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DEPARTMENT OF THE ARMY MAJ Bellinger/ewp/3426
HEADQUARTERS, 68TH MEDICAL GROUP
APO 96491

AVBJ GD-PO

19 October 1970

SUBJECT: Letter of Instruction - 12th Evacuation Hospital (U)

Commanding Officer
12th Evacuation Hospital
APO 96353

1. (U) Reference, 44th Med Bde OPLAN 183-69 (U)
2. (C) The 12th Evacuation Hospital will stand down on 25 November 1970, and be inactivated on 15 December 1970. This LOI establishes the time frame and procedures governing termination of hospital operations of the 12th Evacuation Hospital and related matters.
 - a. S-1: Instructions are contained in inclosures 1, Personnel and Administration.
 - b. S-2/3:
 - (1) Classified Documents: The S-2 officer or his representative, this headquarters, will conduct an inventory of the classified documents maintained by the 12th Evacuation Hospital NLT 15 November 1970 to determine disposition of classified documents on hand. On the basis of this inventory, this headquarters will provide guidance on the destruction or transfer of all documents.
 - (2) Movement Orders. All individual reassignment orders will be issued by Headquarters, 68th Medical Group.
 - (3) Civil Military Operations. Unit will necessitate termination of internal development assistance programs. Termination may have significant adverse impact on the communities supported by the unit. Civil military programs will be reviewed to determine means to complete existing programs, turn over to other agencies those which cannot be completed, or if necessary, terminate programs with as little adverse impact as possible.
3. (C) Commander of the 12th Evacuation Hospital will:

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- (1) Due in six copies.
- (2) The period covered will include the date of notification through the date of inactivation.
- (3) The format will be as follows:
 - (a) Concise narrative description of unit's activities.
 - (b) Problems. Identify each problem area concerned.
 - (1) Concise discussion of how problems were solved, or why it could not be solved.
 - (2) Recommendation on improving future stand down procedures in each problem area.
 - (3) Other considerations which major subordinate commanders deem worthy of discussion.
 - (c) Documentation will include copies of major subordinate unit directives, LOI's, OPORDS, important messages, and etc.
- 5. (U) Registrar Activities. Instructions are contained in inclosure 2.
- 6. (C) S-4. Instructions are contained in inclosure 3.
- 7. (U) Notify the S-3, this headquarters, of any problems encountered or anticipated (TEL: Long Binh 926 3426/3779).

FOR THE COMMANDER:

3 Incl
as

Dewey R. Miller
DEWEY R. MILLER
CPT, MSG
Adjutant

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Inclosure 1 (Personnel and Administration) to 68th Med Gp LOI - 12th Evacuation Hospital (U)

nel

1. General: The personnel objectives for the phase-down are:

(1) Maintain unit strengths at appropriate levels during phase-down.

(2) Insure that adequate personnel services are provided during all segments of the phase-down.

2. Maintenance of Unit Strength: Personnel needed to accomplish the phase-down operation should be reported to this headquarters with recommended dates for reassignment. Personnel in excess to unit needs during this period should be reported to this headquarters for immediate reassignment.

3. Personnel Management:

a. Personnel actions. Personnel actions of all types will continue to be processed without interruption due to unit phase-down. All personnel will remain resources of the Medical Command and thus all requests for R&R, ordinary leave, and other personnel actions should continue to be submitted within appropriate time frames.

b. Missing Persons. All files pertaining to persons missing as a result of hostile action will be transferred by the unit to their next higher headquarters.

c. Personnel Pending Elimination Action:

(1) Immediate and positive action will be taken to ensure that all elimination cases are closed prior to unit's phase-down.

(2) Personnel for whom elimination cases cannot be closed prior to unit phase-down will be reassigned (with flagging action maintained) by this headquarters.

4. Development and Maintenance of Morale:

a. Decorations and Awards.

(1) Recommendations for service awards will be submitted on all deserving personnel who are within four months of their DEROs. Action required on personnel not in the above category will be as follows:

(a) For personnel who would be recommended for a service award if duty performance continued as to date, a letter stating the type of award and summary of duty performance should be completed and forwarded to this headquarters to be sent to new unit of assignment.

