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

SECOND ENDORSEMENT on CO, 3D CAG ltr 3/JSS/brm 5700 dtd  
5 July 1969

From: Commanding General, Fleet Marine Force, Pacific

To: Commandant of the Marine Corps (Code A03D)

Subj: Command Chronology for the period 1-30 June 1969

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

*R. D. White*  
R. D. WHITE  
By direction

Copy to:  
CO, 3D CAG  
CG, III MAF

0211868

**PERMANENT RETENTION**  
Report Destruction to HQ Classified Files Sect. (Code ABQ)

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34  
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John 1969

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Ser: 084469

14 JUL 1969

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C [REDACTED] L (Unclassified upon removal from the basic letter)

FIRST ENDORSEMENT on CO, 3d CAG ltr 3/JSS/bxm 5700 of 5 Jul 1969

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

Subj: Command Chronology for the period 1 June - 30 June 1969 (U)

1. Forwarded.

R. H. Barrow  
R. H. BARROW  
By direction

Copy to:  
CO, 3d CAG

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UNCLASSIFIEDHEADQUARTERS  
3d Combined Action Group  
III Marine Amphibious Force  
FPO, San Francisco 966023/JSS/bmm  
5700  
5 July 1969

From: Commanding Officer  
 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 for the period 1 June - 30 June 1969

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

Encl: (1) 3d Combined Action Group Command Chronology

1. In accordance with reference (a) and (b) enclosure (1) is hereby submitted.

2. Downgraded at 3 year intervals. Declassified after 12 years.  
 DOD Directive 5200.10

  
 R. E. ANDREWS

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## PART I

## ORGANIZATIONAL DATA

1. Designation

3d Combined Action Group, III MAF Lt Col Roi E. ANDREWS  
1 June - 30 June 69

SUBORDINATE UNITS

Combined Action Company 3-1	Capt. Edwin R. GOEDDE FR, USMCR 1 June - 30 June 69
Combined Action Company 3-2	Capt. George A. KIESEL USMC 1 June - 30 June 69
Combined Action Company 3-3	Capt. Joel D. WARD USMC 1 June - 30 June 69
Combined Action Company 3-4	Capt. James F. DAVIS USMC 1 June - 30 June 69
Combined Action Company 3-5	Lt. Penton L. DRAKE USMCR 1 June - 30 June 69 Capt. John F. PALCHAK USMC 1 June - 30 June 69

2. Location

Headquarters, 3d Combined Action Group	Phu Bai Combat Base, Huong Thuy District Thua Thien (P)
Combined Action Company 3-1	Huong Thuy District Headquarters District Thua Thien (P)
Combined Action Company 3-2	Phu Lo District Headquarters Thua Thien (P)
Combined Action Company 3-3	Phu Vong District Headquarters Thua Thien (P)
Combined Action Company 3-4	Huong Tra District Headquarters Thua Thien (P)
Combined Action Company 3-5	Thon Bach Thach Village Phu Lo District Thua Thien (P)

Enclosure (1)

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COMMAND CHRONOLOGY

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June - 30 June 69

PART I

ORGANIZATIONAL DATA

PART II

NARRATIVE SUMMARY Command  
Personnel & Administration, Operations,  
Training, Logistics, Medical, Civic  
Action, Special Services

PART III

SEQUENTIAL LISTING OF SIGNIFICANT  
EVENTS

PART IV

SUPPORTING DOCUMENTS

- (a) Weekly Training Reports 1 June to  
30 June 1969, 3d CAG SOP GrdO P3000.1B (2)
- (2) Pre-School Orientation Syllabus

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Executive Officer

Major Beryl T. CHRISTALLIEB USMCR  
1 June - 30 June 69

S-1

Capt. Walter E. SWITZER USMC  
1 June - 8 June 69  
Lt. D. A. WIEKEL USMC  
9 June - 30 June 69

S-3/2

Major John S. SIROTONIAK USMC  
1 June - 30 June 69

S-4

Capt. Donald WILLINGHAM USMC  
1 June - 30 June 69

1st Sgt.

1st Sgt. Lamar RUSSELL  
1 June - 30 June 69

4. Average Monthly Strength

<u>USMC</u>		<u>USM</u>		<u>ARVN (Attached)</u>	
<u>OFF</u>	<u>ENL</u>	<u>OFF</u>	<u>ENL</u>	<u>OFF</u>	<u>ENL</u>
10	509	0	31	1	4

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PART II  
NARRATIVE SUMMARY

COMMAND

1. The Group Headquarters saw the arrival of 1st Lt. D. A. WEIKEL who relieved Capt. W. E. SWITZER as the Group's S-1. Capt. SWITZER was reassigned to the Force Adjutant section. At the Company level Lt. F. L. DRAKE departed for 3d MARDIV for duty. Capt J. F. PALCHAK, joined from the 1st MARDIV, assumed command of CAGO 3-5.

2. The Group logistics chief rotated to CONUS. Reassignment orders to III MAF arrived for MSgt. J. DORNBERGER, who is scheduled to depart in early July. SSgt. ENDERS 5th Comm Bn., will fill the billet of Group Communications Chief.

3. This month saw the publication of the revised 3d CAG SOP, a copy of which is contained in the supporting documents (GruO P3100.1A).

PERSONNEL AND ADMINISTRATION

1. The enlisted personnel input continued to come directly from CONUS. Interview with some of these personnel revealed indiscriminate selection and assignment to the CAP program.

2. No difficulties were encountered during the month concerning administrative matters. The overall personnel and administrative picture is as follows:

PROMOTIONS The following promotions were effected:

To PFC	18
To ICpl	18
To Cpl	43
To Sgt	1

Officers Joined

None

Officers Dropped

Capt	(1)	0130
1st Lt.	(1)	0302

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 (OPERATIONS, continued)

The guidance issued by the Thua Thien Province Chief at his May CAP leaders meeting (See May Chronology) was noted with a moderate degree of compliance based on the generally smooth Marine/PF relations over the past month.

Scout dogs from 3d MP Battalion were employed in 3d CAG AOC for the first time. Initially both K-9s took sick and were replaced shortly afterwards. No incident of particular note occurred using the dog team. The Group plans on using the teams as long as they remain available.

#### TRAINING

Unit level training continued under the revised monthly syllabus on those subjects of general and specific military nature. PF attendance at the CAP level training showed a slight increase from the previous period. Scheduled also are two hours of training time for the PFs to cover the history and traditions of Vietnam and relate some of their combat experiences.

The 3d CAG Orientation Program was delivered to over 40 new personnel, both prior to or upon completion of CAP school. One of the favorite and most enjoyed subjects was the daily one hour of VN language. Lt. THUC (ARVN) and Cpl O'DONNELL taught on an alternating basis. Added to the syllabus were two new subjects: use of the 10% Savings Plan and SGI review.

#### SUPPLY & LOGISTICS

Material readiness maintained its C-1 category with a short drop in the equipment availability status resulting from two M-37 2 Ton trucks being deadlined over 24 hours.

The 3d CAG outdoor supply storage lot received a face-lifting from a general police and cleanup and three tons of laterite fill to smooth the entire area. The motor transport section christened a new grease rack in the motor pool lot.

Force Logistics Command (Danang) and 3th Support Group USA (Phu Bai) continued to provide the needed items of supply and material for the groups operations.

A total of 150,000 \$VN was expended during the 4th quarter FY 69 for numerous short-term projects and temporary hire at both Group and Company Headquarters. It is expected to utilize more of these funds during the coming fiscal year thereby relieving Marines from menial labors and housekeeping details.

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MEDICAL

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situation remained much the same this month with no prospect of relief in sight. The situation was further complicated as a result of two CAPs being evacuated to Japan for suspected hepatitis and tuberculosis respectively.

One case of malaria was confirmed in 3d CAG. This being the first case in over four months, the malaria prophylaxis program was reviewed and reemphasized.

A total of 22,200 Vietnamese personnel were treated for minor injuries and ailments by the Group's MEDCAP program.

#### CIVIC ACTIONS

"Operation Hospital" neared final completion this month with only a roof, doors and windows being required. Dedication and opening is expected during July.

Group projects this month consisted of the refurbishment of two wooden dwellings, two wells and one school. Additionally one small reservoir was repaired and filled and one foot bridge constructed.

#### SPECIAL SERVICES

The 3d CAG Recreation Room was officially opened on 25 June 1969. All CAP leaders were present to hear the dedication by the Group Commander followed by the honored guest speaker, Major General YOUNGDALE III, Deputy Commander III MAF. Chilled champagne, assorted beverages and buffet steak dinner followed the ceremonies.

Free beer and soda continued to be issued to the CAGOs and commercial entertainment is being booked for the coming quarter.

Available for command use is a Volkswagen station wagon compliments of the Force Custodian. After some minor repairs and maintenance it will serve as a shuttle bus, tour bus and administrative vehicle complimenting our T/E motor transport equipment.

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## PART III

## SEQUENTIAL LISTING of SIGNIFICANT EVENTS

1. On 03 1345H June 69 at coordinates YD 816173 (5Km SE of Hue City) CAP 3-1-5 while on a day patrol reported that they received information from a VN civilian concerning the location of a VC bunker. The CAP investigated and found the VC bunker (10' x 4' x 4') constructed of dirt and bamboo at the above coordinates. Recent use of bunker was evident. Bunker was destroyed and VIP reward will be made.

RESULTS: One VC bunker destroyed

2. On 03 2045H June 69 at coordinates ZD 142018 (5Km NE of Phu Loc District Headquarters) CAP 3-2-2 while in their ambush site reported that they observed three VC approaching from a southerly direction along a tree line approximately 100 meters away. The CAP initiated fire with small arms, M-60 and M-79s. VC fled into the tree line without returning fire. A sweep of the area revealed one slightly wounded civilian. Wounded civilian was non-medevac and was treated by CAP corpsman.

RESULTS: UNDETERMINED

3. On 03 1630H June 69 at coordinates YD 973063 (12Km NW of Phu Loc District Headquarters) CAP 3-5-4, while returning to their day position received verbal insults from a drunk RF soldier. An argument ensued. CACO 3-5s CO was notified and, in turn 3-5s CO notified RF Group CO and the District Chief of Phu Loc. CACO CO arrived at the above coordinates. Drunk RF soldier threatened a Marine with his pistol. CACO CO attempted to calm the situation with another RF CO. Drunk RF soldier opened fire on 3-5s CO and party rallying other RF soldiers who also opened fire. Other elements of 3-5-4 were called as reinforcements. Fire fight ensued. The CAP returned fire against RFs. Contact broken by CAP. One USMC/KIA and one USMC/WIAE. Investigation is in process. SIR to follow.

RESULTS: One USMC/KIA and one USMC/WIAE

4. On 05 2145H June 69 at coordinates ZD 151017 (5Km SE of Phu Loc District Headquarters) CAP 3-2-5 while in their ambush site observed two VC approaching their position from the northwest at approximately 50 meters away. CAP initiated fire with small arms M-60, M-79s, and Claymore mines. VC returned fire with small arms and B-40s wounding two CAP members with shrapnel. Illuminated and swept the area with findings of one VC/KIA and one SKS rifle.

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DOD DIR 5200.10

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RESULTS: One USMC/WI (M), one PF/WIAB, one VC/KIA, one SKS rifle, one SKS magazine, and one cartridge belt

5. On 05 2045H June 69 at coordinates YD 619300 (7Km NW of Hue City) CAP 3-4-5 while in ambush site, observed four VC approaching their position from a southerly direction approximately 30 meters away. CAP initiated fire with small arms, M-60, M-79 and Claymore mines. VC returned sporadic small arms fire and fled to the east. A sweep of the area revealed one VC/KIA and two weapons.

RESULTS: One VC/KIA, one AK-47 rifle, one US .45 caliber pistol and one cartridge belt

6. On 05 2045H 69 at coordinates YD 619300 (7Km NW of Hue City) CAP 3-4-5 reported two additional VC/KIA were discovered floating in river by the PFs from Quang Dien District. The District Chief and CAPs' evaluation is that these were the direct results of the contact by 3-4-5 on June 5th. This is a follow up on spot report to spot report 05 2045H June 69

RESULTS: Two VC/KIA

7. On 07 0115H June 69 at coordinates YD 907111 (2Km E of Phu Bai Base) CAP 3-3-3 while in ambush site, they observed four VC moving in a southerly direction approximately 20 meters away. CAP initiated ambush with small arms and M-79. Received no return fire from the VC as they fled to the northeast. Illuminated and swept area with findings of one AK-47 rifle, 50 pounds of rice and small amounts of other food stuffs which were turned over to the Village Chief. Also discovered drag marks and heavy blood trails.

RESULTS: One AK-47 rifle, one AK-47 magazine . 50 pounds of rice and other food stuffs

8. On 09 1400H June 69 at coordinates YD 829238 (5Km E of Hue City) CAP 3-1-8 while on day patrol was led by two VN civilians to the location of two RPG rounds. Area was searched with no further findings and VIP reward will be made.

RESULTS: Two RPG rounds

9. On 09 1600H June 69 at coordinates YD813173 (5Km SE of Hue City) CAP 3-1-5 while on day patrol, located one VC bunker (10' x 6' x 4') was constructed of dirt and bamboo, and contained weapons, ammunition, equipment and one VC surrendered without returning fire. Bunker was destroyed and VC/POW was turned over to Huong Thuy District Headquarters.

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RESULTS: One VC/POW, three AK-47 rifles, one B-40 rocket launcher

10. On 10 1530H June 69 at coordinates YD 846173 (8km SE of Hue City). Follow up spot report to spot report 09 1600H June 69. Huong Thuy District Headquarters has classified the VC/POW as a Hoi-Chanh.

RESULTS: None

11. On 09 2130H June 69 at coordinates YD 984069 (12km NE of Phu Loc District Headquarters) CAP 3-5-4 while enroute to their ambush site the rear security observed five VC moving in a southerly direction approximately 75 meters away. Rear security initiated fire with M-16s. Illuminated and swept area with undetermined results.

RESULTS: Undetermined

12. On 10 2036H June 69 at coordinates YD 712312 (7km NW of Hue City) CAP 3-4-5 while in their ambush site observed two VC approaching their position from an easterly direction approximately 50 meters away. CAP initiated fire with small arms and M-79s. VC fled in an unknown direction without returning fire. Illuminated and swept area with undetermined results.

