

UNCLASSIFIED

DEPARTMENT OF THE ARMY
HEADQUARTERS 1ST AVIATION BRIGADE
APO San Francisco 96384
"NGUY HIEM"

AVBA-CG

9 December 1968

COMMANDER'S NOTES
NUMBER 28

1. GENERAL. The following matters of information, guidance, command interest and policy are published for appropriate action of those concerned. These items were covered at the 1st Aviation Brigade Commander's Conference held on 9 December 1968.

2. PERSONNEL AND ADMINISTRATION. a. Mailing of Parcels Containing Government Property: This headquarters continues to receive Military Police reports as the result of persons mailing Government property and unauthorized items to home addresses from Vietnam. These items range from helicopter control assemblies to poncho liners. Unit commanders must instruct members of their command that actions of this nature are illegal and that the postal inspectors have a very effective means of detecting packages of this nature. The end result will be disciplinary action against the offender. All personnel are also reminded that legally acquired items of Government property may only be mailed provided a copy of the sales receipt or other legally sufficient proof of personal ownership is enclosed in the parcel and properly completed forms are attached. These procedures are necessary to preclude confiscation and return of the items to government control.

b. Confinement of Prisoners: Paragraph 6, 1st Aviation Brigade Regulation 27-1 requires that this headquarters be immediately notified when personnel of this command are confined. Some units are failing to meet this requirement. Commanders at all levels are urged to give this matter their personal attention by establishing an effective system within their headquarters.

c. Serious Incident Reports: USARV Regulation 335-6 lists those incidents which must be reported either as "Blue Bell" or "Serious Incident Reports". In addition to the reporting procedures required by USARV, each incident falling within the definition of a serious incident or Blue Bell will be reported to this headquarters by the most expeditious means available. Telephonic reports may be made to the Brigade TOC, telephone Long Binh 2095. Commanders are reminded that supplemental reports are required every 30 days until final action has been accomplished and terminal report submitted. Terminal reports will be submitted immediately upon completion of the appropriate action and must contain any disciplinary action taken against personnel involved and corrective administrative action to preclude similar incidents.

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d. Strength Accounting and Reporting: (1) Strength accounting has improved over the past two months. Further improvement is needed. During November there continued to be substantial variation between reports containing comparable data. For example, both the monthly rotatee report and MOS inventory contain projections of losses by month, but the projections frequently do not agree. Using the same "as of" date of 31 October, different strength data were reported on the daily telephonic report to HQ, USAEV and the rotatee report. There were instances in which battalions reported no change in strength for several days. The major impact of inaccurate and untimely reporting is reduced or improper support to the reporting unit.

(2) The monthly MOS inventory of enlisted personnel is perhaps the most critical strength document. During November there were numerous requests from units for corrections because of MOSs omitted, authorized and assigned strengths which were initially reported incorrectly, and substantial differences between morning report strengths and inventory strengths. While the requests for correction indicate an awareness of the problem area, increased emphasis at all unit levels is needed if this headquarters is to provide effective personnel replacement support for the command. Personnel assigned principal duty of doorgunner should continue to be reported in duty MOS. All others are to be reported by primary MOS.

(3) Attention is again invited to message AVBA-AG-PM 143418, this headquarters, 25 September 1968, a copy of which is appended as Incl 1.

e. Helicopter Technical Inspectors: (1) DA Cir 611-29 establishes skill level 3 for aircraft technical inspectors in each MOS in the 67 series except MOS 67A, 67F, 67W, and 67Z. For example, MOS 67N30 is the proper position MOS for technical inspectors in units with UH-1 aircraft; MOS 67Y30 is the proper position MOS for units with AH-1G aircraft. Under Cir 611-29, positions were to be converted based upon the type aircraft in the unit and personnel reclassified according to their qualifications. As new types of aircraft are received, further position conversion must be accomplished.

(2) Positions involving final technical inspection of two or more different aircraft should be classified in MOS 67W. Similarly, personnel qualified as technical inspector on two or more different aircraft should be classified in MOS 67 W. Further guidance may be found in AR 611-201.

(3) Commanders are urged to place emphasis on full implementation of DA Cir 611-29 so that MOS inventories and related documents may correctly reflect the authorized and required skills for each unit. This problem was previously brought to the attention of all units by message AVBA-AG-PM 143418, this headquarters, 25 Sep 68; see Inclosure 1.

f. Officer/Warrant Officer Efficiency Reports: (1) Efficiency reports continue to be received after the time-frame specified in Brigade Reg 623-1. In addition, a substantial number of reports must be returned

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for completion or correction of errors. Reports to be indorsed at this headquarters are due within 10 days following the close of the rated period; reports to be reviewed are due within 20 days. Rating officials should carefully read each report before it is signed, and personnel officers should carefully review each report, item by item, to insure accuracy and completeness.

(2) Change 1, AR 623-105, 31 Oct 68, makes the following changes effective with reports with closing dates on and after 31 Oct 68:

- (a) An entry in Part IX "Not recommended for further schooling" is considered an adverse report and must be referred to the rated officer IAW para 1-3j(1), AR 623-105. The phrase "at this time" is no longer applicable and is to be lined out.
- (b) PMOS and DMOS of Warrant Officers must be shown in Part V. When PMOS and DMOS are different, the authority for assigning the WO to duty other than PMOS must be shown.
- (c) Comparison of officers in Part XIIa is changed to compare officers of the same grade performing similar functions at an equivalent level of responsibility.

(d) Comment is required in Part XI when:

- (1) Rated officer is NOT recommended for further schooling.
- (2) Comparing officers who are members of special career programs.

