

AMERICAN FORCES VIETNAM NETWORK

MANPOWER UTILIZATION SURVEY

CONDUCTED BY

USMACV (J3-033)

10 SEPTEMBER, 1971

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AMERICAN FORCES VIETNAM NETWORK  
MISSION AND ORGANIZATION

The mission of the American Forces Vietnam Network (AFVN) is to provide U.S. Forces operating in the Republic of Vietnam with programs of information, education and entertainment which would not otherwise be available to them.

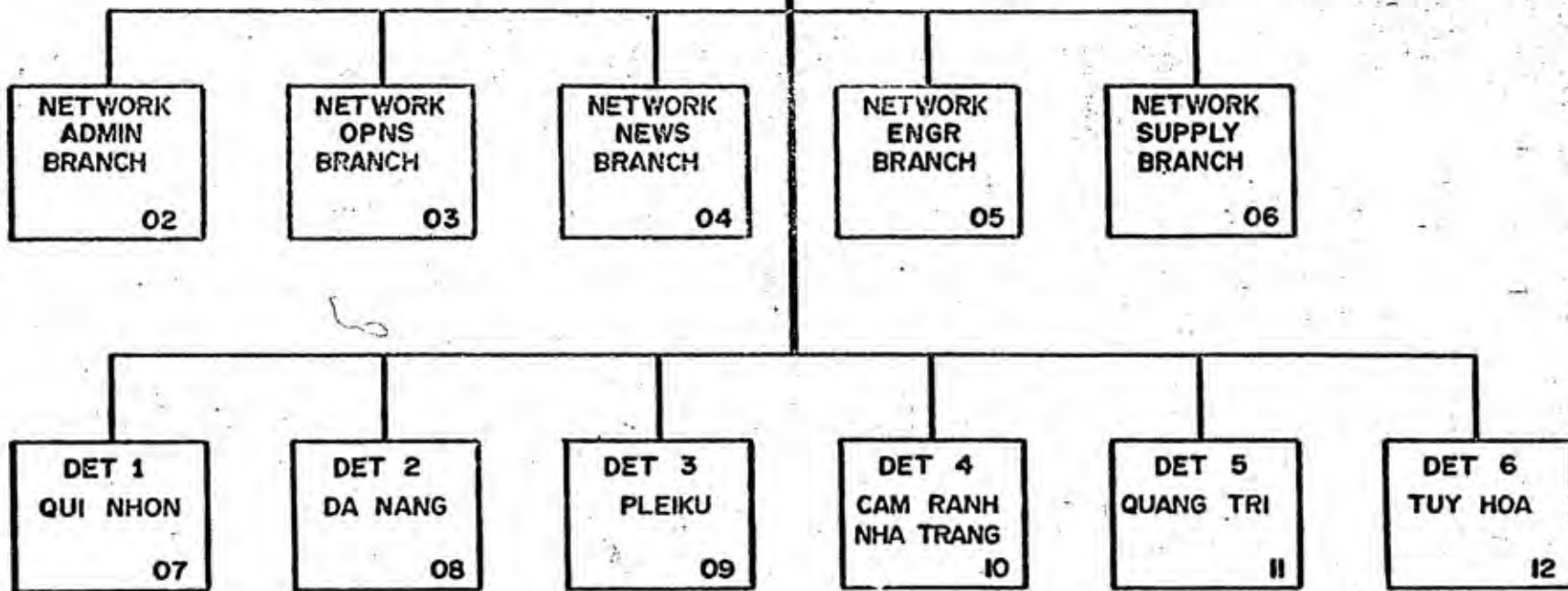
The AFVN is authorized by the Directorate for Information for the Armed Forces (IAF) to broadcast radio and television programs. The Directorate for IAF is responsible to the Assistant Secretary of Defense for Manpower and Reserve Affairs which has responsibility for the military's internal information programs.

