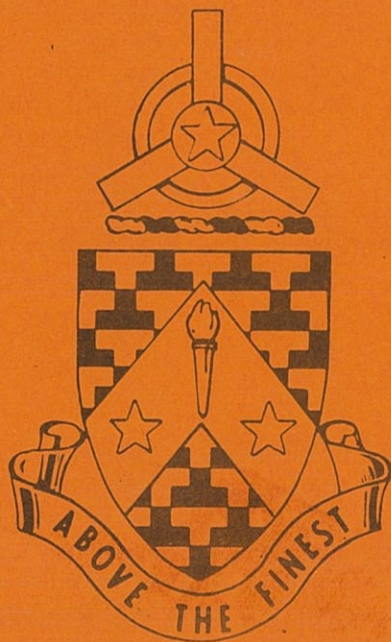


*Gourley*



*WARRANT OFFICER  
CANDIDATE*



*STUDENT GUIDE*

**1 MARCH 1966**

**UNITED STATES ARMY  
PRIMARY HELICOPTER CENTER  
FORT WOLTERS, TEXAS**



1877  
1878  
1879





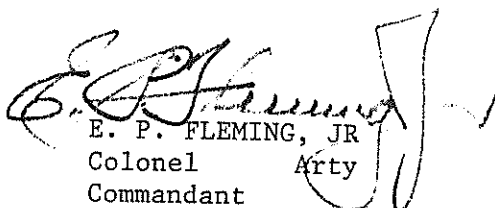
DEPARTMENT OF THE ARMY  
UNITED STATES ARMY PRIMARY HELICOPTER SCHOOL  
OFFICE OF THE COMMANDANT  
FORT WOLTERS, TEXAS 76067

AKPWO-CO

SUBJECT: Letter of Welcome

TO: Incoming Students

1. On behalf of the staff and faculty, I extend you a warm "Welcome" to Fort Wolters and the United States Army Primary Helicopter School.
2. The objective of the US Army Primary Helicopter School is to graduate students who are adequately trained to continue their careers in Army Aviation with competence and confidence. To this end, it is my desire that the instruction you receive will be of the highest quality and that your training will be exacting, rigorous and as comprehensive as time will permit.
3. Further, it is my intent that all conditions at Fort Wolters be conducive to the effective accomplishment of the school mission. To this end, the post offers you a wide variety of facilities and a host of opportunities for broadening your perspectives. I urge you to avail yourself of these facilities.
4. Each member of this command joins me in wishing that your stay at Fort Wolters will be both pleasant and rewarding.

  
E. P. FLEMING, JR  
Colonel Arty  
Commandant

△

.

4

4

HEADQUARTERS TROOP COMMAND  
US ARMY PRIMARY HELICOPTER CENTER  
Fort Wolters, Texas 76067

WARRANT OFFICER CANDIDATE STUDENT GUIDE

1. This Student Guide is a compilation of regulations and policies in effect at the United States Army Primary Helicopter School, enforced by the tactical staff of each warrant officer candidate student company in Troop Command.
2. The purpose of this Student Guide is to provide the warrant officer candidate with helpful information relative to the overall training program and detailed guidance in his everyday life as a warrant officer candidate.
3. Each warrant officer candidate is charged with the responsibility of familiarizing himself with the contents of Chapters I and II, and knowing and complying with the provisions of Chapter III.
4. This publication supersedes all previous editions of Warrant Officer Candidate Student Guides.
5. Comments or inquiries relative to content of any section of this Guide should be directed to:

Commanding Officer  
TROOP COMMAND  
US ARMY PRIMARY HELICOPTER CENTER  
Fort Wolters, Texas 76067

Autovon 733-1360

Extensions 261, 262, or 263

NOTE: ALL PERSONNEL IN RECEIPT OF THIS GUIDE SHOULD UTILIZE IT TO ITS MAXIMUM, i.e. UPON GRADUATION, TAKE IT WITH YOU TO ASSIST OTHER POTENTIAL WARRANT OFFICER CANDIDATES YOU MAY RUN INTO IN ONE OF YOUR FUTURE ASSIGNMENTS.

# T A B L E O F C O N T E N T S

	Page No.
<b>INTRODUCTION - CHAPTER I</b>	
<b>BACKGROUND - SECTION I</b>	1
1. History of US Army Primary Helicopter School	1
2. Mission of the Warrant Officer Candidate Flight Program	2
3. History and Organization of Troop Command, US Army Primary Helicopter Center	2
<b>GENERAL INFORMATION - SECTION II</b>	5
4. Arrival	5
5. Billeting	5
6. Personnel Records	5
7. Dependent Privilege Cards	5
8. Vehicle, Firearms, and Pet Registration	5
9. Pay and Allowances	6
10. Mail	9
11. Medical and Dental Treatment	9
12. Transportation	10
13. Non-Commissioned Officers Club	10
14. Inbound Household Goods	10
15. Post Shuttle Bus	11
16. Facilities and Recreational Areas	11
<b>TRAINING - CHAPTER II</b>	
<b>ACADEMIC INSTRUCTION - SECTION I</b>	17
17. Instruction Time	17
18. Weekly Schedule	17
19. Extra Instruction	18
20. Police of Instruction Areas	18
21. Academic Standards	18
22. Preparation for Examination	19
23. Academic Examinations	19
24. Academic Grading System	20
25. Academic Eliminations	20
26. Absence from Classes	21
ANNEX A: Grade Point System	22
<b>FLIGHT TRAINING - SECTION II</b>	24
27. Training Stages	24
28. Grading	24
29. Change of Instructor	25
30. Flight Checks	26
31. Student Elimination for Flight Deficiency	28

ADMINISTRATION - CHAPTER III	Page No.
HONOR CODE - SECTION I . . . . .	30
32. Introduction . . . . .	30
33. Honor Committee . . . . .	32
CODE OF THE OFFICER - SECTION II . . . . .	33
34. Honesty and Dependability . . . . .	33
35. Code of Behavior . . . . .	33
STUDENT ORGANIZATION AND RESPONSIBILITIES - SECTION III . . . . .	33
36. General . . . . .	33
37. Candidate Command Assignment . . . . .	34
FIGURE 1: Warrant Officer Candidate Insignia of Rank . . . . .	36
DEMERIT SYSTEM - SECTION IV . . . . .	37
38. Purpose . . . . .	37
39. Definitions . . . . .	37
40. Administration of the Demerit System . . . . .	38
41. Key for Demerits . . . . .	40
DISCIPLINE - SECTION V . . . . .	41
42. General . . . . .	41
43. Specific Rules of Conduct . . . . .	41
PRIVILEGES - SECTION VI . . . . .	44
44. Pass Policy . . . . .	44
UNIFORM REQUIREMENTS AND REGULATIONS - SECTION VII . . . . .	44
45. All Candidates . . . . .	44
46. Snobird Candidates . . . . .	45
47. Preflight Candidates . . . . .	45
48. Intermediate Candidates . . . . .	45
49. Senior Candidates . . . . .	46
50. Holdover Candidates . . . . .	46
51. Uniforms . . . . .	46
FIGURE 2: Flight Suit Insignia Placement . . . . .	47
FIGURE 3: Flight Jacket Insignia Placement . . . . .	48
FIGURE 4: Field & Fatigue Jacket Insignia Placement . . . . .	49
FIGURE 5: Hat and Pocket Insignia Placement . . . . .	50
FIGURE 6: Uniform Insignia Placement . . . . .	51

ROOM DISPLAYS AND ARRANGEMENTS - SECTION VIII . . . . .	46
52. General . . . . .	46
53. Laundry Bag . . . . .	46
54. Boots and Shoes . . . . .	52
55. Bed . . . . .	52
56. Desk and Display . . . . .	52
57. Door . . . . .	52
58. Floor . . . . .	52
59. Name Tapes . . . . .	52
60. Sink and Medicine Cabinet . . . . .	53
61. Towel Display . . . . .	53
62. Waste Can . . . . .	53
63. Windows . . . . .	53
64. Wall Locker . . . . .	53
FIGURE 7: Wall Locker & Drawer Displays . . . . .	54
FIGURE 8: Room Arrangement (Winter) . . . . .	56
FIGURE 9: Room Arrangement (Summer) . . . . .	57
MARKING OF PERSONAL CLOTHING - SECTION IX . . . . .	58
INSPECTIONS - SECTION X . . . . .	59
65. General . . . . .	59
66. Daily Room Inspection . . . . .	59
MESS HALL PROCEDURES - SECTION XI . . . . .	59
STUDY HALL AND QUIET PERIODS - SECTION XII . . . . .	60
TAC OBSERVATION AND EVALUATION - SECTION XIII . . . . .	61
67. General . . . . .	61
68. Observation by the TAC Officer . . . . .	61
69. Training Records . . . . .	61
STUDENT RATINGS - SECTION XIV . . . . .	61
ANNEX B: Student Rating Form . . . . .	62
PHYSICAL TRAINING - SECTION XV . . . . .	63
70. General . . . . .	63
71. Uniform . . . . .	63
72. Combat Proficiency Tests . . . . .	63
FORMATIONS AND MOVEMENTS - SECTION XVI . . . . .	64
73. Reveille . . . . .	64
74. Other . . . . .	64
75. Troop Movements . . . . .	64



	Page No.
76. Command Retreat . . . . .	64
77. Procedure . . . . .	64
FIGURE 10: Command Retreat Formation . . . . .	67
FIGURE 11: Map of Fort Wolters . . . . .	68
FIGURE 12: Map of Troop Housing Area . . . . .	69
FIGURE 13: Strip Map to Possum Kingdom . . . . .	70



## CHAPTER I - INTRODUCTION

### SECTION I - BACKGROUND

#### 1. History of the US Army Primary Helicopter School.

Following dedication day ceremonies on 13 July 1956, Camp Wolters embarked upon its new mission; the training of Army Helicopter pilots.

During its first year of operation, the US Army Primary Helicopter School had the responsibility for half of the Primary Helicopter Flight Training Program, the other half being conducted at Fort Rucker, Alabama. One year later that program was turned over in its entirety to Camp Wolters.

The USAPHS became an official Army school on 26 September 1956. Two months later on 26 November, the first class of student pilots to undergo the Army Aviator Transport Pilot Course (rotary wing) entered training. A new class began every four weeks after 5 January 1957.

The first course taught here was divided into two phases of training: a four-week officer candidate school type training course for selected enlisted men aiming for a warrant officer appointment; and a sixteen-week course in primary and basic flight training for officers, warrant officers and the enlisted men who successfully completed the four weeks of OCS type training.

Students completing the course also attended an advanced course at Fort Rucker. Upon graduation from Fort Rucker, all students received the rating of a rotary wing aviator and the enlisted men received their warrant officer appointments.

The Army Aviator Helicopter Course, a ten-week qualification training course for Army Aviators previously rated in fixed wing aircraft, was integrated into the school's training program during fiscal year 1958. It is now an eight-week course conducted at Fort Rucker, Alabama.

In January 1959, the school's training program was revised. The warrant officer candidate classes were temporarily suspended; the helicopter course was renamed the Officer Rotary Wing Qualification Course; and the Officer Rotary Wing Aviator Course, designed to train commissioned officers with no previous military flying experience, was added.

The military staff at the school monitors the training program and conducts instruction in required military subjects. A civilian contractor, Southern Airways of Texas, Inc., has held a contract with the Army since 1956 and is responsible for primary flight instruction. The advanced phase of instruction at Fort Wolters is conducted by the Military Flight Division.



In addition to training United States Army personnel, students from many allied countries have been trained here. Federal service civilian personnel from the Departments of Navy, Army, Agriculture, and personnel from the US Forest Service, US Border Patrol, and the Coast and Geodetic Survey have also received helicopter training.

The school initially used the Hiller OH-23B and C models for training purposes; however, a gradual transition began in February 1959 to the OH-23D. Transition was completed in late 1959. Early in 1965 the school started receiving TH55A helicopters. There are over 400 OH23D and TH55A helicopters in the present training fleet.

Fixed-wing aircraft are also used by the school. These aircraft are maintained at the Mineral Wells Municipal Airport for use by the permanent party officers.

Since the first class graduated on 26 November 1956, over 1,000,000 flying hours have been logged.

## 2. Mission of the Warrant Officer Candidate Flight Program.

To develop in a select group of enlisted personnel the necessary traits of leadership, mental and physical ability, and a sense of moral values that will qualify them to become warrant officers and aviators in the United States Army.

## 3. History and Organization of Troop Command, US Army Primary Helicopter Center.

Troop Command, a relatively new establishment to Fort Wolters, was organized on 25 October 1965. It has the mission of directing and coordinating assigned students and permanent party units. In addition, it has the task of supervising administration, intelligence, selected training, and supply within the command. The command is organized into seven major units consisting of an Officer Student Company, five Warrant Officer Candidate Companies, and a Headquarters and Headquarters Company.

Within the command, each of the companies has specific functions to perform. The Officer Student Company provides supervision and administration for company personnel, maintains a unit fund, morning report and locator file for all officer students.

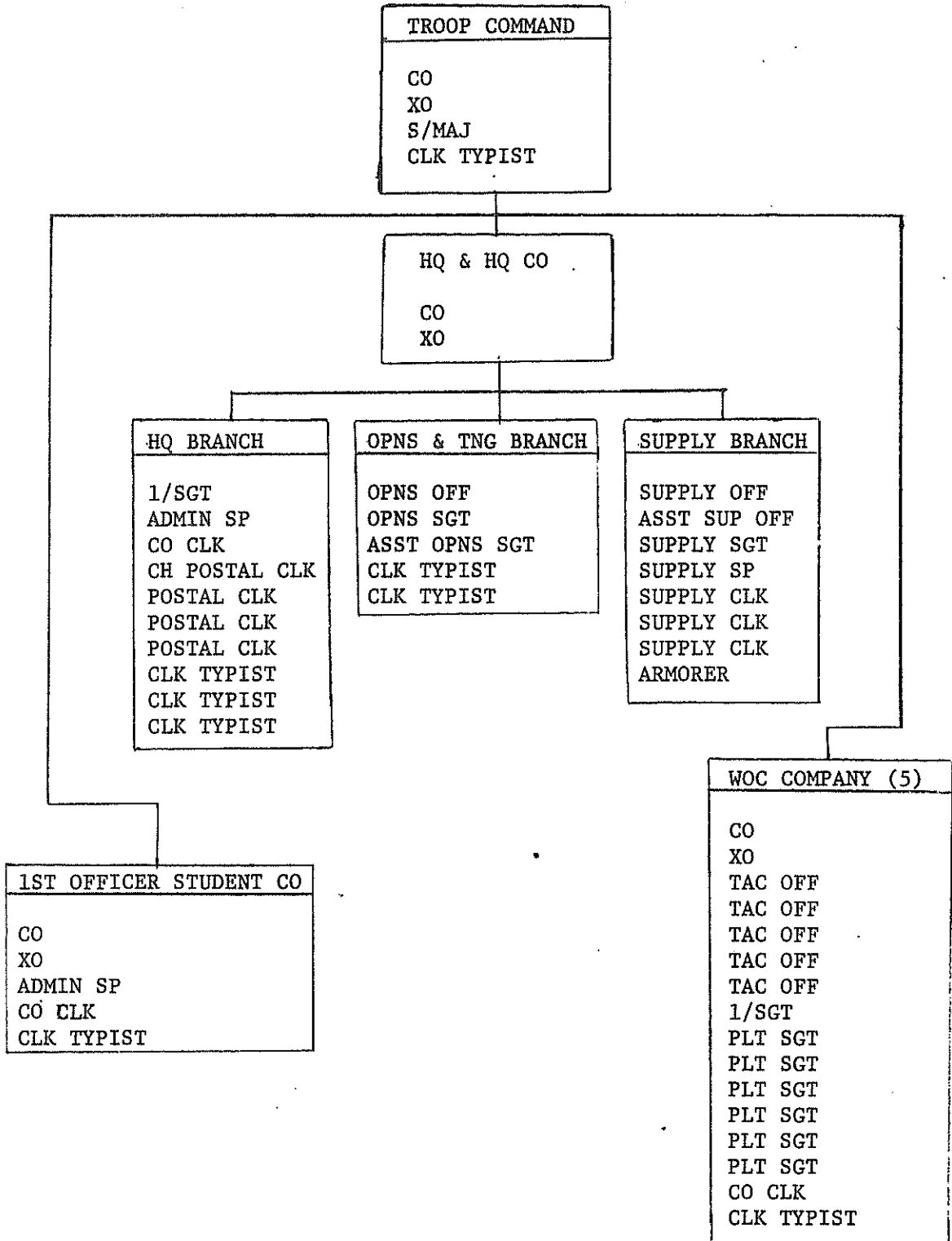
Each Warrant Officer Candidate Company performs command and administrative functions for warrant officer candidates. In addition, each company provides guidance for the development of the candidates. Each company also observes and evaluates assigned candidate classes during training, maintains candidate training records, prepares and presents instruction in physical training, drills and ceremonies, techniques of inspections, conducts the Command Information Program, supervises class social functions, and introduces the candidates to the expected standards of conduct.

The last major unit of Troop Command is the Headquarters and Headquarters Company which supervises, directs and coordinates assigned permanent party personnel, all administrative activities, operations and training, logistical support, arrangements for accommodating the requirements and needs of guests, itineraries, transportation, billeting, messing and escort services.

To accomplish these duties, Headquarters and Headquarters Company is divided into three subordinate branches. The first is the Headquarters Branch which is responsible for preparing the morning reports of all permanent party assigned to the USAPHC, for operating and maintaining a locator file, and for mail distribution to all students and permanent party personnel.

The Operations and Training Branch is responsible for the direction and supervision of schedules, training, distribution of orders, memoranda and all directives pertaining to students and assigned permanent party personnel. It also prepares all administration pertaining to security.

The third subordinate branch is Supply. This branch maintains hand receipt files of issue to assigned personnel, property books and related registers, unit supply records and publications.