(b) A list of all personnel not recommended for a service award

AR 635-206	Misconduct
AR 635-212	Discharge, Unitness, and Unsuitability
USARPAC Reg 600-10	The Army Casualty System
USARPAC Reg 621-5	General Educational Development
USARPAC Reg 672-5-1	Award of Military Decorations
MACV Reg 37-6	Regulation of Currency
MACV Dir 55-1	Processing and Shipment of Household Goods and Baggage
USARV Reg 37-1	Payment of Daily Hire Local National Employees
USARV Reg 37-8	Control of Personal Currency Transactions
USARV Reg 37-13	Salary Payments to Direct Hire Local Nationals
USARV Reg 37-35	Administration of Assistance-in-Kind Funds
USARV Reg 40-4	Prevention of Malaria
USARV Reg 40-13	Medical Clearance
USARV Reg 190-2	Evacuating, Processing, and Accounting for Detained Personnel
USARV Reg 190-20	Identification and Control of Personnel
USARV Reg 190-47	Serious Incident Reports
USARV Reg 210-5	Custody and Control of Firearms and Dangerous Weapons
USARV Reg 230-2	Policies and Procedures for the Administration of Vietnamese Labor Funds
USARV Reg 230-6	Operation and Administration of Officers, Non-commissioned Officers, and Enlisted Mens Open Messes
USARV Reg 381-24	Exploitation and Disposition of Captured and Recovered Material
USARV Reg 600-7	Inspection of Personnel Traveling by Aircraft
USARV Reg 600-200	Enlisted Personnel Management System
USARV Reg 616-3	Authorization for Employment of Daily Hire Labor
USARV Reg 643-20	War Trophies

USARV Reg 690-12	Personal Hire Employees (Local National Domestics)
USARV Reg 735-1	Personal and Organizational Clothing and Equipment for Male Personnel
USARV Pam 1-1	Administrative Procedures (Personnel)
USARV Admin Plan OP Return, dtd 27 May 69	
USARV Message 47996, dtd 24 Feb 69	
USARV Message 57301, dtd 18 Apr 69	
MB Reg 1-55	Suspected Criminal Conduct, Wrongdoing, or Mismanagement in the Army
MB Reg 230-5	Nonappropriated Funds and Related Activities
MB Reg 616-3	Authorization for Employment of Daily Hire Local Nationals
MB Reg 870-4	Army Medical Services Activities Report

6. Preparation and disposition of morning reports will be accomplished by Team A, 222nd Personnel Services Company.

7. Outprocessing: All personnel will complete normal outprocessing of unit prior to leaving. Clearance papers will be forwarded to this headquarters on all personnel reassigned in-country so that the Military Personnel Records Jacket may be properly closed-out. Insure that conduct and efficiency ratings are completed on all enlisted personnel.

8. Officer Efficiency Reports: All necessary OERs as the result of either change of rater or PCS of rated officer will be carefully controlled to insure proper completion prior to departure of rating personnel. All OERs should be consolidated and submitted to this headquarters at one time unless this will result in late submission.

9. To the extent permitted by security requirements, civilian employees will be provided sufficient information regarding phase-down actions which affect the status and tenure of their employment.

(1) Local national employees paid from the following funds will not be terminated without issuance of a Standard Form 52 (Report of Personnel Action) authenticated by the servicing area civilian personnel officer.

- (a) Appropriated Funds (OMA)
- (b) Appropriated Funds (MCA)
- (c) Assistance-in-Kind Funds (except daily hire employees utilized)

in accordance with USARV Reg 37-1)

(d) Nonappropriated Funds

(2) Upon receipt of initial phase-down instructions, commanders utilizing local national civilian employees will:

(a) Submit a Request for Personnel Action (Standard Form 52) requesting separation of all employees paid from funds enumerated above, to the appropriate servicing area civilian personnel officer. If the unit is phasing-down to another location in Vietnam, the Request for Personnel Action should state "Reassignment" for those employees assigned positions which will be a continuing need in the new location.

(b) In coordination with the servicing area civilian personnel officer, program release of employees to prevent required payment of compensation in lieu of advance notice of reduction in force.

(c) Prepare to release employees for interview and reassignment to vacant positions in organizations remaining in the immediate vicinity.

(d) Withdraw passes authorizing entry to a US facility upon termination of employment or reassignment of employees in accordance with Para 5, USARV Regulation 190-20.

(e) Close imprest fund accounts made available for payment of daily hire local nationals in accordance with Para 5, USARV Regulation 37-1. Insure that present funds and vouchers are returned to Fund Custodian to close out fund.

10. Special Services.

a. Special Service supplies and equipment, unserviceable property, and property on loan from other units and activities will be disposed of prior to the phase-down IAW current directives.

b. Motion Picture Service:

(1) Manager of Army and Air Force Motion Picture - Pacific Regional Office will be advised by letter (APO 96309) or by telephone (MACV 4483/4328) the date the 16mm film account is to be closed.

