

- Appendicies:
1. Situation Report.
 2. Contact or Incident Report.
 3. Contact or Incident After Action Report.
 4. Combat Operations After Action Report.
 5. VC Installation Report.
 6. Initial Fire Request.
 7. Air Support.
 8. Shelrep, Mortrep.
 9. VCC Report.
 10. DUSTOFF.
 11. NOTICAS, FATALCAS, EVACREPS.

Appendix 1 (Situation Report) to Annex A (Reports and Returns)
ATF SOP of 10 Jul 66.

REP No : From (DTG) to (DTG)

ENEMY.

OWN SITUATION.

ADMIN.

1. To be numbered consecutively daily commencing -
after 2400 hrs.
2. NTR may be used after enemy to indicate Nothing
to Report.

Appendix 2 (Contact or Incident Report) to Annex A (Reports and Returns) to 1 ATF SOP of 10 Jul 66.

1. The contact/incident report is to be sent by radio as soon as possible after an action.

2. It should be sent in clear in the following format:

- A. CONTACT or INCIDENT.
- B. date, time of action.
- C. grid reference of action
- D. VC strength.
- E. Type of VC. (Local, Mobile or Main Force).
- F. VC cas and wpns recovered.
- G. Direction of VC movement.

Note: Inapplicable serials should be omitted.

Appendix 3 (Contact or Incident After Action Report) to
Annex A (Reports and Returns) to 1 ATF SOP of 10 Jul 66.

Part 1. (To be completed by Patrol Comd)

Operation

Report by No Rank Name

..... Pl Coy Bn

Time of action hrs. Duration Date

Location

Patrol or section task

Describe in own words what happened, include diagram

Description of terrain (to include range of visibility
etc)

Distance to en when first sighted

Which member first saw en

What was he doing

What caused en to be noticed

VC strength Dress

Who fired first Range

What section weapons fired

What was en immediate reaction

What was section immediate reaction

Appendix 3 continued

18. En cas
19. Caused by (weapons)
20. Friendly cas
21. Caused by (weapon)
22. Approx ammo expenditure
23. Docus/Wpns captured
24. Lessons learned

Part 2. Pl Comds Comments.

25. Related section report
26. Describe Pl actions
27. Estimate all ammo fired in contact (incl mor, arty, etc)
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Part 3. Co Comds comments.

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Appendix 4 (Combat Operations after Action Report) to
Annex A (Reports and Returns) to 1 ATF SOP of Jul 66.

The form as indicated below will be used as a guide for
After Action Reports of combat operations other than VC
initiated ambushes. Two copies of Reports should reach
this Headquarters not later than 14 days after termination
of the operation.

ONE. NAME OR IDENTITY AND/OR TYPE OF OPERATION.

TWO. DATES OF OPERATION (INCLUSIVE DATE TIME GROUP).

THREE. LOCATION.

FOUR. CONTROL OR COMMAND HEADQUARTERS.

FIVE. WHEN APPROPRIATE, LIST BY NAME THE PRINCIPAL ADVISOR
OR LIAISON OFFICERS PRESENT WITH THE CONTROL HEADQUARTERS
AND WITH THE ASSAULT ELEMENTS. ADVISORS WILL INDICATE THE
EXTENT OF THEIR ADVISORY EFFORT IN BOTH PLANNING AND
EXECUTION PHASES AND INDICATE THE EXTENT OF ACCEPTANCE OF
ADVICE OFFERED DURING EACH PHASE.

SIX. TASK ORGANIZATION. INDICATE CONTROL HEADQUARTERS
AND UNITS ATTACHED OR DETACHED.

SEVEN. SUPPORTING FORCES. LIST ALL SUPPORTING FORCES
BOTH PLANNED AND ACTUALLY USED AND INDICATE THEIR EXTENT
AND EFFECTIVENESS. SUPPORTING FORCES INCLUDE ARTILLERY,
NAVAL FORCES, ARMOR, USAF/VNAF AIR AND USMC/USA/AUST AVN.
IF AIR WAS REQUESTED, STATE AIR REQUEST NOT UTILIZED
WHETHER PREPLANNED OR IMMEDIATE REQUEST, REACTION TIME AND
EFFECTIVENESS. STATE FOR ALL, SIZE OR QUANTITY OF FORCE(S)
HOW AND WHEN EMPLOYED, RESULTS OR EFFECTIVENESS, AND TIME-
LINESS.

