

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

AVBAGC-0

7 October 1971

SUBJECT: Preparation of Operational Reports - Lessons Learned (OR-LL)

SEE DISTRIBUTION

1. References:

- a. AR 525-15, 20 Nov 70
- b. USARV Supl 1 to AR 525-15, 8 Feb 71

2. Reference 1a above is the primary guide for preparing OR-LL's for 1st Aviation Brigade units. In addition to the requirements of that reference, units will also comply with the guidance and requirements of this letter.

3. The semi-annual OR-LL is a major document of lasting historical value. Great care should be taken to include all material which reflects the activities of the unit during the reporting period. Section 1 of the OR-LL is, in essence, the history of the unit during the reporting period. The additional information requested by inclosure 1 will be included in Section 1 of all OR-LL's.

4. Although regulations give the submitting unit wide latitude as to the material that can be included in the OR-LL, every effort should be made to present information that is accurate, brief and clearly stated. Wordy descriptions which provide nothing more than unit self-praise are of little value and are discouraged. Section 2 of the OR-LL should not be used to air inconsequential complaints or as a substitute for normal staff actions. Many problem areas discussed in past OR-LL's should have been handled by timely and appropriate staff actions at unit level. Factual, impartial, substantiated accounts of the organization's operations and activities, and valid, logically presented lessons learned are the desired goals. To better achieve this goal, Section 2, composed of observations, evaluations, and recommendations, will also include a Command Action comment as indicated at inclosure 2.

In addition to the requirements of cited references, units will also include the following information in Section I, Operations: Significant Activities:

1. A statement outlining changes or additions to the unit mission. If there are no changes a statement to this effect will be included in the report.
2. A statement outlining organizational changes, supported by an organization chart and station list (to include unit location and AFO) to be included as Incl 1 to the OR-LL.
3. A statement indicating personnel changes within the command group or principal staff (i.e., CO, Deputy, AG, S-1, S-2, S-3, and S-4). The date of change-over as well as the names, serial numbers, and officer's branch of both the incoming and outgoing individuals will be listed.
4. A statement of unit authorized and present for duty strength as of the last day of the reporting quarter (officer, warrant officer, enlisted, American civilian, Vietnamese and/or third national civilian). Also indicate the number of technical representatives operating with the unit. Battalions will indicate individual strength for all subordinate units. Group OR-LL's will report by unit only those personnel not reported on subordinate Battalion OR-LL's.
5. A statement of aircraft, by type, indicating number authorized and on hand as of the last day of the reporting period. Battalions will indicate strengths for each subordinate unit. Group OR-LL's will report by unit only those aircraft not reported on subordinate Battalion OR-LL's.
6. A statement of the results during the reporting period operations by major subordinate unit in sorties flown, troops lifted, cargo lifted, enemy KIA, sampans and structures destroyed or damaged and aircraft loss and damage. Units will add other data that significantly indicates the scope of unit operations, i.e., quantity and type of ammunition expended. Groups will report only the statistics not reported in subordinate Battalion OR-LL's.
7. Every item submitted will have a brief general title; ordinarily three or four words will suffice. Abbreviations may be used, but unusual abbreviations must be written out completely the first time they are used in each item.
8. All items submitted will have the necessary security classification in accordance with Section II, AR 380-5.

Incl 1

The following is an example of a command action comment required on all lessons learned entries:

a. Flight Publications.

(1) OBSERVATION: Many Army aviators are not using the Department of Defense Flight Information Publications (FLIP) which are available in Vietnam.

(2) EVALUATION: The Tactical Aerodrome Directory (TAD) has detailed information on airfield and heliport locations, frequencies, diagrams, hazards, refueling services, navigational aids, special routing instructions, notices and flight following procedures. The primary reason that the TAD is not used more frequently is that airfields and heliports are not listed in alphabetical sequence, but in accordance with a numbering system prefixed by the code letters "VA". This format is not only an inconvenience requiring excessive attention inside the cockpit, but is contrary to normal FLIP arrangement. The current 165th Aviation Group frequency publication, which duplicates most TAD information, could be reduced if the TAD were revised to suit the needs of the pilots, who are the primary users.

