SECOND ENDORSEMENT on CO, FLC's ltr 54/HCS/jrv over 5750 Ser: 00214-66 dtd 10Sep66

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

Subj: Command Chronology, submission of (U)

1 Forwarded

W. E. BARRINEAU
By direction
FIRST ENDORSEMENT on Commanding Officer, FLC ltr 54/HCS/jrv over 5750 Ser: 00214-66 dtd 10Sep66

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

Subj: Command Chronology, submission of (U)

1. Forwarded.

Copy to:
CO, FLC (End only)
From: Commanding Officer, Force Logistic Command
To: Commandant of the Marine Corps
Via: (1) Commanding General, III Marine Amphibious Force
     (2) Commanding General, Fleet Marine Force, Pacific

Subj: Command Chronology, submission of

Ref: (a) MCO 5750.2

Encl: (1) Command Chronology, Force Logistic Command
      (2) Command Chronology, Force Logistic Support Group Alpha
      (3) Command Chronology, Force Logistic Support Group Bravo

1. In accordance with reference (a) enclosures (1), (2) and (3) are submitted.

2. This letter may be downgraded to UNCLASSIFIED upon the removal of enclosures (1), (2) and (3).

G. C. AXTELL
1. Organizational Data:
   a. Location: Danang, Vietnam
   b. Period: 1 August to 31 August 1966
   c. Personnel:
      
      
      |                            | Commanding Officer | Executive Officer | Adjutant | ACoF G-1 | ACoF G-2 | ACoF G-3 | ACoF G-4 | ACoF Comptroller | FLC Chaplain | CO Sub Unit #1 | Sergeant Major |
      
   d. Strength:

   |                | USMC  | USN |
   |                | Off   | Enl  | Off | Enl |
   | 1 August 1966 | 196   | 5496 | 6   | 57  |
   | 31 August 1966| 219   | 5722 | 6   | 52  |

2. Summary of Events:
   a. Personnel.

   (1) Force Logistic Command assumed the responsibility for the collection and forwarding of Personal Effects and Service Records for Marine Corps casualties evacuated from the Republic of Vietnam. Collecting points were established at Chu Lai, Hue Phu Bai and Danang. The central office is located at the Transient Facility in the vicinity of the Danang Marine Air Freight Terminal. Personal effects and records are processed for forwarding to the 3d Force Service Regiment on Okinawa. Space aboard commercial Air Flights and operational aircraft is utilized for this purpose. The following effects for medical evacuees from Vietnam were forwarded to 3d Force Service Regiment on Okinawa during the month:
b. Administration:

(1) Savings Bond Drive. Two companies of FLSG Alpha are still maintaining more than 90% participation. They are, Truck Company with 96% participation and Maintenance Company with 91% participation. On 31 August, Force Logistic Command Headquarters had 63.9% participation in the Savings Bond Program. (See TAB E)

(2) Command Information Program. During the month, Force Logistic Command Headquarters, FLSG Alpha and FLSG Bravo held a total of 33 periods of
d. Communication and Electronics.

(1) Receipt in-country of all priority issue FM Radio Equipment was completed during the month. Approximately 5,000 pieces of FM Equipment was received.

(2) Message Center. A total of 10,964 messages were processed during the month. This was an increase of 2,487 over the month of July. Communication problems exist in Force Logistic Command, the major problem being the use of tactical teletype equipment which does not hold up well to continued hard usage, multi-link radio relay circuits employing tactical equipment, and power failures.

(3) Wire. One 25 pair cable has been installed from Red Beach #2 to the Air Force Security Station Construction Center. Five pair have been cut over, releasing two Radio Terminal Equipment AN/MRC-6-2 which were providing voice communication to Red Beach. The installations of local telephone service is 10% completed at Red Beach.

(4) General. Fixed Plant Teletype equipment has been requested to support the communication requirements of this command. Telephone switchboards AN/MTC-1 have been requested to replace present inadequate equipment.

e. Logistics.

(1) The redistribution of assets from 1st Force Service Regiment was initiated by G9, FMFPac. When the items concerned are reviewed they will help alleviate in part the shortage of provisional T/E equipment which presently exists.

(2) Improvements continue at FLSG Alpha, ASP #1 and the #1 Bulk Fuel Farm at Danang. (See TAB V)

(3) The move to Red Beach #2 by Force Logistic Command Headquarters and FLSG Alpha from its present location at the Danang Airstrip is in progress. Approximately 20% of the move has been accomplished. Every effort is being made to complete the move prior to the Monsoon Season. Construction of the new camp at Red Beach is approximately 50% completed. (See TAB W and X)

f. Civic Action.

(1) During the month 1053 women, 1023 men and 3044 children for a total of 5126 Vietnamese were treated through the Force Logistic Command MEDCAP Program.
(3) Audit and Instruction Teams. Four Force Logistic Command audit and instruction teams were active during the month among subordinate units. Teams were as follows: (See TAB F)

(a) Motor Transport Team. The team consisting of 5 personnel conducted limited technical inspections of selected vehicles, inspected handling of trip tickets, Dispatcher's Logs, Maintenance of Motor Vehicle Records, Shop Procedures and Drivers Maintenance at FLSU-2 at Hue Phu Bai. (See TAB G)

(b) Administrative Audit and Instruction Team. The Administrative Audit and Instruction Team was at FLSU-2, Hue Phu Bai, throughout the month. Complete audit of the Service Record Books, Pay Records and Health Records together with the individuals being present continued. Discrepancies noted were corrected. (See TAB H)

(c) Transportation and Embarkation Analysis Team. The team consists of one officer and two enlisted men. Its purpose is to make an analysis of all facets of Transportation/Embarkation in the Danang, Chu Lai and Phu Bai areas and to form a basis for periodic audits. (See TAB I)

(d) Supply Procedures Analysis Team. The team was activated on 7 August 1966 consisting of three officers and two Staff NCO's. The purpose of the team was to review the supply procedures of the Fleet Stock Account at FLSG Alpha and FLSG Bravo and determine the compatibility of procedures between the two Fleet Stock Accounts, determine if any deviations from SOP's exist, and determine the extent of skill deficiencies and evaluate document control procedures. The analysis was completed during the month. (See TAB J)

c. Training.

(1) A Basic Legal Clerk School was established by Force Logistic Command under the cognizance of the Staff Legal Officer. The school is located at Red Beach and its purpose is to alleviate the current shortage of trained legal clerks throughout III Marine Amphibious Force. The first class convened 29 August 1966 with 30 students from the following major commands:

(a) 1st Marine Division - 6
(b) 3rd Marine Division - 10
(c) 1st Marine Aircraft Wing - 2
(d) Force Logistic Command - 12

The school is a two week, full time, intensive course concerning all aspects of the duties of a legal clerk. (See TAB K)

(2) In order to increase the overall knowledge within MOS's and to provide indoctrination in areas peculiar to in-country conditions, additional technical training to augment that received in CONUS is currently being conducted in 16 occupational fields. This training is formal, supervised and
(2) NAM O Village (Danang Area).

