

# DISPOSITION FORM

(AR 340-15)

REFERENCE OR OFFICE SYMBOL

AVBAGC-O

SUBJECT

Class on Brigade ORLL

TO All Staff Sections

FROM C/S

DATE 20 Apr 69

CMT1

Major Kidd/rmc/2095

1. There will be a 45 minute class on ORLL's in the conference room on 23 April at 0830 hours. Class will be conducted by Major Kidd and will cover preparation of the Brigade ORLL and review of subordinate unit ORLL's.
2. Request all section chiefs and all other personnel who will be preparing or staffing the forthcoming ORLL's attend.

FOR THE COMMANDER

*Jay B. Williams*  
JAY B WILLIAMS  
Colonel, Infantry  
Chief of Staff



CLASS ON ORLL

(23 APRIL 1969)

1. References.

- a. AR 525-15, <sup>20 NOV 70</sup> ~~26 Jan 68~~.
- b. ~~USARPAC Reg 525-15, 22 Mar 68.~~
- c. ~~USARV Reg 525-15, 13 Apr 68.~~ Suppl 1 to AR 525-15, 8 Feb 71
- d. Ltr, Hq, 1st Avn Bde, sub: Preparation of ORLL, ~~14 Apr 69.~~ 7 OCT 71

2. Introduction.

~~a. Back together after three months.~~

*Ab.* Large turnover of personnel makes class necessary.

- c. Cmd emphasis is on ORLL's.
- d. A major report of significant historical importance.
- e. Also used to record lessons learned. Reproduced at DA. Used by study groups, etc.

3. Scope.

- a. <sup>Some Annual</sup> ~~Quarterly~~ report - required by <sup>AR</sup> ~~DA Reg~~ 525-15.
- b. We are concerned with two reports: Bde ORLL and subordinate unit ORLL's.
- c. Suspense Dates:
  - (1) Bde suspense to USARV: <sup>20 MAY (Bde ORLL)</sup> ~~15 May (Bde ORLL)~~
  - (2) Subordinate units to us: 15 May (Sub ORLL's)
  - (3) Bde staff input to G-3: <sup>2 MAY</sup> ~~1 May~~ (Bde ORLL)
- d. Guide for Input:

~~(1) 1 May 68.~~

(1) ~~Last~~ Last ORLL

4. ORLL Breakdown.

The ORLL is divided into 2 sections.

a. Section I is "Significant Activities" - this section is Historical in nature - that is, in which you:

- (1) cover in narrative form the significant activities during the ORLL Reporting Period, which is ~~31 Jan - 30 Apr~~ <sup>1 Nov 71 - 30 Apr 72</sup>
- (2) stress facts - all facts must be accurate to be of any historical value. Include all info included on last ORLL.
- (3) provide information on the concept of operations of your section - here include any changes in the mission of your section, with the "why" and "how" they happened.
- (4) report any new ways of doing things - things which have made your work easier - and "HOW" they have made the work easier.
- (5) if you want to have any inclosures added to the ORLL - copies of directives changing mission of the section, station lists, letter of unique nature - they must be forwarded with the Feeder Reports in (10) copies.
- (6) Go through journal file, for ideas on information to be included.

b. Section II of the ORLL is "Lessons Learned: Commander's Observations, Evaluations, and Recommendations".

- (1) each item will have an OBSERVATION section - this is a general explanation of the problem - examples on ~~page 16~~ <sup>TAB A Incl 8</sup>.
- (2) each item should have an EVALUATION section - in this section you discuss the problem: use data when necessary to stress the nature and/or severity of the problem - this section is usually the longest of the three - examples appear on ~~page 17~~ <sup>TAB B Incl 8</sup>.

(3) each item will have a recommendation section - in this part you put forth your solution - ordinarily one or two complete sentences will suffice: however, your solution can be more complex if needed, don't use RECOMMENDATIONS such as "we request that higher headquarters remedy the situation" or "we implore higher headquarters to help us" - it's your solution, so make it good! *Example see TAB C Incl 8*

(4) Also include a command action comment: Answer what we have done!

(5) Do not include information from subordinate unit ORLL's.

c. If a section has no recommendations to make, they will write on the second section of their Feeder Report the words "Section II: Lessons Learned - NONE." ~~(Read guidance from ORLL letter, 14 Apr 69, para #4).~~

d. Other points.

(1) brief title

(2) unusual abbreviations

(3) unusual subjects (Project Dog)

(4) security class.

(5) complete sentences

(6) sign by section chief

e. Past Problems: Section I

(1) Biggest problem is poorly written info. Just not understandable.

(2) Not signed by section chief.

(3) Not double spaced.

f. Requirements:

All sections will submit their Feeder Reports, on original and one carbon, plus inclosures if necessary, to the G-3 Opns - the Feeders

will be typed double spaced. All information final by the 6th. 2 MAY 72

5. Subordinate unit ORLL's:

a. Explanation of flow chart: (Flow chart of Battalions of 12th & 17th Groups on black board)

(1) We staff 20 units' ORLL's simultaneously. Around 50 ORLL's, takes 30 days to staff.

(2) We get information copies so that we can meet our suspense.

c. G-3 Procedures:

(1) Receive - Read - Determine what section is to make comment. We then attach DF and LOG out.