## SECTION II - GENERAL INFORMATION

### 4. Arrival.

Personnel arriving at Fort Wolters to attend the Warrant Officer Candidate School will sign in at Troop Command Headquarters, Bldg 778. They will receive further instructions and the student packet at that time. The student packet will contain information necessary for inprocessing.

### 5. Billeting.

a. All warrant officer candidates will reside in barracks for the duration of the course at Fort Wolters.

b. Personnel accompanied by dependents:

(1) Housing of dependents is the responsibility of the student. There is a limited number of two-bedroom duplex units in Wolters Village, (Wherry Housing) furnished and unfurnished, which may be rented by the student. Linens, chinaware, and kitchen utensils are not furnished. Vacant units are rented on a first-come, first-served basis.

(2) Housing in the immediate local area is extremely limited.

### 6. Personnel Records.

If students arrive in advance of the reporting date, they will hold their personnel, health and flight records until the inprocessing period.

### 7. Dependent Privilege Cards.

Privilege card application forms for students' wives (DD Form 1172) may be obtained from the Adjutant Personnel Section or the First Sergeant of the WOC Company. After the form is authenticated by the Personnel Officer, ID photographs are taken in Bldg 230.

### 8. Vehicle, Firearms, and Pet Registration.

a. The Provost Marshal is responsible for vehicle and firearms registration and issuance of post decals or temporary permits. Registration must be accomplished within 72 hours after arrival at Fort Wolters. Students arriving within 72 hours before the final reporting date may register their cars during inprocessing.

b. The following information is required at the time of vehicle registration:

(1) A valid state driver's license in his possession.

(2) Have proof of ownership either in the form of state registration or title.

(3) Have liability insurance policy in the minimum amount of \$10,000, \$20,000 and \$5,000 public liability and property damage.

(4) Have a Texas State safety inspection sticker or a valid state inspection sticker from the state in which the vehicle is registered. The sticker must be affixed to the front windshield of the vehicle.

c. The Fort Wolters temporary registration decal is free.

d. Privately owned firearms and pets maintained on post must be registered with the Provost Marshal. No firearms and/or ammunition of any form will be kept in the barracks. The Troop Command Supply has facilities for storing firearms. The Rod and Gun Club has facilities for storing both weapons and ammunition. All pets must be taken to the Post Veterinary Clinic and receive the required inoculations and certificates.

#### 9. Pay and Allowances.

a. Regular monthly pay.

(1) Warrant officer candidates will be paid by a company Class "A" Agent in cash. Candidates desiring their pay be sent to a bank or dependent wife will initiate a Class L Allotment Authorization prior to or during inprocessing. If not executed during inprocessing, the request must be executed prior to the 20th of the month for all students other than classes reporting after that date.

(2) Extended active duty student reporting with Financial Data Records Folder will not be paid regular pay and allowances until receipt of Financial Data Records Folder from former organization.

(3) If the Financial Data Records Folder is received within 20 days after reporting date and prior to pay day, payment for any pay and allowances due through prior month will be made by check and forwarded to individual's mail box at Troop Command mail room. If no prior pay and allowances are due, regular monthly pay will be made on regular pay date.

(4) If the Financial Data Records Folder is not received within 20 days of reporting date, student will be notified to complete DD Form 437 (Request and Certification for Opening Temporary Pay Records) and a temporary Financial Data Records Folder will be opened. Payment for month of arrival and subsequent months only will be paid on the temporary pay record.

b. Payment of incentives, special pays and allowances.

(1) Monthly crewmember pay will not be made until DD 122 is received by Finance. DD 122 must be received by Finance no later than the 20th of the month for flight pay to be included in monthly pay.

(2) Initial credit for basic allowance for quarters will not be entered on monthly Military Pay Voucher until presentation of marriage certificate or proof of termination of Government quarters is presented to the Finance and Accounting Office.

(3) If entitlement exists for Family Separation Allowances, payment will be made with the first regular pay following completion of 30 days TDY, or Active Duty for Training.

(a) Application for Family Separation Allowance will be initiated by student during inprocessing.

(b) Students receiving Family Separation Allowance will report arrival of dependents to personnel sergeant if dependents are within a 50-mile radius. Failure to so report may be grounds for disciplinary action.

c. Incoming Classes.

(1) Payment for any pay and allowances due student from prior month will be made during inprocessing.

(2) All incoming classes will be paid for current month on pay day provided class inprocessed five (5) work days prior to pay day.

d. Departing Classes.

(1) Request for advance pay will be made no later than five (5) work days prior to departure.

e. Start, Stop and/or Change to Allotments.

(1) Students will request and initiate any desired change to existing allotments during inprocessing.

(2) A student desiring to change or initiate allotments after inprocessing will appear in person at the Finance and Accounting Office for preparation of necessary documents.

f. Travel and Per Diem Allowance.

(1) Preparation and Payment of Travel Vouchers - Travel Only. All incoming students will complete FW Form 8, Travel Itinerary Sheet during inprocessing.

(a) TDY students who receive advance travel from old station - one (1) copy of SF 1012 (Travel Voucher) will be prepared for leave posting purposes only. Settlement of advance travel or payment of travel allowance will not be made at this installation.



(b) Students who did not receive advance travel from old station - a complete travel voucher will be prepared for payment of travel allowances.

(c) Normally travel pay will be paid within five (5) work days after inprocessing.

(2) Regular travel and per diem payments for fixed wing classes will be paid by check through mail.

(3) Regular monthly per diem listing (DD Form 115) will be submitted to the Warrant Officer Candidate Company on or before the 25th of each month for signature of students listed thereon. Finance will pick up per diem listings on or before the end of the second work day after submission of listing to the Warrant Officer Candidate Company.

(4) Those students failing to sign the regular monthly per diem voucher within the prescribed time limit will be lined off per diem listing and a separate voucher will be prepared by Finance and submitted to Warrant Officer Candidate Company for signature. Payment on these vouchers will be made within five (5) work days after receipt of voucher in Travel Section, Finance & Accounting Office.

(5) Payment of per diem allowances will be made on a monthly basis - normally within five (5) work days after the end of the month. Those classes with reporting date on or after the 25th day of the month will receive first per diem payment at the close of the following month.

(6) Final payment of per diem to students in receipt of advance travel with 30 days advance per diem included - per diem will be cut off in sufficient time to prevent student from being in an over-paid status. (e.g. Member authorized 56 days TDY in orders, advanced per diem for 30 days; travel voucher filed at temporary duty point should not cover more than 26 days.)

(7) Final payment per diem and other payments (advance, partial, etc.) will be forwarded to the Mail Room on or before 1200 hours on day prior to class departure date.

g. Advance Travel Payment - When Authorized.

(1) In amounts over \$35.00 only.

(2) When no previous advance has been made on same set of orders.

(3) When orders do not direct the utilization of a specific mode of transportation or use of Transportation Request. (Orders directing utilization of a specific mode of transportation applies to a permanent change of station with TDY enroute only).

h. Application for Advance Travel: Individuals who qualify and desire advance travel will notify Finance ten days prior to class departure date.

i. Dependent Travel and Dislocation Allowance.

(1) Students will not be paid dependent travel and/or dislocation allowance until:

(a) Arrival at new permanent station (Non-Restricted Area).

(b) Travel of dependents has been performed subsequent to effective date of member orders to a Restricted Area.

(c) Member submits permanent DA Form 14-118 (Record of Travel Payments) for recording payment.

10. Mail.

a. Mail Rooms are located in the same building as the respective warrant officer candidate company mess halls.

b. Parents, organizations, and correspondents should be notified of correct address upon student's arrival. Change of address cards, DD Form 1175, are available in the mail room.

c. Individual mail boxes will be assigned to students during the first week of classes.

SAMPLE ADDRESS

WOC John S. Doe, RA 12345678  
Troop Command Class 66-5, Box \_\_\_\_\_  
Fort Wolters, Texas 76067

MAIL ROOM HOURS

MON thru FRI  
1000 - 1400, 1630 - 1830  
SAT - 0900 - 1230  
CLOSED SUN & HOLIDAYS

11. Medical and Dental Treatment.

a. During duty hours, students must obtain a sick call slip from their Warrant Officer Candidate Company before going on sick call. Aviation sick call is held at the student area dispensary (Bldg 766) at 0700 Monday through Friday and at 1230 Monday, Tuesday, Thursday and Friday. Students will adhere to sick call hours except for bona fide emergencies.

b. Student's dependents may obtain a hospital schedule at the central appointment desk (outpatient desk).

c. During in-processing student dental records will be reviewed to determine completeness, and the urgency of need for dental treatment. Students requiring dental work will be contacted thru their orderly rooms for appointments.

12. Transportation.

a. The training contractor, Southern Airways, is responsible for operating bus transportation to the flight line and academic classrooms. The bus will depart from the prescribed loading areas ten minutes prior to the scheduled period of instruction.

b. The use of private transportation to and from the flight line, stagefield and academic classrooms is prohibited.

c. Students will load buses in an orderly, expeditious manner. They will not exceed bus capacity nor stand when the bus is under way. Hands and arms will not extend out of windows.

13. Non-Commissioned Officers Club.

a. Each warrant officer candidate is eligible for membership in the NCO Open Mess. Membership in the NCO Club also entitles a candidate's dependents the use of the club and its facilities.

b. Personnel who are eligible for membership but are not members may not use the club or its facilities. This prohibition includes dependents. These individuals may not use the club as invited guests.

14. Inbound Household Goods.

a. Incoming warrant officer candidate personnel should complete 4AA Form 1001-R and personally bring it to the Transportation Office, Bldg S-112, immediately upon arrival at Fort Wolters.

b. Members should make some satisfactory arrangements for delivery of his household goods before his class commences. If a member cannot personally accept household goods, he should designate in writing an agent to accept them for him.

c. If member does not have a residence and storage is required, he should contact the Transportation Office immediately.

d. The Transportation Office should be contacted immediately concerning any unusual circumstances involving household goods shipments.

15. Post Shuttle Bus.

A shuttle bus operates throughout the post Monday through Friday 0700-1630. Schedules and pickup points are posted on the bulletin boards in each Warrant Officer Candidate Company.

16. Facilities and Recreational Areas.

BANK

1st Nat'l Bank Facility Bldg 226 Mon - Thu 0900-1400  
Ext 377 Friday 0900-1700

BARBER SHOP (MAIN) Bldg 832 Mon - Fri 0800-1530  
Ext 371 Saturday 0900-1400

Student Area Bldg 758 Mon - Fri 0900-2000  
CLOSED SATURDAY

BOWLING ALLEY Bldg 821 Mon - Sat 0900-2300  
Ext 133 Sun & Hol 1300-2300

BOOK STORE Bldg 762 Mon - Fri 0900-1830  
Ext 284 Saturday 1000-1300

CAFETERIA (PX) Bldg 830 Mon - Fri 0700-1430  
1700-2200  
Sat & Sun 0830-2200

CHAPELS

Chapel #1 (Protestant) Bldg 312 Sunday - 0930  
Ext 211, School Age Sunday School  
Sunday - 1100  
Pre-School Sunday School  
Sunday - 1100

Chapel #2 (Catholic) Bldg 900 Sunday - 0900 Mass  
Ext 131 1030 Mass

Chaplain (Trp Comd) Bldg 786 Mon - Fri 0730-1630  
ANY TIME BY APPOINTMENT  
(Prayer Chapel open at all times)

CLEANERS, LAUNDRY  
& SHOE REPAIR

Student Area Bldg 769 Mon - Fri 0800-2000  
Ext 317 Saturday 0830-1330

Post Bldg 811 Mon - Fri 0830-1730  
Ext 232 Saturday 0830-1330

CLOTHING SALES STORE

Bldg 809 Mon - Fri 0800-1600  
Ext 44

COMMISSARY

Bldg 225 Mon - Fri 0930-1730  
Ext 155 Saturday 0930-1430

CRAFT SHOPS

Arts & Crafts  
(leather, ceramics)

Bldg 803 Mon - Thu 1500-1700  
Ext 342 Saturday 0900-1700  
Sunday 1300-1700  
Friday CLOSED

Auto Shop

Bldg 328 Mon - Thu 1500-2200  
Ext 360 Saturday 0900-1700  
Sunday 1300-1700  
Friday CLOSED

Wood Shop

Bldg 804 Mon - Thu 1500-1700  
Ext 304 Saturday 0900-1700  
Sunday 1300-1700  
Friday CLOSED

CREDIT UNION

Bldg 807 Mon - Tue 1000-1500  
Ext 28 Fri 1000-1700  
Sun, Wed  
Thu, Sat CLOSED

DENTAL CLINIC #1

Bldg 909 Mon - Fri 0730-1630  
Ext 32 Sick Call Hrs. 1730&1230  
EMERGENCIES DURING DUTY HOURS

DENTAL CLINIC #2

Bldg 301 Routine dependent examinations  
Ext 26 Wed afternoon 1230-1600 on a  
first come first served basis.  
  
Ext 34 Call this Ext prior to report-  
ing to the hospital for AFTER  
DUTY HOURS EMERGENCIES.

DEPENDENT SCHOOLING

CULLEN GRIMES ELEMENTARY SCHOOL  
Grades 1 thru 6  
1806 Northeast First Avenue-MW, Tex  
FAirfax 5-5676

SAM HOUSTON ELEMENTARY SCHOOL  
Grades 1 thru 6  
1200 Southwest Fourth Avenue MW, Tex  
FAirfax 5-2949  
(Special Education Available)

DUNBAR ELEMENTARY SCHOOL  
Grades 1 thru 6  
603 South Oak Street MW, Tex  
FAirfax 5-3181

DEPENDENT SCHOOLING (cont)

LAMAR ELEMENTARY SCHOOL  
Grades 1 thru 6  
6 South East 12th Street  
Mineral Wells, Texas  
FAirfax 5-5303

TRAVIS ELEMENTARY SCHOOL  
Grades 1 thru 6  
701 South East 9th Avenue  
Mineral Wells, Texas  
FAirfax 5-4990

ROBERT E. LEE JUNIOR HIGH SCHOOL  
Grades 7 thru 9  
1200 South East 14th Avenue  
FAirfax 5-4797  
(Speed Reading Available)

STEPHEN AUSTIN JUNIOR HIGH SCHOOL  
Grades 7 thru 9  
602 West Hubbard Street  
Mineral Wells, Texas  
FAirfax 5-4201  
(Special Education Unit)

MINERAL WELLS SENIOR HIGH SCHOOL  
Grades 10 thru 12  
906 South West Fifth Avenue  
Mineral Wells, Texas  
FAirfax 5-4408

EYE CLINIC

Bldg 301      Mon - Fri    0730-1600  
Ext 202      BY APPOINTMENT ONLY

GYMNASIUM

Bldg 310      Mon - Fri    0730-2100  
Ext 105      Sat, Sun &  
                  Holiday      1300-1700

NOTE: (1 Jun - 1 Sep Mon - Fri 1600-1900)

HOSPITAL

Bldg 301

Aviation Medicine

Ext 303

Aviation Medicine Annex  
(Dispensary in WOC Area)

Bldg 766      Mon, Tue,  
Ext 559,      Thu & Fri    0700-1600  
                  599          Wednesday    0700-1130

Sick Call    \_    \_    \_    \_    \_    \_

Mon - Fri    0900-0900  
Mon, Tue,  
Thu & Fri    1230-1300  
CLOSED WEDNESDAY AFTERNOON



<u>HOSPITAL (cont)</u>	Bldg 301	
Outpatient Clinic	Ext 34	
Adult Dependent Sick Call		Mon - Fri 1000-1100
Pediatric Sick Call		Mon - Fri 0830-0930
Immunizations (Dependents)		Mon, Wed & Fri 1230-1500
Immunizations (Children)		Friday 1230-1630
Immunizations (Students)		Same as dependents and Friday until 1630

NOTE: Flight cannot be allowed for  
24 hours following any immunization.

Specialty clinics by appoint-  
ment only.

HOUSING OFFICE (FAMILY)

Bldg 227	Mon - Fri	0730-1630
Ext 23		

KINDERGARTEN

Bldg 367	Mon - Fri	0830-1130
Ext 352		

LIBRARY

Bldg 907	Mon - Fri	1130-2100
Ext 176	Sat, Sun & Holiday	1300-2100

Hospital Branch

Bldg 301	Mon, Wed & Fri	1300-1400
Ext 83		

NCO OPEN MESS

Bldg 830	Mon - Fri	1600-2300
Ext 356	Saturday	0900-2400
	Sunday	0900-2300

Package Store

Bldg 904	Mon - Fri	1700-2000
Ext 336	Sat & Hol	1100-2000

NURSERY

Bldg 335	Hours of operation and rates must be obtained by phone.	
Ext 352		

OPTICAL SHOP (PX FAC)

Bldg 301	Thursday	0800-1630
----------	----------	-----------

POST EXCHANGE FACILITIES

Annex PX (Student area)

Bldg 774	Mon - Fri	1630-2100
Ext 367	Sat, Sun & Holiday	1230-2100

Four Seasons Store

Bldg 808	Mon - Fri	0930-1730
Ext 359	Saturday	1000-1700

Main Exchange

Bldg 832	Mon - Fri	0930-1730
Ext 371	Saturday	1000-1700

Neighborhood PX

Bldg 353	Mon - Sat	1100-2000
Ext 361	Sunday	1000-1800

Pizza Parlor

Bldg 774	Mon - Fri	1630-2145
Ext 337	Sat & Sun	1230-2145

POST OFFICE

Main Post Office	Bldg 806 Ext 106	Mon - Fri	0800-1100 1145-1615
Student Mail Room (Central)	Bldg 758 Ext 248	Mon - Fri	1000-1400 1630-1830
		Saturday	0900-1230

SERVICE CLUB

Annex (Student Area)	Bldg 921 Ext 341, 104	Mon - Fri	1300-2100
		Saturday	1300-2100
		Sun & Hol	0900-2100
Annex (Student Area)	Bldg 789	Mon - Fri	1700-2100
		Saturday	1300-2200
		Sunday	1300-2100

SERVICE STATION (PX Fac)

Bldg 990 Ext 362	Mon - Sat	0830-1900
---------------------	-----------	-----------

SWIMMING POOL

Bldg 308 Ext 333	1 May - 1 Oct	
	Mon - Thu	1130-2100
	Fri & Sat	1130-1930
	Sunday	1300-1930

THEATER

Bldg 998	Tue, Thu, Fri, Sat & Sun	
	Show Time:	1930
	Sunday Matinee:	1400

THRIFT SHOP

Bldg 987	Friday	1000-1530
	1st Wed after payday:	1730-1930

VETERINARY CLINIC

Bldg 301 Ext 40	Mon only	1300-1500
--------------------	----------	-----------

WESTERN UNION

Bldg 248 Ext 240, 80	Mon - Fri	0730-1730
----------------------------	-----------	-----------

RECREATIONAL FACILITIES

(1) Fort Wolters is most fortunate in having available some outstanding recreational facilities. A quarter of a million dollar Non-commissioned Officers Open Mess covering over 20,000 square feet of floor space is considered one of the finest in the Fourth Army area. A six-alley bowling establishment with automatic pin setters is a center of much activity. Arts and Crafts shops have been established for woodwork, automotive repair, leather work, ceramics and other type crafts. The gym has facilities for basketball, badminton, volleyball and trampoline. There are four tennis courts for which equipment may be drawn from the Special Services Office. The Post Theater is air-conditioned and seats approximately 1,000 people. There is one performance daily and a matinee on Sunday. The Post Theater is closed on Monday and Wednesday. A 50-meter swimming pool built to Olympic standards is normally open in late

April and remains open until October. Adjacent to the pool are two wading pools for children.

