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DEPARTMENT OF THE ARMY
25TH CORPS AVIATION COMPANY
APO SAN FRANCISCO 96266
"RED CARPET"

STANDDOWN
25th CAC

AVBAUV-2

3 March 1972

SUBJECT: After Action Report: Stand Down of 25th Corps Aviation Company

Commanding Officer
145th Combat Aviation Battalion
APO 96266

1. Scope: This report covers the period from initial notification preparation to the actual stand down date (15 March 1972) of the 25th Corps Aviation Company.

2. Operations:

A. General: On 15 February 1972, this unit received official notification that it would stand down during the period from 15 February 1972 to 15 March 1972. Immediately after notification, this unit started extensive planning and coordination with higher headquarters and Keystone turn-in points. The unit was given the dates of 15 February to 22 February as priority turn-in dates.

B. Operations Procedures Followed:

(1) Effective 15 February 1972 the unit's mission requirement was assumed by the 120th Aviation Company. Missions were coordinated so that aircraft and crews were transferred simultaneously with missions which effected a smooth, coordinated transfer on unit missions.

(2) Flight records and training records were closed out effective 18 February 1972. Flight time acquired by personnel after this date was documented by certified true copies of DA Form 2403-12, which were taken by the aviators to their new duty stations.

C. Problem Areas: None

D. Recommendations: None

3. Administration and Personnel:

A. General: upon being alerted of unit stand down, key personnel required to provide effective supervision were appointed. The executive officer, service platoon commander, supply officer, commo officer and motor maintenance officer supervised their areas of responsibility.

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In addition the executive officer was appointed Keystone Liaison Officer and worked in close coordination with the supply officer, Battalion G-4 and Keystone personnel. The assistance operations officer was detailed to assist the executive officer in his performance of duties relating to administration and supervision.

B. Personnel: The first sergeant was the key person responsible for the personnel actions in the company. Prior to stand down, a roster of all personnel with availability dates based on the unit's needs was forwarded to the battalion personnel section. Personnel were prepared to leave the company at the rate of approximately eight (8) per day. Close coordination was necessary on a daily basis between the responsible personnel and the personnel officer.

C. Administration: An orderly work schedule was developed by the first sergeant to accomplish the additional work required by the stand down.

D. Procedures:

(1) Awards and decorations proved to be a monumental project. Additional personnel were assigned to write and type recommendations for awards. All awards were completed by 1 March 1972.

(2) All accounts, publications and records were closed IAW current regulations.

(3) Upon mission termination, flight platoon personnel not transferred to the 120th were reassigned to various sections in the company to assist in stand down.

(4) The unit fund assets were transferred to the 120th Aviation Company and the fund was terminated on 28 February 1972. All other sundry fund club funds were reduced by free nights at Red Carpet Inn. The fund was terminated effective 25 February 1972.

(5) The mess hall served its last meal on 26 February 1972. Beginning 27 February 1972 the company was fed by IHG, 149th Combat Aviation Battalion mess hall. All mess hall equipment was laterally transferred to the Command Airplane Company.

(6) Mail distribution was terminated on 5 March 1972. IHG, 120th Combat Aviation Group assumed responsibility for the mail effective 6 March 1972.

(7) On 21 February 1972 the unit's guard commitment was terminated. The 117th Aviation Company was tasked to provide guards for the sub-sector previously assigned to the 25th Corps Aviation Company.

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FOR G. A. 117th

AT 117th

5 March 1971

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E. Problem Areas: Personnel were not reassigned as originally planned. Due to the large volume of personnel being reassigned, Department of the Army could not divert assets to coincide with the unit's stand down plan. This necessitated keeping station property in the form of beds, cots, linen and wall lockers and individual weapons until late during stand down. Problems were further encountered with personnel receiving orders the day prior to reporting to the 90th Replacement Battalion. This created problems in shipping hold baggage and clearing port. Transportation was a problem since all company assets had been turned in to Keystone and the unit was dependent upon battalion headquarters company for vehicle support. Battalion headquarters was supporting three (3) other companies involved in stand down which greatly depleted their resources. However, through expert coordination by the battalion S-4 section, transportation problems were greatly reduced.

F. Recommendations: That a holding detachment be organized to receive personnel who do not receive assignment instructions as planned by stand down schedule. Retaining excess personnel not only hinders turn-in of equipment, but also increases discipline problems since personnel have very little to do to occupy their time.

G. Credits: 145th Combat Aviation Battalion for messing facilities and transportation, battalion staff sections for detail guidance and superb assistance in planning, coordinating and directing stand down efforts and 117th Aviation Company for guard detail.

