

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 2D SQUADRON, 11TH AVIATION CAVALRY REGIMENT  
APO SAN FRANCISCO 96357

SUBJECT: Commander's Notes Number 21

2 January 1972

INFORMATION

1. Approved Awards: During the week 25 Dec - 31 Dec, the following approved awards were received by Squadron Headquarters and forwarded to the troops for presentation:

Bronze Star	14
Air Medal	14
ARCOM	4
Ripple Heart	4
CIB	6
Silver Star	3

2. Conjunctivitis ("Pink Eye"): At the present time, the Bien Hoa area is in the early stages of a conjunctivitis epidemic. Preliminary evidence indicates that this disease is caused by a virus and is transmitted by hand to hand contact. All individuals with symptoms of burning, itching, redness, and tearing of one or both eyes, should contact the medical personnel in your area. This disease usually lasts from 3 to 5 days. Check out any Vietnamese civilians or laborers visually with whom you may come in contact.

3. Blackhorse Patches: Unit Commanders will get all the unauthorized patches off the left sleeve and replace them with a BLACKHORSE PATCH.

4. Sunday - Vietnamese Women: The only Vietnamese females allowed in the 2/11th ACR area on Sunday are Mess Hall laborers and Club workers. All other females will not be picked up at the gate or allowed to wander around in the area. Responsible NCO's and officers will insure that this policy is enforced.

POLICY

1. Misuse of Ammunition: A man in one unit was injured recently when he fired a 40mm HE round for the XM-182 system from an M-79 grenade launcher. Although the individual escaped serious injury in this instance, he could have been fatally injured. Additionally, the M-79, which is valued at \$222.00, was destroyed. In order that this kind of incident not occur again, commanders will take steps to insure that 40mm ammunition for M-79's is carefully segregated from that used in the XM-182 system. Personnel should not delink ammunition for the XM-182. All newly assigned personnel will be thoroughly briefed on the hazard of firing XM-182 ammunition from M-79 grenade launchers.

DECLASSIFIED

Authority AND 873541

10 NARA Date 4/10/01

SUBJECT: Commander's Notes Number 21

2 January 1972

2. Security of Vehicles: No vehicle will be left unattended except in front of unit orderly rooms, staff offices, and in the motor pool. All vehicles left in front of an orderly room, staff office or motor pool must be secured by chain and lock.

3. Tow Cables: Unserviceable tow cables will be turned into Squadron S-4; they will not be discarded in the field.

4. Clearing of Weapons: Weapons recovered from personnel MEDEVACed from the field must be closely examined to insure they have been completely cleared. It is the responsibility of the senior man present to insure that clearing of the weapon has been accomplished.

5. Loss of SOI's: Once again we came very close to compromising an S.O.I. This time it involved a MEDEVAC patient. The individual was sent to the 24th EVAC with his S.O.I. still in his pocket. Troop commanders, platoon leaders, platoon sergeants, and track commanders should be aware of any individuals under their command who have SOI's; they should insure that the SOI is attached to the body of each responsible individual and if the SOI holder is to be medevaced or transferred from their supervision for any reason, that the SOI is properly accounted for.

6. Maintenance Notes: Maintenance is vital to the accomplishment of our combat mission. I cannot emphasize enough that maintenance is a command responsibility; it is the job of every troop commander, platoon leader, track commander and crewman. Technical manuals outline items that must be checked before, during, and after operation of military vehicles. The checks are primarily common sense, and must be accomplished daily or more frequently; they include:

- (1) Check all oil levels to include:
  - a. Engine
  - b. Transmission
  - c. Final Drive
  - d. Differential
  - e. Road Wheel & Idlers
- (2) Check track tension
- (3) Check road wheel and sprocket hubs for heating after movement  
(If it's too hot it needs to be lubed)
- (4) Check batteries for cleanliness, electrolyte level, and cable tightness.
- (5) Check all gages for proper operation
- (6) Check water level

DECLASSIFIED

Authority NND 873541

NARA Date 4/10/01

SUBJECT: Commander's Notes Number 21

2 January 1972

- (7) Check road wheel for wear
- (8) Check track for dead bolts and wear
- (9) Check engine compartment for broken belts, loose bolts and fittings.
- (10) Check fuel filter.

Other specific directives:

(1) Sheridan engine compartments must be checked daily. Check the transmission mounting bolts. We've had two broken transmissions because these came loose.

(2) Commanders are reminded that every vehicle will have an assigned driver.

(3) All wheels will be removed from wheel vehicles and trailers as soon as possible within the next three weeks. The wheel bearings will be packed and the brake linings and shoes will be checked for serviceability.

(4) D.X. items are in short supply and can no longer be requisitioned. They can only be supplied to Squadron P/L when an unserviceable item is turned in. It is, therefore, absolutely necessary that upon receipt of a serviceable D.X. item, the unserviceable one be tagged and backhauled.

#### 7. Promotion Recommendations and Requests for Waivers:

(1) As most of you are already aware, I have placed increased emphasis on the enlisted promotion system within this Squadron. Waivers of promotion criteria should be requested only for those individuals who have clearly demonstrated outstanding performance of duty. Promotion of the best qualified individual is a command responsibility. The following promotion guidance is furnished for your information:

a. WAIVERS: Approval of waivers for time in grade or time in service indicates that an individual should be promoted ahead of his contemporaries because he is an outstanding soldier. The whole record of the individual is considered by me in determining whether or not a waiver should be approved or disapproved. Personal observance of the individual is also considered. Personnel whose records contain disciplinary actions, lost time, or reflect conduct and efficiency ratings of less than excellent are not, in my opinion, outstanding soldiers. This does not mean, however, that one mistake on their part will be held against them forever, or that they are of no further value to the service. They can be considered for promotion and, if recommended by this Squadron's selection board, be placed on the promotion list if they meet the criteria for promotion. However, individuals in this category normally should not be promoted with waiver(s) for time in service and time in grade. In considering requests for waivers, I also examine the promotion recommendation submitted by the recommending official and the commander's rating as reflected in Item 7 of DA Form 2254-R (Promotion Points Worksheet). Ratings of average or above average do not characterize the ratings of an outstanding individual.

DECLASSIFIED

Authority NND 873541

NARA Date 11/10/01



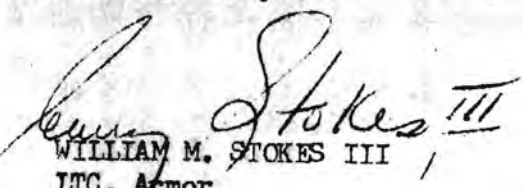
SUBJECT: Commander's Notes Number 21

2 January 1972

b. Job Performance Evaluation: Several commanders have recommended personnel for promotion who have been assigned to their unit for a very short time. I consider 60 days to be the minimum time that it takes for a unit commander to evaluate an individual's potential adequately for promotion to the next higher grade.

c. MOS: In a few instances commanders have recommended personnel for promotion in an MOS that the individual has not worked in for many months. This is particularly a problem when speaking of combat NCO's.

d. Promotion Recommendations: Remember that promotions are a command responsibility. Recommendations will not be accepted if signed by someone other than the unit commander. Be aware that my decisions on whether or not to approve or disapprove a waiver for promotion are based on records, personal knowledge, the commander's recommendation, commander's evaluation, and length of time the commander has had to observe the individual's performance of duty.

  
WILLIAM M. STOKES III  
LTC, Armor  
Commanding

DECLASSIFIED

Authority NND 873541

NARA Date 1/10/01