(a) Three Villagers, a 6 year old girl, a 7 year old boy and a 26 year old male with eye diseases were evacuated to the USS REPOSE for treatment. The girl has been operated on and results are not yet known. The boy was thoroughly examined and the doctors could do nothing for him. He was returned to his home. The 26 year old was found totally blind in one eye but some hope remained for the other. A corneal transplant is being considered.

(b) Two children with cleft palates have been operated on at the Naval Hospital.

(c) Dr. CHONG, MCB-9 holds dental call every Monday afternoon. Also, Dr. HENRY, MCB-9, has been assisting at the Clinic and has promised a Corpsman four afternoons a week.

(d) 90 pounds of clothing and 20 bars of soap were given to the needy people, and 450 pounds of wheat that had been damaged by weather was given to the village for livestock feed.

(e) 480 school kits were given to the school. The school has an enrollment of 471 students at this time.

(f) Students for the Technical High School in Danang have made desks for the school in NAM O. They requested to do this service to gain knowledge in carpentry. Approximately 250 feet of 2x4 lumber was given to the students for construction of these desks. Twenty-five (25) desks have been completed thus far.

(g) Community showers have been built and sidewalks have attained 80% completion. The well drilling project has been delayed because of military projects, however will continue as soon as possible.

(3) Chu Lai New Life Village.

(a) A plague epidemic broke out in Chu Lai New Life Village. The Corpsman treated approximately 50 cases. They also administered 1200 shots of anti-plague serum. The entire village was sprayed to kill the plague carrying fleas.

(b) The spread of Cholera has ceased at the Chu Lai Pig Farm and many of the farm owners have brought back their pigs. The epidemic killed 56 of the 69 pigs in the herd.

(c) All the money the people of the village have collected will be combined and given to USAID Fund for the purchase of pigs to replace those killed in the epidemic.

(d) Two swing sets have been presented to the Chu Lai school and a third will be given when the school is completed.
(f) Fifteen (15) 6x6 truck loads of scrap lumber were given to the village, some of which was given to a young Catholic Seminarian who is building a church in the village.

(4) CHIEU HOI (Open Arms) HAMLET, (Phu Bai Area) (See TAB Y)

(a) On 10 May, 1966, Force Logistic Support Unit Two, Force Logistic Command was assigned a Civic Action responsibility for the Chieu Hoi (Open Arms) Hamlet in Phu Bai. The Hamlet located near Thuy Chau Village in Hung Thuy District is the home for 92 families totaling 494 people. This is a very special hamlet because its inhabitants are all "Ralliers" or former VC and North Vietnamese Regulars who have answered the call of the Republic of South Vietnam to rally to freedom and leave the communist cause.

(b) After initial liaison with the hamlet chief and an inspection of the hamlet, the Civic Action NCO of FLSU #2, Gunnery Sergeant J. L. MACDONALD decided the most immediate need was to establish a dispensary under the MEDCAP Program. Since no building was available, the first sick calls were held in the home of the hamlet chief. Fifteen (15) villagers were treated the first day. The next day 16 people were treated. The people treated seemed to exhibit mixed emotions of fear, anxiety, and hostility. The hamlet chief was given tools, soap and sewing kits all of which were desperately needed in the hamlet. From that moment on the attitude of the people began to change. They lost their fear and hostility. The numbers at sick call greatly increased until an average of approximately 60 per day were treated. A small dispensary was built by the people with the materials supplied by FLSU #2.

(c) With the change in attitude on the part of the villagers, GySgt. MACDONALD together with the hamlet chief were able to make plans for the future. Projects were considered of immediate concern. These projects concerned water supply, hygienic conditions, cooperative animal husbandry, and erection of a school.

(d) Under GySgt. MACDONALD's guidance, with materials supplied by FLSU #2, and the labor provided by the hamlet, three (3) 27 foot wells have been dug to supply the hamlet with sufficient potable water. A hamlet cleanup program has been inaugurated and "field days" are held once a week. In addition, the houses are sprayed with insecticide at least once every two weeks to keep down disease carrying insects. Two 160 gallon capacity shower units have been installed. The hamlet is, whenever possible, supplied with scrap lumber which is used for cooking. The excess is sold to neighboring hamlets and the money is used to purchase pigs and ducks. To accommodate the growing hog herd which now numbers 150 head, a cooperative pig farm is under construction. This farm when completed will be able to house 300 pigs.

(e) New roads have been constructed throughout the hamlet. A large duck/fish pond is nearing completion. Four thousand (4000) fingerlings from the hatchery in Hue will stock the pond. The pond measures 160 yards long,
wide and 16 feet deep. 100 young ducks have been purchased and they will utilize the pond.

(f) In order to accommodate the many school age children, a temporary school has been constructed. Three brick making machines made available through USAID, capable of turning out 600-800 blocks per day are preparing the necessary materials for the permanent school building.

(g) The hamlet continues to expand. More ralliers surrender each month. An arrangement has been made with the Government of Vietnam which provides that when the rallier surrenders and goes to the Chieu Hoi Center for interrogation and indoctrination, his family can move right into the hamlet. The villagers erect a house for the family and they get established during the indoctrination period. Projects in the planning stages for the hamlet are a church, larger dispensary and a community hall. In addition, cooperative farming is being planned with the assistance of USAID agricultural advisor.

g. Chaplain Support.

(1) The Force Logistic Command Chaplains conducted 47 Sunday services with an attendance of 387.

(2) The Chaplains gave 7 lectures on the "Religions of Vietnam" with 689 Personnel attending.

(3) There were 184 persons receiving individual counseling during this period.

(4) All Chaplains participated in Civic Action activities of the Command with reference to the institutional work within the area.

(5) The Divine Worship facilities are excellent for the Command. A new Chapel is in the planning stage for the new compound at Red Beach.

h. Studies, Summaries and Performance Studies conducted in August were reported in the following areas:

(1) Quarterly Obligation Reconciliation (See TAB L)

(2) Military Construction (MCON) (See TAB M)

(3) Baggage and Service Records of Casualties Evacuated from Vietnam (See TAB M)

(4) Provisional T/E for Force Logistic Command (See TAB O)

(5) Summary of Data Processing Operations (See TAB P)

(6) Non T/O Requirements (See TAB Q)
3. Chronology of Events.

1 August 1966 - LtGen. R. D. MEYERS, USA, J-4, Office of Joint Chiefs of Staff was briefed on the organization and mission of the Force Logistic Command. His Official Party consisted of:

BGen. F. G. WHITE, USA, ACofS Logistics, CINCPAC
BGen. C. C. NOBEL, USA, Staff Director, Sea Construction Division, ASD (I&L)
BGen. D. H. COWLES, USA, Deputy Special Assistant for Strategic Mobility
BGen. D. A. RAYMOND, USA, Director of Construction


8 August 1966 - General W. M. GREENE Jr., Commandant of the Marine Corps toured the Force Logistic Command complex at Danang. (See TAB Z)

11 August 1966 - Vice Admiral GLYNN R. DONAHO, USN, Head MSTS was briefed by Force Logistic Command. Subjects discussed were:

Shipping Request for III MAF
POL Requirements for III MAF
Refrigeration Shipping


17 August 1966 - Four representatives of Force Logistic Command attended an FMFPAC Maintenance Conference on Okinawa.

27 August 1966 - The Assistant Chief of Staff, G-4, met with representatives from FLSG Alpha and FLSG Bravo to discuss justifications and requirements for recommended changes to the provisional T/E.

