

DEPARTMENT OF THE ARMY  
Headquarters 25th Infantry Division  
APO San Francisco 96225

AVDCIO

22 November 1968

MEMORANDUM FOR: ALL IO'S AND INFORMATION SPECIALISTS

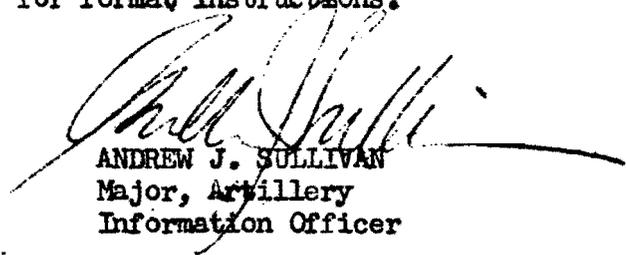
SUBJECT: IO Memo. 1-68

1. **THE FIRST.** This is the first of a series of informal memos on various topics related to the Division Information Program. These memos are intended as a rapid and efficient means of coordinating activities and disseminating information. The overall objective is to improve our efforts at telling the public about the 25th Infantry Division in Vietnam. Although these messages are not directive in nature, they do reflect official views and policies of this and higher headquarters and should be maintained for future reference.
2. **NAMES, NAMES, NAMES.** Everyone is interested in giving credit where it's due. The guys you IO-types write about and photograph are doing something everyday for which they deserve credit. Don't short-change them by failing to provide us their full names and hometowns (include street addresses in case of large metropolitan areas). We not only identify them in "Tropic Lightning News," we also submit the news and photo releases back to the states for use in their hometown newspapers.
3. **HOME TOWN RADIO TAPES.** Loss of a couple radio-broadcast specialists in recent months, plus occasional equipment failures, has caused our radio home town tape production to drop off in recent weeks. With equipment back in order and new personnel on the scene now, we should be able to reach new heights in this field. The IO feels each broadcast specialist is capable of taping five useable hometowners daily, 150 a month, on the average. Let's make this our goal. (While you're at it, we need good material for use on "Lightning 25" all the time; don't let us or your unit down in this department).
4. **DO-IT-YOURSELF CHRISTMAS TAPES?** At least one battalion not having a fulltime radio-broadcast specialist has made arrangements to borrow tape gear and begin recording Christmas messages for release to home town radio stations. The taped messages are easy to get and they are a real morale-builder for the individual soldier. The deadline for submission of radio tapes to the Division Information Office is 8 December. Of course, we are out taping them, too.

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But if battalions have a qualified man and want to canvass their own men more thoroughly, we are glad for them to do so. Please contact us first, however, for format instructions.



ANDREW J. SULLIVAN  
Major, Artillery  
Information Officer

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