RESULTS: Undetermined

13. On 10 2120H June 69 at coordinates ZD 138004 (5 $\frac{1}{2}$ km SE of Phu Loc District Headquarters) CAP 3-2-6 while in their ambush site observed 15-20 VC/NVA approaching their position from a southwesterly direction approximately 50 meters away. CAP initiated fire with small arms, M-79s, M-60, and Claymore mines resulting in one enemy KIA. VC/NVA returned a heavy volume of small arms fire plus eight B-40 rockets before fleeing in a southerly direction. Moments later, after approximately 500 meters of travel, the fleeing VC/NVA were ambushed once again by an element of USA that reports another enemy KIA.

RESULTS: Two PF/WIAE, One 9mm Pistol, and one satchel charge

14. On 10 2345H June 69 at coordinates YD 821176 (5 $\frac{1}{2}$ km SE of Hue City) CAP 3-15 while enroute to ambush site observed a shadowy figure in bushes along their route of travel and challenged the suspect. Suspect disregarded CAP's challenge and attempted to flee to a near-by house before being felled but not seriously wounded by a burst of M-16 fire. The suspect is identified as Gia-Le-Thoang, a 41 year old female from Hong-Toi Hamlet. Other information is limited due to immediate medevac of Thoang to Hue City Hospital by vehicle. Huong Thuy District Headquarters has been notified.

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RESULTS: None

15. On 12 2300H June 69 at coordinates YD 792217 (3Km E of Hue City) CAP 3-1-2 while in ambush position, five men from the CAP observed about 25 VC moving northwest. The element leader called for the remainder of the CAP to reinforce him before engaging the enemy. Heavily populated area precluded artillery. CAP fired at VC upon arrival of CAP main body. VC withdrew and scattered. Another ambush was set up in an attempt to cut off VC, but with no further contact. Sweep of area revealed undetermined results.

RESULTS: None

16. On 12 2400H June 69 at coordinates YD 918098 (3 1/2 Km SE Phu Bai Base) CAP 3-5-1 was informed that approximately 15-20 VC/NVA entered village located at the above coordinates and kidnapped four villagers. All the kidnapped victims were related to village officials. Phu Loc District Headquarters has been notified.

RESULTS: Four VN civilians

17. On 13 2245H June 69 at coordinates YD 905111 (2Km E of Phu Bai Base) CAP 3-1-3 while at ambush site observed three VC approached their position from a southerly direction approximately 30 meters away. CAP initiated fire with small arms, M-79s and one Claymore mine. VC fled in an easterly direction without returning fire. Sweep of the area revealed one VC/KIA

RESULTS: One VC/KIA

18. On 14 2115H June 69 at coordinates YD 938082 (5Km SE of Phu Bai Base) CAP 3-5-2s' five man combat patrol observed two VC moving in a southeasterly direction approximately 100 meters away and initiated fire with small arms and M-79. Enemy immediately broke contact and fled in an unknown direction without returning fire. Illuminated and swept area with undetermined results.

RESULTS: None

19. On 15 1400H June 69 at coordinates YD 955068 (6 1/2 Km SE of Phu Loc District Headquarters) Phu Loc District Headquarters notified CACO 3-5 that a kidnapping had taken place at the above coordinates when an unknown number of enemy entered Non-Phuc Hamlet in Loc-On Village at 15 0100H June 69 and abducted Le Tue Tuu, a 57 year old VN female from her home. Tuu worked for the Village Chief. CAP 3-3-3's ambush site was located approximately 1500 meters away from the abduction site. The area where abduction took place is under protection of RE Company. This CAP has not been permitted to operate south of Route 1 in this AOC. CACO CO and DC discussed matter and the CAP will now be given the area south of Route 1.

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20. On 15 2330H June 69 at coordinates ZD 145009 (5Km NE of Phu Loc District Headquarters) CAP 3-2-2 while enroute to their ambush site, 11 PFs including their Trung-Si, intentionally removed themselves from CAP unit and proceeded to the above coordinates, located in CAP 3-2-6's AO, where they established their own night activity. At 15 2330H June 69, the renegade PF ambush site made contact with an unknown number of enemy. CAP 3-2-2 immediately sent a reactionary force, but the enemy broke contact and fled before their arrival. Sweep of the area revealed one PF/KIA and three PF/WIAE. Additional information concerning the incident is limited due to lack of communication between USMC and PFs. Phu Loc District Headquarters is aware of the situation.

RESULTS: One PF/KIA and three PF/WIAE

21. On 16 0730H June 69 at coordinates YD 920110 (3 1/2 Km SE of Phu Bai Base) Phu Loc District Headquarters notified CAP CO 3-5 that a kidnapping had taken place at the above coordinates when an unknown number of enemy entered Loc-Bon Hamlet during the night and abducted Doan-Gia, a 50 year old VN Male, from his home. CAP 3-5-2's activity was located approximately 900 meters from abduction site. Due to sketchiness of information at this time, a follow up spot report will be submitted as soon as possible.

RESULTS: None

22. On 16 2130H June 69 at coordinates YD 041023 (15Km SE of Phu Bai Base) CACO 3-5-HQ. was notified by Phu Loc District Headquarters that the reported kidnapping in spot report 16 0730H June 69 was erroneous. District Chief states that the VN male, Doan-Gia, left his home in Loc-Bon Hamlet to join VC forces. As far as District knows, there were no VC in Loc-Bon Hamlet last night. Phu Loc District Headquarters can reveal no other details concerning the incident.

RESULTS: None

23. On 16 1530H June 69 at coordinates YD 697287 (7Km NW of Hue City) CAP 3-4-5 reported that while on a day patrol discovered underground bunker (10' x 6' x 6') that contained four NVA/KIA, two AK-47s and one SKS. Cause and time of death seems to indicate victims died from grenade fragments during the "68" TET offense. Remains buried by villagers, bunker destroyed and weapons turned over to Huong Tra District Headquarters.

RESULTS: Two AK-47s and one SKS

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24. On 17 1000H June 69 at coordinates YD 941132 (21 Km E of Phu Bai Base) CAP 3-1-3 conducted a sweep at the above coordinates by an independent PE platoon, & National Police, which led to the sighting of two VN male suspects. One suspect was seized while the other escaped to a nearby bunker where he committed suicide. Victim identified as Nguyen-Dio-Chien, 21 years of age and Chairman of Hung-Loo Hamlet in Phu Loc District. Bunker contained eight VC weapons and equipment. District Headquarters confirmed Chien as a VC and is interrogating the seized suspect, Ngo-Chan. Bunker was destroyed and a VIP reward will be made to the informant.

RESULTS: One VC/KIA, one VCS (male), five AK-47 rifles, two Chi-Com Pistols, one Colt .45 Cal Pistol

25. On 19 0200H June 69 at coordinates ZD 097008 (21Km SE of Phu Bai Base) CACO 3-2 Headquarters reports taking approximately twenty seven rounds of 82mm mortar fire. Counter battery fire plus flare and gun ships were used to silence the enemy's mortar attack. No casualties were sustained by friendlies.

RESULTS: None

26. On 19 0550H June 69 at coordinates ZD 097008 (21Km SE of Phu Bai Base) CACO 3-2 Headquarters reports taking approximately fifty-two rounds of 82mm mortar fire. Called and received counter mortar fire plus flare and gun ships to silence enemy mortar attack. One RF/KIA is reported.

RESULTS: One RF/KIA

27. On 19 0800H June 69 at coordinates YD 903127 (2Km E of Phu Bai Base) Villagers reported to CAP 3-1-3 that between 18 2300H June 69 and 19 0100H June 69 approximately 20 VC assassinated Tuan-Le, a 68 year old VN male at coordinates YD 903127, then moved to coordinates YD 903111 and assassinated Dong-Ngo, a 54 year old VN male. Dong Ngo was a former Hamlet Chief. Before leaving the area, the VC assassins seized two kidnap victims at coordinates YD 905124. Victims were identified as: De Ngo, a 45 year old VN male and SOADI NGO a 14 year old VN male. District Headquarters activities were located 1100 meters from these incidents.

RESULTS: Two VN Males assassinated and two VN Males abducted.

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28. On 19 0300H June 69 at coordinates ZC 093993 (1 Km SE of Phu Loo District Headquarters) CAP 3-2-1 was informed by villagers that VC entered Hoa Da Hamlet from southeasterly direction and assassinated Nguynh Thi Bao, a 48 year old VN female. VC assassins were carrying two 82mm mortars and before leaving, distributed propaganda leaflets. District Headquarters aware of incident. CAP's night activities were located 1200 meters from this incident.

RESULTS: One VN female assassinated

29. On 19 1100H June 69 at coordinates YD 842197 (3 1/2 Km NW of Phu Bai Base) CAP 3-1-4 while in a blocking force position, discovered an ordnance and ammo cache in a sunken sampan at the above coordinates. Arrangements have been made to destroy ordnance and ammunition

RESULTS: Eight 57mm recoilless rifle rounds, five Claymores without Hellbox & Wires, four 67mm HE rounds, two 60mm Illumination rounds, 6,000 rounds of M-1 Carbine ammunition, three Thompson Sub-Machine Guns Magazines

30. On 19 2215H June 69 at coordinates YD 815185 (5 1/2 Km SE of Hue City) CAP 3-1-5 while enroute to their ambush site, heard movement approximately 10 meters to their front and, moments later, received small arms fire. CAP returned small arms fire and called for reactionary force. Illuminated and swept area with findings of one VC/KIA with weapon. One USMC received minor wound that did not require a medevac.

RESULTS: One USMC/WIA(M), one VC/KIA, one AK-47 rifle with three magazines

31. On 20 0645H June 69 at coordinates YD 829240 (4 1/2 Km SE of Phu Vang District Headquarters) CAP 3-3-3 was informed by PFs that two VN civilians were assassinated by an unknown number of VC at the above coordinates. Approximate time of incident was 19 2300H June. CAP's night activity was located 200 meters from the reported incident. Search of the area revealed spent AK-47 casings. District Headquarters has been notified.

RESULTS: Two VN civilians assassinated

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32. On 22 0040H June 69 at coordinates YD 818242 (5 Km E of Hue City) CAP 3-1-8 while in the ambush site heard movement in and around a nearby VN house and investigated. Upon approaching within 50 meters, the search element received one round of small arms and immediately returned small arms fire on suspect who fled from the area. Sweep of the area was conducted with no other sightings of the S/A. PPs questioned occupants of the house and determined their noninvolvement. District Chief will investigate.

RESULTS: None

33. On 22 2150H June 69 at coordinates ZC 096996 (1 Km SW of Phu Loc District Headquarters) CAP 3-2-1 while in their ambush site, observed four VC moving in a southerly direction approximately 50 meters away from the front of their position. CAP initiated fire with small arms and M-79s. VC fled in northerly direction without returning fire. Sweep of the area was conducted with undetermined results.

RESULTS: Undetermined

34. On 22 2220H June 69 at coordinates YD 905115 (2 Km E of Phu Bai Base) CAP 3-1-3 while in ambush site, observed three VC moving in a south-easterly direction along their ambush position's front approximately 75 meters away. Initiated fire with small arms, M-79s and M-60. VC fled in a northerly direction without returning fire. Sweep of the area was conducted with undetermined results.

RESULTS: Undetermined

35. On 23 2335H June 69 at coordinates ZD 144012 (5 Km NE of Phu Loc District Headquarters) CAP 3-2-2 while in ambush site observed two VC move across roadway and conceal themselves within the shadows of nearby buildings approximately 75 meters away. CAP initiated with small arms, M-60 and M-79s and received return S/A fire along with two B-40 rockets and six satchel charges from an unknown number of VC who unknown to CAP, had already taken up firing positions in and around the same buildings. Moments later, the VC ceased fire and fled in a northeasterly direction using the buildings as cover and concealment. A sweep of the area revealed several drag marks and blood trails. Four USMC received superficial shrapnel wounds which did not require medevacs.

RESULTS: Four USMC/WIA (M)

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41. On 29 0600H June 69 CAPs 3-1-9, 3-1-2, 3-1-8, 3-1-6, and 3-1-7, commenced a joint ARVN/CAP operation in the NB section of Huong Thuy District. CAPs will act as both blocking and sweep forces. Duration of operation expected to be seven days.

42. On 29 2310H June 69 at coordinates ZD 143005 (5Km SE of Phu Loc District Headquarters) CAP 3-2-6 while in ambush site, observed ten VC moving in a northerly direction approximately 75 meters away. Initiated fire with small arms, M-60, and M-79s. Enemy returned limited small arms as they fled in northerly direction. Sweep of the area revealed one VC/KIA with weapon.

RESULTS: On VC/KIA and one AK-47 rifle

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HEADQUARTERS  
3d Combined Action Group  
III Marine Amphibious Force  
FPO, San Francisco 96602

3/JSS/bim  
5400  
7 June 1969

From: S-3  
To: Commanding Officer, 3d Combined Action Group  
Subj: Weekly Summary of Training and Results of CAP Inspections by CACO Commanders.