(2) Possum Kingdom Recreation Center, located on the shores of Possum Kingdom Lake approximately forty miles from Mineral Wells, provides the place for extensive fishing and boating. The lake covers over 28,000 acres with a shore line in excess of 310 miles. The Fort Wolters Possum Kingdom Recreation Center is open twenty-four hours daily, seven days a week, and features family-type trailers equipped with stove, refrigerator, picnic table and linen and sleeps six people. A bunkhouse addition provides free sleeping quarters for male personnel. Boats and motors are available for rent equipped with life jackets. State fishing license fee is \$2.15 per year and is required to fish at the lake. Reservations for trailers can be made by calling Special Service Officer, Ext 68 or 69. (See strip map Figure 13 this guide).

(3) The surrounding countryside abounds in game. Dove, quail, squirrel, duck and deer are hunted both in Parker and Palo Pinto Counties. Hunting licenses are a must and prior permission must be obtained from owners to hunt on private land. Hunting license fee is \$3.15 per year.

(4) The following sports equipment is available at Special Services, Bldg 321: golf, tennis, badminton, archery, basketball, volleyball, football, softball and boxing. Equipment may be drawn for short periods.

(5) The Fort Wolters Boots and Saddle Club would like to extend an invitation to all personnel stationed here. The dues for the club are only three dollars (\$3.00) a month per sponsor, and riding fees are one dollar (\$1.00) per hour. Riding lessons are available. There is a trail ride every Saturday. The location of the club is on the Lake Mineral Wells Road which runs north of Highway 180, approximately one-half mile east of the Fort Wolters main gate. The club address is: Fort Wolters Boots and Saddle Club, P.O. Box 544, Fort Wolters, Texas. Call FAirfax 5-9039 or visit the club.

(6) The Rod and Gun Club is located at Bldg S-600 and is open between 1200 and 2100 hours. Memberships are of two types: The WOC Special (also open to other members)--\$3.50 for six months; or \$6.00 for the calendar year. Special Services operates a Skeet Range behind the Rod and Gun Club.

## CHAPTER II - TRAINING

### SECTION I - ACADEMIC INSTRUCTION

#### 17. Instruction Time.

The instruction week extends from Monday morning through Saturday noon. The day is divided into two sections, a flying section and an academic section. One week a class will fly in the mornings and attend academics in the afternoon; the following week this procedure will be reversed. Academic classes start at 0710 hours in the morning and 1230 hours in the afternoon. Saturday mornings are devoted to inspections, Commandant's Time, and flight make-up.

#### 18. Weekly Schedule.

The weekly schedule describes the specific instruction to be presented during each weekly period. Travel time is not included in the time indicated. This schedule is published for student information and serves as a guide in budgeting study time. Issued in advance of its effective date, it contains the following information:

- a. The date when the instruction will be presented.
- b. The time and place where students will assemble before moving to the instruction area, if applicable.
- c. The time and place where instruction will be presented and the length of the instruction period.
- d. The subject of the instruction.
- e. The uniform to be worn during the period of instruction is indicated on the weekly schedule by letter symbols.
- f. Student equipment is specified, if applicable, in the footnotes which may list any special equipment required for instruction. Notebooks and pencils are not listed as student equipment in the weekly schedule, but students are required to bring these items to all periods of instruction.
- g. Student preparation of advance assignments is a routine requirement at USAPHS. Advance assignments may prescribe that students complete written or study requirements prior to class. The following terms are used for designating advance student assignments:

SCAN - to glance hastily through written material in order to obtain a general impression of the theme, the key ideas and how these ideas are supported or developed.

READ - to understand the material covered.

STUDY - to read intensively to secure maximum comprehension and retention of facts and details for present and long-term use. Graded spot quizzes may be administered on the "Study" and "Read" assignments.

NOTE: Text books, including Department of the Army publications and USAPHS special materials, are furnished without cost. During the inprocessing for the course an initial text book issue will be furnished to each student. Text books and manuals must be turned back to Central Issue during student outprocessing.

19. Extra Instruction.

Extra instruction may be arranged by direct contact between students and the instructor concerned or by requesting assistance through the class advisor. Extra instruction is presented for the purpose of resolving one or more related student performance objectives, concepts, or basic doctrines and may be limited to a question and answer period. It is not given for the purpose of reviewing all instruction in preparation for an exam. When extra instruction has been requested, the instructor will announce the time and place of instruction to the entire class or arrange to have all students notified through the student company commander.

20. Police of Instruction Areas.

On the direction of the senior instructor present, students will police the classrooms, briefing rooms and stagefield houses that have been used during the instruction periods. The senior officer or class commander present will supervise the police. Instructors, with student assistance, will remove all training material. Students will replace all furnishings in the classroom in an orderly arrangement (unless arrangements have been made by the following instructor).

21. Academic Standards.

a. Students are expected to maintain acceptable academic grades while enrolled in the course of instruction at USAPHS. Students who maintain a total score above the academic minimum of 70% of the total possible points will be declared graduates.

b. When a student's grades or academic average falls within the categories established below, he may be referred to the Student Evaluation Board for elimination.

(1) If a student's average is below the academic passing score of 70% of the total possible points.

(2) If any three academic examinations have been failed during the flight phase.

## 22. Preparation for Examination.

a. The examination serves a useful purpose in any program of instruction and is an integral part of a learning process. It stimulates learning, provides practice in the application of knowledge and skills, points out progress, and provides a means of evaluating a student's performance in relation to that of his associates. The following are some suggestions which may be helpful in preparing for examinations:

(1) Review Intelligently. Learning is a process of growth which includes initial learning, remembering, forgetting, and re-learning. Re-learning is commonly associated with reviewing and is important to the retention of knowledge.

(2) Do Not Cram. Cramming is the act of filling the mind hastily with information for a temporary purpose. Crammed material is often unrelated, soon forgotten and rarely understood, and in the field of aviation this could be disastrous. When a student crams, he admits that passing the examination and not learning is his goal. He is only trying to get by and is not concerned with his professional growth.

(3) Study With a Group. This is a very effective method of preparing for an examination if the meeting is organized, the group is small, and all the members are equally interested and capable of contributing to the group effort.

(4) Schedule the Study Time. Your activities should be planned so that preparation is completed some time before the examination. Reviewing the materials the night before the examination is excellent; but if it requires an all-night session, the review has been put off too long.

b. The student should know how to take examinations.

(1) Assume a proper mental attitude.

(2) Read the problem.

(3) Work vigorously.

(4) Budget your time.

## 23. Academic Examinations.

a. Examinations bear the words "FOR OFFICIAL USE ONLY" and appropriate security is afforded them. Examinations will be announced in the weekly training schedule. The instructor will explain the procedures to the students by reading precise instructions as to the number of pages, inserts, etc., but it is the responsibility of the student to



make sure that he receives the entire examination. As individual work is mandatory, the instructor announces "This is a graded test. Individual work is mandatory". Only questions to clarify administrative matters pertaining to the examination may be asked by the students. Such questions are announced so that all students can hear. No questions may be asked or answered after students begin work on the examination, except questions regarding the legibility of the printing.

b. Whenever possible, examinations are scheduled to begin with the first period in the morning or afternoons. Normally, no more than one examination (excluding short quizzes) is given on a single day. Normally, no examinations are given on the day following night flying.

c. Students who are set back from one class to another, regardless of the reason, take all examinations with their new class and their grades of these examinations become the grades of record. Students who fail to take an examination through their own fault or neglect are given a grade of "0" for the examination. Students will not be excused from examinations because they have missed instruction, however, consideration is given toward deleting a grade when conditions preclude making up the instruction. If a student feels he is due such consideration, he should submit in writing a request through his Commanding Officer to the Director of Instruction. Information concerning the dates and reasons for absence, the subject of the examination, the specific periods of instruction missed and the action taken by the student to make up work must be included in the request. Spot quizzes missed are given an average percentage of student's grades for that sub-phase of instruction.

#### 24. Academic Grading System.

a. The grading system used at the USAPHS is the weighted percentage system. Each examination is allotted a point value based upon the number of subject hours tested, i.e., an examination that tests 20 subject hours will have approximately twice the point value of an examination that tests 10 subject hours.

b. To successfully complete both the preflight and primary phase, a student must attain 700 of 1000 possible points. See Annex A.

25. Academic Eliminations. The following procedure will be utilized when a student falls below USAPHS academic standards:

a. Academic Probation. The results of all examinations are forwarded to the student companies from the USAPHS Secretary. All students with an academic average of 75% or less are placed automatically on probation.

(1) Being placed on a probationary status warns the student he is dangerously close to failing to meet the school's academic minimum requirements for retention in the training program. The academic standards of the school are explained in paragraph b.

(2) Once a student is placed on probationary status, he is subject to comply with added requirements and restrictions established by Troop Command; i.e., mandatory study halls and possible pass restriction.

b. Academic Eliminations

(1) A student will be automatically considered for elimination from the school when:

(a) Upon completion of preflight phase he has failed to attain 70% of available credit points.

(b) Any time he does not accumulate 70% of available credit points, after having taken three academic examinations during Primary Flight Training phase.

(2) Whenever a student fails to meet established aforementioned standards, he will be referred to the Student Evaluation Board.

(3) The Student Evaluation Board will interview each student, review academic, flight and Troop Command records, and recommend student disposition such as: set back; retention in current class; elimination; or other appropriate action.

(4) The Board's recommendation will then be forwarded to the Assistant Commandant for review. The Assistant Commandant will either concur with the Board's recommendation, return student to current class or set student back.

(5) Those cases the Assistant Commandant recommends for elimination will then be forwarded to the Commandant, the final approving authority. He will: approve the recommendations for elimination; set the student back; or return student to current class. The decision of the Commandant is final in all cases.

26. Absence from Classes.

a. Students are held responsible for attending all academic instruction as scheduled.

b. Students who through their own fault or neglect fail to follow the training schedule will be reported to the Commanding Officer, warrant officer candidate company for disciplinary action.

c. Students will not be excused from academic classes for other than emergencies, medical or dental appointments, or to receive their household goods.

d. The USAPHS Secretary is the only authorized representative of the Assistant Commandant who may excuse students from scheduled training for other than c above. The office of the Assistant Commandant is the only activity that may excuse a student from daily flight training.

A N N E X A

Grade Point System

<u>PREFLIGHT:</u> Total Possible Points . . . . .	1000
General Subjects Examination I . . . . .	264 points
General Subjects Examination II . . . . .	192 points
Leadership Examination . . . . .	156 points
Map Reading	
Examination I . . . . .	150 points
Examination II . . . . .	186 points
Land Navigation Problem . . . . .	12 points
Eight Spot Quizzes . . . . .	<u>40</u> points
Total	1000 points

---

<u>PRIMARY:</u> Total Possible Points . . . . .	1000
Academics . . . . .	350 points
Aerodynamics . . . . .	40 points
Two Spot Quizzes . . . . .	5 points (one graded)
Mid-Term Exam . . . . .	15 points
Final Exam . . . . .	<u>20</u> points
Total	40 points
Maintenance . . . . .	120 points
Six Spot Quizzes . . . . .	10 points (two graded)
1st Phase Exam . . . . .	15 points
Mid-Term Exam . . . . .	35 points
2nd Phase Exam . . . . .	15 points
Final Exam . . . . .	<u>45</u> points
Total	120 points
Navigation . . . . .	90 points
Five Spot Quizzes . . . . .	10 points (two graded)
1st Phase Exam . . . . .	25 points
2nd Phase Exam . . . . .	25 points
Final Exam . . . . .	<u>30</u> points
Total	90 points
Weather . . . . .	70 points
Four Spot Quizzes . . . . .	10 points (two graded)
Mid-Term Exam . . . . .	25 points
Final Exam . . . . .	<u>35</u> points
Total	70 points

PRIMARY: (cont)

Flight Safety . . . . .	20 points
One Spot Quiz . . . . .	5 points
Final Exam . . . . .	<u>15</u> points
Total	20 points
Radio Communications . . . . .	10 points
Final Exam . . . . .	10 points
	<u>350</u> points

---

FLIGHT: . . . . . 650 points

Pre-Solo . . . . .	150 points
End of Stage Grade . . . . .	100 points
Check Ride Grade . . . . .	<u>50</u> points
Total	150 points
Primary . . . . .	250 points
End of Stage Grade . . . . .	165 points
Check Ride Grade . . . . .	<u>85</u> points
Total	250 points
Advanced . . . . .	250 points
End of Stage Grade . . . . .	165 points
Check Ride Grade . . . . .	<u>85</u> points
Total	250 points
	<u>650</u> points

## SECTION II - FLIGHT TRAINING

### 27. Training Stages.

a. Flight training is broken down into three stages: Pre-Solo, Primary and Advanced. The scheduled flight time for the various stages is:

Pre-Solo	17:00 flying hours
Primary	33:00 flying hours
Advanced	<u>60:00 flying hours</u>
	110:00 Total

b. These figures represent maximum time allocated and it is expected that average students will require less time to complete each stage.

### 28. Grading.

a. A grade slip will be prepared by the instructor for each student flight performed. Grade slips must be submitted to the flight commander for review on the same day in which flying is performed. Grade slips will be filed in student's grade folder before flight of the next day. Dual and solo performances will be recorded on one grade slip for each supervised solo (including first solo autorotation).

b. The first three hours of flight instruction will be non-graded. This will include the orientation ride and the two demonstration periods following the orientation ride at the beginning of the pre-solo phase. All other dual rides will be graded.

c. The student will initial his grade slip daily to signify knowledge of the grade he received.

d. Flight instructors will submit detailed statements of flight accidents, violations, airsickness, counsels, and significant attitude changes of students. Pink slips will not be used to record and grade traffic violations or other irregularities of students while flying solo. A special statement will be used to record violations committed by solo students. An unsatisfactory grade may be given to a solo student during a supervised solo flight in the event his technique is such that further solo flight must be discontinued. This solo flight is entered with the preceding dual flight on the same grade slip and is the only instance when a solo flight may be graded. If a student is not making satisfactory progress at any time during a stage or whenever overall grades for any three out of five consecutive instructional flights are unsatisfactory, the instructor will prepare a special statement (comment slip) describing the situation. These comment slips will be brought to the attention of the flight commander and filed with the daily grade slips.

e. To standardize grading, the following description will apply:

(1) Below average: Student is borderline in progress, commensurate with his training time. He is unable to keep pace with the average student standard set forth in the lesson plan of the primary syllabus. When his instructor is in the aircraft, he is slow to use his own judgment to make decisions in flight planning and traffic spacing, he exhibits some faulty methods of technique and his coordination is marginal. He may indicate tension in the form of reluctance to try to obtain maximum use of the controls and maximum performance of the aircraft.

(2) Average: This student shows progress from day to day with only short periods of regression. He progresses according to the lesson plan for the average student outlined in the primary flying syllabus. He rarely makes the same mistake twice in planning and judgment. He can perform a maneuver satisfactorily with one or two demonstrations, although he may require more instruction in the finer points of the maneuvers. His coordination is natural and control movements are positive and relatively accurate. He instills confidence in his instructor because of this alertness and ability to divide his attention. He rarely exhibits signs of tension.

(3) Above average: Commensurate with time in training, this student exhibits definite progress from day to day. He is able to absorb instruction more rapidly than that contained in the lesson plan in the primary training syllabus. He rarely makes the same mistake twice when using his judgment in flight planning, traffic flying, forced landings and similar maneuvers. He can perform a maneuver satisfactorily with one or two demonstrations although he will require more instruction in the finer points of the maneuver. Coordination seems to come naturally to this man and his control movements are positive and relatively accurate. He makes the instructor feel at ease because of his alertness and ability to divide his attention. This student normally exhibits no signs of tension.

#### 29. Change of Instructor.

a. If a student is transferred permanently from one instructor to another during a stage, the first instructor will accomplish a final statement which will include an overall letter grade of the student's proficiency at the time of the change. No statement is required for a change of instructor at the end of the primary stage. The end-of-stage statement will be sufficient.

b. Reasons for transfer will be clearly stated in block 34 of the grade folder (a Form 4 may be accomplished if a detailed reason is necessary.)

