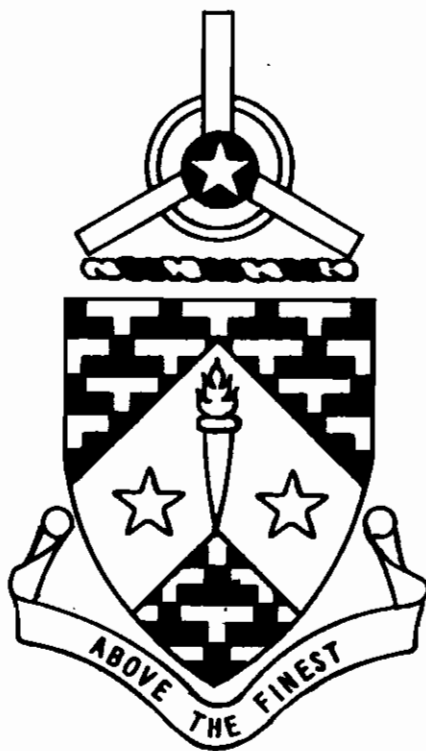


UNITED STATES ARMY
PRIMARY HELICOPTER CENTER
Fort Wolters, Texas



OFFICER STUDENT GUIDE

1 February 1967



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.

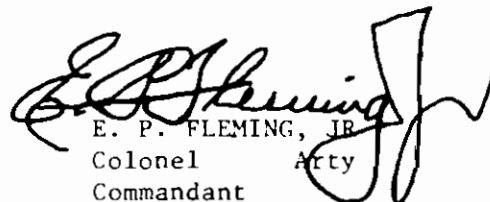

E. P. FLEMING, JR.
Colonel Atty
Commandant

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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 Warrant Officer Candidate pre-flight training course for selected enlisted men aiming for a Warrant Officer appointment; and a twelve-week course in primary flight training for Officers. Warrant Officers and the enlisted men who successfully completed the four weeks of pre-flight 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 as well.

The Army Aviator Helicopter Qualification Course was a ten-week training course for Army Aviators previously rated in fixed wing aircraft. It was integrated into the school's training program during fiscal year 1958. This course 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.

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 course was revised in 1965 and extended from twelve to sixteen weeks. An advanced phase of training was added and the Military Flight Division was organized to accomplish this additional training.

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 TH-55A helicopters. There are over 750 OH-23D and TH-55A 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 in execution of the USAPHC Mission.

Since the first class graduated on 26 November 1956, over 1,000,000 flying hours have been logged, and over 10,000 students have been graduated.

2. Mission of Troop Command, USAPHC.

Command and controls assigned students and permanent party personnel. Develops in the Warrant Officer Candidates the requisite qualities of leadership required of US Army Warrant Officer Aviators.

3. History and Organization of Troop Command, USAPHC.

Troop Command, a relatively new organization to Fort Wolters, was organized on 25 October 1965.

To accomplish its mission, the Troop Command Headquarters is organized into three staff divisions. Administrative Division, Operations and Training Division, and Supply Division.

The Administrative Division is responsible for preparing and maintaining a locator file, for mail distribution, for correct distribution of all military correspondence and administration of the Troop Command Headquarters.

The Operations and Training Division is responsible for the direction and supervision of schedules, and training of permanent party personnel. It is responsible for scheduling and coordination of training of students conducted by Troop Command, to include inprocessing of new classes. Operations and Training Division also prepares all administration pertaining to security within Troop Command.

The Supply Division maintains property books, hand receipts for property issued to assigned personnel, and unit supply records and publications.

Within the Troop Command there are eight subordinate units consisting of a Headquarters and Headquarters Company, Officer Student Company, five Warrant Officer Candidate Companies, and a Casual Company.

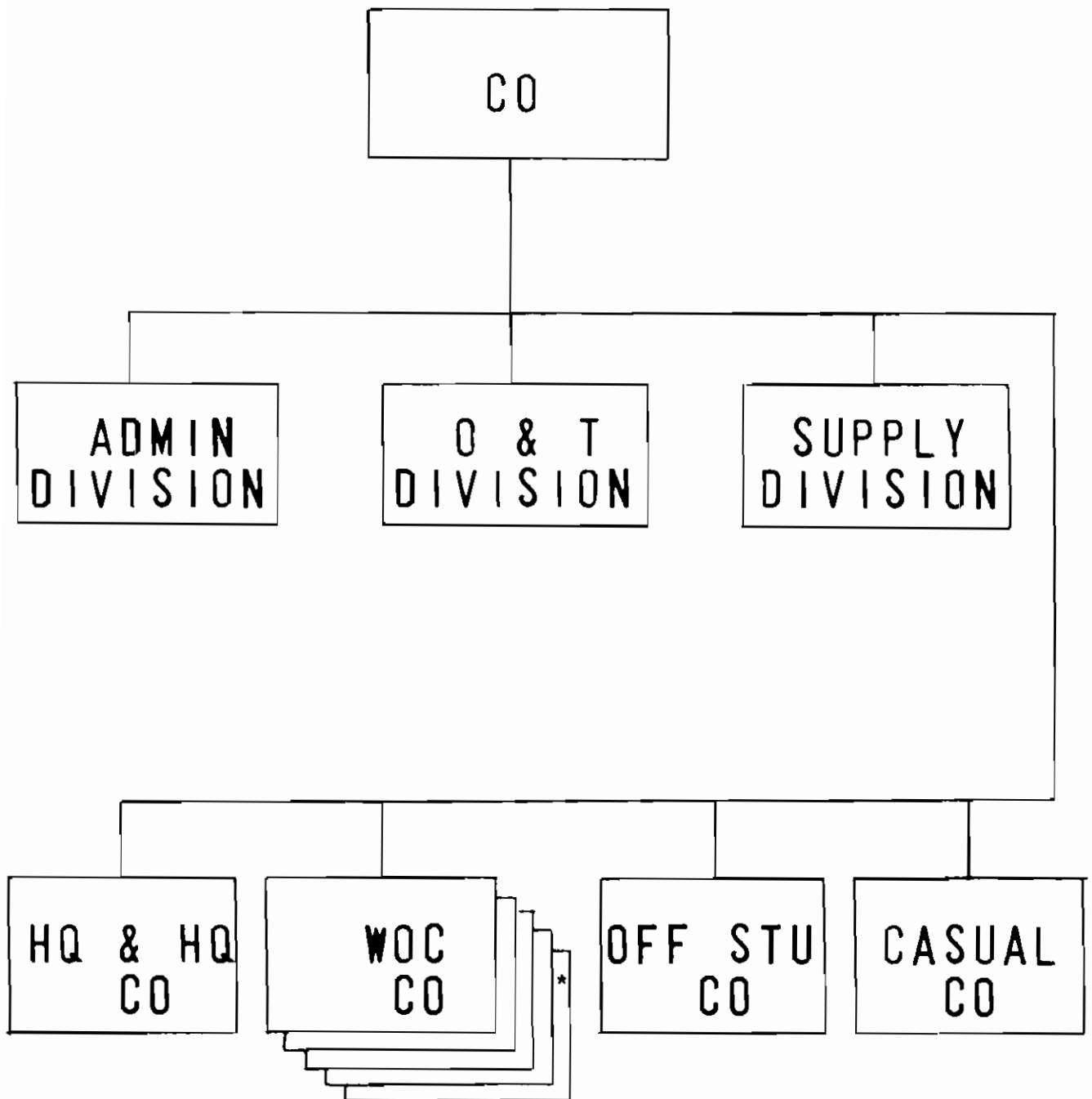
The Headquarters Company supervises, directs and coordinates all administrative activities of assigned permanent party personnel.

The Officer Student Company provides supervision and administration for company personnel, and all officer students.

