating the time and date of death is beneficial in establishing the identity of a deceased person. The various methods of positive identification are listed below:

a. Personal identification by two persons who actually knew the deceased at least 30 days and can positively identify him by facial features, scars, birthmarks, or other distinguishing features. Such identification will be accomplished by having the identifiers report to Division CRCC from where they will be directed to Graves Registration and personally view the remains. If the Unit Report of Death or Missing and service records have not been previously delivered to Division CRCC, the identifiers should deliver them when they report to Division CRCC. Health and dental records will be checked by Division CRCC and then delivered to Graves Registration by the identifiers at the time they view the remains of the deceased.

b. Identification in the field by statements of recognition properly completed by two persons who personally knew the deceased at least 30 days. The Statement of Recognition contained in Figure 2 will be utilized for identification in the field. The completed and signed statements will be inserted in the breast pocket of the deceased prior to evacuation of the remains from the field. In addition, five signed blanks by each identifier will also be attached to the original statement for typing and distribution.

c. Identification by dental characteristics by comparison with the dental record of the deceased. Such identification must be accomplished by trained personnel at Graves Registration.

d. Identification by fingerprints by comparison with the identification card of the deceased. Such identification must be accomplished by trained personnel at the U. S. Army Mortuary. Due to the value of the identification card as a means of identification, it is absolutely mandatory that each individual have the card in his possession at all times and that it not be removed from his remains prior to arrival at Graves Registration.

e. Identification by physical characteristics when compared to the health record. This method of identification is used only when no other means is available and must be performed by an identification expert at the U. S. Army Mortuary.

2. The importance of positive identification as soon as possible after

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death cannot be overemphasized. Identification cards and identification tags are important means of identification of casualties and are not personal effects. They must be in the possession of each individual at all times and should never be removed from a casualty being evacuated from the field.

3. In certain cases it is impossible to recover the remains of a deceased person due to enemy activity, complete disintegration of the body in an explosion, or various other reasons. In such cases, statements are required from at least two persons who were eye witnesses to the death and can state emphatically that the individual is dead. Such statements must give complete circumstances, date, and time of death. If it can be determined beyond a reasonable doubt from such statements that the named individual is in fact dead, the SECNAV message report of death will be submitted by this Headquarters and will state that the body was not recovered (BNR). Statements and all other available information should be obtained immediately after the incident and should accompany the Unit Report of Death or Missing to Division CRCC. In BNR cases not requiring a JAG investigation (i.e., KIA) the statements from witnesses confirming the incident/identity will be forwarded to CMC (Code DNA) by Division CRCC not later than ten days after date of death. Should efforts to recover the remains be continued, daily progress reports will be submitted to Division CRCC until such time as the remains are recovered or the search is discontinued.

203. CERTIFICATE OF DEATH

1. The Certificate of Death (NAVMED N), Figure 4, will be completed as follows:

a. If the individual died at a medical facility, the Certificate of Death will be completed by the medical facility at which death occurred.

b. If the individual died in the field or prior to arrival at a medical facility, the remains will be delivered to Graves Registration. Once positive identification has been established and the SECNAV message report of death submitted, the Certificate of Death will be prepared by the 1st Marine Division Liaison NCO at 1st Medical Battalion/1st Hospital Company and signed by the Commanding Officer, 1st Medical Battalion.

c. In cases where the body of the deceased is not recovered (BNR), the Certificate of Death will be prepared by the 1st Marine Division Liaison NCO at 1st Medical Battalion/1st Hospital Company and signed by the Commanding Officer, 1st Medical Battalion once it has been positively established that the individual is dead, such fact has been reported to SECNAV, and there is no possibility of recovery of the remains.

204. SERVICE RECORDS OF DECEASED PERSONNEL

1. Service record books/officer qualification records of deceased per-

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sonnel will be closed out by the parent unit and delivered immediately, with the completed Unit Report of Death or Missing, to Division CRCC. Once delivered to Division CRCC, service records will not be returned to the unit. Entries will be made on pages 2, 5 and 8 of OQR's and on pages 3, 9 and 16 of SRB's in accordance with MCO P1070.8_, IRAM, Chapters 3 and 4, respectively. Particular emphasis will be placed on ensuring that all campaigns, operations, and awards to which the individual is entitled have been entered on the Combat History - Expeditions - Awards Record page.

a. In the case of Navy personnel, pages 5, 8, 13 and 14 will be completed in accordance with NAVPERS Manual, Articles B-2318 and B-2324, respectively.

2. The Commanding Officer will ensure that a Military Pay Order (DD Form 114), as required by Navy and Marine Corps Military Pay Procedures Manual (NAVSO P3007), paragraph 40512 is prepared and delivered within 48 hours after the time of death to the Disbursing Officer carrying the deceased's account. The Military Pay Order will include the number of days leave due or in excess, computed through the date of death. The closed out leave record will be attached to the Military Pay Order in the case of Marine Corps personnel.

3. The unit diary entry required by MCO P1070.8_, IRAM, paragraph 6311, will be accomplished on Marine Corps personnel. In the case of Navy personnel, an appropriate entry will be made on the Navy feeder diary submitted to the Division Surgeon.

205. CONDOLENCE LETTERS ON DECEASED PERSONNEL

1. Letters of condolence will be prepared in accordance with MARCORCAS-PROCMAN, paragraph 3009. The Commanding Officer charged with the responsibility for operating the Casualty Reporting Section is also charged with the responsibility for prompt submission of condolence letters. However, condolence letters will be signed by the individual's immediate Commanding Officer (company/battery), or in case of the Commanding Officer's prolonged absence, by the Executive Officer. In such cases, an explanation as to why the letter is signed by the Executive Officer will be included in the condolence letter.

2. Condolence letters will be written to the next of kin, or if the deceased was married, to both the wife and parents. If the deceased is survived by parents who are divorced or separated, separate letters will be sent to both parents.

3. Condolence letters, with appropriately addressed envelopes, will be delivered to Division CRCC (original and two copies) within seven days after the date of death. The original condolence letter will be mailed by Division CRCC to the addressee and a copy of each condolence letter will be sent via registered mail to Commandant of the Marine Corps (Code

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DNA). One copy of each condolence letter will contain the following notation signed by the Battalion Executive Officer or Battalion Commanding Officer:

CERTIFIED CORRECT. _____. _____
SIGNATURE Date

Condolence letters will be reviewed at Division level for content and accuracy. In cases where discrepancies are noted, the organization will be notified by telephone of the discrepancies and requested to resubmit a corrected letter. Expeditious resubmission is mandatory in such cases.

4. The condolence letter is to express sympathy to the family of the deceased person and explain the circumstances of death. It amplifies the SECNAV message report of death and elaborates on the facts so that the next of kin has a clear and complete understanding of the circumstances of death. Particular care must be taken to insure that only known facts are stated in the condolence letter. Opinions and assumptions will not be given. An information sheet such as the Data Sheet for Condolence Letters shown in Figure 5 will be most helpful in the preparation of condolence letters.

5. When more than one condolence letter is to be prepared on the same man, care must be exercised to ensure all facts and circumstances of death are in agreement and that the letters are dated the same. The opening paragraph and paragraphs concerning the man's performance, character, etc., should be changed to avoid the appearance of a stereotyped letter. However, the paragraph on the circumstances of death should be identical in each letter to avoid any possible conflict of information. Further, each condolence letter on the same person should bear the same date.

6. The condolence letter to the primary next of kin should not contain a statement regarding the disposition of the personal effects of the deceased.

7. It is desired that all condolence letters contain a statement concerning religious ministrations when such ministrations were in fact administered. When naming the Chaplain who administered to a deceased person after his death, the following terminology, depending on the religious preference of the individual, will be used:

a. Protestant: "Joe received the ministrations of his faith shortly after his death from Lieutenant A. B. See, Chaplain, U. S. Navy."

b. Catholic: "Joe received the ministrations of his faith shortly after his death from Lieutenant J. J. Doe, Chaplain, U. S. Navy Reserve."

c. Other religious preferences or no preference: "Joe received religious ministrations shortly after his death from Lieutenant Commander D. D. Jones, Chaplain, U. S. Navy."

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(Note that the denomination of the Chaplain is not shown in any of the examples.)

8. Condolence letters will be dated the date they are signed. Once signed and dated they will be expeditiously delivered to Division CRCC in order that they may be promptly processed and mailed without excessive delay between the date of the letter and date of mailing.

9. The Commanding General will send a condolence letter to the next of kin after the Commanding Officer's condolence letter has been mailed. Other personnel should refrain from corresponding with the next of kin until absolutely sure that official notification of death has been made by the Marine Corps and the condolence letter has been received by the next of kin.

10. Sample letters are shown in Figures 6, 7 and 8. It is emphasized that these examples are to be used as guides only and not as form letters. Particular attention must be given to the details contained in condolence letters to insure that they are in agreement with the facts as reported in the SECNAV message report of death.

206. PERSONAL EFFECTS OF DECEASED PERSONNEL. Personal effects of deceased personnel will be handled and processed in accordance with DivO 4050.1_. Personal effects will be processed as expeditiously as possible and every effort will be made to insure that all personal effects are collected, inventoried, safeguarded and shipped to the next of kin of the deceased.

207. MONIES OF DECEASED PERSONNEL. All monies found in the personal effects of deceased personnel in excess of $3.00 will be converted into a government check for forwarding to the next of kin. Since it is not considered appropriate to enclose the check with the condolence letter, a separate letter will be prepared indicating that the enclosed check represents the monies found in the individual's personal effects. This letter, check and addressed envelope will be delivered to Division CRCC at the same time as the condolence letter. After the condolence letter has been mailed to the next of kin, the check will then be mailed by Division CRCC via registered mail. This system precludes the check from arriving at the address of the next of kin prior to the condolence letter.

