

2nd Bn: 11th Marines
S & C FILES
CONTROL # 063-66
COPY 1 of 9

HEADQUARTERS
2nd Battalion, 11th Marines
1st Marine Division (Rein), FMF
FPO San Francisco, California 96602

3/JED/rrb
5750
1 August 1966



From: Commanding Officer
To: Commanding Officer, 11th Marines (-) (Rein), 1st Marine Division (Rein),
FMF

2/11

Subj: Command Chronology (Report Symbol 1st MarDiv-5750-6)

Ref: (a) DivO 5750.2A

Encl: (1) Command Chronology

1. The Command Chronology for this Battalion is submitted in compliance with reference (a) for the period 1 July to 31 July 1966.

J. B. Stribling
J. B. STRIBLING

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TAB (A)
ENCLOSURE (2)

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COMMAND CHRONOLOGY

1. Organizational Data.

- a. Designation. 2nd Battalion, 11th Marines
- b. Location. Chu Lai, Republic of Viet Nam
- c. Period Covered. 1 July to 31 July 1966
- d. Command and Special Staff

Commanding Officer (1 Jul to 31 Jul) LtCol J. B. STRIBLING
 Bn Executive Officer (1 Jul to 31 Jul) Maj M. P. FENNESSY
 Bn SgtMaj (1 Jul to 31 Jul) SgtMaj P. T. OTT
 Bn S-1 (1 Jul to 31 Jul) Capt C. W. MEIER
 Bn S-2 (1 Jul to 31 Jul) GySgt J. GARCIA
 Bn S-3 (1 Jul to 20 Jul) Maj B. F. OGDEN
 Bn S-3 (21 Jul to 31 Jul) Maj J. E. DAUSMAN
 Bn S-4 (1 Jul to 31 Jul) Capt R. E. ALEXANDER
 Bn Ln Officer (1 Jul to 20 Jul) Maj J. E. DAUSMAN
 Bn Ln Officer (21 Jul to 31 Jul) Maj B. F. OGDEN
 Bn Supply Officer (1 Jul to 31 Jul) Capt J. P. MANGAN
 Bn Comm Officer (1 Jul to 1 Jul) Capt P. N. CLOUTIER
 Bn Comm Officer (2 Jul to 31 Jul) 1stLt J. VALDOV
 Hq Btry Commandant (1 Jul to 31 Jul) Capt G. W. GORE
 Hq Btry 1stSgt (1 Jul to 31 Jul) 1stSgt M. W. REYNOLDS
 Btry "D" Commanding Officer (1 Jul to 31 Jul) Capt C. G. DOKOS
 Btry "D" 1stSgt (1 Jul to 31 Jul) 1stSgt P. M. RUDOLPH
 Btry "E" Commanding Officer (1 Jul to 31 Jul) Capt F. R. BUBENHOFER
 Btry "E" 1stSgt (1 Jul to 31 Jul) MSgt P. J. TIMS
 Btry "F" Commanding Officer (1 Jul to 31 Jul) Capt J. E. HARRIS
 Btry "F" 1stSgt (1 Jul to 31 Jul) 1stSgt M. L. WILLIAMS
 Mort Btry Commanding Officer (1 Jul to 13 Jul) 1stLt V. D. SWEENEY
 Mort Btry Commanding Officer (14 Jul to 31 Jul) 1stLt C. L. WAGONER
 Mort Btry 1stSgt (1 Jul to 17 Jul) 1stSgt B. J. SABON

2. Commander's Narrative Summary of Significant Events

Significant events during the month of July include the displacement of howitzer and howtar platoons in support of a variety of operations.

On 2 July, E-2-11 returned to its primary position at 2-11 from operation OAKLAND. Battery "E" fired a total of 26 missions including 313 rounds of HE, 38 rounds of WP, 43 rounds of illum and 4 rounds of HC smoke.

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During the period 7-17 July, a platoon from E-2-11 with FDC and Security personnel was helilifted to Hau Duc (BT 0706). From that location the platoon supported the 1st Recon Bn, 1st Marine Division and the 2d ARVN Division during operation WASHINGTON. (See paragraph 3.e) The platoon fired a total of 125 missions including 1487 rounds HE, 135 rounds of WP and 56 rounds of Illum.