1. The following summary of training is submitted for the week of 1 June to 7 June 1969.

a. Training/Required

3d OAG Required Subjects

<u>SUBJECT</u>	<u>USMC HOURS</u>	<u>PF HOURS</u>	<u>CAP TOTALS</u>
First Aid	1662	2270	3932
Artillery Mission	600	778	1378
Mines & Booby Traps	563	956	1519
Anti-Sapper Tactics	550	873	1423
Reaction Plan	1138	1459	2597
Weapons Safety .45 Caliber	853	1014	1867
Totals	5366	7370	12716

b. Training/Additional

<u>SUBJECT</u>	<u>USMC HOURS</u>	<u>PF HOURS</u>	<u>CAP TOTALS</u>
Map & Compass	26	30	56
PRC-25 Procedures	9	4	13
Ambushes	180	150	330
Use of Demolitions	10	14	24
Characteristics of B-40 Rockets	28	28	56
Totals	253	226	479

~~CONFIDENTIAL~~  
UNCLASSIFIED

Negative Training

HEADQUARTERS

Negative Training

PRE SCHOOL ORIENTATION

Negative Training

d. Remarks

No significant problems were discovered as result of CAP inspections by CAGO Commanders.

e. Comments

None

J. S. SIROTNIAK

Enclosure (1)

HEADQUARTERS  
 3d Combined Action Group  
 III Marine Amphibious Force  
 FPO, San Francisco 96602

3/JSS/brm  
 5400  
 14 June 1969

~~CONFIDENTIAL~~

UNCLASSIFIED

From: S-3  
 To: Commanding Officer, 3d Combined Action Group  
 Subj: Weekly Summary of Training and Results of CAP Inspections by CACO Commanders.  
 Ensl: (1) Syllabus for Pre-School Orientation Program

1. The following summary of training is submitted for the week of 9 June - 14 June 1969.

a. Training/Required

3d CAG Required Subjects

<u>SUBJECT</u>	<u>USMC HOURS</u>	<u>PF HOURS</u>	<u>CAP TOTALS</u>
Hygiene & Sanitation	1604	1936	3540
Immediate Action Drill	1073	1027 $\frac{1}{2}$	2100 $\frac{1}{2}$
Arty Mission(Actual)	807 $\frac{1}{2}$	1039	1846 $\frac{1}{2}$
Weapon Safety (M-26 Frag, LAAW)	701	914	1615
Chemical Warfare	431	495	926
Totals	4616 $\frac{1}{2}$	5411 $\frac{1}{2}$	10028

b. Training/Additional

<u>SUBJECT</u>	<u>USMC HOURS</u>	<u>PF HOURS</u>	<u>CAP TOTALS</u>
Combat Patrols	9	18	27
Setting Ambush	18	38	56
Harbor Site Security	6	12	18
Conducting Sweeps	9	18	27
Map and Compass Lecture	6	7	13
Demolition, Bunkers & Tunnels	27	21	48
Totals	75	114	189

Enclosure

~~CONFIDENTIAL~~

UNCLASSIFIED

c. Training/Other

MTT

Negative Training

HEADQUARTERS

Negative Training

PRE SCHOOL ORIENTATION

SUBJECT

USMC  
HOURS

\*

270

\* For Training accomplished see enclosure (1)

d. Remarks

No significant problems were discovered as results of CAP Inspections by CACO Commanders.

e. Comments

None

J. S. SIROFNIAK

Enclosure (1)

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HEADQUARTERS  
3d Combined Action Group  
III Marine Amphibious Force  
APO, San Francisco 96602

3/JSS/wjb  
5400  
21 June 1969

~~CONFIDENTIAL~~  
From: S-3  
To: Commanding Officer, 3d Combined Action Group

Subj: Weekly Summary of Training and Results of CAP Inspections by  
Commanders.

1. The following summary of training is submitted for the week of 14 June to 21 June 1969.

a. Training/Required

3d CAG Required Subjects:

<u>SUBJECT</u>	<u>USMC HOURS</u>	<u>PF HOURS</u>	<u>CAP TOTALS</u>
Combat Formations	3800	3575	7375
Arty Mission (Actual)	4000	6225	10225
VIP Fund & Intelligence	2289	3444	5733
VN Customs & Traditions	1944	2862	4806
Mapping/Symbols & Finding			
Directions w/o Compass	4716	6642	11358
Totals:	16749	22798	39497

b. Training/Additional

<u>SUBJECT</u>	<u>USMC HOURS</u>	<u>PF HOURS</u>	<u>CAP TOTALS</u>
Cleaning of PRC-25	6	8	14
Cleaning of M-60	6	8	14
English Class	2	12	14
Totals	14	28	42

c. Training/Other

MTT

~~CONFIDENTIAL~~  
UNCLASSIFIED



c. Training/Other

MTT

SUBJECT

USMC  
HOURS

PF  
HOURS

CAP  
TOTALS

Grenades	18		
Ambushes	210		
Preparation for Inspection	34		
Review of Classes	68		
Totals	330		

HEADQUARTERS

Negative Training

PRE SCHOOL ORIENTATION

Negative Training

d. Remarks

No significant problems were discovered as result of CAP Inspections by CACO Commanders

e. Comments

None

J. S. SIROMIAK

Enclosure (1)

**UNCLASSIFIED**  
~~CONFIDENTIAL~~

HEADQUARTERS  
 3d Combined Action Group  
 III Marine Amphibious Force  
 FPO, San Francisco 96602

3/JSS/wjb  
 5400  
 28 June 1969

From: [Redacted]  
 [Redacted] Commanding Officer, 3d Combined Action Group

Subj: Weekly Summary of Training and Results of CAP Inspections by CAGO Commanders.

Encl: (1) Syllabus for Pre-School Orientation Program

1. The following summary of training is submitted for the week of 23 June to 28 June 1969.

a. Training/Required

3d CAG Required Subjects

<u>SUBJECTS</u>	<u>USMC HOURS</u>	<u>PF HOURS</u>	<u>CAP TOTALS</u>
Weapons Safety (M-16 & M-60)	428	833	1,261
Ambush Procedures	856	1,666	2,522
Arty Mission (Actual)	428	833	1,261
Fam Fire (M -16 & M-60)	428	833	1,261
Missions of Guards & Sentries	428	833	1,261
Machine Gun Drill & Employment	856	1,664	2,522
<b>Totals</b>	<b>3,424</b>	<b>6,664</b>	<b>10,088</b>

b. Training/Additional

<u>SUBJECTS</u>	<u>USMC HOURS</u>	<u>PF HOURS</u>	<u>CAP TOTALS</u>
Claymore Mine	7	11	18
First Aid	12	26	38
Mines & Booby Traps	8	10	18
Anti-Sapper Tactics	7	9	16
<b>Totals</b>	<b>34</b>	<b>56</b>	<b>90</b>

c. Training/Other

~~CONFIDENTIAL~~  
 UNCLASSIFIED

MTT

Negative Training

HEADQUARTERS

Negative Training

PRE-SCHOOL ORIENTATION

USMC

SUBJECT

HOURS

\*

270

\* For significant problems were discovered as result of CAP Inspections by CACO Commanders.

e. Comments

None

J. S. SIROTNIAK

DECLASSIFIED

Enclosure (1)

DECLASSIFIED

## SYLLABUS FOR PRE-SCHOOL ORIENTATION PROGRAM

~~CONFIDENTIAL~~  
1st DAY

<u>TIME</u>	<u>SECTION</u>	<u>SUBJECT</u>
0800-0830	S-3	Introduction to Pre-School Orientation Program (To include: The Free World Effort and the Mission and Objectives of the Military Assistance Command)
0830-0930	S-3	Vietnamese Language
0930-1100	S-1	Administration Procedures, Mail Procedures, Chain of Command, Plan of Day (To include: Request Mast, Control of Postal Money Orders, Purchase and Consumption of Alcoholic Beverages, SGLI and 10% Savings Plan)
1100-1300	S-3	Noon Chow
1300-1500	S-3	Tour of 3d CAG Area, Military Courtesy and Discipline, Uniform Regulations-Bush and Rear (To include: Conduct of Military Personnel, Off-Limits Establishments and Areas, Handling of Captured Enemy Material and War Trophies/War Trophy Firearms)
1500-1600	S-3	782 Gear Inspection

2nd DAY

0800-0900	S-3	Vietnamese Language
0900-1000	S-4	Safety, All Aspects (To include: Policy and Instruction Concerning Privately Owned Vehicles Accidental Discharge of Weapons)
1000-1100	Comm	Operation, Maintenance and Utilization of PRC-25
1100-1300	S-3	Noon Chow
1300-1500	Comm	Procedures, Reports and Security of PRC-25
1500-1600	S-3	VIP Fund, Special Services and Care of Clothing and Equipment

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UNCLASSIFIED

1-7-74 b

3rd DAY

0800-0900	S-3	Vietnamese Language
0900-1100	S-3	Patrol and Ambush Techniques, 3rd CAG AO Brief
1100-1400	S-3	Noon Chow
1300-1400	BAS	Venereal Disease, Narcotics (To include: Unauthorized Possession and Use of Narcotics and Habit Forming Drugs).
1400-1600	S-3	Rules of Engagement, War Crimes and Code of Conduct (To include: Processing, Exploiting, Evacuation and Handling of POWs)

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4th DAY

0800-0900	S-3	Vietnamese Language
0900-1100	S-2	VN Chain of Command, THUA THIEN PROVINCE and Districts, PF strenght and General Performance (To include: Chieu Hoi Psychological Operations Campaign)
1100-1300	S-3	Noon Chow
1300-1600	S-3	Familiarization firing of M-16s (To include: Zero-in of Battle Sights)

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5th DAY

0800-0900	S-3	Vietnamese Language
0900-0930	S-3	Transportation of Dangerous Material Aboard Aircraft. Handling and Disposition of Captured Funds Both Public and Private
0930-1000	S-5	Civic Action
1000-1030	XO	Pre-CAP School Brief
1030-1100	CO	CO's Brief

1100-1300

S-3

Noon Chow

1300-

S-3

Preparation for CAP School

---

SECTION INDICATED RESPONSIBLE FOR FURNISHING COMPETENT INSTRUCTOR (S)

HEADQUARTERS  
3d Combined Action Group  
III Marine Amphibious Force  
APO, San Francisco, 96602

GruO P3000.1B  
5/BTC/cwm  
10 June 1969

GROUP ORDER P3000.1B

From: Commanding Officer  
To: Distribution List

Subj: Standing Operating Procedures for 3rd Combined Action Group

Ref: (a) ForO 3121.4B

Encl: (1) Locator Sheet

1. Purpose. To provide information and instructions for the operation of the Combined Action Program under the cognizance of the 3rd Combined Action Group. Reference (a) provides instructions on the operation of the Combined Action Program.
2. Cancellation. Group Order P3000.1A
3. General Information. The 3rd Combined Action Group (CAG), is responsible for administering the Combined Action Program in Thua Thien Province. The Group is composed of a Headquarters and five Combined Action Companies (CACOs). The CACO Headquarters are normally located at the Vietnamese District Headquarters, and are responsible for controlling the USMC element of the Combined Action Platoons (CAPs) assigned to them. A CAP consists of a Vietnamese Popular Force platoon, and a USMC squad reinforced by a U. S. Navy corpsman.
4. Action. Section heads and CACO Commanders will ensure that all personnel in their respective sections or commands are made aware of and comply with the contents of this directive.
5. Certification. Reviewed and approved this date.

  
R. B. ANDREWS

DISTRIBUTION: "C"





GruO P3000.1B

LOCATOR SHEET

Subj: Standing Operating Procedures for 3d Combined Action Group

Location: \_\_\_\_\_  
(indicate the location(s) of the copy(ies) of this publication)

Enclosure (1)

SOP For 3d Combined Action Group

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I	Mobile Combined Action Platoon
II	Operations
III	Training
IV	Civic Action and Psychological Operations
V	Intelligence
VI	Logistics and Supply
VII	Administration
VIII	Inspections
IX	Uniform Regulations

SECTION I

MOBILE COMBINED ACTION PLATOON

PARAGRAPH

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## SECTION I

THE MOBIL COMBINED ACTION PLATOON101 GENERAL

1. There presently exists in 3d CAG two compound-based Combined Action Platoons; the remaining 29 are now mobile. The operation, function and maintenance of the compound CAP is covered in a separate directive.

102 CONCEPT

1. The mobile CAP more fully executes the CAP mission of pacification and self defense, its strength being mobility. The CAP lives with or near the villagers in hamlet buildings, homes or temples. The CAP leader moves his CAP frequently, not exceeding 36 hours in any one daytime position.

103 OPERATION

1. The mobile CAP will be self sustaining for 3 days; ammunition will be the only item warranting emergency resupply. Excessive food and sundries to the degree of hindering rapid deployment and movement will not be permitted. A basic allowance of arms and equipment will be carried, as designated by the CAGO Commander based on guidance from the Group Commander.

2. Records and logs will be accurately maintained by the CAP leader or his assistant and those Marines having crew served weapons. These logs include a Patrol Log and Maintenance of the M-60 and M-79 Notebook.

3. Any activity that a CAP performs will always be accompanied by Popular Force (PF) soldiers, from night ambush patrolling to civic action projects and socializing. This is in keeping with the true Combined Action spirit as well as providing mutual protection and support.

4. CAP Marines will maintain a military appearance at all times, realizing that their dress, grooming, manners and actions are closely noted by the Vietnamese soldier and civilian and impressions - favorable or otherwise - are made.

SECTION II

OPERATIONS

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## SECTION II

OPERATIONS101 GENERAL

1. The role of the Marine in the Combined Action Program is that of an advisor/assistant to the Popular Force (PF) soldier - to teach and train him to be able to provide his own village and hamlet security. The Village/District Chief has operational control of those CAPs in his district and will direct activities in a mutually agreeable manner with the CACO Commander. Initial submission of day/night activities should be by the PF Trung Si with the mutual agreement of the CAP leader.

2. CAPs will conduct daily combat reconnaissance patrols and night ambushes/patrols in consonance with Group guidance, the tactical situation and the political picture, always conducting one day activity and two night activities.

3. All activities will comprise both Marines and PFs, and every effort will be made to have a 2:1 PF/USMC ratio. The CAP Leader and individual Marine will make every effort to sustain his advisory role. Obvious tactical errors will be brought to the attention of the Trung Si by the CAP leader and settlement made. Difficult matters will be resolved by the District Chief and CACO Commander.

202 PATROLS AND AMBUSHES

1. Each activity will be briefed and debriefed. The briefing will vary in length and detail but will contain what, when, where, and how. The briefing may be oral or written. The route and mission of each activity will be transmitted to CACO Headquarters no later than 1400 daily. Changes to route or mission will not be executed without approval by CACO Commander and District Chief. The Patrol Order will be the basis for briefing. Briefing will be thorough. Debriefing will be effected upon completion of an activity to include maintaining an alert posture and analysis of night activity.

