

COMMANDING OFFICER'S

STUDENT BRIEFING



UNITED STATES ARMY AVIATION CENTER
FORT RUCKER, ALABAMA

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DEPARTMENT OF THE ARMY
OFFICER STUDENT COMPANY, USAAVNC TROOP BRIGADE (PROV)
Fort Rucker, Alabama 36360

AJRTB-OS

SUBJECT: Commanding Officer's Student Briefing

TO: All Students

1. Welcome to Officer Student Company, Troop Brigade, and Fort Rucker, the Army Aviation School. The purpose of this briefing is to acquaint you with my policies and the things you need to know in regard to Officer Student Company while you are a student at Fort Rucker.

2. First, I would like to give you some information concerning Officer Student Company. Officer Student Company is part of Warrant Officer Candidate Battalion, Troop Brigade. The mission of this company is to provide administrative, operational, mess, and recreational support to you during your stay as a student here at Fort Rucker. Our primary mission can be summed up in two words—"Courteous Service." Our sole reason for existence is to take care of your needs as students. This will enable you to devote more time to your course of instruction. We are not doing you a favor by doing our job. If it weren't for you, there would be no need for this company. In your dealings with Officer Student Company, if you find any other attitude than one of courteous service, I would like you to personally inform me of this shortcoming.

3. Officer Student Company strength varies from 600 to 1200 commissioned and warrant officers in residence daily. There are approximately 30 different courses of instruction here at the Aviation School. We normally have 20 to 35 classes in residence at all times. These classes vary from OFWAC (Officer Fixed Wing Aviator Course) and ORWAC (Officer Rotary Wing Aviator Course) to transition courses in twin engine and helicopters, plus staff officer and medical officer courses, to mention only a few. I give you this information so you will have some idea of the complexity and magnitude of the job done by Officer Student Company.

4. Most of the policies and information used in the functioning of this company are based upon years of experience that have been passed on from company commander to company commander, from operations sergeant to operations sergeant, and from mess sergeant to mess sergeant. We continue to strive to eliminate any unnecessary functions, policies, or procedures which might interfere with the student's training. Every policy and procedure used in this company is based on necessity or upon a directive from higher headquarters. Officer Student Company has three officers, a Company Commander, an Executive Officer, and an Operations Officer authorized. We are authorized 22 enlisted men, to include an Operations Sergeant with whom you will be doing most of your business, an Administration Sergeant, a Supply Sergeant, and a Mess Sergeant. There are also 13 civilian personnel working in Officer Student Company. These personnel are two stenographers, two clerk typists, a laborer, and eight civilian mess attendants.

5. Facilities available to serve you in the company area are the Operation and Administration Sections located in the Orderly Room on the first floor of Building 6607. In the hallway between Buildings 6606 and 6607 are located the company bulletin boards and the distribution boxes for all classes. In regard to distribution, the class leaders will check their distribution boxes at least twice a day, once in the morning and once in the afternoon, after classes. The class or section leader will not dismiss his students until after he has checked the distribution box and passed out any pertinent information to the class.

6. Located on the first floor of Building 6606 is the company supply room. As students, you will have very few dealings with this supply room. However, the supply has a limited amount of administrative items such as pencils, paper, etc. We have the capability of running off stencils. I want to caution you not to confuse the company supply room with the Student Equipment Pool. These are two completely separate functions and organizations.

7. On the first floor of Building 6618 are located lockers, which are for the convenience of the officer students. You may sign out a locker by checking with the Athletic and Recreational (A&R) Section of Officer Student Company, located on the upper floor of Building 6618. Also located on the upper floor of Building 6618 is the company dayroom. This dayroom is for the use of all student officers and permanent party enlisted personnel of Officer Student Company. During duty hours the enlisted personnel will not use the dayroom, but after duty hours, it is open to anyone in Officer Student Company. When using a facility such as a pool table or a ping-pong table and there are personnel waiting to use that facility, you are limited to three games. Winners may be challenged by anyone at any time. There will be no alcoholic beverages in the dayroom or any facility of Officer Student Company without my permission for a specific time and place.

