



WARRANT OFFICER CANDIDATE



STUDENT GUIDE

1 JULY 1966

UNITED STATES ARMY
PRIMARY HELICOPTER CENTER
FORT WOLTERS, TEXAS



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

AKPWO-HST

SUBJECT: Letter of Welcome

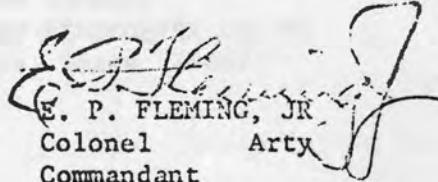
TO: Incoming Students

1. On behalf of the staff and faculty, I extend to you a warm "Welcome" to Fort Wolters and the United States Army Primary Helicopter School.

2. The objective of the U.S. Army Primary Helicopter School is to graduate students who are adequately equipped to continue their careers in Army Aviation with competence and confidence. To this end it is our intent that the instruction you receive be of the highest quality and that your training be exacting, rigorous and as comprehensive as time will permit.

3. Further, it is our 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 to the maximum extent practicable.

4. Each member of this command joins me in wishing that your stay at Fort Wolters will be both pleasant and rewarding.


E. P. FLEMING, JR
Colonel Arty
Commandant

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

WARRANT OFFICER CANDIDATE STUDENT GUIDE

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

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

Autovon 733-1360

Extensions 261, 262, or 263

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

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

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

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

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

The school initially used the Hiller OH-23B and C models for training purposes; however, a gradual transition began in February 1959 to the OH-23D. Transition was completed in late 1959. Early in 1965 the school started receiving TH-55A helicopters. There are over 600 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.

Commands 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 branches: Administrative Branch, Operations and Training Branch, and Supply Branch.

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

The Operations and Training Branch 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. The Operations and Training Branch also prepares all administration pertaining to security within Troop Command.

The third staff branch is the Supply Branch. This section maintains hand receipt files of issue to assigned personnel, property books and related registers, 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 Casual Company.

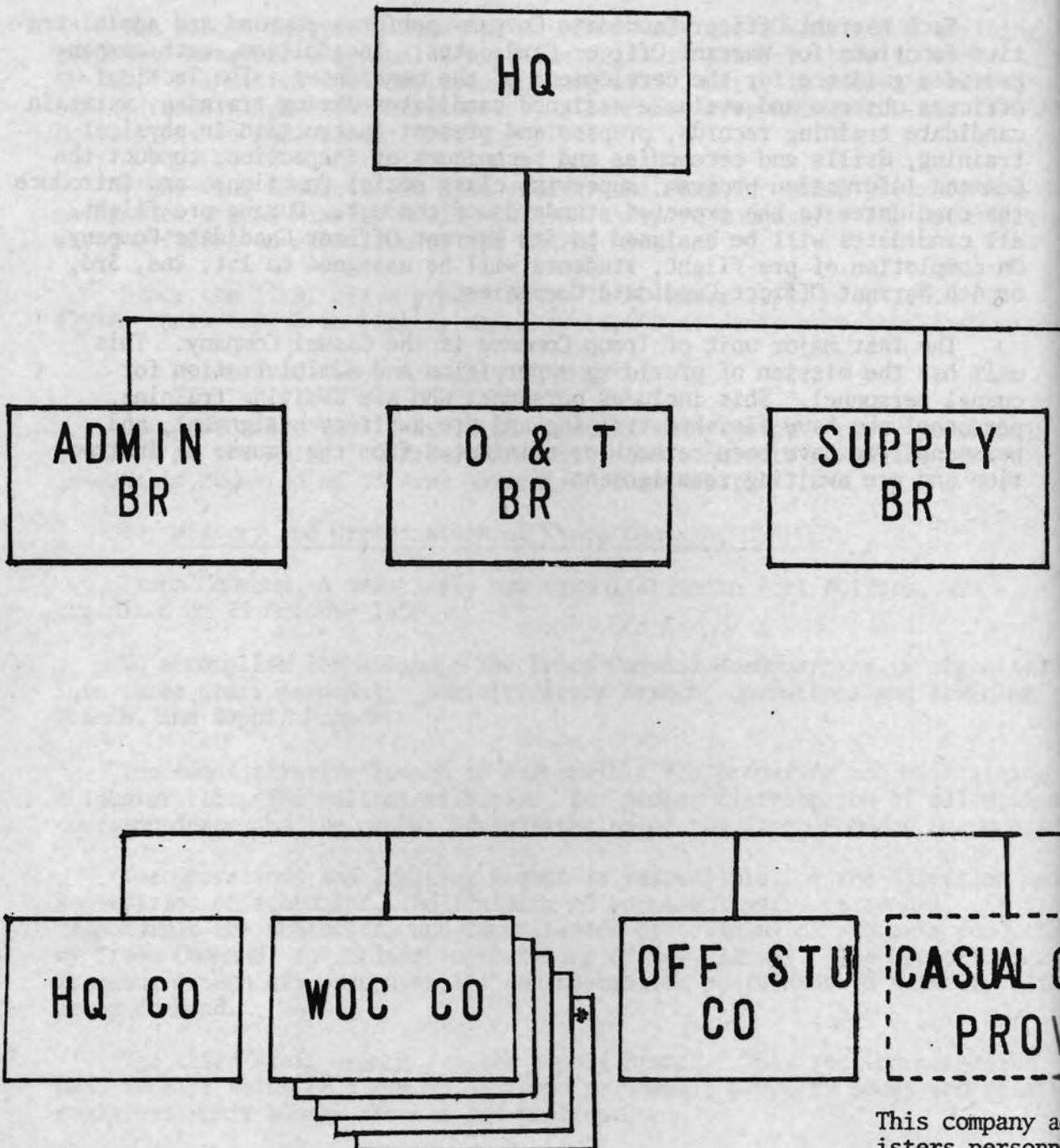
The Headquarters Company supervises, directs and coordinates all administrative activities of assigned permanent party personnel.

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. In addition, each company provides guidance for the development of the 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 introduce the candidates to the expected standards of conduct. During pre-flight, all candidates will be assigned to 5th Warrant Officer Candidate Company. On completion of pre-flight, students will be assigned to 1st, 2nd, 3rd, or 4th Warrant Officer Candidate Companies.

The last major unit of Troop Command is the Casual Company. This unit has the mission of providing supervision and administration for casual personnel. This includes personnel who are awaiting training, personnel who have finished training and are awaiting assignment, and personnel who have been setback or eliminated from the course of instruction and are awaiting reassignment.

TROOP COMMAND



This company administers personnel awaiting train set backs, eliminates students awaiting reassignment, and Holdovers.

SECTION II - GENERAL INFORMATION

4. Arrival.

Personnel arriving at Fort Wolters to attend the Warrant Officer Candidate School will sign in at 5th WOC Company (Pre-flight) Orderly Room, Bldg 967. They will receive further instructions and the student packet at that time. The student packet will contain information necessary for inprocessing and a schedule for inprocessing.

5. Billeting.

a. All warrant officer candidates will reside in barracks for the duration of the course at Fort Wolters. (See page 51 concerning pass policy.)

b. Personnel accompanied by dependents:

(1) Housing of dependents is the responsibility of the student. There is a limited number of two-bedroom duplex units in Wolters Village, (Wherry Housing) furnished and unfurnished, which may be rented by the student. Linens, chinaware, and kitchen utensils are not furnished. Vacant units are rented on a first-come, first-served basis; however, at present there is a usual delay of from 4 to 6 weeks before housing on post is available.

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

6. Personnel Records.

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

7. Dependent Privilege Cards.

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

8. Vehicle, Firearms, and Pet Registration.

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

b. The following 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) Proof of liability insurance policy in the 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.

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 certificate.

9. Pay and Allowances.

a. Regular monthly pay.

(1) On entry into the WOC Course personnel are temporarily promoted to the pay grade of E-5.

(2) Warrant Officer candidates desiring their pay be sent to a bank or dependent wife 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.

(3) 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.

(4) 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 are due, regular monthly pay will be made on regular pay date.

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

b. Payment of incentives, special pays and allowances.

(1) Monthly crewmember pay will not be paid during pre-flight training. On entry to flight training crewmember pay will be paid for the current month if 4 hours of flight are completed before the 15th of the month.

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

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

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

(b) Students receiving Family Separation Allowance will report arrival of dependents to 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 (5) work days prior to departure.

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

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

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

f. Travel and Per Diem Allowance.

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

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

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

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

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

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

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

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

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

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

g. Advance Travel Payment - When Authorized.

(1) In amounts over \$35.00 only.

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

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

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

i. Dependent Travel and Dislocation Allowance.

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

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

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

10. Mail.

a. Pre-flight Company Mail Room is located in dayroom.

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

SAMPLE ADDRESS: WOC John S. Doe, RA 12345678

Troop Command, Class

Fort Wolters, Texas 76067

11. Medical and Dental Treatment.

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

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

c. Military Dental Sick Call - U. S. Army Dental Clinic #1, Bldg 909, Hood Road, Monday through Friday, 0730 and 1230 hours (except Wednesday 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. Routine Dental Examination for Dependents - Wednesday afternoon: 1230 hours (no appointment required).

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

12. Transportation.

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

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

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

13. Non-Commissioned Officers Club.

a. Each Warrant Officer Candidate is eligible for membership in the NCO Open Mess. Membership in the NCO Club also entitles a candidate's dependents the use of the club and its facilities. Monthly dues for club membership are \$1.00 and membership must be renewed every month.

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

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

d. 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.

14. Inbound Household Goods.

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

b. 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.

15. Post Shuttle Bus.

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

16. Facilities and Recreational Areas.

BANK

<u>1st Nat'l Bank Facility</u>	Bldg 226 Ext 377	Mon - Thur Friday	0900-1400 0900-1700
<u>BARBER SHOP (MAIN)</u>	Bldg 832 Ext 371	Mon - Fri Saturday	0800-1530 0900-1400
Student Area	Bldg 758	Mon - Fri CLOSED SATURDAY	0900-2000
<u>BOWLING ALLEY</u>	Bldg 821 Ext 133	Mon - Sat Sun & Hol	0900-2300 1300-2300
<u>BOOK STORE</u>	Bldg 762 Ext 284	Mon - Fri Saturday	0900-1830 1000-1300
<u>CAFETERIA (PX)</u>	Bldg 830 Ext 444	Mon - Fri Sat & Sun	0700-1430 1700-2200 0830-2200

CHAPELS

Chapel #1 (Protestant)	Bldg 312 Ext 211/132	Sunday School - 0930 hrs (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)
Chaplain (Troop Command)	Bldg 786 Ext 590	Mon - Fri 0730-1630 Any time by appointment (Prayer chapel open at all times)
Jewish Services Congregation Ahavoth Sholom	1600 W. Myrtle St Ft Worth, Texas	Friday 1830 & 2030 hrs Saturday 0900 hrs

NOTE: Appointments - Personal conferences with a chaplain may be arranged by calling the above numbers during duty hours.

CLOTHING SALES STORE

Bldg 809 Mon - Fri 0800-1600
Ext 44

COMMISSARY

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

CRAFT SHOPSArts & Crafts
(leather, ceramics)

Bldg 803 Mon - Thu 1500-2200
Ext 342 Saturday 0900-1700
 Sunday 1300-1700
 Friday CLOSED

Auto Shop

Bldg 822 Mon - Thu 1500-2200
Ext 360 Saturday 0900-1700
 Sunday 1300-1700
 Friday CLOSED

Wood Shop

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

CREDIT UNION

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

DENTAL CLINIC #1

Bldg 909 Mon - Fri 0730-1630
Ext 32 (Except Wed P.M.)
Sick Call Hrs. 0730&1230
EMERGENCIES DURING DUTY HOURS

DENTAL CLINIC #2

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

DEPENDENT SCHOOLING

CULLEN GRIMES ELEMENTARY SCHOOL
Grades 1 thru 6
1806 Northeast First Avenue,
Mineral Wells, Texas
FAirfax 5-5676

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

DUNBAR ELEMENTARY SCHOOL
Grades 1 thru 6
603 South Oak Street
Mineral Wells, Texas
FAirfax 5-3181

DEPENDENT SCHOOLING (cont)

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

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

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

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

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

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

GYMNASIUM Bldg 310 Mon - Fri 0730-2100
Ext 105 Sat, Sun &
Holiday 1300-1700
NOTE: (1 Jun - 1 Sep Mon - Fri 0730-2100)

HOSPITAL Bldg 301

Aviation Medicine	Ext 303
Aviation Medicine Annex	Bldg 766
(Dispensary in WOC Area)	Ext 559,
	599
Sick Call	— — — — —

Mon, Tue, 0700-1600
Thu & Fri 0700-1130
Wednesday 0700-0900
Mon, Tue, 1230-1300
Thurs & Fri
CLOSED WEDNESDAY AFTERNOON

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

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

Specialty clinics by appointment only.

<u>HOUSING OFFICE (FAMILY)</u>	Bldg 227	Mon - Fri 0730-1630
	Ext 23	

<u>KINDERGARTEN</u>	Bldg 367	Mon - Fri 0830-1130
	Ext 352	

<u>LIBRARY</u>	Bldg 907	Mon - Fri 1130-2100
	Ext 176	Sat, Sun &
		Holiday 1300-2100

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

<u>NCO OPEN MESS</u>	Bldg 830	Mon - Fri 1600-2300
	Ext 356	Saturday 0900-2400
		Sunday 0900-2300

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

<u>NURSERY</u>	Bldg 335	Hours of operation and rates
	Ext 352	must be obtained by phone.

