



# THE TYPHOON

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## Aviators Stress Safety, Service

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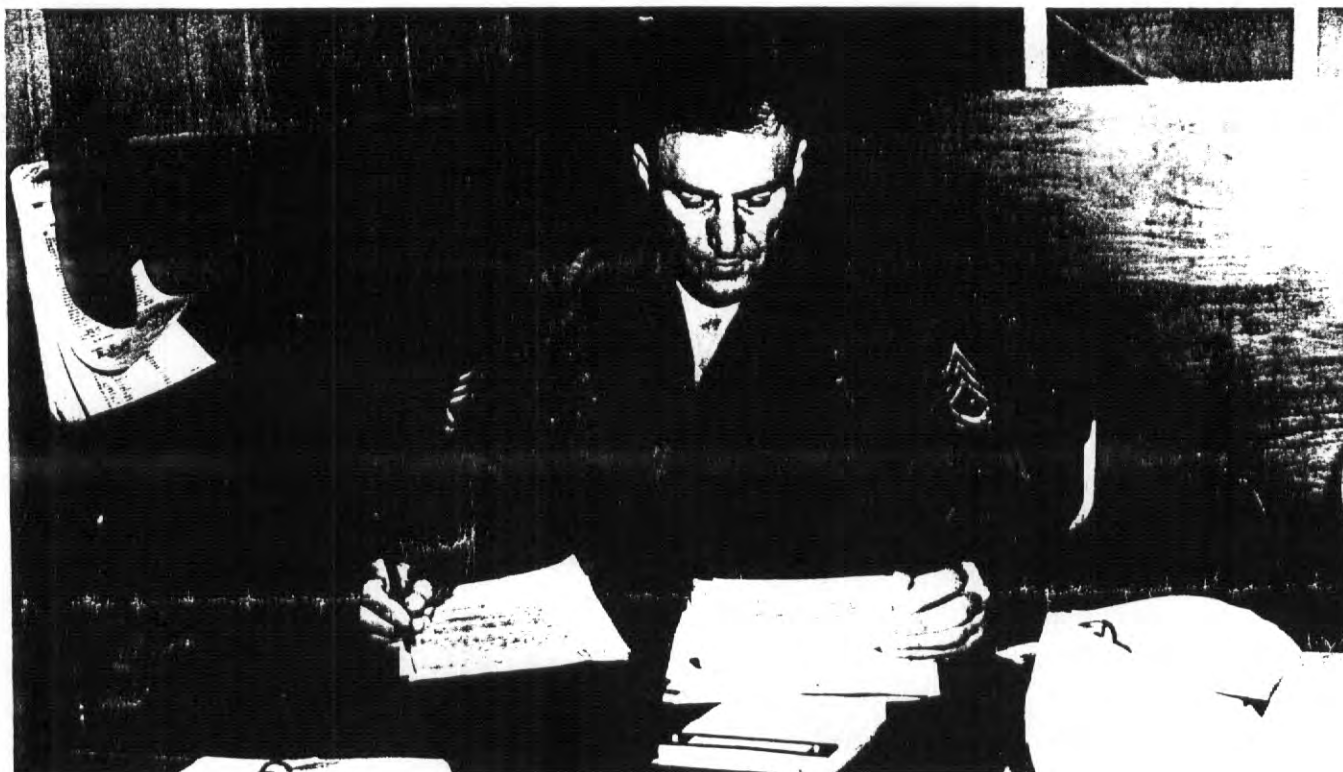
## More Than Personnel

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## Many Problems, Much Paperwork

# *AG: More Than Personnel*

Need a passport? Identification card? Form reproduced? Want to reenlist? Worried about your pay? An award? Or are you just out-processing for return stateside? All these problems, as well as many more, are handled by just one section—the Adjutant General Section of I Field Force Vietnam.

The AG section has a compliment of nine officers, one warrant officer, 56 enlisted men and three civilians. The entire organization is operated from a four-man nerve center under the control of the I FFORCEV AG, Colonel Gerald Overstreet of Carlisle, Pa. Sergeant Major Anthony S. Adamo, Lyndhurst, N.J., is the senior enlisted member of the team.

Two years ago, AG was responsible for three battalions of what was then Task Force Alpha. Today, more than 10,000 individuals in units located throughout the length and breadth of II Corps Tactical Zone are directly, or indirectly, serviced by the I FFORCEV AG.