28 August 1966 - The Garrison Property Officer, Camp Butler, arrived at Force Logistic Command Headquarters for the purpose of assisting in the establishment of the in-country Garrison Property Account.

TABS:
D-Force Logistic Command Order 3040.1. Personal Effects and Service Records of Casualties Evacuated from RVN.

E-United States Savings Bond Program Fact Sheet.
F-Audit and Instruction Teams (A&I Teams) Fact Sheet.
G-Motor Transport A&I Team.
H-Administrative A&I Team.
I-Transportation and Embarkation A&I Team.
J-Supply A&I Team.
L-Quarterly Obligation Reconciliation.
M-Military Construction (MCON)
N-Baggage and Service Records of Casualties Evacuated from Vietnam.
O-Provisional T/E for Force Logistic Command.
P-Summary of Data Processing Operations.
Q-Non T/O Requirements.
R-Reenlistment and Retention of Trained Officers and Enlisted Marines.
S-Force Logistic Command Special Services Programs.
T-11 Photos of Improvements being made to III Marine Amphibious Force Transient Facility.

U-3 Photos of Transient Facility Processing Center.
V-4 Aerial photos of FLSG Alpha ASP#1 and #1 Bulk Fuel Farm.
W-19 Photos of Construction Progress at Red Beach.
X-5 Aerial photos and construction map of construction at Red Beach.
Y-10 photos of CHINU NOI (Open Arms) Hamlet.
Z-7 photos of Commandant of the Marine Corps Tour.
ROUTINE

R 260714Z
FM CG FMPAC
TO FMFPAC FORLOGCMD INFO AIG 151 RUABOL/CAMP BUTLER RUABSR/FIRST FORSERVREGT BT
UNCLAS & F T O
FMPAC PUBL 3040 FORWARDING OF PERS EFFECTS AND SQS OF MARINE CORPS CASUALTIES EVACUATED FROM THE RVN.
A. FMPAC P3040.2B
1. PENDING PUBLICATION PRINTED CH TO SECTIONS III and VI REF THE FOLLOWING IS POLICY WITHIN RVN CONCERNING THE FORWARDING OF PERS EFFECTS AND SQS OF MARINE CORPS CASUALTIES EVACUATED FROM THE RVN.

A. EFFECTIVE 15AUG66, CO, FLC WILL BE RESPONSIBLE FOR THE CONSOLIDATION AND SHIPMENT OF ALL PERS EFFECTS AND SQS FOR MARINE CORPS CASUALTIES OF III MAF UNITS. PERS EFFECTS WILL BE FORWARDED TO CO THIRD FSR. SQS WILL BE DELIVERED TO CO CAMP BUTLER BY COURIER.

B. THIS RESPONSIBILITY CONCERNS THE TASKS OF INSURING PROPER AND ADEQUATE PACKAGING, LABELING, ADDRESSING, SECURITY AND THE ARRANGING FOR TRANSPORTATION TO OKINAWA, AS WELL AS ESTABLISHMENT OF A PROGRAM OF INSPECTION OF THE OPERATION OF COLLECTING AND FORWARDING POINTS, STATIONS OR FACILITIES.

C. GOV AIR WILL BE USED IN MAKING THESE SHIPMENTS.

D. CO, FLC WILL PROVIDE CG, FMPAC COPIES OF ALL IMPLEMENTING DIRECTIVES CONCERNING THIS MATTER.

E. DIRECT LIAISON WITH ALL COMMANDS CONCERNED FOR PLANNING AND EXECUTION OF A PROGRAM TO CARRY OUT THESE RESPONSIBILITIES IS AUTH.

F. EFFECTIVE 15AUG66, ALL III MAF UNITS WILL FORWARD THE PERS EFFECTS AND SQS OF EVACUATED CASUALTIES TO THE COLLECTION POINTS DESIGNATED BY THE CO, FLC.

G. THIRD FSR WILL CONSOLIDATE AND MAKE SHIPMENT TO WESTPAC COMMANDS OR CONUS COMMANDS, AS APPROPRIATE, ON ALL PERS EFFECTS RECEIVED.

2. THIS BULLETIN IS CANCELLED, UPON RECEIPT OF PRINTED HANGI I TO FMPAC O P3040.2B AND ON 31DEC66 FOR RECORD PURPOSES.

BT

260714Z JUL 66
PRIORITY ROUTINE
ZCZC FFM 182 182
U NOI
PP MFF
DE RUMNMF 612F 2200527
ZNY EEEEE
PR 080527Z
FM FORLOGCOMD
TO ZDEN/FLSG ALPHA
ZDEN/FLSG BRAVO
INFO ZDEN/FLSG TWO
BT
UNCLAS E F T 0
CASUALTIES EVACUATED FROM VIET NAM
A. CG FMFP/C 260714Z JUL PASEP
1. REF A DESIGNATED THIS COMMAND AS THE RESPONSIBLE AGENCY FOR THE CONSOLIDATION AND SHIPMENT OF ALL PERSONAL EFFECTS AND SERVICE RECORDS OF MARINE CORPS CASUALTIES EVACUATED FROM RVN.
2. THE FORLOGCOMD BAGGAGE AND SER REC SECTION IS ASSIGNED UNDER THE ADMIN CONTROL OF THE FORLOGCOMD ADJUTANT WHO IS RESPONSIBLE FOR PROVIDING PERSONNEL TO OPERATE THE SECTION. THE CENTRAL OFFICE FOR THE PERSONNEL EFFECTS AND SERVICE RECORD SECTION WILL BE LOCATED AT THE TRANSIENT FACILITY, DANANG WITH AN NCOIC. THE NCOIC IS RESPONSIBLE TO THE CO, FORLOGCOMD FOR ITS PROPER OPERATION. SUCH RESPONSIBILITY IS RENDERED UNDER SUPERVISION OF THE FORLOGCOMD ADJUTANT.
3. THIS HQ WILL PROVIDE AN NCO FOR EACH OF THE ENCLAVE LOCATIONS AT

PAGE TWO RUMNMF 612F UNCLAS E F T 0
CHU AI, HUE PHU BAI, AND DANANG.
4. THE FOLLOWINGSUPPORT WILL BE REQUIRED FROM EACH ADDRESSEE AS FOLLOWS:
   a. FOR FLSG ALPHA
      (1) ONE CONEX BOX AT BOTH HUE PHU BAI AND TRANSIENT FACILITY,
      (2) BILLETING FOR ONE EML NCO AT HUE PHU BAI
      (3) OFFICE SPACE AVAILABLE AT HUE PHU BAI
   a. FOR FLSG BRAVO
      (1) ONE CONEX BOX IN FLSG BRAVO AREA
      (2) BILLETING FOR ONE NCO
      (3) OFFICE SPACE AVAILABLE IN VICINITY FLSG BRAVO HQ

5. IAW REF A THE SECTION WILL ON 15 AUG 1966 COMMENCE ACCEPTING PERS EFFECTS AND SER REC FOR EVACUATED CASUALTIES FROM RVN.