<u>OPTICAL SHOP (PX FAC)</u>	Bldg 301	Thursday 0800-1630
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POST EXCHANGE FACILITIES

Annex PX (Student area)	Bldg 774	Mon - Fri 1630-2100
	Ext 367	Sat, Sun &
		Holiday 1230-2100

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

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

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

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

POST OFFICE

Main Post Office	Bldg 806 Ext 106	Mon - Fri 0800-1100 1145-1615
Student Mail Room (Central)	Bldg 758 Ext 248	Mon - Fri 1000-1400 1630-1830 Saturday 0900-1230
<u>SERVICE CLUB</u>	Bldg 921 Ext 341, 104	Mon - Fri 1300-2100 Saturday 1300-2100 Sun & Hol 0900-2100
Annex (Student Area)	Bldg 789	Mon - Fri 1700-2100 Saturday 1300-2200 Sunday 1300-2100
<u>SERVICE STATION (PX Fac)</u>	Bldg 990 Ext 362	Mon - Sat 0830-1900
<u>SWIMMING POOL</u>	Bldg 308 Ext 333	1 May - 1 Oct Mon - Thu 1130-2100 Fri & Sat 1130-1930 Sunday 1300-1930
<u>THEATER</u>	Bldg 998 Ext 365	Tue, Thu, Fri, Sat & Sun Show Time: 1930 Sunday Matinee: 1400
<u>THRIFT SHOP</u>	Bldg 987 Ext 306	Friday 1000-1530 1st Wed after payday: 1730-1930
<u>VETERINARY CLINIC</u>	Bldg 301 Ext 40	Mon only 1300-1500
<u>WESTERN UNION</u>	Bldg 248 Ext 240, 80	Mon - Fri 0730-1730

RECREATIONAL FACILITIES

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

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

(2) Possum Kingdom Recreation Center, located on the shores of Possum Kingdom Lake, approximately forty miles from Mineral Wells, provides the place for extensive fishing and boating. The lake covers over 28,000 acres with a shore line in excess of 310 miles. The Fort Wolters Possum Kingdom Recreation Center is open twenty-four hours daily, seven days a week and features family-type trailers available for rent, equipped with stove, refrigerator, picnic table, and linen. A bunkhouse facility 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 13 this guide).

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

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

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

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

CHAPTER II - TRAINING

SECTION I - ACADEMIC INSTRUCTION

17. Instruction Time.

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

18. Weekly Schedule.

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

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

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

READ - to understand the material covered.

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

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

19. Extra Instruction.

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

20. Police of Instruction Areas.

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).

21. Academic Standards.

a. Students are expected to maintain acceptable academic grades while enrolled in the course of instruction at USAPHS. Students must maintain a total score above the academic minimum of 70% in order to graduate.

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

(1) If a student's average is below the academic passing score of 70% of the total possible points, during preflight phase or primary phase.

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

22. Preparation for Examination.

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

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

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

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

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

b. The student should know how to take examinations.

- (1) Assume a proper mental attitude.
- (2) Read the problem.
- (3) Work vigorously.
- (4) Budget your time.

23. Academic Examinations.

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

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

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

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 instruction missed and the action taken by the student to make up work must be included in the request. Spot quizzes missed are given an average percentage of student's grades for that sub-phase of instruction.

d. Students who are unable to take an examination when scheduled, have the responsibility to make arrangements with their instructor for a makeup examination. The student is required to complete the makeup examination within five working days after he is returned to training. Failure to accomplish this may be grounds for recommendations for elimination.

24. Academic Grading System.

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

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

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

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

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

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

b. Academic Eliminations.

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

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

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

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

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

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

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

(6) 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.

(7) Students desiring to initiate appeals will make application 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.

26. Absence from Classes.

- a. Students are held responsible for attending all academic instruction as scheduled.
- b. Students who through their own fault or neglect fail to follow the training schedule will be reported to the Commanding Officer, Warrant Officer Candidate Company for disciplinary action.
- c. Students will not be excused from academic classes for other than emergencies, medical or dental appointments, or to receive their household goods.
- d. The USAPHS Secretary is the only authorized representative of the Assistant Commandant who may excuse students from scheduled training for other than c above. The office of the Assistant Commandant is the only activity that may excuse a student from daily flight training.

A N N E X A

GRADE POINT ALLOCATION

PREFLIGHT: Total Possible Points 1000

General Subjects Examination I	264 points
General Subjects Examination II	192 points
Leadership Examination	158 points
Map Reading	
Examination I	150 points
Examination II	180 points
Land Navigation Problem	16 points
Eight Spot Quizzes	40 points
	Total 1000 points

PRIMARY: Total Possible Points 1000

Academics	350 points
Aerodynamics	30 points
Mid-Term Exam ...	10 points
Final Exam	20 points
	Total 30 points

Maintenance	90 points
Six Spot Quizzes ..	10 points (two graded)
1st Phase Exam ..	20 points
2nd Phase Exam ..	20 points
Final Exam	40 points
	Total 90 points

Navigation	90 points
Five Spot Quizzes ..	10 points (two graded)
1st Phase Exam ..	25 points
2nd Phase Exam ..	25 points
Final Exam	30 points
	Total 90 points

Weather	80 points
Four Spot Quizzes ..	10 points (two graded)
Mid-Term Exam ...	25 points
Final Exam	45 points
	Total 80 points

Flight Safety	10 points
Final Exam	10 points

PRIMARY: (Cont)

Radio Communications 5 points
Final Exam 5 points

Instrument Indoctrination 20 points
Final Exam 20 points

Military Subjects 25 points
Final Exam 25 points

Total: 350 points

FLIGHT: 650 points

Pre-Solo 150 points
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 points
Total 250 points

Advanced 250 points
End of Stage Grade 165 points
Check Ride Grade 85 points
Total 250 points

650 points

1000

points

SECTION II - FLIGHT TRAINING

27. Training Stages.

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

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

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

28. Grading.

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

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

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

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

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

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

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

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

29. Change of Instructor.

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

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

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

- (2) Students may be transferred due to unsatisfactory progress.
- (3) Students may be transferred due to administrative reasons.
- (4) Any student may request a change of instructor at any time.

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

30. Flight Checks.

a. Pre-solo Checks.

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

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

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

(4) Students failing the progress check ride will be referred to the Secretary, USAPHS, for disposition.

b. Primary Stage Checks.

(1) 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.

(2) Students failing the above listed progress checks may be rechecked only after a minimum of four hours of flight intervening and if upon recheck, the student is found to be deficient, he will be referred to the Secretary, USAPHS for disposition. Three of the four hours must be dual.

c. Advanced Stage Checks.

(1) Students will receive an advanced end-of-stage check during the 95 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.

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

d. Checks Due to Unsatisfactory Progress.

(1) 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. If he fails the check ride, the student may be given a change of instructor for additional instruction in his current stage or be referred to the Military Flight Evaluation Division, USAPHS for a progress check.

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

(3) Students failing the military check will be referred to the USAPHS Secretary for appearance before the Student Evaluation Board.

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

e. Post-Accident Checks and Post-Incident Checks.

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

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

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

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

f. General Rules for Check Rides.

(1) Normally no end-of-stage check ride will be given a primary student immediately after a break in his flying, in excess of 48 hours; such as a weekend, weather or absence. The student should normally receive at least one dual flight prior to a check after absences.

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

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

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

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

31. Student Elimination for Flight Deficiency.

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

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

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

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

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

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

g. Further guidance concerning elimination procedures and method of appeal are explained in paragraphs 25.b. (3)-(7), pages 21, 22 of this Guide.

CHAPTER III - ADMINISTRATION

SECTION I - HONOR CODE

32. Introduction.

a. To assist the Warrant Officer Candidate in attaining the high standards of integrity required of a Warrant Officer, the US Army Primary Helicopter School has adopted an Honor Code.

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

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

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

e. The Honor Code and the Honor System belong to the Warrant Officer Candidates. It is administered by an Honor Committee composed of Warrant Officer Candidates. The following basic points will govern the candidates' every action under the code:

- (1) A candidate does not lie.
- (2) A candidate does not cheat.
- (3) A candidate does not steal.
- (4) A candidate does not condone among their ranks those who do lie, cheat, or steal.
- (5) An Honor Code violation cannot be committed accidentally.

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

33. Honor Committee.

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

b. The Honor Committee will meet at least once every two weeks to discuss methods of improving the Honor System and/or Honor Violations. A written report of these meetings will be submitted to the Commanding Officer, Troop Command.

c. Each Warrant Officer Candidate Class will elect an equal number of representatives as determined by Commanding Officer, Troop Command, except the Senior Company which will elect twice the number as other companies. There will normally be at least one representative per platoon. Elections will be held at the end of preflight training. The chairman and vice-chairman will be elected by the members of the Honor Committee. Those elected by their class will serve as their Class Honor representative for the remaining time the class is at Fort Wolters, Texas.

d. Functions of the Honor Committee.

- (1) To interpret the Honor Code for the Candidates.
- (2) To disseminate additional information to the classes in residence.
- (3) To conduct Honor Code orientations and classes.
- (4) To seek ways and means of improving the Honor System.
- (5) To attend Honor Committee meetings.
- (6) To inform the Commanding Officer, Troop Command, of honor problems they are unable to solve.
- (7) To investigate all cases of alleged honor violations.
- (8) To hold all information they receive concerning honor violations in strict confidence.

SECTION II - CODE OF THE OFFICER

34. Honesty and Dependability

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

35. Code of Behavior.

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

SECTION III - STUDENT ORGANIZATION AND RESPONSIBILITIES

36. General.

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

b. A Battalion staff will be established by selecting the outstanding candidates from each section of the Senior company. Criteria for selection will be demonstrated leadership and military aptitude. Academic and flight grades will not be a criteria. Personnel selected will be recognized at an appropriate Troop Command ceremony with all candidates classes attending.

c. The Battalion staff will be as follows:

- (1) Battalion Commander
- (2) Executive Officer
- (3) S-1
- (4) S-2
- (5) S-3
- (6) S-4
- (7) Sergeant Major

*Supply, Fire Marshall
& Mainten. Officers remain
Same*

d. The Battalion staff will have the following privileges and responsibilities:

(1) Will serve as a Battalion staff and wear the insignia during their tenure as Seniors unless relieved by Commanding Officer, Troop Command.

(2) Will have the authority and responsibility to correct other candidates and classes on infractions of Troop Command policies.

(3) Will serve as Battalion staff for all formations involving more than one company.

(4) Will assist the companies with inspections and actively participate in making inspections.

(5) Will be responsible for coordinating, scheduling practices, and marking parade field for any ceremonies scheduled at Troop Command level.

(6) Will be relieved of all fatigue details and excused from inspections.

(7) Will not be required to march in formation to class.

e. Student command position assignments will be established in each Warrant Officer Candidate Company. The company chain of command will be changed as necessary, but will not exceed a period of one week.

f. The student chain of command for each company will be as follows:

- (1) Company Headquarters:
 - (a) Candidate Company Commander
 - (b) Candidate Executive Officer

- (c) Candidate First Sergeant
- (d) Candidate Supply Sergeant
- (e) Candidate Fire Marshal

(2) Platoon:

- (a) Candidate Platoon Leader
- (b) Candidate Platoon Sergeant
- (c) Candidate Squad Leader

g. Insignia of rank for leadership positions are as indicated in Figure 1. For placement of insignia see Figure 2.

*Use
Company
SOP*

37. Candidate Command Assignments.

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

a. Candidate Company Commander:

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

b. Candidate Executive Officer:

- (1) Assumes command in the absence of the Candidate Company Commander.
- (2) Assists the Candidate Company Commander in the performance of his duties.

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

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

c. Candidate First Sergeant:

(1) Forms the company for all formations.

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

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

(4) Insures that all details are performed.

d. Candidate Supply Sergeant:

(1) Appoint a platoon supply representative.

(2) Orient members of the class, through the platoon representatives, on the procedures for obtaining supply assistance and utility repairs.

(3) Insure that all requisitions for supplies are handled through the platoon representative to the Supply Sergeant.

(4) Insure that supply economy is practical at all times.

e. Candidate Fire Marshal:

(1) Responsible to Candidate Company Commander on fire evacuation plans.

(2) Responsible to Candidate Company Commander on all matters pertaining to fire prevention and safety.

f. Candidate Platoon Leader:

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

(2) When his platoon is acting as a separate unit, will assume those duties of Candidate Company Commander listed in Para a. above.

g. Candidate Platoon Sergeant:

- (1) Forms the platoon at all formations.
- (2) Renders prescribed reports to the Candidate 1st Sergeant.
- (3) Reports all late arrivals to the Candidate 1st Sergeant.
- (4) Maintains a list of absentees throughout the day and the time of their return to training.
- (5) Assists the Candidate Platoon Leader in control and coordination of the platoon.

h. Candidate Squad Leader:

- (1) Insures that squad details are performed satisfactorily and that work and free time are equally distributed among his squad members.
- (2) Should be able to account for his squad members at all times.

i. Individual Candidate Responsibility:

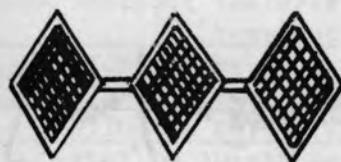
In addition to training you in the art of flying, a major course objective is to influence your development in acceptance of responsibility; such acceptance during and after the Warrant Officer Candidate Course is an individual matter. Your performance in all areas is your responsibility alone. Whether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

j. Members of student chain of command must submit after-action report after tour of duty in chain of command.