AFRTS outlets such as the American Forces Vietnam Network (AFVN) are administered, maintained and operated by one or more of the component commands with proportionate staffing and funding. While program and information materials to include news feeds from commercial sources are provided by AFRTS-Los Angeles and AFRTS-Washington, the Commander of U.S. Military Assistance Command, Vietnam, is responsible for the operation of the AFVN. MACV Directive 360-4, 18 April 1969, subject: American Forces Vietnam Network Policies, Procedures, and Responsibilities places AFVN under the operational control of the MACV Office of Information. Furthermore, AFVN is a staff division of the Office of Information, MACV. Each affiliate station is assigned an officer in Charge who receives command and operating instructions from the Officer-In-Charge of AFVN.

AMERICAN FORCES VIETNAM NETWORK

ORGANIZATION CHART

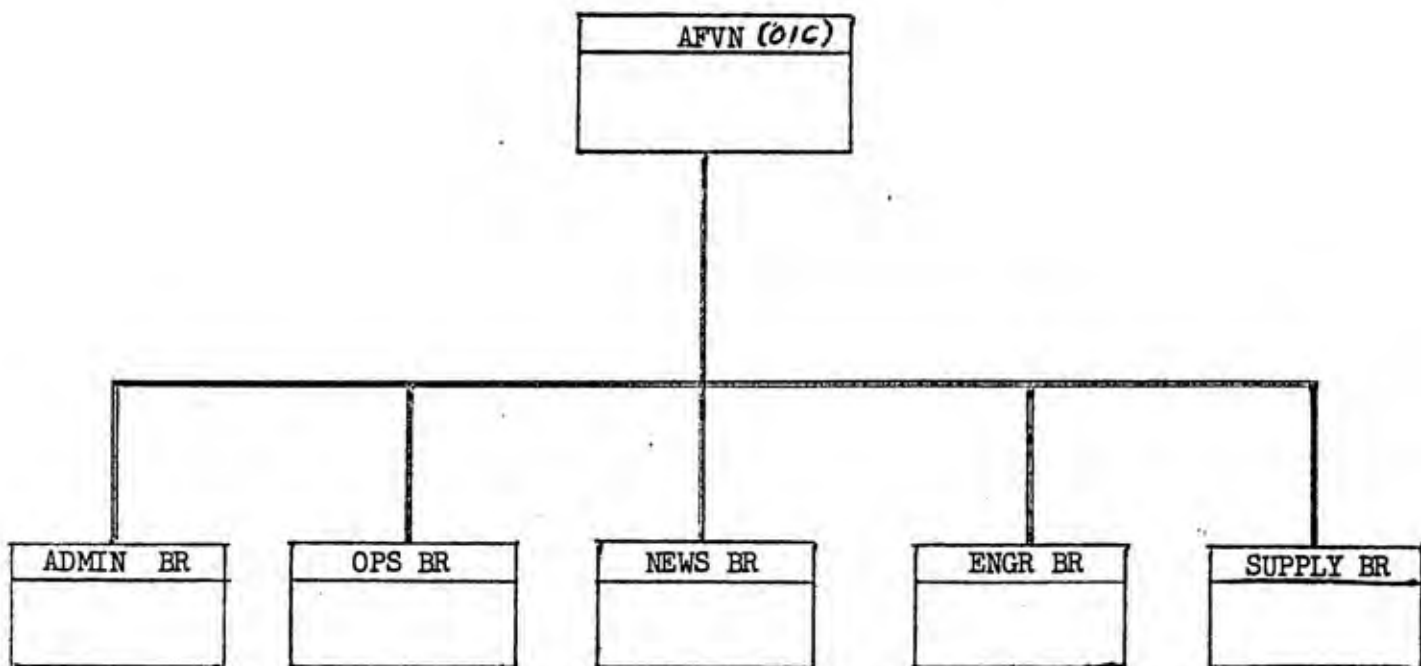
OIC  
AFVN  
01



UNCLASSIFIED

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KEY STATION (SAIGON) ORGANIZATION



AMERICAN FORCES VIETNAM NETWORK MANPOWER UTILIZATION SURVEY

COMMAND FUNCTION

AUTHORIZED:

1 Officer In Charge	05522	05	(A)
1 Deputy	07924	04	(AF)

2 Total

ASSIGNED:

2

WORKLOAD:

The Command Function of the AFVN can operate with one Officer in Charge (OIC). The Deputy position is being utilized and is a helpful assist; however in line with MACV policy of close scrutiny for elimination of all possible Deputy positions, it is the opinion of the survey team that this position can be deleted. Although demands are heavy on the OIC, the Command Function can be supported effectively by the Broadcast Operations OIC during temporary absences of the AFVN Commander.