8. Officer Student Company has assigned six buildings and polices a three-block area. When you use a facility of the company, insure that the area is policed up before you depart. I am speaking particularly about the "brown baggers" who utilize the dayroom during their lunch break. Insure that Coke bottles are returned to their racks and that you have policed up after yourselves before you depart.

9. Also on the upper floor of Building 6618 is located our A&R room. Included in your student packet is a list of equipment that we have available for you. You may sign out this equipment for your use anywhere, anytime. Do not keep out equipment for more than 72 hours.

10. In Building 6605 is located Central Mail Room No. 2 (CMR No. 2). This is a United States Post Office facility run by Fort Rucker. There you will be signed out with a mailbox equipped with a combination lock. The combination of the box is changed each time the box is transferred from one student to another. This mailroom is not a facility of Officer Student Company. It is controlled by the Fort Rucker Adjutant General. Any distribution originated here at Fort Rucker which is not properly stamped or franked will be distributed through these mailboxes. The mailroom will be locked from 2200 hours until 0600 hours for security reasons.

11. In Building 6604, next to the mailroom, is located a barbershop, a commercial cleaners, and a self-service laundry. In Building 6601, at the opposite end of the same row of buildings, is located the Student Equipment Pool. This facility is run by the Department of School Support. Directly across the parking lot from Building 6606, in Building 6617, is located the Student Text Issue Point. Directly behind Officer Student

Company Orderly Room, in Building 6608, is located the Snackbar and PX facility, which is stocked with minor PX items. Across the parking lot from the Snackbar is the Officer Student Company Hobby Shop. This facility is equipped with power tools and hand tools which may be utilized by any member of Officer Student Company. If you desire to use this facility, check with our Operation Section and we will make the arrangements to have it open at your convenience. Building 6612 is the Weather Inn, an annex of the Officers' Open Mess. The operating hours of the Weather Inn are from 1000 to 2200 hours on weekdays, 1200 to 2300 hours on Saturday, and 1200 to 2200 hours on Sunday. The Weather Inn is not open on Saturday and Sunday during the summer months. The Weather Inn is equipped only to serve snacks such as soup and sandwiches and should not be mistaken for a regular mess facility. Across 26th Street from the Weather Inn is located the Officer Student Company Mess Hall, Building 6405. I would like to recommend that you use this mess since it provides you with the best quality and quantity of food for your money at Fort Rucker. The serving hours are compatible with any training schedule that you will have while you are a member of Officer Student Company. The Mess Hall is open Monday through Friday but is not open on Saturday or Sunday. On weekends you are authorized to eat at any mess hall at Fort Rucker. It is preferred that you utilize the Warrant Officer Candidate Battalion Mess or the consolidated mess on 4th Avenue. The Officer Student Company receives from each student an additional 15 cents a day, 10 cents for breakfast and 5 cents for lunch, for the Supplemental Fund. This Supplemental Fund is used to provide an additional variety and amount of food on the serving line over what is normally issued. Meal hours are 0500 to 0700, 1030 to 1230, and 1630 to 1815. You may wear any military uniform or appropriate civilian attire in the Officer Student Company Mess.

12. Next to Building 6405 is located what we call Presentation Hall. This building is used for class parties, wives' social functions, and for company parties. This facility is also available for use by all members of Officer Student Company and may be scheduled through the Operation Section. After a party, Presentation Hall will be cleaned up by enlisted mess hall personnel on their own time. Bearing this in mind, I recommend that parties involved in the use of this building make a donation to the mess steward to pay for cleaning up Presentation Hall after the party. The mess steward will pay the cooks for their off-duty time used in cleaning this building after your party.