Each Warrant Officer Candidate Company performs command and administrative functions for Warrant Officer Candidates. The Tactical Officers observe and evaluate assigned candidates during training, maintain candidate training records, prepare and present instruction in physical training, drills and ceremonies and techniques of inspection, conduct the Command Information program, supervise class social functions, and instruct the candidates on the expected standards of conduct. During pre-flight, all candidates are assigned to 5th Warrant Officer Candidate Company. On completion of pre-flight, students are assigned to 1st, 2d, 3d, or 4th Warrant Officer Candidate Companies.

The Casual Company has the mission of providing supervision and administration for personnel who are awaiting training, have finished training, or set back, and are awaiting re-assignment.

TROOP COMMAND



*5th WOC Co is Preflight Co.

SECTION II - GENERAL INFORMATION

1. ARRIVAL.

Student Officers sign in on the Officers' Register and Class roster in Officer Student Company Headquarters, Bldg 365, leave three copies of their orders, fill out one personnel data card, and pick up student packet. The packet will contain the information necessary for inprocessing. Membership in the Officers Open Mess may be obtained at the Mess Office located in Bldg 403, Ext 327.

2. BILLETING.

a. Bachelor Officers' Quarters

(1) Student Officer billets are available for all bachelor or unaccompanied officers from the Post Billeting Office, Bldg 400, Ext 116.

(a) The Billeting Office hours of operation are:

Mon - Fri 0730-1800
Sat, Sun, Holidays 0900-1100

(b) Officers assigned BOQ space by the Staff Duty Officer will report to the Billeting Office during the next duty day.

(c) Officers will take inventory and sign for property within one duty day after assignment of quarters.

(2) All Student Officers in the BOQ are assessed a service charge of \$1.25 (reimbursable) a day to defray the expense of maid service and incidentals provided for the convenience of BOQ occupants. Fees are payable to the OOM by the 10th of each month and are delinquent on the 15th.

(3) Students will maintain name cards on the door of their room.

(4) Personal valuables, and valuable items of government property, should be kept under lock to insure against loss.

(5) The use of multiple electrical plugs is prohibited. Detailed fire regulations are posted on the bulletin board in BOQ's.

(6) Neither pets or firearms are permitted in the BOQ. Personal weapons may be turned in to the Troop Command Arms Room, Bldg 753, for safekeeping.

(7) Household electrical appliances such as coffee pots, refrigerators, hot plates, waffle irons, etc., are strictly forbidden unless specifically inspected and authorized by the Post Fire Marshal. Such

authorization may be requested through the Post Fire Department, Bldg 207, Ext 18. Electric fans, clocks, and razors are permissible as long as they are in good operating condition and cords are not frayed.

(8) All complaints about maintenance and service should be directed to the Billeting NCO, Bldg 400, Ext 116, who is responsible to the Post Billeting Officer for operating the BOQ's. Discrepancies not corrected should be brought to the attention of the Officers Student Company.

(9) Officers must clear through the Billeting Office, Ext 116, prior to moving from assigned room or bed area.

(10) All BOQ property must remain in the assigned room or bed area.

b. Student Officers accompanied by dependents

Family housing in the Fort Wolters vicinity is extremely limited. Housing of dependents is the responsibility of the student officer. There are a limited number of two-bedroom duplex units in Wolters Village, furnished and unfurnished, which may be rented by the student officer provided these units are not required for permanent party personnel on duty at Fort Wolters. Linen, chinaware, and kitchen utensils are not furnished. Personnel must sign in before their name can be placed on the waiting list. Vacant units are rented on a first come - first served basis. Information may be obtained by calling the Family Housing Office, Ext 23.

c. Students will clear the Billeting Office, Bldg 400, prior to clearing the Officer's Open Mess, on the last working day prior to departure. Clearance will be granted by the BOQ office only after signing the release of BOQ property.

3. PERSONNEL RECORDS

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

4. 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 Officer Student Company. After the form has been authenticated by the Personnel Officer, ID photographs will be taken in Bldg 230.

5. PRIVATE VEHICLE, FIREARMS, AND PET REGISTRATION

a. The Provost Marshal is responsible for vehicle and firearms registration and issuance of post decals or free temporary permits. Registration

must be accomplished within 72 hours after arrival at Fort Wolters.

b. The following items are required at the time of vehicle registration.

(1) Possession of a valid state driver's license.

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

(3) A liability insurance policy or insurance binder in a minimum amount of \$10,000, \$20,000, and \$5,000 personal liability and property damage.

(4) A valid 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.

(5) Have approved seat belts, two sets, installed in the front seat(s) of vehicle, to include pick up trucks and all other four wheeled motor vehicles.

(6) When operating a motorcycle or other two-wheeled motor vehicle, the operator and passenger(s) are required to wear an approved safety helmet, safety goggles or shield. The flight helmet is not to be worn as a motorcycle safety helmet. Motorcycles have the same registration requirement as a motor vehicle.

c. Privately owned firearms and pets maintained on post must be registered with the Provost Marshal. No firearms and/or ammunition or pets of any type 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.

6. PAY AND ALLOWANCES.

a. Regular monthly pay.

(1) Officer Students desiring their pay be sent to a bank or dependent may initiate a Class L Allotment Authorization, (DA Form 2990-R), prior to or during inprocessing. If not executed during inprocessing, the request must be executed prior to the 10th of the month to be effective for the current month. Upon your departure from Fort Wolters, all Class L Allotments will automatically stop and must be initiated again at Fort Rucker.

(2) Extended active duty student reporting without 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 months will be made by check and forwarded to individual's mail box at Troop Command mail room. If no prior pay and allowances is 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) 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.

(2) 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 their First Sergeant if dependents are within a 50-mile radius. Failure to so report may be construed as an attempt to defraud the government and accordingly grounds for disciplinary action under the provisions of the UCMJ.

c. Incoming Classes.

(1) Payment in cash for any pay and allowances due the student from prior months 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 or advance travel allowance and/or partial pays must 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 DD 1351-2, Travel Itinerary Sheet during inprocessing.

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

(b) Normally travel pay will be paid within twenty (20) work days after inprocessing by check through unit mail.

(2) Regular travel and per diem payments will be paid by check through the Officer Student Company Mail Room. Per diem is currently paid at the rate of \$5.15 per day.

(3) The Finance Officer will prepare a per diem list DD 1351-6 and send it to the Officer Student Company on or before the 25th of each month for the signature of the students listed thereon. Attached to the per diem listing will be a separate sheet for each student to show inclusive dates government quarters were utilized and the amount of BOQ service charge paid per day. The Officer Student Company will return per diem listings to the Finance and Accounting Office on or before the end of the 2nd working day after receipt.

(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 Officer Student Company for signature. Payment on these vouchers will be made within five working days after receipt of voucher in the Travel Section of the Finance and Accounting Office.

(5) Payment of per diem allowances will be made on a monthly basis - normally within five working 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 thirty days advance per diem included - per diem will be cut off in sufficient time to prevent student from being in an overpaid status. (For example: Student 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 of per diem and other payments (such as advance, partial, etc.) will be forwarded to the Officer Student Company Mail Room on or before 1200 hours, on the day prior to class departure date.

g. Advance Travel Payment - When Authorized.

(1) In amounts over \$35.00 only.

(2) When no previous advance travel payment has been made on the 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 the Finance and Accounting Office through the Officer Student Company ten days prior to class departure date.

i. Dependent Travel and Dislocation Allowance. Classes will not be paid dependent travel and/or dislocation allowance until:

(1) Arrival at new permanent station.

(2) Travel of dependents has been performed subsequent effective date of members orders to a restricted area.

7. MAIL.

a. The Student Officers' Mail Room is located in Building 365. Parent 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.

SAMPLE ADDRESS

2LT John J. Doe, 00111111
(57) Officer Student Company, Class No. 67-26
Troop Command, USAPHC
Fort Wolters, Texas 76067

b. Upon arrival at the Officer Student Company, students should visit the mail room and pick up any mail that may be waiting for them.

c. It is mandatory that students check their mail box and read the bulletin board in the mail room at least once a day.

d. The mail room will be open 24 hours a day. The mail clerk will be available only during normal duty hours.

e. All registered mail will be picked up at the Troop Command Mail Room, Building 758. Notice of receipt of registered mail will be sent to the Officer Student Company Mail Room.