2. AMBUSHES

a. Ambushes will be set up during the hours of darkness and a thorough briefing in minute detail will be given. Daylight reconnaissance of the night position for ambushes will be made. The CAP leader will ensure a detailed brief is delivered to the PF element. Efforts will be made to brief both elements at once just prior to departure. Any change within the ambush unit must be thoroughly disseminated. Relocations of planned ambushes or activities of a spontaneous nature will only be approved by CACO Commanders and District Chief unless the CAP is in contact or contact is imminent.

b. Ambushes will maintain at least 50% alert and awake posture. Automatic weapons, command detonated mines, and M-79's will always be manned by awake Marines and PPs. Activation of the ambush will be on signal from the ambush leader or his assistant. Individual, solitary firing will not be done by Marines or PPs. All members of ambush will be alert and awake at commencement of firing. On all ambush activities a secondary ambush site will be selected and used on an alternating basis to preclude the establishment of a pattern.

c. Each activity will be capable of being supported by a reaction force, either organic (CAP) or additional (CACO). Committing of the reaction force will be by the CAP leader or the CACO Commander respectively.

#### 203 INSPECTIONS

1. The CAP leader or his assistant will conduct pre-activity inspections of the men, their equipment and weapons. Emphasis will be placed on the cleanliness and operability of the M-60 and M-79.

2. Visits and inspections by CACO Headquarters should be frequent and detailed. Compliance with Company and Group orders will be stressed and evaluated at each inspection. A CAP will go no longer than two days without a visit/inspection by a CACO Headquarters member.

#### 204 JOINT OPERATIONS

1. CAPs will be used on occasion to partake in USA, ARVN, PF and RF operations, performing in various roles. Approval for participation will be at CACO or CAG level depending on the extent of participation and duration of the operation. The CACO Commander will have operational control of the CAPs in these operations. Upon completion of such operations the CACO Commander will submit an after action report covering the details of CAP participation and performance.

#### 205 SECURITY

1. Security around the daytime position of each CAP will be maintained by at least two members of the platoon. These will be active, alert and armed individuals who are in position to provide well-aimed defensive fires against a possible enemy assault.

2. A 24 hour radio watch will be maintained, calling in situation reports (SITREPS) each hour, departure & return of CAP patrols and any item of importance.

3. Security for RD teams and their activities will be provided as directed by Group guidance. The CAP mission of active security for the village or hamlet will be the prime objective and matters to the contrary will be settled at the CACO/CAG level. Additionally CAPs may provide security

for village social, economic or political activities upon approval by CACO or CAG respectively.

#### 206 SUPPORTING ARMS

1. Each CACO will have specific on-call target grids from which artillery fire may be adjusted. Each CAP will have the ability to call for and adjust illumination and HE artillery and will adjust or call one mission each 7 day period.
2. Flare ships and "Spooky" are available on a Unit in Contact" priority basis. Spooky delivers accurate fire to units with well-defined lines. Each CAP will be able to accurately and effectively mark their position, day or night.
3. Organic supporting arms to include 81mm & 60mm mortars will be employed as applicable and will be the primary and immediate means available to the CAP for illumination support and limited HE.

#### 207 WEAPONS

1. Weapons within the CAP will be test fired on a bi-weekly basis and Fam-Fired monthly. Ammunition for the PF element of the CAP will be provided by the District Chief. Ranges and/or firing areas will be provided & coordinated by the CACO Commander and CAG Staff Section.
2. Fam Fire will not include firing of M-16 but all weapons, i.e. M-79, LAAWs, M-26. All armament and ammunition will be refurbished every 30 days.



SECTION III

TRAINING

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## SECTION III

TRAINING301 GENERAL

1. The training goals within 3d CAG will encompass the following:

a. Training of the CAP to bring the PF soldier to a state of military proficiency by which he is capable of providing his own village/hamlet defense.

b. Continuous military training for Marines to maintain their proficiency.

302 TRAINING SCHEDULE/PLAN

1. Group Headquarters will issue a monthly training syllabus to the CACOs. This syllabus will be taught to both PFs and Marines and the extent and degree of training will be reported in accordance with current directives.

2. Training at the Group Headquarters will be held on a weekly basis and cover those applicable topics of General Military Subjects. Promulgation of classes will be by Group Bulletin issued monthly.

3. Separate sections will conduct MOS training within their respective offices and shops. The results of this training will be reported on the last day of each week to the Group Training Officer (S-3).

303 REPORTS

1. Reports will be submitted in accordance with current Group Orders, Bulletins and policy.

## SOP FOR 3d Combined Action Group

Section IV: Civic Action and Psychological Operations

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## SECTION IV

## CIVIC ACTION

401 General. One of the objectives of the Combined Action Program is to encourage and guide Popular Force participation in Civic Action activities. In Civic Action projects, emphasis is placed on assistance, guidance, and initiation of self-help programs, always keeping within the limits of existing resources. These projects should contribute to the economic and social development of the community.

402. Civic Action. Combined Action Program personnel are ideally situated at the hamlet and village level to initiate Civic Action. CAPs are involved with the portion of people in Vietnam that really need assistance and they have an excellent opportunity to win the hearts and minds of the people toward the government of the Republic of Vietnam. Civic Action projects are only limited by the imagination. Experience has proven that the best Civic Action Projects have the following characteristics:

1. The project is originated or desired by the local villagers.
2. The project has a short completion time or has phases that provide frequent opportunities to evaluate its effectiveness.
3. Results should be observable, measurable or tangible.
4. Results should be visible to the public eye, and should be credited to the local civil administration or the local military.
5. Each project should be initiated in the name of the Government of the Republic of Vietnam.

403 Definitions

1. Military Civic Action. This is the use of military personnel and resources to support or implement a National Internal Development Program. In this war, the refugee who has been displaced from his home because of actions of war is an excellent target for military civic action. He may become a true supporter of the Government of South Vietnam if rapid and positive action is initiated in the form of Civic Action Projects. Writing to individuals or organizations in the United States for money or equipment to give the Vietnamese is not Civic Action, but charity, and will not be done without the approval of this Headquarters.

2. Pacification. This is the military, political, economic and social process of establishing or re-establishing local government responsive to and involving the participation of the people. It includes the provision of sustained, credible territorial security, the destruction of the enemy's underground government, the assertion or reassertion of political control and involvement of the people in the government, and the initiation of economic and social activity capable of self-sustenance and expansion. The economic element of pacification includes the opening of roads and waterways and the maintenance of lines of communication important to economic and military activity.

3. Revolutionary Development. This is the integrated military and civil process to restore, consolidate and expand government control so that nation building can progress throughout the Republic of Vietnam. It describes the entire range of activities which will bring this nation to a state of economic, political and sociological stability.

#### 404 Organization for Civic Action.

1. The Civic Action Officer for this Headquarters is the Group S-4 Officer. The Civic Action Officer will coordinate all matters pertaining to the program, starting with the initial planning steps for projects through the final dedication ceremony after completion. This Headquarters has a Civic Action Section consisting of a Staff NCO and two NCO assistants. The primary mission of this section is to provide overall guidance to the program and to ensure a steady flow of supplies and technical assistance for the CACOs and CAPs.

2. The CACOs do not have a Civic Action billet, however, all CAPs must complete necessary liaison and coordination with the CACOs before contacting this Headquarters. The CACOs are responsible for assisting CAPs in their coordination with hamlet and village officials gathering information from the CAPs, consolidating the information, and submitting reports and other data to this Headquarters as required.

3. Each CAP will designate a Civic Action NCO. Selection of this person should be made with care and he should remain in this billet as long as possible to provide continuity and assure timely completion of projects undertaken. His duties will include, but are not limited to the following:

- a. Know and work through the hamlet and village officials.
- b. Ensure that the PF Platoon designates a Civic Action NCO.
- c. Coordinate the total Civic Action Program within the CAP area of responsibility.
- d. Submit requests for materials to the CACO.
- e. Supervise projects in conjunction with his PF counterpart.
- f. Once a project is completed, arrange for a ceremony of some type, regardless of how small it might be or the importance of the project.

#### 405 Civic Action Projects

##### 1. General Criteria for Civic Action Projects

- a. Have support of the local people.
- b. Have a relatively short completion time or have phases which facilitate evaluation.
- c. Provide an apparent and justified elevation of the standard of living, education, health or welfare of the people.

## 2. Criteria for Civic Action Participation

- a. Does the project lend itself to the participation of local people?
- b. Is it an important need, locally wanted, and beyond unaided local capabilities?
- c. Does the activity support the command's mission?
- d. Does it enhance the image of the GVN in the eyes of the people.

## 3. Types of Projects

a. Repair of facilities, such as schools, homes, medical centers, fishing wharves, market places, roads, bridges, or public buildings

### b. Education

- (1) Construction of simple playgrounds.
- (2) Conducting English language classes
- (3) Providing school supplies.
- (4) Conducting health and sanitation classes.

### c. Agriculture

- (1) Vegetable gardens
- (2) Storage of crops
- (3) Raising animals
- (4) Flood control
- (5) Fencing for the protection of crops
- (6) Transportation of crops
- (7) Establishing an irrigation system
- (8) Insect/crop disease control

## 4. Project Approval and Materials

a. Projects received by the CAG Civic Actions Officer will be approved/disapproved or forwarded to the appropriate echelon in the chain of command for approval.

b. All projects must have the approval of the hamlet/village leaders prior to submission to CAG Headquarters via the CACO Commander.

c. When the project is approved, material may be requested from the Civic Action Section, CAG Headquarters

d. The Civic Action Section will make arrangements for delivery of materials or notify the CACO of the projected date of availability.

e. Materials must be used on designated projects or returned to this Headquarters. Materials will not be used for personal projects of Vietnamese or CAP personnel.

5. Points to Remember

- a. Do not start something that cannot be finished.
- b. Most projects should be short range with high impact.
- c. Do not pass out goods at random.
- d. Be patient. The Vietnamese people are not in a hurry.
- e. Always formulate a plan for giving away items. Work through the hamlet/village officials.
- f. Make sure that every project is well publicized.

406 MEDCAP

1. In this role as "Bac Si" (Vietnamese for doctor), the corpsman is a most important individual in the Combined Action Platoon. His efforts, skills and time directed at winning the Vietnamese people over through MEDCAP civic action projects will aid greatly in achieving the goal of the Combined Action Platoon.

2. Medical Civic Action will be performed in each CAP daily. The CAP Corpsman will conduct "sick call" for children, civilian adults and Popular Force soldiers. During his MEDCAP visits he will solicit the aid of the village nurse, midwife and any other RVN medical health personnel available. With a high degree of tact and discrimination he will help to improve the skills and knowledge of these people in the modern methods of medical practice. One of the most important aspects of the program is the training of Vietnamese personnel in first aid, sanitation and hygiene. The ultimate objective is to have the Vietnamese conduct their own medical assistance program.

3. An accurate count will be kept of all treatments. When one patient is treated for two ailments, this should be reported as two treatments. A report will be submitted daily at 1400 via radio to the CACO, of the number of treatments given in the last 24 hours. Allocation of funds for MEDCAP supplies are based on the number of treatments, therefore accurate reports are required.

4. A monthly report will be submitted to the Group Headquarters by the 25th of each month. This report will include a breakdown of the number of treatments performed on persons listed in paragraph 2 above. In order to compile this report, each CAP will maintain a log which will be available for inspection at any time. The corpsman is responsible for submission of this report and maintenance of the log.

5. Vietnamese civilians requiring surgical or hospital care beyond the corpsman's capabilities should be directed to the nearest provincial hospital.

6. Request for MEDCAP supplies will be submitted by the CAP corpsman as required. The request will be in writing using forms provided and will be submitted directly to the Group Medical Section. The request should list the quantity and type of medication required.

407 MEDEVACS In cases where a person is too severely injured to await normal vehicular transportation, or where conditions do not permit vehicle or ambulance pickup, a patient will be MEDEVACED by helicopter. The corpsman has the responsibility of recommending to the CAP leader whether or not a patient should be MEDEVACED and if so what sort of priority should be assigned the evacuation. MEDEVAC priority is as follows:

1. Emergency. To be used only if the patient's condition is such that he is not expected to survive for more than two hours without immediate treatment at higher medical facilities. In general, emergency priority casualties include the following: those with penetrating wounds of the abdomen, chest, head, and neck, as well as compound fractures or large gaping wounds of the extremities. These are scheduled for immediate evacuation after preparation for movement.

2. Priority. To be used if the patient's condition is such that he would be expected to survive up to twenty four hours, but is in extreme need of additional care. This would include those with injuries less severe who can wait several hours for treatment, such as for minor multiple wounds, muscle damage which is less than major, thoracic wounds without asphyxia, dislocation and lesser fractures, and injuries of the eyes.

3. Routine. To be used for all classifications not covered by emergency or priority.

4. Normally Vietnamese personnel will not be MEDEVACED. However, if in the opinion of the corpsman a Vietnamese must be MEDEVACED, routine or priority may be used and the condition and status of the patient will be reported in the request for MEDEVAC. The format for a MEDEVAC request is contained in Appendix 1 to Section IV of this SOP.

5. All civilian MEDEVACS will be taken to the Hue City Hospital, or other civilian medical centers in the area.

#### 408. Psychological Operations

1. General. PF soldiers have the mission of conducting psychological operations. They are responsible for keeping the population within their sphere of influence well informed about the enemy's activity and deficiencies as well as informing the populace about the activities and strength of their own government. For these psychological operations to be effective, they should be designed to exploit incidents, effective GVN programs, and current conditions within the CAP's operating area. Additionally, for a maximum impact, the distribution of information must be timely, consistent, and factually accurate.



2. Psychological Warfare Facilities. The following psychological warfare facilities are available to each CAP through this Headquarters:

- a. Loudspeaker aircraft.
- b. Leaflets.
- c. Movies.
- d. Posters.
- e. Leaflet drops.
- f. Ground-mounted loudspeaker systems.
- g. Propaganda literature for hand distribution.
- h. Armed propaganda teams.