13. It is imperative that while you are a member of Officer Student Company, you keep your locator card current and up to date in all respects. We receive many calls from various agencies at Fort Rucker wanting information concerning the officer students. Anytime anyone desires to contact an officer student, he will call Officer Student Company to get his address or have us get word to the student. Officer Student Company is the only agency at Fort Rucker that keeps the current information on officer and warrant officer students. Invariably, someone will move from one BOQ to another or from one trailer park to another and will fail to change his personnel data card. In this case, if there is an emergency in the family or if someone needs to contact a student, we cannot locate him as quickly as desirable although we will do our best. To locate personnel, we have had to go to such extremes as notifying local radio and television stations as well as the local and state police. It is important that, in the space provided on the personnel data card, you show the location of your wife and family or next of kin. It has happened that we had a local address and a permanent address but did not know where the wife was immediately residing. Again, fill out all the required information on the personnel data card. Also, I want to encourage you to purchase life insurance. It is recommended that you have a minimum of \$10,000 Commercial Life Insurance in addition to your Armed Forces Insurance. You must indicate on your personnel data card as to whether or not you have life insurance.

14. We need to know your membership in organizations such as Army Aviation Association of America (AAAA) and the Association of the United States Army (AUSA). If 100 percent of an initial entry class such as ORWAC or OFWAC are members of AAAA, the class will receive a rebate in the form of a check. This money can be used as the class desires. The AAAA is a very fine organization which furthers the aims of The Army Aviation. Membership entitles you to very reasonable flight pay insurance. The AUSA represents the interests of the Army whenever and wherever desirable. The efforts of the AUSA have resulted in pay raises and service bill benefits from our Congress. There are many social functions given at Fort Rucker by these two organizations which will benefit your career. At these functions you will have the opportunity to meet many military and civilian leaders.

15. As an officer or warrant officer in the United States Army, you will find that there are many things expected of you besides your primary military duty. When you accepted your commission or warrant, you also accepted the responsibilities, duties, and obligations placed upon you by your leaders and by the customs and traditions of the United States Army. The support of fund drives such as Red Cross, Army Emergency Relief, and United Fund is such a responsibility. The purchase of savings bonds is a continuing program that our Commander in Chief, the President, wishes us to support. As leaders, these are areas of responsibility in which we must set the example.

16. Behind the Officer Student Company Hobby Shop, in Building 6610, is located the Personnel Section that supports Warrant Officer Candidate Battalion. This is where your records are kept while you are a student at Fort Rucker. This Personnel Section is a function and responsibility of AG and does not belong to Troop Brigade. We will coordinate with you and with Personnel whenever there are problems involving you as individuals or as a class. You will find that Finance is also responsible for finance problems. Officer Student Company does not have a Finance Section or any finance-trained personnel; however, if you have any problems with Finance involving you as individuals or as a class, we will coordinate with Finance to assist you.

17. The class leader has the same prerogatives, duties, responsibilities, and position in relation to the Commanding Officer as any platoon leader. He is responsible for all his class does or fails to do. He particularly is responsible to get the class to its training location, to inform students of pertinent information, and for the conduct of the individual members of his class. I disseminate information and run the company through my class leaders. Students sometime question why individuals do not have distribution boxes. An inordinate number of boxes would be required. It would take two men to place distribution in these boxes and assign the boxes to students. However, the main reason this isn't done is for command and control. We must know that the student gets the information and be assured that he complies. The class leader furnished that assurance. The class leader must also know where his students are and what requirements are placed upon the students. The efficiency of Officer Student Company is dependent upon the class leaders. I depend on the class leaders and will support them to the maximum. The doors to my office and my home, as well as my phones, are always available to the class leaders as well as all students whenever desired.

18. It is the class leader's responsibility to insure his class complies with the training schedule. This includes compliance with transportation schedules. The class is to be at the proper loading point at the proper time. The bus driver must be at the designated point for a prescribed period of time. The drivers operate on a tight schedule and must pick up other classes. Do not hold up the busses for any reason. It is important that problems of transportation be ironed out whenever they occur. Transportation discrepancy

forms provide a means for the Aviation School to identify and eliminate problems. Each and every time your class fails to comply with transportation schedules, or the transportation doesn't conform to the schedule, fill out a discrepancy form and submit it to the company Operation Section upon returning to the company area. The company must have information as to what happened and why.