208. MAIL FOR DECEASED PERSONNEL. Mail for deceased personnel will be processed in strict accordance with DivO P2700.4_.

209. DEATHS REQUIRING INVESTIGATION. When an individual dies of non-hostile injuries or under peculiar or doubtful circumstances, an investigation will be conducted and a report submitted in accordance with the provisions of the JAG Manual. The importance of prompt and adequate investigations cannot be overstressed since settlement of death benefits often hinges on the findings of the investigation. Completed reports of investigation will be forwarded to this Headquarters (Attn: Division Legal) as expeditiously as possible and not later than 15 days after the date of death.

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SECTION III - MISSING OR MISSING IN ACTION

301. MISSING OR MISSING IN ACTION

1. Personnel determined to be "Missing" or "Missing in Action" will be reported and processed in accordance with MCO P3040.4_, MARCORCASPROCMAN, Chapter 7.

2. Personnel who are suspected of being in an unauthorized absence status should be reported in accordance with DivO 1626.9_.

3. If there is valid reason to suspect that an individual is absent from his unit against his will, he will be reported as missing. Such absence could be the result of enemy activity, foul play, etc.

4. In the event an individual cannot be accounted for and was last observed in direct contact with the enemy, or on an operation or patrol in an enemy infested area, he will be reported as missing in action.

5. Personnel believed to be missing or missing in action will be reported immediately to Division CRCC by telephone. Division CRCC will then institute a search of all medical facilities in the area and advise the parent organization of the results. If the individual is not located at a medical facility and has not returned to his unit, the official reports required by paragraph 302 of this Order will be submitted.

302. REPORT OF MISSING OR MISSING IN ACTION

1. Reports of missing or missing in action will be submitted on the Unit Report of Death or Missing form, Figure 1. Reports will be submitted to Division CRCC within 12 hours after discovery that an individual is missing or missing in action. Instructions for preparation of the form are contained in paragraphs 201.1a(1), (2) and 201.1b of this Order,

2. An additional report will be submitted in accordance with DivO 03850.2_.

3. The provisions of MCO P3040.4_, MARCORCASPROCMAN, Chapter 7, apply to all personnel missing or missing in action. Accordingly, a written report as to the status of the individual will be submitted to Division CRCC every 24 hours after submission of the initial report, and immediately whenever a change in status occurs.

303. INVESTIGATION REQUIRED IN CASES OF PERSONNEL MISSING OR MISSING IN ACTION. An investigation will be initiated immediately in accordance with MCO P3040.4_, MARCORCASPROCMAN, paragraph 7004, upon determination that an individual is missing or missing in action. The completed report of investigation (original and three copies) will be forwarded to this Headquarters (Attn: DivAdj) not later than 12 days after reporting a person as missing or missing in action. The report of investigation will be marked "FOR OFFICIAL USE ONLY", and appropriately classified, if required.

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304. SERVICE RECORDS OF PERSONNEL MISSING OR MISSING IN ACTION

1. Service record book/officer qualification record, health and dental records of personnel missing or missing in action will be delivered to Division CRCC at the same time the Unit Report of Death or Missing is delivered. However, the service records will not be closed out in such cases. They will be held at Division CRCC until such time as final determination is made as to the status of the individual, and then closed out and forwarded in accordance with existing regulations. Service records of Navy personnel missing or missing in action will be processed as directed by the Division Surgeon.

2. The Commanding Officer will ensure that the Military Par Order (DD Form 114) required by Navy and Marine Corps Military Pay Procedures Manual (NAVSO P3007), paragraph 40203, or a certified copy of the casualty report submitted to the Secretary of the Navy, is delivered to the Disbursing Officer within 48 hours after commencement of absence.

3. The unit diary entry required by MCO P1070.8, IRAM, paragraph 6428, will be accomplished on Marine Corps personnel. In the case of Navy personnel, an appropriate entry will be made on the Navy feeder diary submitted to the Division Surgeon.

4. The instructions contained in NAVPERS Manual, Articles C-9801 and C-9802 apply to all Navy personnel who are missing or missing in action.

305. CONDOLENCE LETTERS ON PERSONNEL MISSING OR MISSING IN ACTION. A condolence letter to the next of kin of any person in a missing or missing in action status will be prepared in accordance with MCO P3040.4_, MARCORCASPRCCMAN, paragraph 7005. No mention of personal effects will be made in the condolence letter in the case of personnel missing or missing in action. Instructions contained in paragraph 205 of this Order will apply to the extent possible in preparation of condolence letters. Original and two copies of the condolence letter will be delivered to Division CRCC within seven days following the date an individual is determined to be missing or missing in action.

306. PERSONAL EFFECTS OF PERSONNEL MISSING OR MISSING IN ACTION. Personal effects of personnel missing or missing in action will be processed in accordance with DivO 4050.1_.

307. MAIL FOR PERSONNEL MISSING OR MISSING IN ACTION. Mail addressed to a person in a missing or missing in action status will be handled in accordance with DivO P2700.4_. Under no circumstances will the missing status of an individual be marked on the mail article, nor will mail be returned to sender by the parent unit or organization.

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SECTION IV - LIVE CASUALTY REPORTING AND ADMINISTRATIVE PROCEDURES

401. TYPES OF LIVE CASUALTIES

1. The following are categories of live casualties that must be reported:

a. All personnel wounded in action (WIA) or wounded in action not evacuated (WIANE).

b. All personnel hospitalized in excess of 24 hours as a result of non-hostile injuries.

c. All casualties resulting from accidental or intentional self-inflicted wounds, regardless of period of hospitalization.

d. All personnel hospitalized in excess of 24 hours as a result of illness or disease.

402. REPORT OF LIVE CASUALTY

1. Accuracy and timeliness are essential for an effective casualty reporting system and must be emphasized at every echelon of command. Inaccurate or late reporting of casualties is embarrassing to this command and the Marine Corps. Therefore, commanders charged with casualty reporting responsibilities must insure that positive procedures are in effect for the rapid flow of accurate information from the field to the CRS to Division CRCC.

2. Every effort must be made to report all live casualties to Division CRCC immediately after occurrence. The initial report will be made to Division CRCC by telephone to be followed up by written verification within 24 hours. The written report will be submitted on Report of Live Casualty Form (1stDiv Form 3040/2 Rev 10-69) contained in Figure 8. Instructions for completion of the form are contained thereon. The Report of Live Casualty will be signed by the Battalion Adjutant, Executive Officer or Commanding Officer. Any Report of Live Casualty submitted more than 15 days after date of occurrence will be signed by the Battalion Executive Officer or Battalion Commanding Officer.

3. The service record book will always be the source document for the name, rank, service number, MOS, component and next of kin information on a casualty. No other source will be utilized. Submission of the Report of Live Casualty by the parent organization will not be delayed awaiting information concerning the diagnosis/body parts or condition/prognosis in the case of WIA's. This information will be obtained by Division CRCC from the medical facility where the casualty is hospitalized and entered on the Report of Live Casualty. However, in the case of WIANE's, the diagnosis/body parts must be included on the Report of Live Casualty submitted by the parent organization since the individual has not been admitted to a medical facility.

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4. On the Report of Live Casualty submitted on personnel wounded in action and not evacuated, Item G will indicate where the individual was treated, i.e., treated in the field and returned to duty (TIFRTD), treated at Battalion Aid Station and returned to duty, treated at 1st Medical Battalion and returned to duty, etc.

5. When wounds are not severe, the term "superficial" or "minor" will be used on the Report of Live Casualty. An example is when an individual received scratches or small cuts from an enemy grenade, e.g., "Rec'd superficial frag wounds right hand from enemy grenade".

6. Individuals may desire that their next of kin not be notified if they are wounded or injured and their condition/prognosis is good or excellent. To ensure that the specific desires of each individual are known concerning notification of next of kin, a form similar to that contained in Figure 9 will be completed by each individual upon joining the Division and filed in his service record book/officer qualification record. When an individual is wounded or injured, the form will be checked to determine his desires and appropriate entry made in Item I of the Report of Live Casualty. If a form concerning notification of next of kin is not filed in the service record book/officer qualification record, Item I of the Report of Live Casualty will always be checked "YES" and the next of kin will be notified.

7. Unit diary entries concerning casualties will be in accordance with MCO P1070.8, IRAM, paragraph 6363. In the case of Navy personnel, an appropriate entry will be made on the Navy feeder diary submitted to the Division Surgeon. Appropriate entry will be made on page 9 of the service record book or page 8 of the officer qualification record in cases of personnel wounded in action or wounded in action and not evacuated and who are awarded a Purple Heart Medal.

403. AWARDS

1. The Commanding Officer of a casualty who is a necessary eye witness to an heroic deed will expedite obtaining the casualty's statement prior to his evacuation if his condition so permits.

2. Purple Heart Medals for personnel of this Division wounded in action or wounded in action and not evacuated will normally be made by this Headquarters based on casualty reports submitted in accordance with this Order. The criteria for award of the Purple Heart Medal as set forth in SECNAVINST P1650.1_, Navy and Marine Corps Awards Manual and DivO P1650.8_ will be strictly followed. Upon receipt of a Purple Heart or other type award for an individual who has died of wounds, the award will be immediately returned to the Division Awards Officer with an explanation.