(1) Student or instructor may request a change due to personality conflict.



(2) Students may be transferred due to unsatisfactory progress.

(3) Student may be transferred due to administrative reasons.

(4) Any student may request a change of instructor at any time.

c. Should he be failing at the time of request, he must have a progress check with supervisory personnel.

### 30. Flight Checks.

#### a. Pre-solo Checks

(1) A student can expect to receive a pre-solo check ride as directed by the flight commander.

(2) Students failing a check ride will be in most cases given a change of instructor and further training.

(3) Students who have not soloed after completion of 17 hours dual instruction will receive a mandatory progress check conducted by the Flight Evaluation Division.

(4) Students failing this check ride will be referred by the Contractor Director of Training to the Academic Records Branch for disposition.

#### b. Primary Stage Checks

(1) Students will receive a primary end-of-stage check during the 35 to 45-hour level on all primary maneuvers by the Flight Evaluation Division. Normally students will be soloed in straight-in autorotations prior to end-of-primary stage.

(2) Due to the variance of circumstances surrounding procedures employed relative to rechecks, each case is handled on the basis of its own merits. There are no specific number of additional hours awarded between rechecks.

#### c. Advanced Stage Checks

(1) Students will receive an advanced end-of-stage check during the 86 to 92-hour level. This check will cover all maneuvers of the curriculum. These checks will be given by the Flight Evaluation Division.

(2) Normally, students failing their advanced end-of-stage progress check will be rechecked only after a minimum of four hours of flight intervening and if, upon recheck are found to be deficient, will be referred to the Academic Records Branch for disposition.

d. Checks Due to Unsatisfactory Progress

(1) When a student is not progressing satisfactorily, or whenever overall grades for any three out of five consecutive instructor flights are unsatisfactory, he will be given a check ride by the flight commander or assistant flight commander. If he fails the check ride, the student may be given a change of instructor for additional instruction in his current stage or be referred to the Flight Evaluation Division USAPHS for a progress check.

(2) If the student is still not progressing satisfactorily after a minimum of four flights (maximum of six) with his second instructor, he will be referred to the Flight Evaluation Division for a progress check. This progress check will not be accomplished on the same day after a dual flight.

(3) Students failing a progress check may be referred by Director, Flight Evaluation Division, to the USAPHS Secretary for appearance before the Student Evaluation Board.

(4) At any time during the sequence of progress checks when satisfactory progress is shown, the student may be returned for additional training and instruction.

e. Post-Accident Checks and Post-Incident Checks

(1) To be given by the flight commander or his assistant as soon as practicable and prior to participating in additional flight training.

(2) Care must be exercised to insure student checked is safe to continue operational flying prior to release.

(3) Supervisors will obtain medical clearance from the Flight Surgeon prior to a post-accident check. Medical clearance prior to a post-incident check will be obtained if the Flight Commander or IP considers it necessary.

(4) A grade slip and entries of the student's grade folder will be accomplished

f. General Rules for Check Rides.

(1) No check ride will be given a pre-solo or primary student immediately after a break in his flying; such as a weekend, weather or absence. The student must receive at least one dual flight prior to a check after absences.

(2) Students may be given an end-of-stage check ride the same day they have received dual instruction.

(3) Normally, no re-check will be given in the same stage of training by the check pilot who initially failed the student.

(4) No student will be sent up for a check ride following and unsatisfactory graded ride unless an unsatisfactory trend has been established by the student.

(5) Special statement (Notice of Progress Check) will be prepared by flight instructors on unsatisfactory students.

31. Student Elimination for Flight Deficiency.

a. An instructor change must be considered before excessive flying time is accumulated by students who demonstrate a failing trend.

b. Instructors will recommend students for elimination who cannot reach the desired degree of proficiency commensurate with their time. In each case where a student is recommended for elimination, he will be given a progress check by the Flight Evaluation Division. In any other unusual cases, the student may be referred directly to the Flight Evaluation Division for a progress check.

c. The Contractor or the Director of Flight Division, upon notification by Flight Evaluation Division that a student is recommended for elimination from training, will have the student's grade book closed out as of that date. The complete grade book will be forwarded to the Academic Records Branch as an inclosure to the recommendation for elimination.

d. The Flight Evaluation Division may recommend a student for elimination at any time a student's progress is considered unsatisfactory.

e. When a student's progress becomes unsatisfactory or he fails a check ride, he will be notified in writing in accordance with current regulations.

f. When a student submits a letter of resignation, he will immediately be suspended from flight training.

## CHAPTER III - ADMINISTRATION

### SECTION I - HONOR CODE

#### 32. Introduction.

a. To assist the warrant officer candidate in attaining the high standards of integrity required of a warrant officer, the US Army Primary Helicopter School has adopted an Honor Code.

b. Honor is the hallmark of officer-like conduct. It is the outgrowth of character. It means a person has the knowledge to determine right from wrong, and the courage to adhere unswervingly to the right. It means that an officer's written or spoken word is accepted without question. His facts will be identified as facts, and opinions for what they are. His actions will be made on consideration of the good of the unit, the Army, and the Nation. These are all included in personal integrity.

c. The most important element in the implementation of the Honor Code is that every man believes in it. Belief in the code, coupled with understanding of the importance of honor to the prospective warrant officer, will engender in the individual the reassurance of being able to place complete trust in each member of the group.

d. The Honor Code sets standards by which candidates may judge one another's capability of understanding and maintaining a high degree of honor. Soldiers cannot afford to have in their midst a man that they are unable to trust. The Honor Code is designed to reveal those who are incapable of measuring up to proper warrant officer standards and to eliminate the untrustworthy.

e. The Honor Code and the Honor System belong to the warrant officer candidates. It is administered by an Honor Committee composed of warrant officer candidates. The following basic points are covered by the code:

(1) A warrant officer candidate always tells the truth and keeps his word.

(2) A warrant officer candidate is honest in all his efforts.

(3) A warrant officer candidate is always forthright.

(4) A warrant officer candidate is honorbound to report any breach of honor that comes to his attention.

f. Miscellaneous.

(1) The Honor Committee will investigate all cases of alleged violations of the Honor Code. If an investigation reveals one of the points of the Honor Code has been violated, the Honor Committee will hear the case and determine whether the alleged violator is guilty of a breach of the Honor Code. In the event a man is found guilty of an honor violation, the findings, along with all pertinent papers concerning the case, will be forwarded to his commanding officer, warrant officer candidate company. The committee has no disciplinary powers, nor will it recommend disciplinary action. In the event a man is found innocent, all information, papers and data concerning the case, will be destroyed.

(2) A candidate appearing before the Honor Committee is permitted to hear the allegations as prescribed by the honor representative. He may call any witness, present any evidence in his defense, or he may remain silent if he chooses. A unanimous vote of all voting members present is necessary to determine a finding of guilty in any honor case.

(3) All members of the Honor Committee will hold all information they receive concerning honor cases in strict confidence. They will not discuss any case brought to their attention with any individual other than other members of the Honor Committee and witnesses, and only then in closed Honor Committee Meetings. All witnesses will hold any information they have concerning an honor violation in strict confidence. They will not discuss any case with anyone other than the members on the Honor Committee.

(4) Class honor representatives will jointly advise the members of their class on matters pertaining to honor. They will accept questions concerning the Honor Code by the candidates in their class. If the answers to such questions are not readily set forth in writing or established by precedence, they will refer the question to the chairman of the Honor Committee.

(5) A new representative will be elected in the event that a class representative is relieved from the course for any reason. Should the chairman and all other members of the Honor Committee determine that a class representative is not performing his duty in the proper manner, this fact will be brought to the attention of the candidates of the class concerned and a new representative shall be elected. In the event the candidates of the class determine that their representative is not performing his duty in the proper manner, this fact will be made known to the student class leader, who in turn will contact the Honor Committee and discuss the matter with the committee.

(6) Tactical officers will not use the Honor System to report a candidate for violation of regulations.



g. A Warrant Officer is bound by his word, by the traditions of his profession, by his devotion to Duty, Honor, and Country, and by the oath of his warrant. In combat, his word will almost invariably be given at times of extreme tension, stress, and danger. The subordinate depends on his word for physical survival; the superior accepts it in shaping his battle plans. No group of men has so much at stake for trusting one another as do the men of the military profession. By the very nature of the manner in which the officer lives or dies, he must be honest in everything he does.

33. Honor Committee.

a. An Honor Committee will be elected by the Warrant Officer Candidates and will administer the Honor Code.

b. The Honor Committee will meet no less than two times each month to discuss methods of improving the Honor System and/or Honor Violations. A written report of these meetings will be submitted to the Commanding Officer, Troop Command.

c. Each Warrant Officer Candidate Class will elect one representative for approximately each 50 men. There will normally be at least one representative per platoon. Elections will normally be held at the end of the 2nd week of training at Fort Wolters, Texas. The chairman and vice-chairman will be elected by the members of the Honor Committee. Those elected by their class will serve as their Class Honor representative for the remaining time the class is at Fort Wolters, Texas.

d. Functions of the Honor Committee.

(1) To interpret the Honor Code for the Candidate Company.

(2) To disseminate additional information to the classes in residence.

(3) To conduct Honor Code orientations.

(4) To seek ways and means of improving the Honor System.

(5) To attend Honor Committee meetings.

(6) To inform the Commanding Officer, Warrant Officer Candidate Company, of honor problems they are unable to solve.

(7) To investigate all cases of alleged honor violations.

(8) To hold all information they receive concerning honor violations in strict confidence.

(9) In the event a member of the company staff discovers a breach of honor, the company staff will investigate the alleged violation; and if found to be true, the alleged violator will be reported to the commanding officer, warrant officer candidate company for appropriate action.

## SECTION II - CODE OF THE OFFICER

### 34. Honesty and Dependability.

"The effectiveness of our command structure and administrative machinery in the United States Army is based on honesty and dependability of the Officer Corps. Army business is conducted by oral and written statements. Our efficiency is based on the fact that an officer's and warrant officer's words or signature is accepted without question. Carelessness or unscrupulous use of words or signature will not be tolerated, because the value of an officer's or warrant officer's word is based on confidence. The most critical moment of an officer or warrant officer faces is when his word means the lives of men in battle. Battle information is useless unless it can be accepted without question by those who must depend upon it to make decisions. The ability to repeat the truth is something that cannot be adapted for battle purposes only. If an officer or warrant officer is not honest by long habits in performing all his duties, administrative, supply, finance, housekeeping, etc., it is too much to expect that he will suddenly develop this characteristic on the battle fronts."

### 35. Code of Behavior.

The above is extracted from an address given by Major General Thomas E. Hickey to a graduating class of officers at the Infantry School. It is a concise statement of the qualities which are expected of the Officer Corps. An honorable and dignified behavior has long been demanded in the military profession. It is, therefore, fitting that Army Officers have a code of behavior which embodies the highest standards of decency, dignity, and integrity. The motto of the United States Military Academy is "Duty, Honor, Country." These three words embody a meaning that could well be adopted for all officers and warrant officers. An officer's country is to be defended against all enemies; it is to be foremost in his mind; it is the inspiration for the courageous performance of all tasks.

## SECTION III - STUDENT ORGANIZATION AND RESPONSIBILITIES

### 36. General.

a. Each candidate class will be organized into military units, commensurate with its strength, to permit candidates to function in various echelons of command, and for purposes of control and liaison.

b. Student command position assignments will be evaluated. The chain of command will be changed as necessary, but will not exceed a period of one week. The student chain of command follows:

- (1) Company Headquarters
  - (a) Candidate Company Commander
  - (b) Candidate Executive Officer
  - (c) Candidate First Sergeant
- (2) Platoon
  - (a) Candidate Platoon Leader
  - (b) Candidate Platoon Sergeant
  - (c) Candidate Squad Leader

c. Insignia of rank for leadership positions are as indicated on Figure 1.

### 37. Candidate Command Assignments.

Candidate command assignments will be posted on the bulletin boards in the barracks. Duty assignments will not be exchanged among candidates. The duties of the candidate officers are as follows:

a. Candidate Company Commander:

- (1) Reports to his Commanding Officer, and is his direct representative.
- (2) Insures proper police of the area and barracks during his tour of duty.
- (3) Keeps an accurate and current list of all absentees.
- (4) Reports to the class instructor in the following manner:  
"Sir, Candidate \_\_\_\_\_, Candidate Company Commander, Class \_\_\_\_\_, reports \_\_\_\_\_ Candidates present and \_\_\_\_\_ candidates absent."
- (5) Lists and reports violations of standing orders to his Commanding Officer.

b. Candidate Executive Officer:

- (1) Assumes command in the absence of the Candidate Company Commander.

(2) Assists the candidate company commander in the performance of his duties.

(3) Will check the company distribution box maintained in the orderly room and will distribute materials contained therein four times daily as follows:

- (a) Prior to 0730 hours.
- (b) Prior to 1130 hours.
- (c) Prior to 1230 hours.
- (d) Prior to 1630 hours.

c. Candidate First Sergeant:

(1) Forms the company for all formations.

(2) Receives strength reports from the candidate platoon sergeants and maintains an accurate and current list of all absentees by name.

(3) Aids the company commander in the control and correction of deficiencies in the company area and billets.

(4) Insures that all details are performed.

d. Candidate Platoon Leader:

(1) Will pass on information as directed to his platoon.

(2) When his platoon is acting as a separate unit, will assume those duties of candidate company commander listed in Para a. above

e. Candidate Platoon Sergeant:

(1) Forms the platoon at all formations.

(2) Renders prescribed reports to the Candidate 1st Sergeant.

(3) Reports all late arrivals to the Candidate 1st Sergeant.

(4) Maintains a list of absentees throughout the day and the time of their return to training.

(5) Assists the Candidate Platoon Leader in control and coordination of the platoon.

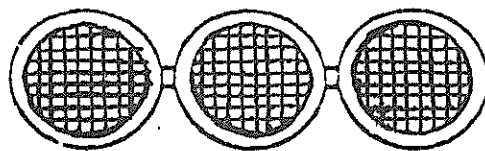
f. Candidate Squad Leader:

(1) Insures that squad details are performed satisfactorily and that work and free time are equally distributed among his squad members.

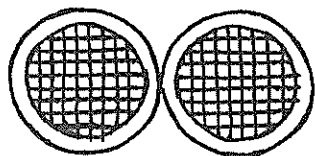
(2) Should be able to account for his squad members at all times.

FIGURE 1

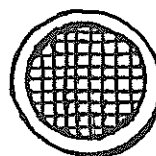
# WARRANT OFFICER CANDIDATE INSIGNIA OF RANK



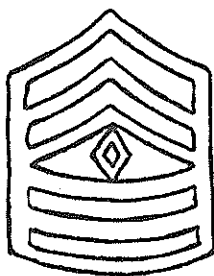
**COMPANY COMMANDER**



**EXECUTIVE OFFICER**



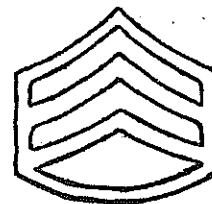
**PLATOON  
LEADER**



**FIRST  
SERGEANT**



**PLATOON  
SERGEANT**



**SQUAD  
LEADER**

h. Individual Candidate Responsibility:

In addition to training you in the art of flying, a major course objective is to influence your development in acceptance of responsibility; such acceptance during and after the Warrant Officer Candidate Course is an individual matter. Your performance in all areas is your responsibility alone. Whether or not you occupy a candidate command position does not alter this fact. You will be continually evaluated on your demonstrated performance. Progress is essential and you must show increases in your ability and willingness to accept this individual responsibility.

g. Supply Officer.

(1) Each class will appoint a Class Supply Officer. The name of the Candidate appointed will be turned in to the Warrant Officer Candidate Company, 1st Sgt, not later than 0730 hours on Friday of the week of training.

(2) The Class Supply Officer will be responsible for:

(a) Appointment of Platoon Supply representative.

(b) Orientation of the members of the class, through the Platoon representative, the procedures for obtaining supply assistance and utility repairs.

(c) Insure that all requisitions for supplies are handled through the Platoon representative to the Class Supply Officer.

(d) Insure that supply economy is practiced at all times.

SECTION IV - DEMERIT SYSTEM

38. Purpose.

The demerit system is a means by which personnel are taught the standards expected of a Warrant Officer Candidate. In addition it is devised to indicate to both the Candidate and Tactical personnel how well a person is progressing towards achieving the standards expected of a Warrant Officer Candidate. The demerit system is in no way intended to be used as a substitute for Judicial or Non-Judicial punishment.

39. Definitions.

a. Delinquency - Failure to attain the standards of a Warrant Officer Candidate through design, neglect, or carelessness.

b. Demerit - A negative grade given a candidate for committing a delinquency. The number of demerits assessed for each offense depends upon the seriousness of the offense.

c. Merit - A positive grade given a candidate. One merit equals two demerits (Example: 15 demerits and 5 merits equals 5 demerits).