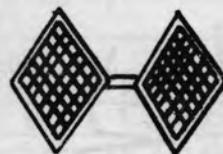
k. Members of the student chain of command will rate their subordinates as indicated below using the Student Rating Form (Annex B):

- (1) Company Commander rates: Executive Officer and Platoon Leaders.
- (2) Executive Officer rates: First Sergeant, Supply Sergeant and Fire Marshal.
- (3) Platoon Leaders rate: Platoon Sergeants and Squad Leaders.
- (4) First Sergeant rates: Platoon Sergeants.
- (5) Platoon Sergeants rate: Squad Leaders.

FIGURE 1



Battalion Commander



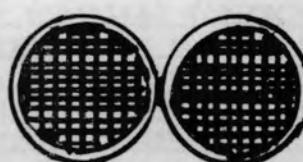
Battalion Executive Officer



Battalion
Staff Officer



Company Commander



Company Executive Officer



Platoon
Leader



Sergeant Major



First Sergeant



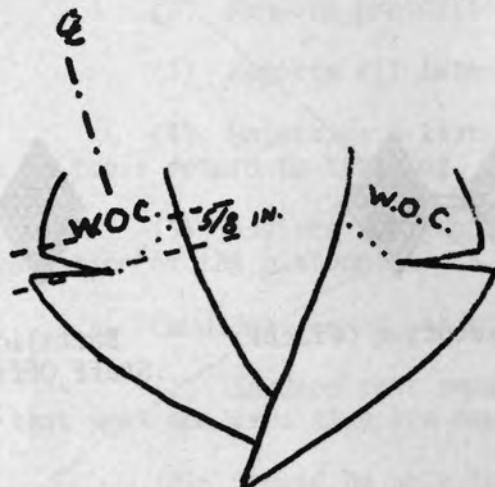
Platoon Sergeant



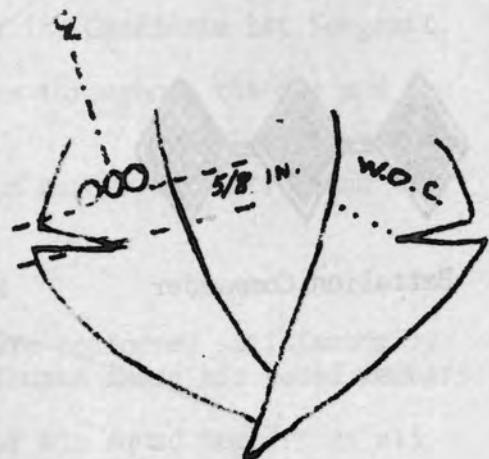
Squad Leader

FIGURE 2

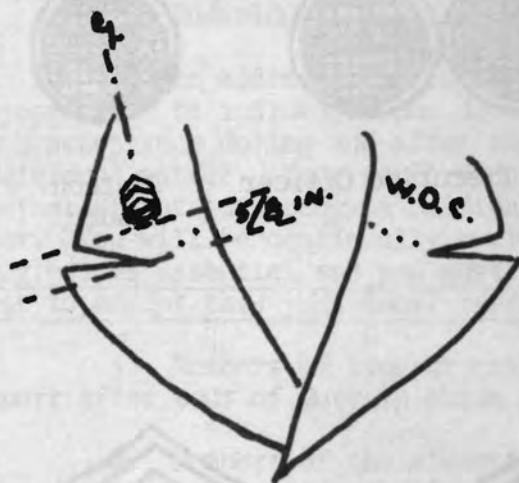
UNIFORM INSIGNIA PLACEMENT



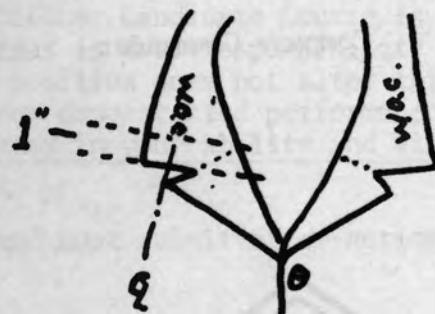
Greens - WOCs



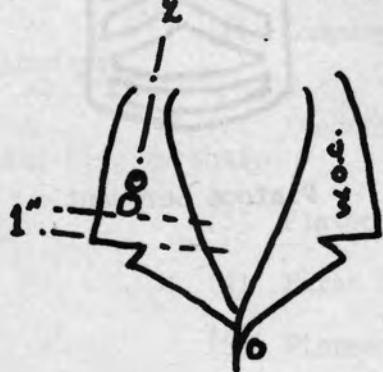
Greens - Officers



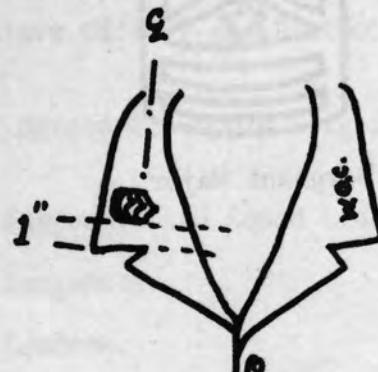
Greens - Sergeants



Khakis or Fatigues - WOCs



Khakis or Fatigues - Officers



Khakis or Fatigues - Sergeants

STUDENT RATING FORM

of Rated WOC

CLASS

COMPANY

PART I - PERSONAL QUALITIES

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

PART II - OVERALL PERFORMANCE

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

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

(Signature of Rating Candidate)

SECTION IV - DELINQUENCIES AND MERIT/DEMERIT SYSTEM

38. Definitions.

a. Delinquency - Failure to attain the standards of a warrant officer candidate through design, neglect, or carelessness for which punishment will be recommended based on seriousness of the offense.

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

* c. Merit - A positive grade given a candidate. One merit equals one demerit. (Example: 15 demerits and 5 merits equals 10 demerits).

39. Delinquencies.

a. Any candidate who, through design, neglect, or carelessness, fails to perform a duty, violates a regulation, commits acts prejudicial to good order or military discipline, or fails to meet the standards required of an officer and gentleman, will be considered to be delinquent.

b. Delinquencies are classified according to the degree of seriousness of the offense indicated below:

(1) Class 1 offenses. Those offenses which are serious enough to require consideration of a recommendation for elimination by the warrant officer candidate company commander to the commandant of the United States Army Primary Helicopter School and/or under the action of the Uniform Code of Military Justice (UCMJ). The following are examples, but are not all-inclusive:

(a) Violation of restriction, absence from a prescribed place, or deliberate neglect of prescribed duty.

(b) Drunkenness, insubordination, trafficking in liquor, or visiting off-limits areas or installations.

(c) Hazing. The unauthorized assumption of authority by one candidate over another candidate whereby the latter shall or may suffer, or be exposed to suffer, any cruelty, indignity, humiliation, hardship or oppression, or the deprivation or abridgment of any right to which he shall be legally entitled.

(d) Willful damage to, or neglect of, government property.

(e) Conduct reflecting discredit on the military service and/or the warrant officer candidate program.

(2) Class II offenses. Those offenses warranting non-judicial action by the company commander or Commanding Officer, Troop Command which reflect negligence or poor judgement and are more serious than minor breaches or discipline, conduct, or performance of duty. The following examples are not all-inclusive:

} (a) A series of minor offenses or delinquency reports (DR) for minor traffic violations that are evidence of flagrant disregard for regulations.

(b) Rusty equipment, or clothing or equipment in need of major repair.

(c) Room not ready for inspection as specified in Section VIII.

~~(d)~~ Disrespect to tactical staff, senior candidates, or anyone in authority.

(e) Using vulgar or obscene language.

(f) Sleeping, apparently sleeping, improper conduct in class, or late for formation or class.

(g) Improper personal hygiene.

(h) Violation of company fire regulations.

(i) Failure to:

1. Salute.
2. Sign in or out, or turn in class "A" pass.
3. Secure valuables.
4. Carry out prescribed duties or know or comply with standing orders.

(j) Violation of candidate uniform policy (that is, unauthorized tailoring, mixed uniforms, unauthorized uniforms, et cetera).

(3) Class III offenses. Those offenses warranting assessment of demerits or other action by the tactical officer/NCO, or the Company Commander which are minor breaches of discipline, minor irregularities of conduct, or minor deficiencies in the performance of duty.

c. Delinquencies noted will be reported to the tactical officer/NCO of the candidate concerned for inclusion in the observation report.

40. Administration of the Demerit System.

- a. Warrant Officer Candidates are subject to receive merits or demerits at any time.
- b. Merits and demerits are initially recorded on the report of merits and demerits form which is left on the table in each room. As Tactical personnel inspect the room, they record the discrepancies utilizing the key for demerits. At times candidates may be instructed to add discrepancies to the list (i.e., needs haircut). At the end of the day, candidates will determine the nature of the discrepancy and the number of demerits assessed utilizing the key for demerits. They will total the number of demerits, correct the discrepancies, and initial the form. The following day they will place a new merit/demerit form on the table with the previous days form.
- c. If a candidate feels that he was unjustly assessed demerits, he may write a military letter to his tactical officer with his reasons and/or facts bearing on the problem. This letter will be submitted to the tactical officer, not later than 0700 hours, on second duty day following receipt of demerits.
- d. Demerits assessed for common areas of responsibility will be divided equally among all the candidates responsible for that area.
- e. Certain categories of delinquencies require a military letter to be written to the Company Commander stating the reasons why the deficiency existed and corrective action taken. This letter will be submitted to the Tactical Officer, not later than 0700 hours, on the second duty day following receipt of the demerits.
- f. Totals of the merit/demerit form will be posted daily to the weekly demerit roster.
- g. The demerit week runs from 0001 hours, Friday to 2400 hours the following Thursday. Merits and demerits will be accumulated and carried through the entire course. The number of merits and demerits received will be considered in a candidate's military aptitude evaluation.
- h. When a candidate exceeds a specified number of demerits he will forfeit privileges as determined by the demerit system and the tactical staff.
- i. Maximum Allowable Demerits: The maximum number of demerits allowed each day or week before delinquency restriction is imposed depends upon the week of training of the candidate. Maximum allowable demerits are:

Week of Training	Daily Pass Withheld RECEIVED		Weekly Pass Withheld RECEIVED		
	1700-2230 Mon - Fri	Sat 1300 to 1700 Sun	Sat 1800 to 1700 Sun	Sun 0800 to 1700 Sun	Sun 1300 to 1700 Sun
1st-4th	N/A less	25 or more less	26 to 30	31 to 35	36 to 40
5th-8th	4 or more	20 or more	21 to 24	25 to 28	29 to 32
9th-12th	3 or more	15 or more	16 to 18	19 to 21	22 to 24
13th-16th	2 or more	10 or more	11 to 12	13 to 14	15 to 16
17th-20th	1 or more	8 or more	9	10	11

j. Serving Delinquency Restrictions:

(1) Candidates, during their restrictions will remain within the limits of the Troop Command or 5th Warrant Officer Candidate Company area except as outlined in paragraph (3) and (4) below.

(2) Boundaries of the Troop Command area and 5th Warrant Officer Candidate (preflight) Company are:

5th Warrant Officer Candidate Company: (See Figure 3)

Northwest - Morton Street
Southeast - Wright Street
Northeast - Pegram Street
Southwest - Higgenson Street

Remainder of Troop Command: (See Figure 4)

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

~~X~~ NOTE: Pizza Parlor (Bldg 774) is off-limits to candidates serving restriction.

(3) During daily restrictions, candidates will work in their respective company areas on billets, uniforms, and equipment in order to receive merits the following day for reduction of demerits and possibly regain weekend pass privileges.

(4) During weekend restrictions, candidates will perform extra duty in Company area according to the following schedule:

(a) Saturday: 1330 hours to 1730 hours.

(b) Sunday: 0800 hours to 1200 hours.