8. MEDICAL AND DENTAL TREATMENT.

a. 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. Sick call for dependents is normally held at 0930-1100 hours weekdays at Beach Army Hospital. Dependents requiring emergency treatment should report to Fort Wolters Beach Army Hospital outpatient clinic (Ext 34).

c. Military Dental Sick Call - U. S. Army Dental Clinic #1, Bldg 909, Hood Road, Monday through Friday, 0730 and 1230 hours (except Monday afternoon). Dental Sick Slip required.

d. Emergency Dental Care - after normal duty hours - Call Ext 34 or report to the Out-Patient Desk, Beach Army Hospital.

e. Dependent Dental Care - Offered on space-available basis and capabilities of the assigned staff.

f. Routing Dental Examination for Dependents - Monday afternoon 1230-1530 hours (no appointments required).

g. Twenty-four hours notice required for rescheduling or cancellation of appointment.

9. TRANSPORTATION.

a. The training contractor is responsible for operating bus transportation to the flight line and academic classrooms.

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

c. Students will load buses in an orderly, expeditious manner. The bus driver is in charge of the bus and his instructions will be followed. Students are expected to conduct themselves properly at all times and are responsible for the police of the bus.

10. INBOUND HOUSEHOLD GOODS.

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

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

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

11. RELIGIOUS SERVICES.

a. Protestant and Catholic Chaplains are available to conduct religious services. Times and places of all religious services are posted on all bulletin boards and published in the Daily Bulletin each Friday. Also see page 22, paragraph 29, Facilities and Recreational Areas.

b. All Chaplains are available for counseling during duty hours. Appointments should be made after clearance through the unit. During off-duty hours any person may make an appointment by calling the Chaplain.

c. Chaplains keep all conversations in strict confidence. Privileged communication means that a Chaplain will not be forced to reveal any conversation which a counselee wishes to be held in confidence.

12. AMERICAN RED CROSS.

a. The American Red Cross is located in Bldg 806 above the Post Office. The phone number is Ext 110. After duty hours, in case of emergency, contact the Staff Duty Officer, Ext 180.

b. Traditional Red Cross services to service personnel and members of their immediate families includes utilization of worldwide Red Cross facilities wherever U. S. Servicemen are stationed.

13. CENTER JUDGE ADVOCATE.

a. The Center Judge Advocate is the legal advisor to the Post Commander and Commandant and members of his staff on all matters pertaining to questions of law and Military Justice. In addition to the foregoing, the Judge Advocate is available to all military personnel and their dependents seeking advice on their personal legal problems. As an example, the legal Assistance Officer will assist you in preparing your will and special and general powers of attorney. In addition, his advice and counsel should be sought before entering into purchase contracts obligating monthly payments, real estate leases, etc. Questions concerning insurance will also be answered.

b. As a member of the military service you should remember that when you are off the military reservation you are subject to all laws applicable in the State of Texas and should conduct yourself in such a manner as to not bring discredit on yourself or the military service. The State of Texas is especially severe on persons apprehended for driving while intoxicated and other traffic offenses. Any violation of Civil or Military law could possibly jeopardize your chances of completing your course of training at Fort Wolters.

c. You should avail yourself of this opportunity to get your legal affairs in order. If this is done it is believed that you will be better able to give full attention to your course of instruction. Office hours are from 0730-1130 and 1230-1630 daily at building 238.

14. INSURANCE.

a. In January of 1960 a mid-air collision occurred over Fort Wolters between two students. This collision was fatal to both pilots. One of the men had a \$40,000 insurance policy, but it was worthless to his family. The reason was that his insurance policy did not cover aviators. If you have insurance, you should make certain that it provides for payment for accidents which occur while you are in regular flying status. Some policies have a coverage for infrequent flights; some cover pilots while they are passengers in an aircraft. Be sure you do not misinterpret these two points in your policy to mean that you are covered as a pilot who flies frequently. To be covered, almost all companies require that a rider be attached to the policy specifically stating this coverage. If you do not have insurance and would like to have it, there are nationally recognized, reputable companies in Mineral Wells or you may prefer to contact a company a company in your home town. If you desire information numerous reference booklets are available in the Post Library, building 907. Should you need assistance in the interpretation of your policy, the Staff Judge Advocate is also available to assist you. The important thing is to make sure that your policy is doing for you what you want it to do. It is recommended that you read again everything that is a part of your policy before you begin any flight training.

15. FLYING WHILE IN A STUDENT STATUS.

a. Student aviators attending a course of flight instruction at the USAPHS are prohibited from flying military or civilian aircraft, other than in a scheduled course of instruction, without specific approval of the Assistant Commandant, through Command channels. (Reference Fort Wolters Training Directive, page c-1-10, paragraph 15).

16. POST SHUTTLE BUS.

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

17. UNIFORM REGULATIONS.

a. Responsibilities. Commanders and appropriate staff officers will insure that instructions regarding proper wearing of the uniform and the provisions of Department of the Army and Fort Wolters uniform regulations are presented to all military personnel. It is the responsibility of each officer to insure compliance with these instructions.

b. Change-over dates. The effective dates for wear of the summer and winter duty uniforms at Fort Wolters are as follows:

(1) Summer - First Monday in April.

(2) Winter - First Monday in November.

c. Prescribed uniforms for duty.

(1) Winter - Army Green Uniform.

(2) Summer -

(a) Army Khaki shirt, short sleeve, with Khaki long trousers.

(b) Army Tan Uniform.

(c) Army Tan, short sleeve shirt without necktie.

d. Composition of uniforms. The composition of the various uniforms is set forth in the Appendix to AR 670-5.

e. Occasions for wear.

(1) Army Blue uniform.

(a) The Army Blue uniform is the prescribed uniform for social functions after retreat during any season.

(b) On other appropriate occasions as desired by the individual officer or warrant officer or local commander.

(2) Army Green uniform.

(a) The Army Green uniform is the prescribed general duty uniform. The wearing of this uniform during other than normal duty hours is also acceptable except for social functions after retreat. For the purpose of these regulations the phrase "social functions" does not include such activities as sporting events, movies, etc.

(b) As prescribed by local commander.

(c) While in travel status.

(3) Army Tan uniform. The term "Army Tan", when used alone, means coat and trousers. When the Army Tan shirt is to be worn, it will be so specified. Only the coat and trousers of the uniform may be worn to social functions after retreat during the appropriate season.

(a) On duty.

(b) Off duty. This uniform may also be worn to social functions after retreat during appropriate season.

(c) While in travel status during appropriate season.

(d) The short sleeve shirt may be worn as an outer garment in lieu of the coat by officers and warrant officers during duty hours and at other times while on post when informal attire is appropriate. During Sunday and Holidays, officers and warrant officers may wear this uniform while in duty status only.

(4) Army Khaki uniform (conventional: Long trousers with short sleeve shirt). The shirt may be worn as an outer garment by officers and warrant officers during duty hours and at other times while on post when informal attire is appropriate. During Sunday and Holidays, officers and warrant officers may wear this uniform while in duty status only.

(5) Army White uniform. On appropriate occasions as desired by the individual officer or warrant officer during summer uniform season.

(6) Army White Mess uniform, Army Blue Mess uniform, Army Evening Dress uniform (officers):

(a) Social functions of a general or official nature after retreat.

(b) Private formal dinners and other private formal social functions after retreat.

(7) Flight Uniform.

(a) Prescribed uniform.

1. The prescribed uniform for operational flying of military aircraft at this installation will be flight helmet, gloves, boots, and either flight suit or fatigues.

2. For the purposes of these regulations, operational flying shall include all student flight training and test flights.

(b) Wearing of the flight suit.