4. Aircraft Disposition:

A. General: Prior to stand down all aircraft were laterally transferred to the 120th Aviation Company except two (2) OH-58A's which were transferred to the 213th Assault Support Helicopter Company. One (1) OH-58A aircraft was received from the 213th ASHC, however, this aircraft was turned in to 55th Trans Company for a major PM and subsequently transferred to the 120th Aviation Company.

B. Personnel Organization: Crew members cleaned and serviced aircraft prior to transfer to 120th Aviation Company and 213th ASHC. This allowed the service platoon to clean and inventory their tool sets for turn-in.

C. Problem Areas: No problems were encountered in this area. Aircraft were transferred as scheduled with no conflict.

D. Tech Supply: All TLL was transferred to 120th Aviation Company. No problems were encountered in this area.

E. Avionics: All avionics and related equipment was laterally transferred to 120th Aviation Company. No problems were encountered in this area.

F. Recommendations: None

5. Motor Maintenance Equipment:

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A. General: Vehicles identified for lateral transfer within 12th Combat Aviation Group units, were transferred and hand receipted back to the unit for use during stand down. Vehicle turn-in at Keystone processing point started on 16 February 1972. Vehicles were scheduled for turn-in based on the projected needs of the unit. Close coordination with Keystone representatives was made which eliminated problems during processing. Vehicle turn-in was completed 3 March 1972.

B. Operations: On 15 February 1972, vehicles scheduled for turn-in the next day were cleaned and inspected. This procedure was used throughout stand down and proved very effective. Thorough careful cleaning and thorough inspection prior to vehicles going to processing point facilitated turn-in of vehicles in minimum time. As vehicles were turned in, assistance was requested from TLP at Long Binh to help solve the problem of transportation during stand down. Transportation requirements were filled as requested with no undue delays.

C. Problem Areas: No significant problems were encountered in this area. Minor problems were seen in coordination of reporting times and maintenance difficulties resulted in vehicles not being available, however flexibility in turn in schedule compensated for these minor problems.

6. Supply:

A. Planning: Prior to being informed of stand down, supply personnel began preparing the proper forms for turn-in of all equipment. Detail guidance on the preparation of these forms was provided by the battalion S-4 sections which greatly assisted in the turn-in processing. Details were organized for the proper cleaning and servicing of equipment for turn-in. Upon notification to begin turn-in, the unit followed its plan very closely and encountered no problems.

B. Procedures: The supply officer and his assistants prepared the proper paper work and the officer and NCO designated as turn-in personnel loaded the vehicles early in the morning or the night before so as to arrive at the turn in point by 0700 hours. This time was found to be best because of the short distance we had to travel compared to long distances other units had to travel to arrive at Keystone points. Keystone liaison officer accompanied the vehicles to turn-in points and settled any minor discrepancies in paper work or turn-in procedures.

C. Problem Areas: Equipment for turn-in at property disposal presented the only problem encountered during the turn-in process. Property disposal was closed the first four days of stand down due to TBT holidays and all equipment had to be returned to the company area. When PDO opened, there was some confusion as to who had the authority to clear property for PDO. This resulted in several days delay in turn-in of unserviceable equipment. The problem was

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that depot inspectors had to inspect the equipment at Keystone prior to going to PDO. This necessitated that equipment already earmarked for PDO had to be re-inspected and paperwork reprocessed. Then PDO was not informed of changes in procedure and equipment had to be returned to the company area again. The problem was finally settled and normal activities resumed after a loss of approximately five (5) days of priority turn-in period.

D. Recommendation: Priority turn-in days should be scheduled with regard to holidays and working days of PDO and related services.

E. Credits: The personnel of Battalion S-4 and Keystone points were extremely helpful throughout the stand down period. The transportation motor pool at Long Binh for furnishing two (2) commercial flat bed trucks for the company's use during stand down.

7. Conclusion: This unit encountered very few problems due to the fact that all aircraft were laterally transferred to in-country units. Prior planning and coordination with Keystone personnel and detailed guidance from Battalion staff sections was directly responsible for the ease with which this unit completed stand down. The days spent affecting the necessary coordination proved invaluable when the actual processing began. By formulating a plan of tasks to be accomplished and designating responsible individuals to accomplish each task, stand down can be accomplished with minimum problems.

Frank Hattler
FRANK HATTLER
IAJ, III
Commanding

*Restrictive markings
removed 31 Dec 1974*

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