FIGURE 3
MAP OF (PREFLIGHT) BILLETING AREA

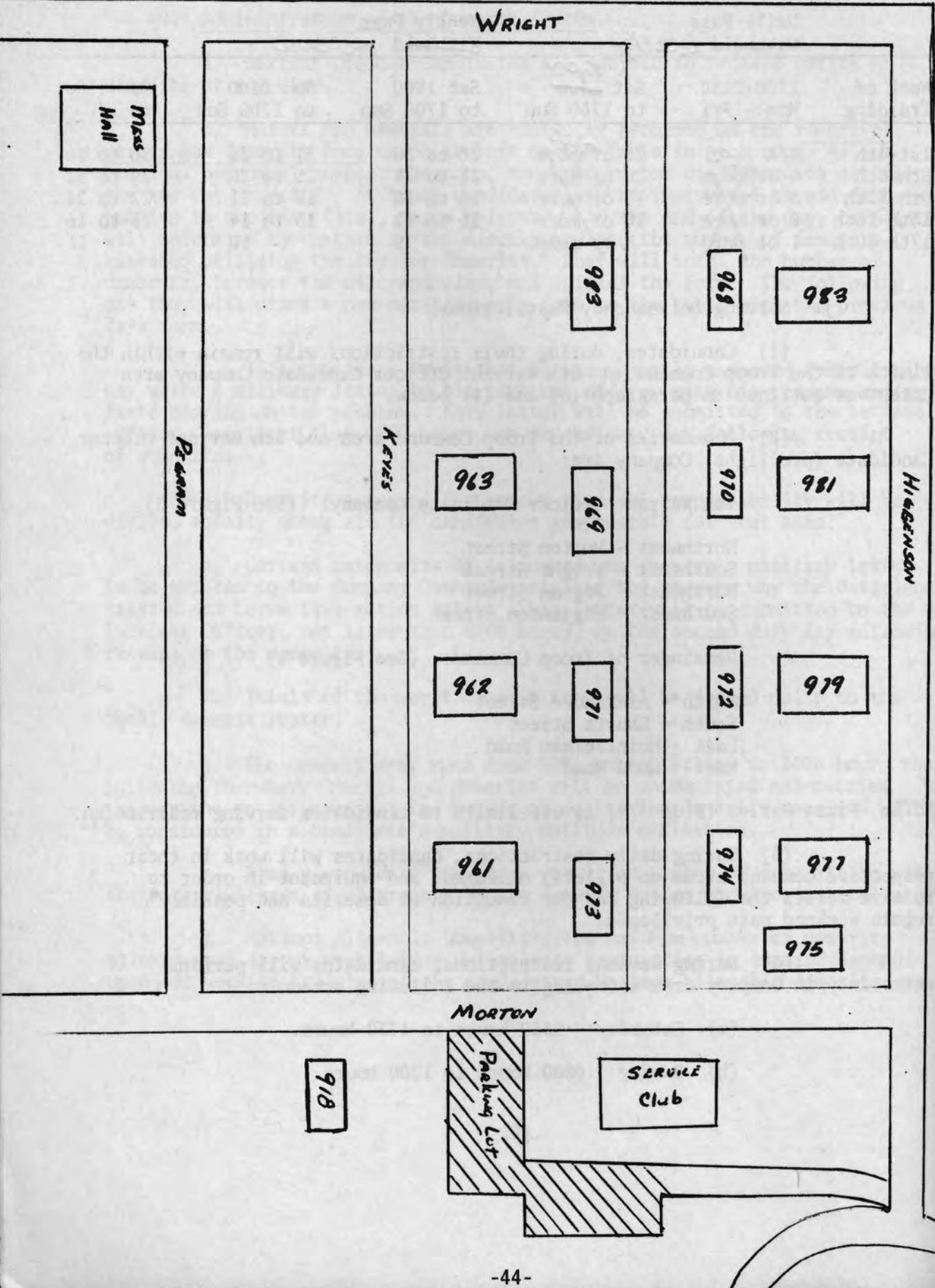
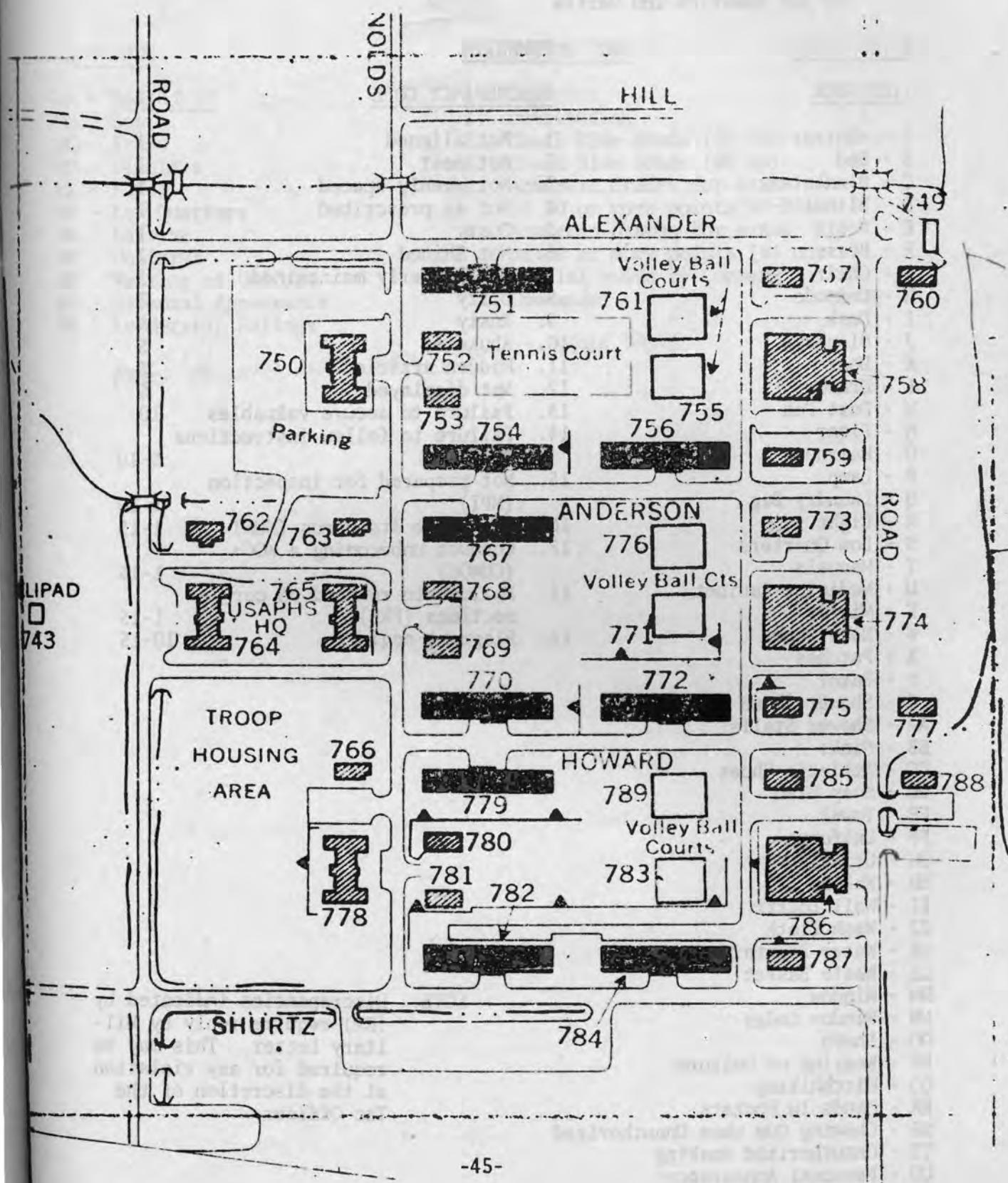


FIGURE 4
MAP OF WOC BILLETING AREA



Key for Demerits and Merits

<u>ITEM CODE</u>	<u>DEMERITS</u>	<u>DISCREPANCY CODE</u>	<u>DEMERIT</u>
A - Ashtray	1. Not aligned		1
B - Bed	2. Not neat		1
C - Blankets	3. Not evenly spaced		1
D - Blinds	4. Not as prescribed		1
E - Boots	5. Dusty		1
F - Brass	6. Not Shined		2
G - Chair	7. Not properly maintained		3
H - Commode	8. Dirty		3
I - Desk	9. Rusty		5
J - Displays	10. Abuse of		5
K - Door	11. Hidden article		5
L - Drawer	12. Not displayed		5
M - Dust Pan	13. Failure to secure valuables		10
N - Floor	14. Failure to follow instructions		
O - Haircuts	(FFI)		5-10
P - Lamp	15. Not prepared for inspection		
Q - Laundry Bag	(NPI)		5-10
R - Light	16. Not up to standards (NUS)		1-15
S - Low Quarters	17. Conduct unbecoming a WOC		
T - Manuals	(CUWOC)		1-15
U - Medicine Cabinet	18. Failure to respond to cor-		
V - Mirror	rections (FRC)		1-15
W - Name Tapes	19. Flagrant neglect		10-15
X - Patches			
Y - Razor			
Z - Shower Shoes			
AA - Shower Stalls			
BB - Sinks			
CC - Athletic Shoes			
DD - Soap Dish			
EE - Towel			
FF - Uniforms			
GG - Urinals			
HH - Walls			
II - Wall Locker			
JJ - Wash Cloth			
KK - Water Fountain			
LL - Waste Basket			
MM - Window			
NN - Window Ledge			
OO - Shave			
PP - Wearing of Uniform			
QQ - Hitchhiking			
RR - Hands in Pockets			
SS - Chewing Gum when Unauthorized			
TT - Unauthorized Smoking			
UU - Personal Appearance			

NOTE: Discrepancies indicated by (RM) require reply by Military Letter. This may be required for any violation at the discretion of the Tac Officer.

MERITS

<u>M CODE</u>	<u>EVALUATION CODE</u>	<u>MERIT GUIDE</u>
IA - Bed	1. Superior	1-3
IB - Boots	2. Outstanding	3-5
MC - Brass	3. Check Ride Grade (90-93)	3
MD - Displays	4. Check Ride Grade (94 up)	5
ME - Floor	5. Academic Grades for exams	
MF - Low Quarters	of 20 or more points (90-93)	3
MG - Latrine	6. Academic Grades for exams	
MH - Uniforms	of 20 or more points (94 up)	5
MI - Wearing of Uniform	7. Special award by Company	
MJ - Personal Appearance	Commander	
MK - Leadership Ratings		1-10

NOTE: REQUIRE NOTE FROM IP ON CHECK RIDE.

SECTION V - DISCIPLINE

42. General.

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

43. Specific Rules of Conduct.

a. All warrant officer candidates are addressed by the title of "Candidate".

b. All warrant officer candidates will greet officers and NCO's with "Sir, (Sergeant), Candidate (NAME), Good Morning, (Afternoon or Evening), Sir, (Sergeant)." When inside his billets, warrant officer candidates will come to the position of attention with his back to the wall.

c. When addressed by a commissioned officer, a candidate comes to the position of attention and replies, "Sir, Candidate (NAME), Yes Sir, or No Sir". The candidate remains at attention until given "At Ease" by the officer.

d. When reporting to an assigned Tactical Officer or NCO, a candidate knocks, enters when told, gives the appropriate greeting and states his business.

e. When reporting to a commissioned officer, a candidate comes to the position of attention, renders a salute, and reports, "Sir, Candidate (LAST NAME) reports." If the candidate has been directed to report, he adds "As directed," to the end of his report.

f. Candidates do not chew gum during duty hours or in public places.

g. Candidates do not walk or stand with their hands in their pockets.

h. Hitchhiking is prohibited.

i. Haircuts; hairgrooming rules:

(1) Hair will be neatly trimmed at all times, and no longer than two inches.

(2) Sideburns of peculiar variations are not permitted.

(3) Shaven heads are not permitted.

(4) Mustaches are not permitted.

J. Candidates will not smoke while in the Troop Command or 5th WOC Co Area, except in their rooms, in day-rooms or while on an authorized smoking break. Smoking in bed is prohibited.

k. Candidates do not sing or whistle in halls or out doors.

1. The Officers' Club and Package Store is off limits.

Use of the Package Store, located in Bldg 906, is approved if you are a member of the NCO Club and over 21 years of age.

m. Proper entrucking and detrucking procedures will be observed.

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

(2) No smoking in buses.

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

(4) Candidates will keep hands and arms inside the bus at all times and buses will be embarked and debarked only in authorized places except in inclement weather.

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

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

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

q. Classroom Procedure

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

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

(3) There will be no sleeping, eating, drinking soft drinks, writing letters, etc. or any other activity which does not relate to the subject being taught. Soft drinks will not be taken to a students seat or desk in a classroom.

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

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

r. Breaks Between Instruction Periods.

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

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

s. Individual Student Responsibility

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

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

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

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

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

SECTION VI - PRIVILEGES

44. Pass Policy.

a. The pass policy as stated in paragraphs 1 through 4 below will be adhered to by all candidates while at the USAPHS.

(1) 1 - 4 weeks: No passes issued Monday through Friday except in bona fide emergency situations; candidates to be present in billets at 1900 hours. Off-post passes, when earned, are effective from 1200 hours Saturday to 1700 hours Sunday.

(2) 5 - 9 weeks: Off-post passes, when earned, are effective Monday through Thursday until 2215 hours. Off-post passes, when earned, are effective Friday until 2300 hours and from 1200 hours Saturday until 1700 hours Sunday.

(3) 10 - 18 weeks: Off-post passes, when earned, are effective Monday through Thursday until 2215 hours. Off-post passes, when earned, are effective from 1700 hours Friday until reveille Saturday and from 1200 hours Saturday until 1700 hours Sunday. (No weekday passes authorized during week of scheduled night flying).

(4) 19 - 20 weeks: Off-post pass privileges, when earned, are effective after duty hours until reveille Monday through Friday and from 1200 hours Saturday until reveille Monday. (No weekday passes authorized during week of scheduled night flying).

b. Pass privileges outlined above must be earned. They may be withheld on an individual basis as a result of substandard performance in any area of training as determined by the WOC Company Commanding Officer.

SECTION VII - UNIFORM REQUIREMENTS AND REGULATIONS

45. All Candidates.

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

b. Candidates are not allowed to wear civilian clothing during pre-flight training. Candidates may wear appropriate civilian clothing when engaged in special sporting activities, provided they obtain permission from their Tactical Officer.

c. Jeans are not considered appropriate attire except when engaged in horseback riding. No sneakers are to be worn except for athletics.

