

DEPARTMENT OF THE ARMY  
HEADQUARTERS TROOP, 2D SQUADRON, 11ARMORED CAVALRY REGIMENT  
APO SAN FRANCISCO 96257

SUBJECT: COMMANDERS NOTES NUMBER 19

12 December 1971

## INFORMATION

1. Approved Awards. During the week 4 Dec - 10 Dec, the following approved awards were received by Squadron Headquarters and forwarded to the troops for presentation:

Bronze Star "M"	1
Air Medal "M"	2
Bronze Star	8
Arcom	11

2. Operation G.I. Christmas Card. For the past three years, operation G.I. Christmas Card, a program sponsored by the Military Order of the Purple Heart, has encouraged people to send Christmas cards to members of the Armed Forces in Vietnam. This year, over 50,000 cards have been received, and it is estimated that the total will exceed 70,000. This is a concrete expression of grass root support and appreciation of our servicemen by the American people. I encourage each trooper who receives one of these cards to show the appreciation of the Blackhorse by responding with a note of thanks.

3. Reenlistments. SFC James D. Sturgill, HHT, reenlisted for six years in a ceremony at FSB Andrews on 8 December 1971.

4. Civic Action Project. During the period 12 - 18 Dec, toys, athletic gear, and personal hygiene kits were purchased for distribution at local orphanages. Visits to these orphanages are planned on the 20th, 21st, 22nd, and 27th. Anyone interested in attending these functions should let their supervisors know.

Donations totaling \$148 were received from the Society of the Yellow Dog, How Battery, and 919th and were used to purchase Christmas gifts for the orphanages. Such donations are encouraged on a year round basis to supplement the monthly Civic Action Fund. As a reminder, all civic action projects must be coordinated with the S-5 office prior to being initiated.

## POLICY

1. Notification of Military Police. As a reminder, Squadron Headquarters will be notified of any incidents which will require outside assistance from the military police or the CID BEFORE these agencies are notified.

2. Domestic Hires. Any incidents involving Vietnamese Nationals who are employed as housegirls by the Domestic Hire Funds should be brought to the attention of the Domestic Fund Custodian, 1LT McKelvey for action. Individuals are not authorized to fire their housegirls for either disciplinary reasons or inefficiency. 1LT McKelvey maintains records on all employees; he initiates all disciplinary actions.

3. Suspense Dates. Subordinate units persist in failing to meet suspense dates. If you have cogent reasons for an extension, request one from the agency originating the action.

4. Drinking and Driving. Under no circumstances will drivers of tactical or administrative vehicles consume alcoholic beverages while driving or immediately before driving their vehicles on public roads. The purpose of this policy is to reduce our vulnerability to traffic accidents and other incidents along public roads.

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5. Convoy Conduct. Despite continual guidance concerning convoy conduct, a serious incident involving 2d Squadron elements occurred recently. As leaders we must:

- a. Thoroughly brief your men on appearance while on the road (gear on) as well as courtesy (No smoke grenades or other objects, including trash, should be thrown from vehicles.)
- b. Immediately report any incidents to our higher.
- c. Immediately stop any misconduct while on convoy.
- d. Be awake in order to observe all those elements we should be supervising.
- e. Initiate disciplinary action when appropriate.

6. Safety. Accidents continue to plague us; most of them have resulted from inadequate supervision. One trooper was killed accidentally by an "unloaded" rifle. Mess equipment and facilities at C.C. were damaged in a preventable fire. Several men have been injured recently while jumping from the back of vehicles. I want officers and NCO's to clamp down on all unsafe practices in all activities.

7. Use of Notes. In notes # 15 I said that all NCO's and officers will read all notes. From my discussion with NCO's I find that my policy is not being carried out. Do it!

*William M. Stokes III*  
 William M. Stokes III  
 LTC, ARMOR  
 Commanding

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