(3) RECOMMENDATION: That the Tactical Aerodrome Directory listing sequence be converted from the "VA" numbering system to an alphabetical system.

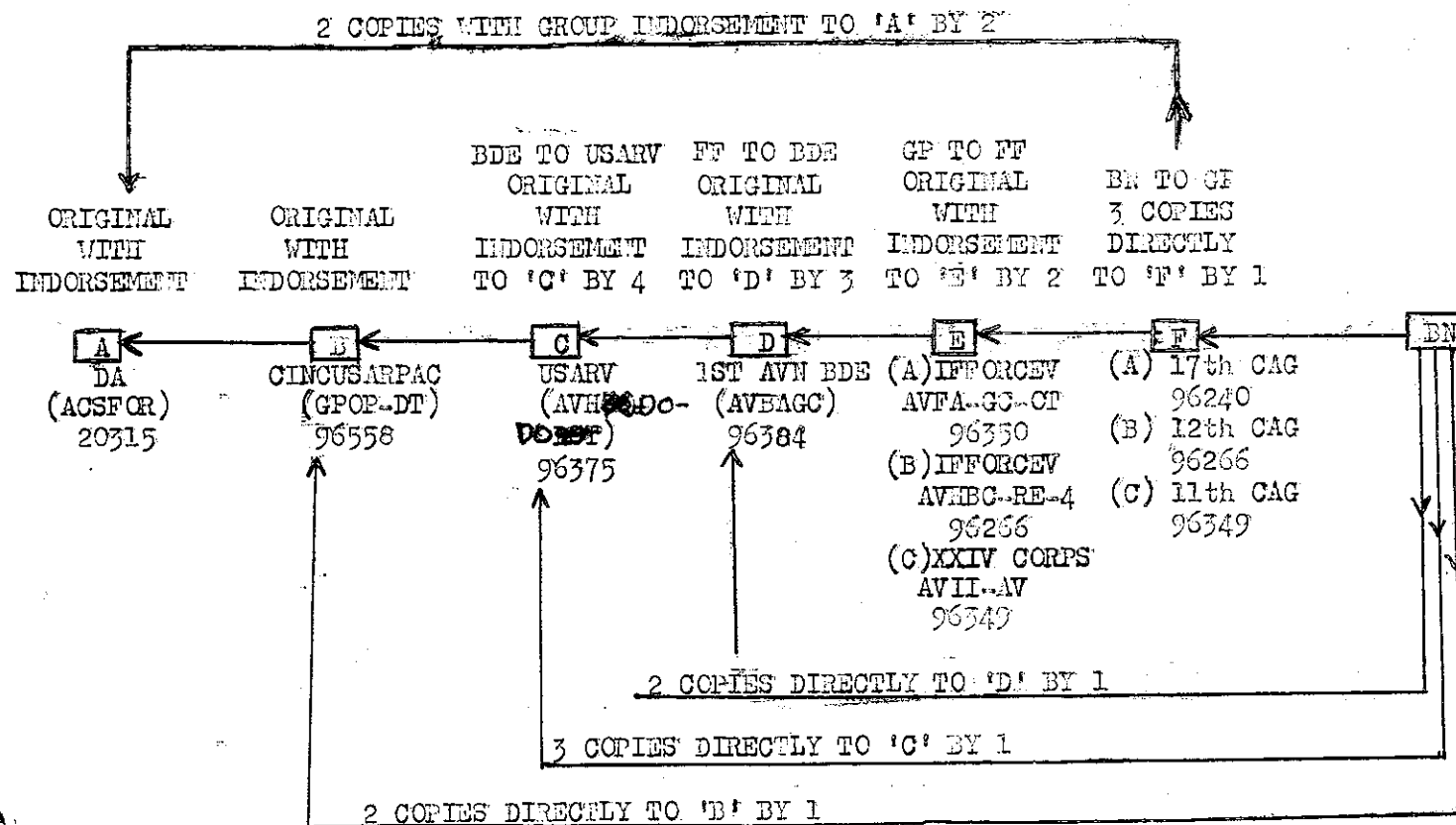
(4) COMMAND ACTION:

(a) A DF, this headquarters, dated 19 February 1971, Subject: "Recommended Changes to TAD", was submitted to USARV as a basis for input to MACV. An information copy was sent to CO, USAFID.

(b) Follow-up coordination was made during a staff visit by the Commanding Officer, USAFID, in March 1971.

(c) Letter dated 28 February 1971, subject: "Recommended Changes to DOD FLIP Tactical Aerodrome Directory", HQ 165th Aviation Group was forwarded through channels to USAFID, requesting alphabetical listings.

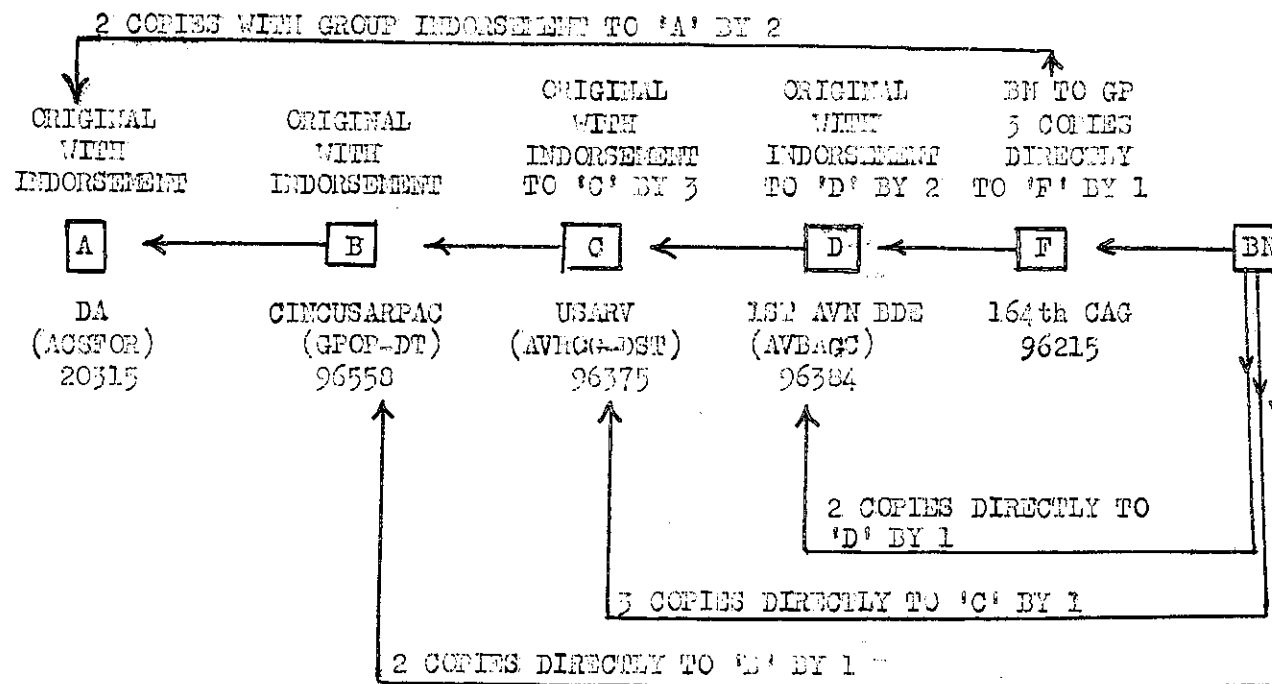
OR-LL SUSPENSE DATES AND FLOW CHART
FOR BATTALIONS OF 11th CAG, 12th CAG AND 17th CAG