CCN: 612/TT/TODI 1815H/08AUG66/JUD/SUPRIL
ENCLOSURE (1)
FM: FORLOGCOMD
CG FIRST MARDIV
CG FIRST MAW
CG THIRD MARDIV
FSG-4/THIRD SERVBN
FSG-3/FIRST SERVBN
INFO: CG FMFPAC
CG III MAF
THIRD PSR
CAMP BUTLER

UNCLASSIFIED

CASUALTIES EVACUATED FROM VIETNAM

A. CG FMFPAC 260714Z JUL
B. FORCEO 4050.1A
C. FMFPAC P3040.2

1. LAW HAF A THIS COMD, EFFECTIVE 15 AUG, WILL ASSUME THE RESPONSIBILITY FOR THE CONSOLIDATION AND FORWARDING OF ALL PERSONNEL EFFECTS AND SER REC FOR MARINE CORPS CASUALTIES EVACUATED FROM RVN.

2. ORGANIZATION AND LOCATION OF FORLOGCOMD BAGGAGE AND SER REC COLLECTING POINTS ARE:

   COLLECTION POINTS WILL BE ESTABLISHED AT CHU LAI, PHU BAI, AND DA¬
   NANG. PERSONNEL EFFECTS AND SER REC, TOGETHER WITH PROPER DOCUMENTATIONS,
   WILL BE TURNED OVER TO FORLOGCOMD REPRESENTATIVES AS LISTED BELOW.

   (1) CHU LAI. PERSONNEL EFFECTS & SER REC OFFICE LOCATED IN THE HQ
   FLSG-B/First SERVBN AREA.

   (2) PHU BAI. PERSONNEL EFFECTS AND SER REC OFFICE LOCATED AT THE HQ
   FLSU #2 AREA.

   (3) DANANG. CENTRAL, PERSONNEL EFFECTS AND SER REC OFFICE LOCATED AT
   THE TRANSIENT FACILITY IN VICINITY OF MARINE AIR FREIGHT TERMINAL

ENCLOSURE (1)

TAB. C
RATHER COLLECTING POINT WILL RECEIVE FOR ALL PERSONNEL EFFECTS AND SER.
RECORDS DELIVERED. THE COLLECTING POINTS AT CHU LAI AND PHU BAI WILL
FURTHER EFFECT DELIVERY OF BAGGAGE AND RECORDS TO THE CENTRAL OFFICE LOCATED
AT DANANG. DAILY COURIERS FROM THESE ENCLAVES TO DANANG WILL BE UTILIZED.
3. REF B AS MODIFIED, CONTAINS INSTRUCTIONS AND PROCEDURES TO BE FOLLOWS:
IN THE DELIVERY OF PERSONAL EFFECTS TO THE RESPECTIVE COLLECTING STATIONS.
SIX COPIES OF THE INVENTORY, NAVMC 10154-PD TOGETHER WITH SIX COPIES OF
THE TRANSFER ORDER ISSUED LAW SECTION VI OF REF C, WILL ACCOMPANY ALL
BAGGAGE AT THE TIME OF DELIVERY TO THE COLLECTING POINT. AS DIRECTED BY
PARA 2B OF REF A EACH COLLECTING POINT WILL INSURE THAT PERSON EFFECTS ARE
PROPERLY PACKED, LABELLED AND ADDRESSED PRIOR TO RECEIPT FROM DELIVERING
UNIT FOR FURTHER SHIPMENT.
4. SERVICE RECORDS, CLOSED FOR TRANSFER, WILL BE FORWARD TO THE COLLECT-
ING POINTS WITH TRANSMITTAL OF SER RECORDS (NAVMC 941-PD) ATTACHED.
5. PERSONAL EFFECTS AND SER RECIEVED BY THE CENTRAL OFFICE AT DANANG
WILL BE FORWARDED ON A DAILY BASIS TO THE THIRD FSR. BAGGAGE AND RECORDS
WILL BE FORWARD ABOARD HMM AND OPERATIONAL FLIGHTS. ALL EFFECTS
AND RECORDS, FOR DELIVERY TO THE THIRD FSR, WILL BE REFERRER TO A DESIGN-
ATED COURIER.
6. A CONTINUOUS CHAIN OF RECEIPTS WILL BE EXECUTED ON EACH INDIVIDUAL'S
EFFECTS AND RECORDS FROM TIME OF RECEIPT FROM PARENT COMMAND UNTIL DELIVERY
TO THIRD FSR. DPR #16 WILL PUBLISH ON A MONTHLY BASIS, A NAME LISTING OF
PERSONAL EFFECTS AND RECORDS RECEIVED BY AND FORWARD BY THIS COMMAND.
EACH ACTION AND IN FOR EFFECTS WILL BE PROVIDED COPIES.
7. THE FOREGOING PROCEDURES ARE APPLICABLE TO MARINE CORPS CASUALTY
EVACUATE ONLY AND DOES NOT APPLY TO PCS, TAD ON EFFECTS OF DECREASED PER-
SONNEL.

ENCLOSURE (1)
FORCE LOGISTIC COMMAND ORDER 3040.1

From: Commanding Officer
To: Distribution List

Subj: Personal Effects and Service Records of Casualties Evacuated from RVN

Ref: (a) CG, FMFPac msg 2607142 Jul66 NOTAL
(b) FLC msg 091320Z Aug66 NOTAL

1. Purpose. To publish instructions for the consolidation/shipment of personal effects and service records for Marine Corps Casualties of III Marine Amphibious Force units.

2. Background

   a. Reference (a) directed, effective 15 August 1966, the Force Logistic Command assume the responsibility for the consolidation and forwarding of all personal effects and service records for Marine Corps casualties evacuated from the Republic of Viet Nam.

   b. The organization and location of the Force Logistic Command baggage and service records collecting points are:

      (1) Danang. The central office is located in the transient facilities near the Marine Air Freight Terminal.

      (2) Chu Lai. A collecting point for the Chu Lai area is located at the Shipping and Receiving Office of FLSG-Bravo Command Post area.

      (3) Hue Phu Bai. A collecting point for the Hue Phu Bai area is located at the Headquarters FLSU #2 Command Post area.

3. Preparation of baggage and service records. It is essential that, prior to the receipt of personal effects and service records by collecting points that certain criteria is met. Personal effects and service records not meeting the following specifications will not be receipted for by the respective collecting point. Discrepancies will be referred to the appropriate Division, wing or separate unit:

   a. Seabags locked and with shipping tags secured on the lock and carrying handle.
b. Trunk lockers banded, locked, or sealed.

c. Wooden boxes nailed, and banded with metal strapping.

d. Cardboard boxes taped and banded.

e. Each piece of baggage properly marked to identify the name, rank and service number of the individual concerned. Trunk lockers and boxes will have the individual's name and service number stencilled or printed on the top and two sides of each piece.

f. Six witnessed copies of the inventory Form (NAVMC 10154-PD) together with six copies of the transfer order.

g. Service records properly closed for transfer together with original orders and two copies of NAVMC 941-PD (Transmittal of Service Records).