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

e. The cloth insignia "US Army" will be sewn over the left breast pocket of flight uniforms, field jackets, and fatigue shirts as prescribed in Figures 5, 6 and 7.

f. The 'USAPHS cloth shoulder insignia will be machine sewn in black thread on the left alcove of all outer garments to include flight clothing except the raincoat and shirt; cotton, khaki abbreviated. (Figure 5, 6 and 7)

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

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

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

46. Snobird Candidates

Those candidates who are waiting for a class to start will wear the "WOC" insignia centered on the flap of the left pocket on all uniforms. (See Figure 8)

47. Preflight Candidates.

The cap, OG-107, will be worn with the "WOC" insignia centered in front. (See Figure 8)

48. Intermediate Candidates.

a. The "WOC" insignia will be worn on the left front of the cap, garrison, AG-44, backed by a colored disc of class color. (See Figure 8)

b. The cap, OG-107, will be worn with colored plastic disc centered in front, held in place by the "WOC" insignia. Disc will be the color of the class. (See Figure 8)

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

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

e. Solo wings will be sewn on the front of the colored baseball caps after an individual has soloed. (See Figure 8)

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

49. Senior Candidates.

The orange tab with black stripe will be worn on the shoulder loops of the khaki and green uniforms, and field jackets, and attached to the left pocket of the fatigue uniform upon completion of the 16th week of training. (See Figure 7)

50. Holdover Candidates.

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

b. The orange disc will worn on the fatigue cap and green overseas cap.

51. Uniforms.

Class A

Winter - Green AG-44 with tie, garrison cap and low quarters

Summer - Khaki short sleeve, garrison cap and low quarters

Class C

Winter - Fatigue uniform with boots, fatigue cap and field jacket

Summer - Fatigue uniform with boots and fatigue cap

Flight

Winter - Flight suit with boots, flight baseball cap and flight jacket

Summer - Flight suit with boots and flight baseball cap

The flight suit will be worn on the flight line and to meals before going to and upon returning from the flight line when time does not permit changing uniform. All zippers will be secured. Flight helmet, gloves, and ID tags will be worn while engaged in actual flight.

FIGURE 5

FLIGHT SUIT INSIGNIA PLACEMENT

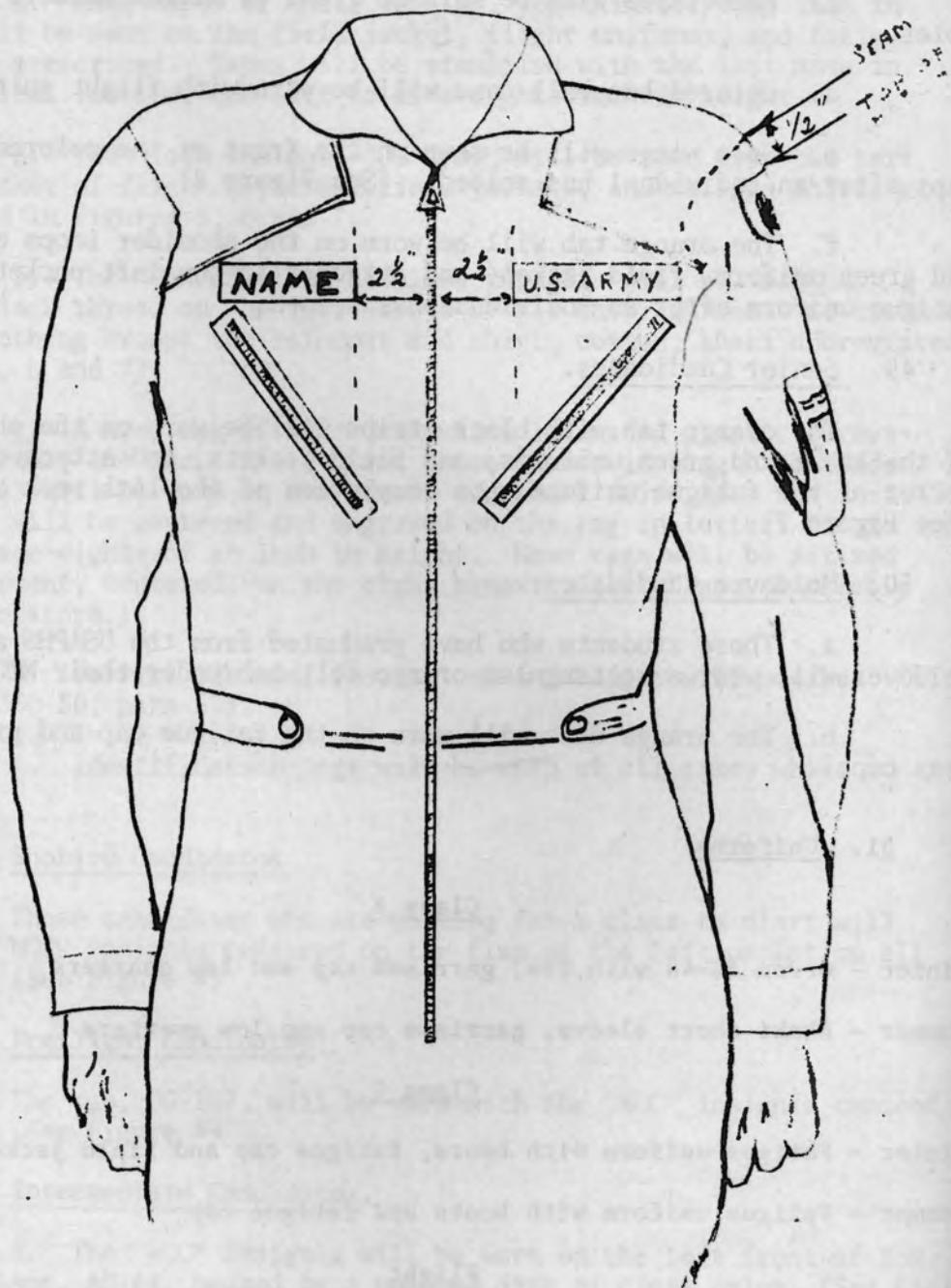


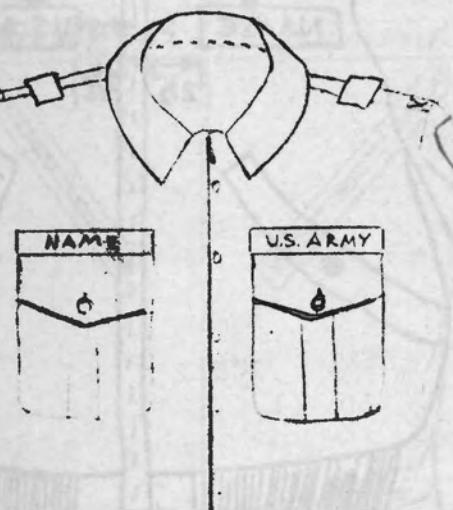
FIGURE 6
FLIGHT JACKET INSIGNIA PLACEMENT



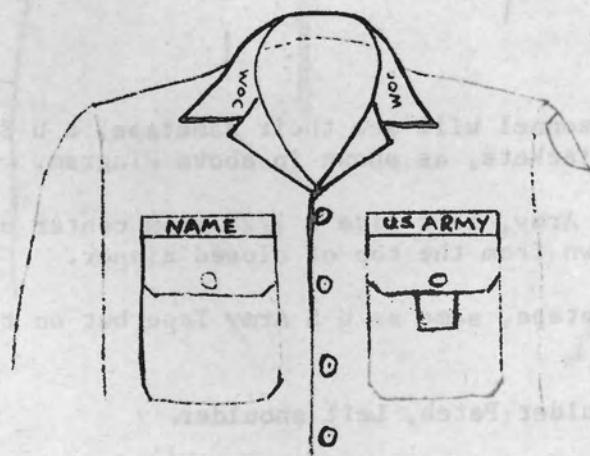
1. All personnel will sew their nametape, a U S Army Tape, and School Patch on flight jackets, as shown in above diagram.
 - a. U S Army, left side $2\frac{1}{2}$ " from center of zipper when completely closed and 4" down from the top of closed zipper.
 - b. Nametape, same as U S Army Tape but on the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

FIGURE 7

FIELD & FATIGUE JACKET INSIGNIA PLACEMENT



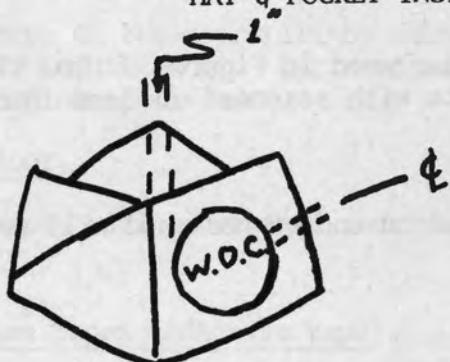
FIELD JACKET



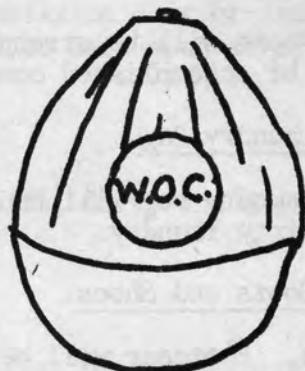
FATIGUE JACKET

FIGURE 8

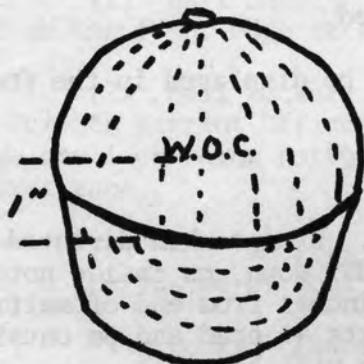
HAT & POCKET INSIGNIA PLACEMENT



AG - 44



OG - 107

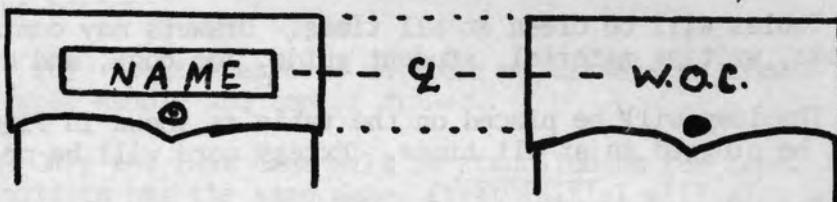


BEFORE SOLOING

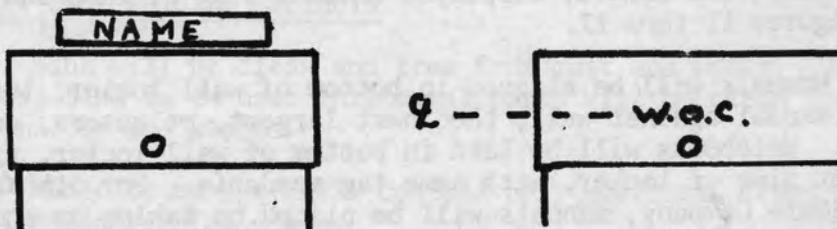
Centered
& touching
top of wings



AFTER SOLOING



Khakis or Greens
Snobirds Only



Fatigues
Snobirds Only

SECTION VIII - ROOM DISPLAYS AND ARRANGEMENTS

52. General.

Rooms will be arranged as diagramed in Figures 9 thru 17. Change-over will be accomplished commensurate with seasonal uniform change.

53. Laundry Bag.

Laundry bag will be displayed on end of beds and will contain only two days dirty laundry.

54. Boots and Shoes.

a. Footgear will be displayed as per Figures 9 - 17. Boots will touch the bed post nearest them and will be aligned - boots, low quarter shoes, and shower shoes. Boots and shoes will be highly shined with polish on top and side of sole and heels. Double bunks that are occupied with only one candidate will have footgear at foot of bed.

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

55. Bed.

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

56. Desk and Display.

a. Tables will be clean at all times. Drawers may contain only small notebooks, writing material, student guide, log book, and dictionary.

b. The lamp will be placed on the table as shown in Figures 9 thru 17. Lamp will be plugged in at all times. Excess cord will be neatly folded.

c. The ash tray will be centered and touching front of the lamp, placed up-right with demerit slips underneath. For 5th Warrant Officer Candidate Company, one ashtray displayed on each side of lamp and touching lamp. See Figures 11 thru 17.

d. Manuals will be aligned in bottom of wall locker, left front, with largest manual against wall, then next largest, et cetera, down to the smallest. Notebooks will be laid in bottom of wall locker, right front touching right side of locker, with name tag readable. For 5th Warrant Officer Candidate Company, manuals will be placed on tables as shown in Figures 11 and 12. Manuals will be placed with largest manual in center, then next largest, et cetera down to the smallest.

57. Door.

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

58. Floor.

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

59. Name Tapes (Adhesive tape).

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

(1) Wall Shelf: (5th Warrant Officer Candidate Company only) Centered on the front edge of the shelf.

(2) Wall Locker: Centered on the front edge of the inside shelf. For 5th Warrant Officer Candidate Company: Centered on door. First tape edge one inch below bottom door vent and second tape edge one inch below first tape.

(3) Foot lockers: (5th Warrant Officer Candidate Company only) Centered on the inside of foot locker lid.

(4) Bunks: Centered on the frame facing center of room or living area.

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

(6) Desk: Centered on front of drawer; on drawer with handle centered between handle and top of drawer.

b. Only the last name will be stenciled on the tape. When more than one candidate has the same name, first initial will also be used. Name tags will be kept clean, and replaced if soiled.

60. Sink and Medicine Cabinets.

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

b. Medicine cabinet will contain only medicinal items, prescribed by a medical officer, plus glass.

61. Towel Display.

Towels will be folded in thirds with single fold to center of room. As you face towel bar, towel will be on the left, wash cloth on right, spaced evenly. The top bed will have the top towel rack, the bottom bed will have the bottom towel rack, and the single bed will have the single towel rack. For 5th Warrant Officer Candidate Company, towels will be folded to a width of 10" and placed on the lower rail of the upper bed, towards center of the building. The top bed will have the towel closest to the wall. Wash cloths will be folded with each end toward the center and placed, centered on top of the towel. Towels will be either to extreme right or left of the bed rail.