1. The flight suit may be worn anywhere on post until 1800 hours on normal duty days.

2. Flight suits will not be worn during non-duty days, or after 1800 hours on duty days, unless actively engaged in flying.

3. Flight suits will not be worn off post, nor to or from off-post residences. Military operations at Mineral Wells Airport and Wolters Village are considered "on-post"; therefore, travel between these points only may be conducted in flight suits. Building 362 is provided for off-post students to change into flight suits before reporting to the flight line and before leaving post.

4. All zippers on the flight suit will be secured and the trousers will not be tucked into the boots.

5. Aviator students will wear the cloth insignia of rank, branch, name tape, and US Army tape on the flight suit. (See page 41). Either metal or cloth insignia of rank may be worn on the flight cap.

6. Students will wear the appropriate colored flight baseball cap in lieu of the cap, utility, OG-106 (fatigue cap) when wearing the flight suit.

7. Solo wings purchased from the bookstore will be sewn on the flight cap after the first supervised solo flight. (See page 43).

(c) Flight Jackets.

1. The flight jacket may be worn with the flight suit on occasions where flight suit is authorized.

2. The flight jacket may be worn with the summer and fatigue uniform but only if the student is on flight status.

(d) Identification tags will be worn during duty/training hours.

(8) Field and Work Uniforms.

(a) These uniforms may be worn off post only in transit between place of duty and residence; no stops will be made except in cases of emergency. The combat uniform is designated as the on-post uniform during duty hours for all combat and combat support TOE units assigned or attached to this installation. Subordinate commanders will prescribe the combat uniform from appropriate items in TA-50-101. The term "combat uniform" includes field and work uniform as prescribed in Section XIV, AR 670-5.

(b) The field and work uniform as prescribed in Section XIV, AR 670-5, and Section XV, AR 670-30, or appropriate items of flight clothing will be worn by personnel in TD units and students whose duties clearly indicate that the wearing of the Army Green or summer uniform would be inappropriate.

(c) Shoulder Sleeve Insignia. The organizational shoulder sleeve insignia will be worn on the left sleeve of the field and work uniforms as prescribed in Para 137, b, AR 670-5. The wearing of former wartime organizational shoulder sleeve insignia as indicated in Para 145, AR 670-5, is optional.

f. Civilian Dress.

(1) The standards of civilian dress will be maintained comparable to those applying when the uniform is worn.

(2) Civilian attire in good taste and appropriate for the occasion may be worn when off-duty.

(3) T-Shirts and similar shirts without collar are not appropriate for wear as an outer garment with civilian attire, except when engaged in sports.

g. Uniform Regulations for Officers Open Mess.

(1) Informal attire is appropriate for wear at any time except for special functions and after 1900 hours on Saturday evenings. Informal attire is considered to be:

(a) Long trousers (no jeans).

(b) Sport shirt with collar.

(c) Sweater or sport jacket (optional).

(2) Flight suits and fatigue uniforms are not authorized for wear in the club after 1900 hours daily or on weekends and holidays.

h. Uniforms for allied student officers. Allied students will wear the uniform of their service that compares most closely with those described in the above paragraphs.

i. Implementing Instructions.

(1) The wearing of combinations of various articles of the uniform other than combinations authorized by regulations is prohibited.

(2) No items of the uniform will be worn when engaged in off-duty civilian employment.

(3) Officer students often allow their appearance to fall below the standards expected of an officer. Whether engaged in academic, flight training, or social activities, officer students will insure that their dress is in keeping with good taste, custom, and regulation.

(4) Name plates and tapes of design prescribed in AR 670-5 will be worn by officers and all non-commissioned officers in Grades E-5 and above.

18. LEAVE AND PASS POLICY.

The current leave and pass policy established by the Commanding Officer, Fort Wolters, Texas, pertinent to officer students attending USAPHS is interpreted as follows:

a. Pass Policy:

(1) Student Officers and Warrant Officers desiring to be absent from this installation over night (after 2400 hours) will sign out and in at the Officers Student Company, Bldg 365. Individuals living off post will be excused from this requirement as long as they remain in quarters where they can be contacted. A VOCO, subject to the mileage limitations listed below, may commence at any time. Each student will accept the responsibility to insure that such travel does not absent him from scheduled training.

(2) Subject to exceptions authorized by the Commanding Officer, Officer Student Company, maximum permissible distance for travel by privately owned vehicle on pass or VOCO from Fort Wolters is as follows:

12 hrs---74 miles

24 hrs---150 miles

48 hrs---225 miles

72 hrs---300 miles

(3) Students authorized travel in excess of 300 miles on a pass must perform such travel by commercial means and confirm their intention to do so on a DA Form 2496, during normal duty hours, in the Officer Student Company Orderly Room prior to departure.

(4) Students authorized absence in excess of 72 hours will be required to take normal leave.

b. Leave Policy.

(1) All leaves for student officers must be approved by the Commanding Officer, Officer Student Company. Student officers must sign out and in at Officers Student Company, Bldg 365.

(2) The leave policy for students is that once they are enrolled they will not be allowed leave time to attend to personal matters. Students are advised not to schedule any affairs, such as a marriage and the attendant travel time, that will conflict with scheduled classes to include graduation ceremony. The only leaves and passes that will be considered valid will be those of an emergency nature. Normally this will require Red Cross verification.

(3) Personnel going on leave or pass that requires extensive travel by private vehicle will commence and terminate during daylight hours.

19. MESS

Due to the non-availability of an Officer's Field Ration Mess, the only authorized messing facility on-post for Student Officers is the Officers Open Mess, Bldg 403. (See par 28, page 21).

20. CLASS ORGANIZATION.

The Officer Student Class will be designated by a fiscal year and sequence number. Each class, depending on its' size, will be broken down into two or more sections. Class rosters will be published by the Officer Student Company and distributed to the flight commander.

21. CHAIN OF COMMAND.

a. Student section commanders will be designated by the Officer Student Company Commander to fill class command positions in each section of the class.

b. This chain of command will operate in every way as does the normal military chain of command. Each section commander will be responsible to the Officer Student Company Commander for the control and conduct of the student.

22. GENERAL DUTIES OF THE CHAIN OF COMMAND.

a. Section Commander

(1) Overall responsibility for control of his section to include student conduct.

(2) Coordination of class functions and presentation to the Student Company Commander of class complaints and suggestions.

(3) Responsible for moving his section to the proper place at the proper time, in correct uniform, as indicated by the training schedule.

(4) Hold inspections as often as necessary to insure that all student officers maintain standard of appearance expected of officers.

(5) Account for students and report absences to the Student Company Commander.

(6) Disseminate information to students as required.

(7) Insure that distribution is picked up twice daily.

23. SCHEDULED PHYSICAL TRAINING PROGRAM.

a. The PT Area is located beside the Officers Student Company, Bldg 365.

b. PT will be conducted in accordance with the training schedule.

c. The first ten minutes will be devoted to calisthenics, which are normally given by student officers designated by the section commander. The remaining forty minutes are used playing softball, volleyball, tennis, etc.

d. Standard PT uniform is white tennis shoes, Army tan gym shorts, white socks, and white T-shirt for the summer months. Sweat suits are required during winter months. These items may be purchased at the book store.

24. WEEKLY TRAINING SCHEDULES.

Schedules are distributed to the class section commanders of each class for further distribution to each student.

25. DISSEMINATION OF INFORMATION TO STUDENTS.

a. Distribution boxes for each class are located in the Officer Student Company Mail Room. Class Commanders and Assistant Class Commanders are responsible for insuring that distribution boxes are checked twice daily.

b. Notices of a general or unofficial nature, such as Officers' Club activities, will be posted on the bulletin board in the Mail Room.

c. It is mandatory that students check their mail box and read the bulletin board at least once a day.

26. TRANSPORTATION.

a. Southern Airways, the training contractor, is responsible for operating the flight line and academic transportation. The buses will depart from the Student Company area and BOQs ten (10) minutes prior to the scheduled period of instruction.

b. Students will neither exceed bus seating capacity, nor stand when the bus is under way. Hands and arms will not extend out of windows.