40. Administration of the Demerit System.

a. Warrant Officer Candidates are subject to receive merits or demerits at any time.

b. Merits and demerits are initially recorded on the report of merits and demerits form which is left on the table in each room. As Tactical personnel inspect the room they record the discrepancies utilizing the key for demerits. At times candidates may be instructed to add discrepancies to the list (i.e., needs haircut). At the end of the day candidates will determine the nature of the discrepancy and the number of demerits assessed utilizing the key for demerits. They will total the number of demerits, correct the discrepancies, and initial the form. The following day they will place a new merit/demerit form on the table with the previous days form.

c. If a candidate feels that he was unjustly assessed demerits he may write this on the reverse side of the merit/demerit form with his reasons and/or facts bearing on the problem.

d. Demerits assessed for common areas of responsibility will be divided equally among all the candidates responsible for that area.

e. Certain categories of delinquencies as reflected on the key for demerits, require a military letter to be written to the Company Commander stating the reasons why the deficiency existed and corrective action taken. This letter will be submitted to the Tactical Officer, not later than, 0700 hours, on the second duty day following receipt of the demerits.

f. Totals of the merit/demerit form will be posted daily to the weekly demerit roster.

g. The demerit week runs from 0001 hours, Friday to 2400 hours the following Thursday. Merits and demerits will not be accumulated and carried from one week to another.

h. When a candidate exceeds a specified number of demerits he will forfeit privileges as determined by the demerit system and the Tactical staff.

i. Maximum Allowable Demerits. The maximum number of demerits allowed each week before delinquency restriction is imposed depends upon the week of training of the candidate. Maximum allowable demerits are:

	FULL PASS	SAT 1800-	SUN 0800-	SUN 1300-
	SAT 1300-	1700 SUN	1700 SUN	1700 SUN
	<u>1700 SUN</u>	<u>          </u>	<u>          </u>	<u>          </u>
1-4 Wks	25 or less	26 - 30	31 - 35	36 - 40
5-8 Wks	20 or less	21 - 24	25 - 28	29 - 32
9-12 Wks	15 or less	16 - 18	19 - 21	22 - 24
13-16 Wks	10 or less	11 - 12	13 - 14	15 - 16
17-20 Wks	8 or less	9	10	11

j. Serving Delinquency Restrictions.

Restrictions. Candidates, during their restrictions will remain within the limits of the Troop Command Area.

Boundaries of the Troop Command Area are:

- North - Alexander Street
- South - Shurtz Street
- East - Heintzelman Road
- West - Hood Road



41. Key for Demerits.

A - Ash Tray	1. Not as prescribed	1
B - Bed	2. Dusty	1
C - Blankets	3. Not shined	2
D - Blinds	4. Not properly maintained	3
E - Boots	5. Dirty	3
F - Brass	6. Rusty	5
G - Chair	7. Abuse of	5
H - Commode	8. Hidden article	5
I - Desk	9. Not displayed	5
J - Displays	10. Failure to secure valuables	10
K - Door	*11. Failure to follow instructions(FFI)	5-10
L - Drawer	*12. Not prepared for inspection(NPI)	5-10
M - Dust Pan	*13. Conduct unbecoming a WOC(CUWOC)	1-10
N - Floor	*14. Failure to respond to corrections(FRC)	1-15
O - Haircuts	*15. Flagrant neglect	10-15
P - Lamp		
Q - Laundry Bag		
R - Light		
S - Low Quarters		
T - Manuals		
U - Medicine Cabinet		
V - Mirror		
W - Name Tapes		
X - Patches		
Y - Razor		
Z - Shower Shoes		
AA - Shower Stalls		
BB - Sinks		
<del>CC</del> - Sleeve Board		
DD - Soap Dish		
EE - Towel		
FF - Uniforms		
GG - Urinals		
HH - Walls		
II - Wall Locker		
JJ - Wash Cloth		
KK - Water Fountain		
LL - Waste Basket		
MM - Window		
NN - Window Ledge		

\* Requires Military Letter (RML)

SECTION V - DISCIPLINE

42. General.

Military discipline is a facet of individual character which exacts prompt and willing obedience to orders and in the absence of orders, to what the individual believes the orders would have been. The highest standard of discipline is required of warrant officer candidates. Each candidate must be thoroughly familiar with the customs, courtesies, and regulations of the service and with the specific rules which apply to students in the Warrant Officer Candidate Course.

43. Specific Rules of Conduct.

- a. All warrant officer candidates are addressed by the title of "Candidate".
- b. All warrant officer candidates will greet officers and NCO's with "Sir, (Sergeant), Candidate (NAME), Good Morning, (Afternoon or Evening), Sir, (Sergeant)." When inside his billets, warrant officer candidates will come to the position of attention with his back to the wall.
- c. When addressed by a commissioned officer, a candidate comes to the position of attention and replies, "Sir, Candidate (NAME), Yes Sir, or No Sir". The candidate remains at attention until given "At Ease" by the officer.
- d. When reporting to your assigned Tactical Officer or NCO, a candidate knocks, enters when told, gives the appropriate greeting and states his business.
- e. When reporting to a commissioned officer, a candidate comes to the position of attention, renders a salute, and reports, "Sir, Candidate (LAST NAME) reports." If the candidate has been directed to report, he adds, "As directed." to the end of his report.
- f. Candidates do not chew gum during duty hours or in public places.
- g. Candidates do not walk or stand with their hands in their pockets.
- h. Hitchhiking is prohibited.
- i. Haircuts; Hairgrooming rules:
  - (1) Hair will be neatly trimmed at all times.
  - (2) Sideburns of peculiar variations are not premitted.

(3) Shaven heads are not permitted.

(4) Mustaches are not permitted.

j. Candidates will not smoke while in the Troop Command Area, except in their rooms, in day-rooms or while on an authorized smoking break.

k. The Officers' Club and Package Store is off limits. Use of the Package Store, located in Bldg 906, is approved if you are a member of the NCO Club.

l. Proper entrucking and detrucking procedures will be observed.

(1) Buses will be loaded from rear to front.

(2) Candidates may talk in a quiet manner, but will make no comment to pedestrians or passing motorists.

m. The post shuttle bus will be used for conducting personal business on post during duty hours. Privately owned vehicles may be used for conducting personal business on post during duty hours if approved by the Tactical Officer or NCO. Privately owned vehicles will not be driven to classes. The loaning of privately owned vehicles is discouraged at all times.

n. Candidates will be held responsible for information posted on the company bulletin board and their respective platoon bulletin boards. Bulletin boards will be read a minimum of twice daily, once prior to 2300.

o. Candidates whose names appear on directives, assignments, or rosters will place their initials in black or blue ink to the right of their names.

p. Classroom Procedure

(1) When reporting the class for academic instruction, the class commander will call the class to attention and report to the instructor, "Sir, Candidate\_\_\_\_, Candidate Class Commander for Class Number\_\_\_\_, " : Number of students present and number of students absent. The hand salute will be rendered to military instructors. He will then give the instructor a current class roster and absentee report form and take further instructions from the class instructor at this time.

(2) When asking or answering questions students will stand at attention and face the majority of the class and state "Sir, Candidate\_\_\_\_." Then answer or ask the desired question.

(3) There will be no sleeping, eating, writing letters or any other activity which does not relate to the subject being taught.

(4) Warrant officer candidates will maintain a proper posture throughout all classes and avoid making unnecessary noises during all classes.

(5) At the conclusion of a period of instruction, the instructor will notify the candidate commanding officer or group leader to take charge of the class, will give him instruction for break or dismissal and will return the class roster. The candidate commanding officer or group leader will call the class to attention, secure equipment, and move the class out of the building. The class commander is responsible for police of the classroom at the termination of the class.

#### q. Breaks Between Instruction Periods.

(1) Students are required to vacate classrooms and buildings during breaks between instruction periods, except in cases of inclement weather. During inclement weather, students may remain inside the building at locations that do not congest hallways or interfere with the work of personnel in the offices.

(2) The foregoing does not preclude a student from visiting personnel of the staff and faculty on matters of a personal or official nature.

#### r. Individual Student Responsibility.

(1) Although your class will always have a student chain of command, it is your responsibility to be at the proper place at the specified time, and in the proper uniform.

(2) Your personal conduct during and after duty hours must be above reproach at all times. Misconduct may result in elimination.

(3) If you cannot attend a training period, you are required to inform your class commander.

(4) Upon successful completion of this course, your personal responsibility will probably increase many times over what you have known in the past. Your success as a warrant officer will depend largely on how well you accept and carry out your personal responsibilities.

**CONCLUSION:** The standard of conduct of a warrant officer candidate should be exemplary at all times. Conduct in public places is that required of a gentleman. Candidates on pass must take care to avoid individuals or establishments of ill-repute or unsavory nature. Loudness, discourtesy, intoxication, and other displays will not be tolerated.

## SECTION VI - PRIVILEGES

### 44. Pass Policy.

a. The pass policy as stated in paragraphs 1 through 5 below will be adhered to by all candidates while at the USAPHS.

(1) 1 - 4 weeks: No passes issued Monday through Friday except in bonafide emergency situations; candidates to be present in billets at 1900 hours. Off-post passes authorized from 1200 hours Saturday to 1700 hours Sunday.

(2) 5 - 9 weeks: Off-post passes authorized Monday through Thursday until 2230 hours. Off-post passes authorized Friday until 2300 hours and from 1200 hours Saturday until 1700 hours Sunday.

(3) 10 - 18 weeks: Off-post passes authorized Monday through Thursday until 2230 hours. Off-post passes authorized from 1700 hours Friday until reveille Saturday and from 1200 hours Saturday until 1700 hours Sunday.

(4) 19 - 20 weeks: Off-post pass privileges authorized after duty hours until reveille Monday through Friday and from 1200 hours Saturday until reveille Monday.

b. Pass privileges outlined above may be revoked at any time for purpose of mandatory study period when individual academic or flight deficiencies so warrant.

## SECTION VII - UNIFORM REQUIREMENTS AND REGULATIONS

### 45. All Candidates.

a. Candidates are required to meet high standards of personal appearance at all times.

b. Candidates are not allowed to wear civilian clothes during preflight training. Candidates may wear appropriate civilian clothes when engaged in special sporting activities, provided they obtain permission from their tactical officer.

c. Jeans are not considered appropriate attire except when engaged in horseback riding.

d. Name tapes of white webbing, approximately one inch in width, will be sewn on the field jacket, flight uniforms, and fatigue shirts as prescribed. Tapes will be stenciled with the last name in black capital letters, one-half to five-eighths inch in height.

e. The cloth insignia "US Army" will be sewn over the left breast pocket of flight uniforms, field jackets, and fatigue shirts as prescribed in Figures 2, 3 and 4.

f. The "USAPHS" cloth shoulder insignia will be machine sewn in black thread on the left alcove of all outer garments to include flight clothing except the raincoat and shirt; cotton, khaki abbreviated. (Figure 2, 3 and 4)

g. A name tag of black and white laminated plastic (Gravalex) material, one inch in width and three inches in length (outside dimensions) will be worn on Army Green and khaki uniforms. The last name only will be centered and engraved on the tag in letters not to exceed three-eighths of an inch in height. Name tags will be affixed to the garment, centered, on the right breast pocket flap. (See Figure 5) (Available at the Bookstore).

h. Service ribbons, decorations and badges will not be worn. (AR 350-50, para 51).

i. Identification tags will be worn at all times while in uniform.

#### 46. Snobird Candidates.

Those candidates who are waiting for a class to start will wear the "WOC" insignia centered on the flap of the left pocket on all uniforms. (See Figure 5)

#### 47. Preflight Candidates.

The cap, OG-107, will be worn with the "WOC" insignia centered in front. See Figure 5)

#### 48. Intermediate Candidates.

a. The "WOC" insignia will be worn on the left front of the cap, garrison, AG-44, backed by a colored disc of class color. (See Figure 5)

b. The cap, OG-107, will be worn with colored plastic disc centered in front, held in place by the "WOC" insignia. Disc will be the color of the class. (See Figure 5)

c. Name tapes will be worn on front of flight helmets with class color.

d. Colored baseball caps will be worn with flight suits.

e. Solo wings will be sewn on the front of the colored baseball caps after an individual has soloed. (See Figure 5)

f. The orange tab will be worn on the shoulder loops of the khaki and green uniform, field jacket, and attached to the left pocket of the fatigue uniform after an individual has soloed.

49. Senior Candidates.

a. The orange tab with black stripe will be worn on the shoulder loops of the khaki and green uniforms, and field jackets, and attached to the left pocket of the fatigue uniform upon completion of the 16th week of training. (See Figure 4.)

b. The orange disc will be worn on the fatigue cap and green overseas cap upon completion of the 16th week of training.

50. Holdover Candidates.

Those students who have graduated from the USAPHS and are heldover, will wear a rectangular orange felt tab under their WOC brass.

51. Uniforms.

Class A

Winter - Green AG-44 with tie, garrison cap and low quarters  
Summer - Khaki long sleeve with tie, garrison cap and low quarters  
(effective until 1 Jul 66)

Class B

Summer - Khaki short sleeve, garrison cap and low quarters  
(Class B becomes Class A after 1 Jul 66)

Class C

Winter - Fatigue with soft cap, boots, field jacket, and gloves  
Summer - Fatigue with soft cap, boots

Flight Line

Winter - Flight suit with boots or low quarters, flight baseball cap, and flight jacket  
Summer - Flight suit with boots or low quarters and flight baseball cap

The flight suit will be worn on the flight line and to meals before going to and upon returning from the flight line when time does not permit changing uniform. All zippers will be secured.

SECTION VIII - ROOM DISPLAYS AND ARRANGEMENTS

52. General.

Rooms will be arranged as diagramed in Figures 8 or 9. Change over will be accomplished commensurate with seasonal uniform change.

53. Laundry Bag.

Laundry bag will be tied on end of beds and will contain only dirty laundry.

FIGURE 2

FLIGHT SUIT INSIGNIA PLACEMENT

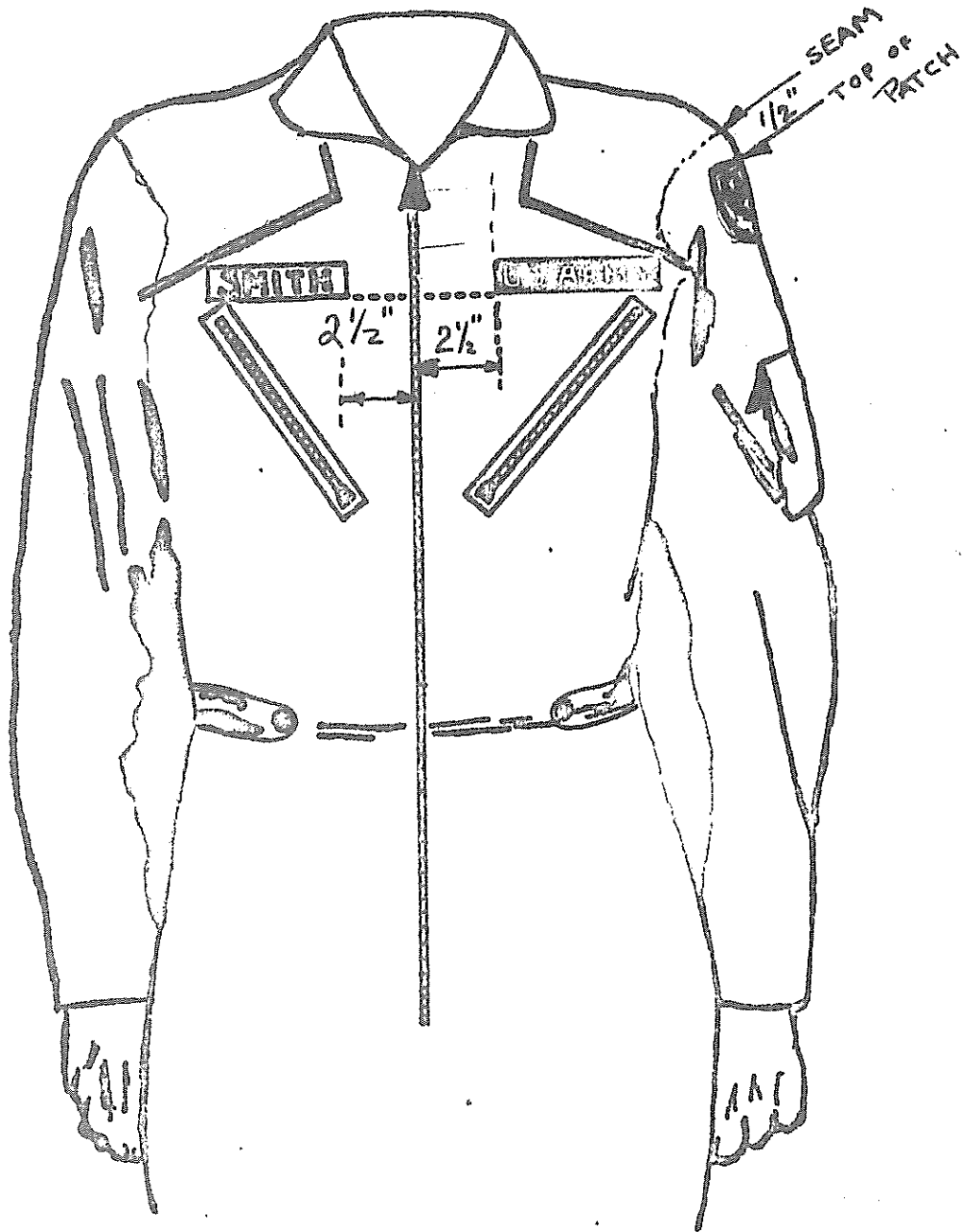




FIGURE 3

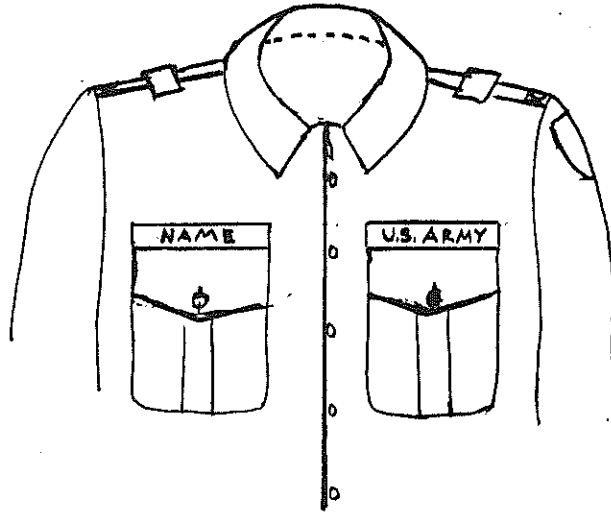
FLIGHT JACKET INSIGNIA PLACEMENT



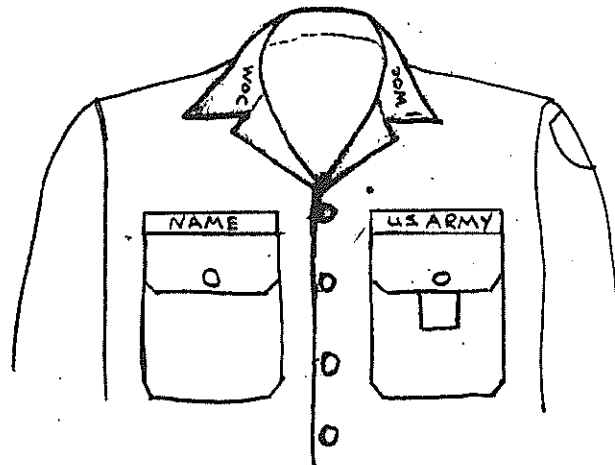
1. All personnel will sew their nametape, a U S Army Tape, and School Patch on flight jackets, as shown in above diagram.
  - a. U S Army, left side 2 1/2" from center of zipper when completely closed and 4" down from the top of closed zipper.
  - b. Nametape, same as U S Army Tape but on the right side of the flight jacket.
  - c. Shoulder Patch, Left shoulder.