3. INTELLIGENCE AND SECURITY. Transmission of Classified Documents:

a. References:

- (1) AR 380-5, dated 24 May 1965, with Change 2.
- (2) USARV Regulation 380-5, 21 February 1968.

b. Introduction: This headquarters has received several classified documents that were not properly prepared for transmission between headquarters as outlined in the cited regulations.

c. Methods of Transmission: Generally, the transmissions of classified material in RVN will be by one of the following means:

- (1) Direct contact between officials concerned.
- (2) Official, properly cleared courier.
- (3) US Registered Mail.

Within a unit/headquarters TOP SECRET and SECRET material will be hand carried between offices by custodians or their designated representative. All classified material should be delivered to the headquarters/unit classified repository for dispatch.

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d. Preparation for Transmission: (1) Classified documents will be prepared for transmission outside a headquarters by taking the following actions:

- (a) Inclosing classified documents in two opaque envelopes or covers.
- (b) Inclosing a receipt with the documents, if appropriate.
- (c) Addressing, return addressing, and sealing the inner envelope.
- (d) Marking the classification on the front and back of the inner envelope so that the markings will be seen easily when the outer cover is removed.
- (e) Inclosing the inner envelope in an opaque envelope. The classification markings of the inner envelope must not be detectable through the outer envelope.
- (f) Forwarding the outer envelope. Classification or other special markings will not appear on the outer envelope.
- (g) If the double envelope is to be used in conjunction with a courier, the outer envelope will bear the notation "BY SAFE HANDS" in addition to the address and return address. Classified material, except cryptographic material, transmitted by authorized courier need not be placed in two envelopes since the pouch, briefcase, etc., which the courier uses is an adequate outer cover for the material. If the single envelope is used, the address, the return address, the classification, and the notation "BY SAFE HANDS" will appear on the envelope.

(2) When TOP SECRET or SECRET material is to be transmitted by courier, DA Form 1965 (Delivery and Pickup Service) should be used. DA Form 1203 may be used when DA Form 1965 is not available. The regular document control forms (DA Form 631 or 1204) will be placed inside the envelope with the document. The DA Form 1965 or 1203, describing only the general appearance of the packet, will be affixed to the outside of the outer envelope for signature of the courier.

(3) Each unit/office will establish a suspense file to insure timely return of document receipts (DA Form 631 or 1204). If a receipt has not been returned within 20 days, tracer action will be initiated. Local mail/courier conditions may require modifications of this requirement. To insure positive control, returned receipts will be posted immediately to the document control register.

4. OPERATIONS. Distribution of MACV Directive 525-13, Subject: Combat Operations, Rules of Engagement: Additional distribution was made of MACV Directive 525-13 on 15 November 1968 in quantities shown below:

12th CAG - 21
16th CAG - 5
17th CAG - 18
164th CAG - 6
58th Avn Gp (FFM) (Prov) - 0

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Additional copies in quantity have been requested from AG Publications MACV and will be distributed upon receipt. A minimum of one copy per company size unit will be provided as additional copies become available.

5. TRAINING. a. Cancellation of E & E Quotas: All Army quotas to Jungle Environmental Training (JEST) conducted at Subic/Cubic Point Naval Air Station, Philippines, have been cancelled. The JEST School has been supported entirely by Navy funds. Recent reduction of funds by US Navy to support the JEST School has resulted in the cancellation of all Army and Marine quotas. Efforts are being made by the USARV E & E Officer to obtain funds from either HQ USARV or DA to augment the JEST School and reestablish quota allocations for Army personnel.

b. Aviator Transition Training in Conjunction with Foreign Service Tour Extension Requests: Numerous requests have been received by this headquarters from aviators requesting six month FST extensions conditional upon their receiving in country transition in certain type aircraft, e.g., AH-1G, CH-47 and U-21. The current extension program does not contain any provisions for conditional extensions of this nature. School quotas are available for OH-6A and AH-1G and are distributed to CAGs based upon operational requirements. Subordinate commanders should closely evaluate these requests in light of their operational requirements prior to forwarding the request for extension to this headquarters. If the request is considered justified and warrants CAG approval then action at that level should be made to allocate a group school quota to meet the requirement. Upon completion of training the aviator should then be reassigned within that group to meet operational requirements. Subordinate commanders recommending approval of these requests will include on the forwarding indorsement their intent to program the individual against one of their allocated school quotas and further reassignment within that group. FST extension requests for transition training in aircraft other than those for which there are established schools should be handled in basically the same manner with the training being provided within CAG resources. Requests forwarded to this headquarters which do not include action by the respective CAG for programming of quotas or provisions for unit transition and reassignment of individual with the group may well be returned "Not favorably considered".

6. LOGISTICS. a. Status of Aviation Crew Member Flight Equipment: Comments received by this headquarters in the form of ORLLs indicate that several units are encountering difficulties receiving crew member flight equipment. This particular area has been very closely monitored and there are now indications that the groups are beginning to receive limited quantities of some items of equipment. The latest information available is indicated below:

(1) Ballistic Helmets: USAICCV and the 506th Depot have been instructed to requisition small and medium size ballistic helmets for up to a six-month stockage level. Seven thousand medium size helmets on procurement will start arriving in January 1969.

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(2) Nomex Fire Resistant Flight Uniforms: There are adequate quantities on hand in country to fill all requirements. These uniforms are being requisitioned for distribution and stockage at the rate of 5500 pair, in assorted sizes, per month. This quantity is considered sufficient to sustain all requirements for normal wear-out, combat losses, and initial issue.

(3) Nomex Flight Gloves: The Nomex flight gloves remain in short supply. USAICCV is requisitioning 5000 pair of gloves per month for replacement issue. Both brown and gray leather flying gloves will be stocked until adequate quantities of Nomex gloves are available. The Nomex gloves are scheduled to arrive in December 1968.

(4) Body Armor: Present depot stockage levels are adequate to fill outstanding requisitions. USAICCV has been directed to stock 2500 sets of body armor and carriers for replacement issues, combat losses, and initial issue.