62. Waste Can.

Displayed beside the door as shown in Figures 9 & 10. Dust pans will be displayed between waste can and wall. Waste cans will be clean and empty every morning. For 5th Warrant Officer Candidate Company. Waste cans will be displayed beside security locker.

63. Windows.

Windows will be clean and uniformly adjusted (6" in summer for all windows) when company falls out. Screens will be clean and not in need of repair. Venetian blinds will be drawn to the top of the window. Windows in latrines and laundry will be left open while troops are not in the barracks. The same applies to 5th Warrant Officer Candidate Company except venetian blinds will be down and open when candidates are not in barracks. Blinds will be down and closed when candidates are in the barracks.

64. Wall Locker.

a. The bottom of all wall lockers, drawers, security locker, and wall locker shelves will be covered with brown wrapping paper cut to exact size. Paper will be replaced if torn or soiled.

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

c. For 5th Warrant Officer Candidate Company, foot lockers will be arranged and displayed as per Figure 18. The bottoms of foot lockers will be covered with brown paper and the foot locker shelf bottom will be covered with a clean white towel.

d. For 5th Warrant Officer Candidate Company only, wall lockers will be used as security lockers. These lockers will be arranged as per Figure 19. Items to be kept in this locker are same as those outlined in (b) above. The security locker will be locked at all times unless otherwise directed.

e. The clothing will be displayed as indicated in Figures 20 & 21. with all buttons, snaps, and zippers secured. Clothing hanging will be evenly spaced. The only extra hangers allowed are those for the uniform being worn.

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

FIGURE 9

1st, 2nd, 3rd, & 4th WOC ROOM ARRANGEMENT (WINTER)

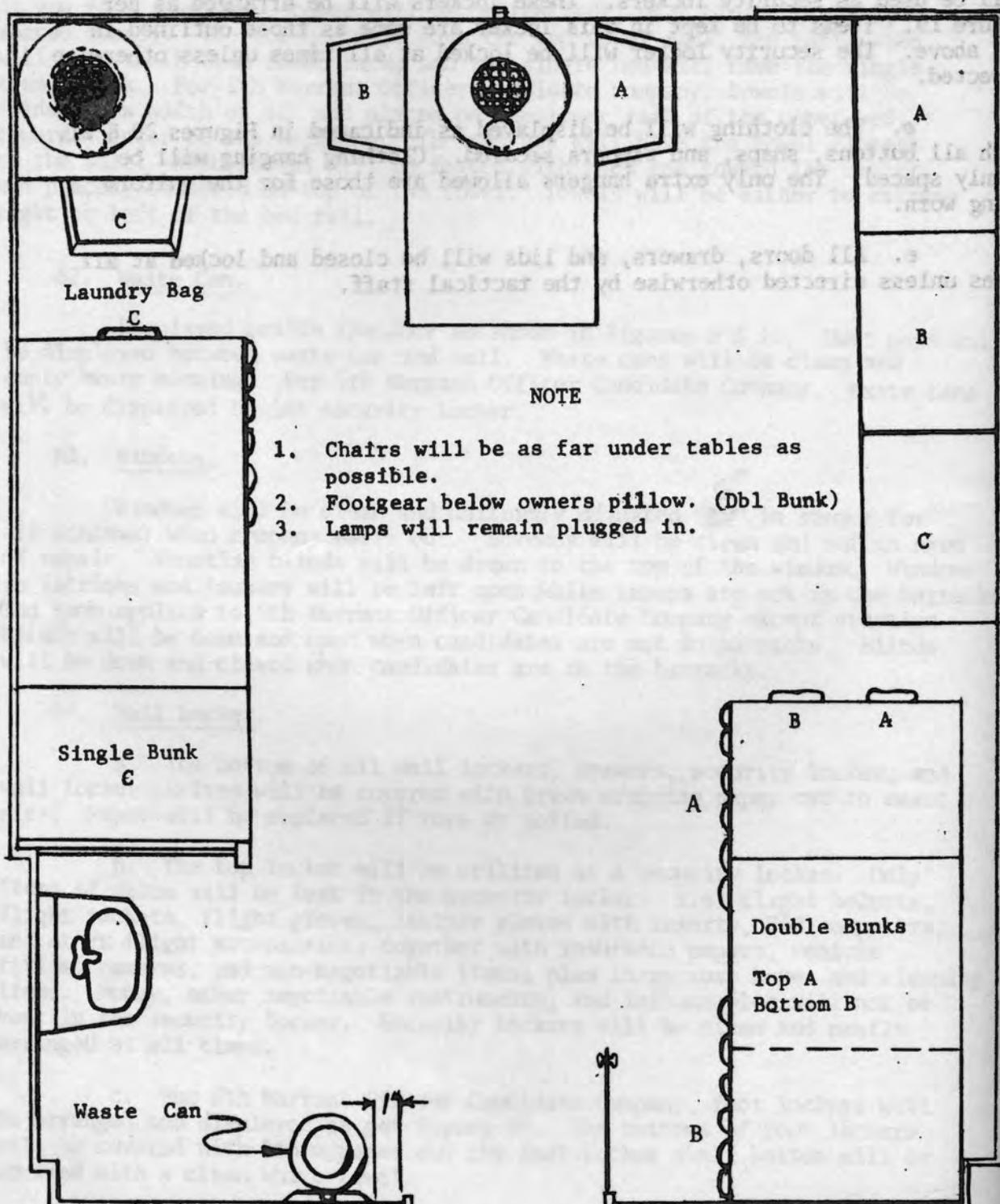


FIGURE 10

1st, 2nd, 3rd, & 4th WOC ROOM ARRANGEMENT (SUMMER)

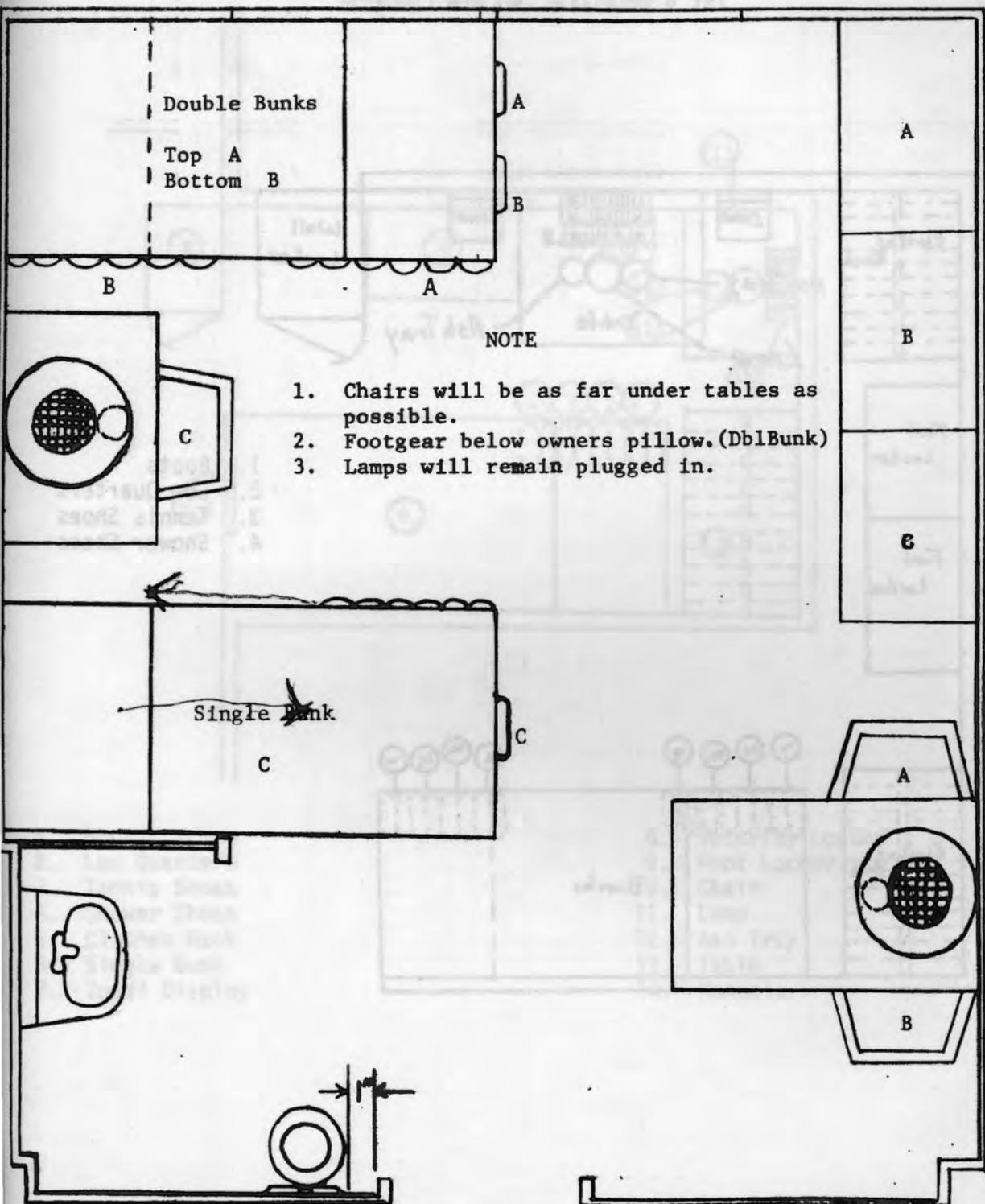
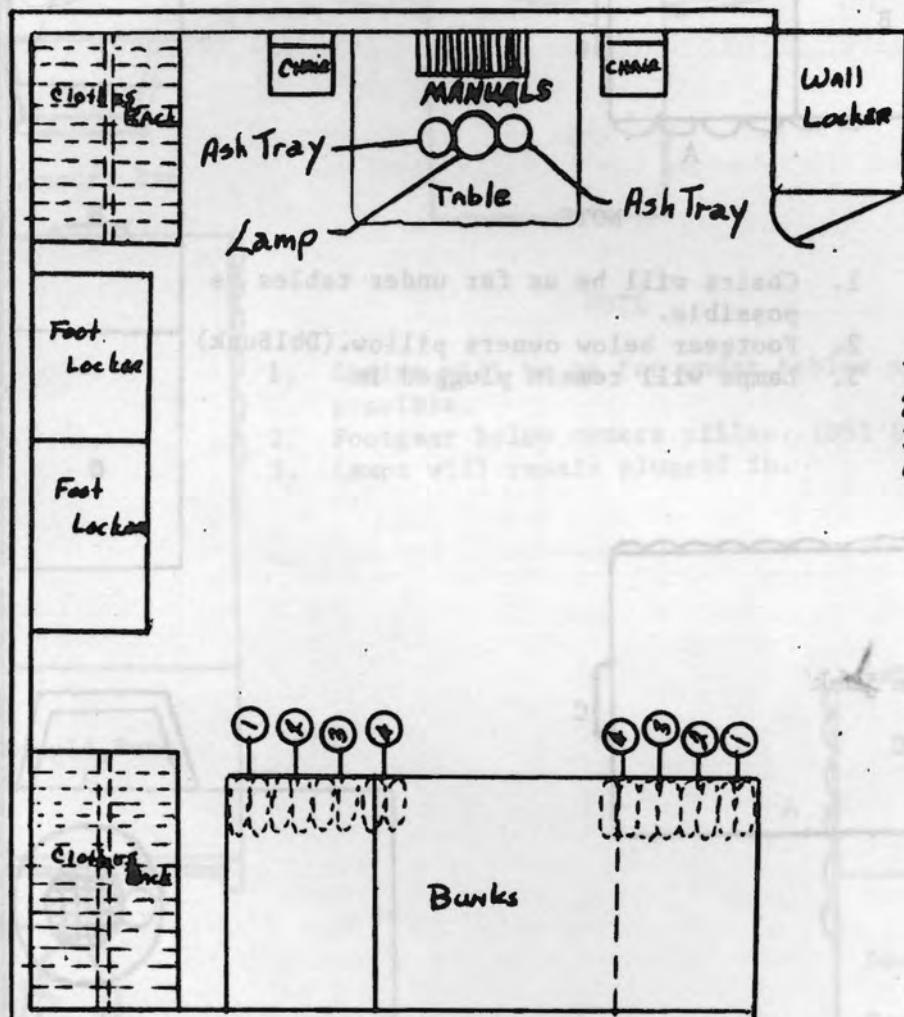
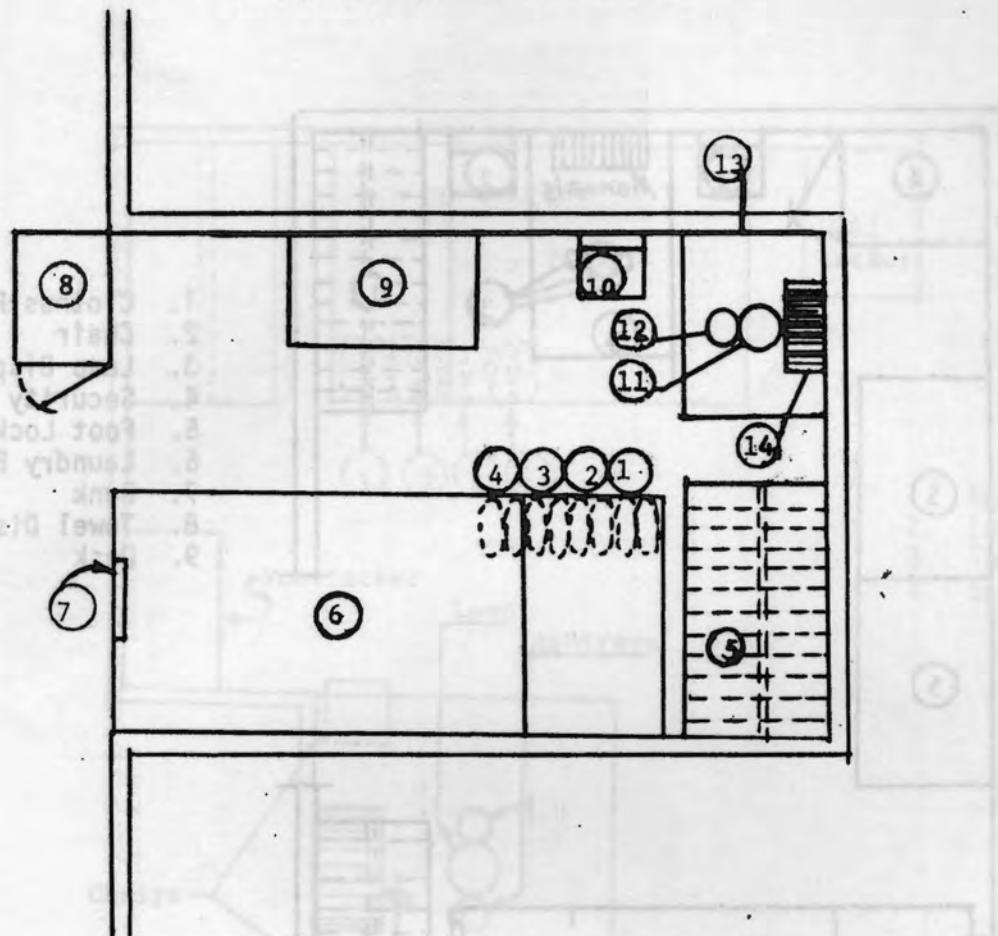