DISPATCH SUSPENSE DATES

- 1 15TH DAY AFTER END OF OR-LL REPORTING PERIOD
- 2 AS DIRECTED BY GROUP OR FIELD FORCE
- 3 APPROXIMATELY 30TH DAY AFTER END OF OR-LL REPORTING PERIOD
- 4 45TH DAY AFTER END OF OR-LL REPORTING PERIOD

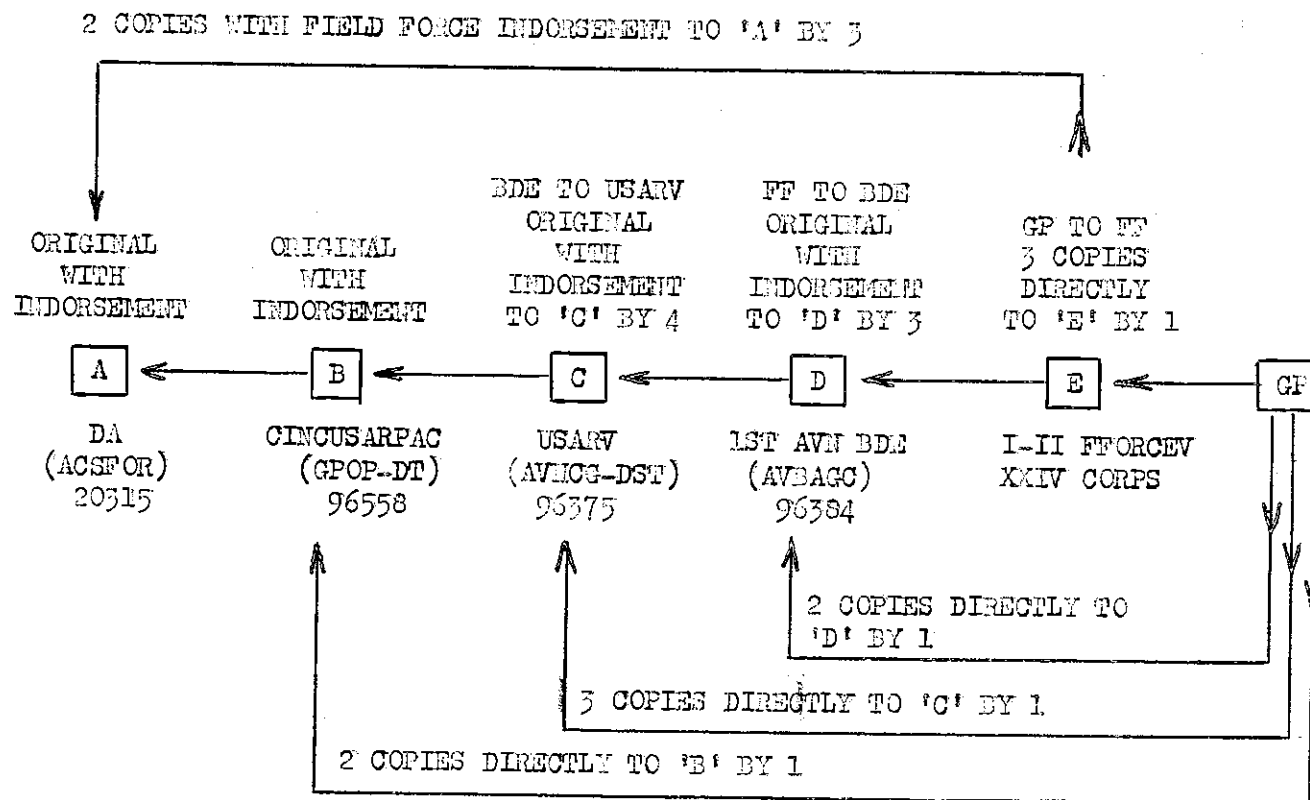
OR-LL SUSPENSE: DATES AND FLOW CHART
FOR BATTALIONS OF 164th CAG



DISPATCH SUSPENSE DATES

- 1 15th DAY AFTER END OF OR-LL REPORTING PERIOD
- 2 30th DAY AFTER END OF OR-LL REPORTING PERIOD
- 3 45th DAY AFTER END OF OR-LL REPORTING PERIOD