AG performs a variety of tasks essential to the proper functioning of any command. To accomplish this, the section is divided into two main parts, the Administrative Services Division and the Military Personnel Division, which includes the Unit Personnel Office.

Administrative Services is responsible for the distribution of all command correspondence, both incoming and outgoing, as well as the supply of all regulations and blank forms to staff sections. Chief of the Division is Captain Kearney G. Silvius, Lancaster, Pa.

Distribution is handled by the unclassified message center while all classified documents are processed by the classified "cage" or message center. The cage works around the clock and handles approximately 4,000 documents and packages each week.

Here lies the additional responsibility of handling confidential registers, distribution control and updating the proper classification of all classified reading files for the staff sections.

Reproduction requests generated throughout the headquarters are also the branch's responsibility. Such items as the Sunday chapel programs, all types of

COVER PHOTOS: The photos on this month's cover highlight three of our features: (top to bottom) I FFORCEV Aviation Section, AG and Btry. G (Searchlight), 29th Artillery. They show a OH-23 on a reconnaissance flight, Sgt. Maj. Anthony S. Adamo (also above) editing a proposed I FFORCEV regulation, and one of the powerful searchlight's cutting through the night.

orders, special forms and letters, right down to daily bulletins are run off here.

An extremely important but many times overlooked function of AG is the mail room. Postal service is of prime importance and Specialist 4 Peter J. Donohue Hartford, Conn., chief mail clerk, handles it with extreme care. Twice daily mail is prepared for shipment to the Army Post Office. Incoming mail is picked up just as often. During the holiday season, pickups usually increase to three or even four per day.

"Choice not chance"—the Army reenlistment motto, points out still another AG function. Like postal, reenlistment, recruiting and career counseling are important phases of AG work.

At AG, "personal is put into personnel" by the Military Personnel Division. Further divided into the Unit Personnel Office and the Personnel Management Section, the branch is headed by Major James H. Olson of Milwaukee.

The personnel office is what most people think of when they are reminded of AG. Here 201 files and finance records are maintained. This includes the updating of personnel records and finance matters as well as preparing monthly pay vouchers. Other duties include issuing ID cards, both to the troops in Nha Trang and, in emergency cases, to individuals in outlying units within II CTZ. In addition, applications for dependent ID cards are processed.

Command morning reports are prepared and submitted

daily by Specialist 4 Oliver S. Horne of Bunnlevel, N.C., who also operates an informal locator service.

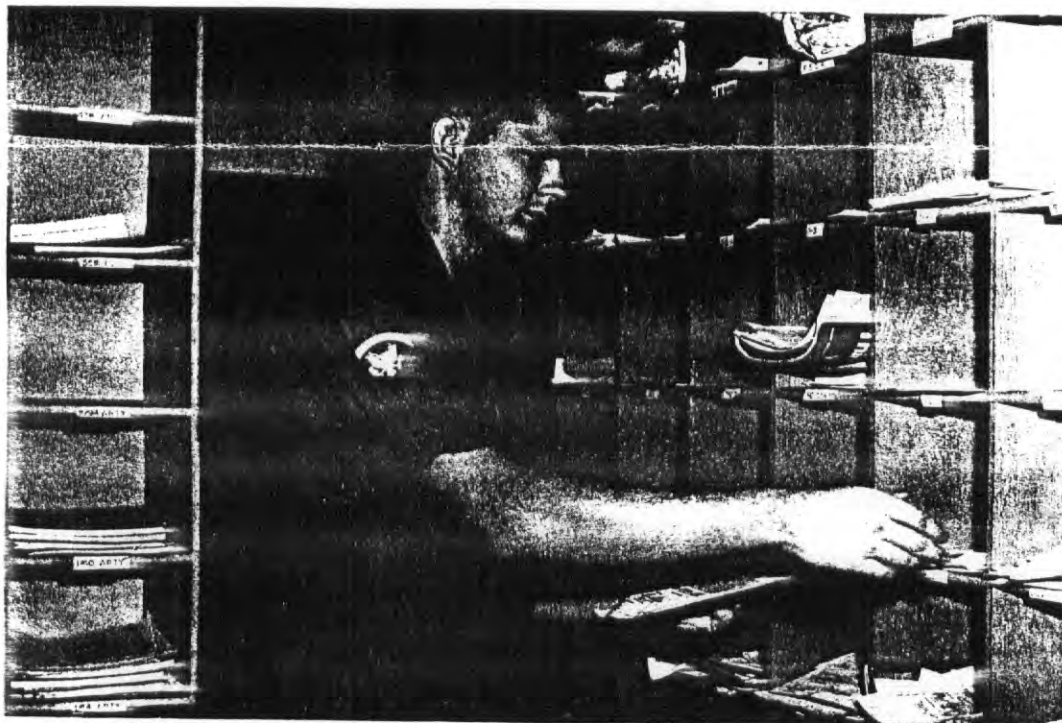
Redeployment is yet another task within the purview of the personnel office. Redeployment is the administrative preparation for return to the states or the soldier's next assignment out-of-country. This small two man section prepares flight instructions and military transportation authorizations, the soldier's ticket home.

