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

AVBAGC-O   2 Feb 1972
                                                           24 April 1969

MEMORANDUM FOR RECORD

SUBJECT: Operational Report - Lessons Learned Procedures

1. The following procedures apply to the semi-annual quarterly Brigade Headquarters
ORLL:

    a. About ten days prior to the close of the reporting period, the
G-3 ORLL Officer initiates a DF to all staff sections requiring ORLL
input, or, if deemed necessary, has the Brigade Historian conducts a class
for all concerned staff officers explaining the ORLL and requiring input
(Appendix B). (SEE TAB D)

    b. Upon receipt of the input data, the G-3 ORLL Officer screens the
input for accuracy of content, has corrections made by the appropriate
staff sections as necessary, and adds the G-3 portion of the ORLL. He
then turns all input into the Brigade Historian who proofs, corrects, and
writes a draft copy of the ORLL for final approval by all staff sections.
The G-3 Section then types and forwards a final stencil copy of the
ORLL to the CG for approval, publication and distribution.
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2. The following procedures apply to all quarterly "through channels" ORLL's
submitted by subordinate headquarters:

    a. As each ORLL is received it is logged in by the G-3 ORLL Officer
who screens the ORLL and prepares a DF requiring comments on specific
items within perview of that staff section. The ORLL is hand carried
between the staff sections.

    b. The collected comments are screened for accuracy; the Brigade
indorsement is typed, attached, and forwarded to the command group for

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approval. After approval by the command group, the comments are then prepared as an indorsement to the ORLL and sent forward.   .

3. For detailed instructions and references pertaining to ORLL's, see the ORLL folder prepared for the use of the ORLL Officer.

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