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3. As a matter of policy in this Division, personnel who suffer the loss of a major extremity, loss of sight of one or both eyes, quadreplegia and certain other permanent injuries, as a result of wounds received in action will be awarded the Bronze Star Medal as authorized by FMFPacO P1650.1_.

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501. PERSONNEL HOSPITALIZED IN VIETNAM

1. Personnel hospitalized in Vietnam will continue to be carried on the rolls of their parent unit, and the parent unit remains responsible for properly administering to such personnel. Every effort will be made by the parent unit to promptly locate personnel evacuated from the field and admitted to in-country hospitals and those admitted to in-country hospitals through normal medical channels. Division CRCC has radio and/or telephone communication with local medical facilities as well as hospital ships and will assist in locating personnel hospitalized.

2. Parent units are responsible for prompt delivery of health and comfort items and appropriate clothing to their personnel hospitalized in RVN. In addition, parent units will ensure that each individual from their unit, hospitalized in a local medical facility, is visited at least once each week by an officer or staff NCO from the unit. Schedules of the two hospital ships may be obtained from Division CRCC in order that personnel hospitalized thereon may be visited by a unit representative when the ships are in the Danang harbor.

3. Commanding Officers will ensure that ambulatory personnel referred to a medical facility away from their immediate area are armed with individual weapons and have loaded magazines in pouches. If the individual is admitted to the medical facility, his Commanding Officer will cause his weapon, ammunition and 782 gear to be picked up and returned to his unit within 24 hours after admission.

4. Personnel released from in-country medical facilities will be issued orders to return to their parent unit. The following procedures will be followed:

a. 1st Medical Battalion/1st Hospital Company. The Patient Affairs office will issue orders to all 1st Marine Division personnel whose unit is located outside the Danang area to report to the 1st Marine Division Rear at 11th Motor Transport Cantonment for further transportation to their unit. Normally transportation is provided 3 times a day.

b. Station Hospital, Naval Support Activity, Danang. The Marine Liaison Section will write orders on all 1st Marine Division personnel whose unit is outside the Danang area to report to the 1st Marine Division Rear, 11th Motor Transport Battalion Cantonment for further transportation to their unit.

c. 1st Marine Division personnel whose parent unit is located in the Danang area will be issued orders to report to their parent unit. The Marines parent unit will be contacted to provide the necessary transportation.

5. An exception to the above will be made in the case of a person whose organization is located in Chu Lai. In such cases, the Division Rear will contact the persons' organization and provide the ETA of the aircraft transporting the person to Chu Lai. The organization will meet the individual at Chu Lai Air Freight and Passenger Terminal for return trip to his parent organization.

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502. PERSONNEL MEDICALLY EVACUATED FROM VIETNAM

1. When a Marine of this Division is medically evacuated from Vietnam, such evacuation will be reported by message by the evacuating activity and the 1st Marine Division will be an information addressee. Upon receipt of an evacuation message, Division CRCC will immediately prepare "Transfer by Service Records of Medically Evacuated Personnel" orders on Division personnel listed on the evacuation message. The orders will transfer individuals to Marine Corps Base, Camp Butler, Okinawa, the effective date being the date of evacuation from Vietnam. An original and 14 copies will be forwarded to the parent organization of each individual listed thereon. Within two days after the date of receipt of the transfer orders, parent organizations will deliver closed out service record book/officer qualification record, health record and dental record to Division CRCC.

2. The original and three copies of the orders will be inserted on the document side of the service record book/officer qualification record prior to delivery to Division CRCC. Sufficient copies of the transfer orders will be delivered by the parent organization to the organization supply officer for the shipment of personal effects. Pay records will be forwarded by the Disbursing Officer by letter of transmittal to the Disbursing Officer serving the Marine hospitalized using the evacuation orders provided by CRCC as authority. The above described procedures also apply for handling of U. S. Government checks.

3. Under no circumstances will service records of personnel medically evacuated from Vietnam be forwarded or delivered by the parent organization to any place other than Division CRCC. Division CRCC will then deliver service records to the Adjutant's Section, Force Logistics Command, for further delivery to Marine Corps Base, Camp Butler.

4. Personnel medically evacuated from Vietnam may hand carry their pay record, health record and dental record. However, the service record book/officer qualification record will never be given to an individual to hand carry and will always be forwarded to Division CRCC once transfer orders are received. Unit diary entries on Marines medically evacuated from RVN will be in accordance with MCO P1070.8_, IRAM, paragraph 6302.

5. Emergency data information will be maintained on personnel transferred by service records in accordance with MCO P3040.4_, MARCORCASPROCMAN, paragraph 3013.

6. In the case of Navy personnel medically evacuated from Vietnam, transfer orders will be issued from the office of the Division Surgeon. These orders will contain specific instructions for disposition of service records and personal effects that did not accompany the evacuee. Appropriate unit diary entry will be made by the transferring unit.

503. PERSONAL EFFECTS OF HOSPITALIZED PERSONNEL. Personal effects of all hospitalized personnel will be handled and processed in accordance with DivO 4050.1_.

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SECTION VI - TWICE/THRICE WOUNDED PERSONNEL

601. TWICE/THRICE WOUNDED PERSONNEL

1. Marines who are wounded in combat or as a result of hostile action in the Vietnam Theatre of Operations, (not as a result of their own misconduct), (1) on two separate occasions and require hospitalization in excess of 48 hours for each wound, or (2) are wounded three times, with each wound meeting the criteria for the Purple Heart Medal as defined in SECNAVINST P1650.1_, will be reassigned to duty outside that theatre in accordance with MCO 1300.21_. Wounds received during a previous tour in Vietnam cannot be considered in qualifying as twice/thrice wounded.

2. Marines of this Command who qualify as twice/thrice wounded will be transferred to Marine Corps Base, Camp Butler, Okinawa for further disposition. Exception to the above is a Marine who has completed six months or more of his WestPac tour on the date he receives the second/third wound release from hospitalization, will be transferred to the nearest Marine Corps activity CONUS (MCC W95) for further assignment.

3. Commanding Officers will ensure that systems are in effect within their organization/unit to closely monitor personnel records in order to identify immediately personnel who receive a second/third wound qualifying them for transfer out of Vietnam.

4. Twice wounded personnel will be immediately reported to Division CRCC by telephone upon return to duty from the second period of hospitalization in excess of 48 hours, and will be processed immediately for transfer out of Vietnam.

5. Thrice wounded personnel, who receive a third wound and are not hospitalized, will be returned to a rear area immediately and reported to Division CRCC by telephone. They will also be processed immediately for transfer out of Vietnam.

6. Telephone reports to Division CRCC of twice/thrice wounded personnel will contain the following information:

a. Name, rank, service number/MOS.

b. Organization, to include the RUC.

c. RTD.

d. Date and casualty report number of first wound.

e. Date and casualty report number of second wound.

f. Date and casualty report number of third wound. (if applicable)

g. Date of return to duty.

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h. Duty preference within WestPac (if applicable) 1 _____, 2 _____, 3 _____.

i. Security clearance held or eligibility.

7. At the time the above telephone report is made to Division CRCC, authority will be given by Division CRCC for issuance of transfer orders in the case of personnel with less than six months in WestPac. Such authority will be the date time group of the phone call then in progress. The parent organization will then prepare transfer orders to Marine Corps Base, Camp Butler, Okinawa indicating the authority in the orders as follows:

AUTH CG 1ST MARDIV FONECON DTG ____*____ H(MONTH & YR)(MCO 1300.21 _ and FMFPACO P3040.21_)

* This DTG will be the date the group given by Division CRCC as described above.

The effective date of transfer will also be furnished by Division CRCC.

8. Personnel eligiable for transfer to CONUS as a result of twice/thrice wounded will be reported to Division CRCC in the same manner as those being transferred to Marine Corps Base, Camp Butler. However, the parent organization/unit will not issue the actual transfer orders.

9. All personnel eligible for transfer out of Vietnam will be expeditiously processed by their parent organization/unit and delivered to Division CRCC, with all service records and personal effects in their possession and completely checked out of their unit, within 24 hours after the initial telephone report was made. Personnel being transferred to CONUS will be issued PCS orders when they report to Division CRCC.

10. Expeditious processing of twice/thrice wounded personnel cannot be overstressed. Every possible effort will be made to ensure they are removed from the threat of enemy action immediately and transferred out of Vietnam as expeditiously as possible.

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SECTION VII - INVESTIGATIVE REPORTS OF INJURIES, ACCIDENT REPORTS AND FORMS CONTROL

701. INVESTIGATIONS IN CASES OF INJURIES. In cases involving injuries (other than combat casualties) resulting in the individual's physical inability to perform his duties for a period in excess of 24 hours, or where payment of disability benefits may be claimed, the injury will be investigated and reported as appropriate in accordance with the JAG Manual, Chapter 7, 8, or 9, as applicable.

702. ACCIDENT REPORTS. A Ground Accident Report (GAR) will be submitted to the Division Ground Safety Officer in accordance with DivO P5100.8_, Ground Safety Program, on all accidental discharges of weapons and munitions, of vehicle, supporting arms, industrial and other miscellaneous type accidents, not directly due to enemy action.

703. FORMS. Local reproduction of the forms illustrated in Figures 1, 3 and 9 of this Order is not authorized. Supplies of these forms may be obtained from Division CRCC upon request. Other forms contained in this Order may be reproduced locally.