Reporting of each individual to Department of the Army for assignment instructions is also performed here. Heading the Personnel Office is CWO Leslie S. Burnett, New Cumberland, Pa.

Augmenting the personnel office is the Personnel Management Section. Perhaps the best known topic handled here is Rest & Recuperation leave. The program is designed to provide a five day break from the stress of combat and, according to reports, it's serving its purpose well.

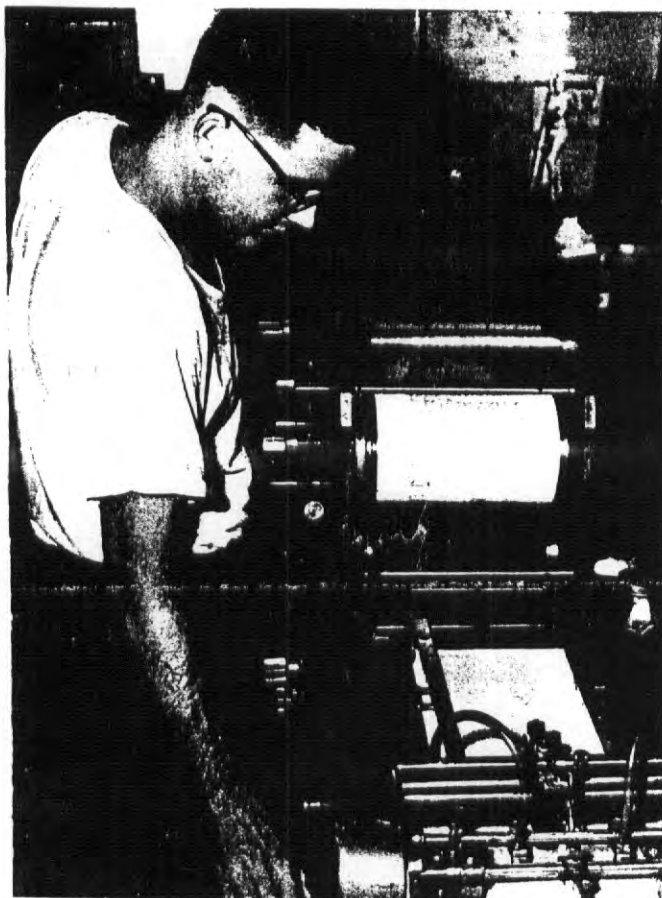
Another function is promotion. Two command-wide promotion boards are held each month. One board is held for grades E5 and E6, and another for E7 through E9. Staff Sergeant Ronnie A. Bugg, Chance City, Va., is responsible for the administrative processing of these boards. He is also responsible for proficiency pay and the supervision of the Awards & Decorations Section, which handles all awards for recommended individuals at I FFORCEV.

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**SORTING AND DISTRIBUTING** all unclassified messages and newspapers which pass through the message center falls to Sp5 Bobby J. Whitesell of Dudley, N.C.





REPRODUCTION is a big task of the AG Section. During an average work day 100 master stencils are used to print more than 25,000 copies of such items as the daily bulletin, regular and special orders. Here, Sp4 Patrick K. Greaney, Chicago, Ill., sets in motion one of the large stencil machines.

