

SUBJECT: Commander's Notes Number 21

29 January 1972

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# INFORMATION

1. Approved Awards: During the week 23 Jan - 29 Jan, the following approved awards were received by Squadron Headquarters and forwarded to the troops for presentation:

Bronze Star	3
Air Medal	3
ARCOM	24
Purple Heart	5

2. Civilian Hire: 3d Bde, 1st Cav, recently caught a hootch maid preparing data on a base camp for use by sappers. All troopers must be alert to suspicious actions by hootch maid and daily hire employees which might indicate they are sizing up an area or recording information that could be used against Phu Loi. Any such incident should be reported immediately to the S-1.

3. Effective Ambushes: I've been very pleased with the professional conduct of recent ambushes. The pay off has been obvious;— enemy killed, materiel and documents captured, and no friendly casualties. The key to successful ambushes is good planning, equipment in top shape, and patience.

4. Nomex Clothing for Sheridan Drivers: Efforts are being made to obtain fire-resistant clothing for Sheridan (M551) drivers. It may not be light weight Nomex; but, if worn, it will give the Sheridan driver greater protection.

5. PRC/25: Currently we are in short supply of PRC/25 batteries. Every effort must be made not to hoard them and to insure proper distribution is made once they are received.

## POLICY

1. Commander's Notes, CG, 3d Bde, 1st Cav: As an OPCON unit of the 3d Bde, 1st Cav, we should comply with the appropriate directives of that unit. The following specific points are germane:

a. Base Defense: The requirement to improve and strengthen base defense prior to and during the Tet holiday.

b. Field Strength: Bush strength must remain high. As personnel assigned increases, commanders must have appropriate internal management procedures to insure maximum strength in the field at all times.

c. Possible Missions: The command must remain flexible so any contingency plans can be met quickly and effectively.

d. Command Muster: Commanders must know exactly what their personnel situation is. This can be accomplished through the command musters conducted every month. You may discover that you have people you didn't know you have.

e. OER's: Officer efficiency reports must be submitted on time. Late reports can effect an officer's promotion, assignment, future and schooling, thus his career.

f. Landing Zones: One-ship landing zones are unacceptable. An LZ should be able to accommodate two helicopters. Personnel should not be close-in watching helicopters hover in or out. This is a dangerous situation and also indicates that the LZ is not being properly secured.

2. Excess: I have not been satisfied with the identification and preparation of excess for turn-in. It is imperative that the Squadron's excess be accounted, cleaned, and prepared for turn-in at the earliest possible time. No excess be destroyed or buried. Any question regarding preparation for turn-in, include documentation, should be directed to the S-4.

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3. PERSONNEL DROPS: We can expect additional personnel drops on short notice. I expect commanders to take steps to insure that their personnel receiving drops on short notice are assisted in preparing equipment for turn-in, personal goods for shipment, and that their personnel records are reviewed and closed properly. Awards and decorations should be submitted, when appropriate.
4. SIGNING FOR EQUIPMENT: I expect platoon leaders to sign for their platoon's equipment and it should be sub-receipted to the crew commanders.
5. GIRL IN M151A2's (1/2 ton trucks): Daily hires and other civilian workers will be picked up in bulk. I do not want any Squadron vehicles to transport a single or a few civilians, except in a case of an emergency; for example, 1/2 ton trucks will not be used to transport one or two Vietnamese girls.
6. ARMS SECURITY: I expect each unit/detachment to have a daily and accurate inventory of all weapons and ammunition in their arms rooms or ammo supply point. People still do not comply with my instructions on weapon's security.
7. DISPATCH OF VEHICLES: Units will keep daily dispatches down to minimum essential required to accomplish the unit's mission. Too many people are using government vehicles for personal reasons.
8. MEAL CARDS: In accordance with AR 30-1, all enlisted personnel, warrant officers, and officers who are not receiving basic allowance for subsistence are required to produce a valid DD Form 714 (Meal Card) in order to eat Government rationed meals in mess halls or field locations within the 2d Squadron, 11th Armored Cavalry Regiment.
9. DD FORM 3033: Effective immediately, all Class 1 - rations going to the field locations will be accounted for in the following manner: Re-supply NCO's representing the various units of the Squadron that are located in the field, will be required to pick up DD Form 3033 along with rations from the mess hall. The 3033 will be sent to the field with rations. The Commanding Officer, Executive Officer, Mess Officer, First Sergeant or designated officer, or NCO in the field will verify that the total head count of all personnel recorded in line 1, columns B, C, and D of 3033, are correct and accurate by signing his name, grade, and duty position and insuring that the completed DD Form 3033 is returned to the Mess Sergeant the evening of the day the rations were consumed in the field.

*William M. Stokes III*  
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 Commanding

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