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STANDING OPERATING PROCEDURE FOR CASUALTY REPORTING AND MANAGEMENT

SECTION VIII

UNIT REPORT OF DEATH OR MISSING
(Reports Symbol 1Div 3040-1, Part I, REV 9-69)

REF: (A) DIVO P3040.1

*1. RANK _____ DATE OF RANK _____

*2. FULL NAME _____

*3. SERVICE NO. _____ MOS _____

*4. COMPONENT _____

$5. ORGANIZATION _____ RUC _____

$6. TYPE CASUALTY: HOSTILE _____ NON HOSTILE _____
(CHECK ONE: KIA _____ DAI _____ DOC _____ DOD _____

$7. TIME AND DATE OF INCIDENT _____

$8. PLACE OF OCCURRENCE _____
(GRID COORDINATES OR DIRECTION AND DISTANCE IN MILES FROM NEAREST WIDELY KNOWN CITY SUCH AS DANANG OR CHU LAI)

$9. CAUSE: _____

$10. COMPLETE CIRCUMSTANCES: _____

_____

_____

$11. INVESTIGATION REPORT TO BE SUBMITTED: YES _____ NO _____
(NOTE: WHEN AN INDIVIDUAL DIES OF INJURIES (DAI) OR UNDER PECULIAR OR DOUBTFUL CIRCUMSTANCES, A JAG INVESTIGATION WILL BE CONDUCTED AND A REPORT SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE JAG MANUAL).

$12. INCENTIVE PAY: TYPE _____ AMOUNT _____
(INCLUDES FLIGHT PAY, PROFICIENCY PAY, DIVERS PAY, ETC. REFER TO DODPM, PART TWO, FOR TYPES OF INCENTIVE PAY. DOES NOT INCLUDE HOSTILE FIRE PAY OR FOREIGN DUTY PAY).

$13. OTHER PERSONNEL INVOLVED IN SAME INCIDENT:

RANK	NAME	SERNO	CASUALTY STATUS

Figure 1. Format for Unit Report of Death or Missing

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14. IF THIS REPORT IS NOT DELIVERED TO DIVISION CRCC WITHIN 24 HOURS AFTER TIME OF INCIDENT, EXPLAIN BELOW:

_____

_____

_____

_____

_____

NOTE: THIS REPORT TO BE SIGNED BY BN ADJ,XO OR CO.

_____
SIGNATURE

_____
TYPED NAME, RANK, TITLE

- -

TIME AND DATE THIS REPORT RECD AT DIVISION CRCC:_____

BY_____
(SIGNATURE)

- -

INSTRUCTIONS FOR PREPARATION. EACH NUMBERED ITEM MUST BE COMPLETED. IF ITEMS 12, 13 AND 14 ARE NOT APPLICABLE ENTER "N/A". DELIVER THE COMPLETED ORGINAL SIGNED REPORT, WITH CLOSED OUT SRB, TO DIVISION CRCC BY THE FASTEST MEANS AVAILABLE. INSURE THAT PAGE 16 IS REMOVED FROM SRB, CLOSED OUT AND DELIVERED TO DISBURSING. CLOSING ENTRIES ARE REQUIRED ON SRB PAGES 3 AND 9, WITH PARTICULAR ATTENTION TO INSURING THAT ALL OPERATIONS/CAMPAIGNS AND DECORATIONS ARE ENTERED ON PAGE 9.

Figure 1. Format for Unit Report of Death or Missing - - Continued.

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FOR OFFICIAL USE ONLY

REPORT OF DEATH OR MISSING OF NAVAL PERSONNEL
(Reports Symbol 1Div 3040-1, Part III)

REF: (A) DIVO P3040.1

A. RANK_____ NAME_____

SERVICE NO._____ MOS_____ COMPONENT_____

ORGANIZATION/RUC_____

B. STATUS: ACTIVE DUTY

C. TYPE CASUALTY: HOSTILE_____ NON-HOSTILE_____ DTG/DEATH_____

D. DIAGNOSIS/CAUSE/CIRCUMSTANCES_____

_____

E. LOCATION/DISPOSTION OF REMAINS_____

F. NOK: RELATIONSHIP_____ NAME_____

ADDRESS_____

RELATIONSHIP_____ NAME_____

ADDRESS_____

RELATIONSHIP_____ NAME_____

ADDRESS_____

G. NO

H. LINE OF DUTY

I. DATE OF LATEST RECORD OF EMERG DATA (NAVPERS FORM 601-2)_____

J. BENEFICIARY FOR:

(1) DATE GRATUITY: RELATIONSHIP_____ NAME_____

ADDRESS_____

(2) NO

(3) UNPAID PAY/ALLOW: RELATIONSHIP_____ NAME_____

ADDRESS_____

K. COM

L. RELIGION_____ RACE_____ ATTENDING CHAPLAIN_____

Figure 2. Format for Unit Report of Death or Missing Naval Personnel.

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M. INSURANCE POLICIES IN EFFECT_____

N. PAY DATA:

(1) PAY GRADE/PEBD_____
(2) $_____BP; $_____HFP; $_____FDP
(3) TOTAL SERVICE:_____YRS.,_____MONTHS,_____DAYS
(4) PR WILL BE FWD TO NAVFINANCECTR ON_____

O. (1) $10,000.00
(2) DATE OF LATEST VA FORM 29-8286 SIGNED BY MAN_____
(IF NONE, SO STATE)

P. _____DAYS ACCRUED LEAVE. _____DAYS ADVANCED LEAVE.

2. DATE ARRIVED RVN: _____.

NOTE: THIS REPORT TO BE SIGNED BY BN ADJ, EXEC O, OR CO

_____
SIGNATURE

_____
TYPED NAME, RANK, AND TITLE

- -

TIME AND DATE THIS REPORT RECD AT DIVISION CRCC: _____

BY_____
SIGNATURE

- -

DELIVER THE COMPLETED ORIGINAL SIGNED REPORT, WITH CLOSED OUT SRB, TO DIVISION CRCC BY THE FASTEST MEANS AVAILABLE. CLOSING ENTRIES ARE REQUIRED ON SRB PAGES 5, 8, AND 13. A PAGE 14 WILL BE PREPARED, WITH PARTICULAR ATTENTION TO INSURING THAT ALL OPERATIONS/CAMPAIGNS AND DECORATIONS ARE ENTERED ON PAGE 13 OF THE SRB.

Figure 2. Format for Unit Report of Death or Missing Naval Personnel - Continued.

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STATEMENT OF RECOGNITION

_____ (Date)

The remains of which I have _____ personally viewed

_____ seen photographs:

NAME: (Last, First, Initial)	Grade	SerNo	Organization

Recognition is based upon personal acquaintance covering a period of _____ months.

I recognize the remains because of the following (facial features, scars, birthmarks or other unusual features):

Typed name of person making statement:	Verified by:
Grade SerNo.	Grade SerNo.
Organization	Organization
Signature	Signature

Figure 3. Format for Statement of Recognition.

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CERTIFICATE OF DEATH
NAVMED N (REV. 4-58) FRONT

See MANNED DEPT. for instructions regarding number of copies and submission.

FROM (SHIP OR STATION)

IF UNIDENTIFIED INDICATE BY USING "X" AND CONSECUTIVE NUMBER HERE

1. NAME

2. SEX ☐ MALE ☐ FEMALE

3. RACE ☐ CAUCASIAN ☐ NEGROID ☐ OTHER (SPECIFY)

4. STATUS ☐ REGULAR ACTIVE ☐ RESERVE ACTIVE ☐ RETIRED ☐ DEPENDENT ☐ VAP ☐ OTHER (SPECIFY)

5. LENGTH OF SERVICE (YEARS AND MONTHS) ☐ AVIATION ☐ YES ☐ NO

7. FILE OR SERVICE NO.

8. RANK/RATE

9. CORPS

10. BRANCH OF SERVICE

11. PLACE OF BIRTH (CITY AND STATE OR COUNTRY)

12. DATE OF BIRTH (MONTH, DAY AND YEAR)

13. AGE (YEARS, MONTHS) (DAYS, IF UNDER 1 YEAR)

14. RELIGION

15. COLOR OF EYES

16. COLOR OF HAIR

17. COMPLEXION

18. HEIGHT

19. WEIGHT

20. MARKS AND SCARS (NOTED IN HEALTH RECORD)

21. FINGERPRINT - STATE WHICH FINGER (RIGHT INDEX PREFERRED)

22. NEXT OF KIN OR FREIND (RELATION, NAME AND ADDRESS)

23. ADMITTED TO SICK LIST FROM (IF ON ACTIVE DUTY, LAST DUTY STATION BEFORE CURRENT ADMISSION TO SICK LIST)

24. DATE ADMITTED TO SICK LIST (MONTH, DAY, YEAR)

25. PLACE OF DEATH

26. TIME OF DEATH (MONTH, DAY, YEAR, HOUR)

27. CAUSE OF DEATH

		APPROXIMATE INTERVAL BETWEEN ONSET AND DEATH
I. DISEASE OR CONDITION DIRECTLY LEADING TO DEATH. (THIS DOES NOT MEAN THE MODE OF DYING, E.G. HEART FAILURE, ASTHENIA, ETC. IT MEANS THE DISEASE, INJURY OR COMPLICATION WHICH CAUSED DEATH.)	(A)	
ANTECEDENT CAUSES. (MORBID CONDITIONS, IF ANY GIVING RISE TO ABOVE CAUSE (A), STATING THE UNDERLYING CAUSE LAST)	DUE TO (b)	
	DUE TO (c)	
II. OTHER SIGNIFICANT CONDITIONS. (CONDITIONS CONTRIBUTING TO DEATH BUT NOT RELATED TO THE DISEASE OR CONDITION CAUSING DEATH.)		