# There Are Mar

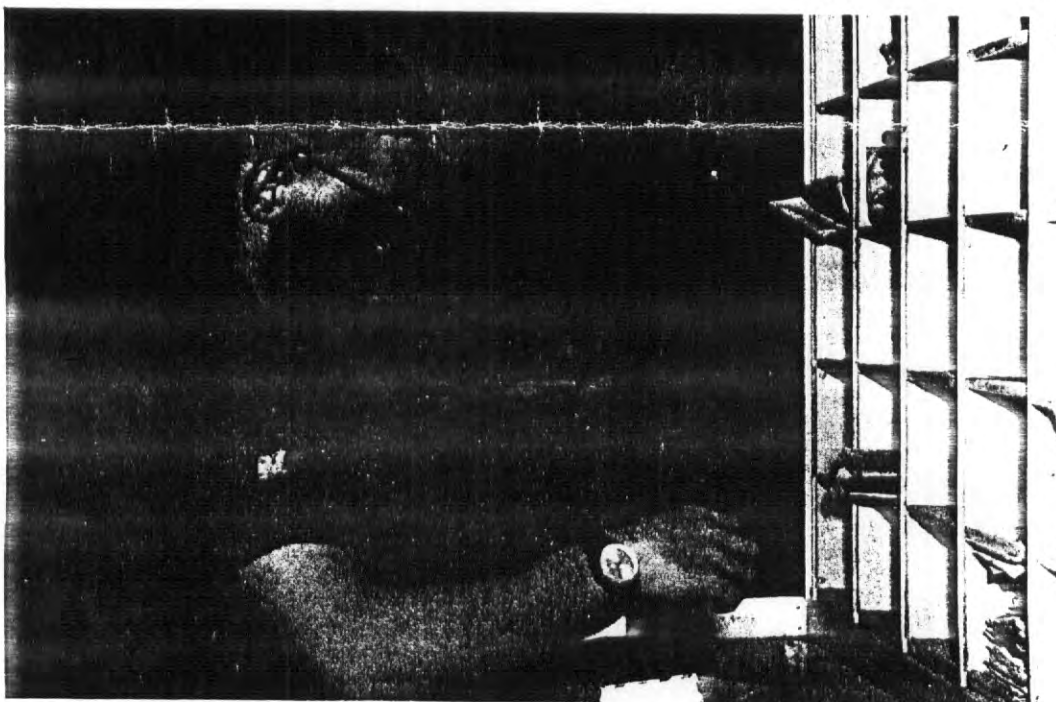
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Classification and Assignments is also found in this division. Here it is insured that each unit has a qualified individual according to applicable Table of Organization and Equipment listings. And, in the case of medical evacuation or other unexpected absences, a replacement is available.

Additional duties include approval of in-country assignments, leave requests, special six-month extension leaves and in-country transfers. Capt. Ronald Guiberson, Olympia, Wash., and Staff Sergeant Andrew J. Keith, Lubbock, Tex., handle this important function. Capt. Guiberson is also the Passport Control Officer and maintains a log of passports in the possession of I FFORCEV personnel as well as applications for issuance of new passports by the consular section of the American Embassy in Saigon.

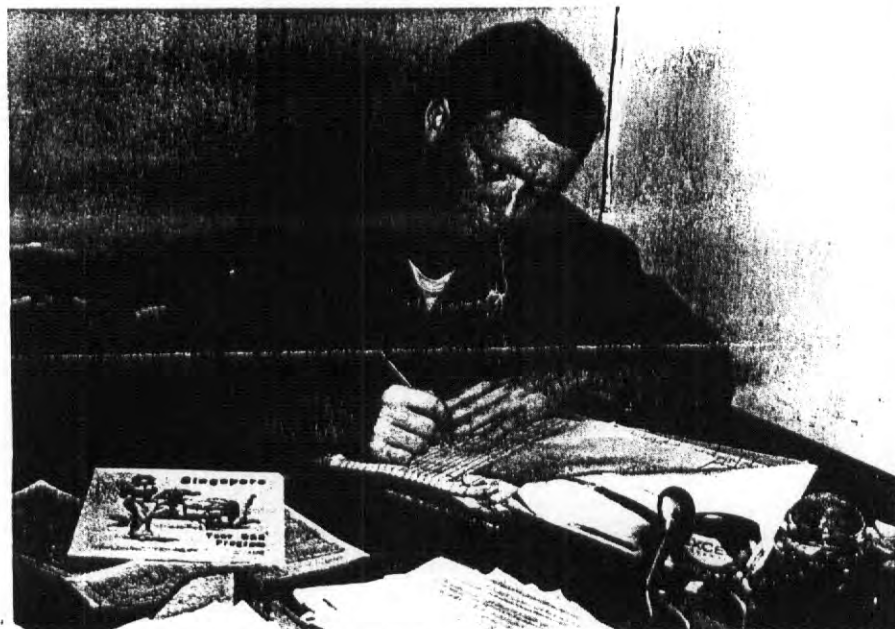
Staff Sergeant Ronald J. Greenawalt, Sligo, Pa., points up the ability of the men in AG to serve in many capacities. Formerly with the assignment section, the sergeant is now personnel sergeant at the Unit Personnel Office. Every man within AG is cross-trained to fill many jobs.