4. Action. Collecting points will perform the following:

a. Operate each collecting point on a 24-hour bases.

b. Provide personnel for security of baggage and records while in storage and to provide couriers to accompany shipments for delivery to the central collecting point.

c. On a daily basis the Central Collection Point at Danang will forward all baggage and service records to the 3rd Force Service Regiment. Insure that a designated courier is in charge of each shipment. Available space aboard CAM and operational airlift will be utilized for this purpose.

d. Maintain a continuous chain of receipts for each individual's personal effects and service records.

e. Maintain records of operation to include the following:

(1) Name, rank, and service number.

(2) Description of item.

(3) Date received.

(4) Date shipped.

(5) Destination.

f. Publish on a monthly basis a name listing of personnel effects and service records received by and forwarded by this command. Distri-
Distribution of this report will be made in accordance with paragraph 6 of reference (b).

5. Applicability. The foregoing procedures are applicable to the Marine Corps Casualty evacuees only and does not apply to Permanent Change of Station, Temporary Additional Duty or effects of deceased personnel.

DISTRIBUTION: "A", "B" and "D" plus CG, 1stMarDiv (100), CG, 3dMarDiv (100), CG, 1stMAW (50)
Subj: United States Savings Bond Program

1. Facts
   
   a. At the commencement of the bond drive, 22% participation was reported for this Command.
   
   b. As of 1 Sep the participation had risen to 63.9%.
      
      (1) Truck Co FLSG-A has attained 96% participation.
      
      (2) Maint Co FLSG-A has attained 91%.
      
      (3) H&S Co FLSG-A has attained 81%.

2. Discussion
   
   a. Just prior to the current drive on 9 May 1966, FFCO 5120.1 was published. This order required that each individual be personally interviewed upon joining and upon promotion to encourage participation in the program. It further provided that before a Savings Bond allotment be stopped, the individual will be counselled on the benefits of the program.
   
   b. Each man was contacted personally to encourage participation in the program during the drive.
   
   c. CMC msg 281600Z May (ALMAR) was read to all hands during at least three separate formations prior to 30 June.

3. Recommendations
   
   None

4. Action Being Taken
   
   a. The provision of FFC order 5120.1 requiring newly joined or promoted Marines to be counselled on the benefits of the Savings Bond program are being continuously applied.
   
   b. Further the provision requiring counsel prior to stopping of a Bond allotment is also being continuously applied.
   
   c. Continuous effort is being made to encourage participation in this program so as to achieve at least 75% participation.

5. Action Required by Higher Authority
   
   None
Subject: Audit and Instruction Teams (A&I Teams)

Encl: (1) Administrative A&I Team TAB-H
(2) Motor Transport A&I Team TAB-G
(3) Supply A&I Team TAB-J
(4) Transportation/Embarkation A&I Team TAB-I

1. Facts

a. Audit/Instruction teams have been organized within the Force Logistic Command Headquarters to review, instruct, audit and assist subordinate commands.

b. Teams have been established in the following area:

   (1) Administrative (Enclosure (1))
   (2) Motor Transport (Enclosure (2))
   (3) Supply (Enclosure (3))
   (4) Transportation/Embarkation (Enclosure (4))

2. Discussion

a. Administration. Team was established on 13 July 1966. Mission is to conduct audits of basic reporting units and intermediate Headquarters. Audit of records encompasses verifying data contained in service records, health records, and pay records with the actual interview of the individual concerned. Firm schedules are not followed as the team remains with the unit until all facets of audit, instruction, and discrepancies are corrected or corrective action has been initiated.

b. Motor Transport. Focus of team effort is directed to organization maintenance area (1st and 2d echelon). Also included in areas being audited are:

   (1) Handling of trip tickets.
   (2) Dispatcher logs
   (3) Maintenance of motor vehicle records
   (4) Shop procedures
   (5) Driver maintenance
c. **Transportation and Embarkation.** The purpose is to:

1. Make an analysis of procedures and operation of all facets of Transportation/Embarkation in the Danang, Chu Lai and Hue Phu Bai areas.
2. Review Standing Operating Procedures; Tables of Organizations; Tables of Equipment; publications required and on hand; reporting procedures; record maintenance; files; cargo offering procedures; transportation control movement preparation; marking and handling of cargo; backlog and causes; adequacy of staging area; periods of time cargo has been awaiting shipment; security measures and other functions in this area.

3. **Supply Procedures.** The purpose is to:

1. Analyze the procedures and operation of Fleet Stock Accounts A2 and C2 and other related areas to include Medical Supply.
2. Analyze receipts, processing of requisitions, methods and cut off times for counting input to reports and methods for maintaining continuity of locations in the movement of materials to new storage facilities.

4. **Recommendations**

a. None

5. **Action Being Taken**

a. To establish uniform procedures and methods throughout the command in various functional areas.

b. To render assistance to subordinate commands.

c. To analyze the four areas in sufficient detail to determine corrective actions required.

d. To determine what additional functional areas require similar type team.

6. **Action Required by Higher Authority**

a. None
Subject: Motor Transport Audit and Instruction Team

1. Facts:
   a. A Motor Transport Audit and Instruction Team was formed on 5 July 1966.

   b. Team consists of:
      1) One (1) MSgt 3537/3516
      2) One (1) GySgt
      3) One (1) SSgt
      4) One (1) SSgt 3516/3531
      5) One (1) Op1 3516/3531

2. Discussion:
   a. The mission of the motor transport team is to instruct and assist motor transport units of this command to bring all phases of motor transport up to desired standards.

   b. As of this date team has visited FLSG-A, Truck Company, FLSu #2 Truck Platoon.

   c. Problems and Discrepancies Noted:
      1) Appearance of vehicles, Generally poor, Lack of washing and painting.
      2) Records not maintained in accordance with current directives.
      3) Drivers and mechanics unfamiliar with their jobs.
      4) Shop safety practices not being adhered to.

3. Action Being Taken:
   a. A limited technical inspection performed on all vehicles.

   b. Records clerks are bringing records up to date.

   c. Schools are being conducted for drivers and mechanics.

   d. Washing facilities being built and utilized.

ENCLOSURE (2)
e. Shop safety is stressed to all personnel concerned.

f. Instruction and assistance by Motor Transport Team.
Subject: Administrative Audit and Instruction Team

Appendix (A) Force Logistic Command Order 5000.1

1. Facts.

   a. The administrative audit and inspection team was established on 13 July 1966. (Appendix A)

   b. Composition of the A&I team is as follows:

      1 - Master Sergeant 0141
      1 - Staff Sergeant
      1 - Corporal

   c. The team is augmented by other specialists such as Legal, Disbursing and Medical when audit and instruction are being covered in those areas.