28. DO NOT WRITE IN THIS SPACE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

8-6 **Figure 4. Format for Certificate of Death**

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NAVMED N (REV. 4-58) (BACK)

29. NAME

30. SUMMARY OF FACTS RELATING TO DEATH:

31. DISPOSITION OF REMAINS

32.

DATE SIGNED _____ SIGNATURE _____ _____ (MC) USN
(MEDICAL OFFICER) (RANK)

33.

APPROVED: COURT OF INQUIRY OR BOARD OF INVESTIGATION _____ BE HELD.
(WILL OR WILL NOT)

DATE SIGNED _____ SIGNATURE _____ _____ USN
(COMMANDING OFFICER) (RANK)

Figure 4. Format for Certificate of Death (Continued) 8-7

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DATA SHEET FOR CONDOLENCE LETTERS

NAME _____ RANK _____ SER NO _____

UNIT _____

DATE OF DEATH _____ TIME OF DEATH _____

DATE OF INCIDENT _____ TIME OF INCIDENT _____

Location where incident occurred (Give direction and distance in nearest whole miles from major population center or in relation to An Hoa Combat Base if operating in that area). _____

_____

What size unit was man with at time of incident _____

What was unit doing at that time _____

What was man doing at time of incident _____

_____

Terrain, land features, vegetation, etc., where incident occurred _____

_____

What was enemy doing _____

Size of enemy force (if known) _____

Type of enemy fire that caused death (e.g. Grenade, RPG, Rocket, Mortar, Surprise Firing Device, Rifle fire, Automatic Weapons fire, Sniper fire, etc.) _____

Was medical aid rendered _____

Was man evacuated before he died _____

Date joined company _____

Brief summary of action in which man was killed: (Example - Point man on Squad Patrol, Hit trip wire of enemy surprise firing device)

_____

Signature of Person Completing Form

Figure 5. Format for Data Sheet for Condolence Letter

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UNIT HEADING

Date
(October 12, 1969)

Mrs. John W. Marine
123 Main Street
Anytown, Anystate Zip Code

Dear Mrs. Marine:

It is difficult for me to express the regrets and sorrow felt by the Marines of this Company over the recent death of your husband, Corporal John W. Marine, U. S. Marine Corps, on October 12, 1969, in Quang Nam Province, Republic of Vietnam. Please accept our deepest sympathy in your bereavement.

John was a Squad Leader in the 2nd Platoon of our Company. On October 11, 1969, his squad was assigned the mission of setting up a night ambush along a trail about three miles south of Danang. In the late afternoon, he and the 11 other members of his squad and a Navy Corpsman moved to the ambush site and took up well concealed positions in the heavy vegetation along the trail. At about 1:30 a.m. the next morning, the squad heard enemy soldiers moving along the trail and opened fire on them. The enemy took cover and commenced throwing grenades into the Marines' position. An enemy grenade exploded very near John and he was struck by several fragments. The Corpsman rushed to his aid but John had died instantly at 1:45 a.m., October 12, 1969. A short while thereafter, the enemy soldiers withdrew and John's body was carried to the battalion medical facility by his comrades.

John received the ministrations of his faith shortly after his death from Lieutenant A. B. See, Chaplain, U. S. Navy. Also, a memorial service was conducted in John's honor on October 14, 1969 and was attended by his many friends in the Company.

John had won the respect and admiration of his men and was highly regarded by his senior noncommissioned officers and platoon commander. He was an extremely competent and dedicated Marine who worked and fought hard and always kept the welfare of his men foremost in his actions. He led his men by example and demonstrated all the qualities of an outstanding Marine.

I realize that words are of little consolation in your time of sorrow. However, I sincerely hope that knowing your husband is keenly missed by his fellow Marines will be of some comfort to you.

John's personal effects have been prepared for shipment and will be forwarded to you in the near future. The money found in his personal effects has been converted to a government check and will be forwarded to you by registered mail.

Figure 6. Format for Letter of Condolence.

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If you feel that I may be of any assistance to you, please do not hesitate to write.

Sincerely,

J. J. LEATHERNECK
Captain, U. S. Marine Corps
Commanding

Figure 6. Format for Letter of Condolence -- Continued.

DECLASSIFIED

UNIT HEADING

Date
(October 12, 1969)

Mr. and Mrs. James J. Jones
234 Center Avenue
Anytown, Anystate Zip Code

Dear Mr. and Mrs. Jones:

It is with profound regret that I write to you concerning the death of your son, Private First Class Michael P. Jones, U. S. Marine Corps, on October 12, 1969, in Quang Nam Province, Republic of Vietnam. His death is a source of sorrow to me and his many friends in this Company. Please accept our deepest sympathies.

Mike was a rifleman in one of the fire teams of the 1st Platoon of our Company. On the afternoon of October 12, 1969, he and the other three members of his fire team were assigned to patrol a short section of road about two miles northwest of our combat base at An Hoa in Quang Nam Province. At approximately 4:30 p.m., as the fire team moved along the road, they were fired upon by enemy snipers who were concealed in a treeline approximately 200 meters off the road. The fire team sought cover in a ditch along the road and as they did so, Mike stepped on a well hidden enemy booby trap and was seriously wounded by fragments from the explosion. The fire team radioman summoned a helicopter which arrived shortly thereafter and Mike was evacuated to the Station Hospital, Naval Support Activity, at Danang. The doctors there did everything possible to save him but his wounds proved too severe and he died at 6:17 p.m., October 12, 1969. It may comfort you to know that the initial explosion rendered Mike unconscious and he did not regain consciousness.

Mike received the last rites of his faith shortly after his death from Lieutenant Commander J. J. Doe, Chaplain, U. S. Navy Reserve.

Although with this Company for only a short time, Mike had made many friends. His cheerful disposition, warm personality, devotion to duty, and pride in being a Marine were traits that we all admired. I sincerely hope that the knowledge that Mike will be keenly missed by his fellow Marines will be of some comfort to you.

Again, please accept our deepest sympathies in your bereavement. If there is anything that I may do for you, please do not hesitate to write me.

Sincerely,

J. J. LEATHERNECK
Captain, U. S. Marine Corps
Commanding

Figure 7. Format for Letter of Condolence.

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UNIT HEADING

Date
(October 12, 1969)

Mrs. Betty M. Brown
345 Green Lane, Apartment 4
Anytown, Anystate Zip Code

Dear Mrs. Brown:

The untimely death of your brother, Lance Corporal James Smith, U. S. Marine Corps, on October 12, 1969, at An Hoa Combat Base in Quang Nam Province, Republic of Vietnam, is a source of great sorrow to me and his many friends in this Company. Please accept our deepest sympathy.

Jim was an ammunition man assigned to our company mortar section. On the morning of October 12, 1969, Jim entered the ammunition storage area to obtain ammunition for his mortar section. Just as he entered the storage area, an enemy 122 millimeter rocket landed and exploded in the ammunition storage area resulting in a tremendous secondary explosion of the ammunition that completely demolished the immediate area. It is sincerely regretted that due to the nature of the incident, Jim's remains were not recoverable.

A memorial service was conducted in Jim's honor on October 13, 1969, and was attended by his many friends in the company. The memorial service was conducted by Lieutenant J. J. Sailor, U. S. Navy, our Battalion Chaplain.

Jim was a sincere. hard working Marine who impressed everyone with his eager manner and courteous demeanor. His attitude, cheerfulness and personality were an inspiration to all who served with him. Although I realize that words can do little to console you at a time like this, I hope the knowledge that we share your sorrow will in some way lessen the suffering caused by your great loss.

As a result of the explosion, Jim's living area was also completely destroyed as were all of his personal effects that he had in Vietnam. Any personal effects that he had left in Okinawa will be forwarded to you shortly.

If I may be of any assistance to you in the future, please do not hesitate to write to me.

Sincerely,

J. J. LEATHERNECK
Captain, U. S. Marine Corps
Commanding

Figure 8. Format for Letter of Condolence.

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REPORT OF LIVE CASUALTY
(Reports Symbol 1Div 3040-2, REV 10-69)

HOSTILE_____

NON-HOSTILE_____

Ref: (a) DivO P3040.1_

A. RANK/NAME_____

SERV NO/MOS/COMP_____

B. ORGANIZATION/RUC_____

C. DTG OF INCIDENT_____

D. PLACE_____

E. DIAG/BODY PARTS_____
(Use terms as: frag wd, missile wds, pent wd, T&T missile wds and etc.)

CAUSE AND CIRCUMSTANCES_____

(Use terms as: SFD, SAF, MORT FIRE, and etc.)

F. COND/PROG_____/_____

G. LOCATIONS_____

H. ELIGIBLE FOR REASG IAW MCO 1300.21_ YES_____ NO_____

I. SNM DESIRES NOK NOT BE NOTIFIED YES_____ NO_____

NOK:_____
NAME RELATIONSHIP

_____
ADDRESS

_____
NAME RELATIONSHIP

_____
ADDRESS

J. DATE REPORTED BY TELEPHONE TO CRCC_____
(If this incident was not reported to Division CRCC by telephone within 24 hours of occurrence, explain reason for delay)

_____

_____

Figure 9. Format for Report of Live Casualty Form

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K. ROTATION TOUR DATE_____

L. NUMBER OF PREVIOUS PURPLE HEARTS_____

_____ _____

RECEIVED BY/RECEIVED FROM DATE/TIME

_____

* SIGNATURE

* If this report is submitted 15 days or more after the incident, the report must be signed by the Battalion Executive Officer or Commanding Officer.

