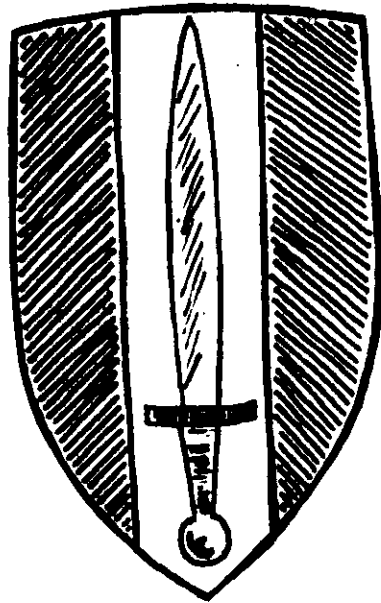


WE PROCESS THE BEST



WELCOME TO
381st REPLACEMENT COMPANY
90th REPLACEMENT BATTALION
REPUBLIC OF VIETNAM

DEPARTMENT OF THE ARMY
381st Replacement Company
90th Replacement Battalion
APO 96491

AVIF-I

SUBJECT: In Processing at the 90th Replacement Battalion

Newly Arrived Officers

1. General: a. Welcome to the 381st Replacement Company and the Republic of Vietnam. The mission of the 381st Replacement Company is to process, billet, and mess officer replacements and CONUS returnees in the grades of WO1 through O5 who are assigned to the United States Army, Vietnam and the First Signal Brigade.

b. Your processing at this activity will be accomplished as expeditiously as possible. There are certain administrative actions required before you can be moved to your unit. The basic schedule for newly arrived officers is as follows:

(1) Movement to the 90th Replacement Battalion in air conditioned buses.

(2) Initial briefing immediately upon arrival at the 381st Replacement Company (includes collection of 201 files, copies of your PCS orders, and preference statements, if applicable, and issue of ration cards).

(3) Conversion of all U.S. currency (except pennies) and negotiable instruments to military payment certificates (MPC).

(4) Stannous fluoride dental treatment at 1400 hours.

(5) Issue of jungle fatigues, boots, and TA-50 gear (immediately following dental treatment).

(6) In Country orientation for all first tour personnel at 1600 hours.

(7) Receipt of assignment instructions and orders and onward transportation to new unit of assignment.

c. You will have noticed on your orders that you are assigned to the USARV Transient Detachment or to the 1st Signal Brigade. Confirmation of your assignment must be obtained from Headquarters, USARV or from Headquarters, 1st Signal Brigade and orders will then be published assigning you to your new unit. Those of you leaving the 90th Replacement Battalion by in-country air must be scheduled and manifested. The time required

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varies for a number of reasons, but be assured our efforts will be aimed at moving you as quickly as possible.

2. Assignment Information: a. The relatively small number of field grade officers in each unit leaves very little flexibility for last minute changes. Accordingly, once you have arrived in-country, assignments are normally not changed because of personal preference. All lieutenant colonels and some majors will receive a phone call from a USARV assignment officer to discuss their assignment. For this reason, officers are requested to remain in the company area during the first two hours after arrival. Officers not called may, if desired, use one of the available telephones to call the appropriate assignment officer.

b. Company grade and warrant officers assigned to USARV (except Chaplains, JAG officers and medical/medical service personnel) - Assignments of company grade and warrant officers are determined by the USARV Officer Replacement Division and normally are not programmed in advance of your arrival. Advance DA Forms 66 are not provided for the majority of company grade officers. Your unit of assignment is determined based on current requirements, your qualifications, career development and your preference. The preference statement (USARV Form 566) attached as inclosure 4 is to be filled out by you for consideration by your assignment officer. It should be filled out realistically; that is, if you are a field artillery lieutenant, you can expect to go to a division, separate brigade or artillery group, not to Headquarters, USARV or the 18th MP Brigade. Indicate only five assignment preferences by numbering 1 through 5 in the appropriate space provided on the preference statement. The preference statement is not a guarantee that you will be assigned to a unit of your choice; however, other things being equal, every attempt will be made to assign you in accordance with one of your five choices. Company grade officers desiring to call an assignment officer are requested to wait until they have received their unit of assignment.

c. Chaplains - Chaplains are assigned by the USARV Chaplain's office. The 90th Replacement Battalion Chaplain will provide transportation to take you to your interview.

d. Medical/Medical Service Personnel - Medical/Medical service personnel are assigned by the USARV Surgeon's office. You will have an interview with a representative of the Surgeon's office or the 44th Medical Brigade.

e. Officers assigned to the 1st Signal Brigade - Assignments for incoming officers assigned to the 1st Signal Brigade will be confirmed or determined by Headquarters, 1st Signal Brigade.