3. Responsibility

a. The CAG Operations Officer is designated as the CAG Psychological Warfare Officer. He will monitor spot reports and intelligence reports and will be prepared to respond to suitable psychological targets as they become known. Working with CACO Commanders and CAP Leaders, he will develop specific themes for development in each CAP area; he will obtain materials necessary to present these themes effectively; and he will solicit the help of outside agencies whenever their use is considered appropriate.

b. CACO Commanders will stress the idea that psychological warfare is a useful tool, that it is capable of winning the peoples' friendship and support; that it has direct impact on tangible achievements such as the number of information incidents, weapons turn-in incidents, mines and booby traps discovered, and infrastructure detected. Additionally, CACO Commanders will be alert for new imaginative ways of employing psychological warfare in their areas of influence. They will plan the use of this excellent tool so that a logical program is developed for each CAP area.

c. Each CAP leader will be responsible for having a psychological warfare program for his area of influence. This program will include but not be limited to the advancement of the following themes:

- (1) CAP Marines are friends and are in Vietnam to help the people
- (2) Rewards will be paid for information on mines, booby traps, weapons, and munitions turned in.
- (3) Rewards will be paid for information on Viet Cong infrastructure.
- (4) Rewards will be paid for information dealing with enemy locations, movement, plans and activities.
- (5) The government of South Vietnam exists for the freedom of the people.

CASUALTIES: The following casualties were received:

**CONFIDENTIAL**  
(Non-Hostile)

WIA (M) 2  
NBC 0  
NBC (M) 0

LEGAL

<u>OFFICE HOURS</u>	<u>COMPLETED</u>	<u>PENDING</u>
31	31	0
<u>INVESTIGATIONS</u>	<u>COMPLETED</u>	<u>PENDING</u>
9	7	2
<u>COURTS MARTIAL</u>	<u>COMPLETED</u>	<u>PENDING</u>
5	2	3

OPERATIONS

The recommendations for the relocation of the 3d CAGO from Phu Vang to Phu Thu were respectively submitted to CG III MAF and CG I CORPS by this headquarters and sector headquarters. Commencement of the move was expected in late June but will now be effected in early July. Planning for the addition of one CAP to the 4th CAGO (Huong Tra) from the 1st CAGO (Huong Thuy) was finalized and official correspondence is being prepared to recommend relocation.

During the month of June, the aggressive patrolling and ambushes of 3d CAG CAPs resulted in nine VC/KIA and over 20 individual weapons captured. Two small weapons caches were also discovered.

In mid-June the VC commenced a rash of kidnappings and murders. These were concentrated in the CAU HAI (ZD 1800) area in the eastern portion of Phu Loc District and throughout the northwestern regions of Phu Loc. The area six kilometers east and southeast of Hue City showed an increase of enemy activity with CAPs 3-1-7, 3-1-9, 3-1-6 and 3-1-8 being the focal points. Toward the end of the month the impetus of enemy movement and activity shifted wholly to Phu Loc District with an average of two enemy contacts nightly.

VIP payments continued to attract information and ordnance. Of note was the information that led to the death of a Phu Loc VC hamlet chief and a weapons cache.

Enclosure (1)

**UNCLASSIFIED**

~~**CONFIDENTIAL**~~

Enlisted Joined.

~~CONFIDENTIAL~~

	E-8	E-7	E-6	E-5	E-4	E-3	E-2/1	Totals
0141				1		1	17	19
0311							3	3
0331								
0341								
0351							4	4
0369			2					2
								28
3051					1		1	2
3371					1		1	2
								4

Enlisted Dropped Rotation

NOS.	E-8	E-7	E-6	E-5	E-4	E-3	E-2/1	Totals
0311				5	12	4	6	27
0331					2	1	1	4
0341					1		1	2
0351						1	1	2
0369			1					1
0441		1						1
2531							1	1
3051							1	1

Enlisted Dropped to Butler

0311					1		1	2
3051					1		1	2
								4

Enlisted Transferred to III MAF

0351				1				1
								1

USN Attached

8404				2	2			4
								4

5

Enclosure (1)

*this page is out of place*

UNCLASSIFIED

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

UNCLASSIFIED

(6) CAG Hq

<u>SUBJECT</u>	<u>HRS</u>	<u>USMC</u>
Radio Procedures & PM, AN/PRC-25	4	24
Administration OJT	12	3

Total USMC Man Hours: 132

Grand Total USMC Man Hours: 1537

Grand Total PF Man Hours: 2456

2. CAP Inspections

a. No significant problems were discovered as a result of inspections except, CAP 3-1 is still having problems getting PF's to attend classes. The District Chief of Huong Thuy has spoken with the PF Sergeants.

b. CAP's not inspected by an officer: None

J.F. BAXTER JR.

*this page is  
out of place*

(3)

Enclosure (1)

~~CONFIDENTIAL~~

DATE \_\_\_\_\_

TIME \_\_\_\_\_

- 1. REQUESTER \_\_\_\_\_
- 2. CATEGORY: URGENT \_\_\_\_\_ PRIORITY \_\_\_\_\_ ROUTINE \_\_\_\_\_
- 3. NUMBER OF LITTER: \_\_\_\_\_ AMB. \_\_\_\_\_ NATIONALITY \_\_\_\_\_
- 4. COORDINATES OF LZ \_\_\_\_\_
- 5. RADIO FREQUENCY \_\_\_\_\_ CALL SIGN \_\_\_\_\_
- 6. NATURE OF INJURIES \_\_\_\_\_
- 7. SECURITY OF LZ \_\_\_\_\_
- 8. WEATHER OF LZ \_\_\_\_\_
- 9. TYPE OF MARKING: SMOKE \_\_\_\_\_ LIGHT \_\_\_\_\_ FLARE \_\_\_\_\_ OTHER \_\_\_\_\_
- 10. US ADVISOR AT LZ \_\_\_\_\_
- 11. HOIST IS NOT REQUIRED \_\_\_\_\_ IS REQUIRED \_\_\_\_\_
- 12. SIGNATURE OF OPERATOR \_\_\_\_\_

FILING DATA

- 1. TAKEN BY \_\_\_\_\_ TIME COMPLETED \_\_\_\_\_ TAKEN TO \_\_\_\_\_
- 2. REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SECTION V

INTELLIGENCE

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ENCLOSURE (1)	Spot Report Form

## SECTION V

INTELLIGENCE501 GENERAL

1. Combined Action Platoons are a very important source of intelligence information. The CAP is a stable military unit in the village, as compared to other units which operate in the area and then move on, therefore the villagers, if properly developed, can be a good source of information.

2. Experience has shown that some informers operate best if they are kept anonymous. Informers will often pass information to PFs or other Vietnamese and not to Marines, therefore the CAP Marines must have excellent working relations with the PFs and villagers. }

3. All information received by US units will be forwarded to District Headquarters and Group Headquarters. An excellent manner of reporting information is by using the SALUTE format: S-size; A-activity; L-location; U-uniform; T-time of the activity, and E-equipment.

502 COUNTERINTELLIGENCE

1. Counterintelligence teams are usually available from the proximate US unit and through Group Headquarters. Detailed counterintelligence information is maintained within 3d CAG Combat Operations Center and will be forwarded to potential users by the fastest means available.

503 REWARDS

1. Force Order 7200.3A established a VIP fund from which money can be paid to Vietnamese civilians for intelligence information and for weapons and ammunition. Piasters will be provided by the Group Custodian to the CACO Commanders. Accountability is by voucher, listing dates, sex of individual concerned, what payment is for, and amount paid. Sources external of those in 3d CAG receive a reliability/veracity rating and depending on this rating, pertinent items will be delivered to concerned CAPs on a priority basis.

2. The sources of intelligence information are evaluated for reliability of source and veracity of information based on the following code:

- |                                     |                            |
|-------------------------------------|----------------------------|
| A. Completely Reliable              | 1. Confirmed               |
| B. Usually Reliable                 | 2. Probably True           |
| C. Fairly Reliable                  | 3. Possibly True           |
| D. Not usually Reliable             | 4. Doubtfully True         |
| E. Unreliable                       | 5. Improbable              |
| F. Reliability Cannot be Determined | 6. Truth Cannot Be judged. |

Intelligence of an A-1, B-2 evaluation will be disseminated on an immediate basis by message of courier to the concerned CACO.

#### 505 FILE RECORDS AND REPORTS

1. A detailed file of Intsums, and Perintsums from a variety of reliable sources is maintained in the CAG Headquarters, S-2. Retention of this material by CAG Headquarters will not exceed 6 months due to the lack of storage space. This material is available to CACO Commanders via distribution and personal request for those specific items of intelligence needed in their district.

#### 506 SPOT REPORTS

1. Due to the importance of correct reporting of important or significant incidents this section is devoted to explanation of the information needed in each Spot Report. For format see enclosure (1).

2. Spot reports are broken down into three divisions; initial, interim and final. These three divisions may all be included in one spot report or may each be reported separately. All interim and final spot reports will reference the date time group of the initial report. The following is the basis for determination of type report:

a. Initial An incident of importance or enemy contact is occurring and being developed and the commander alerts the higher headquarters.

b. Interim The incident or contact is in progress or just finished, but there are questions to be answered and possibly additional activity will be developed but information must be fed to higher headquarters.

c. Final All information concerning friendly and enemy weapons, equipment and complete detail of incident is available.

3. The following will be a detailed break down of the spot report form shown on enclosure (1).

a. Unit That CAP or CACO Headquarters (if applicable) that was involved, influenced or affected by some action or information being the cause of the report.

b. DTG Date-time group of the commencement of the action or incident. This is the reference for all interim and final reports. Simultaneous incidents occurring in the same CACO will be assigned different DTG's by the CACO Commanders.



c. Location

(1) If the incident involves only friendly then the coordinates will be shackled.

(2) If incident involves enemy or occurs in an obvious place known by all or the CAP leader determines that the location is obvious, the coordinates will be sent in the clear.

(3) Friendly locations will never be given when enemy contact is made.

d. Resume of Incident. This portion of the spot report as well as section E must be clear, concise and comprehensive. Some guidelines to follow in having a more complete report are in relation to:

## (1) Enemy

- (a) How many?
- (b) Going Which Way (N,S,E,W,)?
- (c) Uniform/Equipment (if visible)?
- (d) How Far Away?

## (2) Friendly

- (a) Initially, what did they do?
- (b) After fire fight or activity what did they do or find?
- (c) If a non-hostile action, report in accordance with Group Orders and Policies.
- (d) Anything involving VIP will be noted if payment made
- (e) All mining and booby traps will be detailed as to location, type, size and EOD utilization.
- (f,g,h,) Self Explanatory.
- (i) To establish a positive confirmed NVA/VC, a body must be witnessed by both PF & USMC and available for a third party. Those incidents in which enemy were seen to fall or be shot but no body found will be noted only in paragraph E of the Spot Report, and not claimed in paragraph I.
- (j) A confirmed enemy alive and in hands of friendly forces.
- (k) In those instances where detainees will have a follow-up within 72 hours, as to the status of the detainees, that is-released, VCI, VCS etc.
- (l) Self Explanatory
- (m) Self Explanatory
- (n) Self Explanatory

SPOT REPORT

1. AL

FOLLOW UP

FINAL

A: UNIT/IND/SOURCE OF REPORT

B: DATE TIME GROUP OF INCIDENT

C: LOCATION BY COOR: FR: FN:

D: RESU E OF INCIDENT

E: ACTION TAKEN

F: FR/KIA G: FR/WIA H: FR/MIA I: VC/NVA/ IA (Con)

J: POW K: DETAINEES

L: WEAPONS CAPTURED/DESCRIPTION

M: EQUIPMENT AND DESCRIPTION

INTELL RATING TIME RECEIVED NOTIFIED

## SECTION VI

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APPENDIX A-1 Preparation of a DD Form 1348 as a requisition or turn-in document.

APPENDIX A-2 Priorities

APPENDIX A-3 Clothing and Issue Document

APPENDIX A-4 Lost or missing Government Property Statement

APPENDIX A-5 Allowance List

SECTION VI  
SUPPLY MISSION AND POLICIES

601 Mission. The mission of the Third Combined Action Group Supply Section is to provide supply support for all activities within this Command. The Supply Section will assist other sections in accomplishing their mission by insuring that authorized material is obtained in sufficient quantity, and equipment is maintained in serviceable condition or disposed of as authorized. This responsibility includes requisitioning, receiving, storing, issuing, maintaining, recovering and eliminating excesses in both Table of Equipment and Garrison Property items.

PART A - Responsibilities and Definitions

602 Supply Officer. The Supply Officer, as a Special Staff Officer, will perform the functions of supply administration. All procurement, record maintenance, and disposition of government property will be effected by the Supply Officer in the name of the Commanding Officer.

603 Responsible Officer/Individual. The Responsible Officer/Individual in charge of an account from the Supply Officer is responsible for the care, maintenance, security, and control of all government property under his charge. He will further initiate timely requisition action for new or replacement items required by his section authorized by the Table of Authorized Material or other allowance directives.

604 General Responsibility. All personnel are responsible for government property under their care. This responsibility extends to all property/equipment, even that which has not been issued or picked up on Memorandum Receipt. In the case of loss, damage, or destruction of Government Property through causes other than wear incident to normal service, personnel having responsibility therefor may be held liable. Responsibility is divided into two categories:

1. Personal responsibility, as in the case of property issued to an individual for his own use and habitually under his own care.

2. Supervisory responsibility, as in the case of an individual entrusted with the care and preservation of property in storage, or of property in the possession of individuals under his supervision.

605 Policy and Procedures for the Security of the Supply Building and storage lot. The policy and procedures for the security of keys, and the supply building, will be in accordance with current instructions issued by the Supply Officer.

PART B - Transfer of Responsibility

606 Duties of Old Responsible Officer, The Responsible Officer/Individual being relieved will account for all overages and shortages prior to transferring responsibility for the property to his successor. Overages and unserviceable or missing items will be reported to the Supply Officer in writing.

607 Duties of New Responsible Officer, The relieving Responsible Officer/Individual will inventory all items appearing on the section/units custody records and allowance lists, and make a careful inspection. The new and old Responsible Officer/Individual will conduct a joint inventory. When the relieving Officer/individual is satisfied that the property reflected on the custody records is physically on hand or properly accounted for, he will sign the original custody records maintained by the Supply Officer, thereby acknowledging receipt of the equipment concerned. This action will be taken within 10 days after assignment as a Responsible Officer/Individual.

608 Procedure for Discrepancies. If at the time of transfer, the relieving officer is not satisfied with the condition of the records, supplies or other matters coming to his attention, he will immediately report the facts to the Commanding Officer for such action as may be deemed necessary,

609 Delegation of Authority. Each Responsible Officer/Individual will submit to the Supply Officer immediately upon signing for an account, a DA Form 1687 (in triplicate) listing the names, service numbers and signatures of each person authorized to draw supplies for that account. The Responsible Officer/Individual having an account will be the only signature that will be accepted on a requisition or turn in for that account. This is necessary in order for the Responsible Officer/Individual to be fully aware of the transactions on material for which he is responsible. With every change of personnel changing the existing form, a new form will be submitted which will supersede the previous one.