On 17 July, two additional gun sections from D-2-11 were helilifted to Tien Phouc (BT 1114) and joined the two gun sections located there since 18 June. During July, the four gun sections fired a total of 454 missions in support of the 1st Recon Bn, 1st Marine Division, the 2d ARVN Division and the Special Forces Camp located at Tien Phouc. They expended 3422 rounds of HE, 529 rounds of WP and 38 rounds of Illum.

Logistic support for the units at Hau Duc and Tien Phouc, including the arrangements for the airlifting of supplies, was accomplished by the battalion. 177,400 pounds of all classes of supplies were delivered by helicopter and fixed wing aircraft.

On 26 July, one platoon of 107mm Mortars with FDC personnel joined 3-11 (OPCON) by motor march for participation in operation FRANKLIN. The platoon returned to 2-11 area on 30 July. The platoon fired a total of 37 missions including 250 rounds of HE, 11 rounds of WP and 2 rounds of Illum.

The firing units that remained in the 2-11 position area supported the 5th Marines in an active program of sweeps, patrols and outposts within the TAOR as well as reconnaissance units of the 1st Recon Battalion and the 5th Marines outside the TAOR. A summary of missions fired and total ammunition expended for July, from the 2-11 position, is as follows:

MISSIONS FIRED

	UNOBS	OBS	H&I	TOTAL
105mm	486	177	1516	2179
107mm	195	91	253	539

ROUNDS EXPENDED

	HE	WP	ILLUM	TOTAL
105mm	8072	473	480	9025
107mm	3052	100	222	3374

On 20 July, the battalion and 5th Marines supported the displacement of a platoon from the 1st 155mm Gun Battery to Hill 5 4 (BT 3914). The convoy included, in addition to the gun platoon, two tanks, a platoon of infantry and three engineers for mine clearance. The Song Trau River was crossed at BT 4311 by Ferry.

On 31 July, Headquarters, 2d Battalion, 11th Marines assumed control of Battery "F", which had been attached to BLT 3/5.

A summary of all missions fired and total ammunition expended by the Battalion during July is as follows:

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MISSIONS FIRED

	UNOBS	OBS	H&I	TOTAL
105mm	721	325	1738	2784
107mm	198	104	274	576
TOTAL	919	429	2012	3360

ROUNDS EXPENDED

	HE	WP	ILLUM	HC Smk	TOTAL
105mm	13,294	1175	617	4	15,090
107mm	3,302	111	224		3,637
TOTAL	16,596	1286	841	4	18,727

3. Detailed Description of Significant Events

a. Personnel. Battle casualties for the month of July included 1 WIA and no KIA. This command sustained 16 non battle casualties. Personnel losses due to administrative reasons included 5 officers and 29 enlisted transferred. In turn, this command received 1 officer and 30 enlisted as replacements. Morale and personal services include PX and postal facilities. During the month of July, 2 officers and 31 enlisted promotions were effected; one Purple Heart was awarded.

b. Administration. Normal and routine administration was carried on during July with no apparent problems.

c. Intelligence. See Appendix B, TAB 2.

d. Training. During the period 18-23 July, the battalion conducted basic training for twenty-two forward observer trainees from the 5th, 7th and 11th Marine Regiments. Three full days were devoted to formal classroom instruction followed by three days of practical instruction on a battalion OP. All students were required to fire a minimum of two satisfactory missions during daylight hours and one illumination mission. Twenty students successfully met the minimum requirements and were certified to their parent organizations as qualified to conduct fire.

e. Special Operations. Operation WASHINGTON, a reconnaissance for targets in the DO KA area, was conducted by the 1st Recon Battalion, 1st Marine Division during the period 7-17 July. On 7 July, the 3rd Platoon of Battery "E" was helilifted with FDC and Security personnel into a camp of the 2d ARVN Division at Hau Duc (BT 0706). The 105mm howitzers were lifted into the area as external loads on CH-46 helicopters which had been stripped of armor. The two gun sections were put in position at 075065 with the principle direction of fire being 3200 mils.

In addition to firing in support of the 1st Recon Battalion, 13 missions were fired for the 2d ARVN Division. A summary of missions fired and rounds expended follows.

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MISSIONS FIRED

	UNOBS	OBS	H&I	TOTAL
105mm	57	39	29	125

ROUNDS EXPENDED

	HE	WP	ILLUM	TOTAL
105mm	1487	135	56	1678

Accumulative Surveillance

15 VC KIA (Conf)
 4 VC KIA (Prob)
 18 VC WIA (Prob)
 3 Structures destroyed
 1 Tunnel destroyed
 3 Secondary explosions

The 3rd Platoon, Battery "E" and attached personnel returned by helicopter to MAG-36, Chu Lai, and returned to 2d Battalion, 11th Marines by organic transportation. This move was completed by 1900 on 17 July.

f. Command and Control. Location and azimuth of fire.