RECOMMENDATION: Delete the Deputy position (04) from the Command Function.

ADMINISTRATION BRANCH (TO2)

AUTHORIZED:

1 ADM OFF	02120	03	A	AG
1 ADM SUP	71L50	E8	A	NC
1 ADM SUP	71L40	E6	A	NC
1 PERS SPEC	73250	E5	AF	
2 ADM SPEC	71L20	E5	A	
2 ADM WORKERS		LN		

8 Total

ASSIGNED: 7 personnel

WORKLOAD:

In addition to the usual administrative functions of an Administration Office, there are additional requirements involving the personnel administration of approximately 160 personnel. These personnel are distributed over ten different geographical locations throughout RVN. The Administration Office functions on a 12 hour day, 7 days a week. However, the period between 1900 and 0700 hours each day is covered by a Staff Duty NCO and Duty Driver. The Administration Officer and Adm Sup (NCO) act as the Detachment Commander and First Sergeant and are responsible for the inherent problems of command positions. They supervise the operation and maintenance of a BEQ operated by HACOM (The Ky Son Hotel Annex is operated solely for AFVN Personnel). Responsible for pay disbursement (Class A agent), awards, submission of Morning Report, congressional inquiries, classified documents, pers asgmt, transfer, special procurement, and all miscellaneous administrative actions.

RECOMMENDED STAFFING:

AUTHORIZATIONS:

1 ADM OFF	02120	03	A	AG
1 ADM SUPV	71L50	E8	A	NC
1 PERS SPEC	71H40	E6	A	NC
1 Clerk Typist/Courier	71L20	E4	A	
2 ADM WORKERS		LN		

6 Total

RATIONALE:

The workload described above could not sufficiently justify the retention of the spaces currently authorized. Particularly the requirement for a full time AF E5 Pers Spec and 2 Army E5 Adm Specs. Consequently, line 04, Pers Spec, 73250, E5, AF is recommended for deletion; Line 03, Adm Sup is recommended for conversion to Pers Spec 71H40, E6, A. The incumbent of this converted position can also effectively function as an Asst NCOIC and 1st Sgt during absences of the NCOIC and concurrently carry out the Adm and Pers functions of the office. The 2 positions in Line 05, Adm Spec 71L20, E5, A, are recommended for deletion and one Clerk Typist/Courier, E4, Army

position is recommended for establishment to meet any additional typing requirement, mail and distribution breakout, and to make the twice-a-day mail and courier run. The residue typing workload should be passed to the Adm Worker (LN) position which has been vacant for an indefinite period. In this regard, it is recommended that the duties and the incumbent of the Adm Worker (LN) position in the Engineer Branch be transferred to this vacant position. The justification for the transfer of this position is based on the fact that the incumbent occupies more than two thirds of her time performing administrative functions properly belonging to the Adm Br., i.e., maintenance of civilian employee time and attendance cards, typing civilian pers actions (hiring, transfer, promotion, identification) typing trip reports and requests for TDY orders, and types replies to listener correspondence, plus filing. Also, it is recommended that all files and typing requirements be transferred to the Adm Office for assurance of uniform standards and proper record's management and disposition. The consolidation of "record files" together in one office will preclude fragmentation of this important function, save manpower and assure an effective filing system. The affects of the recommended revised staffing of the Adm Branch is: The reduction of 2 military positions and the fill of a local national position by the transfer of the Adm Worker (LN) and the duties, from the Engineer Branch to the Administration Branch (Net result: -2 spaces).