PART C - Allowances

610 T/E Definitions. Tables of Equipment (T/E) establish allowances for the Third Combined Action Group. The current T/E's used are:

- (P-4910) Combined Action Platoon, CAG, FMP
- (P-4911) Combined Action Company, CAG, FMP
- (P-4912) Combined Action Group Headquarters, FMP
- (P-4960) III MAF Provisional T/E

611 Non-Table of Allowance Property. Procedures for requisitioning allowances and for procurement and accounting of non-table of allowance property for III Marine Amphibious Force Units are contained in FMFPacO 4441.6 and ForO 4400.1.

612 Other Allowance Publications. Source data for other allowances are contained in the following publications or directives:

1. The Marine Corps Stock List, or other catalogs listed in the SI-1-2 Index, contains correct item identification, supply management data, and pricing data.

2. Table of Authorized Material (TAM) specifies all Marine Corps furnished items authorized for issue to Fleet Marine Force Units and provides a listing of items applicable to all other Marine Corps Units for which specific allowances are set forth in the individual units T/E.

613 Change of T/E Allowance. All Responsible Officers/Individuals will continuously review their allowances list requirements, and initiate timely action by submitting recommended changes for an increase or decrease to the appropriate T/E or other type allowance lists to the S-4 with complete justification.

#### RECORDS AND PROCEDURES

##### PART A - Records Required

614 Internal Control of Nonexpendable Property. The Supply Officer will maintain formal property control records on all nonexpendable property. This formal account will consist of Stock Record and Inventory Control Card (NAVMC 708-SD), Custody Receipt Control Card (NAVMC 713-SD) and Equipment Custody Record Card (NAVMC 10359-SD).

1. Equipment Custody Record Card (NAVMC 10359-SD). The Supply Officer will originate and maintain the "Equipment Custody Record Card" (NAVMC 10359-SD) for control of property issued to Responsible Officers. The cognizant Responsible Officer will sign the original custody card, maintained at the Supply Office, and retain the duplicate and triplicate copies, which will be kept current and ready for inspection at all times.

2. Responsible Officers. Responsible Officers are required to report to the Supply Officer within 10 days to sign correct postings to the original copies of the Equipment Custody Record Card. Responsible Officers will reconcile their copies of the Custody Cards with those maintained in the Supply Office at least quarterly. Responsible Officers are expected to maintain full use of the duplicate and triplicate copies of the NAVMC 10359-SD to sub-custody the custodial property.



615 Expendable Type Supplies. Expendable type supplies (consumable and nonconsumable) received by this Company will be controlled at the Supply Office level by the use of Stock Record Cards (NAVMC 708-SD), or informal records.

616 Responsible Unit Level. Informal records at the Responsible Unit Level will be kept in order to meet necessary supply requirements, collect usage data, and pinpoint responsibility. Those informal records presently deemed necessary which will be kept at the Responsible Unit Level are:

1. Copies of voucher documents (Repair or Excess) DD Form 1348.
2. Copies of requisition documents DD Form 1348. These must be reviewed quarterly and the Supply Officer notified of those items no longer required.
3. Duplicate and triplicate copies of the NAVMC 10359-SD updated to indicate the custodial type property with which charged. Triplicate copy should be in the possession of the person who may have custody of the item.
4. Duplicate copy of the Responsible Officers Allowance Lists maintained with current information.

#### PART B - Fiscal Management

617. Allowance Lists. Allowance Lists for each Combined Action Company and each Combined Action Platoon, to include all T/A and T/E allowances, are required to be maintained by each responsible officer. Allowance lists, once prepared and approved by the Commanding Officer are binding as to quantities and items authorized to be on hand. Responsible Officers may submit by letter recommendations for increases or decreases to their allowance list to include full justification. On the first of each month. The responsible Officer will submit an updated copy of his allowance list to the Commanding Officer via the S-4 Officer for review. Prior to submission of the allowance list the Responsible Officer will complete columns (7) thru (10) and certify that the allowance list is correct, on the last page as indicated by Appendix A-5.

#### 618 Responsibility

1. The Supply Officer is responsible for the establishment and coordination of the Fiscal Program for the Group.
2. The Supply Officer will maintain fiscal records. All fiscal reports required will be prepared and submitted by the Supply Officer.

619 Budget Submission. Annually, the S-4 Officer shall initiate preparation of the budget for the next two fiscal years. The S-4 Officer shall publish detailed instructions and guidance to all Responsible Officers/Individuals relative to the data required to establish a sound budget estimate.

PART C - Requisitioning of Supplies and Equipment620 Procurement of Non-Table Allowance Property.

1. All requirements for Non-Table of Allowance Property (Garrison Property) will be submitted as per Appendix (A-1) to the Supply Officer on a requisition document DD Form 1348. Retain the one copy for a record of your submission. The Supply Officer will attempt to fill this requirement with available assets or through redistribution of assets within the Group. If assets are not available through these means, the document will be returned to the requisitioner indicating that a complete justification for the item will have to be submitted to the S-4 Officer.

621 Procurement of Table of Equipment, Table of Allowance items.

1. Marine Corps Stock Items. This type of material is defined as those items available through the Marine Corps Supply System.

a. Requisition for these items will be submitted as per Appendix (A-1) to the Supply Officer on a DD Form 1348. The Requisitioner will retain one copy for a record of submission. Requisitions will be batched and submitted every Monday to the Supply Officer. Upon receipt of the requisitions, the supply officer will pull the material if available and deliver the material to the requisitioner according to current delivery schedule. Upon receipt of the material the RO will return a signed copy of the DD 1348 receipting for the material. If the material is not available, the Supply Officer will requisition the item from the appropriate supply source and return one copy of the requisitioner's document annotated "BACK ORDERED".

b. Force Order P4000.5 authorizes the use of priorities 2,3,12, and 17 for this group. A definition of these priorities is contained in Appendix (A-2)

c. Ammunition, Pol and class IV type items will be requisitioned by unit supply requests on Monday of each week by the CACO's Commanders. These items will be delivered in accordance with current delivery schedule. Copies of the unit supply request will be furnished CACO's by the S-4.

d. A Group Supply Catalog containing Federal Stock Numbers, current prices, unit of issues and the nomenclature of these items will be furnished each responsible officer to use for requisitioning purposes.

e. Jungle clothing and Individual equipment will be accounted for and issued in accordance with paragraph 3005 and 6061 of MCO P4400.15D.

f. Stateside clothing will be issued upon completion and approval of the clothing issue form (Appendix A-3).

## 2. Purchase Items.

a. The authority to procure supplies on the open market is a privilege extended to provide a ready source for essential items not carried in the supply system, such as commercial vehicle parts, maintenance items, camera accessories, rubber stamps and services, as opposed to desk sets, office machines or office furniture. Purchasing Officers should not be placed in a position of having to make a determination of legality or authority for purchase.

b. Requisitions for open purchase items will be submitted as per Appendix (A-1), to the Supply Officer on DD Form 1348. A full description of the item or service will be shown. Retain the one copy as a record of your submission.

c. In the case of repair parts, the item name, part number, serial number, make and model of the end item, catalog identification, manufacturer and address (if known) of the repair parts, and manufacturer and address of the end item (if known), will be shown.

d. No more than one item can be shown on a requisition. If numerous items are to be obtained from the same vendor, (as in the case of repair parts), the items can be shown on an attached list and the DD Form 1348 annotated, parts per attached list. This attached list will be prepared in sufficient copies to insure that the original and seven copies reach the Supply Officer and the items listed are in numbered sequence.

e. Upon receipt of the requirement the Supply Officer will prepare the appropriate documentation.

f. Upon receipt of the material the Supply Officer will notify these sections/units concerned. Only personnel who have been authorized by the Responsible Officer in writing will be permitted to receipt for this material.

### PART D - Inventory Requirements

622 General. The following is established as the minimum inventory action to be accomplished by the various Responsible Officers/Individuals. These inventories are not intended to restrict more frequent inventories nor should it be construed as relieving the Responsible Officer/Individual of the requirements for a constant and continuing application of responsibility.

623 Organic Property. As required by MCO P4400.15, a timely and accurate inventory of all Government property will be accomplished annually. The following general instructions published by the Supply Officer prior

to the annual inventory. The annual physical inventory consists of an on the spot count of all items on hand, including all items held in storage and in-use, plus a summation of the quantities of items out of storage on memorandum receipt. The fact that an item is not carried on a memorandum receipt does not relieve a Responsible Officer from reporting the item.

1. When sets and equipment, or items which are comprised of multiple components are inventoried, care will be exercised to insure that component items belonging to the sets or equipment are not included on the inventory as separate items.

2. Each article will be sighted and checked for serviceability whenever practicable.

3. Concurrent with the actual inventory counting phase, all custodial cards and records will be checked for accuracy and completeness.

4. All overages and shortages will be reported to the Supply Officer in writing by utilizing the current allowance lists.

624 Negotiable Property. Periodic inventories will be conducted on negotiable type items such as fans, typewriters, portable power tools, etc. When an item of this nature is missing, the responsible person will take the following steps:

1. Notify the Supply Officer via phone or message stating what is missing and give all information such as serial number, make, model, etc.

2. Conduct an informal investigation and submit the findings to the Supply Officer, in writing, within (48) hours.

625 On the 1st of every month the Supply Armory will conduct an IMI of all ordnance weapons. This IMI will be conducted in the field. At the time the weapon will be inventoried by checking the IMR card against the serial number of the individual's rifle. Upon return to the Supply Armory, the count of IMR cards, plus on hand in the armory will be checked against the subsidiary cards and the actual balance on the 708 card. Any discrepancies will immediately be reported to the Supply Officer.

626 Other Inventories. Inventories conducted upon relief of Responsible Officers/Individuals will be conducted in accordance with paragraph 1201-1203 of this order.

#### PART E - Special Accounting Instructions

627 Reports of Investigation. Reports of investigation are utilized to fix responsibility or relieve a person of responsibility when property is missing, damaged, or destroyed as a result of known or suspected negligence or fault.

1. Lost or missing individual equipment will be reported by utilizing Appendix A-4.

2. Other government property found to be missing, damaged or destroyed under circumstances indicating that an investigation is required will immediately be reported by letter to the Supply Officer. All known facts surrounding the situation will be set forth in this letter. If the loss involves weapons, typewriters, vehicles, classified equipment or other items of a highly negotiable nature, the Commanding Officer will immediately be notified by the fastest means available.

628 Collection From Individuals. Collections from individuals are normally made when the individual accepts responsibility for the loss, damage or destruction of government property or is found negligent by investigation. Reimbursement must be on a voluntary basis since no administrative procedures exist to require this from an individual.

629 Reimbursement Procedures. Reimbursement may be made either by cash or checkage sales. Checkage sales are expensive administrative procedures and must be held to an absolute minimum.

1. Personnel who desire to effect reimbursement for government property will report to the Supply Office. Sales will be conducted in accordance with MCO P4400.15D. The individual concerned will be given the triplicate copy of the sales slip.

630 Shipment of Personal Effects. Shipment of personal effects and the inventory of government property contained therein will be accomplished in accordance with the detailed instruction contained in ForO 4200.1.

1. When a person becomes a Med-evac, his personal effects and government equipment will be collected and identified and turned into Group Supply within forty-eight hours. The Group Supply Officer will store these items until a determination of the mans status is made and disposition instructions are received from the S-1.

#### PART F -- Weapons

631 Issue, Control and Maintenance. The issue and control of weapons will be in accordance with MCO P4400.15D. First echelon maintenance is the direct responsibility of the individual (s) using the weapon. Second echelon maintenance will be performed by qualified armorers only. Weapons will be turned into the appropriate maintenance facility if third echelon maintenance or higher is to be performed. Personnel reporting to Third Combined Action Group with weapons will report to the Group Supply Armory and have this weapon inspected and sign a Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576-SD). The weapon will then be picked up on the units account by miscellaneous Gain Adjustment. When the transfer Document for the weapon arrives at the Group Supply it will be filed and marked "record purposes only".

PART G - Supply Discipline

632 General. All persons will exercise maximum economy in the utilization of supplies and equipment issued to them. Responsible Officers will instruct all personnel of their sections in the effective and economical use of such supplies and equipment.

633 Office Machines and Fans. Close control and security must be instituted at every level over negotiable type items such as typewriters and fans. Typewriters will be secured where possible, and all fans will be kept clean and serviceable at all times. Excess fans will be turned into the Supply Office.

STORAGE, MAINTENANCE, AND SALVAGEPART A - Storage and Stockage Levels634 Allowances Maintaineda. Class I

(1) Contingency: Stocks of "C" rations are available for one day usage.

(2) Operating Level: Stocks are maintained based on day to day usage, with a computed requisitioning objective.

b. Class II, Type 1 -T/E Allowances less Major End items (See Class VII):

(1) The Supply Officer shall maintain on hand all equipment authorized in the current Table of Equipment, letters of authorization and special allowances.

(2) The Supply Officer is also authorized to maintain an operating level of T/E items, where valid usage data dictates.

c. Class II, Type 2. As required items:

(1) These items are authorized in the TAM on an "as required" basis. The Supply Officer is authorized to maintain allowances on these items which are considered necessary to support operational commitments based on the Commanding Officer's guidance and direction.

d. Class IV, Type 3-Construction, Fortification/Barrier Materials

(1) The Supply Officer will obtain, store and issue Class IV items on an as "required" basis.

e. Class V - W - Ammunition:

(1) Contingency. Stocks of ammunition will be maintained on a two day level based upon current usage history.

f. Class VII, Type 1 - Major End Items:

(1) The Supply Officer shall maintain on hand all equipment authorized in the current Table of Equipment, letters of authorization and Special allowances.

g. Class IX, Repair Parts:

(1) Stocks will be maintained on hand by the Supply Officer based on a day to day usage with a computed requisitioning objective.