(5) Sun Glasses: The present stockage levels of sun glasses at Qui Nhon are 1150 pair and 2500 pair at Da Nang. USAICCV has requisitioned 12,000 pair for stockage. This quantity is being shipped by Sealand in unmarked containers for security purposes.

b. Command Controlled Items: (1) Effective 22 November 1968 the following listed items have been removed from the command controlled list:

- (a) Fire Resistant Flight Uniforms (Nomex)
- (b) Gloves, leather, gray, flying
- (c) Body Armor, air crewman's
- (d) Glasses, sun, spectacle type

(2) 1st Avn Bde msg AVBA-D-SS 144245, Subject: Requisitioning Procedures, dated 120211Z Nov 68. Message informed all groups that items, whether command controlled or not, must now be requisitioned by the using units.

c. Commander's Critical Item List (CCIL): (1) The Commanding General, 1st Logistical Command, has initiated procedures designed to allow rapid follow-up and resolution of critical logistical problems. This procedure will be implemented within the Brigade. The letter of implementation has been forwarded to each command for further implementation as deemed necessary.

(2) The CCIL will require two consolidated monthly reports from each group to be forwarded to the appropriate support command with information copies to this headquarters, ATTN: AVBA-D. Reports will be as of the 5th (Critical Maintenance Services) and the 20th (Critical Items of Supply) of each month. Consolidated reports are to be forwarded NLT 10th and 25th of each month.

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(3) Commanders are cautioned to list only those items which are critical to mission accomplishment and not routine in nature.

d. USARV Cost Reduction Program: (1) Reference USARV Reg 11-20.

(2) Commanders are requested to support USARV Cost Reduction Program as listed below:

(a) Turn-in of property excess to requirement.

(b) Retrograde of ammunition and reusable packing material for renovation and re-issue.

(c) Retrograde of reusable and repairable containers.

(d) Retrograde of reparables in aircraft supply.

(e) Request only essential quantities of required supplies.

(f) Supporting engineer construction projects by self-help programs.

(g) Active participation in incentive awards programs.

(h) Intensify management improvements to achieve a greater return on resources utilized.

(3) The above are only a few areas which can be considered by commanders in support of the USARV Cost Reduction Program.

e. Technical Supply Operating Procedures Class: (1) During the month of December, classes will be presented to company commanders in the 1st Aviation Brigade covering the operating procedures of a technical supply activity at unit level. The class is designed to acquaint unit commanders with technical supply activities and responsibilities. The primary goal is to enable them to inspect and evaluate the effectiveness of their aircraft supply program.

(2) Coordination will be made with individual group headquarters for scheduling of classes. It is desired to present the class to groups of approximately ten company commanders at locations selected by the group headquarters.

f. Reconciliation of Requisitions: (1) The monthly Aircraft and Armament Supply Report, which will be required to be submitted to this headquarters effective 15 December 1968, is a useful management tool that will provide commanders with indicators as to the requisition and ASL status of unit technical supply operations.

(2) The format below is an example of what the report consists and how it can be used as an indicator.

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Posted 1 Dec 68

UNIT	Number of 02 old	Number of 02 old	Number of 05 old	Number of 05 old	Number of 12 and 17 old	Number of 12 and 17 old	Date of last reconcil- iation
	5-30 days over 30 days	30-45 days over 45 days	45 days over 60 days	60-90 days over 90 days	90 days old	90 days old	
123d AHC	(a) 50	(b) 35	(c) 15	(d) 2	(d) 10	(e) 3	(e) 15 Oct 68

(a) Constitutes a high number of outstanding requisitions and can indicate abuse of the priority system; ASLs at zero balance.

(b) Indication that requisitions are not being reconciled, i.e., every 30 days for normal requisitions and every 7 days for EDP.

(c) Due to the large number of 02 requisitions, this is an indication of waiting too long before requisitioning.

(d) Indicates the unit is not using the reorder point to submit requisitions for fill of ASL.

(e) Reconciliation was made over 30 days prior to the posting date; status of outstanding requisitions is questionable.

(3) Reconciliation is a vital procedure of the supply system and the primary means available to the unit commander to insure validity of requisitions submitted.

(1) Command and Staff visits by representatives of this headquarters will include review of this type of information in each subordinate headquarters.

7. AVIATION SAFETY AND STANDARDIZATION. a. Foreign Object Damage: Recent UH-1 engine analyses conducted on failed engines has determined an increasing number of failures due to foreign object damage. One of the primary causes is the DZUS fastener that is continually finding its way into the engine intake. We can prevent much of the FOD by keeping our work areas clean and by performing good inspections. A DZUS fastener that is loose and worn should be replaced before it vibrates out and is then sucked through the engine. After maintenance is completed the mechanic must be certain that he performs an inspection to ascertain that there are no rags or tools left in the work area. Recently an engine failed due to a rag being overlooked and subsequently was sucked through the intake. Before the first flight of each day the pilot or co-pilot is required to make an FOD inspection. This inspection, as described in 1st Avn Bde Reg 385-10, paragraph 31 b, will prevent much of the FOD. A further discussion of foreign object damage is contained in the October issue of the Hawk Monthly Safety Report.

b. Anti-torque Failures: (1) During the months of October and November this command experienced a total of 22 anti-torque failures, resulting in

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seven accidents, six incidents, and nine forced landings. These figures show a definite increase from previous months and indicate a need for concentrated effort in the maintenance of our tail rotor systems and the pilot technique for such failures. One of the above-mentioned accidents is suspected as having been caused by a failure to comply with an urgent technical bulletin, resulting in a tail rotor failure and loss of an aircraft. Our maintenance personnel must perform the urgent TB action as required. A more careful and thorough inspection of the tail rotor system must be made on a continuing basis. 1st Aviation Brigade Regulation 385-10 requires, as a minimum, that all helicopters will be shut down after every five hours of flight or after every other refueling, and an inspection performed on such areas as the tail rotor system. This inspection will detect deficiencies and possibly prevent some of the failures.