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T. J. Jones
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3. Assignment Rosters and Shipping Rosters: a. Assignment rosters are posted on the bulletin board in front of the operations building as soon as confirmed assignments are received. This roster will give you your new unit of assignment and the location to which you will be transported.

b. Your name will appear on a shipping roster after your assignment orders have been published.

(1) Local Shipping Roster - If you are assigned to a unit whose AG rear is within a 30 mile radius of Long Binh, your name will appear on the local shipping roster. This roster is posted daily at approximately 0700 hours. On the morning that your name appears on a local shipping roster, your unit will come to the operations building to pick you up (usually between 0900 and 1100 hours).

(2) Up Country Roster - If you are assigned to a unit whose AG rear is beyond a 30 mile radius of Long Binh, your name will appear on the up country shipping roster and you will be flown to your new unit from Bien Hoa. This roster is posted daily at approximately 1830 hours. If you are on this roster, you must attend an up country briefing in the operations building at 1900 hours. Here you will receive a boarding pass and baggage tags. You will then be awakened sometime after midnight for transportation by bus to Bien Hoa.

4. Billeting, Clearance and Final Departure: a. You will be issued a billeting assignment at our supply room (enter at the side of bldg 7010). There is a \$.15 charge levied each transient officer utilizing the billeting facilities in the 381st Replacement Company. This money is used to pay the local nationals who clean the transient billets and make the beds. It is important that you sleep only in the bed assigned to you in case it is necessary to awaken you at night for a bus departure.

b. Prior to your departure from the company, insure that you turn in your two sheets and pillow case to the supply room. The supply room will then give you a billeting slip to turn in at the operations building. At the time you turn in your billeting slip at the operations building you will be given your 201 file, orders and MACV 5 card (currency control plate).

c. You will be notified over the PA system when transportation to your new unit has arrived.

5. Central Issue Facility (CIF) - At approximately 1400 hours, bus transportation will be available in front of the operations building to take you to the Central Issue Facility. You will be issued jungle fatigues, boots and your basic TA-50 field gear. Aviators will not draw jungle boots. Special fireproof boots will be issued at their units. Alternate issue items may sometimes be required.

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6. Uniform: The normal uniform while at the 381st Replacement Company is the duty uniform (jungle fatigues). Regular weight fatigues are authorized for wear if the shirt (fatigue jacket) is tucked in and patches not authorized for wear in a combat zone are removed. Khakis or greens are also authorized to be worn while in a transient status. You must be in a complete military uniform at all times except when in your billets or going to or from the latrine or swimming pool. Civilian attire is not authorized outside of your billets.
7. Restriction to Compound: You are restricted to the 90th Replacement Battalion compound until such time as you depart the area for your new unit by authorized transportation. You should be readily available in case of questions from assignment personnel or of special problems or schedule changes. A PA system is used for paging within the company area and in the Officers' Club, mess hall, and latrine.
8. Security of Valuables: Cameras may be checked in the supply room. Money and valuable jewelry may be checked in the company orderly room. Briefcases or luggage containing other items of value which you desire to secure may be checked, for a fee, at the commercial Storage and Locker Service located in the quonset hut complex (enlisted CONUS returnee shipping point) located adjacent to battalion headquarters. This facility is operational 24 hours a day and is open seven days a week.
9. Facilities:
 - a. A diagram of the compound and list of facilities is attached to this informational letter as inclosure 2. Available facilities include a Post Exchange, Tailor Shop, Officers' Club, Officers' Field Ration Mess, and Barber Shop.
 - b. Movies are shown daily at 1930 hours in the operations building. A battalion swimming pool is available for the use of transient personnel daily, except Mondays, during the hours of 1100 - 2100. Swimming trunks are available for loan at the pool. A floor show is provided at the amphitheater each Thursday at 1930 hours.
 - c. A stannous fluoride dental treatment will be given daily at 1400 hours, just prior to drawing TA-50 equipment. The primary treatment facility is located just across the street from CIF. Should you miss this appointment, a dental health facility located in the 381st company area offers the same treatment at 0900 hours and 1500 hours daily.
10. Military Courtesy: During your presence in the immediate company area of the 381st Replacement Company a relaxation of the normal saluting policy is requested. Because of the large number of officers always present in the 381st Replacement Company, it is deemed appropriate that salutes not be exchanged between junior and senior officers, or between cadre enlisted personnel and officers. This policy is in no way intended to detract from the status or lessen the respect that must be shown to officers, but is meant to expedite movement around the area and the carrying out of normal duties and functions. In view of our policies,