2. Discussion.

   a. To insure uniform administrative procedures and to improve in personnel accounting the administrative audit and instruction team was established. Syllabus for the team is:

      (1) Service Record Book Audit

         I. Consists of the annual SRB & OQR Audit. This is in addition to company audits required annually. In this respect, greater emphasis is placed on the record of emergency data and leave computation.

      (2) Pay Records

         I. Audit against SRB & OQR to verify Social Security Numbers, current rank and longevity, allotments in effect, leave, etc.,

      (3) Unit Diary

         I. Concentration on timeliness and accuracy of events reported, particularly in matters concerning pay.

   ENCLOSURE (1)
Emphasis is directed toward HTD's, adjusted HTD's due to voluntary extensions, billet MOS and expiration of enlistments.

(4) General Administration

I. Preparation of correspondence
   a. Sufficient copies
   b. Proper format
   c. Chain of Command Directives
      a. Format
      b. Content
      c. Requirement for specific directives

(5) Personnel

I. Effective assignment and utilization of personnel within their MOS.

II. Misassignment.

(6) Correspondence, messages and reports

I. Correspondence control

II. Message tickler system

III. Reports control

b. Accomplishments of the team to date is:

   (1) One unit with an average strength of 600 personnel has been audited.

   (2) Discrepancies noted were corrected immediately or corrective action initiated on the spot.

   (3) The most significant area in which the most discrepancies existed was the Record of Emergency Data. Many of those discrepancies were detected during the interview of the individual Marine.
FORCE LOGISTIC COMMAND ORDER 5000.1

From: Commanding Officer
To: Distribution List

Subj: Administrative Audit and Instruction Team

1. Purpose. To establish an Administrative Audit and Instruction Team within Force Logistic Command.

2. Discussion

   a. Since the activation of this Command on 25 Mar 1966 the personnel strength has continued to increase. With this growth the number of administrative and personnel accounting problems also have been on the increase.

   b. Through the screening of correspondence and records at this Headquarters it has been determined a requirement for additional instruction and assistance in these areas exists.

   c. Further it is realized a requirement exists to insure administrative practices and procedures are uniform within each subordinate command.

3. Action. The Force Logistic Command Administrative Audit and Instruction Team is hereby established.

4. Mission. The mission of this team is to conduct Administrative Audits of basic reporting units and intermediate headquarters and to give assistance/instruction in the correcting of discrepancies. It is emphasized that periodic audits are not to be construed as formal inspections, but an effort to assist units in proper administrative procedures.

5. Composition. The Administrative Audit and Instruction Team will be composed of personnel assigned to Headquarters, Force Logistic Command.

6. Conduct of Audit. Commanders will be notified in advance of the dates the Audit Team will arrive at their unit. Billeting, messing and transportation as required will be furnished by the unit audited.

W. H. COWPER
Executive Officer

DISTRIBUTION "A" AND "B"

APPENDIX (A) TO
ENCLOSURE (1)
Subject: Analysis of Transportation/Embarkation

1. Facts:

   a. On 25 August 1966, a team was organized to look into the problems of all facets of Transportation/Embarkation in the Danang, Chu Lai and Phu Bai area. The team consists of:

      1 - Lieutenant  (3010)
      1 - Sergeant     (0431)
      1 - Sergeant     (3111)
      1 - Sergeant     (3121)

2. Discussion:

   a. The team will establish compatibility between the two Force Logistic Support Groups in the area of Transportation/Embarkation, relating to control, security and movement of cargo from Ports to consignees and from one Force Logistic Support Group to another.

   b. In order to accomplish the above, this team will review the following:

      (1) Standard Operating Procedures
      (2) Table of Equipment
      (3) Table of Equipment
      (4) Publications and Directives required and on hand
      (5) Reporting Procedures
      (6) Record Maintenance
      (7) Cargo Offering Procedures
      (8) Marking and Handling of Cargo
      (9) Backlogs and their causes
(10) Adequacy of staging areas

(11) Liaison established with Port Terminals

(12) Security measures in force

(13) Any other problems concerning Transportation/Embarkation functions
Subject: Supply Procedures Analysis Team

1. Facts

   a. On 7 August 1966 a supply procedures analysis team was organized within the Force Logistic Command to study the supply procedures in the two Fleet Stock Accounts. This team conducted its analysis utilizing the following objectives:

      (1) Determine compatibility of procedures for the two Fleet Stock Accounts.

      (2) Determine deviations from standard operating procedures.

      (3) Determine skill deficiencies.

      (4) Evaluate document control procedures.

   b. The team consists of the following:

      1 Major
      2 Lieutenants
      2 Staff Noncommissioned Officers

   c. The team further defined the functions that would be studied. These were:

      (1) Issue control
      (2) Stock records
      (3) Shop stores
      (4) Receipts control
      (5) Technical research
      (6) Receiving and storage

   d. Deficiencies noted during analysis by area as follows refer to both Fleet Stock Accounts unless otherwise noted:

      (1) Issue Control
Item 1: Pending issue transactions files are not processed in the same manner at each stock account.

Item 2: Proof of delivery documents are not processed in the same manner at the two Fleet Stock Accounts.

Item 3: Pending stock denial tickler files are not maintained.

Item 4: Quarterly reconciliation of outstanding obligation data returned by using units is not always properly researched.

(2) Stock Control

Item 1: There is an inadequate review of the daily transaction register at each stock account.

Item 2: Stock reviewers need more training relating to the effects that transaction codes have on the accounting record.

Item 3: There is a lack of adequate key-punch equipment at FSA-A2.

Item 4: There are inconsistencies between the quantities reflected in the obligation and due fields of the balance cards, and the quantities reflected in obligation release file and expected receipt file.

Item 5: There are numerous excesses of material both due and on hand.

(3) Shop Stores

Item 1: Recurring demands are being recorded against the non-preferred FSN.

Item 2: Publications and orders not up to date

Item 3: Material on location with no locator card in file.

Item 4: On hand balances in balance cards at FSA-A2 not in agreement with actual count in stock.

Item 5: FSA-C2 does not screen all receipts against demand file to determine if demands exist.

Item 6: At FSA-A2, SMC's 01, Q4, 07 in stock and on balance cards. SMC-07 items being issued.

(4) Receipt Control Unit

Item 1: Advice status received by message and correspondence not annotated on expected receipt card.
Item 2: FSA-A2 is not utilizing a machine program for processing the quarterly reconciliation with 3rd FSR.

(5) Technical and Research Unit

Item 1: Publications and manuals not up to date.

Item 2: Current allowances for publications and orders are not sufficient to service the needs of an FLSG.

Item 3: No controls in effect to prevent establishment of balance cards for SMC's 01, 03, 04, 05 and 07 items.

(6) Receiving and Storage

Item 1: A positive control is in effect at FSA-C2 to insure material is sent to permanent location. FSA-A2 does not have a positive control of this nature.

Item 2: At FSA-C2 there are locator cards for which there are no balance cards or no balance on hand.