HOSPITAL (cont)

Outpatient Clinic	Ext 34		
Adult Dependent Sick Call		Mon - Fri	1000-1100
Pediatric Sick Call		Mon - Fri	0830-0930
Immunizations (Dependents)		Mon, Wed & Friday	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 appointment only.

<u>HOUSING OFFICE (FAMILY)</u>	Bldg 227 Ext 23, 144	Mon - Fri	0730-1630
<u>KINDERGARTEN</u>	Bldg 367 Ext 364	Mon - Fri	0830-1130 1230-1530
<u>LIBRARY</u>	Bldg 907 Ext 176	Mon - Fri Sat, Sun & Holiday	1130-2100 1300-2100
Hospital Branch	Bldg 301 Ext 83	Mon, Wed & Friday	1300-1400
<u>NCO OPEN MESS</u>	Bldg 830 Ext 356	Mon - Fri Saturday Sunday	1600-2300 0900-2400 0900-2300
Package Store	Bldg 904 Ext 336	Mon - Fri Sat & Hol	1630-2000 1130-1900
<u>NURSERY</u>	Bldg 335 Ext 352	Mon, Tue, & Thur Wednesday Friday Saturday Sunday	0800-1700 0730-2300 0900-0100 1000-0130 0845-1215
		FREE FOR CHAPEL SERVICE	
<u>OPTICAL SHOP (PX FAC)</u>	Bldg 301	Thursday	0800-1630
<u>POST EXCHANGE FACILITIES</u>			
Annex PX (Student Area)	Bldg 774 Ext 367	Mon - Fri Sat, Sun & Holiday	1630-2100 1230-2100

c. The use of private transportation to and from the flight line, stagefields, and academic classrooms is strictly prohibited.

d. Other forms of transportation are available for official use during duty hours. The Post Taxi may be obtained by calling Ext 61. The Post Shuttle bus departs the Post Motor Pool on every hour and half hour for your use. (See page 45 for the route of travel.)

27. CONTRACT INSTRUCTORS.

a. Flight instruction and all aeronautical ground school subjects are given by the civilian contractor, Southern Airways.

b. During flight and academic class periods, the instructors will be accorded the same courtesies and deferences as are senior officers, with the exception of the salute.

c. Under the provisions of para 9, AR 600-50, students are prohibited from presenting gifts to instructors or superior officials. Any student found guilty of presenting a gift to his instructor will be considered for immediate elimination from the program.

28. OFFICERS' CLUB FACILITIES.

a. Change 5, sub-paragraph 7.1, AR 230-6 is quoted: (As added by change 2, 13 Aug 58), 'Members of an Officers Open Mess will be required to pay dues, if assessed, for the month joined but not for the month of departure. For membership purposes a member on temporary duty away from his permanent station in excess of thirty days will be considered as having departed his permanent station provided the member notifies and/or clears the open mess at his permanent station. The privilege of continued utilization of open mess facilities will be extended to dependents of such members absent on temporary duty on either an associate or honorary membership basis at the discretion of the board of governors.'

b. Current bylaws and the constitution of the Fort Wolters Officers Open Mess prohibit use of any of the club facilities by individuals who are eligible to be a member of the mess and who voluntarily elect not to join. This prohibition includes dependents. These individuals may not use the club as invited guests. Facilities include dining room, bar, and class six store.

c. Allied Officers are honorary associate members of the Officers Open Mess and are not required to pay club dues.

d. Each student and/or warrant officer is presumed to be a member of the Officers Open Mess on arrival and will be issued a club card. Cards for dependents are available on request.

e. Student officers are requested to refrain from charging meals for two days prior to the date they intend to depart in order to facilitate clearance at the Open Mess.

f. Club dues are payable by the 10th of each month and are delinquent on the 15th. Officer Students who are delinquent in paying their dues will be placed on a list to be turned in to the CO, Troop Command.

g. Uniform regulations pertaining to the Open Mess. See page 17 para 17.g.

h. No person under 21 years of age will be permitted to buy, use or possess any intoxicating beverage in any form.

i. An intoxicating beverage is defined in sub-paragraph 4b, AR 210-65, as any alcoholic beverage including distilled spirits, wines, and malt beverages, except malt beverages having an alcoholic content not in excess of 3.2 percent by weight.

29. FACILITIES AND RECREATIONAL AREAS.

BANK

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

<u>BARBER SHOP (MAIN)</u>	Bldg 832	Mon - Fri	0800-1730
	Ext 343	Saturday	0800-1630

Student Area	Bldg 758	Mon - Fri	0900-2000
		Saturday	1000-1630

<u>BOWLING ALLEY</u>	Bldg 821	Mon - Sat	0900-2300
	Ext 133	Sun & Hol	1300-2300

<u>BOOK STORE</u>	Bldg 762	Mon - Fri	0900-1830
	Ext 284	Saturday	1000-1300

<u>CAFETERIA (PX)</u>	Bldg 830	Mon - Fri	0700-1430
	Ext 444		1700-2200
		Sat & Sun	0830-2200

CHAPELS

Chapel #1 (Protestant)	Bldg 312	Sunday School - 0930 hrs
	Ext 211/132	(Includes Adult Classes)
		Sunday Worship Service - 1100 hrs
		Choir Rehearsal - Tues 1900 hrs

Chapel #2 (Catholic)	Bldg 900 Ext 131	Sunday Masses - 0900 & 1030 hrs Weekday Mass - 1640 hrs (Confessions before & after Mass) Saturday Mass - 1100 hrs (Confessions - 1030 hrs)
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Chaplain (Troop Command)	Bldg 786 Ext 590	Mon - Fri 0730-1630 Any time by appointment (Prayer chapel open at all times)
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Jewish Services Congregation	1600 W. Myrtle St Fort Worth, Texas	Friday 1830 & 2030 hrs Saturday 0900 hrs
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NOTE: Appointments - Personal conferences with a chaplain may be arranged by calling the above numbers during duty hours.

<u>CLOTHING SALES STORE</u>	Bldg 809 Ext 44	Mon - Fri 0800-1600
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<u>COMMISSARY</u>	Bldg 225 Ext 155	Mon - 1030-1330 Tue - Sat 0930-1730
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CRAFT SHOPS

Arts & Crafts (Multiple Shops)	Bldg 803 Ext 342	Sun - Thur 1300-2100 Friday CLOSED
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Auto Shop	Bldg 822 Ext 360	Mon - Thur 1400-2200 Saturday 0900-1700 Sun & Hol 1300-1700
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Wood Shop	Bldg 804 Ext 304	Sun - Thur 1300-2100 Saturday 0900-1700 Holiday 1300-1700 Friday CLOSED
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<u>CREDIT UNION</u>	Bldg 807 Ext 28	Tue - Wed 1000-1500 Fri 1000-1700 Sun, Mon, Thur, Sat CLOSED
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<u>DENTAL CLINIC #1</u>	Bldg 909 Ext 32	Mon - Fri 0730-1630 (Except Mon P.M.) Sick Call Hrs. 0730&1230 <u>EMERGENCIES DURING DUTY HOURS</u>
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<u>DENTAL CLINIC #2</u>	Bldg 301	Routine dependent examinations
	Ext 26	Mon afternoon 1230-1600 on a first come first served basis.
	Ext 34	Call this Ext prior to reporting to the hospital for AFTER DUTY HOURS EMERGENCIES.