FIGURE 11

5TH WOC CO ROOM ARRANGEMENT
1st & 2d FLOOR TWO MEN CUBICLE

1. Boots
2. Low Quarters
3. Tennis Shoes
4. Shower Shoes

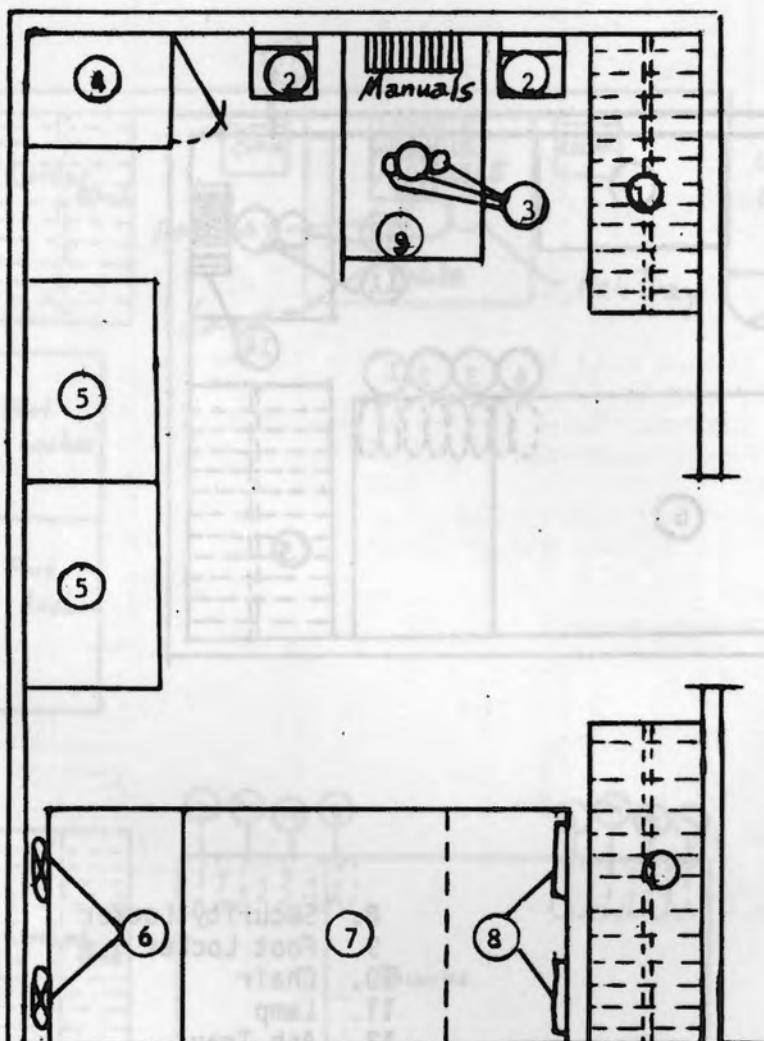
FIGURE 12
 5th WOC CO ROOM ARRANGEMENT
 Single Room - First Floor



1. Boots	8. Security Locker
2. Low Quarters	9. Foot Locker
3. Tennis Shoes	10. Chair
4. Shower Shoes	11. Lamp
5. Clothes Rack	12. Ash Tray
6. Single Bunk	13. Table
7. Towel Display	14. Manuals

FIGURE 13

5th WOC CO ROOM ARRANGEMENT
Double Room - First Floor



1. Clothes Rack
2. Chair
3. Lamp Display & Ashtray
4. Security Locker
5. Foot Lockers
6. Laundry Bag
7. Bunk
8. Towel Display
9. Desk

FIGURE 14

5th WOC CO ROOM ARRANGEMENT
Single Room - Second Floor

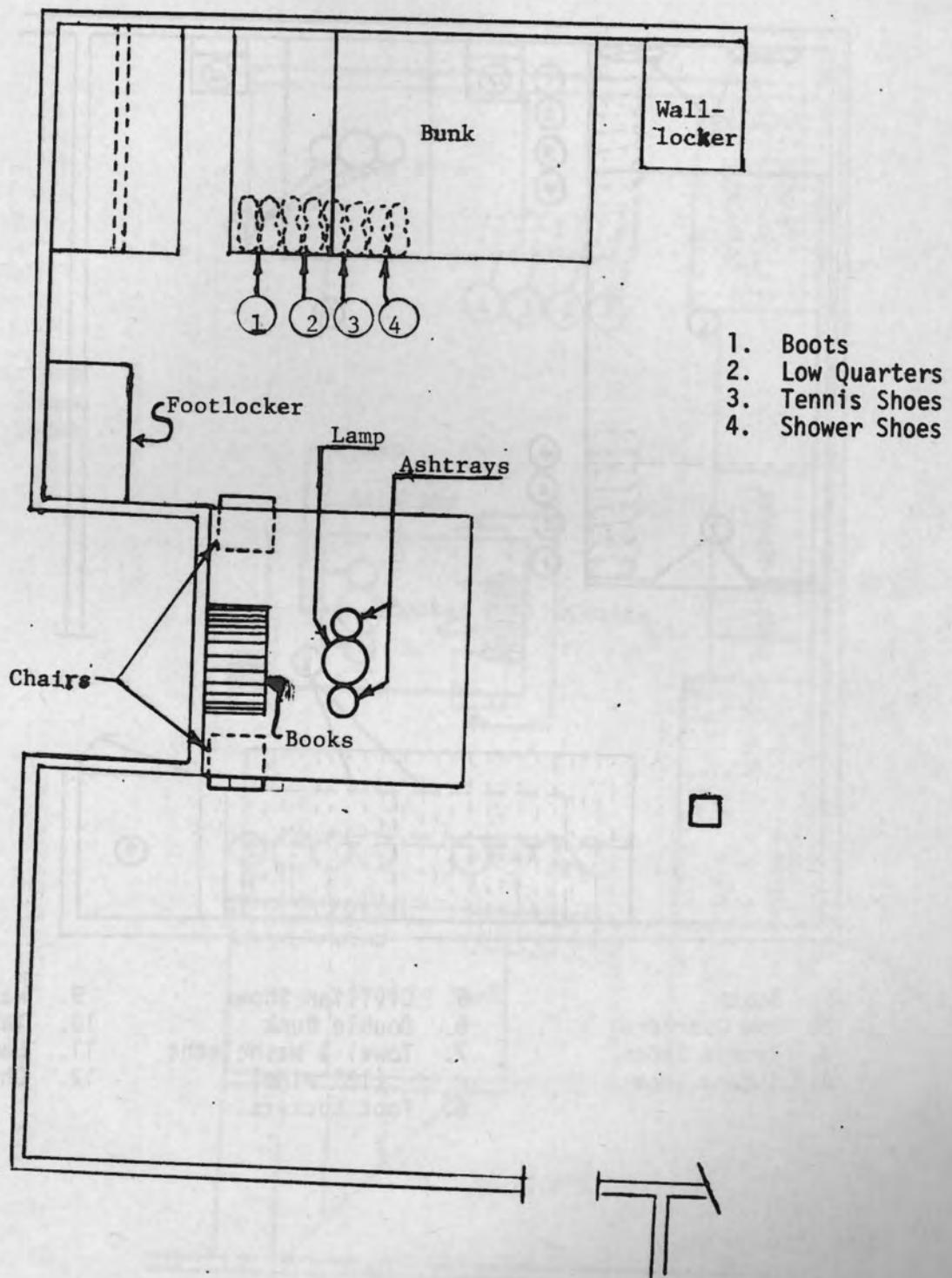
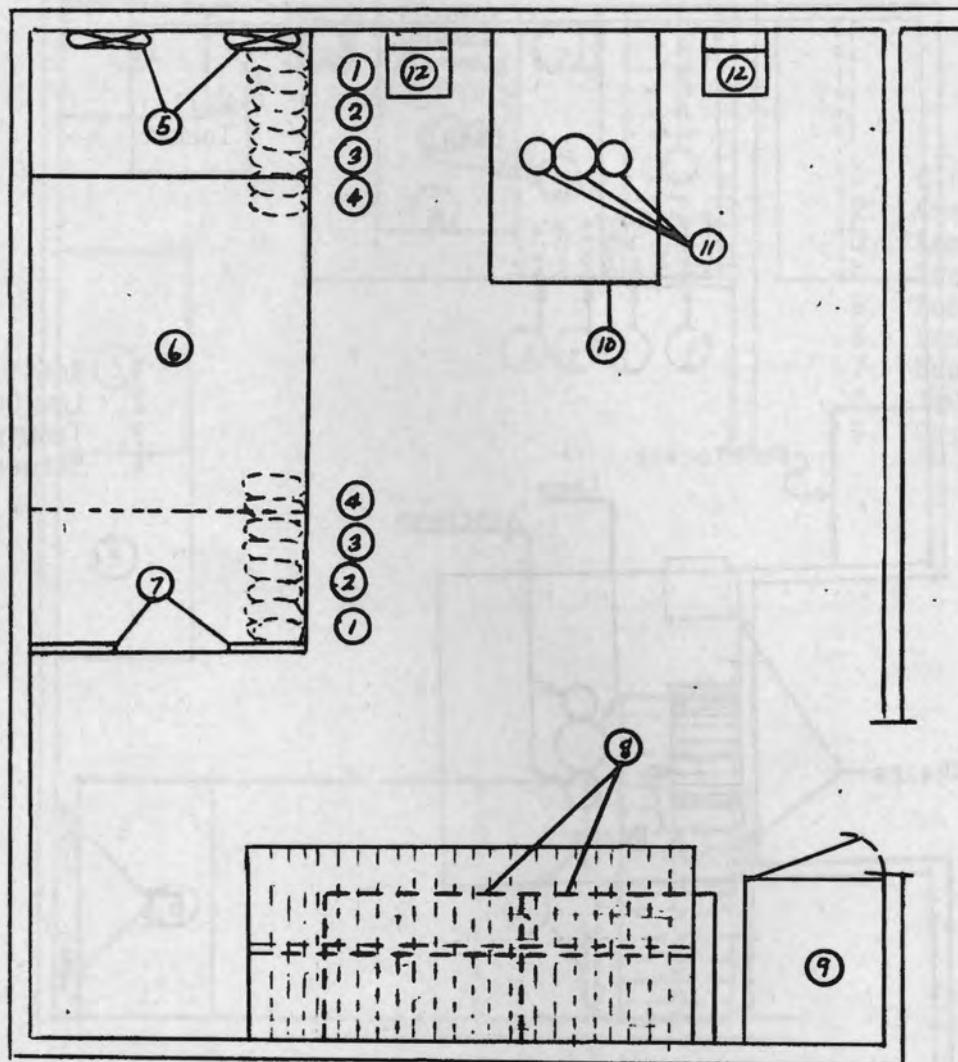


FIGURE 15

5th WOC CO ROOM ARRANGEMENT

Front Corner Room - Second Floor



1. Boots	5. Civilian Shoes	9. Wall Locker
2. Low Quarters	6. Double Bunk	10. Table
3. Tennis Shoes	7. Towel & Washcloths (10" wide)	11. Lamp & Ash Trays
4. Shower Shoes	8. Foot Lockers	12. Chairs