2. Discussion

a. Issue Control

(1) Item 1. FSA-A2 maintains a card file of pending issues and FSA-C2 maintains a listing of pending issues. The primary purpose of this file is to insure that all issue documents that are sent to the warehouse are accounted for by either a proof of delivery document or a warehouse denial. Follow-up action should be taken for all documents not accounted for, however, this follow-up action is not being performed at either stock account.

(2) Item 2. The proof of delivery document, which is a signed copy of the issue mat, is designed to provide the stock account proof that the issue has been effected. The stock account has the option to file the proof of delivery copy or to transfer the pertinent information to the transaction card that effected the issue and then destroy the proof of delivery. At FSA-C2 all proof of deliveries are filed. At FSA-A2 only proof of deliveries for items with a value of $25.00 or more and all shop store issues are filed and the pertinent data for other issues are not transcribed to the card that effected the issue.

(3) Item 3. The pending stock denial tickler file serves two purposes: (1) it provides a means of determining how many stock denials are pending in the inventory section and (2) it provides a means of extract stock denial transactions from the pending issue transaction file. Neither account maintains a pending stock denial tickler file.
(4) Items 4. Both stock accounts conduct the quarterly reconciliation in a similar manner with the following exceptions:

(a) FSA-C2 reinstates documents where the proof of delivery has not been returned from the warehouse and the release process date is over fifteen days.

(b) FSA-A2 provides the units a listing of pending issue transactions when the reconciliation documentation is created. Therefore, reinstatements are processed without research. This could cause reinstatements for documents that have been passed to the next higher source of supply.

(c) FSA-C2 forwards a letter to using units advising the unit of the action taken on the reconciliation data provided by the using units.

(d) FSA-A2 does not provide any follow-up data to the using units.

b. Stock Control

(1) Item 1. Daily review of the transaction register is required to identify and correct minus balances in the on hand, due and obligation fields. Further, this review will disclose erroneous transactions which possibly will identify stock reviewers who need additional instruction. A review of daily transaction registers revealed the following examples of common errors:

(a) Recurring demand recorded on the non-preferred item which was not supply source coded to the Naval Supply Activity.

(b) Receipts processed against SMC 01, 04, 05 and 07 items.

(c) SMC 12 items being recorded as recurring demand.

(d) Inventory adjustments as the result of stock denials not being processed concurrently with the issue transaction.

(2) Item 2. Errors detected in 1 above reflect a need for more training.

(3) Item 3. FSA-C2 has a key punch verifier physically located within the stock account while FSA-A2 does not have a key punch verifier. A key punch verifier is a necessary piece of equipment and the lack of this equipment results in an increased number of edit error transactions.

(4) Item 4. A review of the transaction registers revealed minus balances in the due and obligation fields. A sampling of balance card files were compared to the obligation release file and the expected receipt file. This comparison revealed numerous discrepancies between the quantities reflected in the obligation release file and the expected receipt file.
(5) Item 5. An analysis of 1048 balance cards selected from Federal Groups 10, 12, 25, 51, 58, 59, 62, 68, 75, 83 and 95 revealed the following at FSA-A2:

(a) Excess material on hand
(b) Excess material due 8%
(c) Excess material due/on hand 2%

c. Shop Stores

(1) Item 1. A review of non-preferred FSN's revealed that recurring demands are being established for these items.

(2) Item 2. A review of publications and orders revealed the latest changes were not on hand in all instances.

(3) Item 3. At FSA-C2 100 FSN's on location were checked. 27 items were found to have no locator card. At FSA-A2 80 FSN's on location were checked. 19 items were found to have no locator card.

(4) Item 4. At FSA-A2 80 FSN's on location were checked against the balance cards. 31 balance cards reflect "0" on hand. No balance cards existed for 19 of the FSN's.

(5) Item 5. At FSA-C2 50 FSN's in demand file were screened against the locator deck. 8 were found in stock.

(6) Item 6. At FSA-A2 a review of the transaction register revealed SMC 01, 04 and 07 items on hand. In one instance an issue was reflected for an SMC 07 item.

d. Receipt Control Unit

(1) Item 1. A review of five selected stock status reports from 3d FSR revealed that this updated information was not recorded on the expected receipt card.

(2) Item 2. At the present time FSA-A2 conducts a manual reconciliation with 3d FSR on all outstanding reconciliation and manually screens only the exception items.

e. Technical and Research

(1) Item 1. A review of publications and orders revealed the latest changes were not on hand in all instances.

(2) Item 2. A review of allowances for publications and orders revealed that the current allowance is based on the Service Battalion
concept and are not sufficient to service the needs of a Fleet Stock Account and related FLSG units.

(3) Item 3. A review of procedures revealed that no control measure exists to prevent the establishment and continued maintenance of balance cards with SMG's 01, 03, 04, 05 and 07 when material is received or picked up by inventory.

f. Receiving and Storage

(1) Item 1. FSA-C2 inserts a card on the locator deck for all material which has not been placed on location. On return to the locator deck of the receipts which indicated that the material has been placed on its permanent location this control card is removed from the locator deck. This procedure is not in effect at FSA-A2.

(2) Item 2. 1000 locator cards representing 750 FSN's were machine matched with the following results:

102 FSN's with locator cards had no matching balance card. Of this 102, 51 of the FSN's had no material on location. 148 FSN's with locator cards had a "0" balance on the matching balance card of this 148, 78 of the FSN's had no material on location. This review has not been completed for FSA-A2.

3. Recommendation

a. None.

4. Action being taken

a. Issue Control

(1) Item 1. FSA-C2 initiated the pending issue transaction file on 25 August 1966 and will take aggressive follow-up action with receiving and storage on all documents where proof of delivery has not been returned in a designated period of time. FSA-A2 will implement the same procedure.

(2) Item 2. The supply procedures analysis team is developing a standard procedure for both stock accounts relative to the retention/disposal of proof of delivery copies.

(3) Item 3. Both stock accounts are initiating a pending stock denial file.

(4) Item 4.

(a) All documents submitted for reinstatement will be researched through the issue control file to determine the validity of the reinstatement.
request for all future reconciliations.

(b) All actions taken by the stock account are to be reported to using units.

b. Stock Control

(1) Item 1. On the job training will be conducted to teach personnel reviewing transaction registers the necessary knowledge to detect erroneous transactions and other errors so that individual instruction may be given in specific areas to stock reviewers.

(2) Item 2. On the job training will be given to teach stock reviewers the effects of transaction codes.

(3) Item 3. Action will be initiated to procure and install a key punch verifier in the stock account at FSA-A2.

(4) Item 4. A flow chart has been developed for the validation of the balance card data to the obligation release file and the expected receipt file. This flow chart has been given to the DPI platoon to assist them in developing a complete program to effect this validation.

(5) Item 5. The computer program discussed in (4) above will also provide for the identification of excess material.

c. Shop Stores

(1) Item 1. Portions of the computer program discussed in 4b. (4) be used to validate shop stores records.

(2) Item 2. Action will be taken to obtain the necessary publications and orders.