19. Changes to training schedules regarding academics and flying present similar problems. Department of Instruction (DOI) is the only agency authorized to make a change in your training schedule. In the past, individual instructors and training departments have told class leaders that they were changing the training schedule. Class leaders have responded accordingly. DOI and other agencies, such as transportation motor pool, were not aware of the change. Problems arose. Officer Student Company must know the location of classes at all times. This is important for short-notice notifications of emergencies or appointments. The Aviation School policy is that no changes to training schedules will be made by any agency except DOI. Notification of change will come through the company. POR qualification schedules are the responsibility of Troop Brigade S-3. Normally, Officer Student Company does not schedule student classes for any requirements. The only exception that may occur is a safety lecture in regard to a holiday. This requirement is placed upon the company by higher headquarters when and if it occurs.

20. The class leader must submit absentee reports on students. He must also report any change in status of individual students, such as "setback" or eliminated students. Students who are set back or eliminated will report to the Commanding Officer, Officer Student Company, for duties upon notification of change in status. Students who go into casual status for less than 14 days will be given duties by the Commanding Officer. Students becoming casual for more than 14 days will be briefed by the Commanding Officer and sent to G-1 for assignment.

21. The class leader may organize and run his class as he sees fit. I recommend that the class leader appoint S-1 through S-4 staff officers in the class. This will not only assist him in accomplishing his duties so that he may fulfill his own students' requirements, but will also give experience to the less senior officers. There are four special staff officers that I require. These four are a class PT-A&R Officer, a class Public Information Officer (PIO), a class Finance Officer, and a class Personnel Officer. The PT-A&R Officer will set up and run a PT-Recreation Program, organize class teams, sign for athletic equipment, and conduct organized physical training. The PT-A&R Officer will submit a weekly report to the Operations Section. This report is due each Monday. The PI Officer will submit one news release each week on the class or a class member. This report is due each Tuesday. The Finance Officer and the Personnel Officer will act as the class representative with Finance and Personnel respectively. No other officer in the class should have any dealings with these agencies except when an unusual situation exists. All four officers should report to the Executive Officer for a short briefing during the first week.

22. An officer or warrant officer is responsible to maintain himself in good physical condition. In most assignments, as in flight training, PT will be done on an officer's own time. Any PT scheduled on the training schedule is time the student will not have to use of his own. DOI schedules PT in accordance with all pertinent regulations. PT must be scheduled each week unless other factors require it to be omitted. Unfortunately, the other factors often require PT to be omitted. USAAVNC Regulation 350-12 governs PT scheduling. PT takes 32 hours of the 784 hours of the ORWAC or OFWAC POI (Program of Instruction). PT may not be scheduled when a section of the class has afternoon or night flying, a field exercise (FEX), or nine periods of instruction. Officer Student Company is

responsible to insure that students have suitable PT and Recreational Programs in conformity to the training schedule. This is accomplished on a class basis. The class leader and class PT-A&R Officer administer the training and supervise the program. Officer Student Company provides and maintains equipment. Each OFWAC and ORWAC class will field a team for each major sport in its season. The sport for each season will be designated by the Company Commander. Tournaments will be held in each sport with trophies given. Individual sports competition will be held for one sport each month. Trophies will also be given for these events. Suggestions as to sport competition desired are solicited.

23. It is mandatory that ORWAC and OFWAC classes have a formal graduation party. The uniform for these parties will be the Dress Blue Uniform. The Commanding General and the Assistant Commandant will be invited. Both of these courses, ORWAC and OFWAC, will have a class sponsor. Any question concerning protocol or organization should be discussed with your class sponsor or myself. It is also a requirement that you wear name tags to this function. There will be a reception line. When going through the reception line, the wife and any friends or relatives precede the officer and will be introduced to the Aide-de-Camp as "Mrs. Jones." Do not give her first name or any other information. Also, it is important that the class leader insure that there is a set of miniature wings available for each wife. Sometime during the course, the money to purchase these wings should be collected from the students. Another point that should be mentioned concerning the graduation party is the invitation. As simple as this may seem, you should doublecheck to insure that the invitation is correct. Insure that acknowledgment instructions are clearly stated so as to avoid any confusion in this area. Normally, an OFWAC and ORWAC class graduates on the same day. This means that both classes will desire to have their graduation party the weekend prior to graduation. If they desire, both classes may go together and have one party. If separate parties are desired, then they may be held on the same evening at different locations. When this occurs, the Commanding General will attend one party and the Assistant Commandant the other. Regardless of what the classes desire, it is essential that you plan far enough in advance to avoid any conflict on reserving the Officers' Club.

24. I encourage each class to have as many social functions as possible while here at the Aviation School. We have found that those classes which have a sufficient number of parties seem to have the least trouble and graduate the most people. These classes are a tighter knit organization, have better morale, and higher esprit de corps, thereby insuring the exchange of problem solutions and information.

25. USAAVNC Regulation 95-6 prohibits students from flying aircraft other than that which they are flying in the authorized course of instruction. Any exception to the policy must be approved by the School Commandant. Normally, there are no exceptions made. Exceptions to the policy are based upon cases where students will not be able to meet semiannual or annual flight requirements by the deadline date because of the course of instruction. If you feel that you have an exceptional case, Officer Student Company Administration Section will assist you in the preparation of a 1049. Prior to having the Administration Section initiate the 1049 for exception to policy, you must receive permission to fly other than the aircraft in which you are training from the Branch Chief of the flying department involved. This written permission will be an inclosure to the 1049 submitted to the School Commandant.

26. If you desire to be absent from class for any reason (emergency leave, pass, or appointment), you should hand-carry USAAVNC Form 419 to your flying department and/or academic department, whichever will be affected. Insure that this form states when you want to be absent, is signed, and completed. When you bring this form back to

the company, it assures me that you have permission to be absent from class and is the backup information by which I can authorize your pass. If there is an emergency that is of such serious nature that you cannot get this paperwork completed in time for you to leave, then I will assume the responsibility for the leave that I authorize you.

27. The Headquarters Commandant is responsible for all BOQ's and BOQ assignments at Fort Rucker. You should refer your comments or problems concerning the BOQ's to him. If you do not get satisfactory results, inform me and I will assist in trying to get corrective action. It is against Fort Rucker regulations to keep pets in your BOQ rooms.

28. You are required to register your vehicle and any weapons that you have within 72 hours after your arrival at Fort Rucker. Gate guards periodically stop and inspect vehicles. Invariably, there are officers stopped and found with unregistered weapons in their automobiles. It only takes a few minutes to register these weapons at the Provost Marshal's office.

29. Periodically, complaints are received indicating an excessive number of student texts and equipment are being lost or not turned in. It is essential that student personnel realize the necessity of returning property loaned for student use. Cash Collection Sheets, Statement of Charges, or Reports of Survey are not adequate to maintain stocks for incoming classes when equipment and texts are not turned in. This fact is stressed, particularly concerning those items that are desirable for personal ownership such as plotters, computers, and -10's. I encourage each member of Officer Student Company to fulfill his military obligation in safeguarding and returning government property according to the regulations.

30. The normal military uniform regulations are in effect at Fort Rucker. They state that you will not wear flight clothing off the flight line in the facilities at Fort Rucker. Also, fatigues are not authorized in civilian communities. You may wear your fatigues in your automobile between your quarters and your place of duty as long as you do not get out at any civilian establishment. The wearing of flight jackets with the summer uniforms (TW or khaki) is authorized. On cool days or during periods of inclement weather, the field jacket may be worn with the summer uniform. The wearing of normal patches, name tapes, and rank insignia is required. Flight jackets may be worn with the green uniform trousers. OD name tapes and US Army patches are now required on flight jackets, flight suits, and fatigues. USAAVNC Regulation 670-1, dated 6 Jul 64 with changes 1 and 2, governs the wearing of the uniform here at Fort Rucker. This regulation is posted on the bulletin board.

31. Periodically, students critique Fort Rucker unfavorable for military courtesy and appearance. Comments such as these are received. "A soldier failed to salute me." "A soldier needed a haircut." "An enlisted man wore the uniform improperly." It is the officer's responsibility to make on-the-spot corrections each and every time he sees such a discrepancy. If each officer fulfills his responsibility in this regard, Fort Rucker will have the best possible standards of conduct, courtesy, and appearance.

32. Invariably, some officers get involved in the writing of and cashing of bad checks. The writing of bad checks will not be tolerated. This is a reflection upon an officer's integrity and administrative ability.

33. Fort Rucker is located in a dry county; some surrounding counties are wet. This presents problems for people who go to a wet county and attempt to return to Fort

Rucker after drinking. In the state of Alabama, it is the word of the arresting officer as to whether or not the individual is DWI. In this same vein, the purchase of alcoholic beverages at Fort Rucker and removal from Fort Rucker is illegal. This is against Post Regulations. A word to the wise: "Do not drink and drive." Do not remove alcoholic beverages from the Post. Do not drink and attempt to return to Fort Rucker. Approximately 50 percent of the accidents occur between 2400 and 0600 hours. These accidents occur from drinking alcoholic beverages and fatigue. The normal DWI fine is about \$350 plus loss of driving privileges on post and notification to your state of your loss of driving privileges.

34. The Post Driving Regulations are quite explicit regarding the operation of motor vehicles on the Post. Read the Post Regulations, USAAVNC Regulation 385-5, dated 31 May 66. Of particular importance is where you park your automobile. Do not park on the grass or closer than 20 feet to a building or in a fire lane. Do not park in other than posted authorized parking places.

35. While you are a student in any course in the Aviation School, you are not authorized to take leave except if specifically authorized during holidays. If it becomes necessary due to emergencies for you to leave, your word to me is all the verification required. Any leave taken will be a result of a signed DA 31 by myself or my Executive Officer. When you have time off, if you travel in excess of 200 miles, by any means at any time, you must sign out VOCO.

36. The normal training and duty week at Fort Rucker is 44 hours. Saturday morning is a training day. When you have no requirements on Saturday morning, you have been given a half day off. However, this is not time you are obligated to receive. This is misunderstood by some students and is a subject brought up on critiques. Should you fail a test, you will be scheduled to retake the test at this time. Study hall is scheduled on Saturday mornings. Should there be a conflict in your scheduled requirements at any time, in particular concerning study hall, notify the Commanding Officer or Executive Officer prior to the time of the conflict. To graduate from any course at Fort Rucker, you must pass every requirement. You will be afforded every reasonable opportunity to successfully complete each requirement.

37. When ORWAC and OFWAC classes go to the field, some students may desire mail delivery while others may not. The class leader should furnish the company Operation Section with a list of those students who certify their permission for a member of Officer Student Company to pick up their mail. Officer Student Company will deliver this mail to the 1st Aviation Company to deliver to the field. Students should consider that some important mail may be delivered to them. Weather and living conditions plus lack of security in the field have caused some students to regret having received mail in the field.

38. Officers and warrant officers going to Vietnam must have a physical within 90 days of port call. Time for the physical will be afforded on the training schedule. You must comply with this requirement. The medical facilities at Fort Rucker are critical. You must also have your immunizations. Immunizations are given daily beginning at 0930 hours in the flight dispensary. For classes, the hospital will set up a particular time. Class leaders may coordinate with the flight dispensary for a special time for the class. Sick call hours in the flight dispensary are 0400 until 0930 hours. These hours have been established so that students may comply with the training schedule.

39. A telephone center has been established in Building 132. This facility is open 24 hours a day. There is a phone available for your use in Officer Student Company in Building 6607 from 0500 until 2200 hours. Frequently, individuals try to call students at company phones. Please insure that family and friends have your residence phone number as soon as possible. Do not list the company phone(s) as a means of contact to negotiate private business such as the sale of automobiles.

40. A Federal Credit Union has been established recently at Fort Rucker. I recommend that each student investigate this opportunity to save. This is a means of securing a credit rating and reference. Rates are 1 percent per month on loans. In the event of your death, your beneficiary will be paid twice what you have in saving-shares with the credit union. Loans are also paid in the event of your death. When you are overseas, the credit union serves as a quick source of money to meet your needs. As an example, you may want to finance a car rapidly and by mail. This can be done if you are a member. You may make out a savings allotment on a continuing basis. This may be in addition to soldier deposit allotment. Soldiers' deposit is available to you while you are overseas and up to 3 months after your return. The rate of interest is 10 percent. You must make out this allotment prior to going overseas. Carefully consider your insurance, savings, and money needs while in service. Opportunities are available which will assist you and your family with financial needs.

41. While at Fort Rucker, each student below the grade of Captain will be required to assume, on a one-time basis, the position of Duty Officer for Officer Student Company. This policy is due for the following reasons: First, since the initial entry courses consist primarily of junior officers who have never had the experience of being Duty Officer, the duty is an excellent training device. Secondly, assuming that every enlisted man who is eligible for this duty was present, there would be only 10 men available. However, since the company is normally understrength, this figure is normally only eight. There is only one roster for weekdays and weekends which eliminates the possibility of anyone having duty more than one time. This duty will not interfere with flight training since duty is assumed after the scheduled training day is completed and ends prior to the start of the new training day. This policy has been approved by all appropriate agencies at Fort Rucker to include the Assistant Commandant and the Inspector General.

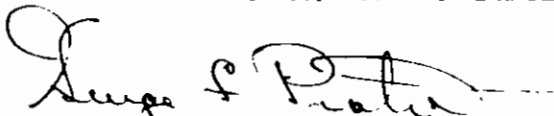
42. While you are in the Aviation School, you will be given an opportunity to critique anything and everything at Fort Rucker. This is not only a privilege but a duty, responsibility, and an obligation. This critique should be valid and based upon your experience and mature judgment. While you are in the course, keep notes concerning the things you wish to comment on so that your critique may be as valid and accurate as possible. You may furnish comments to me personally or by use of suggestion boxes which are placed in the Mess Hall and in the hallway by the distribution boxes. If you make suggestions while you are in student status, you will receive feedback on your comments. You will be told by me whether your comments are valid and what we intend to do about your suggestions. Often times students make critiques which are not valid. A comment that there are only two kinds of jelly available for breakfast in the Mess Hall is not a valid critique. Critiquing Officer Student Company for the way the Officers' Club is run or concerning some finance problem encountered is not a valid critique. Fortunately, most critiques submitted by students are valid and have resulted in many improvements in the Army Aviation School.

43. Individuals must not lower their standards of conduct and appearance while in student status. You are serving as a student with many people whom you will later serve.

It is easy to tear down your reputation but hard to build it up. Put forth your maximum effort and fulfill your capabilities as a student. Allot your time to your studies, physical condition, and recreation. Do not overindulge yourself in any way. This may detract from your attention to instruction which may save your life. A specific example of interest to some personnel is women in BOQ's. There have been violations of Post Regulations in this area. It is each officer's and warrant officer's responsibility not only to deport himself properly but to know and comply with regulations.

44. Many civilians are currently using the United States mail as a means of expressing their thanks to servicemen and to give encouragement to these men who are enforcing United States policies. Some instances have occurred, however, in which subversive type agencies have been discovered using the mail under guise of participating in this program of civic gratitude. If you receive any correspondence which you suspect may be in the derogatory category, you should inform me immediately and if possible, turn over the correspondence in question to be analyzed by intelligence authorities. Correspondence sometimes takes place on an innocent appearing basis for some time prior to becoming undesirable or subversive by using such techniques as the "pen pal" approach. Once correspondence is initiated, you can become vulnerable to exploitation by hostile intelligence agencies and even unwittingly assist them by giving out seemingly unimportant details. You should be aware that though many people throughout the world admire and respect the American soldier and show this by letters of encouragement and moral support, there are people who will write to degrade and lower the morale of American Service personnel and to obtain military information. You should correspond only with persons you know. You should report to your CO any case you suspect involving malicious or seditious intent.

45. The doors to my office and my home are always open. My phones are always available for your use at my office and home. This information is not eyewash but intended for your use. Please avail yourself of this opportunity as you desire. Please read all information in your student packet. Keep your locator card up to date. Your problems are my problems. Courteous service to students is "our" business. Good luck and safe flying to you always.



GEORGE F. PRATER
Major, Infantry
Commanding