Figure 9. Format for Report of Live Casualty Form - - Continued.

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SAMPLE STATEMENT CONCERNING NOTIFICATION OF NOK

UNIT HEADING

_____
DATE

Should I sustain a wound, injury or illness and my condition and prognosis for life are GOOD or EXCELLENT, I (Do) (Do Not) desire that my next of kin be notified.

I understand that in the event of my death or my condition or prognosis when hospitalized is fair, serious or worse, my family will be notified unless I have indicated on my Record of Emergency Data that they, or a particular member of my family, should not be notified due to ill health.

_____
Witness

_____
Signature

Figure 10. Format for Statement Concerning Notification of NOK

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO 5312.3A
3/DCT/iej
28 December 1969

DIVISION ORDER 5312.3A

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure (SOP) for Scout/Sentry Dog Teams

Ref: (a) ForO 5312.10

Encl: √(1) Format of Request for Scout/Sentry Dog Teams

1. Purpose. To promulgate a Standing Operating Procedure for the use of Scout/Sentry Dog Teams for units of the 1st Marine Division.

2. Cancellation. DivO 5312.3.

3. General. Reference (a) is a detailed Standing Operating Procedure for the use of Scout/Sentry Dog Teams for III Marine Amphibious Force units in Vietnam. It provides necessary information concerning requesting procedures and employment of such teams.

4. Action. Commanders will thoroughly familiarize themselves with the contents of reference (a) and ensure that Scout/Sentry Dog Teams are appropriately and aggressively employed within their areas of responsibility. Requests for dog teams will be submitted to the Commanding General, 1st Marine Division (Attn: G-3 Ops). Requests may be by telephone, message or letter. All requests must furnish information contained in enclosure (1).

C. E. WALKER
Chief of Staff

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DivO 5312.3A
28 Dec 1969

FORMAT OF REQUEST FOR SCOUT/SENTRY DOG TEAMS

1. Type of dog team required (Scout/Sentry).
2. Number of dog teams required _____.
3. Name of operation on which dog team will be used if known _____.
4. Type of operation _____.
5. Length dog team required _____.
6. Unit and location to which dog team to be assigned _____.
7. Date required _____.

ENCLOSURE (1)

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 4066 Ch 1
1/LHB/hlm
28 Dec 1969

DIVISION BULLETIN 4066 Ch 1

From: Commanding General
To: Distribution List

Subj: 1st Marine Division Exchange Physical Inventory

1. Purpose. To direct pen changes to the basic Bulletin of 17 December 1969.

2. Action

a. In the second sentence of paragraph 3 delete the word "six" and insert the word "two" in lieu thereof.

b. Add the following as the third sentence of paragraph 3. "Commanding Officers of the 11th Marines, 1st Motor Transport Battalion, 11th Motor Transport Battalion and 1st Medical Battalion will each appoint one Inventory Check Team of two enlisted personnel to assist in the inventory of the Main Store and Warehouse."

O. E. WALKER
Chief of Staff

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

DivO 6260.2
16/WRD/tjw
[illegible] 1969

DIVISION ORDER 6260.2

From: Commanding General
To: Distribution List

Subj: Hearing Conservation Program

Ref: (a) BUMEDINST 6260.6
(b) MCO 6260.1

1. Purpose. To promulgate a hearing conservation program within the 1st Marine Division (Rein), FMF.

2. Background

a. Deafening impulse and steady noise are ever present hazards of battle and of rear areas alike. Elimination of noise is not possible in a combat zone, but hearing protection is tactically feasible in certain combat areas and should be afforded when and wherever possible.

b. The degree of hearing protection tactically feasible is related to the distance from direct combat. Rear echelon personnel can and should use full time protection when exposed to steady noise such as the operation of generators, heavy motor equipment, or when working around areas of aircraft operation and maintenance; artillerymen and mortarmen in fixed positions should be protected during firing missions or whenever in proximity to active gun positions. Troops being carried by helicopters or "amtracs" into assault or reconnaissance positions require the highest degree possible of hearing ability on arrival in a landing area and should have hearing protection prior to loading, during transfer, and until the last possible moment after arrival. Tankers and armored tractor crew personnel require both protection against the harmful effects of the noise produced by their vehicles and a usable intercommunication system. Troops in the field cannot generally be expected to be able to impede their long distance sensing mechanism despite noise and its effects.

3. Scope. This Hearing Conservation Program shall consist of noise reduction measures (including provision of personnel protective devices and noise source elimination where tactically feasible), posting of Noise Hazard Areas, education of personnel to the dangers of noise, medical evaluation, and disposition of personnel with hearing complaints.

4. Applicability. This Order is applicable to all members of units in any area having high intensity impulse or steady noise whenever considered

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tactically feasible by the unit's commanding officer. Reference (a) contains basic information for the Hearing Conservation Program of the Division, while reference (b) establishes requirements for Hearing Conservation Program in all Marine Corps units. The terminology contained in references (a) and (b) is such that the word "shall" is considered mandatory and the word "should" is considered advisory. Copies of references (a) and (b) may be obtained from regular sources of supply.

5. Noise Reduction Measures. Personnel Protective Equipment: Earplugs, either of the sized plastic non-disposable or the disposable wax impregnated cotton variety (available through the Marine Corps Supply System as Plug, Ear, 6516-261-6587, @ .03/pair, or Plug, Ear, Disposable, 6515-721-9062, @ $1.57/100; aural protectors (muffs) (available thru the Wing Supply System as 4240-759-3290 or 4240-691-5617, @ $4.71 each) or the use of a sound attenuating headset and ear plugs when communication is essential as in tanks, "amtracs", or mount gunners (Helmet, Communication, 8415-926-9991, @ $91.00) shall be issued to and worn by all personnel working in Noise Hazard Areas. Their use will be required whenever considered tactically feasible by the unit commander.

6. Noise Source Elimination. Noisy areas shall be isolated when possible. It is often possible to reduce sound intensity by the installation of sound baffles or sound absorbing materials, by locating the noise source at a distance from all personnel, or by bunkering designed to protect adjacent personnel from shock and sound waves. Locating personnel close to the flank or front of a field piece should be avoided. A warning signal shall be given by the gun chief to all personnel in the immediate area of a heavy weapon prior to the firing of each round.

7. Noise Measurement. Although on-the-scene-measurement with a noise level meter would be highly desirable, it may be considered the members of the gun crew of any mortar or artillery piece of the Division, operators of generators, heavy fixed or mobile motored vehicles, occupants of helicopters, tanks, armored tractors, aircraft ground crews, and all personnel working in areas where communication in a loud voice at a distance of one foot is prevented by background noise are in areas where definite noise hazards exists.

8. Noise Hazard Designation. Areas where a Noise Hazard exists shall be so designated and posted with signs indicating a requirement for hearing protection, and when tactically deemed feasible by the unit commander, appropriate protective devices shall be worn by all personnel while working in or passing through such areas.

9. Disposition of Noise Induced Casualties. The Health Records of all personnel reporting to a unit should be reviewed by the unit's medical department representative with reference to the individual's hearing profile. Any individual with a profile other than H-1 should be referred to

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a medical officer for evaluation prior to his duty assignment. Individuals who develop and complain of persistent hearing loss, tinnitus, aural pressure, vertigo, or aural pain or bleeding after noise exposure should be examined by the unit medical officer. Any individual who in a reasonably quiet room cannot hear the whispered voice at three feet may be assumed to have a significant auditory problem. Any person unable to hear the spoken voice at fifteen feet is also suspect, and such individuals should be referred for appropriate audiologic evaluation by the nearest otolaryngologist. Disposition of patients found to have significant hearing loss shall be in accordance with the otolaryngologist's recommendation.

10. Action. Addresses shall take appropriate action to insure compliance with this Order.

C. E. WALKER
Chief of Staff

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivO P1746.1B Ch 3
49/OCR/tec
29 Dec 1969

DIVISION ORDER P1746.1B Ch 3

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures for Division Club System

Encl: (1) New page inserts to DivO P1746.1B

1. Purpose. To transmit new page inserts to subject Manual.

2. Action. Remove and destroy present pages 1-1 and 1-2 and replace them with corresponding pages in enclosure (1) hereto.

3. Change Notation. Significant changes contained in the revised pages are denoted by an asterisk (*).

4. Filing Instructions. This change shall be filed immediately following page 5 of the subject Manual.

5. Certification. Reviewed and approved this date.

C. E. WALKER
Chief of Staff

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SECTION I
GENERAL

101. COMMAND RESPONSIBILITY. The 1st Marine Division (Rein), FMF Club System will be operated under the control of the Commanding General, subject to MCO P1746.13_ and NAVSO P-2409 and such other regulations as may be issued by the Commandant of the Marine Corps and the Comptroller of the Navy.

102. 1ST MARINE DIVISION (REIN), FMF CLUBS SYSTEM. The 1st Marine Division (Rein), FMF, Club System is a central Club System consisting of an Enlisted Club, a Staff Noncommissioned Officers' Club, and a Commissioned Officers' Mess (Open), managed at the Division level. Branch clubs are established at the regimental and battalion level as approved by the Commanding General who is responsible for the overall functioning of each club system. Every opportunity will be taken to establish branch clubs wherever a grouping of regimental or battalion command posts exist. Clubs and lounges not approved by the Commanding General shall not operate in this Division.