(3) Item 3. A wall-to-wall location verification will be conducted.

(4) Item 4. A complete inventory of shop stores will be conducted upon completion of the wall-to-wall locator verification discussed above.

(5) Item 5. FSA-C2 shop stores will screen all receipts against the issue demand history file.

(6) Item 6. The shop stores stocks will be purged and FSN's corrected or material disposed of during the wall-to-wall locator check.

d. Receipt Control

(1) Item 1. Advice status received by means other than purched card
will be annotated on the expected receipt card.

(2) Item 2. A machine program will be developed at FSA-C2 and will be utilized by both stock accounts to conduct a reconciliation with 3d FSR.

e. Technical Research

(1) Item 1. Action is being initiated to obtain necessary changes to publications and orders.

(2) Item 2. A review will be made of the allowance of publications and orders and a recommended list will be prepared based upon the FLSG concept.

(3) Item 3. A procedure will be established to insure that a balance card with SHC's 01, 03, 04, 05 or 07 are recovered from the balance file after appropriate accounting actions are completed and inserted in the dead file.

f. Receiving and Storage

(1) Item 1. The supply procedure analysis team will recommend a standardized procedure for both stock accounts to provide control and management of material in transit to its permanent location.

(2) Item 2. A wall-to-wall locator verification of all Class II and Class IV material will be conducted subsequent to the move to the Red Beach Area. Upon completion of the wall-to-wall locator check, inventory segments will be identified and an inventory will be conducted. The debriefing of FSA-A2 was given the preparation of this Fact Sheet.

5. Action required by higher authority

a. None.
FORCE LOGISTIC COMMAND BULLETIN 1500

From: Commanding Officer
To: Distribution List
Subj: Basic Legal Clerk School

1. Purpose. To publish information on the establishment of a Basic Legal Clerk School; to announce the tentative commencement date for the first class, the quotas and the administrative requirements in connection with this school.

2. Background. There is currently a severe shortage of trained legal clerks throughout the Marine Corps and especially in III Marine Amphibious Force. Therefore, it is considered necessary to run a Basic Legal Clerk School on a frequently repeating basis until our legal clerk requirements have been met. Informal arrangements have been made by the Staff Legal Officers of the major Marine Corps Commands in III Marine Amphibious Force to support such a course as a joint effort for the common benefit. The school will be conducted under the immediate supervision of the Staff Legal Officer, Force Logistic Command.

   a. Nature of the course. This is an intensive course aimed at rapid development of a legal clerk, MOS 0121. It is a full time course, consisting of eighty-four (84) hours of classroom instruction, conducted on the basis of seven (7) hours per day for twelve (12) days. The Instruction will include formal lectures, demonstrations, student exercises, and two examinations with critiques. The emphasis will be on practical application.

   b. Director. The Staff Legal Officer, Force Logistic Command is designated the Director, Basic Legal Clerk School.

   c. Instructors. Will be lawyers, and staff noncommissioned officers with MOS 0121 or 0141

   d. Quotas.
      (1) Generally. Quotas will be allocated on the basis of need and student availability.
(2) First Class.

a. Major commands.

<table>
<thead>
<tr>
<th>Command</th>
<th>Number</th>
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<tbody>
<tr>
<td>1st Marine Division:</td>
<td>4</td>
</tr>
<tr>
<td>3rd Marine Division:</td>
<td>10</td>
</tr>
<tr>
<td>1st Marine Air Wing:</td>
<td>6</td>
</tr>
<tr>
<td>Force Logistic Command:</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
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b. Force Logistic Command:

<table>
<thead>
<tr>
<th>Group</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force Logistic Support Group Alpha:</td>
<td>5</td>
</tr>
<tr>
<td>Force Logistic Support Group Bravo:</td>
<td>5</td>
</tr>
</tbody>
</table>

c. Graduation. Students who satisfactorily complete this Division level course will be given a certificate reflecting that fact and his academic standing. Students in the upper third of the class should, ordinarily, be qualified for the Military Occupational Speciality 0121 immediately upon graduation. However, students in the lower third of the class may require substantial on-the-job training before becoming qualified for that Military Occupational Speciality. The certificate will include an opinion as to the qualification of each student.

d. Location. The school will be located at Red Beach, Da Nang, and will be conducted in one of the quonset buildings assigned to the Staff Legal Office, Force Logistic Command.

e. Schedule. A detailed class schedule will be provided separately. Classes will run from 0740 - 1130 and 1300 - 1550 daily except Sunday. There will be a supervised study in the classroom every evening from 1800 - 2030 including Sunday. There will also be a supervised study period from 0500 - 1600 on Sunday.

f. Student Assignment. Students will be assigned to the school by Temporary Additional Duty orders directing them to report to the Officer in Charge, Sub Unit 1, Headquarters and Service Company, III Marine Amphibious Force, located at Force Logistic Command Headquarters, for duty under instruction, Basic Legal Clerk School.

g. Reporting and Detachment. All students will report to Officer in Charge, Sub Unit 1, Headquarters and Service Company, III Marine Amphibious Force, not later than 1200, on the day preceding commencement of the school.
All students will be detached on the day following completion of the school.

k. Tentative Commencement Date. It is tentatively planned to commence the first class on 29 August 1966 and to terminate it on 10 September 1966. Alternate commencement date is tentatively 5 September 1966, terminating 17 September 1966. Actual starting date will be announced by message not later than 23 August 1966.

I. Student Clothing and Equipment

(1) General. Parent commands assigning students to this school must insure that students have their T/O weapons, ammunition, and sufficient clothing for the two week period, with normal health and comfort items.

(2) School Equipment. Parent commands must provide each student with the following items of equipment for use in connection with this School:

(a) One (1) MCM, US 1951, with Addendum.
(b) One (1) JAG Manual, with all changes.
(c) One (1) Lined writing pad.
(d) Three (3) pencils.
(e) One (1) ball point pen.
(f) Two (2) Large envelopes, or other means for keeping notes, paper, student hand-outs, and pen and pencils.

m. Student Criteria.

(1) Generally. Each major command will announce the criteria for student selection applicable to its subordinate commands.

(2) Force Logistic Command

(a) Must have minimum of seven (7) months remaining on overseas tour, or extend is current tour to meet this prerequisite.

(b) Must be a high school graduate or have a GCT of 110.

Must be able to type thirty (30) words per minute

(d) Must have no record of conviction by court-martial and no more than one non-judicial punishment during his current enlistment.


Major commands. It is requested that each major command notify
this Headquarters (Attention: Staff Legal Officer), as soon as possible as to whether or not it desires to utilize the assigned quota for the first class, and as to whether or not there is an urgent need for a larger quota for the first class.

b. Commanding Officer, Force Logistic Support Group Alpha and Bravo: Notify this Headquarters (Attention: Staff Legal Officer) as soon as possible and not later than 20 August 1966 of the names of each student assigned to the first class.

DISTRIBUTION:

"A", "B" and "D" plus
CG, 1stMarDiv (15)
CG, 3dMarDiv (15)
CG, 1stMAW (10)