DEPENDENT SCHOOLING

Cullen Grimes Elementary School Grades 1 through 5 1806 Northeast First Avenue FAirfax 5-5676	Sam Houston Elementary School Grades 1 through 5 1200 Southeast Fourth Avenue FAirfax 5-2949 (Special Education Available)
Lamar Elementary School Grades 1 through 5 6 South East 12th Street FAirfax 5-5303	Travis Elementary School Grades 1 through 5 701 South East 9th Avenue FAirfax 5-4990
James Bowie Elementary School Grade 6 603 South Oak FAirfax 5-3181	Robert E. Lee Junior High School Grades 7 through 9 1200 South East 14th Avenue FAirfax 5-4797 (Speed Reading Available)
Stephen Austin Junior High School Grades 7 through 9 602 West Hubbard Street FAirfax 5-4201	Mineral Wells Senior High School Grades 10 through 12 906 South West Fifth Avenue FAirfax 5-4408

<u>EYE CLINIC</u>	Bldg 301	Mon - Fri	0730-1600
	Ext 202	BY APPOINTMENT ONLY	

<u>GYMNASIUM</u>	Bldg 310	Mon - Fri	0730-2045
	Ext 105	Sat, Sun	1300-1700

<u>HOSPITAL</u>	Bldg 301
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Aviation Medicine	Ext 303
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Aviation Medicine Annex (Dispensary in WOC Area)	Bldg 766 Ext 559, 599	Mon, Tue, Thur, Fri Wednesday	0700-1600 0700-1130
Sick Call- - - -	- - -	Mon - Fri Mon, Tue Thur, Fri	0700-0900 1230-1300
		CLOSED WEDNESDAY AFTERNOON	

HOSPITAL (cont)

Outpatient Clinic	Ext 34		
Adult Dependent Sick Call		Mon - Fri	1000-1100
Pediatric Sick Call		Mon - Fri	0830-0930
Immunizations (Dependents)		Mon, Wed & Friday	1230-1500
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Immunizations (Students)		Same as dependents and Friday until 1630.	

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

Specialty clinics by appointment only.

<u>HOUSING OFFICE (FAMILY)</u>	Bldg 227 Ext 23, 144	Mon - Fri	0730-1630
<u>KINDERGARTEN</u>	Bldg 367 Ext 364	Mon - Fri	0830-1130 1230-1530
<u>LIBRARY</u>	Bldg 907 Ext 176	Mon - Fri Sat, Sun & Holiday	1130-2100 1300-2100
Hospital Branch	Bldg 301 Ext 83	Mon, Wed & Friday	1300-1400
<u>NCO OPEN MESS</u>	Bldg 830 Ext 356	Mon - Fri Saturday Sunday	1600-2300 0900-2400 0900-2300
Package Store	Bldg 904 Ext 336	Mon - Fri Sat & Hol	1630-2000 1130-1900
<u>NURSERY</u>	Bldg 335 Ext 352	Mon, Tue, & Thur Wednesday Friday Saturday Sunday	0800-1700 0730-2300 0900-0100 1000-0130 0845-1215 FREE FOR CHAPEL SERVICE
<u>OPTICAL SHOP (PX FAC)</u>	Bldg 301	Thursday	0800-1630
<u>POST EXCHANGE FACILITIES</u>			
Annex PX (Student Area)	Bldg 774 Ext 367	Mon - Fri Sat, Sun & Holiday	1630-2100 1230-2100

POST EXCHANGE FACILITIES (cont)

Four Seasons Store	Bldg 808 Ext 359	Mon - Fri Saturday	1000-1730 1000-1530
Main Exchange	Bldg 832 Ext 371	Mon - Fri Saturday	1000-1730 1000-1530
Neighborhood PX	Bldg 353 Ext 361	Mon - Sat Sunday	1100-2000 1000-1800
Pizza Parlor	Bldg 774 Ext 337	Mon - Fri Sat & Sun	1630-2200 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 Saturday	1000-1700 0900-1230

SERVICE CLUB

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

SERVICE STATION (PX Fac)

	Bldg 990 Ext 362	Mon - Fri Saturday	0700-1730 0900-1530
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SWIMMING POOL

	Bldg 309 Ext 333	1 May - 1 Oct Mon - Thur Fri & Sat Sunday	1130-2100 1130-1930 1300-1930
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THEATER

	Bldg 998	Tue, Thur, Fri, Sat & Sun Show Time: 1930 Sunday Matinee: 1400
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THRIFT SHOP

	Bldg 987 Ext 306	Friday 1st Wed after payday:	1000-1530 1730-1930
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VETERINARY CLINIC

	Bldg 301 Ext 40	Mon Only	1300-1500
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WESTERN UNION

	Bldg 248 Ext 240, 80	Mon - Fri	0730-1730
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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, leatherwork, 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 available for rent, equipped with stove, refrigerator, picnic table, and linen. A bunkhouse is available for male personnel at a nominal charge. Boats and motors are available for rent, (life jackets included). A state fishing license is required for fishing on the lake and can be obtained for a fee of \$2.15 per year. Reservations for trailers can be made by calling Special Service Officer, Ext 68 or 69. (See strip map, Figure 4 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 for issue to individuals at the Special Services Gym Bldg 310: golf, tennis, and archery. Equipment may be drawn for a period up to 72 hours. Other sport equipment (volleyball, weights, etc.) may be checked out for use in the gym.

(5) The Fort Wolters Boots and Saddle Club would like to extend an invitation to all personnel stationed here. Dues for the club are only three dollars (\$3.00) a month per sponsor. Riding fees are one dollar (\$1.00) per hour. Billing to the club members is sent at the end of each month, payable from the first through the tenth of each month. Club members wishing to resign from membership must contact the Boots and Saddle Club to settle final account. Riding lessons are available. There are trail rides every Saturday morning. 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 594, 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. Guns for skeet shooting may be checked out for a period up to 72 hours at the Special Service Supply, Bldg 805, Ext 68 or 69.

CHAPTER II - TRAINING

SECTION I - ACADEMIC INSTRUCTION

1. INSTRUCTION TIME.

The instruction week extends from Monday morning through Saturday noon. One week a class will fly in the morning and attend academics in the afternoon; the following week this procedure will be reversed. Saturday mornings are devoted to inspections and Commandant's Time.

a. Preflight

- (1) Morning 0730-1130 hours.
- (2) Afternoon 1300-1720 hours.

b. Flight

(1) Flight Training

- (a) Morning - 0600-1200 hours.
- (b) Afternoon - 1230-1720 hours.
- (c) Night - Official Sunset to as required.

(2) Academic Training

- (a) Morning - 0710-1100 hours.
- (b) Afternoon - 1330-1720 hours.

(3) Saturday - 0730-1120 hours.

2. 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 students will assemble before moving 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 the 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 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.

3. EXTRA INSTRUCTION.

Extra instruction may be arranged by direct contact between students and the instructor concerned. Tactical personnel will be notified of the arrangements. 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.

4. POLICE OF INSTRUCTION AREAS.

Students will habitually police the classrooms, briefing rooms, and stagefield houses that have been used during the instruction periods.

The Senior student present will supervise the police. Students will replace all furnishings in the classroom in an orderly arrangement (unless arrangements have been made by the following instructor).

5. ACADEMIC STANDARDS.

a. Students are expected to maintain acceptable academic grades while enrolled in the course of instruction at USAPHS. To satisfactorily complete each phase of instruction, student must pass all academic sub-courses. (A sub-course is a block of instruction such as General Military Subjects, Map Reading, Leadership, Weather, Navigation, etc.) To satisfactorily pass a sub-course, the student must attain 70% of the allocated sub-course points or pass a comprehensive sub-course final examination.

b. Students who fail to meet the above standard, must satisfactorily pass a reexamination at times specified by the instructor or as indicated on the training schedule.

c. When a student passes a sub-course reexamination, he will be credited with the initial sub-course grade for class standing and will be awarded minimum passing (70%) for the sub-course.

d. When a student's academic average falls below satisfactory, he will be referred to the Student Evaluation Board for elimination.

e. All students are expected to complete outside class assignments. If a student fails to complete outside class assignments, the instructor will report this fact to the student company commander for appropriate action. Failure to complete class assignments is grounds for disciplinary action or elimination from the school.

6. 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.

7. ACADEMIC EXAMINATIONS.

a. 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 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.