103. CLUB AND MESS CENTRAL SERVICE AGENCY. The 1st Marine Division (Rein), FMF, Club and Mess Central Service Agency is established to purchase, receive, warehouse and issue all property, merchandise and consumable stock used by the Division Club System. The Club and Mess Central Service Agency is managed at Division level as a nonprofit fund utilizing monies placed on deposit with it by the Club and Mess System of the Division. The expense of operating the Club and Mess Central Service Agency and any income that may be generated by it is distributed to the Division Club and Mess System on an equitable basis.

*104. SPECIAL SALES. Battalions and other units not authorized a branch because of the tactical situation or geographical location are authorized to make special purchases of available beverages from the nearest Enlisted Club or Division warehouse outlet for resale to members of their unit.

1. Beverages may be purchased from an Enlisted Club or Treasurer of the Enlisted Club when a request signed by the unit commanding officer authorizes such purchases. All purchases will be made at current retail prices and payment will be made by cash at the time of pick up Resale will be at the same price, e.g., if beer is purchased at $3.60 per case, unit resale will be at .15¢ per can.

2. Commanding Officers are responsible for the control and proper supervision of their units to insure that the consumption of beer will be authorized only during hours of daylight and will be limited to two cans of beer per Marine per day. Under no circumstance will alcoholic beverages be located or consumed in or adjacent to defensive fighting positions.

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*3. Merchandise found to be unfit for human consumption because of age, handling, or similar causes, will be returned to the unit from which it was obtained for replacement.

*4. Branch managers are directed to attach the letter of authorization for the purchase of beverages to their Daily Activity Records for submission to the Treasurer of the Enlisted Club.

105. SENIOR COMMANDER OF COMMAND POST GROUPINGS AND BATTALION COMMANDERS. The senior commander in a grouping of command posts (hereinafter referred to as the senior commander) and commanders of battalions authorized a branch club system will be responsible to the Commanding General for the execution of the following:

1. Appointing branch managers and assistant branch managers in writing. These appointments will be made a minimum of two weeks prior to the anticipated relief date of the incumbent to allow sufficient time for training and resolution of inventory. A copy of the appointing letter will be provided the respective club treasurer.

a. All appointments of Marines for assignment to duty with the 1st Marine Division Club System will include a statement by the Senior Commander as to whether or not the individual is a member of the unit commanded by him. If the individual is not a member of the unit commanded by the Senior Commander, the appointing letter will be sent via the individual's unit commander who will, by endorsement, indicate his concurrence with the appointment.

b. Ensuring that newly appointed personnel report to the Division Club Officer for a period of instruction of approximately two days.

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 4400
4/CAM/rwr
30 Dec 1969

DIVISION BULLETIN 4400

From: Commanding General
To: Distribution List

Subj: Pickup of Materiel from RUC Lines

1. Purpose. To provide instructions for the timely pickup of materiel from the RUC Lines of Supply Company, Supply Battalion, Force Logistic Command.

2. Information. This Headquarters has noticed a laxity on the part of some units of this Division in the timely pickup of materiel from Force Logistic Command. Unnecessary delay in the pickup of materiel creates space and control problems within the Storage Unit of Supply Company. There have been many instances wherein it was necessary to pull materiel from the RUC Line, multipack it and move to another location in order to make room for more issues. A recent check of issues on the RUC Lines revealed many priority 05 documents. It is obvious that delay in receipt of NORS repair parts extends the deadline time for combat essential equipment.

3. Action. Addressees are directed to immediately establish procedures for the timely pickup of issues from RUC Lines. It is desired that pickups be made daily and mandatory at least every other day. If it is operationally impossible to comply with the foregoing requirements the Assistant Chief of Staff, G-4 (Operations) will be notified by telephone (6304) so that assistance may be rendered.

4. Self-Cancellation. 31 May 1970.

C. E. WALKER
Chief of Staff

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

DivBul 1710
S7/MCT/jf1
30 Dec 1969

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DIVISION BULLETIN 1710

From: Commanding General
To: Distribution List

Subj: Inventory of Special Services Property Held by 1st Marine Division Organizations

Ref: (a) DivO P1710.8C

1. Purpose. To obtain updated Consolidated Memorandum Receipts for all Special Services equipment held by 1st Marine Division organizations.

2. Information. Reference (a) prescribes the policies for completing a Consolidated Memorandum Receipt. Consolidated Memorandum Receipt forms may be obtained from Division Special Services.

3. Action. Commanding Officers of organizations holding drawing accounts with Division Special Services will ensure that their organization completes an updated Consolidated Memorandum Receipt by 20 January 1970.

4. Self-Cancellation. 8 February 1970.

C. E. WALKER
Chief of Staff

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HEADQUARTERS
1st Marine Division (Rein), FMF
FPO, San Francisco, California 96602

DivBul 8370
L/JNF/sdt
31 Dec 1969

DIVISION BULLETIN 8370

From: Commanding General
To: Distribution List

Subj: Cleaning and Lubricating Instructions for Lower Receiver Extension of M16A1 Rifle

Ref: (a) U. S. Marine Corps Technical Instruction TI-05538A-35/9
(b) TM 9-1005-249-12/TM 05538A-12
(c) DivO P4700.10A

1. Purpose. To provide information concerning periodic cleaning and lubrication of the M16A1 Rifle lower receiver extension.

2. Background

a. Reference (a) disseminated information concerning urethane foam corrosion of the lower receiver extension. The corrosion was attributed to the interaction of moisture and the urethane foam which is present in the rifle stock.

b. Inspection of a limited quantity of this Division's M16A1 Rifles indicated that all had some moisture on the lower receiver extension.

3. Action

a. Garrison Rifles

(1) Garrison rifles will be inspected bi-weekly by organizational maintenance personnel for the presence of moisture on the lower receiver extension.

(2) Rifles with moisture on the lower receiver extension will be thoroughly dried and lubricated with a generous coat of LSA lubricant.

(3) Disassembly and assembly will be conducted by organizational maintenance personnel in accordance with reference (b).

b. Field Rifles

(1) Field rifles will be inspected weekly by organizational

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maintenance personnel for the presence of moisture on the lower receiver extension when the tactical situation permits.

(2) Rifles with moisture on the lower receiver extension will be thoroughly dried and lubricated with a generous coat of LSA lubricant.

(3) In the event that organizational maintenance personnel are not available to conduct the inspection, the inspection may be conducted by other responsible personnel (i.e. platoon sergeants/platoon commanders).

(4) All personnel conducting the inspections shall be thoroughly familiar with the assembly and disassembly procedures for the rifle contained in reference (b).

c. Those rifles found to have urethane foam corrosion as described in reference (a) will be returned for repair/replacement in accordance with reference (c).

4. Self Cancellation. 30 June 1970.

[illegible]
Chief of Staff

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CHANGE OF COMMAND CEREMONY

Monday 15 December 1969

1st Marine Division (Rein)
Fleet Marine Force, Pacific
Danang, Republic Of Vietnam

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MAJOR OPERATIONS
1ST MARINE DIVISION
VIETNAM, JANUARY '66 TO PRESENT

DOUBLE EAGLE I II
NEW YORK
UTAH
HOT SPRINGS
JAY
MACON
HASTINGS
PRAIRIE
COLORADO
FRESNO
GOLDEN FLEECE
SIERRA
DESOTO
INDEPENDENCE
STONE
DECKHOUSE VI
NEWCASTLE
CANYON
UNION I II
ARIZONA
BEACON TORCH
PIKE
COCHISE
SWIFT
FOSTER
CITRUS
HUE CITY
HOUSTON
WORTH
FORD
ALLEN BROOK
MAMELUKE THRUST
SUSSEX BAY
MAUI PEAK
HENDERSON HILL
MEADE RIVER
TAYLOR COMMON
OKLAHOMA HILLS
PIPESTONE CANYON

SEQUENCE OF EVENTS

ATTENTION

PUBLICATION OF ORDERS

PRESENT ARMS

NATIONAL ANTHEM

PRESENT ARMS

HONORS TO MAJOR GENERAL SIMPSON

CHANGE OF COMMAND

PRESENT ARMS

HONORS TO MAJOR GENERAL WHEELER

REMARKS BY

MAJOR GENERAL SIMPSON

AND

MAJOR GENERAL WHEELER

** ** ** ** ** ** ** ** ** ** **

COMMANDER OF TROOPS

BRIGADIER GENERAL ROBERTSON

ASSISTANT DIVISION COMMANDER

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THE 1ST MARINE DIVISION

The 1st Marine Division was activated February 1, 1941, while the Headquarters was embarked in the USS TEXAS bound for maneuvers on Culebra, Puerto Rico.

On August 7, 1942, Guadalcanal marked the Division's baptism of fire as it fought the first battle of the counter offensive against the Japanese in World War II. After leaving Guadalcanal in February 1943, the Division went on to Cape Gloucester in December 1943, Peleliu in September 1944, and Okinawa in April 1945.

Following the surrender of Japan, the Division maintained law and order in North China. In 1947, the Division arrived at Camp Pendleton, California. In 1950 it embarked for Korea.

The Division launched an amphibious assault at Inchon and soon freed Seoul. It defeated elements of the North Korean Army near the Chosin Reservoir, and after the Communist Chinese intervention it was necessary for the Division to attack in a new direction and fight its way back to the sea. The 1st Marine Division came out of the reservoir with all its dead, wounded and equipment, and inflicted 37,500 casualties to elements of seven Communist Chinese divisions.

In October 1962, the 2d Battalion, 1st Marines was airlifted to Guantanamo Bay, Cuba to defend the U. S. Naval Base as the vanguard for larger elements of the Division arriving by amphibious shipping.