Hq Btry	441 084	
Btry "D"	440 085	Az 5600
Btry "E"	442 083	Az 4000
Btry "F"	439 083	Az 4800
Mort Btry	439 084	Az 4500
X-Ray "D" (Tien Phouc)	115 140	Az 6200

g. Close Combat. See Appendix B, TAB (2).h. Fire Support. Not Applicable.i. Logistics. See Appendix B, TAB (4).j. Air Defense. Not Applicable.k. Combat Air Support. Not Applicable.l. Civil Affairs/Civic Action

MEDCAP personnel saw 406 South Vietnamese people during the month of July. The majority of the cases were in the area of 2-11's village platoon in Khuong Nhon. Most of the cases were skin infections like tropical ulcer. An increased effort was made and carried out in the direction of making laboratory studies and x-ray examinations on the Vietnamese at the First Medical Battalion. Blood studies revealed medical problems like iron deficiency anemia and parasitic infestation. These were treated with ferrous sulfate and antihelminthic drugs. X-rays were used to rule out intestinal obstruction and tuberculosis.

A new policy of "prepping" promising medical aid areas the day prior to

ENCLOSURE (1)

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actually treating patients has been adopted. Via an interpreter, the people are informed that aid will be there at a specific time to help them with medical problems. The above plan proved very successful. The dental technician who accompanied the team was much in demand, and extracted 15 teeth.

m. Nuclear, Biological, Chemical or other Special Warfare. Not applicable.

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Appendix A (list of References) to 2d Battalion, 11th Marines (-) (Rein)
Command Chronology 1 July to 31 July 1966.

ReferencesAttached

- a. Maps: Vietnam 1:50,000, AMS sheet 6639 I, Series L7014 Not
sheet 6739 IV, Series L7014 attached
- b. Journals: Appendix B

Appendix A to
ENCLOSURE (1)

A-1

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Appendix B (Documentation) to 2d Battalion, 11th Marines (-) (Hein)
Command Chronology of 1 July to 31 July 1966.

Contents

S-1 Journal ✓	TAB (1)
S-2 Journal ✓	TAB (2)
S-3 Journal ✓	TAB (3)
S-4 Journal ✓	TAB (4)

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Appendix B to
ENCLOSURE (1)

B-1

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JOURNAL
 NAVMC 219-GS (REV. 8-56)
 SUPERSEDES PREVIOUS EDITION
 WHICH MAY BE USED

UNIT OR STAFF SECTION	
S-2	
ORGANIZATION	
2dBn 11th Marines	
OPENED (DTG, Month, year)	CLOSED (DTG, Month, year)
010800H Jul 66	280900H Jul 66

(Classification)

TIME		SER. NO.	DTG	INCIDENTS, MESSAGES, ORDERS, ETC.	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
		J-1	010800H	Journal Opened		
		J-2	011640H	Two friendly troops of 2/11 in PC traveling to 2/11 CP were fired on by hostile pers fr village coor 448093. Rec 6 rds of SA fire. Friendly ret fire of 20 rds SA fire. No friendly cas rept. No en cas rptd.	M,S,T,F.	
		J-3	020900H	Damage assessment on Bn TOT - 1 KIA Conf 5 KIA Prob 12 WIA Prob. No weapons captured.		
		J-4	021245H	CO and S-3 of 2/11 rec 2 rds of hostile fire at coor 445093 fr 448097 upon returning from AN TAN to 2/11 CP. Friendly did not return fire. No friendly cas.	M,S,T,F.	
		J-5	031930H	Post #5 rec sniper fire from coor 438080. No friendly fire returned. No friendly cas. All posts alerted.	M,S,T,F.	
		J-6	070730H	Bn outpost village BT 442089 obs 5 pers firing at LVT's. LVT's rec approx 20 rds of hostile fire at coor 435085. Friendly did not return fire for fear they might hit friendly troops on Red Hill.	M,S,T,F.	
		J-7	071430H	Bn outpost village BT 442089 rpt that it had rec 2 rds of SA hostile fire fr coor 448093. Friendly did not return fire. No friendly cas. Area searched with neg results.	M,S,T,F.	
		J-8	090930H	Bn outpost village BT 442089 rpt that at the village coor 438097 7 vc killed a female, age 40, interpreter talked to village chief and the chief said the VC accused her of spying for U.S. troops. The VC took her out to front of her hut (50 meters) and shot here seven times in face using a carbine. Empty shells turned over to Bn S-2. Bn Doctor treated victim's daughter for highly nervous condition. Villagers indicated that the VC would return and kill someone else. Passed to 5th Mar		