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 on 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 instructions 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 the sub-phase of instruction.

d. Makeup Examinations.

(1) Absences during examinations.

(a) The student's Company Commander will be responsible for determining whether an absence is excused or unexcused.

(b) When a student fails to take an examination due to an excused absence, it will be the responsibility of the student to arrange for a makeup examination. A student returning to duty from an excused absence will have three duty days in which to makeup an examination. The last examination at the end of the preflight and flight phases must be made up within one duty day and the grade forwarded immediately to compute final class standings. Failure of a student to makeup an examination within the prescribed time will result in a grade of zero for that examination. Waiver of makeup requirements, in unusual circumstances, may be granted by the Director of Instruction.

(c) If the absence is unexcused, the student will be given a grade of zero for the examination.

(2) Late arrival and/or early departure during an examination.

(a) The instructor concerned will be responsible for determining whether a late arrival and/or early departure is excused or unexcused.

(b) If an absence is excused, the instructor concerned will determine whether to give a makeup examination, or in the case of a late arrival, allow the student to remain after the examination for a time equal to that which he was late during the first part of the examination.

(3) When a student misses periods of instruction prior to an examination due to an unexcused absence, his grade for the examination will not be changed, nor will he be given the opportunity to make up any missed instruction or take a makeup examination.

8. ACADEMIC GRADING SYSTEM.

To successfully complete the Primary phase, a student must attain 700 of 1000 possible points. See Annex A.

9. 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 recommended for elimination from the school when:

(a) He does not accumulate 70% of available credit points after having taken three academic examinations during Primary Flight Training.

(b) He has failed a sub-course reexamination.

(c) He has failed an excessive number of examinations.

(d) He has failed to complete outside class assignments and has no justifiable excuse for not accomplishing the assigned task.

(2) Students who wish to appeal the Commandant's final decision in their cases must produce evidence which was not available to either the board or the Commandant prior to his decision and which materially affects the decision in the case. Appeals that do not contain this evidence will not be forwarded.

(3) Students desiring to initiate appeals will make applications in writing through Commanding Officer, Troop Command to the Secretary, USAPHS. The Secretary will append a copy of the board's proceedings and the student's records and forward the appeal to the Assistant Commandant. The Assistant Commandant will judge the validity of the appeal in accordance with above and will notify the Commandant, if appropriate. If, in the opinion of the Assistant Commandant, the appeal is not valid, the application will be indorsed back to the originator. The student will be notified by

the Secretary, in writing, informing him of the action taken on his appeal.

10. 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 academic 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.

SECTION II - FLIGHT TRAINING

1. 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	16:00 flying hours
Primary	34:00 flying hours
Advanced	60:00 flying hours
	<u>110:00 Total</u>

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

2. GRADING.

a. A grade slip will be prepared by the instructor for each student flight performed.

b. The following description will apply:

(1) Unsatisfactory: This will depend on many factors and should properly be left to the discretion of the instructor. It should be very apparent that the student is definitely below the guide as set forth in (2) below. A narrative explanation must be given on any unsatisfactory grade slip. The following will be indicated: "Student was informed that this flight was unsatisfactory." This will be entered prior to the remarks on the back of the grade slip. The students signature must appear below any comments on the back of the grade slip.

(2) 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 techniques 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.

(3) 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.

(4) 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.

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

b. Primary Stage Checks.

Students will receive a primary end-of-stage check during the 40 to 50-hour level on all primary maneuvers by the Military Flight Evaluation Division. Checks may be conducted by Flight Commanders and designated IP's as required.

c. Advanced Stage Checks.

Students will receive an advanced end-of-stage check prior to 106-hour level. This check will cover all maneuvers of the curriculum. These checks will be given by the Military Flight Evaluation Division. Checks may be conducted by Flight Commanders and designated IP's as required.

d. Checks Due to Unsatisfactory Progress.

When a student's progress is questionable, or whenever overall grades for any three out of five consecutive flights are unsatisfactory, he will be given a check ride by the Flight Commander or Assistant Flight Commander.

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) 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.

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

f. General Rules for Check Rides.

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

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

4. STUDENT ELIMINATION FOR FLIGHT DEFICIENCY.

a. 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.