(2) Motion picture projection equipment will be disposed of in accordance with applicable supply procedures.

c. Rest and Recuperation: The R&R program for personnel assigned to phase-down units will be continued without change. Orders will be honored by all MEDCOM units.

d. Instructions for the disposition of Special Services facilities, when applicable, will be issued by separate communications.

11. Unit Funds. Unit funds will be dissolved when strength is reduced to zero. On dissolution, cash, securities, and proceeds from fund owned property remaining after the liquidation of all outstanding obligations

will be forwarded thru command channels to USARV, ATTN: AVHGA-SF, for deposit in the USARV Central Welfare Fund. A terminal audit will be conducted by Headquarters, 68th Medical Group and will include a statement of financial condition of the fund at dissolution verifying that all obligations have been liquidated.

12. Postal:

a. Commanders should insure that:

(1) Adequate supplies of DD Form 1175 are on hand; that they are distributed to all personnel; and that all personnel notify correspondents and publishers of change of address. Controlled processing is recommended.

(2) Unit fund custodians cancel or furnish change of address for fund supplies, publications and pocketbooks.

(3) Security of mail is maintained during phase-down stages and that all mail is properly disposed of, to include a clean sweep of all mail from unit mailroom to servicing APO, BPO or APD, as appropriate.

(4) Expedite completion of pending congressional inquiries and mail service complaints and insure they remain under control during phase-down, if applicable.

(5) All Post Office Department mail bags in use by unit mail clerks and/or couriers are returned to the servicing postal facility. Contact the postal officer of the servicing APO to maintain adequate supply of mail sacks to provide for increased mailings. Surplus empty equipment is to be returned to mail bag depositories promptly.

(6) Increased emphasis and publicity is given to the prohibitions against the mailing of explosives, narcotics, government equipment, inflammable materials, etc.

(7) Action taken to expedite completion of board reports in lieu of reports of survey for pending postal incidents. Insure flagging action is taken against personnel involved in postal incidents subject to investigation by boards of officers.

(8) Strict compliance with Para 3-7, 3-8, 3-10, 3-11e, and 3-13, AR 65-1, as appropriate, is enforced. Reports required by Para 3-7, 3-8, or 3-10c, AR 65-1, when applicable, will be forwarded to HQ, USARV, ATTN: AVHAG-M, as far in advance as possible.

(9) Accountable mail records are forwarded to the next higher headquarters. Records will be maintained until date designated for disposition.

13. Personnel and Administrative Action Reports:

a. Personnel Status Report. Reports will be prepared by the 222nd Personnel Services Company.

3. Army Medical Activities Report: All medical units will submit a Army Medical Activities Report (RCS MED 41 (R4)) covering the period 1 January 1970 to date of phase-down. Reports will be submitted in accordance with AR 40-225, through command channels, in sufficient copies to furnish a copy for each command level and to reach this headquarters in 15 copies. In addition, an information copy should be sent to major command receiving medical support from the reporting unit.

14. Administration, Transfer and Disposition of Records During Inactivation: All files will be transferred to the next higher headquarters.

INCLOSURE 2 (Registrar Activities) to 68th Medical Group LCI
12th Evacuation Hospital (U)

1. (U) Clinical Records: Clinical records of completed cases in the hospital that pertain to patients dispositioned prior to the date of standdown will be retained by a designated hospital for a period of 90 days after the hospital standdown date. They will then be retired to the appropriate record center.

2. (U) Recurring Reports:

a. Final recurring reports will be prepared as of 2400 hours prior to the standdown date of the hospital.

b. Final reports are required for the following reports and will be labeled "FINAL REPORT".

(1) Weekly or Post-Weekly Morbidity Telegraphic Report.

(2) Morbidity Report and Civilian War Casualty Report.

(3) Beds and Patients Report (Battle Casualty and All Patients Reports).

(4) Outpatient Report.

3. (U) Nominal, Death, and Register Number Indexes: Nominal, death, and register number indexes of the hospital that pertain to patients dispositioned prior to the standdown date will be transferred to the assuming hospital. The indexes will be maintained for a period of 90 days after the date of standdown. They will be disposed of IAW AR 340-18-9.

4. (U) Admission and Disposition Sheets: Hospital record copies of Admission and Disposition Sheets of the hospital will be retained by the assuming hospital. Period of retention will be 90 days.

5. (U) Patients' Trust Fund:

a. Disposition of remaining funds and valuables of US military patients, if forwarding address is unknown, will be IAW para 42 (a), C-2, AR 40-2.

b. Disposition of remaining funds and valuables of US military patients, if no forwarding address is known, will be IAW para 42 (b), C-2, AR 40-2.