(2) Many of the anti-torque failures in flight have resulted in accidents because of the pilot's failure to apply proper procedures to cope with the emergency. Our standardization pilots and unit instructor pilots must devote additional training to this in-flight emergency. Recently an in-flight anti-torque failure resulted in no damage to the aircraft because of planning and proper execution of the emergency landing. The pilot discovered the anti-torque failure on his approach to a helipad. He executed a go-around and proceeded to a good lengthy runway where he was able to make a running landing without mishap. It can be done, as some of our pros can attest.

c. Standardization: The 1st Aviation Brigade Flight Standardization Regulation Number 95-6, dated 1 November 1968, was distributed last month and should be in use at this time. The following items are brought to your attention:

(1) This regulation requires that each group will have a flight standardization board with a supervisory flight standardization board at Brigade headquarters, both appointed on orders. Board members requirements are found in Section II. A copy of orders appointing members to the group boards will be forwarded to this headquarters, ATTN: AVBA-SD, NLT 20 Dec 68.

(2) Additional responsibility has been placed on the unit commander to insure that assigned aviators receive proper orientation, proficiency and standardization training prior to and during their operation of aircraft in RVN.

(3) New qualification requirements are listed for aircraft commanders, instructor and standardization instructor pilots in Sections III and IV.

8. SIGNAL.a. KY-28 Secure Voice Progress: Excellent progress on procurement and installation of KY-28s has been reported by 164th CAG. However, throughout the Brigade, there are many units who are making little effort to install KY-28s in their aircraft, even though the aircraft have been ZYR and ZYS retrofitted, i.e.:

12th CAG: 120th AHC
240th AHC

17th CAG: 155th AHC
192d AHC
281st AHC

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CG, 1st Aviation Brigade directed that KY-28 devices would be installed in aircraft and not put in storage. These secure voice devices are now in adequate supply at the CLSUs. Periodic contact should be made by units to their supporting CLSUs in order to pick up the devices immediately after arrival.

(1) Previous KY-28 Status:

<u>UNIT</u>	<u>ISSUED</u>	<u>INSTALLED</u>	<u>% INSTALLED</u>
HQ 1st Avn Bde	7	3	43%
12th CAG	128	79	62%
16th CAG	23	20	87%
17th CAG	363	104	28%
164th CAG	63	53	84%

(2) Current Reported KY-28 Status:

HQ 1st Avn Bde	7	3	43%
12th CAG	157	78	50%
17th CAG	306	104	29%
164th CAG	64	62	97%
212th CAB	9	6	67%

b. KY-8 Secure Voice Equipment Status: The shortage of Radio Adapter Cards in the supply system in Vietnam has had an adverse effect on the implementation of Secure Voice FM Nets in the 1st Aviation Brigade units. The Radio Adapter Card is a printed wiring assembly necessary to make the KY-8 compatible with the VRC-12 series of radios. Radio Adapter Cards are scheduled to start arriving in Vietnam in December and will be put in COMSEC channels. All units who are short the Radio Adapter Cards will ascertain they have valid requisitions in COMSEC channels.

Current reported KY-8 Status:

<u>UNIT</u>	<u>ISSUED</u>	<u>INSTALLED</u>	<u>% INSTALLED</u>
HQ 1st Avn Bde	2	1	50%
12th CAG	40	26	65%
17th CAG	10	7	70%
164th CAG	25	6	24%
212th CAB	4	3	75%

9. SURGEON. a. Utilization of Medical Personnel: There have been reports from various units that medical personnel have been misused. The following excerpt from paragraph 5 of USARV Regulation 40-53, dated 20 November 1968, should resolve the problem:

"Assigning or detailing medical personnel to any duties not directly connected with operation or administration of their medical facility is prohibited. The test is whether or not the duty is directly connected with operation or administration of the medical facility. For example, employing medical personnel as part of an offensive force, except to care for the sick and wounded, is prohibited. Employing medical personnel to

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man defensive bunkers contiguous to the medical facility is permissible; employing such personnel to man bunkers not obviously contiguous to the medical facility is prohibited. Examples of duties which are prohibited unless performed in or at the medical facility to operate or administer the facility are: guard, duty officer, post exchange officer, driver, communications, and motor officer."

b. Preventive Medicine and Sanitation Practices: In the absence of an epidemic, personnel tend to become complacent and lax in necessary everyday basic preventive medicine practices. Results of this complacency can be a sudden outbreak of illness which results in a significant loss of unit effectiveness. Commanders should emphasize the need for constant attention and surveillance of their units and areas to prevent or identify and correct deficiencies as soon as possible.

10. INFORMATION OFFICER. a. COMUSMACV Information Policies: General Abrams' information guidelines are as follows and apply to all elements of this command:

(1) Stand on the accomplishments of your command.

(2) Allow the civilian press to visit and see what the command is doing. Don't use the "hard sell" approach in attracting the press. As stated in (1) your accomplishments will draw the press.

(3) "Bad news" should not be hidden as the press generally finds out about the event sooner or later. In handling this type of story, hold off on inquiries until all available facts are known.

(4) Support pacification and ARVN/VNAF stories.

b. Handling Civilian Press Correspondents: There are currently five hundred MACV accredited correspondents in Vietnam so chances are many of the elements in this command will receive a visit from the press. These people may be from major US and foreign news agencies or free lance types. Some are new to the theater, others have been in Vietnam over five years. The following guidelines are provided for the assistance of all units in the "care and feeding" of the press.