EIGHT. INTELLIGENCE. GIVE BRIEF ESTIMATE OF VC STRENGTH,
LOCATION, DISPOSITION AND SITUATION ANTICIPATED IN OBJECTIVE
AREA PRIOR TO OPERATION TO INCLUDE CURRENCY AND, WITHIN

-/CLASSIFICATION

Appendix 4 continued

CLASSIFICATION LIMITS, SOURCE OF INTELLIGENCE. MAKE BRIEF STATEMENT OF VC STRENGTH AND SITUATION ACTUALLY FOUND AS OPERATION WAS CONDUCTED. NAME VC UNITS IDENTIFIED AND ANY OTHER SIGNIFICANT INTELLIGENCE GAINED, INCLUDE OVERLAY, IF APPROPRIATE, AND DESCRIBE THE TERRAIN IN TERMS OF COVER AND CONCEALMENT, OBSTACLES, CRITICAL FEATURES, OBSERVATION AND AVENUES OF APPROACH (COCOA) AND WEATHER IN THE AREA OF OPERATION. INCLUDE CA/PSY WAR EVALUATION OF THE POPULATION AND ATTITUDES WHERE APPROPRIATE.

NINE. MISSION. STATE MISSION AS DIRECTED BY HIGHER AUTHORITY. IF THE MISSION WAS SELF-INITIATED STATE DEDUCED MISSION.

TEN. CONCEPT OF OPERATION. INCLUDE WHO, WHAT, WHEN, WHERE, AND HOW FOR ORGANIC, ATTACHED AND SUPPORTING UNITS TO INCLUDE FIRE SUPPORT, INCLUDE SKETCH OR OVERLAY WHEN APPROPRIATE.

ELEVEN. EXECUTION. GIVE, IN CHRONOLOGICAL ORDER, A NARRATIVE STATEMENT OF EVENTS, START WITH RECEIPT OR ISSUANCE OF ORDER AND END WITH TERMINATION OF OPERATION. INDICATE TIME Lapse BETWEEN DATE OPERATION WAS CONCEIVED AND ITS IMPLEMENTATION. HIGHLIGHT SIGNIFICANT ACTIONS AND LIST LOSSES, BOTH FRIENDLY AND ENEMY, AS THEY OCCURRED. INDICATE THE DURATION OF ACTION (CONTACTS) AND STATE COMMUNICATION CAPABILITY DURING CONTACT. STATE RANGE IN METRES AT WHICH THE INITIAL CONTACT OCCURRED AND THE AVERAGE RANGE OF ENGAGEMENT. INCLUDE USUAL TACTICS AND TECHNIQUES, CIVIL AFFAIRS, PSY WAR ACTIVITIES, DECEPTION AND IMPORTANT DECISIONS, INCLUDING USE OF SUPPORTING FORCES, COMMITMENT OF RESOURCES, ETC, BY THE COMMANDER TO INFLUENCE ACTION.

TWELVE. RESULTS. SUMMARIZE PERSONNEL KIA, WIA, MIA, CAPTURED BY AIR (KDA), CAPTURED, SUSPECTS ARRESTED, EQUIPMENT AND MATERIAL LOSSES, BOTH FRIENDLY AND ENEMY. INDICATE WHETHER OR NOT ALL AREAS WHERE AIR STRIKES WERE CONDUCTED WERE SEARCHED BY GROUND FORCES. ON FRIENDLY

Appendix 4 continued

LOSSES INDICATE NUMBER OF PERSONNEL AND QUANTITIES OF EQUIPMENT LOST SEPARATELY BY ARVN, CIDG, RF/PF, US, FVMAF, AND OTHER PARTICIPATING UNITS.