For men who aspire to Officer Candidate School or an appointment as a warrant officer, then Personnel Actions is the place. Regular Army and Direct Commission applications are also handled. Processing



MAILMAN for I FFORCEV Headquarters, Sp4 Peter J. Donahue, Hartford, Conn., sorts a few of the several bundles of letters and packages received daily.

# y Ways To Handle Paper



REST & RECUPERATION is something looked forward to by most soldiers. Assisting the men at I FFORCEV Headquarters with their R&R plans is Sp4 James E. Hench, West Chester, Pa., unit R&R clerk. Here, he breaks out the R&R allocations to units assigned to the command.

is accomplished under the supervision of Specialist 5 Ronald T. Woods, Miami, Fla., senior personnel actions specialist. SP5 Woods insures that all applications are complete and then proceeds to arrange evaluation boards where necessary.

One other necessary action handled here is insuring that personal effects and records of soldiers medically evacuated from I FFORCEV are properly forwarded to the gaining command.

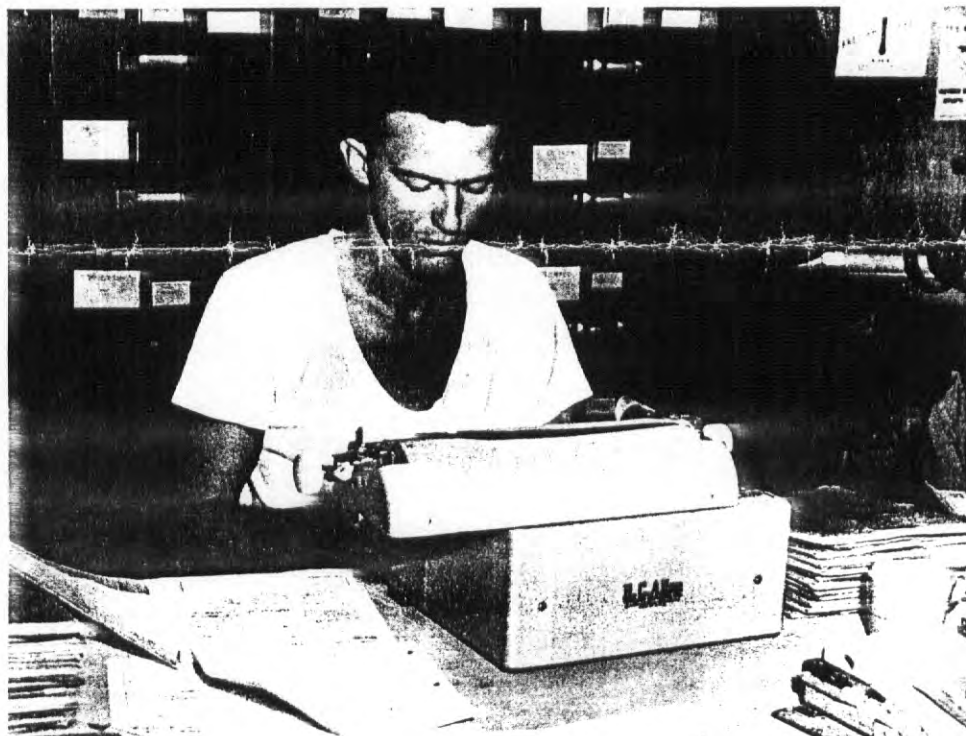
Updating strength figures on all I FFORCEV units, congressional interest correspondence and maintaining a regulation library are just a few of the jobs which round out AG.

Whatever the problem, whether personal or personnel, you'll find the I FFORCEV Adjutant General Section and its personnel ready to assist in every way.

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FINANCE RECORDS are handled by Sp4 George A. Lakos of Sacramento, Calif. Up-dating the finance forms of those personnel assigned to units for which he is responsible, is just one of Sp4 Lakos' many tasks.

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PHOTOS BY: Sp5 R. L. Smith & PFC R. Mooney