(1) Ascertain that the correspondent is MACV accredited if he (or she) is unfamiliar.

(2) Invite newsmen on operations if the tactical situation, weight, and space limitations so dictate. This is especially applicable to TV correspondents and cameramen.

(3) Do not show favoritism to one news agency over another.

(4) Stay away from the temptations of tipping the press on future operations.

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(5) Their releases are not cleared thru MACV but they are restricted by a voluntary code of non-releasable items. In this vein, be familiar with the terms "on the record" (remarks may be quoted directly or indirectly and may be attributed personally or to a spokesman); "background" (remarks may be reported but source may not be identified); "off the record" (remarks may not be used in any form).

11. UNIT HISTORIES/ANNUAL SUPPLEMENTS. a. Commanders at all levels are reminded that either an initial history of their unit or an annual supplement to their history is due at higher headquarters not later than 31 March 1969.

b. A "unit history" is the written narrative record of the history of a specific military organization; it may be supplemented and supported by other tangible evidence of the events concerned with the organization. These histories are inspirational-type historical monologues and should contain no classified information. It is the sole responsibility of the preparing organization, and is not, therefore, subject to content review by higher headquarters, except to ascertain whether the work was done in compliance with Section IX, AR 870-5. Additional guidance, to include format, is provided by Appendix II, 1st Aviation Brigade Regulation 870-1.

c. A unit writing its initial history will treat the period from the unit's inception or arrival in country through 31 December 1968. A unit writing an annual supplement to its original history will treat the period 1 January 1968 through 31 December 1968.

12. COMMAND EMPHASIS. a. Policy on the use of Helicopters for Illumination (Flare) Missions: (1) Aviation requirements for night illumination vary somewhat from unit to unit but most missions during which illumination has been required have exhibited certain common characteristics. One, they often occur on short notice. Two, locations where such illumination is required are normally within range of mortar or artillery positions. Three, in almost all cases Air Force support was, at a minimum, on a ground alert status and could have been obtained through tactical command channels.

(2) In view of the above, the following policy will be adhered to by subordinate units of this Brigade when night illumination is requested: When a requirement occurs for illumination, artillery or mortars should provide the initial illumination, if available, and continue as required until the illumination mission can be assumed by "Spooky". Helicopters should be used only when these other means are not immediately available, and then only until the mission can be assumed by one or the other of those means.

(3) This policy is not intended to limit the use of helicopter flareships in fire fly missions or to restrict their use when other means are not available. It is intended however, to encourage commanders to look to the other means for providing their primary illumination support whenever possible. The use of helicopters for illumination missions is hazardous at best as evidenced by several incidents which have resulted in the destruction or damage of helicopters and serious injuries and death of personnel on flare missions.

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b. Fire Support Base Hazards: On 21 November 1968, a message was dispatched to all groups as a result of an accident that involved the loss of a CH-47A in a Fire Support Base. The message required a survey of all Fire Support Bases and semi-permanent installations to determine hazards to helicopter operation. These surveys must be on a continuing basis and will be directed with particular emphasis to insuring that rubber matting or other type base is secured to prevent it from blowing through the rotor system. Other hazards, to include ponchos, sandbags, construction material and other loose objects must continually be kept clear of these helicopter landing areas. Our pilots are expected to report these hazards and continuous follow-up action be made by responsible units.

c. Aircraft Turn-In: (1) Results of recent inspections and staff visits have revealed instances of aircraft that have not flown for periods in excess of thirty days for various reasons. This headquarters has initiated a new policy specifically designed to minimize maintenance delays. Group headquarters, upon submitting monthly DA 1352 reports, will be required to report all aircraft that have not flown during the preceding month. The reasons for the excessive grounding time and actions being taken to either turn in the aircraft or return it to a flyable status will be reported.

(2) USARV Reg 725-51, dated 23 Nov 66, sets forth the policy for turning in aircraft. Subject regulation authorizes turn-in of aircraft to the direct support company when work order estimates indicate that a period in excess of 30 days will be required to return the aircraft to a flyable status. Upon receipt of a turn-in document number, the operational unit is then authorized to be issued a replacement aircraft. Issue of aircraft within the Brigade is primarily based upon the following:

- (a) Availability of aircraft in the supply system.
- (b) Priorities established to meet specific tactical requirements.
- (c) Priorities established based upon percent of fill of Brigade units.

d. Infusion: This headquarters is taking measures to assist units in reducing rotational peaks by effecting transfers of personnel between like units.

(1) For officers and warrant officers, messages have been dispatched directing reassessments for assault support and heavy helicopter companies. Air cavalry squadrons, Cobra companies, assault helicopter companies, and surveillance airplane companies will receive similar action during the month of December.

(2) The status of enlisted infusion is currently being reviewed and will result in further transfer instructions. In order to update information and take cognizance of unit actions during November, request Alpha and Bravo rosters be prepared as of 30 November for all companies for each month in which enlisted rotation exceeds 15%. Groups should effect maximum

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infusion possible from these rosters, then forward rosters to this headquarters for those units which still exceed 15% rotation in any month. Group action should be completed not later than 31 Dec 68, and rosters forwarded NLT 5 Jan 69. Earlier submission is encouraged. USARV Reg 614-9 contains specific guidance on preparation of these rosters.

(3) In addition, all replacements, assignments and intra-brigade transfers are effected after consideration of infusion impact. Although not a solution in itself, this approach will improve the infusion situation over a period of time. Groups should also practice this technique wherever applicable.

e. Reenlistments: (1) Reenlistment efforts during November were commendable. The Brigade's overall rate for November was 18.8%, an improvement of nearly 50% over the October rate of 12.9%. Commanders are urged to continue their efforts to retain trained personnel for military careers and meet or exceed the DA objective for reenlistments in each category.

(2) Congratulations to the incentive award winners for November:

High Group, All Categories	17th Combat Aviation Group	30.8%
High Battalion, 1st Termers	223d Cbt Spt Avn Bn	100.0%
High Sep Company, 1st Termers	HHC, 164th Cbt Avn Group	66.7%

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13. SERGEANT'S MAJOR CONFERENCE. The following subjects of information, guidance, policy, and command interest were discussed at the Sergeant's Major Conference on 9 December 1968. In addition, other items too numerous to mention were discussed.

- a. Reenlistment: A short briefing was conducted by the USARV Career Counselor. The new Brigade Career Counselor was also introduced.
- b. Christmas and New Years Functions: Several items will be discussed as to control and supervision during the holiday period; duties of the non-commissioned officers.
- c. Assignment: The assignments of First Sergeants in relation to companies and detachments.
- d. CMMI: Each unit should make every effort to be prepared for an inspection with a minimum of notice.
- e. Weapons Safety: We have entirely too many personnel injured by careless handling of small arms. It is recommended that junior non-commissioned officers exercise closer supervision.
- f. Congressionals: We still continue to get a large number of congressionals. The actions taken by some company-size units have started a trend downward.
- g. Reception of Sergeants Major, First Sergeants and Master Sergeants: Each unit should have a policy whereby any man being assigned of the above rank should be extended all possible courtesy and assistance. This policy should also apply to visitors.
- h. Hospital Visits: Especially during the holiday season it is important that we visit our men in the hospitals.
- i. Uniform Violations: There exist within the units a tremendous number of personnel wearing pegged trousers. This is in direct violation of regulations.
- j. DA Form 41: This form contains emergency data in case something happens to an individual. It is the responsibility of each man to see that all information is correct on the form.
- k. OGS Program: AR 350-50 and USARV Reg 350-50.
- l. Control of Clubs (Funds and Operation Hours).
- m. Appearance of Personnel.
- n. Morale Problems.
- o. Commander's Notes.

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- p. Property Accountability.
- q. Shake-down Inspections.
- r. AR 635-212.
- s. Vehicle Maintenance and Upkeep.
- t. Police of Helipads and Airfields.
- u. Use of Nomex Gloves and Uniforms.

FOR THE COMMANDER:

Jay B. Williams

JAY B. WILLIAMS
Colonel, Infantry
Chief of Staff

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PRIORITY/COURIER

CG, 1ST AVN BDE, LONG BINH, RVN

CO, 12TH CAG, APO 96266 LONG BINH, RVN (COURIER)

CO, 16TH CAG, APO 96337 DA NANG, RVN

CO, 17TH CAG, APO 96240 NHA TRANG, RVN

CO, 164TH CAG, APO 96215, CAN THO, RVN

UNCLAS AVBA-AG-PN 143418

SUBJECT: Personnel Classification and Reporting

1. Analysis of authorized and assigned strengths in MOS 67 series indicates that personnel and position reclassification required by DA Cir 611-29, dtd 17 Jan 68 may not have been fully accomplished. For example: Only one unit reports an authorization for MOS 67N30; no authorization is shown for MOSs 67B30, 67C30, 67G30, 67H30, 67M30, 67P30, 67T30, and 67V30.
2. Comparison of 31 Jul and 31 Aug MOS inventories discloses some unexplained fluctuation of authorized strengths in some MOSs.
3. Obsolete MOSs are reported on MOS inventories and, presumably, on unit morning reports.
4. Strength data reported on various month-end reports are not in agreement.
5. As indicated in Commander's Notes #25, 9 Sep 68, proper utilization

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tion of and accounting for personnel plays an important role in the distribution of replacements. The observations made in para 1, 2 and 3 above are intended to assist commanders in isolating and resolving some of the problems.

6. Request that the following actions be taken:

- a. Expeditiously review TOE/MTOE authorization documents and DA Forms 20 to assure that actions required by DA Cir 611-29 have been completed. Should it be found that positions were not properly converted prior to this date, then all promotions since 1 May 68 against converted positions should be reviewed to insure that correct PMOS was designated at the time of promotion, or if incorrect, that correction is made now. Any personnel who were not properly reclassified under DA 611-29 should be reclassified without delay, citing DA Cir 611-29 as the authority.
- b. Insure that MOS inventories correctly reflect authorized strengths according to TOE/MTOE/TDA documents, and that assigned strengths are the same as reported on unit morning reports.
- c. On MOS inventories, identify and use footnotes to explain all changes in authorized strengths since the last inventory was submitted.
- d. Cross-check, for accuracy and consistency, the projected losses shown on MOS inventories, Monthly Rotatee Report (RCS AVHAG-26(R1)), and Rotatee Forecast (RCS YTTO-1).

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REENLISTMENT STATISTICS FOR: NOVEMBER 1968

	TOTAL			FIRST TERM RA			AUS			CAREER RA			ER/NG		
	Elig	Reenl	%	Elig	Reenl	%	Elig	Reenl	%	Elig	Reenl	%	Elig	Reenl	%
1st Avn Bde	287	54	18.8	85	12	14.1	159	1	0.6	41	40	97.6	2	2	100.0
12th Cbt Avn Gp	92	9	9.8	29	3	10.3	57	0	0.0	6	6	100.0	0	0	0.0
HHC, 12th Cbt Avn Gp	2	0	0.0	1	0	0.0	1	0	0.0	0	0	0.0	0	0	0.0
11th Cbt Avn Bn	21	1	4.8	7	0	0.0	13	0	0.0	1	1	100.0	0	0	0.0
125th Cbt Avn Bn	9	2	22.2	3	1	33.3	5	0	0.0	1	1	100.0	0	0	0.0
222d Cbt Avn Bn	18	1	5.6	9	1	11.1	9	0	0.0	0	0	0.0	0	0	0.0
214th Cbt Avn Bn	20	1	5.0	1	0	0.0	18	0	0.0	1	1	100.0	0	0	0.0
269th Cbt Avn Bn	2	1	50.0	2	1	50.0	0	0	0.0	0	0	0.0	0	0	0.0
210th Cbt Avn Bn	18	2	11.1	6	0	0.0	10	0	0.0	2	2	100.0	0	0	0.0
3/17th Air Cav Sqdn	2	1	50.0	0	0	0.0	1	0	0.0	1	1	100.0	0	0	0.0
16th Cbt Avn Gp	31	7	22.6	12	0	0.0	12	0	0.0	7	7	100.0	0	0	0.0
HHC, 16th Cbt Avn Gp	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
14th Cbt Avn Bn	3	3	100.0	0	0	0.0	0	0	0.0	3	3	100.0	0	0	0.0
212th Cbt Avn Bn	28	4	14.3	12	0	0.0	12	0	0.0	4	4	100.0	0	0	0.0
17th Cbt Avn Gp	78	24	30.8	19	3	15.8	37	0	0.0	21	20	99.9	1	1	100.0
HHC, 17th Cbt Avn Gp	1	0	0.0	0	0	0.0	1	0	0.0	0	0	0.0	0	0	0.0
201st Avn Co	3	0	0.0	3	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
268th Cbt Avn Bn	25	6	24.0	3	0	0.0	16	0	0.0	6	6	100.0	0	0	0.0
10th Cbt Avn Bn	12	4	33.3	2	2	100.0	7	0	0.0	3	2	66.6	0	0	0.0
52d Cbt Avn Bn	19	4	21.0	7	0	0.0	8	0	0.0	3	3	100.0	1	1	100.0
223d Cbt Avn Bn	6	6	100.0	1	1	100.0	0	0	0.0	5	5	100.0	0	0	0.0
7/17th Air Cav Sqdn	12	4	33.3	3	0	0.0	5	0	0.0	4	4	100.0	0	0	0.0
164th Cbt Avn Gp	59	11	17.0	16	4	25.0	37	1	2.7	5	5	100.0	1	1	100.0
HHC, 164th Cbt Avn Gp	16	5	31.5	3	2	66.6	10	0	0.0	3	3	100.0	0	0	0.0
13th Cbt Avn Bn	19	2	10.6	6	1	16.7	12	0	0.0	1	1	100.0	0	0	0.0
307th Cbt Avn Bn	12	3	25.0	3	1	33.3	8	1	12.5	0	0	0.0	1	1	100.0
7/1st Air Cav Sqdn	12	1	8.3	4	0	0.0	7	0	0.0	1	1	100.0	0	0	0.0
58th Avn Gp (FFM PROV)	24	3	12.5	9	1	11.1	13	0	0.0	2	2	100.0	0	0	0.0
HHC, 1st Avn Bde	3	0	0.0	0	0	0.0	3	0	0.0	0	0	0.0	0	0	0.0

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REENLISTMENT STATISTICS FOR 1 JUL THRU 30 NOV 86

DA Objectives	TOTAL			FIRST TERM RA			AUS			CAREER RA			ER/NG		
	Elig	Reenl	%	Elig	Reenl	%	Elig	Reenl	%	Elig	Reenl	%	Elig	Reenl	%
1st Avn Bde	1998	280	14.0	546	59	10.8	1182	10	8.5	215	196	91.2	31	18	58.0
12th Cbt Avn Gp	699	98	14	187	22	11.8	428	2	0.4	78	71	91.2	16	10	62.5
HHC, 12th Cbt Avn Gp	14	3	25.0	3	0	0.0	7	0	0.0	2	2	100.0	2	1	50.0
11th Cbt Avn Bn	108	19	17.5	41	9	21.9	46	0	0.0	11	11	100.0	0	0	0.0
145th Cbt Avn Bn	106	18	16.9	24	6	25	68	0	0.0	13	12	92.3	1	0	0.0
222d Cbt Avn Bn	92	14	15.2	21	2	9.5	60	1	1.7	11	11	100.0	0	0	0.0
214th Cbt Avn Bn	45	6	13.2	10	1	10.0	30	0	0.0	5	5	100.0	0	0	0.0
269th Cbt Avn Bn	64	12	18.9	8	2	25.0	42	1	2.3	13	8	61.5	1	1	100.0
210th Cbt Avn Bn	122	20	16.2	23	1	4.3	73	0	0.0	18	18	100.0	2	1	50.0
3/17th Air Cav Sqdn	148	6	4.0	51	2	3.9	91	0	0.0	5	5	100.0	0	0	0.0
16th Cbt Avn Gp	186	25	13.4	64	2	3.1	101	2	1.9	21	21	100.0	0	0	0.0
HHC, 16th Cbt Avn Gp	3	3	33.3	1	0	0.0	1	0	0.0	1	1	100.0	0	0	0.0
14th Cbt Avn Bn	69	12	16.5	19	0	0.0	38	0	0.0	12	12	100.0	0	0	0.0
212th Cbt Avn Bn	114	12	10.5	32	0	6.3	62	2	3.6	8	8	100.0	0	0	0.0
17th Cbt Avn Gp	164	93	13.4	160	16	10.0	419	5	11.2	74	71	95.9	6	3	50.0
HHC, 17th Cbt Avn Gp	6	1	16.6	2	0	0.0	2	0	0.0	1	1	100.0	0	0	0.0
201st Avn Co	9	1	11.1	4	0	0.0	4	0	0.0	0	0	0.0	0	0	0.0
268th Cbt Avn Bn	145	20	13.7	26	2	7.7	101	0	0.0	18	18	100.0	0	0	0.0
10th Cbt Avn Bn	181	23	12.8	26	6	23.1	138	1	0.7	16	15	93.8	2	1	50.0
52d Cbt Avn Bn	151	15	9.9	55	1	3.6	81	0	0.0	13	12	92.3	2	1	50.0
223d Cbt Avn Bn	89	22	24.8	26	5	19.2	25	4	16.0	16	15	93.8	2	1	50.0
7/17th Air Cav Sqdn	113	11	9.7	21	1	4.8	82	0	0.0	10	10	100.0	0	0	0.0
164th Cbt Avn Gp	246	33	13.4	67	12	17.9	149	1	.7	24	20	83.3	7	5	71.4
HHC, 164th Cbt Avn Gp	24	10	41.2	3	2	66.6	13	0	0.0	4	4	100.0	4	4	100.0
13th Cbt Avn Bn	82	4	13.1	24	6	25.0	49	0	0.0	8	7	87.5	1	1	100.0
307th Cbt Avn Bn	88	3	12.2	21	4	17.8	61	1	1.6	5	3	60.0	1	1	100.0
7/1st Air Cav Sqdn	52	6	11.6	19	0	0.0	26	0	0.0	7	6	85.7	0	0	0.0
58th Avn Gp (FFM PROV)	143	7	14.0	63	5	7.9	62	0	0.0	16	11	69.4	2	0	0.0
HHC, 1st Avn Bde	30	4	13.3	5	2	40.0	23	0	0.0	2	2	100.0	0	0	0.0

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Commander's Notes Number 28 (Continued)

9 December 1968

Accidental Discharge

of Weapons - Oct - Nov 68

1. 5 Oct 68 - 129th AHC - Intentional Discharge (17th CAG)
Subject EM were returning KP's to quarters. They decided to fire M79 at hill. Resulting explosion sent pieces of shrapnel into right shoulder and left arm of one of them. (non-fatal)
2. 6 Oct 68 - 336th AHC - Unintentional Discharge (164th CAG)
Subject cleaning .45 caliber pistol when it discharged striking him in right shoulder. (non-fatal)
3. 10 Oct 68 - 135th AHC - Unintentional Discharge (12th CAG)
Subject was demonstrating how to lubricate a 7.62mm mini gun. Subject rotated barrel causing one round to discharge striking subject in foot. (non-fatal)
4. 10 Oct 68 - 240th Avn Co - Intentional Discharge (12th CAG)
Subject, for unk reason, began shooting a .32 caliber weapon at victims. 3 individuals were hit, 1 fatally. (fatal)
5. 13 Oct 68 - D Trp 7/1 ACS - Unintentional Discharge (164th CAG)
Subject reached behind seat to get M79. In doing so pulled weapon by end of muzzle and discharged one round.
6. 15 Oct 68 - 118th AHC - Unintentional Discharge (12th CAG)
Subject was cleaning his assigned .38 caliber weapon when the weapon discharged striking subject in right leg. (non-fatal)
7. 17 Oct 68 - 196th ASHC - Accidental Shooting (17th CAG)
As a result of recent enemy activity subject EM fired m14 rounds into some bushes on Rok Valley road. As a result a Vietnamese national was wounded. (non-fatal)
8. 24 Oct 68 - 271st ASHC - Unintentional Discharge (164th CAG)
Subject cleaning M60 when it discharged striking victim. (fatal)
9. 25 Oct 68 - 121st AHC - Unintentional Discharge (164th CAG)
Subject shot himself in foot. (non-fatal)
10. 26 Oct 68 - 92nd AHC - Unintentional Discharge (17th CAG)
Subject was returning to A/C after lunch when he was surrounded by a group of Vietnamese children. One of the children reached up and pulled the handle of his service revolver, striking subject in right leg. (non-fatal)
11. 27 Oct 68 - 269th CAB - Unintentional Discharge (12th CAG)
Subject gave his .45 caliber pistol to another EM to look at. Weapon discharged striking subject. (non-fatal)

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12. 28 Oct 68 - 61st AHC - Unintentional Discharge (17th CAG)
Subject was in the process of clearing .38 caliber pistol when weapon discharged. Subject struck in left knee. (non-fatal)
13. 29 Oct 68 - 128th AHC - Unintentional Discharge (12th CAG)
Subject was cleaning .38 caliber pistol when it discharged, striking subject in left foot. (non-fatal)
14. 31 Oct 68 - 281st AHC - Intentional Discharge (17th CAG)
Subject took M14 in fit of anger and fired 4 rounds through barracks floor. 3 rounds hit victim as he was coming up the stairs. (non-fatal)
15. 12 Nov 68 - 57th AHC - Unintentional Discharge (17th CAG)
Subject cleaning assigned M14 when it discharged striking victim in leg. (non-fatal)
16. 12 Nov 68 - 196th ASHC - Unintentional Discharge (17th CAG)
Unk EM asked victim if he could see his (V) .45 caliber pistol. Wpn discharged striking victim in right calf. (non-fatal)
17. 15 Nov 68 - 170th AHC - Unintentional Discharge (17th CAG)
Victim cleaning .38 caliber pistol when it discharged striking his upper left thigh. (non-fatal)
18. 15 Nov 68 - 184th RAC - Unintentional Discharge (12th CAG)
Subject claiming he was going to shoot another EM. Victim was trying to calm him down when wpn discharged striking victim above right eye brow. (unk)
19. 25 Nov 68 - 135th AHC - Unintentional Discharge (12th CAG)
Subject and victim were talking when subject drew .38 caliber pistol. Wpn discharged one round which struck victim in foot. (non-fatal)
20. 29 Nov 68 - 3/17th ACS - Intentional Discharge (12th CAG)
Subject and victim arguing when one of the victims drew a knife. Subject then drew .45 caliber pistol and fired once hitting both victims. (non-fatal)

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