635 Repair Parts and Supplies. The Supply Officer will maintain and stock all items of supply, including repair parts and supplies required for normal operations. These supplies are not to exceed thirty (30) days level of stockage except as noted in paragraph 3103.

636 Exceptions to Stockage Level. Several exceptions to the stockage level have been authorized by MCO P4400.15D. These over-normal stocks will be retained by the Supply Officer, and they are as follows

1. Seasonal type items. These are items, which, because of their seasonal nature, must be stocked in larger quantities than would otherwise be allowed.
2. Insurance items. These may be stocked by FWF Units when authorized by Force Commanders or their designated subordinates.
3. Provisioning (repair parts, assemblies tools etc.) for new and items. These will be stocked initially as prescribed in references (n) and (o).

PART B - Maintenance and Repair

637 General. Responsible Officers having government property requiring repairs will submit a DD Form 1348 prepared in accordance with Appendix (A-1). The unserviceable item and the document will be delivered to the Supply Warehouse. The document will contain the serial number (if applicable), stock number, and nomenclature as it appears on the Equipment Custody Record Card (NAVMC 10359-SD).

**638 Maintenance Statements.** All property being turned in as unserviceable or requiring repairs will be inspected by the Responsible Officer for cleanliness and to insure that all component parts and accessories applicable to the equipment are assembled. The turn in document will contain a statement to the effect that the property became unserviceable through normal use and that no negligence or fault is attached to any person, if appropriate. If this statement is not true, an explanatory note will be furnished. In either case, this statement will be signed by the Responsible Officer. A separate sheet prepared in duplicate will accompany the document indicating what repairs are required or what is wrong with the equipment.

PART C - Salvage and Excess

**639 General.** The purpose of salvage and turn-in of excess material and spare parts is to uncover dormant stocks of usable material and to make that material available to other sections/units and other Marine Corps organizations, and for the Marine Corps to gain use of each item of material and equipment to its fullest extent.

**640 Background.** The waste of items of equipment and material of supply including food is a damaging factor to our national economy. Waste is a needless drain on tax dollars, and prevents full utilization of basic raw materials which are requisite to maximum production of supplies and equipment for military and civilian consumption and usage.

1. **Responsibility.** Section Heads are responsible for all items of equipment and materials which are available to them for operational needs, training, health, comfort, and subsistence of those in their control. They are also responsible to insure that each member of their section conserves materials as outlined below.

**641 Salvage.** Certain items of equipment and supply, even though properly maintained will eventually wear out and become unserviceable. Such items will not be thrown away or discarded but placed in the salvage channel of the Group Supply system where they will be repaired in the proper echelon of maintenance or disposed of by turn in to the Force Logistic Command. The procedures outlined in the following paragraphs will be strictly adhered to in the disposition of the different types of equipment and materials of supply.

1. All metals, ferrous and non-ferrous, including used banding straps, wire, etc., regardless of condition will be turned in to the Supply Officer for disposal.

2. Unserviceable tires, all sizes, and non-accountable empty gasoline and oil drums will be turned over to the Motor Transport Officer, who will in turn dispose of such tires and drums in accordance with current regulations.



3. All brass and loose defective small arms ammunition will be segregated from other metals. Such brass and ammunition will be turned in to the Supply Officer for disposal.

4. All rubber goods (except tires will be turned over to the Supply Officer for disposal.

5. All unserviceable rags, canvas, other fabrics, or leather goods will be turned over to the Supply Officer for disposal.

642 Disposal of Excess Serviceable Property. Excess serviceable Serv-Mart type items may be turned in to the Supply Officer without documentation at any time. Items of excess serviceable property of a custodial nature will be turned in to the Supply Officer on a DD Form 1348 prepared in accordance with Appendix (A-1). The original DD Form 1348 will be signed by a representative of the Supply Officer and will be returned to the individual turning in the property as a receipt. Appropriate corrections will be made to the Equipment Custody Record Card.

#### MOTOR TRANSPORT SAFETY REGULATIONS TRAINING AND MAINTENANCE

##### PART A - Purpose and Responsibilities

643 General. The purpose of this portion of the SOP is to emphasize the responsibility of each officer, NCO and Motor Vehicle operator in 3d CAG for the enforcement of vehicle safety, traffic regulations and proper vehicle maintenance and use.

644 Responsibilities of Motor Transport Drivers and Personnel. All traffic violations will be reported to the S-4 Officer for action. All unattended vehicles will be secured by immobilizing the steering wheel and clutch with a padlock and chain. Vehicles will not be overloaded. Current speed limits will be observed at all times. Flak Jackets and Helmets will be carried by all personnel riding in or driving vehicles.

##### PART B - Maintenance

645 Preventive Maintenance (PM) Preventive Maintenance is the systematic care, inspection and servicing of equipment for the purpose of keeping it in servicable condition and detecting and correcting minor failures before expensive and more time-consuming replacements are required. Preventive maintenance is accomplished by vehicle operators and by 3d CAG Maintenance personnel.

646 Maintenance Responsibilities. There is a direct and a command responsibility for Motor Transport Maintenance.

1. Command Responsibility. All company Commanders, Section heads must insure that the equipment issued or assigned to their section/CACO is maintained in a serviceable condition and is properly used and cared for.

2. Direct Responsibility. Direct responsibility is assigned to the individual to whom the equipment is entrusted.

647 Preventive Maintenance Procedures. Actual preventive maintenance procedures are best defined as a system of periodic inspections and servicing of vehicles and equipment. In order to accomplish this, records and forms must be kept accurate and available.

1. NAVMC Form 10627-SD, Vehicle and Equipment Operational Record (Trip Ticket) is used to record the daily and scheduled weekly PM services performed by the operator. Trip tickets will be prepared daily and completed at the end of each day. Companies will turn in the weeks accumulation of trip tickets on scheduled PM day.

2. Before, during and after operation of a vehicle, each driver assigned is required to perform daily and weekly PM services utilizing the lower or tear-off portion of the NAVMC 10627-SD.

#### PART C - Vehicle Assignments

648 Vehicle assignments are as follows:

1. CACO/Section	M151A1	M35	M37	M274	Weekly PM Day
OO	1 (MRO 109)				Sat
XO	1				Tue
S1	1			1	Tue
S3	1				Wed
S4	1		1		Sun
Comm	1				Thur
Medical	1 (M170)				Mon
3-1	1		1		Sat
3-2	1		1		Fri
3-3	1		1		Sun
3-4	1		1		Sun
3-5	1		1		Fri
Warehouse/Maint Float	1				Thur
MT		5	1		Sun

2. Each CACO/Section will provide one driver who will be held responsible for 1st echelon maintenance and weekly PMs. Weekly PMs will be performed in the 3d CAG Motor Pool under the supervision of Motor Transport Personnel.

(1) Vehicles assigned to Headquarters Sections, with the exception of the Commanding Officer and S-4 Vehicles will be turned into the Motor Pool prior to 1800 daily. The S-4 vehicles will be utilized as a duty vehicle by the assigned Officer of the Day.

3. If PM cannot be performed on the day scheduled the S-4 will be notified as soon as possible indicating the reason for the exception and the day the vehicle will be available.

PART D - Inspections, Training and Duties of the Dispatcher

649 Scheduled and Spot Inspections Inspections will be established and conducted by the S-4 Officer.

650 Training. All training will be monitored by the S-3 Officer. Training hours will consist of one hour per week for CACO drivers and two hours per week for Headquarters Motor Transport personnel. The following subjects will be covered.

1. Drivers Training
2. 1st Echelon Maintenance
3. Road Hazards
4. Security precautions
5. First aid
6. Safety measures
7. Convoy Control
8. Procedures while under enemy fire.

651 Duties of the Dispatcher: The dispatcher is responsible to ensure that the following tasks are accomplished:

1. Maintains the Daily Dispatch Log
2. Controls scheduled PMs
3. Maintains Motor Transport Vehicles and Records
4. Dispatches Vehicles
5. Ensure that all Headquarters assigned vehicles are returned to the Motor Pool daily prior to 1800. The two exceptions to this are the S-4 jeep, which will be utilized as the duty vehicle by the O.D., and the Commanding Officers assigned vehicle. All runs after 1800 must be approved by the S-4 Officer.

Distribution of the documentsAs a Requisition

1. Requisitioner will retain second copy as a record of submission.
2. Original and remaining copies will be delivered to supply.
3. Supply will process document in accordance with priority assigned in the following manner:
  - a. Material in stock will be dropped from the records and pulled for issue. Sections/Units will be notified to pick material up.
  - b. The authorized representative will sign the original requisition and remaining copies will accompany the material back to the requisitioner. The last hard copy of the requisition will be attached to the pending copy by the requisitioner to indicate the transaction is completed.
  - c. Material not in stock will be placed on requisition to the appropriate supply point. The third copy will be returned to the requisitioner annotated "BACK ORDERED". Requisitioner will attach this pick copy to his pending copy.
  - d. When material comes in from the supply point steps 3a and b will be followed.

As a Turn-In Document for Repairs or Excess

1. Responsible Officer will retain second copy as a record of submission.
2. Original and remaining copies will be delivered with equipment to supply.
3. A Supply representative will sign the original document as a receipt for the material. The original will be returned to the Responsible Officer.
4. In the case of material being turned in for repair, the sections/units will be notified when repairs have been completed. The original signed receipt will be returned to Supply and the equipment will be returned to the Responsible Officer. This completes the transaction.
5. Material that has been turned in as excess will require the Responsible Officer's signature on the corrected Equipment Custody Record Card. This card must be signed within ten days as indicated in Chapter II, Part A, para 2101.2.

APPENDIX A-1

PREPARATION OF DD FORM 1348 AS A REQUISITION OR TURN-IN DOCUMENT

The form to be utilized by the sections/units supported by Third Combined Action Group Supply Section for requisitioning, turning in items as excess or for repair will be the DD Form 1348. A separate document will be prepared for each line item. This form may be filled in by typewriter or by printing using a black or blue-black ballpoint pen. Press firmly to insure that all copies are legible. The following information will be entered on the form in the blocks indicated:

<u>FIELD LEGEND</u>	<u>DATA BLOCK</u>	<u>EXPLANATION/INSTRUCTION</u>
Send to	A	Group Supply
Requisition is from	B	Section Name & account #
Doc Ident/Routing Identifier	1 & 2	If this document is a requisition enter "Request". If an item is being turned in for repair enter "Repair". If an item is being turned in as excess enter "Excess".
Stock Number	4, 5, & 6	Stock number as listed in supply catalogs, SI-3's and 4's, Equipment Custody Record Cards and Group Supply Catalog.
Unit of Issue	7	Unit of issue as listed in supply catalogs, SI-3's and 4's, Equipment Custody Record Cards and Group Supply Catalog.
Quantity	8	Number of items required or being turned in.
Date	11	Julian date (This is the 3 digit number in the lower left corner of all military calendar preceded by the last digit of the current calendar year).

APPENDIX A-1

<u>FIELD LEGEND</u>	<u>DATA BLOCK</u>	<u>EXPLANATION/INSTRUCTION</u>
Serial Number	12	Serial number will be assigned sequentially and will not be duplicated.
Remarks	L, M, N, & 9	Nomenclature as listed in supply catalogs, SI-3's and 4's or on Equipment Custody Record Cards and Group Supply Catalog. For open purchase items see additional required information in Chapter II, Part C, para 2302.3. For items turned in for repair or as excess see additional requirements in Chapter III, Part B and Chapter III, Part C para 3304.
Priority	20	Use appropriate Priority as listed on Appendix A-2.
Advice	22 & 23	Use columns 65 thru 80 for the <u>Responsible Officer's</u> signature and grade.

PRIORITIES

1. Priorities. The Uniform Material Movement and Issue Priority System (UMMIPS) is designed to separate requisitions according to urgency for supply action and transportation. It is a command responsibility to determine priority. Commanders will be held responsible for excessive use of high priorities.

A. The following priorities are authorized for III MAF units:

(1.) Priority Designator 02

(a) Used for key items without which the unit cannot perform its assigned mission.

(b) Used to requisition replacements for combat essential items.

(c) Used to requisition critical repair parts which are causing combat essential equipment deadline.

(2.) Priority Designator 03. Used for requisitioning medical or disaster supplies required immediately to prolong life in cases of critical injury, fatal disease or calamity.

(3.) Priority Designator 05.

(a) Used for essential items, the lack of which impairs the operational capability or combat readiness of the organization. Examine requirements not in the light of whether all allowances of equipment are on hand, but from the standpoint of whether the item is of such importance that without it the commander can expect a measurable impairment of his operational capability.

(b) Used for providing a minimum of essential individual clothing to personnel.

(4.) Priority Designator 12. Used to provide continuing support, initial outfitting, and other basic requirements.

(5.) Priority Designator 17. Used to requisition routine replenishment items.

B. All priority 02 and 03 requisitions will be approved at the major command level before submission to the supply source. All priority 05 requisitions will be approved by unit Commanding Officers or their designated representatives.

C. "Walk through" requisitions disrupt routine supply operations to give special attention to high priority requirements. Therefore they should be used only when absolutely necessary. (Only priority 02 requisitions will be considered for walk through).

APPENDIX A-2

CLOTHING ISSUE DOCUMENT

CO: \_\_\_\_\_  
GRU: \_\_\_\_\_

\_\_\_\_\_  
(NAME) (SERVICE NO) (DATE)

IT IS REQUESTED THAT THE BELOW LISTED ARTICLES BE FURNISHED FOR MY PERSONAL USE.

\_\_\_\_\_  
(SIGNATURE OF INDIVIDUAL) (SIGNATURE OF INSPECTING OFFICER)

<u>ITEM AUTHORIZED</u>	<u>QTY</u>	<u>ITEM AUTHORIZED</u>	<u>QTY</u>
BAG, DUFFLE	---	BEIJ, TROUSERS	---
BUCKLE, W/BEIJ, WEB	---	CAP, GARRISON, KHAKI	---
INSIGNIA, BOFS, LEFT	---	DRAWERS, MEN'S	---
SHIRT, MAN'S KHAKI $\frac{1}{2}$ LENGTH SLEEVE	---	SHIRT, MAN'S UTILITY	---
CAP, UTILITY	---	RAINCOAT, MAN'S	---
SHOE, DRESS	---	SOCKS, MEN'S COTTON	---
BOOTS, COMBAT	---	SOCKS, MEN'S WOOL	---
TROUSERS, MEN'S KHAKI	---	TROUSERS, MEN'S UTILITY	---

APPROVED:  
THE INDIVIDUAL NAMED HERE ON IS AUTHORIZED TO DRAW THE CLOTHING REQUESTED UNDER THE "IN KIND" ISSUE SYSTEM.