FIGURE 4

FIELD & FATIGUE JACKET INSIGNIA PLACEMENT



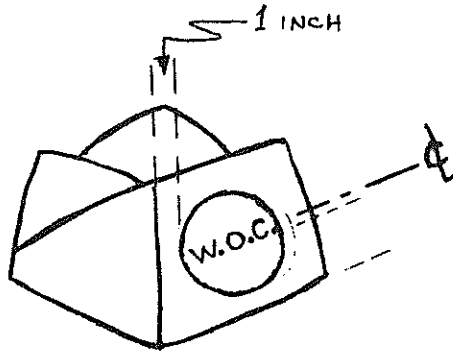
FIELD JACKET



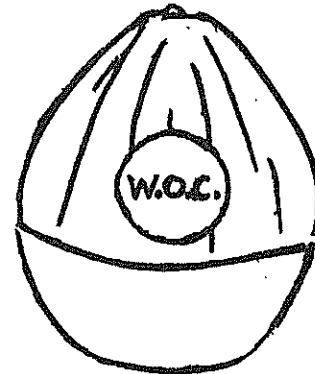
FATIGUE JACKET

FIGURE 5

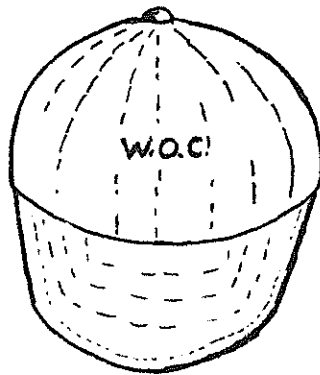
HAT & POCKET INSIGNIA PLACEMENT



AG - 44

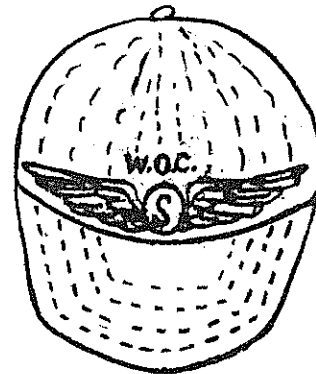


OG - 107

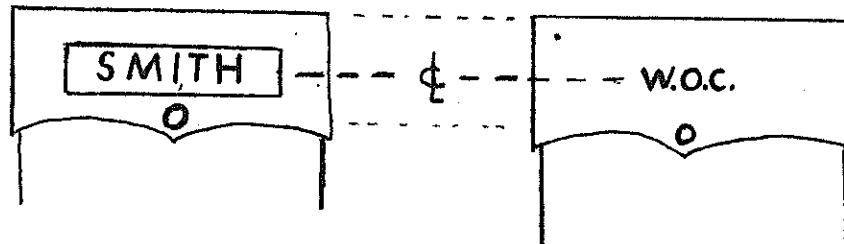


BEFORE SOLOING

COLORED  
BASEBALL  
CAP



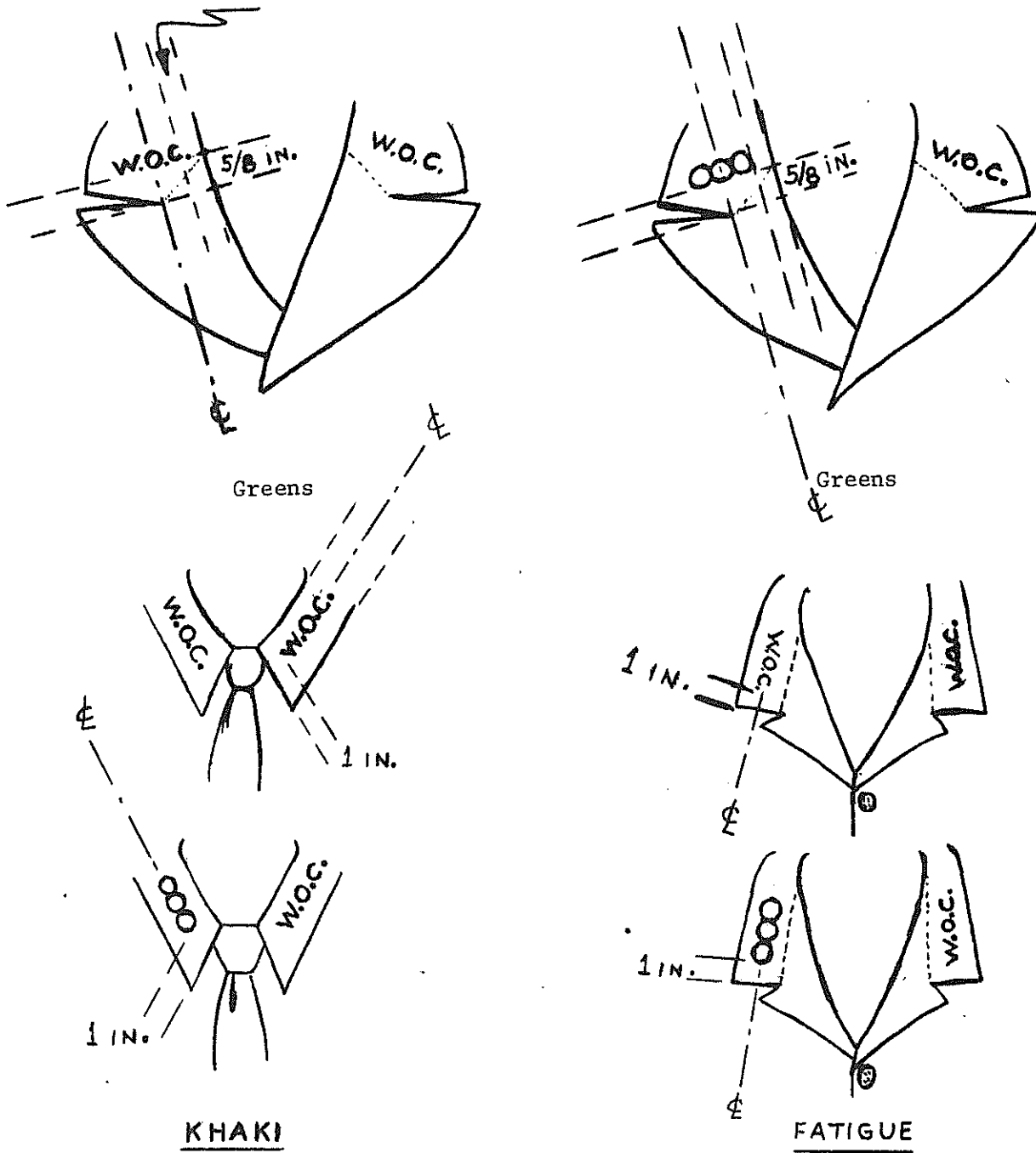
AFTER SOLOING



SNOBIRDS ONLY

FIGURE 6

UNIFORM INSIGNIA PLACEMENT



--- — — ⊕ = CENTER LINE

54. Boots and Shoes.

a. Footgear will be displayed as per figure 8 and 9. Boots will touch the bed post nearest them and will be aligned - boots, low quarter shoes, and shower shoes. Boots and shoes will be highly shined with polish on top and side of sole and heels.

b. Tags for footgear in repair will be displayed in the footgear's place and Scotch-taped to the floor.

55. Bed.

Beds will be alternated head to foot. Except when directed otherwise, bed will be made with dust cover "US" down, on inside not showing. Dust cover will extend twenty-four inches from end of mattress. Edges of mattress will be aligned with bed posts at head and on outside metal slats containing spring holes. Blankets will be tight.

56. Desk and Display.

a. Tables will be clean at all times. Drawers may contain only small notebooks and writing material.

b. The lamp will be placed on the table as shown in figures 8 and 9. Lamp will be plugged in at all times. Excess cord will be neatly folded.

c. The ash tray will be centered and touching front of the lamp, placed up-right with demerit slips underneath.

d. Manuals and notebooks will be aligned in bottom of wall locker, left front, with largest notebook against wall, then next largest, etc. down to the smallest.

57. Door.

Brass on the door will be shined, no marks on door or kick plate at the bottom of the door. Doors of rooms will be left open at all times unless otherwise specified.

58. Floor.

Floors will be cleaned and free of scuffs, dirt, and dust at all times.

59. Name Tapes (Adhesive tape).

a. The following items will have adhesive name tapes displayed as described below.

(1) Wall Locker: Centered on the front edge of the inside shelf.

(2) Bunks: Centered on the frame facing center of room.

(3) Notebook: Centered on back side, parallel to and one inch from the bottom.

b. Only the last name will be stenciled on the tape. When more than one candidate has the same name, first initial will also be used.

60. Sink and Medicine Cabinets.

a. Sink will be clean and free from dust and water. Drain will be open unless sink is in use. All metal parts will be clean and polished and free from rust and stains.

b. Medicine cabinet will contain only medicinal items.

61. Towel Display.

Towels will be folded in thirds with single fold to center of room. As you face towel bar, towel will be on the left, wash cloth on right, spaced evenly. The top bed will have the top towel rack, the bottom bed will have the bottom towel rack, and the single bed will have the single towel rack.

62. Waste Can.

Displayed in corner inside the door nearest sink. Dust pans will be displayed between waste can and wall. Waste cans clean and empty every morning.

63. Windows.

Windows will be clean and uniformly adjusted when company falls out. Screens will be clean and not in need of repair. Venetian blinds will be drawn to the top of the window. Windows in latrines and laundry will be left open while troops are not in the barracks.

64. Wall Locker.

a. The bottom of all wall lockers, drawers, and security lockers will be covered with brown wrapping paper cut to exact size.

b. The top locker will be utilized as a security locker. Only items of value will be kept in the security locker: i.e. flight helmets, flight jackets, flight suits, flight gloves, leather gloves with inserts, E6B computers and other flight accessories, together with insurance papers, vehicle titles, cameras and non-negotiable items. Money, other negotiable instruments, and inflammables will not be kept in the security locker. Security lockers will be clean and neatly arranged at all times.

FIGURE 7

WALL LOCKER & DRAWER DISPLAYS

WALL LOCKER:

Summer:

- 1-Civilian Clothing (Limited to 5 hangers)
- 2-Fatigue Uniforms
- 3-Khaki Uniforms (Short Sleeve)
- 4-Khaki Uniforms (Long Sleeve)
- 5-Field Jacket
- 6-Overcoat
- 7-Raincoat
- 8-Summer PT's
- 9-Flight Baseball Cap
- 10-AG-44 Service Cap
- 11-OG-106 Cap
- 12-Manuals

Winter:

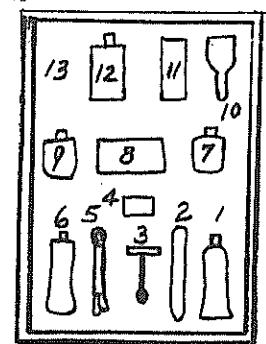
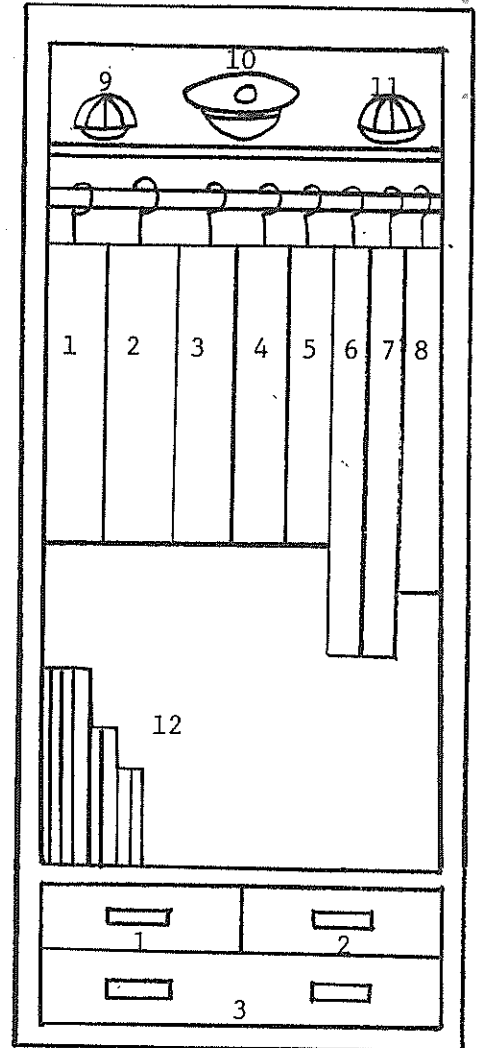
- 1-Civilian Clothing (Limited to 5 hangers)
- 2-Fatigue Uniforms
- 3-Poplin Shirts
- 4-Green Uniform (AG-44)
- 5-Field Jacket
- 6-Overcoat
- 7-Raincoat
- 8-Sweat Suit

DRAWERS:

Drawer #1:

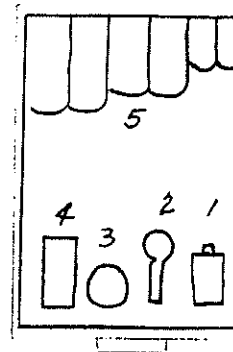
- 1-Tooth Powder or Paste (name up and readable by the inspector)
- 2-Tooth Brush (bristles up and away from the front of the drawer)
- \*3-Razor (head away, long length of head on drawer bottom)
- \*4-Razor Blades (above razor centered and not touching razor)
- 5-Boot Laces (closed portion of wrapper up)
- \*6-Shave cream or soap (if shaving brush is used, display to the right of #6 with the bristles away)
- 7-Toilet Articles (After-shave lotion, etc.)
- 8-Soap inside soap case
- 9-Toilet Articles (deodorant, etc.)
- 10-Hair Brush (bristles up and away from drawer)
- 11-Comb (teeth pointing to left)
- 12-Hair Tonic
- 13-Extra Toilet Articles

\*May be substituted with 3x5 card indicating an electric razor is used and stored in security locker.



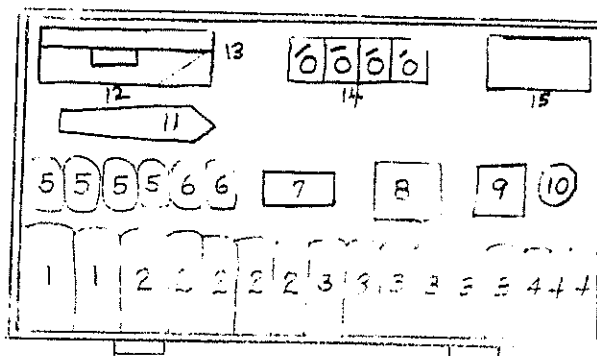
DRAWER 1

FIGURE 7 (Cont)



Drawer #2:

- |                 |  |
|-----------------|--|
| 1-Brasso        | 4-Shoe Brush                                       |
| 2-Polish Dauber | 5-Small items of cleaning material neatly arranged |
| 3-Shoe Polish   |  |



Drawer #3: (Items may be double-decked if necessary.)