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we request you indulgence with our relaxed saluting criteria while within the immediate company area. All other rules of military and common courtesy should be strictly adhered to and once an individual crosses the asphalt road next to the company area to go to the PX, mess hall, Officers' Club, or wherever, all rules of military courtesy must be observed. An exception to the company area saluting policy is in regard to senior officers in the grade O6 and above who are visiting the area. Officers in the grade of O6 and above do not process through the 381st Replacement Company and must be afforded all normal military courtesies, to include the exchange of salutes.

11. Illicit Transfer of Military Payment Certificates (MPC) to Local Nationals: Incidents continue to be reported to Headquarters, USARV in regard to the payment of MPC to local nationals for tips, gratuities and personal services. This practice is in direct violation of the provisions of MACV Directive 37-6, which expressly prohibits the delivery of MPC to persons not authorized to possess such currency. Accordingly, all direct tips or other personal payments to local national personnel must be made in piasters only; however, where tip boxes have been installed, tips in MPC may be inserted into tip boxes. The MPC tips from the tip boxes will be converted to piasters by the responsible individual and given to the intended person. A violation of this direct tipping prohibition represents an offense under Article 92, UCMJ.

12. If you need assistance or have any questions, contact any of the personnel on duty in the Operations Section. Problems which cannot be resolved by the Operations NCOIC or Operations Officer should be referred to the Company Commander. The Company Commander is available at all times to discuss problems, complaints, criticisms, or suggestions for improvement of our operations and facilities. There is also a suggestion box located in the operations building. All suggestions submitted in this box are reviewed by the battalion commander.

4 Incl

1. Map, 381st Repl Co
2. Map, 90th Repl Bn
3. Map, USARV major subordinate commands and locations
4. Preference Statement (USARV Form 566)