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Inclosure 3 (LOGISTICS) to 68th Medical Group LOL - 12th Evac Hosp

1. GENERAL

a. Purpose. This inclosure provides logistic guidance for phase down of units and the disposition of associated materiel/supplies within RVN as outlined in the basic plan.

b. Concept of Logistical Operations.

(1) Materiels/supplies received by units will be limited to those necessary to complete the phase down (e.g., rations and packing materiels).

(2) Units will zero out their property books LAW AR 735-11 and AR 735-35. Upon completion of the zero out process, the property books and associated files will be delivered to this headquarters ATTN: AVBJ GD-SO, where they will be audited and retained for two (2) years.

(3) Assets Generated by the phase down will be redistributed within the Medical Group or as directed by higher headquarters.

2. RESPONSIBILITIES

a. S-4, 68th Medical Group will provide disposition instructions for supplies and equipment not otherwise directed by higher headquarters.

b. 32d Medical Depot will

(1) Provide continuous medical supply and maintenance support during all phases of the phase down.

(2) Provide technical assistance in classification, identification and disposition of medical materiel to units phasing down.

c. USARV will provide common logistical support (less medical) to units phasing down.

d. Insure that all ammunition is removed from vehicles, weapons, and other major items of equipment (AR 740-20).

3. MATERIEL AND SERVICES

a. Supply.

(1) To the extent possible, normal supply procedures will be applied to the phase down.

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(2) Commanders will insure that Log Books will accompany all equipment upon transfer or turn-in.

(3) Prior to standdown, units will maximize effort, as allowed by continuing operational requirements, to bring equipment to the highest state of maintenance readiness.

(4) Subsequent to standdown, maximum emphasis must be placed on performance of organizational maintenance and technical inspections.

(5) Technical inspections will be performed by 32d Medical Depot and supporting non-divisional DS units, as appropriate.

c. Transportation.

(1) Maximum use will be made of organic vehicles.

(2) Contact USARV Command Movements Control Center (MCC) for movement of bulk cargo.

d. Miscellaneous.

(1) At unit standdown all recurring logistical reports will be terminated except Equipment Transfer Record (DA Form 2408-7).

(2) Report of disposition of non-medical PEMA, Post, Camp and Station property, and Special Services property will be forwarded to this headquarters, ATTN: AVBJ GD-SO to arrive prior to unit close out.

(3) Narcotics and note "R" items will be withdrawn from all sets, kits, outfits and returned to the supply system as individual items.

(4) In the event equipment is to be turned over to ARVN unit, see Appendix 1.

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Appendix 1 (Logistics) to Inclosure 3 of Letter of Instruction, 12th Evacuation Hospital

1. GENERAL: Actions on all logistical matters will be initiated upon direction from next higher headquarters. Supply/Property transactions will be accomplished upon receipt of applicable transfer directives and IAW the following:

AR 711-16

AR 735-35

MACV Dir 735-3

USARV Reg 700-26

USARV Supp 2 to AR 735-35

TM 38-750

Annex F (Logistics) to USAMEDCOMV OPLAN 183-70

2. CONCEPT: To transfer supplies/equipment of an inactivating/redeploying US (68th Med Gp) unit to a designated ARVN unit.

3. RESPONSIBILITIES:

a. CO, 68th Medical Group

(1) Issue appropriate guidance upon receipt of directives from higher headquarters.

(2) Coordinate with higher headquarters and unit(s) concerned to insure timely response on all logistical transactions.

(3) Provide technical assistance upon request from unit(s) concerned.

(4) Audit property records after close-out.

b. Unit Commander

(1) Insure compliance with all directives for transfer of unit property.

(2) Provide liaison with installation commander, US and ARVN units.

(3) Maintain a chronology of events, from date of increment notification, to insure effective data input for After Action Reports.

(4) Will be responsive to installation commander's requirements for input data on MACDC-13, 14, and 15 reports.

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Appendix 1 (Logistics) to Inclosure 3 of Letter of Instruction, 12th Evacuation Hospital

4. REPORTING REQUIREMENTS:

a. RCS: MACDC-13, ref MACV Dir 735-3 and USARV Reg 700-26

b. RCS: MACDC-14, references same as 4a.

c. RCS: MACDC-15, references same as 4a.

d. Upon receipt of direction from higher headquarters, initial reports will be in the format prescribed in paragraphs 1b (8) and 3a (3), Annex F (Logistics) to USAMEDCOMV OPLAN 183-70.

e. A copy of all input data and reports will be furnished this headquarters, ATTN: AVBJ GD-S).

f. Guidance for documenting turn-in/lateral transfer of material, not specifically mentioned in aforementioned directives, is contained in Annex F (Logistics) to USAMEDCOMV OPLAN 183-70.

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