In 1965, the Headquarters of the Division was relocated to Okinawa while the 7th Marines and selected Battalion Landing Teams afloat saw action in Vietnam. The 1st Marine Division Headquarters arrived at Chu Lai March 24, 1966. The Division moved to Quang Nam Province in October 1966. In this war, the Division has added luster to its colors in countless major and smaller operations.

1st Marine Division military operations since December 1968 have been conducted in support of Pacification in coordination and cooperation with GVN civilian and military authorities. These operations involved both US and GVN forces and accounted for more than 10,000 enemy killed and resulted in increased security in Quang Nam Province.

Three major large-scale multi-battalion "named" operations and countless lesser scale operations have been conducted in the past year by the 1st Marine Division. The major objective of Operations TAYLOR COMMON and OKLAHOMA HILLS was that of destruction of enemy base areas, facilities and forces which threatened the population of Quang Nam Province. An additional objective of OKLAHOMA HILLS involved opening and upgrading an important segment of Route 4 connecting THUONG DUC with Danang. For the first time in four years, commercial traffic was restored along

MajGen	Herman Nickerson Jr.	15Jun62- 9Apr63
MajGen	William T. Fairbourn	10Apr63-31Jul65
BrigGen	Edward H. Hurst	1Aug65-10Aug65
MajGen	Lewis J. Fields	11Aug65-30Sep66
MajGen	Herman Nickerson Jr.	10Oct66-31May67
MajGen	Donn J. Robertson	1Jun67-26Jun68
MajGen	Carl A. Youngdale	27Jun68-20Dec68
MajGen	Ormond R. Simpson	21Dec68-15Dec69
MajGen	Edwin B. Wheeler	16Dec69-

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COMMANDING GENERALS OF THE 1ST MARINE DIVISION

MajGen	Holland M. Smith	1Feb41-13Jun41
MajGen	Philip H. Torrey	14Jun41-22Mar42
McjGen	Alexander A. Vandergrift	23Mar42- 7Jul43
MajGen	William H. Rupertus	8Jul43- 1Nov44
MajGen	Pedro A. del Valle	2Nov44- 8Aug45
MajGen	Dewitt Peck	9Aug45- 9Jun46
MajGen	Keller E. Rockey	10Jun46-17Sep46
MajGen	Sammuel L. Howard	18Sep46-18Jun47
Colonel	A. G. Lasswell	19Jun47- 6Jul47
MajGen	Graves B. Erskine	7Jul47-24Jul50
MajGen	Oliver P. Smith	25Jul50-26Apr51
MajGen	Gerald C. Thomas	27Apr51-10Jan52
MajGen	John T. Selden	11Jan52-28Aug52
MajGen	Edwin A. Pollock	29Aug52-14Jun53
MajGen	Randolph McC. Pate	15Jun53-11May54
MajGen	Robert H. Pepper	12May54-23Jul54
MajGen	Robert E. Hogaboom	24Jul54-16Jan55
MajGen	Merrill B. Twining	17Jan55-16Aug56
MajGen	Robert O. Bare	17Aug56-27Jun57
MajGen	David M. Shoup	28Jun57- 2Jan58
BrigGen	Harvey C. Tschirgi	3Jan58- 4Feb58
MajGen	Edward W. Snedeker	5Feb58- 50ct59
BrigGen	Thomas F. Riley	60ct59-15Nov59
MajGen	Henry R. Paige	16Nov59- 6Jun61
BrigGen	Frederick E. Leek	7Jun61-30Jul61
MajGen	James M. Masters Sr.	31Jul61-14Jul62

this important road and the eighth lunar month rice harvests of THUONG DUC were moved into Danang for storage along this route. Operation PIPESTONE CANYON removed the threat of large enemy formations on the immediate periphery of the coastal lowlands and opened the remainder of Route 4 from VIEN DIEN to THUONG DUC. These large scale operations accounted for more than 3,600 enemy killed and destroyed vast amounts of enemy equipment, supplies and installations.

Primary emphasis in operations was given, however, to enhancing security in the populated areas. This task involved elimination of the village guerrilla and destruction of the Viet Cong infrastructure. The burden of fighting was borne by the Marine rifle squads which by their round-the-clock saturation patrolling ensnared the VC or relaxed their hold on the villagers. Additional VC and VCI were eliminated by numerous cordon and search operations in priority hamlets for pacification conducted in coordination with province and district forces and officials.

Rice denial operations during the spring and autumn harvests assisted in reducing the NVA and VC to a starvation diet and raised the standard of living of the people of QUANG NAM Province.

With the redeployment of forces from ICTZ, the 1st Marine Division TAOR expanded northward and southward. Continuing operations in the Que Son Mountains have denied the enemy a major base area, resulted in the capture of large quantities of sorely needed equipment and supplies and disrupted enemy plans for further operations.

Concurrently with military operations, a vigorous civic action program was continued. In furtherance of Nation Building, the 1st Marine Division Civic Action plan is primarily oriented toward long term development projects in agriculture, public health and education. Specific hamlets are sponsored by each unit. Through these projects Marines are acquainted with the requirements of the people and assist in the development of a healthier people and a sounder economy and government.

The esprit, enthusiasm and professionalism of the Marines who have assisted the Vietnamese people in their struggle against Communist oppression are in keeping with the high traditions of the Marine Corps in its long history of combat.

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MAJOR GENERAL ORMOND R. SIMPSON

Major General Ormond R. Simpson, Commanding General of the 1st Marine Division since 20 December 1968, now returns to the United States to assume duties as Commanding General, Marine Corps Supply Activity, Albany, Georgia.

General Simpson was born March 16, 1915, in Corpus Christi, Texas. He earned a B.S. degree in Mechanical Engineering from Texas A & M College in 1936 and was commissioned a second lieutenant on July 11 of that year. He completed basic school at Philadelphia and served with the Fleet Marine Force at Quantico and San Diego.

After the outbreak of World War II, he served with the Samoan Group Defense Force and Emirau Landing Force until 1944 when he entered the Infantry Course at Fort Leavenworth, Kansas. Later, he took part in the liberation of the Philippines and the invasion and occupation of Japan. He earned the Army Legion of Merit for service from December 1944 to January 1946.

Following the war, he served as an instructor at Quantico; Special Assistant to the Director, Plans and Policies, HQMC; as a Regimental Commander, 6th Marines; and Assistant Chief of Staff, G-4 of 2d Marine Division. In Korea from September 1953 to June 1954, He earned the Bronze Star as Regimental Commander, 1st Marines and Assistant Chief of Staff, G-3, 1st Marine Division.

In 1955, he completed the Army War College, Carlisle Barracks, then served as Military Secretary to the Commandant; Chief of Staff, MCS, Quantico; and Commanding Officer ROTC, at Duke University.

General Simpson was assigned as Assistant Division Commander, 3d Marine Division in August 1961. There, he commanded the Marine Expeditionary Brigade in Thailand in 1962. He was Assistant Director of Personnel, HQMC, in November 1962, and was Assistant Chief of Staff, G-1 from March 1963 to March 1965, earning the Navy Commendation Medal in the latter capacity.

In April 1965, he became Commanding General, 2d Marine Division. In June 1966, he assumed additional duties as Commanding General, Marine Corps Base, Camp Lejeune. In November 1967, he assumed command of MCRD, Parris Island, where he served until his reassignment to Vietnam in 1968. For these two command assignments he was awarded his second and third Legion of Merit.

(Note. In November 1967, Major General Simpson was relieved by Major General (then BGen) Wheeler as CG, 2dMarDiv. The ceremony today marks the second time for Division Change-of-Command for these officers.)

MAJOR GENERAL EDWIN B. WHEELER

Major General Edwin B. Wheeler, on assuming command of the 1st Marine Division, begins his fourth assignment with the Division.

General Wheeler was born March 17, 1918, in Port Chester, New York. He received an A. B. degree from Williams College in Massachusetts in 1939. He enlisted in the Marine Corps in March 1941 while attending New York University Law School, and was commissioned a Marine second lieutenant May 29, 1941 and assigned to active duty.

He first served with the 1st Marine Division in World War II as a member of the 1st Marine Raider Battalion at Tulagi and Guadacanal. He earned the Legion of Merit with Combat "V" for leading a reconnaissance party against Kolombangara in the British Solomon Islands. For his gallantry in later action at New Georgia, General Wheeler, then a captain, was awarded the Army Silver Star Medal.

After the war he returned to the United States and was assigned to Quantico and Camp Lejeune, and served his second tour of duty with the 1st Marine Division at Camp Pendleton, as Assistant G-4.

In 1949, he was assigned to Headquarters Marine Corps until his reassignment to the 1st Marine Division in 1952. While in Korea he served with the 1st Amphibious Tractor Battalion and 5th Marines, earning a second Legion of Merit with Combat "V".

He returned to Quantico in 1953 and completed the Senior School. He then completed the NATO Defense College in France, and was assigned to Supreme Headquarters, Allied Powers, Europe (SHAPE), in Paris. He returned to Washington and served as Marine Corps Aide to three successive Secretaries of the Navy.

Then, while serving as Commanding Officer, 3d Marines, 3d Marine Division on Okinawa, he deployed with his unit to Vietnam and served with the regiment until September 1965. For his outstanding service in this assignment he was awarded his third Legion of Merit with Combat "V".

He then again returned to Quantico and later to Camp Lejeune, where he served consecutively as Assistant Division Commander and Commander of the 2d Marine Division. He served in that capacity until his return to Vietnam in June of this year and was assigned as Deputy Commander, XXIV Corps.

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