DATE:  
I CERTIFY THAT I HAVE RECEIVED THE ABOVE LISTED CLOTHING AND THAT IT FITS PROPERLY.

\_\_\_\_\_  
(SIGNATURE OF COMMANDING OFFICER)

\_\_\_\_\_  
(SIGNATURE)

I CERTIFY THAT I HAVE WITNESSED THE ABOVE ISSUE AND THAT ALL CLOTHING WAS DELIVERED TO THE INDIVIDUAL AND WAS THE PROPER SIZE REQUESTED.

\_\_\_\_\_  
(SIGNATURE OF WITNESSING OFFICER)

APPENDIX A-5



HEADQUARTERS  
3d Combined Action Group  
III Marine Amphibious Force  
APO, San Francisco, 96602

\_\_\_\_\_  
(date)

From: Responsible Officer \_\_\_\_\_  
(Company/Platoon)

To: Supply Officer, 3d Combined Action Group

Subj: Lost or missing Government Property (Individual Equipment) on charge to a Responsible Individual.

Ref: GroupO 4400.1A

1. In compliance with instructions outlined in reference (a), the below listed item(s) is/are reported herewith as missing or lost.

FSN	NOMENCLATURE	QTY
-----	--------------	-----

2. Statement explaining the circumstances surrounding the missing or lost property:

/s/ \_\_\_\_\_  
Responsible Individual

3. Culpability or negligence was/was not involved in the loss of the above item(s).

/s/ \_\_\_\_\_  
Responsible Officer

- ( ) Issue w/charge
- ( ) Issue w/o charge
- ( ) Dropped from Acct. Bal.

/s/ \_\_\_\_\_  
(Supply Officer)

Appendix A-4

SECTION VII  
ADMINISTRATION

	<u>Paragraph</u>
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701 General

1. The Combined Action Group operates on Battalion level administration. The service records are maintained at the CAG Headquarters.
2. When an administrative requirement occurs, the individual concerned will be recalled from the field. An Administrative problem of any individual will be processed by the Group Administrative Section. To preclude unnecessary loss of man hours, the individual concerned will submit a Problem Chit (Found in Appendix A) to his CACO Commander or Gunnery Sergeant. The problem chit will then, should the CACO Commander or Gunnery Sergeant be unable to solve the problem, be forwarded to the Group First Sergeant. No administrative requirement will be submitted to the Group Administrative Section without the knowledge of the appropriate CACO Commander or Gunnery Sergeant. Emergency cases will be handled individually, on their own merit.

702 Personnel

1. The control of personnel within the Group is an extremely difficult task due to the tactical situation and many other reasons.
2. Personnel are received from a number of sources and after processing are assigned to a Company for duty. The assignment to a platoon is the responsibility of the CACO Commander. Once assigned, it is directed that this Headquarters be informed, in writing, within 24 hours, of the platoon to which assigned. Unless authorized or directed by the CACO Commander, under no circumstances will an individual be moved from one position to another. This Headquarters will be informed of all such changes immediately.
3. Personnel authorized to proceed to the CAG Headquarters for any reason will have a Walking Chit (Appendix B) in their possession. They will report to the Police Sergeant who will check the man into the Rear. When his business is accomplished, he will return to the Police Sergeant who will release him to the field.
4. A daily and weekly personnel strength report is required by separate directive. This report must be prompt and accurate. Prior to being transmitted to this Headquarters, it will be approved by the appropriate CACO Commander or in his absence, the CACO Gunnery Sergeant.
5. The Operations Officer is directed to have available at all times a squad of personnel to act as a reactionary force. This squad will be composed of personnel as directed in the CAP T/O and will be under the control of the Operations Officer.

703 Pay

1. Pay of personnel within the Combined Action Group is provided by the nearest Marine Disbursing Office. Payday is once monthly. An advance pay roster will be distributed approximately six days prior to pay day, which is the first day of each month. Pay is available in cash (MPC), or check. U. S. Treasury checks must be mailed out of RVN within 24 hours of receipt. There are no U. S. Treasury check cashing facilities available so careful consideration should be given to the amount of cash an individual desires. Each individual receiving a Treasury check will appropriately endorse the check, seal it in an addressed envelope, and return it to the paying officer for mailing. The advance money list further provides a method for all personnel to participate in the Savings Deposit Program paying 10% annual interest. All personnel are encouraged to use this savings plan.

2. Discrepancies noted on the advance pay roster should be noted thereon in order that corrective action can be taken prior to the final pay roll being produced. No person from this command will present a pay problem to the Disbursing Officer without first checking with the Administrative Chief of the CAG.

3. Personnel desiring to convert MPC to piasters will do so at their CACO Headquarters on payday of each month when piasters will be available. At other times piasters may be purchased from the disbursing officer, MAG-36.

704 Promotions

1. Promotions to all ranks will be in accordance with existing directives. A recommendation for promotion to the rank of PFC will be made as soon as a reasonable period of observation has expired for each Private joining this command. Such recommendations will continue at 30 day intervals until promotion is effected.

2. The Group Promotion Board consisting of the Executive Officer as the senior member and the following as members will convene monthly to recommend personnel for promotion to the rank of Cpl/ICpl to the Commanding Officer:

Each CACO Commander  
 Administrative Officer  
 First Sergeant (assigned additional duty as recorder)

705 Awards

1. Every individual being transferred from the Third Combined Action Group should be considered (by the CACO Commander or Section Head for an award. If warranted, a detailed factual account of the facts on which

it is based will be prepared and submitted to the Administrative Office. at least two months, if possible, prior to the scheduled rotation of the individual

2. Awards generated as a result of heroic service will be submitted immediately after the action. They will be a detailed factual account of at least two eye-witnesses.

3. Purple Heart awards are requested immediately after an individual becomes eligible. No action is required by the CACO Commander or the individual.

4. Other information and instructions concerning awards are contained in separate directives.

#### 706 R & R

1. Personnel desiring out of country R&R are encouraged to apply as early in their tour as possible. Applications should be submitted not later than the first of the month prior to the month R&R is desired. These applications (Appendix C) will be accepted at any time.

2. This Command receives its allocation of R&R quotas approximately one month in advance. Allocations are made on the 15th of each month and personnel are notified by bulletin on approximately the 20th of each month.

3. Mutual exchanges of R&R are not permitted. If an individual desires to withdraw his request, this Headquarters will be notified and his name will be removed from the R&R list and the remaining applications will be screened for a replacement.

#### 707 Legal

1. The Group Administrative Officer is assigned the additional duty of Group Legal Officer. Personnel with problems of a legal nature will report to that Officer for appropriate advice or assistance.

#### 708 Correspondence

1. All correspondence not of a routine nature will be prepared for the Commanding Officer's signature and will be delivered to the Administrative Officer who will ensure that the format is correct and that sufficient copies are available to provide for the retention of the Command File copy. An additional copy will be retained by the preparing section.

2. Congressional correspondence will be given priority over all routine correspondence in accordance with appropriate directives.

709 Message Traffic

1. Message traffic will be processed and on the Commanding Officer's desk daily by 0900. Further routing to each section will be the responsibility of the Administrative Officer. Messages requiring replies will be acted on within 48 hours after being received by this command. To preclude omissions, the Group S-1 will denote if a reply is required on the face of the message by writing "Reply required NLT (not later than) \_\_\_\_\_" on the face of the command file copy. These reply required messages will not be entered into the Command files until all required action is completed.

710 Casualty Reporting

1. Casualty Reporting in this command is direct to CMC and will be accomplished in accordance with existing directives. The following steps are required and will be accomplished in the order indicated.

- a. Identification (immediately)
- b. Release casualty message (within 24 hours)
- c. Write letter of condolence (within 3 days)
- d. Ship personal effects (within 10 days)

711 Conduct and Proficiency Marks

1. The administrative Officer will sign conduct and proficiency marks to all members of this command based on the recommendation of the Company Commander. A mark of below 4.0 in either proficiency or conduct will be signed by the Executive Officer, after consultation with the Commanding Officer, who is directed to inform the individual concerned and render him advice on how he can improve his marks during the next period.

712 Investigations Investigations will be conducted on occasion by officers and staff noncommissioned officers appointed by the Commanding Officer. Each appointing order will cite the circumstances prompting the investigation as well as applicable references. Those appointed are directed to read the referenced orders and, if in doubt on specific points, seek the counsel of the Group Legal Officer. Points not resolved as a result of this counsel will be referred to the Office of the Staff Judge Advocate, Force Logistics Command. Force Logistics Command Order 5830.1B covers JAG Manual Investigations in detail and will be used as a guide in all such investigations conducted within this command.

713 Leave1. Annual Leave

a. Annual leave, not to exceed seven days may be granted upon approval provided:

(1) That the individual concerned has not had an R&R within the past three months.

(2) That the individual concerned has been in country more than six months.

b. Annual leave will commence and terminate at this Headquarters. Personnel granted annual leave will not be permitted to depart prior to the time and date authorized and MUST report at this Headquarters at the time and date specified. Any exception to the above will be upon the approval of the Group Commander ONLY.

c. No more than one annual leave may be granted during an overseas tour.

2. Special Leave. Special leave is authorized in conjunction with approval of extensions of six months or more of overseas tours. Time spent on special leave, including travel time to and from the leave site, will be added to any existing remaining overseas tour. No exception of the above policy is permitted.

714 Overseas tour extensions. Requests for extension of overseas tours may be forwarded to higher authority subject to the approval of the Group Commander. Company Commanders will submit their recommendations on personnel of their unit when application for extension is made. Company Commanders are encouraged to be highly selective in their recommendations for approval of overseas extensions. Requests for overseas extensions shall be made via the chain of command to this Headquarters, preferably not earlier than 120 days and not later than 30 days prior to the individuals rotation tour date.

715 Rotation. Rotation is based on a 395 day tour overseas, shore-to-shore United States. It is anticipated that an individual Marine will spend at least 380 days in the field, allowing for R&R, travel, etc. The rotation policy for this Group, subject to the availability of transportation, is as follows:

383 day - Depart Company for 3d CAG Rear to check out, be de-wormed turn in equipment, draw gear from storage, etc.

388 day - Depart 3d CAG Rear for III MAF Transient Center for processing and onward transportation.

390 day - Depart RVN for WESTPAC processing center and onward transportation.

395 day - Arrive CONUS for onward transportation/separation/delay in reporting to new duty station.

716 Fitness Reports. Fitness reports are the determining factor in promotion and assignment of both officers and noncommissioned officers. The designation of Reporting Seniors is covered in a separate Group Order. Each Reporting Senior of the Group is directed to read the existing Marine Corps and Group Orders on preparation of fitness reports. Questions concerning the content of fitness reports should be directed to the Administrative Officer for advice.

PROBLEM CHIT

DATE \_\_\_\_\_

From: CO/GYSgt, CACO \_\_\_\_\_

To: 1stSgt, 3d CAG

Subj: Admin Assistance; request for

\_\_\_\_\_  
NAME

\_\_\_\_\_  
RANK

\_\_\_\_\_  
SERIAL NO.

1. It is requested that the following Admin Problem (s) be resolved on the above Marine. (STATE ALL FACTS KNOWN)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

From: 1stSgt, 3d CAG

To: CO/GySgt, CACO \_\_\_\_\_

1. The following is in answer to above request

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

APPENDIX A





Gru0 1710.1

R&R REQUEST

\_\_\_\_\_  
NAME RANK SER NO/MOS

\_\_\_\_\_  
COMPANY DATE ARRIVED IN RVN

1. It is requested that I be granted R&R to the below listed port, I understand that I must have a minimum of \$200.00 in my possession.

FIRST CHOICE \_\_\_\_\_ SECOND CHOICE \_\_\_\_\_

DATE DESIRED \_\_\_\_\_

2. I certify that I have not previously taken R&R during my current tour in Vietnam.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
(APPROVED/DISAPPROVED)  
(SIGNATURE AND POSITION)

REMARKS:

**APPENDIX B**  
ENCLOSURE (1)

SECTION VIII

INSPECTIONS

	<u>Paragraph</u>
General	801
Action	802
Discrepancies	803

## Section VIII

INSPECTIONS

801 General. In the operation of a CAP, as elsewhere, trained personnel working under a positive program with sufficient command interest will ensure success. Therefore, CAPs and CACOs will continually be prepared for inspections by CAG, CACO or other personnel, announced or unannounced.

802 Action.

1. The senior man present will ensure that the following are inspected on a daily basis:

- a. Personnel
- b. All weapons
- c. Billeting area
- d. Sanitation

803 Discrepancies. Any discrepancies will be corrected as soon as possible by the CAP leader. Matters that require support from the CACO and CAG will be reported promptly through the proper chain of command.

SECTION IX

UNIFORM REGULATIONS

Paragraph

General

901

Uniform

902

## Section IX

UNIFORM REGULATIONS

901 General. The importance of making a favorable impression on the Vietnamese cannot be overly emphasized. All personnel are expected to set a high example of proper military conduct, appearance and deportment from which the PF can benefit. Included in this area are such things as:

- a. Keeping the hair neatly cut and within regulations.
- b. Maintaining a neat personal appearance at all times.
- c. Paying particular attention to cleanliness of your person and clothes.

902 Uniform. The lightweight jungle utilities, and the tropical weight camouflage jungle utilities are prescribed as the uniform of the day. These uniforms may be mixed when absolutely necessary (i.e., shirts and trousers of either type may be worn). The utility cover may be worn with either uniform. The camouflage bush hat will be worn only during rainy weather. Uniforms will be worn with the trousers bloused and the shirt sleeves rolled up above the elbows, or unrolled depending on the mission and the weather condition.

- a. The regular utility uniform may be worn in lieu of either of the above utility uniforms. Regular utility uniforms will not be mixed with items of the jungle utility uniforms.
- b. Rank insignia and CAP badges will be properly worn at all times.