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JOURNAL
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UNIT OR STAFF SECTION	
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ORGANIZATION	
2dBn 11th Marines	
OPENED (DTG, Month, year)	CLOSED (DTG, Month, year)
010800H Jul 66	280900H Jul 66

(Classification)

TIME		SER. NO.	DTG	INCIDENTS, MESSAGES, ORDERS, ETC.	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
				and 11th Mar. Name of woman was LE THI XICH		M,S,T,F.
		J-9	082030H	Late report - BN outpost village BT 442089 rec 50-60 rds of hostile SA fire fr coor 438090. Friendly did not return fire. Friendly troops on Red Hill. No friendly cas. All troops alerted.		M,S,T,F.
		J-10	121730H	Two of Bn jeeps with troops on way to Hill 54 rec 6-8 rds of hostile AW fire fr coor 441099. Friendly did not return fire. Area under surveillance. Rpt to Select S-2. No friendly cas.		M,S,T,F.
		J-11	122130H	Bn area rec approx 20 rds of hostile AW fire fr coor 441079. Bn did not return fire. Friendly troops in area. No friendly cas. Area under surveillance.		M,S,T,F.
		J-12	132045H	Select S-2 rpt that an agent fr LY TIN Dist Hq rpt that a group of VC Company Commanders were recon the areas at grid coor 4506 and 4507 at 122100H for poss attack on area. Bn alerted. C-1		M,S,T,F.
		J-13	151845H	Select S-2 rpt that an agent fr QUAN TIN Prov said that a VC squad with SMG and explosives was operating in vic coor 455090 and 471081. Bn security alerted.		M,S,T,F.
		J-14	191240H	Two pers of Bn traveling in jeep towards Bn CP were fired on by sniper fire. Jeep was at coor 482078 on Route #1. Hostile fired 1 rd from coor 482078. 1 1/2 miles W of AN TAN bridge. Friendly did not return fire. No friendly cas.		M,S,T,F.

JOURNAL

NAVMC 219-GS (REV. 5-63)
SUPERSEDES 2-52 AND 8-56 EDITIONS WHICH WILL BE USED

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UNIT OR SECTION

S-3, HQ Btry, 2d Bn, 11th Marines

PLACE

Chu Lai, RVN

FROM (Date and hour)

010001H July 1966

TO (Date and hour)