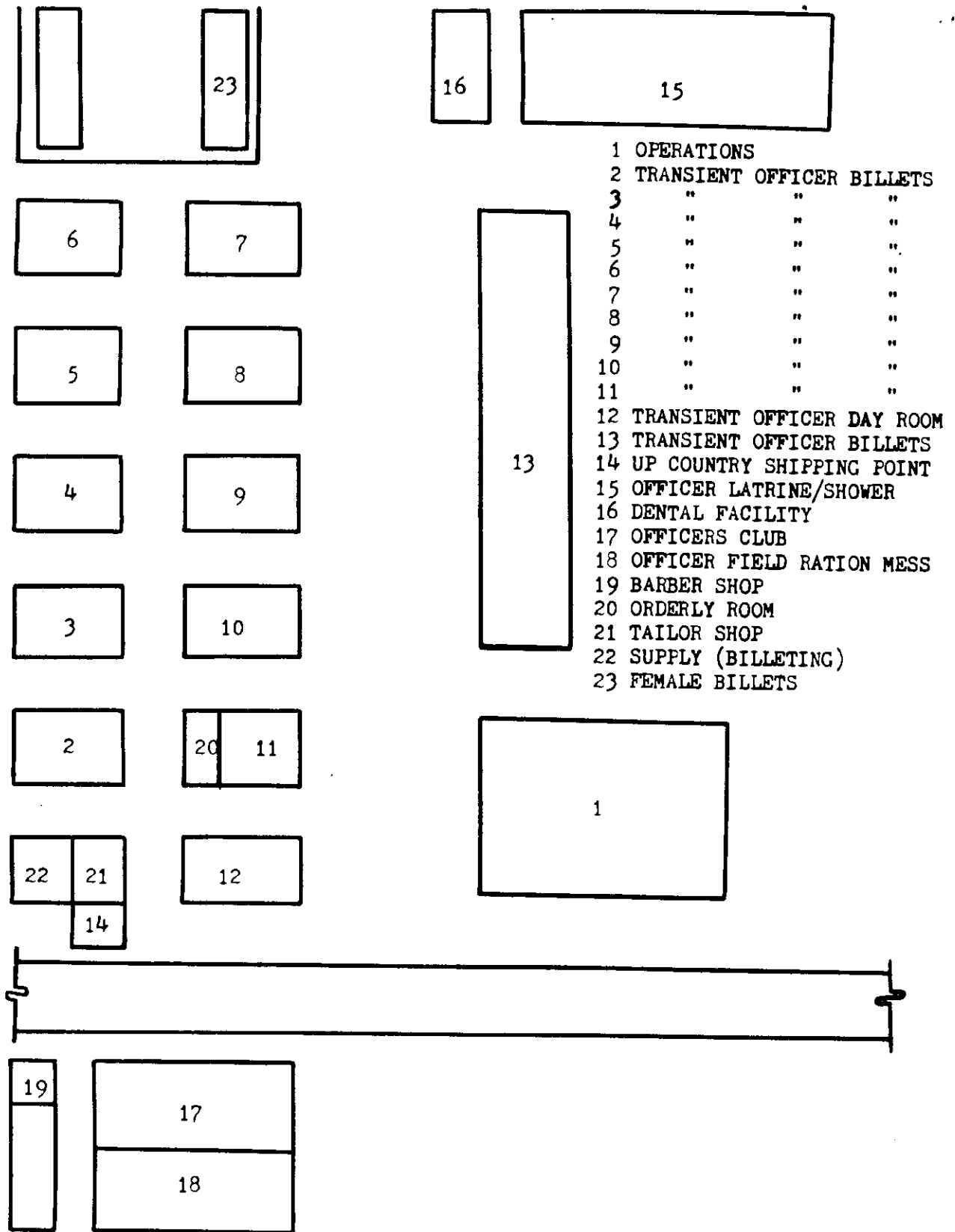
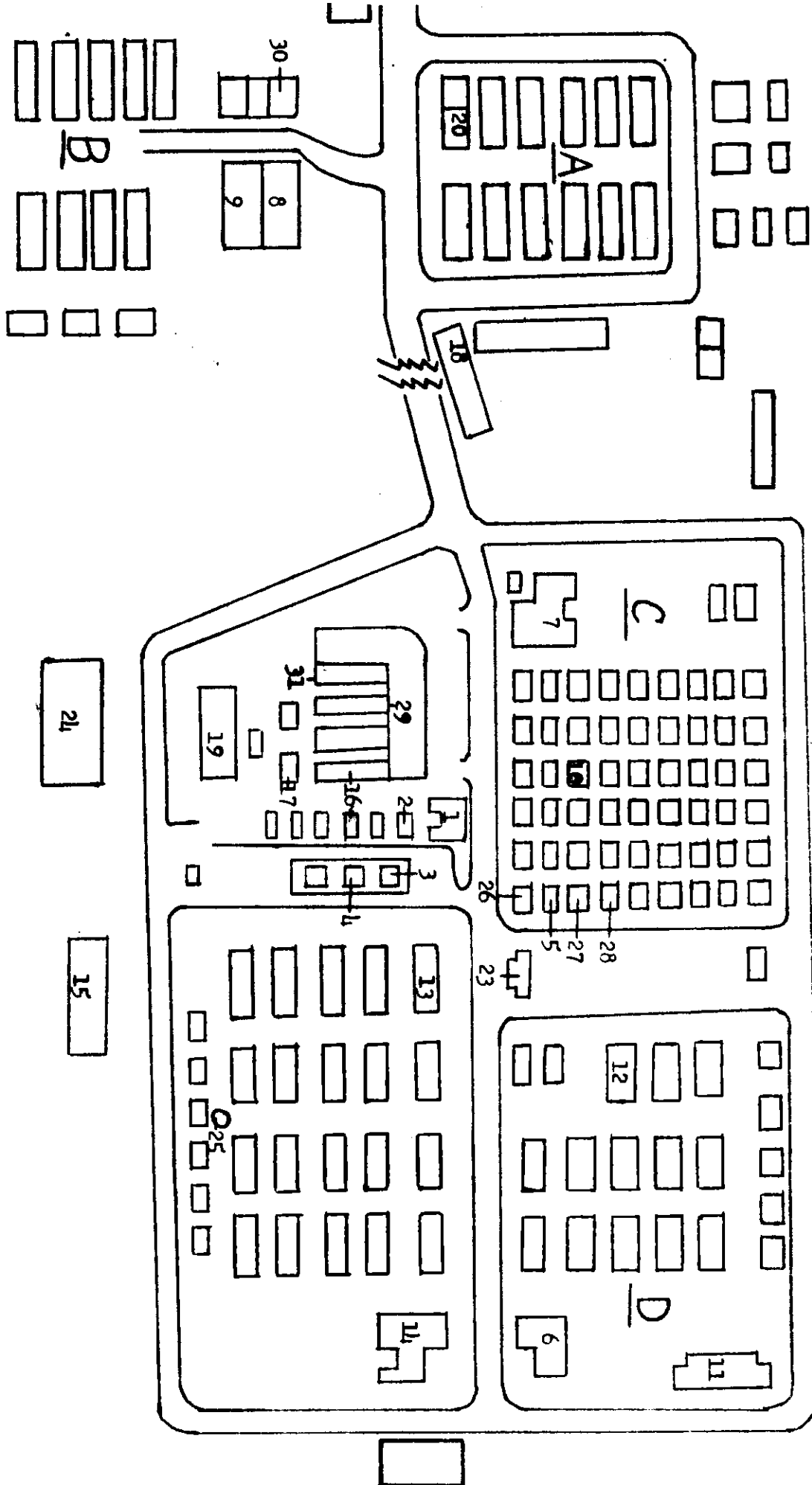