- 1-Towels
- 2-Shorts (drawers, cotton)
- 3-T-Shirts
- 4-Wash Cloths
- 5-Socks, Cushion Sole (rolled singly)
- 6-Socks, Dress (rolled in pairs)
- 7-Sewing Kit
- 8-Handkerchiefs
- 9-Atheletic suits
- 10-Belt, rolled, with buckle placed on top
- 11-Necktie
- 12-Garrison cap
- 13-Name tag (plastic)
- 14-Cigarettes (If you smoke)
- 15-Shaving Kit



FIGURE 8

ROOM ARRANGEMENT (WINTER)

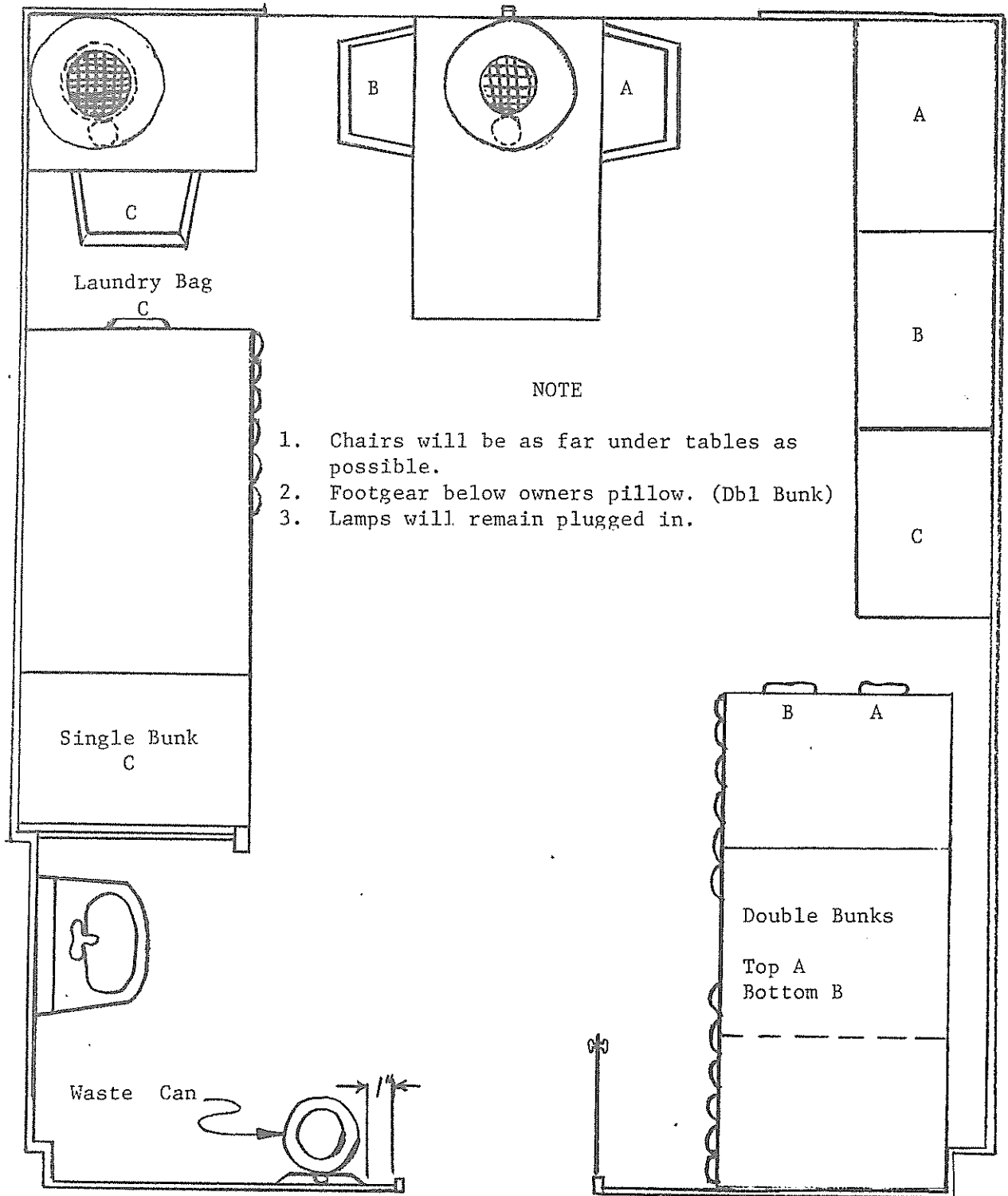
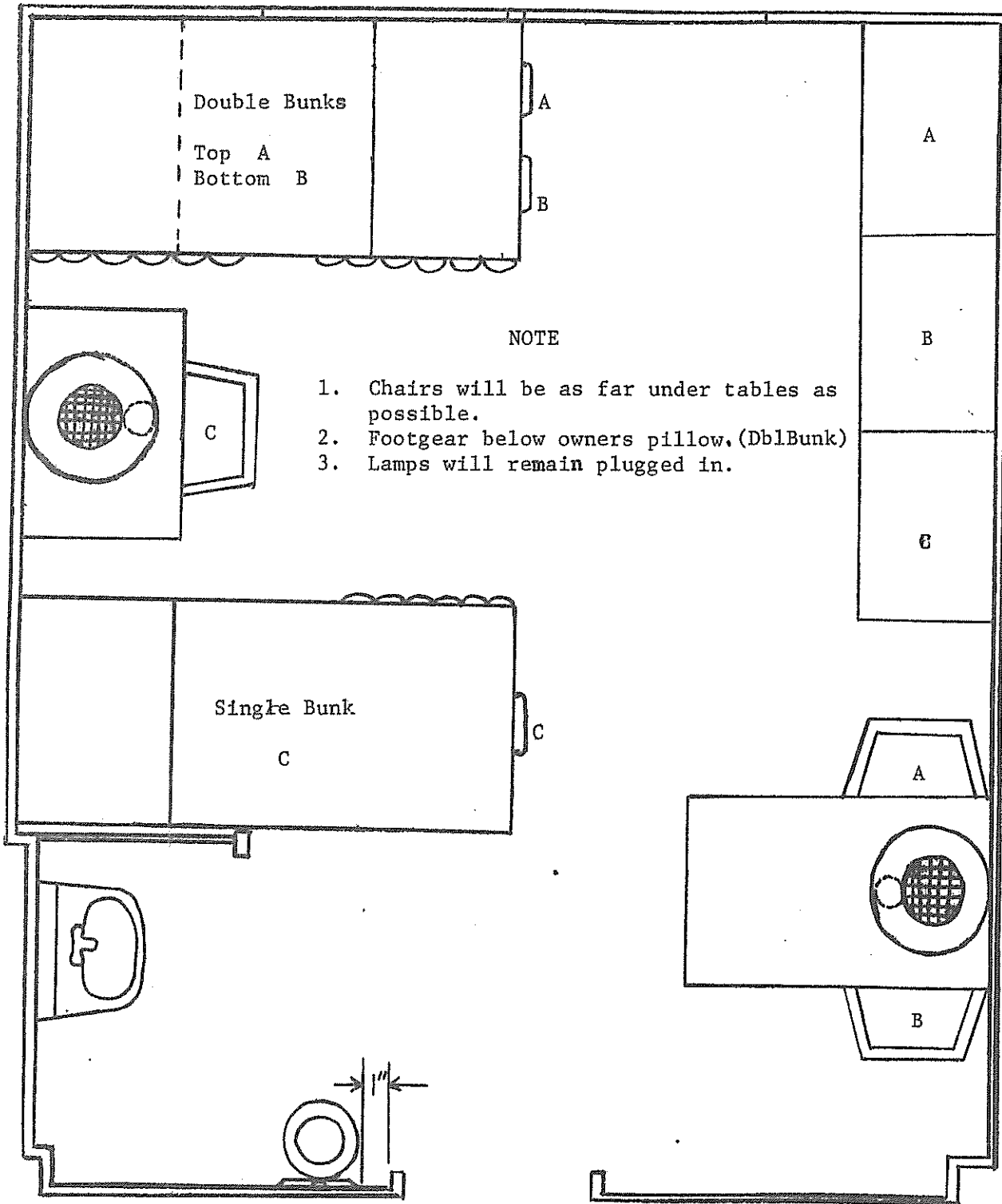


FIGURE 9  
ROOM ARRANGEMENT (SUMMER)



c. The clothing will be displayed as indicated on page 54 with all buttons buttoned. Clothing hanging will be evenly spaced. The only extra hangers allowed are those for the uniform being worn.

NOTE: LEGS OF FLIGHT SUITS WILL BE FOLDED UP SO AS NOT TO TOUCH THE BOTTOM OF THE LOCKER.

d. All doors and drawers will be closed and locked at all times unless directed otherwise by the tactical staff.

#### SECTION IX - MARKING OF PERSONAL CLOTHING (AR 746-10)

a. To assist you in marking your personal clothing, the following provisions are extracted from AR 746-10, dated 12 September 1960, for your information and guidance:

(1) Purpose: These regulations prescribe a uniform system for the permanent marking of selected clothing and equipment items. Other clothing or equipment items will not be marked.

(2) Required marking: The following clothing items will be marked with the individual's name (first name, middle initial, last name) and service number less prefix letters. When space permits, the service number will be placed underneath the name. Where space requires that the name and the service number appear on the same line, the name will be separated from the number by a dash.

#### EXAMPLES:

Robert A Green      or      Robert A Green-35086851  
35086851

(a) Footgear - Inside right quarters, near top.

(b) Headgear - Inside on sweatband, under sweatband if sweatband turns down, on left side.

(c) Belt - Inside, flush with the male end of the belt.

b. Marking Methods: Items other than the duffel bag will be marked with an indelible waterproof marking ink. Items of a dark color should be marked in white and items of a light color should be marked in black. Marks may be made with stencils, rubber or metal stamp. All marks should be legible.

c. Size of Marks: The size of the letters and numerals for all items except the duffel bag is determined by the space available and the type of material. Normally, the characters should not be less than one-eighth of an inch nor more than one-half of an inch.

d. In event of elimination from this course for any reason, these uniform regulations remain in effect until formal notice is tendered, in writing, of the elimination.

## SECTION X - INSPECTIONS

### 65. General.

Candidates, their equipment, barracks area, and clothing are subject to inspection at any time. Candidates will be briefed in detail by Tactical Officers and NCO's as to specific requirements for inspections. Progressively high standards will be maintained throughout the program.

(1) Areas of responsibility will be prepared for inspection by 0700 hours daily.

(2) During formal inspection in the barracks, candidates will stand at attention either inside the room or outside in the hallway (as directed) until the inspecting officer gives "At Ease".

(3) An inspection in ranks and a standby inspection in the barracks will be conducted when required by the Tactical Officer.

(4) Candidates will be clean-shaven and have their hair cut as necessary to maintain standards of sanitation and appearance.

(5) On Sunday and Holidays individual areas of responsibility will be neat and orderly.

### 66. Daily Room Inspection.

a. Inspection of the barracks will be conducted by the Tactical Officer. This inspection will usually be conducted while the candidates are at training and hence not present in their rooms. The inspection will include the general appearance of the room, the bunk, clothing, equipment, and other SOP displays. It is to insure that the warrant officer candidate lives in the spirit of and takes with him upon graduation, high standards of military housekeeping. Inspections will be accomplished without inflicting damage to property.

b. The baggage room and security locker are subject to inspection at any time.

## SECTION XI - MESS HALL PROCEDURES

a. Preflight thru fifteenth week warrant officer candidates will march to the mess hall and stand at parade rest in the line waiting to enter the dining area. A Squad Leader will be stationed at the door to control the number of candidates entering the dining area at one time. Candidates will remain standing at a table until all occupants at that table are present. Candidates will not indulge in excessive or loud conversation during the meal. Candidates may leave the table individually upon excusing themselves from the table.

b. Sixteenth thru twentieth week, candidates are afforded privileges as deemed appropriate by the Company Commander.

c. All items of food, used napkins and eating utensils must be removed from the table upon departure.

d. There will be no smoking allowed in the mess hall at any time.

e. Hours of Operation: 0530-0700, 1115-1245, and 1700-1900 hours, Monday through Saturday, and from 0530-0800, 1115-1245, 1630-1900 hours on Sunday.

#### SECTION XII - STUDY HALL AND QUIET PERIODS

a. Preflight (1st through 4th week)

(1) During the evening hours beginning at 1900 hours and ending at 2030 hours Sunday through Thursday, study hall will be conducted in the barracks. All candidates will be in their own rooms studying.

(2) Rooms will be in a presentable manner prior to the beginning of the study hall. All cleaning material and personal clothing will be returned to its proper place.

b. Flight (5th through 18th week)

(1) Mandatory study hall is conducted in pre-selected classrooms for each WOC Company from 1900 hours to 2000 hours for candidates who meet one or more of the following prerequisites:

(a) Maintaining an academic average of less than 75%. The candidate will observe mandatory study period until his academic average is raised to 75% or above.

(b) Failed an examination. The candidate will observe mandatory study period for at least one week starting the first Sunday following notice of exam failure. If an additional exam is taken and passed during the mandatory study period week, the week ends on Thursday. If after the mandatory study period week has elapsed and no additional exam has been administered or if an exam has been administered and has not been passed, the candidate will continue to attend mandatory study period until he has successfully passed an exam.

(2) Candidates whose academic grades indicate a declining trend may be selected to attend mandatory study at the discretion of the cadre company commander.

(3) Tactical personnel will be available to answer any questions a candidate may have concerning academics.

(4) Commensurate with the mandatory study hall, conducted in the classrooms, a quiet period will be enforced in the barracks from 1900 to 2000 for those candidates who are not required to attend mandatory study hall but desire to study in their individual rooms. AN ATMOSPHERE CONDUCTIVE TO STUDY WILL PREVAIL.

(5) If a Tactical Officer enters a room, the occupants continue to study. If an occupant is addressed, he will rise and answer in a normal tone. If a candidate meets a Tactical Officer outside of his room, he will assume the position of attention against the wall and allow the Tactical Officer to pass. The candidate will not under any circumstances give the greeting of the day.

#### SECTION XIII - TACTICAL OFFICER OBSERVATION AND EVALUATION

##### 67. General.

Warrant Officer Candidate Tactical Officers and NCO's will observe the conduct, appearance and academic progress of individual candidates throughout the course of instruction. The primary area of observation will be the willingness and ability on the part of a candidate to accept increased degrees of responsibility. Problem areas will be resolved through on-the-spot correction and counseling periods.

##### 68. Observation by the Tactical Officer.

a. Tactical Officers assigned to the Warrant Officer Candidate Companies assist candidates in attaining the desired standards of a Warrant Officer. They observe candidates during the conduct of their training. Their observations are the basis for individual counseling periods, during which the Tactical Officer will point out weaknesses and areas in which the candidate should improve.

b. The Tactical Officer's observations are supplemented by observations of Tactical NCO's, academic instructors, and inspecting personnel. All pertinent data will be entered on the candidate's record.

##### 69. Training Records.

The training records of the candidates are maintained by the Warrant Officer Candidate Companies. This record contains personal data, observation reports, counseling reports, physical fitness record, and academic proficiency. Only those who have a "need to know" interest in the candidates' performance will have access to the training records.

#### SECTION XIV - STUDENT RATINGS

a. A student evaluation is accomplished through the use of the student rating form (SFR, Annex B). This form permits the Warrant Officer Candidate to rate their contemporaries on the same traits as those listed in the Army Officer Efficiency Report, except that atten-

ANNEX B

STUDENT RATING FORM

NAME of Rated WOC \_\_\_\_\_ CLASS \_\_\_\_\_ COMPANY \_\_\_\_\_

PART I - PERSONAL QUALITIES

LEGEND RATING	BELOW AVERAGE		AVERAGE		ABOVE AVERAGE	
	.0	.1	.2	.3	.4	.5
a.	ADAPTABILITY (Adjusts to new or changing situations & stresses; bears up under pressure)					
b.	AMBITION (Seeks and welcomes additional and more important responsibilities)					
c.	APPEARANCE (Possesses military bearing and is neat, smart and well groomed)					
d.	ATTENTION TO DUTY (Performs assigned tasks regardless of personal interests)					
e.	COOPERATION (Works in harmony with others as a team member)					
f.	DEPENDABILITY (Consistently accomplishes desired actions with minimum supervision)					
g.	ENTHUSIASM (Motivates others by his zeal)					
h.	EXPRESSION (Expresses himself clearly and concisely both orally and in writing)					
i.	FORCE (Executes actions vigorously)					
j.	INGENUITY (Finds solutions to problems regardless of obstacles)					
k.	INITIATIVE (Takes necessary and appropriate action on his own)					
l.	INTELLIGENCE (Acquires knowledge and grasps concepts readily)					
m.	JUDGMENT (Thinks logically and makes practical decisions)					
n.	LOYALTY (Renders faithful and willing support to superiors and subordinates)					
o.	MORAL COURAGE (Intellectual honesty, willingness to stand up and be counted)					
p.	SELF-DISCIPLINE (Conducts himself in accordance with accepted standards)					
q.	SELF-IMPROVEMENT (Takes action to improve himself)					
r.	STAMINA (Performs successfully under protracted physical and mental stress)					
s.	TACT (Says or does what is appropriate without giving unnecessary offense)					
t.	UNDERSTANDING (Appreciation of another person's viewpoint)					

PART II - OVERALL PERFORMANCE

(Compare this candidate with other candidates of the same class status)

SCORE	RATING	VALUE	EXPECTED DISTRIBUTION OF 100 WOCs RATED
	a. EXCELLENT	95-100	XXX
	b. ABOVE AVERAGE	90-94	XXXXXXX XXXXXXXXXXXXXXXXXX
	c. AVERAGE	75-89	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	d. BELOW AVERAGE	70-74	XXXXXXXXXXXXXXXXXX XXXXXXX
	e. UNSATISFACTORY	0-69	XXX

\_\_\_\_\_  
(Signature of Rating Candidate)

RATED \_\_\_\_\_ OF \_\_\_\_\_

RATED CANDIDATES

tion to duty has been substituted for sociability. The student ratings are of particular value to the tactical staff in counseling candidates in order to help them develop their potential. They are designed to help the candidate eliminate his weak points and strengthen his strong points. Candidates must be completely aware of the extreme importance of student ratings to the overall evaluation system in the Warrant Officer Candidate program and must observe the following points closely.

(1) Ratings must be a conscientious and sincere effort on the part of the rater to judge and evaluate the rated candidate.

(2) Ratings must be based solely on the professional ability and character traits affecting the professional ability of the candidate being rated and not upon friendship.

(3) Candidates will not collaborate in making ratings. They will treat all ratings in a confidential manner and will not divulge the contents of rating forms.

b. Ratings will be completed by each candidate on his squad members by the end of the third week of preflight training and at the end of each four weeks of flight training.

c. Candidates will be instructed regarding the preparation of Student Rating Forms by a Tactical Officer. The instruction will occur so as to allow ample time for the candidate to prepare the ratings.

#### SECTION XV - PHYSICAL TRAINING

##### 70. General.

To improve physical condition and maintain high physical standards, candidates participate in physical training. The physical training periods are scheduled and are conducted by Tactical Officers and/or NCO's of the Warrant Officer Candidate Companies.

##### 71. Uniform.

The prescribed uniform for physical training is shorts, T-shirt, and tennis shoes in summer months and the sweat suit will be worn in the winter months. (Tennis shoes or boots, as appropriate, in winter.)

##### 72. Combat Proficiency Tests.

The Army Combat Proficiency Test will be administered to each Warrant Officer Candidate class upon completion of the 12th week of flight training. A make-up test will be given upon completion of the 14th week of flight training to those candidates who failed to obtain the required score on the first test.