312400 July 1966

TIME		SERIAL NO.	DATE TIME GROUP	INCIDENTS, MESSAGES, ORDERS	ACTION TAKEN	
IN	OUT				M-Maps S-Staff	T-Troops F-File
		1	010001	Journal Opened		S
		2	011945	E-2-11 returned from Operation OAKLAND. Fired 24 Obs & 2 H&I; 313 rds HE, 38 WP, 43 Illum, 4 HC. Three (3) VC KIA (Conf). Laid on Az 3200.		Firecap to FSCC, 11 Mar & S-3
		3	020030	Fired TOT at Coord 435 053 w/E-2-11, W-2-11, H-3-11, K-4-11, M-4-11 and L-4-11. Each Battery fired zone fire, 3 zones at LC, 3 Deflections, SH HE, Fz Q. One (1) VC KIA (Conf), 5 KIA (Prob), 12 WIA (Prob), numerous blood trails.		FIREP to FSCC & 11 Mar
		4	061945	D-2-11 fired 16 rds SH HE at 6 VC Vic Coord 387 107. Exc off on tgt. Five VC KIA (Prob)		TAREP to FSCC & 11 Mar
		5	070700	E-2-11 (X-Ray) consisting of one plt (Guns 5&6) and a CMD Group helilifted to ARVN Camp Vic Hau Duc (BT 0706). Priority of fires to (1) 1st Recon Bn (2) 2d ARVN Div. OIC is 1stLt LLOYD.		FSCC & 11 Mar
		6	101100	E-2-11 fired 115 rds SH mixed at VC in open w/ARVIC coords 376 054. 7 VC KIA (Conf), Recoilless Rifle destroyed, 2 VC WIA (Conf) and 2 VC KIA (Prob).		TAREP to FSCC & 11 Mar
		7	101235	D-2-11 fired 6 volleys SH HE at VC in open Vic Coords 370 100. 6 VC KIA (Conf), 5 VC WIA (Conf).		TAREP to FSCC & 11 Mar
		8	111935	D-2-11 fired 6 volleys SH HE at 7 VC in open Vic Coords 350 080. 3 VC KIA (Conf).		TAREP to FSCC & 11 Mar
		9	121400	D-2-11 fired 6 volleys at 7 VC in open Vic Coords 352 078. 4 VC KIA (Conf).		TAREP to FSCC & 11 Mar
		10	122015	Fired TOT at Coord 398 062 w/D-2-11, E-2-11, W-2-11 and K-4-11 on suspected assembly area w/100 VC. 99 rds SH HE expended.		TAREP to FSCC & 11 Mar
		11	122030	Fired TOT at Coord 402 084 w/D-2-11, E-2-11, and W-2-11 on suspected VC Plt assembly area, 73 rds SH HE expended.		TAREP to FSCC & 11 Mar
		12	170630	D-2-11 (X-Ray) consisting of one Plt (Guns 5&6) helilifted to Special Forces Camp Tien Phouc Coords 115 140. Total of four guns now on position.		FSCC & 11 Mar
		13	171900	E-2-11 (X-Ray) one Plt (Guns 5&6) returned 2-11 position area from ARVN Camp Hau Duc (BT 0706), fired. 125 missions (774 HE, 304 WP; 64 Ill) 2 KIA and 3 Secondary Explosions.		FSCC & 11 Mar
		14	180945	E-2-11, one Plt (Guns 5&6) to D-2-11, E-2-11 and D-2-11 each now have four guns battery in 2-11 position area.		FSCC & 11 Mar

(See reverse side for instructions)

PAGE NO. 1 of 2 Pages

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TAB (3) to Appendix B

JOURNAL
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 SUPERSEDES PREVIOUS EDITION
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UNIT OR STAFF SECTION	
S-3, HQ Btry, 2d Bn, 11th Marines	
ORGANIZATION	
Chu Lai, RVN	
OPENED (DTG, Month, year)	CLOSED (DTG, Month, year)
010001H July 1966	312400H July 1966

[REDACTED]
 (Classification)

TIME		SER. NO.	DTG	INCIDENTS, MESSAGES, ORDERS, ETC.	ACTION TAKEN		
IN	OUT				M-Maps	T-Troops	S-Staff
1300		15	261300	W-2-11, one Plt (Guns 4&5) w/FDC, OPCON 3-11 for operation FRANKLIN, OIC 1stLt WRIGHT.			FSCC & 11 Mar
1510	1610	16	281510	D-2-11 & E-2-11 fired 140 rds of HE & 140 WP at 300 VC. Good effect, no further surveillance.			FSCC & 11 Mar
1430		17	301430	W-2-11 (Guns 4&5) w/FDC return 2-11 from FRANKLIN. 37 missions (250 HE, 11 WP and 2 illum).			FSCC & 11 Mar
1500		18	311500	F-2-11 returned to 2-11 control, had been attached to BLT-3/5. 4 guns in position 439 083 Az 4800.			FSCC & 11 Mar

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JOURNAL
 NAVMC 219-GS (REV. 8-56)
 SUPERSEDES PREVIOUS EDITION
 WHICH MAY BE USED

UNIT OR STAFF SECTION S-4 2d Bn, 11th Marines	
ORGANIZATION Chu Lai, Republic of Viet Nam	
OPENED (DTG, Month, year) 010001H July 1966	CLOSED (DTG, Month, year) 312400H July 1966

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TIME		SER. NO.	DTG	INCIDENTS, MESSAGES, ORDERS, ETC.	ACTION TAKEN M-Maps T-Troops S-Staff F-File
IN	OUT				
			090800	Resupply of Echo ExRay, Hau Duc, by helicopter from hill 69. Sample items: Spare tire for mechanical mule, 5 gallons megas, spark plug.	
			101230	Resupply of Echo ExRay, Hau Duc, by helicopter from Ky Ha (MAG-36); primarily ammunition.	
			121400	Resupply of Echo ExRay, Hau Duc, by helicopter from hill 69; ammunition.	
			121445	Resupply of Delta ExRay, Tien Phouc, by helicopter from hill 35; sample items: radio batteries, recoil oil, foodstuffs.	
			131300	Resupply of Echo ExRay, Hau Duc, by Helicopter from Ky Ha (MAG-36); ammunition.	
			150700	Delivery of three (3) M-30 4.2" Mortars to Air Freight, MAG-12, for shipment to 3rd Mar Div.	
			151100	Resupply fo Delta ExRay, Tien Phouc, by helicopter from Ky Ha (MAG-36); sample items: ammunition, radio batteries, field message books, smoke grenades.	
			161100	Insertion into Tien Phouc of additional personnel by helicopter from Ky Ha (MAG-36)	
			171345	Insertion into Tien Phouc (Delta ExRay) of two (2) additional Howitzer sections, additional personnel, supplies and equipment.	
			171830	Complete retraction of Echo ExRay, Hau Duc, completed at this time. Two (2) Howitzer sections, personnel and equipment.	
			191100	Resupply of Delt ExRay, Tien Phouc, by helicopter from Ky Ha (MAG-36); sample items: ammunition, plotting pins, rations water, radio batteries	

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 TAB (4) to Appendix B

INSTRUCTIONS FOR KEEPING JOURNAL

1. To make entries:
 - a. Headings:
 - (1) Enter the unit or staff section designation.
 - (2) Enter official designation of the organization.
 - (3) Enter the DTG that journal is opened.
 - (4) Enter the DTG that journal is closed.
 - b. Time in: Enter the time information was received within your unit, or the time an event took place within your unit.
 - c. Time out: Enter the time outgoing information was delivered.
 - d. Serial number: Number each item consecutively.
 - e. Date Time Group: Enter if available, if not, enter time signed.
 - f. Incidents, messages, orders, etc:
 - (1) First line, enter the addressee if outgoing and the originator if incoming.
 - (2) Entries are recorded in order of occurrence.
 - (3) For written messages or orders, write a brief synopsis which will indicate the substance of the message or order.
 - (4) Oral messages should be recorded in detail or reduced to writing and handled like written messages.
 - (5) Incorrect entries should not be altered but marked "VOID" and corrected with a new entry.
 - g. Action taken: Enter a brief description of the action taken on each message, incident or order received. In the case of outgoing messages, indicate information addressees.
2. Keep a journal file: number all items(messages, transcriptions, etc) consecutively; enter them in the journal; and then file them in numerical order.

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INSTRUCTIONS FOR KEEPING JOURNAL

1. Heading:

a. Unit or Section:

- (1) Enter designation of unit if this is a unit journal for regiment, air group, or smaller unit.
- (2) Enter designation of section if this is a section journal maintained by a general staff section.

b. Place: Enter coordinates or name of locality.

c. From: Enter date, time, and time zone that journal is opened.

d. To: Enter date, time, and time zone that journal is closed.

2. Body:

a. Time In:

(1) Unit Journal. Enter time information is received within unit. In most instances this would be TOR at unit communication center.

(2) Section Journal. Enter time information is received within section.

b. Time Out:

(1) Unit Journal. Enter time outgoing information is delivered to addressee. In most instances this would be TOD by unit communication center.

(2) Section Journal. Enter time outgoing message is delivered to originator's communication center for transmittal, or time information is transmitted by releasing section.

c. Serial No.: Number each entry consecutively as information is received by keeper of journal.

d. DTG: Enter date/time group of radio message.

e. Incidents, Messages, Orders:

(1) Important incidents, messages and orders are recorded as they are made known.

(2) Although brief, entries must include all vital elements of information, such as what, where, when, how, and who.

(3) Original entries should not be altered, but should be supplemented or corrected by later entries when necessary.

(4) A synopsis of written or oral messages is entered in the journal, leaving the full account for the journal file and other supporting documents.

(5) Oral messages are reduced to writing and processed like written messages.

f. Action Taken: This column is used to indicate administrative action taken, such as, routing to cognizant unit staff officer(s), dissemination of pertinent information and/or filing of message. Some of the more common symbols used to indicate action taken are: "M", posted on situation map; "S", circulated to unit staff; "T", information disseminated to troops or subordinate units; "F", filed in journal file.

3. Ending:

a. Summary: A brief summary of major activities, with reasons underlying decisions, is entered in the journal at the close of each day. This is written in narrative form under the column entitled "Incidents, Messages, Orders."

b. Closing: Journals are closed daily or at the end of periods or phases prescribed by higher authority.

4. Journal File:

Journal file is considered a part of the journal. It contains messages, orders, records of conversation, and other documents supporting journal entries.