JON E. SCHOENY
CPT, AGC
Commanding

DIAGRAM OF 381st REPL CO AREA



SECTION A 361st Repl Co
 SECTION B HHD, 90th Repl Bn
 SECTION C 259th Repl Co
 SECTION D 18th Repl Co



LEGEND - 90th REPLACEMENT BATTALION LOCATOR MAP

SECTION A - 381st Repl Co
 SECTION B - HHD, 90th Repl Bn
 SECTION C - 259th Repl Co
 SECTION D - 18th Repl Co

HOURS OF OPERATION

1. Battalion Headquarters	0700-1730 Normal 1730-0700 SDO
3. Exchange (PX)	0900-1830
5. Red Cross	0730-1130 1230-1630 After hrs call 6866
8. Officers Club	0900-2100
9. Officers Field Ration Mess	B: 0600-0730 D: 1130-1300 S: 1700-1815
10. Veterans Administration Office	0700-1100 1300-1700
12. Service Club	1100-1630 1800-2100
13. Tailor & Gift Shop	0900-1700
14. Snack Bar	0730-2400
15. Chapel	Weekday - 0815 Sunday - Protestant: 0915 Catholic: 1030 1115 1930 Saturday - Confession
18. Officers Processing	24 hours
20. Tailor Shop, 381st Co area	0800-1730 1900-2100
21. Central Issue Facility	24 Hours
24. Ampitheater	Wed Fri Sat Sun 1930 Movie, Thur 1800 Floor Show
25. Swimming Pool	1100-2100 Tues-Sun
26. Army Postal Unit	1200-1630 Mon-Sat
27. Dispensary	0730-0830 Sick Call 24 hours Emergency
28. Dental Clinic	0730-1630 Mon-Sat
29. Storage & Locker Service	24 hours
30. Officer and Cadre Barber Shop	0900-1200 1300-1700 Closed Sundays