THIRTEEN. ADMINISTRATIVE MATTERS. NOTE ADEQUACY OF ADMINISTRATIVE PLANS, COMMENTING ON PROCEDURES OR ACTIONS WHICH HINDERED OR AIDED THE OPERATION. INCLUDE, AS APPROPRIATE, THE FOLLOWING:

ALFA. SUPPLY, INCLUDING METHODS AND TECHNIQUES FOR RE-SUPPLY. COMMENT ON COMBAT LOADS, AMMUNITION AND WEAPONS CARRIED BY ASSAULT TROOPS.

BRAVO. MAINTENANCE.

CHARLIE. TREATMENT OF CASUALTIES AND EVACUATIONS.

DELTA. MEDICAL EVALUATION.

FOURTEEN. SPECIAL EQUIPMENT AND TECHNIQUES. COMMENT ON EFFECTIVENESS OF SPECIAL EQUIPMENT OR TECHNIQUES USED SUCH AS SCOUT DOGS, PERSONNEL CARRIERS, AIR GROUND MARKING SYSTEM, AR-15's, GRENADE LAUNCHERS, SWIMMER SUPPORT BOATS, ETC.

FIFTEEN. ADVISOR/COMMANDER ANALYSIS. INCLUDE AN ANALYSIS OF TIMELENESS, EFFECTIVENESS, AND ADEQUACY OF LESSONS LEARNED WHICH ARE NOT COMMON TO MOST OPERATIONS. COMMENTS ON CA/PSYWAR ACTIVITIES AND PLANNING OR LACK THEREOF WILL BE INCLUDED. THE REPORT SHOULD INCLUDE COVERAGE OF PLANS OR ACTIONS TAKEN WITH NONCOMBATANTS, IN NUMBERS AFFECTED, CONTROLLED, EVACUATED, MEDICALLY TREATED, RELOCATED, ETC.

SIXTEEN. RECOMMENDATIONS.

Appendix B (VC Installation Report), to Annex A (Reports and Returns) to 1 ATF SOP of 10 Jul 66

1. These are to be submitted by senior comd who have observed any type of VC instl eg. pits, tunnels, camps, caches or ambush positions.

2. Report by No..... Rank Name

3. Report on instl (type) at
.....hrs on

4. Area covered by instl (in square yards)

5. Def layout (answer fol questions and any more detail that can be given).

a. Were there any wpn pits and tunnels;

(1) Wpn pits only

(2) Tunnels and wpn pits

(3) Tunnels only

b. Depth underground of tunnels

c. Were the tunnels and wpn pits interconnecting, if so to what extent;

d. Types of const used:

(1) Tunnels

(2) Wpn pits

e. No of wpn pits and tunnels.

f. Est unit or sub unit required to occupy them.

g. Dir wpn pits were facing.

h. Were the pits:

(1) Individual

(2) Two man

(3) Three man

(4) Crew served wpn, if so what type of wpn do you est and what dir was it facing.

i. How old were:

(1) Wpn pits

(2) Tunnels

(3) Any other instl

j. Was the def layout near a river, track, rd, ford or town.

k. Were there any EW posts or devices.

l. Extent and type of booby traps, if any.

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Signed

Appendix 6 (Initial Fire Request) to Annex A (Reports and Returns) to 1 ATF SOP of 10 Jul 66.

A. Call	Call sign followed by "Target, target target."
B. Grid reference	Six figure grid reference of target
C. Line Oscar/Tango	Grid Bearing Observer/Target
D. Description	Short description of target eg. VC ptl
E. Type of fire	Type of fire required.
F. Time	Time when target to be engaged.

CORRECTION OF FIRE

"Go left, go right, add or drop."	Estimated in metres.
"Shot."	Given by fire unit, indicating round is on its way.
"Target destroyed, neutralised."	No further fire required.

- Notes: 1. The most important aspects of the procedure are B and C, namely Grid Reference and OT.
2. Junior commanders should realise that artillery fire is available to support them and should never be hesitant to call for fire because of lack of familiarity with procedure.