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

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

A N N E X A
GRADE POINT ALLOCATION

PRIMARY: Total Possible Points.....1000

Academics..... 350 points

Aerodynamics..... 30 points

Mid-Term Exam..... 10 points 9

Final Exam..... 20 points 20

Total 30 points 29

Maintenance..... 90 points

Six Spot Quizzes.. 10 points (two graded) 5 + 5

1st Phase Exam.... 20 points 20

2nd Phase Exam.... 20 points 19

Final Exam..... 40 points 38

Total 90 points 87

Navigation..... 90 points

Five Spot Quizzes. 10 points (two graded) 5

1st Phase Exam.... 25 points 21

2nd Phase Exam.... 25 points 25

Final Exam..... 30 points 30

Total 90 points 83

Weather..... 80 points

Four Spot Quizzes. 10 points (two graded) 8

Mid-Term Exam..... 25 points

Final Exam..... 45 points 37.5

Total 80 points

Flight Safety..... 10 points

Final Exam..... 10 points 9

Radio Communications..... 5 points

Final Exam..... 5 points 5

Instrument Indoctrination..... 20 points

Final Exam..... 20 points

Military Subjects..... 25 points

Examination I..... 15 points

Examination II..... 10 points

Total 350 points

FLIGHT:650 points

Pre-Solo.....150 points 120

End of Stage Grade.....100 points

Check Ride Grade..... 50 points

Total 150 points

Primary.....250 points

End of Stage Grade.....165 points

Check Ride Grade..... 85

Total 250 points

Advanced.....250 points

End of Stage Grade.....165 points

Check Ride Grade..... 85 points

Total 250 points

650 points

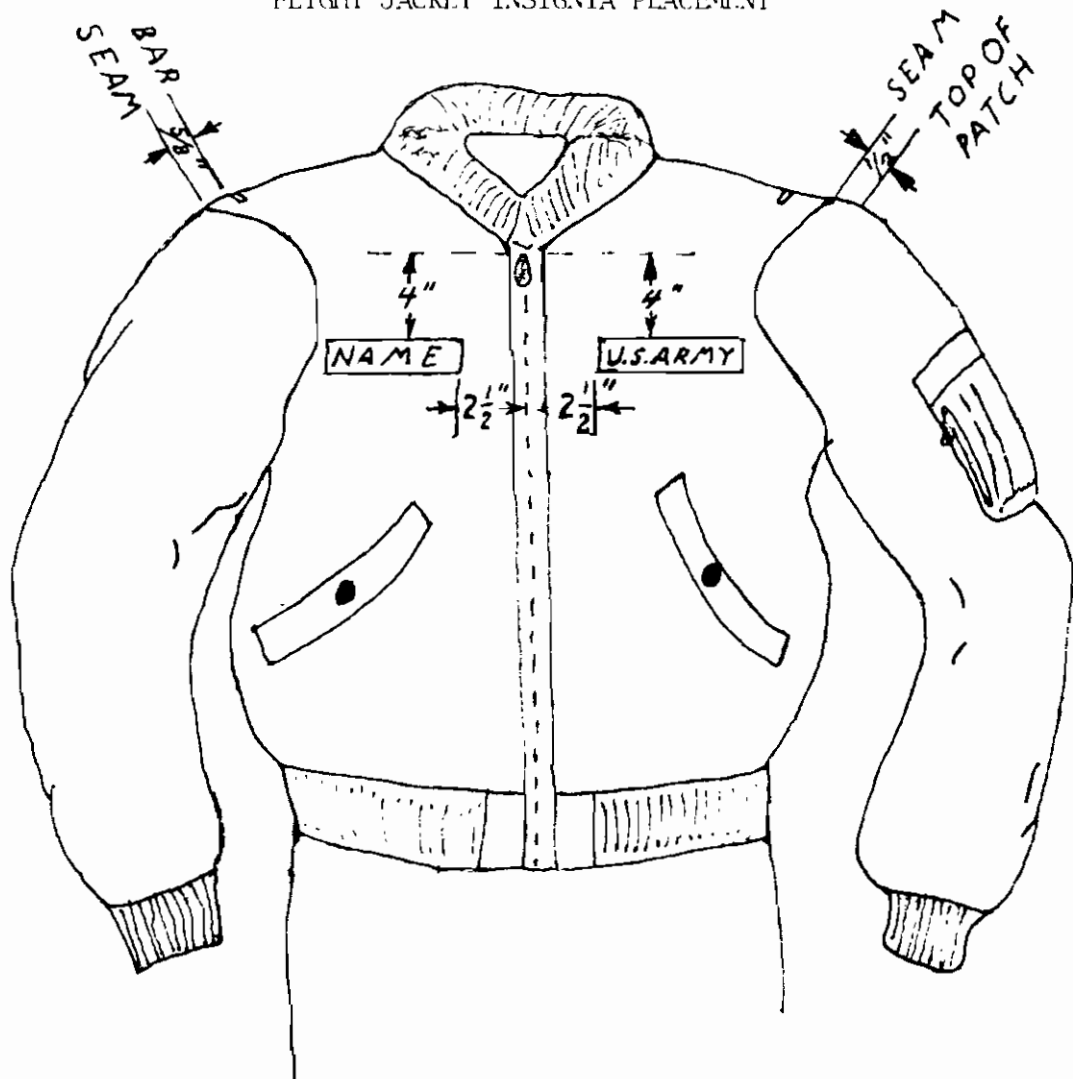
FIGURE 1
FLIGHT SUIT INSIGNIA PLACEMENT



1. All personnel will sew their nametape, a U. S. Army Tape, and appropriate patch on flight suits, as shown in above diagram.
2. Cloth insignia of rank and branch will be sewn on collar.
3. All zippers will be secured when flight suit is worn.

FIGURE 2

FLIGHT JACKET INSIGNIA PLACEMENT



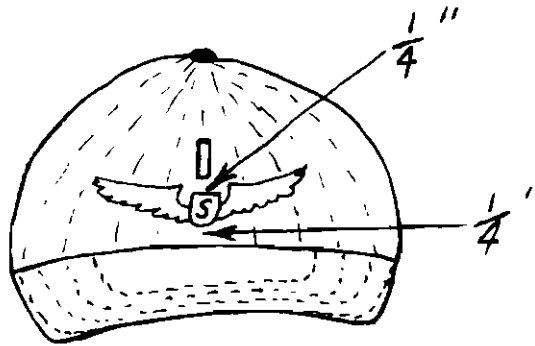
1. All personnel will sew their nametape, a U S Army Tape, and appropriate patch on flight jackets, as shown in above diagram.

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 as prescribed by DA Regulations.

FIGURE 3
BASEBALL CAP INSIGNIA PLACEMENT



1. All officers will sew cloth wings on their colored baseball cap as shown in the diagram above after their first solo flight.

a. Wings will be centered on the front of the cap, $\frac{1}{4}$ " up from the bill.

b. Insignia of rank will be centered $\frac{1}{4}$ " up from the top of the wings.

c. The black felt back ground on the wings should be cut down to a $\frac{1}{8}$ " border before being sewn on the cap.

d. Cloth Solo Wings may be purchased at the bookstore at a cost of 30¢ per set.

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, accomodating 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:	BOAT WITH MOTOR	BOAT ONLY	SAILBOATS	SWIMMING AREA WITH QUALIFIED LIFEGUARD
	1 to 3 hrs \$1.50	1 to 3 hrs \$.50	\$.50 per hr	
	3 to 6 hrs 2.00	3 to 6 hrs 1.00		
	6 to 12 hrs 3.00	6 to 12 hrs 1.50		
	12 to 24 hrs 3.50	12 to 24 hrs 1.75		
	(Includes 2 gal gas)			

FIGURE 4

STRIP MAP TO PK

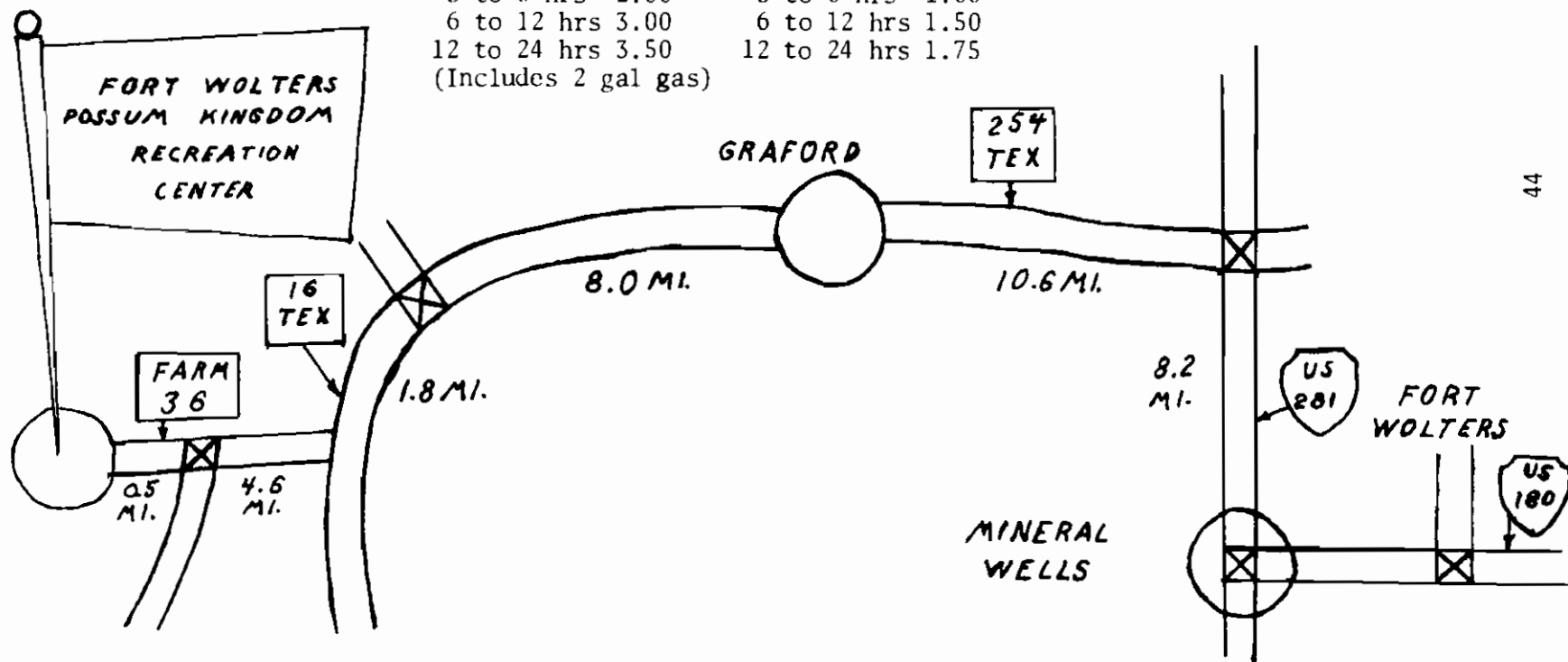


FIGURE 5

MAP OF FORT WOLTERS

1. OMBD FLD MAINT
2. SMALL BORE RNG
3. PX
4. CATH CHPL
5. NCO & WOC CLUB
6. POST THEATER
7. FIRE STATION
8. POST HQ.
9. COMMISSARY
10. PMO
11. OFF STU CO
12. HOSPITAL
13. SWIMMING POOL
14. POST GYM
15. OFFICERS CLUB
16. CENTRAL ISSUE
17. SVC CLUB
18. TROOP COMD HQ
19. PROT CHPL
20. ROD & GUN CLUB