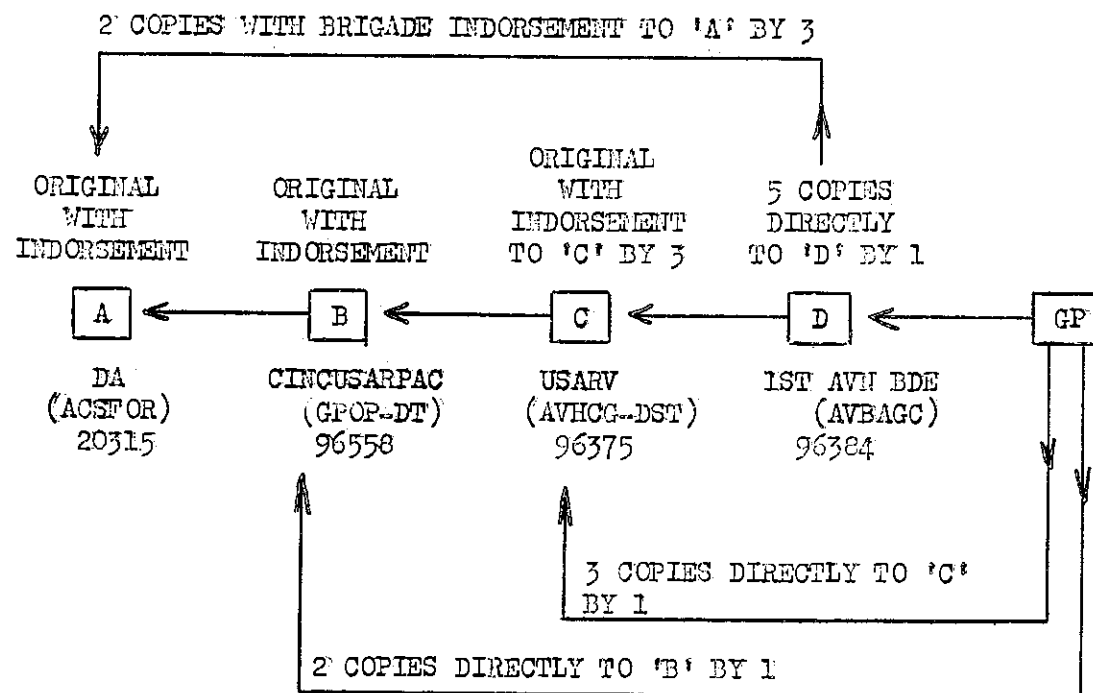
OR-LL SUSPENSE DATES AND FLOW CHART
FOR HEADQUARTERS, 11th CAG, 12th CAG and 17th CAG



DISPATCH SUSPENSE DATES

- 1 15th DAY AFTER END OF REPORTING PERIOD
- 3 APPROXIMATELY 30th DAY AFTER END OF REPORTING PERIOD
- 4 45th DAY AFTER END OF REPORTING PERIOD

OR-LL SUSPENSE DATES AND FLOW CHART
FOR HEADQUARTERS 164th CAG AND 165th CAG



DISPATCH SUSPENSE DATES

- 1 15th DAY AFTER END OF OR-LL REPORTING PERIOD
- 3 45th DAY AFTER END OF OR-LL REPORTING PERIOD

Incl 6