SECTION XVI - FORMATIONS AND MOVEMENTS

73. Reveille.

Reveille formation will be held daily except Sunday and Holidays.

74. Other.

Other formations are held as indicated on the training schedule and as announced by the Tactical Officers.

75. Troop Movements.

All group movements (three or more Candidates) while in training at Fort Wolters will be accomplished by marching in formation.

76. Command Retreat.

a. A command retreat will be held each Friday for all Warrant Officer Candidate Companies. The Warrant Officer Candidate Company containing the Senior Class will be responsible for the Command Retreat during the period that they are Seniors. The Senior Candidates will function as the staff. All companies will be formed and in position at least five minutes prior to retreat. Battalion Commander is the Senior Candidate Company Commander.

b. Uniform - The Class A uniform will be worn for Command Retreat. Personnel returning from class after 1630 hours will not be required to attend Command Retreat.

c. Presentations - The Command Retreat ceremony will be utilized to make presentation of awards and decorations to members of the Warrant Officer Candidate Companies. The Cadre Company Commander of the Senior Candidates will make presentations of all awards below the Army Commendation Medal. A representative of Headquarters Troop Command will make the presentation of the Army Commendation Medal or higher.

77. Procedure.

a. The battalion forms in line with companies in mass.

b. Regardless of the direction the battalion faces, the companies are formed on line with the Senior Company to the right and Junior Company to the left of the formation.

c. The companies are formed so that the battalion is centered on the battalion commander. When all companies are on line, dressed right and at parade rest, the battalion commander commands "BATTALION ATTENTION" (pause) "PARADE REST". The battalion commander then faces

about and he and his staff stand at parade rest. Retreat is sounded. At the conclusion of retreat, the battalion commander faces about, commands his staff to attention, then brings the troops to attention and present arms. He then commands his staff to present arms, faces about and salutes. The salute is held until the last note of the national anthem is played. The battalion commander, on ending his salute, faces the troops, commands his staff to order arms and commands the troops to order arms. If no decorations and awards are to be presented, the battalion commander commands "DISMISS YOUR COMPANIES." The company commanders salute the battalion commander, march their companies to the place of dismissal and dismisses them. After the companies march off, the battalion commander dismisses his staff. In case the battalion commander desires to release the companies to their commanders, without prescribing that the companies be dismissed promptly, he commands "TAKE CHARGE OF YOUR COMPANIES." The company commanders salute the battalion commander and take charge of their companies.

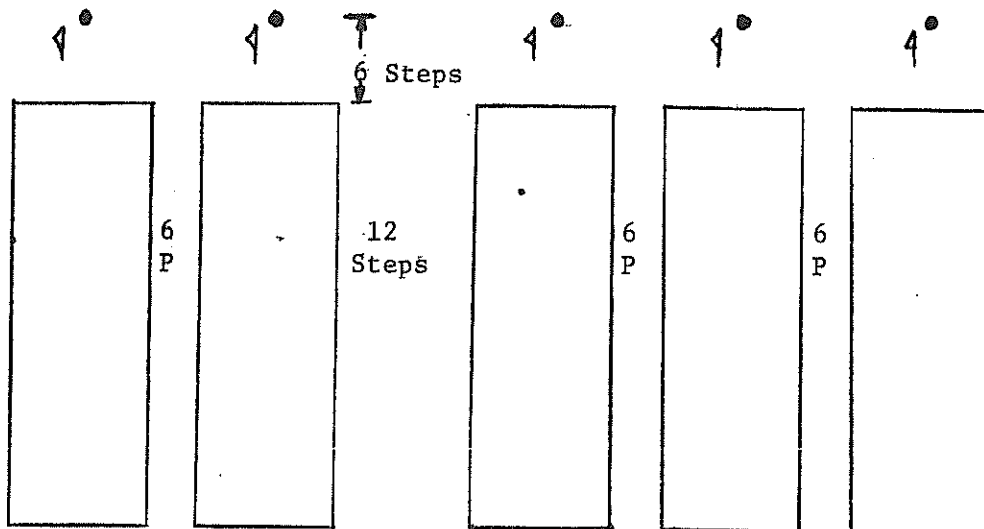
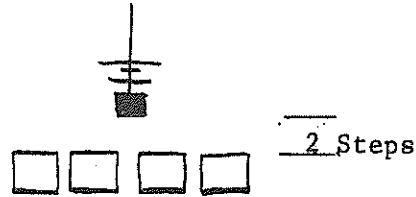
d. If decorations and awards are to be presented and the battalion commander has commanded "ORDER ARMS" (after the national anthem has played) he then commands "PERSONS TO BE DECORATED, CENTER MARCH."

e. At the command "MARCH" persons to be decorated move by the most direct route on line from the rear of the formation to on line with the company commanders. They line up according to the rank of the decorations to be conferred, highest ranking decoration on the right. Those receiving similar decorations take position according to their military rank within each decoration group. The staff of the battalion commander under command of the senior staff officer executes right face and moves to the right for enough to provide clearance for the persons to be decorated. The staff then halts and executes left face. The battalion commander takes his post five steps in front of the center of the persons to be decorated. When the staff has cleared the necessary line of march, the battalion commander commands "FORWARD MARCH." At the command "MARCH", the battalion commander and the persons to be decorated advance. The battalion commander marches directly toward the reviewing officer. The guide is center for the persons to be decorated. When the battalion commander has reached a point ten steps from the reviewing officer, he halts the group with the command "DETACHMENT, HALT." He then salutes the reviewing officer and reports, "Sir, the persons to be decorated are present." The reviewing officer returns the salute and directs that the command be presented. The battalion commander passes around the right flank of the persons to be decorated and proceeds directly to his post. On reaching his post, he brings the troops to present arms, faces about, and salutes, his staff saluting with him. After a slight pause the battalion commander and his staff terminate their salute and the battalion commander faces about, brings the troops to order arms, and commands "STAND AT EASE". The reviewing officer, accompanied by the battalion commander, advances

by the most direct route to the right flank of the line of persons to be decorated. A staff officer reads the individual citations when the reviewing officer approaches each individual. The staff officer pauses between reading citations to permit the reviewing officer to pin the medal on the left breast pocket of the individual. When the last award has been presented, the reviewing party returns to its position and directs the battalion commander to take charge of his battalion. The battalion commander salutes the reviewing officer and faces about. At this time the senior person decorated moves the persons decorated to a position in line with and six steps to the left of the reviewing party. The staff of the battalion commander then returns to its original position. The battalion commander then returns to his original position. The battalion commander then dismisses the battalion as prescribed in paragraph c.

FIGURE 10

# COMMAND RETREAT FORMATION



□□□□□  
PERSONS  
TO BE  
DECORATED

FIGURE 11  
MAP OF FORT WOLTERS

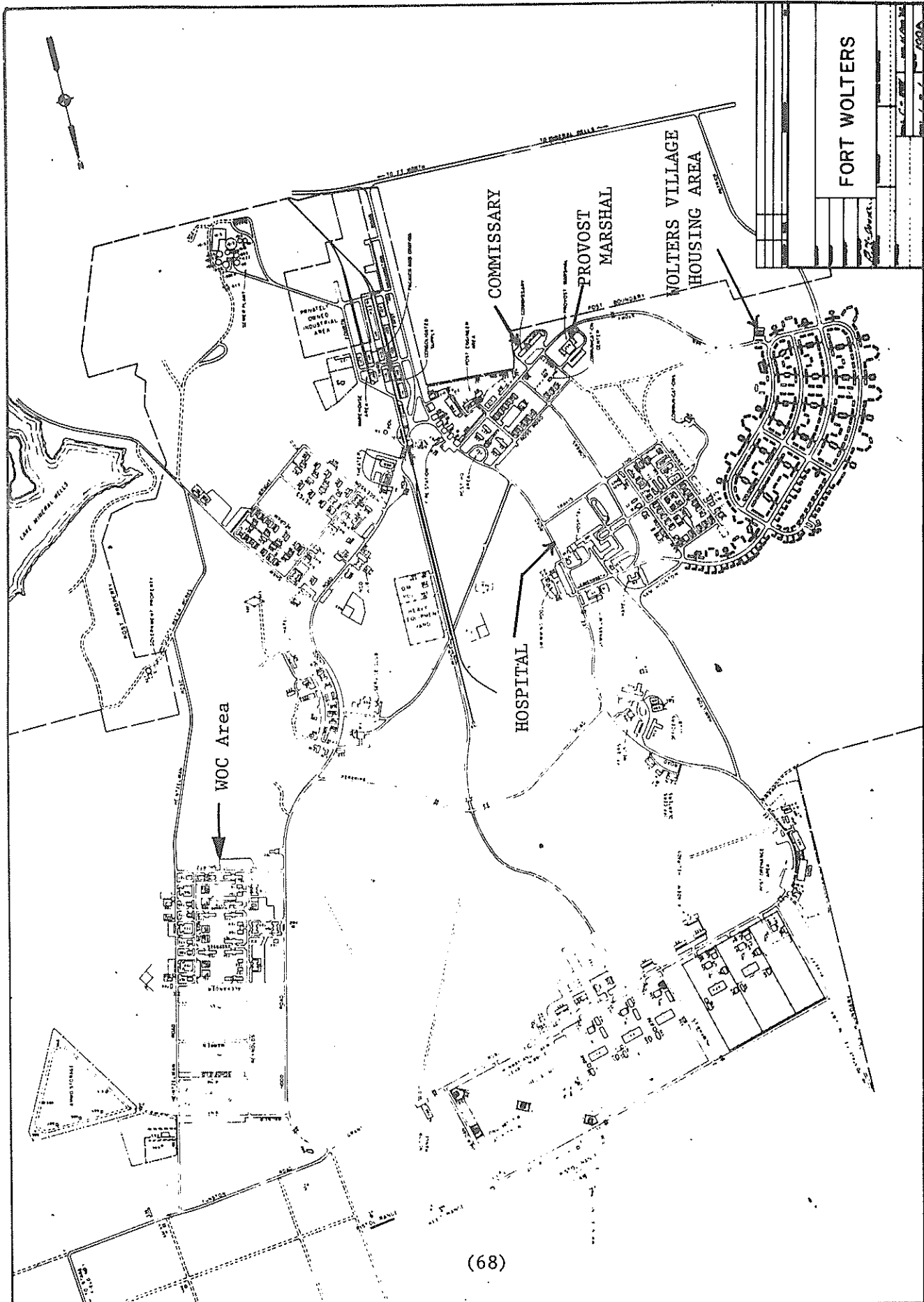


FIGURE 12

MAP OF W.O.C. HOUSING AREA

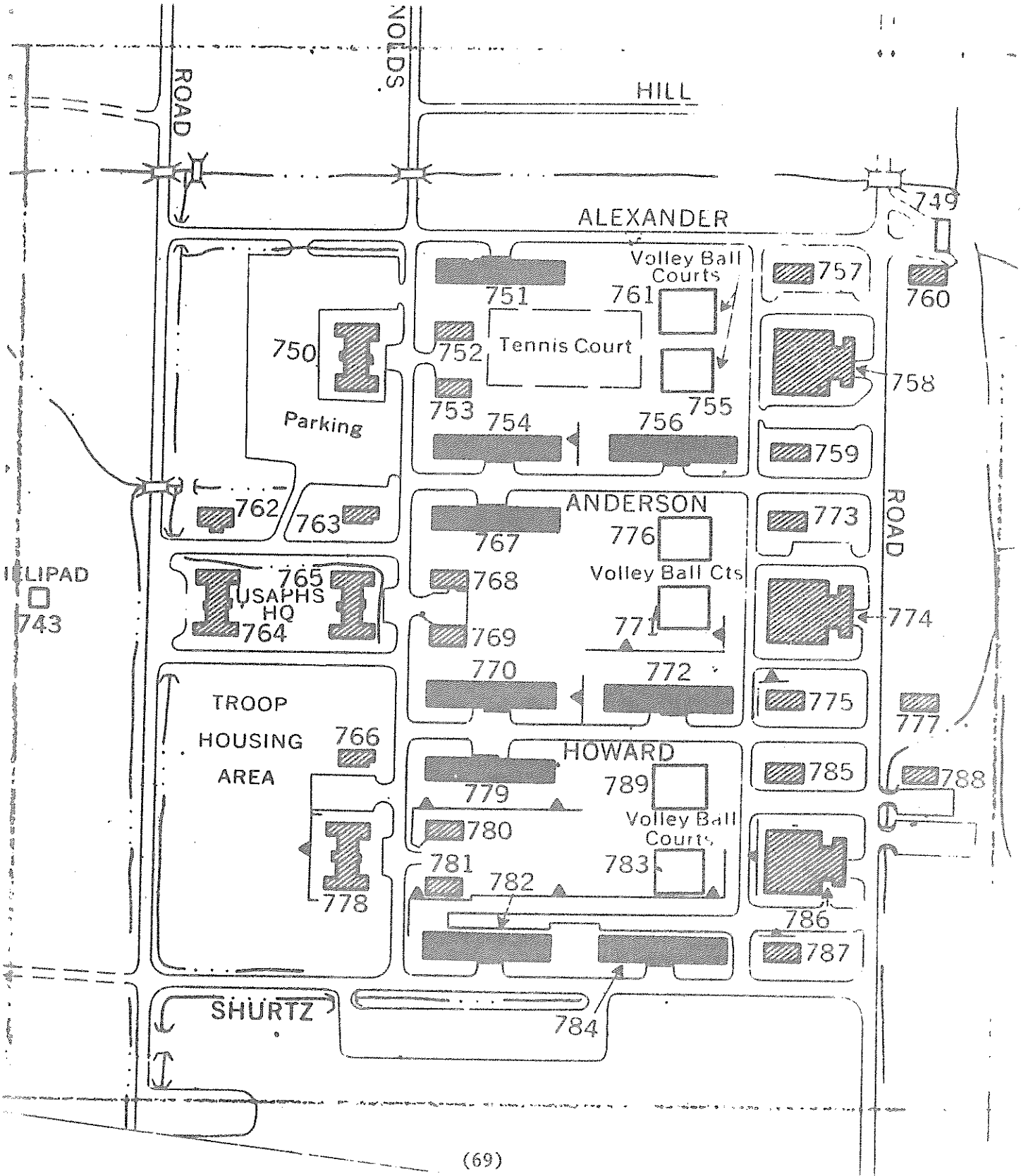
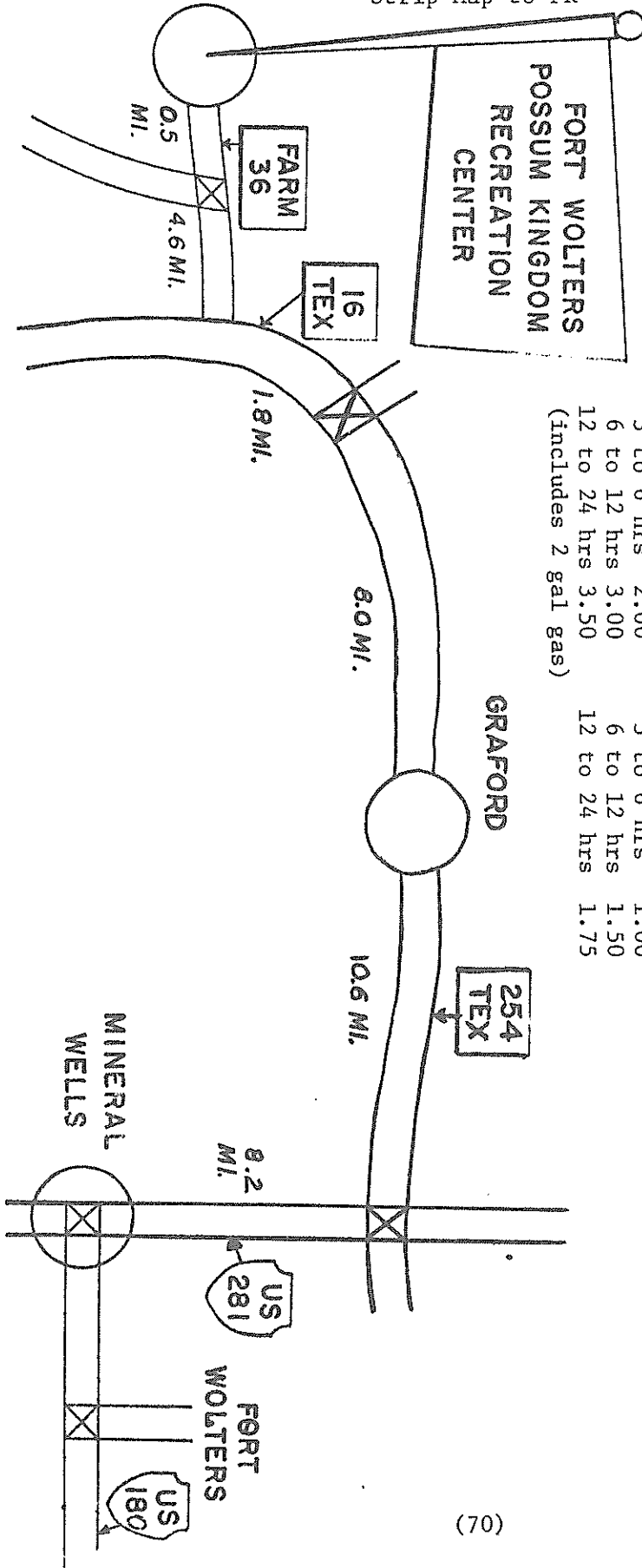


FIGURE 13

Strip Map to PK



SPECIAL SERVICES, FORT WOLTERS, POSSUM KINGDOM RECREATION CENTER  
FACILITIES AVAILABLE

Dormitory type quarters for male personnel and their male dependents at a cost of \$.25 a day per person.  
House trailers, accommodating six persons each, for military personnel, their families and guests at a cost of \$2.50 per day.

Picnic area with cooking stands. Drinking water and soft drinks.

Boat and Motor Rentals:



