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DAIM-FAR-RR # 19-mm DATE: 17 June 1987

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DEPARTMENT OF THE ARMY
Headquarters, 1st Aviation Brigade
APO San Francisco 96384

AVRAOG

14 July 1969

COMMANDER'S NOTES
NUMBER 6

SECTION I

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 14 July 1969.

2. PERSONNEL AND ADMINISTRATION. a. Weapons Safety: (1) Accidents and deaths resulting from improper clearing of the "mini gun" continue to happen. Action must be taken to stop these accidents.

(2) Effective immediately each unit SOP will incorporate in its instructions on care and cleaning of the "mini gun" a directive to place the bullet catcher, FSN 1005-A00-5050, over the muzzles. The first step will be inserting a cleaning rod or similar device through the hole in the mounting yoke until it extends through the barrel cluster, thus securing the barrels from further rotation. The second step will be to place the bullet catcher on the barrel ends. The shortage of bullet catchers will not be accepted as an excuse. A field expedient catcher consisting of a 105mm casing with at least four inches of lead poured into the base will be used in cases where a bonafide shortage of standard bullet catchers exists.

(3) This action does not negate the absolute necessity of also clearing the line of fire and following the care and cleaning procedures outlined in TM 9-1005-257-12 and TM 9-1090-202-12. Command action at every level must be exercised to prevent accidental discharge of weapons.

b. Accidents and Incidents Involving US Army Artillery, Mortar or Aviation Firing: Accidents or incidents of this nature are not reportable through serious incident channels in accordance with USARV Regulations 335-6 or 1st Avn Bde Regulation 600-69. All accidents and incidents involving US Army artillery, mortar or aviation fires are reportable through G3 channels in accordance with USARV Regulation 525-7.

c. Collateral Investigation: (1) This headquarters is currently receiving collateral investigations that are not being prepared and forwarded in accordance with 1st Aviation Brigade Regulation 15-6. The following are the most common errors being committed:

(a) Check list (Appendix I) of 1st Aviation Brigade Regulation 15-6 is not being initiated by investigating officer.

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(b) Claims investigation is not being conducted by the investigating officer in accordance with paragraph 4 (3)c of 1st Aviation Brigade Regulation 15-6.

(c) Suspense dates are not being met.

(d) Convening authority not notifying this headquarters when an investigating officer is appointed as prescribed in paragraph 3, (1) of 1st Aviation Brigade Regulation 15-6.

(e) The intermediate headquarters not indorsing concurrence or non-concurrence as proscribed by paragraph 6 of 1st Aviation Brigade Regulation 15-6.

(2) 1st Aviation Brigade Regulation 15-6 is presently being revised to require the forwarding of three copies of the investigation to this headquarters when there is no possible basis for a foreign claim and four copies when there is. The purpose of this is to insure that USAFV, USARFIC and D.I. receive copies for their files. Since collateral investigations deal with lives, careers and money, competent investigating officers must be appointed to protect the interests of all parties concerned.

d. Savings Program: As a result of the now pay raise which became effective 1 July 1969 all military personnel received a substantial increase in pay. It is essential that commanders encourage their personnel to invest all or part of this increase in one of the many savings plans available to them here in Vietnam. Comprehensive educational efforts and encouragement by commanders is essential if all personnel are to be made aware of the benefits of a well planned, systematic savings program.

e. Official Mission Activities Funds (OMF): (1) USAF Regulation 230-15, dated 5 Jun 69, was recently distributed to group and separate battalion level. This regulation provides direction as to the proper administration and use of OMF monies.

(2) Unofficial reports indicate that some units have expended funds for purposes other than those sanctioned by the above-mentioned regulation. Additionally, some units are reportedly operating at a deficit which is in contravention to sound judgment as well as the USAFW policy which states in effect that Open Messes and Other Sundry Funds must remain solvent at all times.

(3) The following brigade policies are set forth: (a) Commanders must closely monitor OMF expenditures to insure that the funds are used only for their intended purpose.

(b) Brigade headquarters will no longer make automatic allocations to subordinate units.

(c) Subordinate groups and the separate battalion are required to:

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1. Submit consolidated quarterly requests to this headquarters, ATTN: SGS, for specific amounts of money for specific projects with appropriate justification.

2. Report income received from other headquarters (to include headquarters exercising operation control) in their quarterly requests for funds.

3. Maintain a solvent account at all times.

f. Awards and Decorations: (1) USARV Reg 672-1 delegates authority to specific commanders to approve awards of the Silver Star and lesser decorations to personnel assigned or attached to their command. Most units in the 1st Aviation Brigade are under the "operational control" of other commands; however, this relationship does not constitute assignment or attachment to those commands. Accordingly, commanders exercising operational control over 1st Aviation Brigade units do not have authority to make awards to brigade personnel. (The 16th Avn Gp and 14th Avn Bn are attached to the Americal Division, and the 478th Avn Co (Heavy Helicopter) with the 382d TC Det are attached to the 101st Airborne Division (A) and come under the awards jurisdiction of those respective commands.)

(2) There have been numerous instances in the past in which commanders exercising only operational control over brigade units have taken final action to approve and issue various awards to brigade personnel. In some cases the awards have been presented as impact awards but formal recommendations are never submitted for confirmatory orders. In other cases the commander exercising operational control has issued orders but the orders are not valid as the commander lacks authority.

(3) This headquarters sincerely invites recommendations by supported commanders for decoration of deserving personnel in the 1st Aviation Brigade. In furtherance of this attitude in a manner which will alleviate present difficulties and improve administration of the brigade's awards program, the following policy is announced, effective immediately: (a) Commanders authorized by Appendix II, USARV Reg 672-1 to approve awards of the Bronze Star, Air Medal, and Army Commendation Medal may, at their discretion, act for the Commanding General, 1st Aviation Brigade, to approve and present impact awards of these decorations to personnel of the 1st Aviation Brigade. Prior contact or coordination with this headquarters is not necessary. Presentation of these decorations as an interim award, or as an expedient to timeliness, will not prejudice subsequent action by this headquarters on a formal recommendation for a higher award. Written recommendations, annotated to show what impact award has been made, should be forwarded through the battalion or squadron concerned to this headquarters for publication of orders and issuance of award documents.

(b) Authority to approve awards of the Soldiers Medal, Distinguished Flying Cross, and Silver Star to personnel of the 1st Aviation Brigade is reserved by the Commanding General, 1st Aviation Brigade. Commanders of supported units who desire to make impact awards of these decorations are

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requested to first obtain the concurrence of this headquarters. This can be readily accomplished by letter or message direct to 1st Avn Bde giving the date and gist of the action; the names, units, and duty positions of the personnel to be decorated; and the name of the officer who will make the presentation. Information copies of such requests should be forwarded to the battalion/squadron and group commanders concerned. This headquarters will expedite a decision and reply by message or telephone. Written recommendations, appropriately annotated, to confirm such awards should be forwarded as outlined in paragraph (a) above.

(c) Recommendations by supported commanders for awards which will not be presented as impact awards should be forwarded to the battalion/squadron commander concerned for further action.

(d) Commanders of 1st Avn Bde units will initiate requests to this headquarters for approval of impact awards as provided in paragraph 7, Bde Reg 672-1.

(e) Battalion/squadron commanders receiving recommendations from supported unit commanders will verify basic personnel data, insure that all previous awards are listed, and when not provided, prepare the proposed citations. This action is essential to the issuance of correct orders and award elements at this headquarters.

(f) It will continue to be the policy of this headquarters, in the case of awards for action in aerial flight, to consider the aircraft commander, fire team leader, etc., for the higher award, and to consider all members of an aircraft crew for an appropriate award when any one member is recommended for his part in a group action. Exceptions are made only when extraordinary circumstances justify special consideration.

(4) Copies of this policy statement are being forwarded to all Field Force, Division, and separate Brigade Commanders and Senior Advisors for their information. Commanders of 1st Avn Bde units will make every effort to effectively implement this policy and the attendant procedures, to assist supported commanders in completion of personnel data for recommendations for awards, and to expedite all awards actions for personnel in their command.

3. OPERATIONS. a. Changes to 1st Aviation Brigade Operational Procedures Guide: The G-3 of the 1st Aviation Brigade will maintain a master up-date file for the Operational Procedures Guide. It is requested that subordinate units submit any proposed changes, additions, deletions and/or recommendations for updating the current Operational Procedures Guide. The requested input may be submitted at any time.

b. Compliance with 1st Avn Bde Reg 95-26: 1st Avn Bde Reg 95-26 prescribes responsibilities for the indoctrination of aviators and commanders in the proper use of Army Aviation Assets. Strict compliance with the regulation is a command interest item on the Annual General Inspection. Commanders at all levels will insure that subject training is conducted and recorded in accordance with 1st Avn Bde Reg 95-26.

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4. LOGISTICS. a. Turn-in of Excess Aircraft Maintenance Shop Sets:

(1) The Aerial Weapons Companies and the Assault Helicopter Companies are receiving a new Shop Set, Aircraft Maintenance, Airmobile, UH-1, Company Size, Direct Support, FSN 4920-133-8154. The Assault Helicopter Companies are receiving the new Shop Set, Aircraft Maintenance, Airmobile, CH-47/OH-6, Company Size, Direct Support, FSN 4920-133-8156.

(2) Upon receipt of the new shop sets, units must turn in to their DSUs all excess aircraft maintenance shop sets presently on hand.

(3) USARV and AMMC recognize the fact that the new shop sets have arrived with initial issue shortages of certain items of equipment. Therefore, 1st Aviation Brigade units are authorized to retain the shortage items from the excess shop sets being turned in. Unit commanders will make a certificate, to accompany the turn in document, stating which items have been retained by the unit to fill initial shortages in the new airmobile shop set.

b. Inventory of Sets, Kits and Chests: (1) At the present time there is no requirement for periodic inventories of equipment except those which must be conducted annually as required by para 3-5, AR 735-35.

(2) Information available to this headquarters reveals that many of the sets, kits and chests issued throughout the brigade are incomplete.

(3) Commanders are encouraged to establish policies which will require inventories of sets, kits and chests on a monthly basis utilizing the appropriate Department of the Army publications.

c. Loss of Weapons: (1) This headquarters continues to receive Reports of Survey and Reports of Combat Loss listing .38 Cal pistols, .45 Cal pistols, M14 and M16 rifles as lost due to the fact that they were not being worn by the individual, in the case of pistols, and not secured to the aircraft in the case of rifles.

(2) In light of the above, and the fact that this headquarters will continue to hold the person pecuniarily liable for the loss of an individual weapon, it is recommended that the following announcement be made over the intercom just after the announcement of "Hover Check Complete...." "Weapons Secure".... The correct response to this would be "Weapons Secure Right" and "Weapons Secure Left."

(3) The purpose of this check is to reduce to a minimum the number of weapons lost from aircraft.

d. Project Skills One Alpha: The SP&C Division of Headquarters, 1st Logistical Command offers a detailed orientation and indoctrination outlining the logistical system and procedures throughout RVN. Project Skills 1 Alpha is conducted at least twice monthly for newly assigned

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colonels and higher, key staff officers, and commanders at battalion or higher level. The orientation is $2\frac{1}{2}$ days in duration. Requests for quotas may be submitted to G-3. It is recommended that all newly assigned battalion and group S-4s attend this orientation, upon assignment as the S-4.

e. Construction: (1) In some instances, troop construction projects are being deferred due to operational support missions. In accordance with guidance provided by COMUSMACV for construction priorities, most of the brigade projects appear under the category of Base Development which has last priority for construction. Approximately 20% of the engineer troop effort is being expended on base construction while nearly 80% of the engineer effort is being directed for operational support and LOC construction. The competition for Base Development projects is keen. Frequently direct coordination at group level with the supporting engineer group, the Field Force Engineer, or in the case of DMAC, the engineer advisor, can get suspended projects back on the "active status". Another area of concern is projects that have been stopped due to lack of materials. First quarter 70 (FY70) lumber requirements are 30.2 million board feet. This exceeds the on-hand quantities of 9 million board feet by 21.2 million board feet. Stateside lumber prices have increased and have resulted in the Defense Supply Agency policy to limit CONUS lumber procurement. As a result the order and ship time has been extended to an average of 320 days. The overall impact of this action on RVN construction is great; therefore, the construction of only those critical or mission essential facilities can be considered.

(2) Construction of unauthorized facilities is in violation of federal statutes and Army regulations and represents diversion of critically need lumber and other materials needed for mission essential projects. Guidance for obtaining authorized construction is published in USARV Regulation 415-1, 415-2, 420-4, and 1st Aviation Brigade Regulation 415-1.

f. Tech Supply Class for Company Commanders: The requirement for company commanders to receive a two hour class on technical supply procedures prior to assumption of command still exists in the brigade. The battalions are responsible for administering the class and assuring that this requirement has been met. Lesson plans have been issued to the battalions outlining the scope of the subject matter. A company commander who has a working knowledge of tech supply will benefit with a higher operationally ready rate and more mission ready aircraft on a day to day basis.

g. NORS and NORMS: (1) References: (a) USARV Reg 710-12, para 2g, para 2i.

(b) AR 710-12, page 7, para 4(8).

(2) Non Operationally Ready Supply (NORS) is a condition status of the aircraft which indicates it cannot be returned to an Operationally

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Ready (OR) status nor can further maintenance work be performed until the required items of supply have been made available at the work site. NORS time will start when the supply demand has been made and the material, component or part which has been requisitioned is not available, thus preventing further maintenance. (Work Stoppage.) NORS time will stop when the item requisitioned has been made available to maintenance and productive maintenance work can be resumed.

(3) Non Operationally Ready Maintenance (NORM) is a condition status of aircraft wherein maintenance is being performed by depot, general, field or organizational maintenance facilities. This status also includes special inspection until such time as aircraft are determined air worthy. An aircraft is in NORM status when the current status symbol is a Red "X" or whenever an item essential to the performance of the aircraft mission is not operational due to maintenance requirements.

(4) Aircraft that are NORM cannot be NORS. Aircraft that are NORS cannot be NORM.

(5) Example of Computations:

TOTAL TIME AVAILABLE = 24 hr/day/31 days = 744 hrs/month

For 9 days the aircraft was NORS = 216 hrs
For 7 days the aircraft was NORM = 168 hrs

NORS + NORM = TOTAL DOWNTIME FOR MONTH

TOTAL TIME AVAILABLE - (NORS + NORM) = OPERATIONALLY READY TIME (OR)

744 - (216 + 168) = 360

$\frac{216}{744} = 29\% \text{ NORS}$

$\frac{168}{744} = 23\% \text{ NORM}$

$\frac{360}{744} = 48\% \text{ OR}$

h. Equipment Deadline for Parts (EDP): (1) References: (a) AR 735-35, page 4-1, para 4-1(2)b.

- (b) USARV Reg 725-50, page 2, para 4d.
- (c) FM 1-10, page 5-5, 5-6, para b.
- (d) AR 725-50, C/12, page 3-25, para 3-30.2.

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(2) Cited reference (1)(d) above states that EDP requests will be submitted only for material in quantities required to return a designated system/equipment to operational status. This indicates that EDP requisitions will only be used when aircraft equipment is actually deadlined for parts.

(3) In cases where there are anticipated component requirements at a future date based on Time Before Overhaul (TBO) changes and Periodic Inspection (PE) required changes, a priority 02 (Non EDP) is submitted in order to receive the parts prior to the time the equipment goes Non-Operationally Ready Supply (NORS). In these cases a required Delivery Date (RDD) will be provided on the requisition to indicate when the part must be received in order to keep the aircraft from going NORS. Normally a priority 02 requisition with an RDD is submitted 45 days in advance of the required receipt date as prescribed in reference (c) above. As a general rule local requisitioning of this nature should be made 200-300 hours prior to the time change requirements. 34th General Support Group's Direct Support Units (DSU) generally outline these procedures in their Technical Supply SOPs.

(4) When a priority 02 requisition is not able to be filled by the Aircraft Material Management Center (AMMC), it is converted to a Red Ball requisition and passed on to the next higher depot system for fill. A normal priority 02 is not Red Balled but is forwarded through supply channels which afford it the basic assigned priority.

(5) In view of the above, it has been determined that an aircraft cannot be in a flyable condition and have priority 02 EDP requisitions against it. However, it can have a priority 02 requisition against it and still be in a flyable status.

h. Retrograde of Aircraft to CONUS: It has been reported that 1st Avn Bde units have been remiss in the area of aircraft turn in. It is imperative that aircraft scheduled for retrograde to CONUS or determined to be retrograde candidates because of excessive maintenance man hours to repair, be evacuated from RVN at as early a date as possible after it is determined that the aircraft is to be retrograded. Replacement aircraft cannot be shipped into Vietnam until the aircraft it is replacing is shipped stateside. This program has suffered over the past months because the operating or owning units are not turning aircraft into the retrograde DSU with all operating parts and 780 gear accompanying. It is good maintenance practice to replace a good instrument or part on a retrograde aircraft with an inoperable like item, but the aircraft being turned in must be 100% intact or have an accompanying commanders statement or report of survey for the shortages. It will be a policy of the owning unit to have all necessary pieces of equipment and paperwork to turn in the aircraft in whenever the aircraft is presented to the DSU.

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i. Logistics Readiness: (1) The quarterly Material Readiness Report for the period ending June 69 was a great improvement over the previous reports. Preparing individuals should be commended. The next quarterly report will be changed. Implementing instructions for changes will be forwarded by the G-4 in separate correspondence. References required for preparation of the next report are:

- (a) TM 38-750.
- (b) TM 38-750-1.
- (c) DA Circular 750-29, 9 May 1969.
- (d) AR 735-35.

(2) During June, HQ USARV conducted sixteen Roadside Spot Inspections of brigade vehicles. The results were six satisfactory, and ten unsatisfactory, for a brigade average of 38% satisfactory. It is understood that the scores are not adjusted to reflect deferred maintenance; however, it does indicate that command attention is required in the area of organizational maintenance of dispatched vehicles. Recommend commanders establish a form of technical inspection of motor vehicles prior to dispatch. It is further recommended that commanders attempt to reduce density of dispatch through an aggressive consolidation. This will not only reduce exposure to roadside spot checks but is a sound management practice.

(3) A courtesy CMMI inspection is available to any commander who requests it. The results are scored and complete copy of the inspection is left with the inspected unit. No record is made of a courtesy inspection. Commanders are encouraged to use this helpful tool.

(4) A six month's consolidation of CMMI results has been compiled indicating a brigade average as follows. The adjusted score is reflected by category. 70% is a passing score.

Weapons	81%
Tactical and Support Vehicles	67%
Electronics & Communications	94%
Aircraft	88%
Special Purpose Equipment	76%
Ammunition	78%
OVERALL	80%

The above scores indicate that we do well on our aircraft and communications maintenance; however, we tend to neglect our vehicles and special purpose equipment. Recommend commanders place more emphasis on organizational maintenance in the lower score areas.

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Maintenance management scores are reflected below:

Vehicular	71%
Signal	81%
Avionics	77%
Aircraft	74%
OVERALL	76%

With the exception of signal management all areas need improvement. Management brigade wide is considerably weaker than maintenance of material. It may be prudent for maintenance personnel and supervisors to brush-up on TM 38-750. DA Pamphlet 750-10, Command Maintenance Management Inspection Handbook, provides a guide for commanders in the conduct of CMMIs. The overall rating for the brigade is 81% satisfactory with 46 companies passing and 11 failing.

The percentage of units passing command emphasis areas is reflected below. Units are extremely weak in properly performing and recording Equipment Serviceability Criteria.

POL	83%
ESC	46%
Parts and Equipment Excesses	85%
Repairable Parts Turn-In	98%
CONEX Control	100%
Mess	100%
Supply	72%

5. AVIATION SAFETY AND STANDARDIZATION. a. 1st Aviation Brigade Regulation 385-10, Aviation Safety, has been revised and is being distributed. This regulation contains much information that is necessary for a good accident prevention program. Safety officers and commanders at each level must read and become familiar with the contents. By adhering to this regulation we can prevent many of our accidents.

b. Instrument Flight: All of our aviators have been exposed to considerable basic instrument work and are well versed in the fundamentals. There is no reason why our aviators can not sharpen up their instrument proficiency while on administrative flights and it is suggested that this be instituted as a matter of policy. Nothing instills confidence in one's ability to handle flight in instrument conditions more than regular training and accepting a GCA under the hood, whenever possible. This provides valuable training for both crewmembers and the GCA operator. In connection with IFR flight, we must continue to exercise our utmost from a managerial standpoint, to insure that we have the right crew assigned to the right mission and that we have not led our people into conditions beyond their capability.

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c. Hazardous Landing Areas: Incidents continue to occur on our helipads and fire support bases as a result of ignoring the hazards of many of our landing areas. Some landing sites were constructed with little or no guidance in safety criteria and are not surveyed regularly for hazardous conditions. Common hazards are loose T-17 membrane matting, scattered construction material, loose PSP, protruding ground stakes and other foreign objects that can be blown through the rotor system. It is the responsibility of each Combat Aviation Group to survey hasty and deliberate airfields and heliports in their tactical area of responsibility on a continuing basis.

d. Rotorwash: There have been many recent instances resulting in major damage to aircraft caused by the rotorwash from helicopters. In one recent case an OH-6A was "shutting down" and the rotor was still turning when a UH-1 hovered close by, causing the OH-6A rotor to flex down and damage the tail boom. Other cases have occurred where rotorwash from helicopters has been such that it has caused fixed wing rudder and elevator control locks to break loose and result in extensive damage to the aircraft. In June an O-1 crashed when the pilot attempted a round out to land as a UH-1 began to hover just off the main runway. Most of the accidents associated with rotor wash are from carelessness and forgetfulness. Our pilots know of the hazards involved with rotorwash but need to be reminded often. There are no excuses for aircraft damages from rotorwash.

e. Flight Standardization: During recent standardization visits to subordinate units, it has been noted that unit instructor pilots are not preparing the necessary paper work to indicate unit transition into a different series of aircraft. A review must be made of the aircraft qualifications of all new aviators arriving in a unit. If the individual requires a transition, it must be conducted in accordance with TC 1-34 and a transition training record prepared in accordance with 1st Aviation Brigade Regulation 95-6. Unless this record is prepared and maintained in the individual flight records, the operations personnel have no authority to show additional qualifications on the 759s.

f. "L" Shaped Revetments: A survey was conducted to determine the number of gunships in the 1st Aviation Brigade that are not parked in "L" shaped revetments due to a shortage of this type revetment. Following are the shortages by unit:

12th Combat Aviation Group - 26

3/17th ACS - 26 AH-1Gs

17th Combat Aviation Group - 45

7/17th ACS - 11 AH-1Gs

A Troop - 9

B Troop - 2 (under construction)

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52nd CAB - 13 UH-1Cs

119th AHC - 7 UH-1Cs (approved for construction)
170th AHC - 6

268th CAB - 21 UH-1Bs

61st AHC - 2
129th AHC - 7
238th AWC - 12 (under construction - minimum essential requirements)

164th Combat Aviation Group - 54

13th CAB - 7 UH-1B/Cs
307th CAB - 21 AH-1Gs
7/1st ACS - 26 AH-1Gs

165th Aviation Group - 0

212th Combat Aviation Battalion - 0

1st Aviation Brigade Regulation 385-10 states that "L" shaped revetments will be made available to the maximum extent possible for all gunships. "L" shaped revetments offer protection from possible misfiring of ordnance (except for AH-1G) and also offer more maneuver space for parking of the heavily loaded gunship. USARV is expected to produce a new design for gunship revetments within the month of July. Plans are to park all brigade gunships in "L" shaped or the newly designed revetment. Requests for construction should be IAW 1st Aviation Brigade Regulation 415-1, para 46. M8A1 matting may be requested for self-help revetment construction. Guidance for requesting M8A1 matting has been published in the June issue of the Supply and Maintenance Newsletter. Reconstruction of the revetments should be done from the materials salvaged from old revetments to the maximum extent possible.

6. INFORMATION (PRESS QUERIES). a. General: (1) Newsmen are a group whose main interest should be gathering the true facts of a case and presenting them properly to the public as a news story. If they get facts and are treated courteously, the brigade can generally expect in return truthful accounts of its affairs, whether they are good or bad. Incidents are bound to occur that do not put the brigade in good light. However, these stories are inevitably going to appear in print, and spokesmen for the brigade must make every effort to insure that they are factually told.

(2) Newsmen usually recognize any attempt to conceal facts of a case, and such attempts may only serve to cause them to search harder and perhaps obtain their information from less reliable sources. If something has happened, there are certain basic facts concerning the case, and these facts are what the news media wants. Withholding information serves no useful

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purpose except where such revelations might prejudice or influence judicial proceedings or violate security.

b. Procedures: (1) Normally, news media personnel will contact the Information Officer prior to contacting brigade personnel for information. In many cases the Information Officer will be able to supply the desired information by contacting the unit concerned. In case the reporter desires to talk to a commander or other personnel, the Information Officer can assist in arranging an interview, but only if the individual to be interviewed consents to the meeting.

(2) Personnel will not be forbidden to talk to newsmen if they desire to do so, unless the discussions concern matters of classified interest or deal with military operations. Such a directive would only be a violation of a person's individual rights and is an action which can cause considerable embarrassment and open the door to further criticism of the brigade.

(3) Any legal questions should be referred to the Information Officer who will obtain an answer from the brigade Legal Officer.

7. COMMAND INTEREST. 1st Aviation Brigade policy regarding battlefield illumination is as follows: Helicopters may be used for dropping flares only if other means, e.g., artillery, mortars or Air Force aircraft are not immediately available. In the event the helicopter is so employed, it should be used only until such time as the other illumination means can be made available. When helicopters are used for battlefield illumination jettisonable flare racks must be used. Under no conditions will flares be carried within the helicopter. Deviation from this policy is not authorized.

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SECTION II

1. GENERAL. The following subjects of information, guidance, policy and command interest were discussed at the Command Sergeant's Major Conference on 14 July 1969. Other items too numerous to mention were discussed.
2. WEAPONS SAFETY AND CARELESSNESS. There cannot be enough said about weapons and safety of weapons. We continue to have entirely too many accidents from carelessness and horseplay. This reflects poor supervision. The noncommissioned officer can play an important part here by "knowing his men" and giving them proper guidance.
3. SHAKE-DOWN INSPECTIONS. These inspections are required by regulations for a definite purpose. There are cases where inspections have been conducted in a haphazard manner. Persons making the inspection should know what they are looking for and make a thorough shakedown.
4. STANDARD OPERATIONAL PROCEDURES. Each unit should have an SOP and periodically review it to bring it up to date. A published SOP is of no value if not followed.
5. REENLISTMENTS. The retention of qualified, trained enlisted personnel is vital to each unit as well as the Army and is of vital importance to the combat effectiveness of the Army. Know your good men, talk to them, explain the benefits and let's improve our reenlistment program.
6. USARV COMMAND SERGEANT'S MAJOR CONFERENCE. A discussion was held on all subjects that were discussed on 22 June 1969 at USARV Headquarters.
7. DELAYS IN PROCESSING PERSONNEL ACTIONS. Requests for hardship discharge and compassionate reassignment are sometimes being delayed unnecessarily in the field. Some soldiers in AIT have been told to wait until near the end of their training cycle to make such applications. Requests of this nature should be submitted as early as possible and must be processed speedily to avoid needless personal inconvenience and inappropriate reassignments. Therefore, commanders and personnel officers are urged to insure that the individual has the necessary supporting documents and then to expedite his application. References are AR 635-200 for hardship discharge and AR 614-6 for compassionate assignment.
8. RECRUITING DUTY. The United States Army Recruiting Command extends an invitation to all qualified personnel in Vietnam to apply for assignment to recruiting duty and the opportunity to become a member of the Army's all volunteer recruiter team. At the present time there are vacancies for recruiters throughout the continental United States. There is an excellent possibility of being assigned to the city or geographic area of preference. Interested personnel should contact their nearest career counselor for assistance in applying for recruiting duty. Each

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new recruiter will be required to attend the Recruiter and Career Counselor course at The Adjutant General's School. Qualifications for recruiting duty are as follows:

- a. Volunteer for an assignment to recruiting duty.
- b. Not in receipt of proficiency pay (SPECIALTY).
- c. Efficiency and Conduct Ratings of excellent.
- d. Minimum Service - 6 years EM, 3 years WAC (A waiver may be requested down to four years service.)
- e. Grade - NCO or Specialist E5, E6 or E7.
- f. Recorded GT score - 110 or higher (A waiver may be requested down to 105.)
- g. Hold a valid Army or state motor vehicle operator's permit or have expired state motor vehicle operator's permit as evidence that applicant is qualified to obtain up-to-date license.
- h. High school graduate or the successful completion of the high school GED.
- i. National Agency Check completed or requested.
- j. Successful completion of record screening as prescribed by paragraph 15, AR 601-275.
- k. Excellent appearance and bearing.
- l. No obvious facial disfiguration.
- m. Genuine desire and interest in becoming a recruiter.

9. **RETURN TO CONUS OF RESERVE COMPONENT PERSONNEL.** Purpose: To provide information to Command Sergeants Major concerning the return to CONUS and subsequent release from active duty of USAR and ARNG personnel mobilized in May 1968.

INFORMATION: a. From August through December 1968, forty-three Reserve Component units, which had been mobilized in May 1968, were deployed to Vietnam. Eight of the units are National Guard and thirty-five are USAR. They range in size from a combat engineer battalion of approximately 800 officers and men to small medical detachments of only a few personnel. Their total Reserve Component strength at the time of arrival was over 5200. Approximately 2500 RA and US personnel were deployed with these units.

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b. In December 1968, Department of the Army announced plans to release Reserve Component personnel prior to the original release date of May 1970. The early release date was announced as 15 Dec 69 or upon return from Vietnam whichever is earlier.

c. At the same time the early release was announced, HQ USARV was in the process of instructing Reserve Component units to accomplish infusion. This action was met with some resistance by these units due to the high level of esprit de corps their members achieved during their inactive and active service together. Partly due to this factor and partly due to the announced early release, HQ USARV established OPERATION RETURN. This operation will gather together original Reserve Component members of units deployed to RVN and will return them to CONUS in the same groups with which they arrived. In order to accomplish this, we have identified by name all the USAR/ARNG personnel who arrived with a unit and we are now in the process of locating their current unit so that departure instructions can be issued. A few days before the departure date of each unit, the personnel will be assembled at one of the replacement battalions for air movement to a CONUS transfer processing site near the home station from which the unit was called to active duty.

d. The Reserve Component personnel who came to Vietnam as individuals will also be released from active duty on or prior to 15 Dec 69. Units have been instructed to screen personnel records of these men and adjust their DEROS to 10 Dec 69 if their original DEROS would come after that date. At last count there were approximately 3000 personnel reported to have arrived in-country as individual replacements.

e. Pertinent references which should be in the hands of your unit personnel officers are as follows:

- (1) DA Msg 889659 DTG 060019Z Dec 68
- (2) USARV Msg 54623 DTG 031045Z Apr 69
- (3) USARV Msg 55824 DTG 100951Z Apr 69
- (4) USARV Msg 56779 DTG 150737Z Apr 69
- (5) USARV Msg 58222 DTG 231239Z Apr 69
- (6) USARV Msg 59877 DTG 022336Z May 69
- (7) USARV Msg 65311 DTG 040636Z Jun 69

f. Any personnel type questions raised by members of the Reserve Components assigned to your unit should be directed to your Unit Personnel Officer. If the questions cannot be answered, referral up the chain of command is in order until an answer is provided. In the past few weeks, many individuals have telephoned the G-1 office at USARV

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rather than requesting assistance from their own unit. Headquarters, USARV has provided the major subordinate commands with the latest available information. You can help us and help your own men by insuring that the information is properly disseminated.

10. WEAPONS INCIDENTS. During the first eleven months of FY 69, USARV recorded 1,089 military disabling injuries resulting from weapons accidents. 109 of these were fatal. The majority of these noncombat losses were inflicted by hand or shoulder weapons in base camps or other relatively secure areas. In most instances involving small arms the individual firing the shot had failed to clear his weapon after coming off guard duty, or upon returning to a secure area from a combat mission. An alarming number occurred in billets, and approximately ten percent of the incidents involved unauthorized personal weapons. The obviously inadequate supervision resulting in this waste of our soldiers lives reflects unfavorably on the non-commissioned officer, who failed to assure the soldiers under their supervision complied with the regulations, standing operating procedures and other directives governing weapons safety. The Command Sergeants Major are in a position to enforce appropriate action by subordinate NCOs and their assistance in implementing the measures required to eliminate weapons incidents is earnestly solicited.

11. ADVANCE PREPARATION OF RECORDS AND PERSONAL PROPERTY FOR MEDICAL EVACUEES. a. In order to expedite the forwarding of records and personal property of medical evacuees to out-of-country hospitals this headquarters imposes a 72 hour suspense on subordinate units for forwarding of records and property upon receipt of medical evacuee telegraphic reassignment orders. This suspense is imposed in order for records and property to join the evacuee as soon as possible for administrative, financial and morale purposes. The rapid dust-off and jet oriented medical evacuation of patients enjoyed by this command demands an equally responsive administrative system to insure records and personal property catch up with the evacuee as soon as possible.

b. In order for units to meet this suspense it is imperative the assembly and processing of records and property commence on the date the individual is admitted to the in-country Army level medical facility. Experience has shown that approximately 50% of those patients admitted to an Army level medical facility will be evacuated to an out-of-country hospital. If the individual is not evacuated, no harm is done by this advance assembly of records and property.

c. Each casualty report message where the individual is hospitalized at an Army level medical facility contains a statement that this advance assembly should be commenced immediately. Subordinate units receive an information copy of this casualty report message within 24 hours from the time the casualty is reported to this headquarters. Units can be one jump ahead of this message if when they submit the casualty report, knowing the individual is to be admitted to an in-country Army level medical facility, they also assemble his records and personal property for future shipment.

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12. CASUALTY REPORTING (REFERENCE USARV REG 600-1) SUBMISSION OF NON-ELECT FRIAR REPORTS. All casualty reports must be submitted accurately and promptly and the suspense dates established by referenced regulation must be adhered to.

There has been a recent tendency to submit non-elect casualty reports (those lightly wounded reports where the individual has elected that his next of kin not be notified) late. These reports are forwarded to this headquarters by mail or courier from the major subordinate command; consequently, it appears that since the reports are not called in, they do not receive the emphasis required of all casualty reports. The only reason for mailing these reports is to keep from overtaxing telecommunications; not that timeliness is any less important.

Referenced regulation requires that all delayed reports be reviewed by the CG, Dep CG, Chief of Staff or Executive Officer to determine reasons for the delayed report and corrective action taken.

Request the importance of accurate and timely submission of casualty reports be stressed at all reporting levels.

This headquarters has also received what appears to be second, third or fourth carbon copies of the original non-elect report. The majority of the reports are barely legible which makes the processing at this headquarters extremely difficult. Individual report forms are retained on file and must be legible for reference purposes.

For clarity and to ensure accuracy in coding, consolidating, and preparing reports for dispatch to Department of the Army, it is necessary that this headquarters be furnished the original copy of all future non-elect reports. Reports may be printed in ink or typed.

13. MINE WARFARE. a. VC mine warfare activities are a major source of battle casualties and equipment losses.

b. Mine Warfare notes dated February 1969 stated Groin Protective Armor is available in-country. On recent visits to units conducting mine sweeps on a daily basis, the units had no knowledge of this equipment being available. (FSN 8470-753-6112)

c. Sweep Team Operations. (1) Sweep Team members do not have enough knowledge of the capability of the P/153. Most members of sweep teams cannot adjust detector sets properly for maximum use of the detector.

(2) Sweep Team members have the tendency to "gang up" on a suspected or known mine. One man on a mine is a good rule.

(3) Sweep Teams sweeping the shoulder of asphalt roads are not doing a thorough job. On 3 June, a tank, grader and lowbed hit mines after the road had been swept. Upon resweeping the road a total of seven mines were found.

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(4) Sweep Teams are using bayonets in areas where pressure electric fuses are being found. It is recommended that fire hardened bamboo or wooden probes be used. The bayonet can close the circuit when inserted between the contacts.

d. It has been noted in recent visits that units are not getting mine warfare notes published by the Mine Warfare Center.

e. Frequent calls to USARV Mine Warfare Center have indicated that the proper method of report of changes to friendly mine fields are not being followed.

14. VEHICULAR ACCIDENTS. USARV has had an increase in vehicle accidents in the past few months. These are caused from speeding, reckless driving and complete disregard for the safety of other persons. This is caused by lack of supervision in all ranks. We should all take a very close look at our procedures and control of vehicles.

15. BRIGADE COMMAND SERGEANT MAJOR REPLACEMENT. A discussion was held on the itinerary for Command Sergeant Major Frank J. Tasson. He will arrive on or about 16 July 1969. After his briefing at brigade headquarters he will visit each group headquarters, to include the 212th Combat Aviation Battalion, for briefings.

16. COMMAND SERGEANT MAJOR OWENS' REMARKS. Upon the completion of my assignment with the 1st Aviation Brigade on 27 July 1969, I leave with mixed emotions. I am extremely proud to have been the Command Sergeant Major of the 1st Aviation Brigade (Golden Hawks). The outstanding leadership of the officers and enlisted men has contributed tremendously to the success of the brigade. The continuity of leadership of the non-commissioned officers has been outstanding through a succession of commanders; this has made my tour the most rewarding of my military career. I sincerely believe that the brigade has accomplished all of its assigned missions in an outstanding manner. There have been many improvements over the past year in all areas of responsibility from the smallest unit to the largest. This has improved the standards and security of the brigade. Aircraft maintenance has been far above that of other units in the Republic of Vietnam. Morale has been at an all time high for the brigade which consists of some 23,000 officers and enlisted men. I would especially like to commend the group and battalion Sergeants Major for their untiring efforts and devotion to duty, through your efforts my tour of duty has been made much more rewarding. I would like to take this opportunity to thank each and every man in the brigade for his cooperation and support that was given me over the past year.

FOR THE COMMANDER:

George E. Handley, Jr.
GEORGE E. HANDLEY, JR.
Colonel, Field Artillery
Chief of Staff

1 Incl
Accidental Shooting
Summary

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ACCIDENTAL SHOOTING SUMMARY

1. 7 Jun 69 - 129th AHC - Accidental Discharge - (17th CAG)

Subject clearing M-14 in room when it discharged striking victim in next room. (Non-fatal)

2. 18 Jun 69 - 191st AHC - Accidental Discharge - (164th CAG)

Subject clearing M-60 when it discharged striking him in left foot. (Non-fatal)

3. 20 Jun 69 - A/3/17th ACS - Accidental Shooting - (12th CAG)

Subject shot while trying to load weapon and drive $\frac{1}{2}$ ton vehicle. (Non-fatal)

4. 24 Jun 69 - 59th AHC - Accidental Discharge - (17th CAG)

Subject cleaning mini-gun when weapon discharged striking subject in left thigh. (Non-fatal)

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