FIGURE 16

5th WOC CO ROOM ARRANGEMENT

Three Man Room - Second Floor

1. Boots
2. Low Quarters
3. Tennis Shoes
4. Shower Shoes

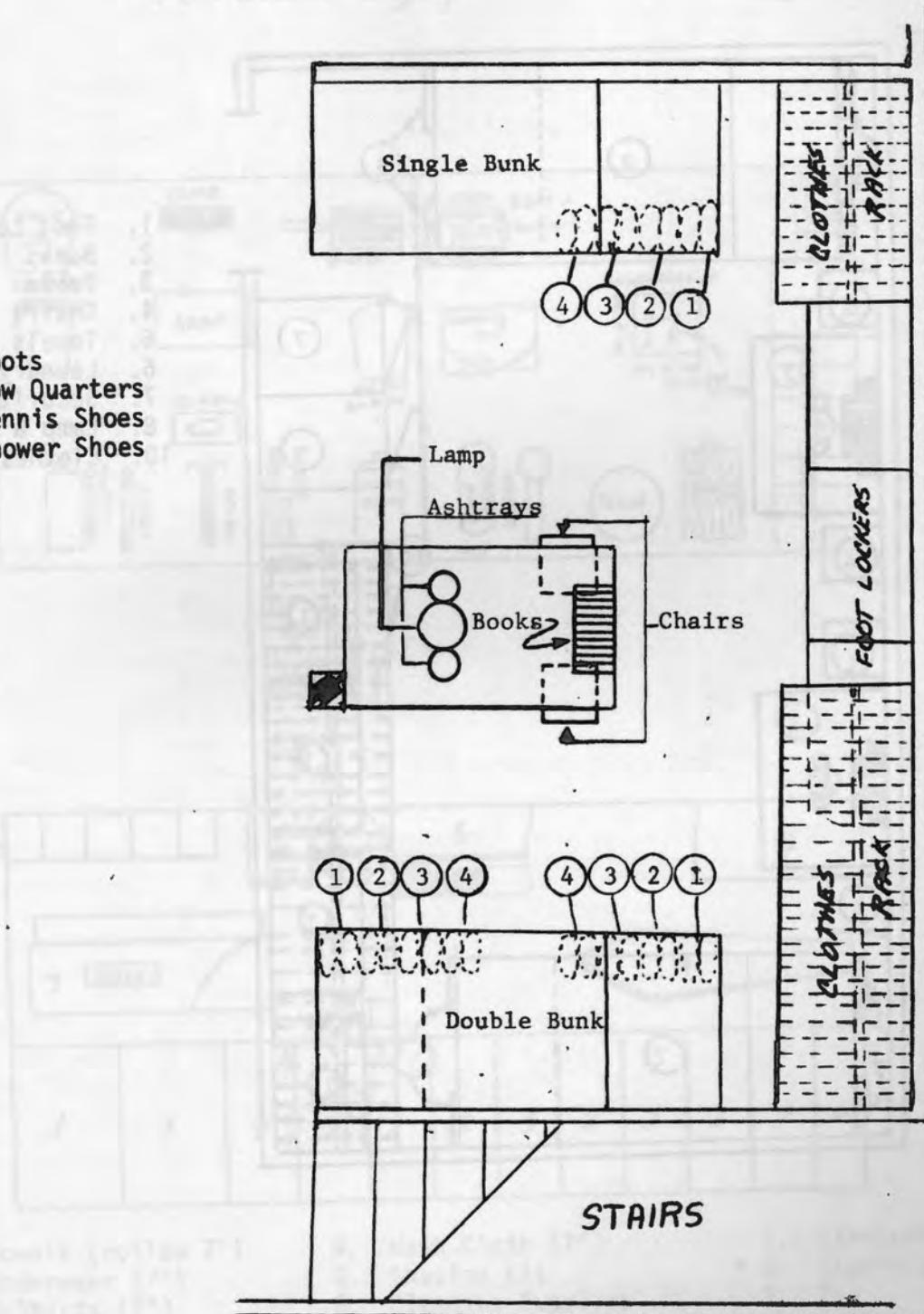
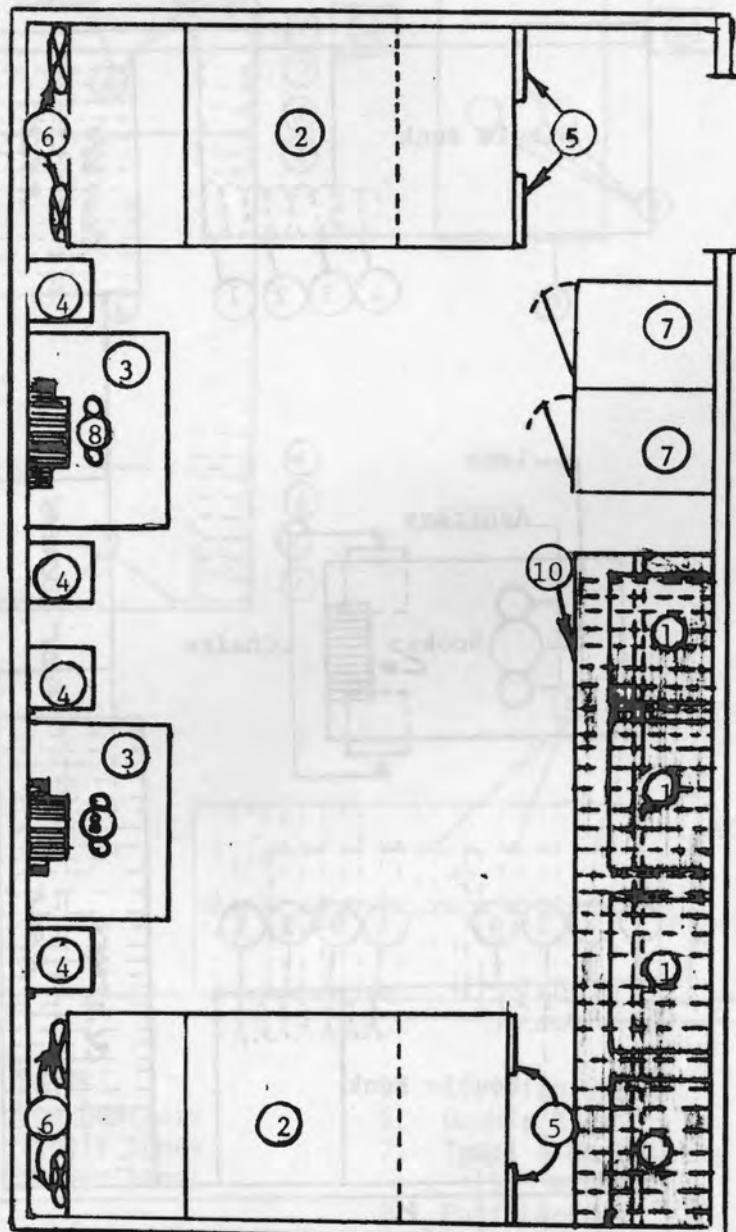


FIGURE 17

5th WOC CO ROOM ARRANGEMENT

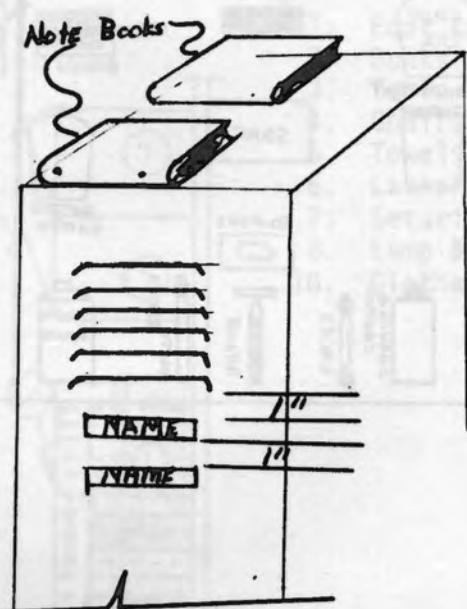
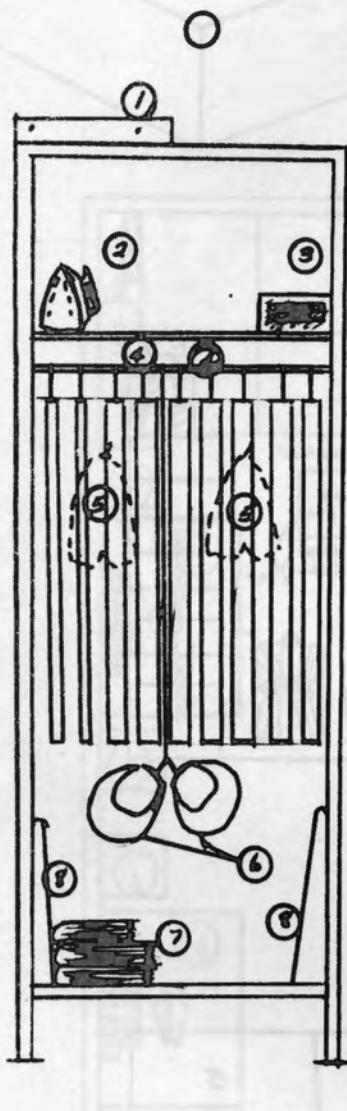
Four Man Room - Second Floor



1. Foot Lockers
2. Bunks
3. Table
4. Chairs
5. Towels
6. Laundry Bags
7. Security Lockers
8. Lamp & Ash Tray
10. Clothes Rack

FIGURE 19

5th WOC Co SECURITY LOCKER



1. Note Book
2. Iron - etc.
3. Camera - Radio
4. Flight Jacket
5. Gym Shorts
6. Flight Helmets
7. Books
8. Seat Pads

FIGURE 20

1st, 2d, 3rd & 4th WOC Co
WALL LOCKER & DRAWER DISPLAYS

WALL LOCKER:

Summer:

- 1-Civilian Clothing (Limited to 5 hangers)
- 2-Fatigue Uniforms
- 3-Khaki Uniforms (Short Sleeve)
- 4-Khaki Uniforms
- 5-Field Jacket
- 6-Flt Suits (folded) to hang 2" above notebooks
- 7-Raincoat
- 10-Flight Baseball Cap
- 11-AG-44 Service Cap
- 12-OG-106 Cap
- 13-Manuals
- 14-Notebooks

Winter:

- 1-Civilian Clothing (Limited to 5 hangers)

2-Fatigue Uniforms

3-Poplin Shirts

4-Green Uniform (AG-44)

5-Field Jacket

6-Overcoat

7-Raincoat

8-Sweat Suit

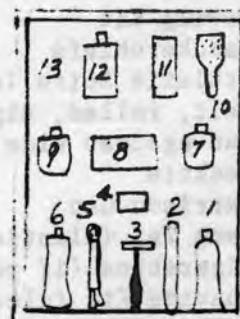
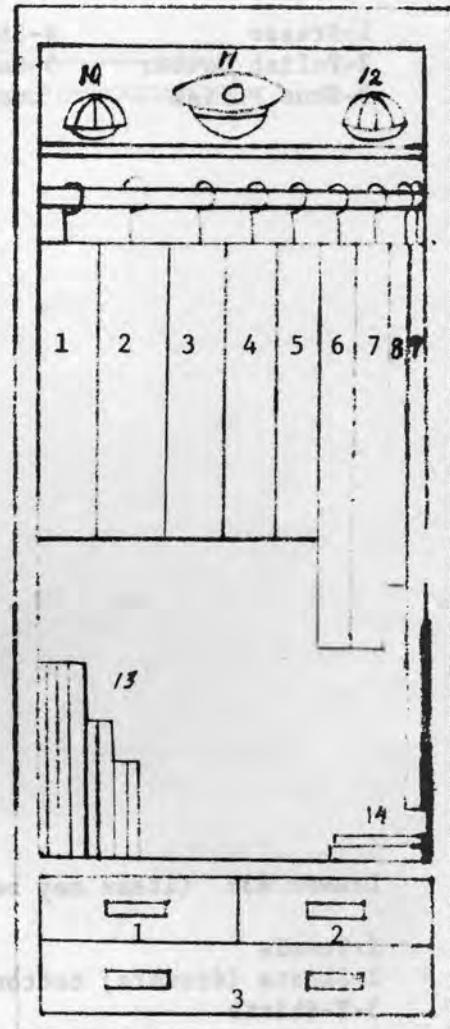
9-Flt Suits ~~2"~~ above notebooks *some kept as*

DRAWERS:

Drawer #1:

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

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



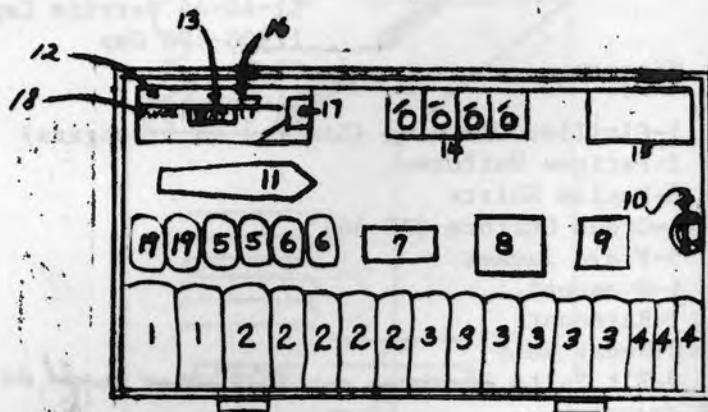
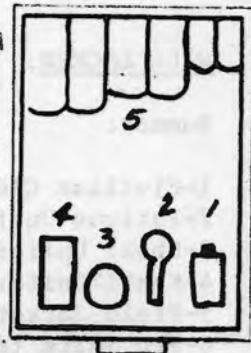
DRAWER 1

Front row touching
inside edge of drawer.

FIGURE 20(Cont)

Drawer #2:

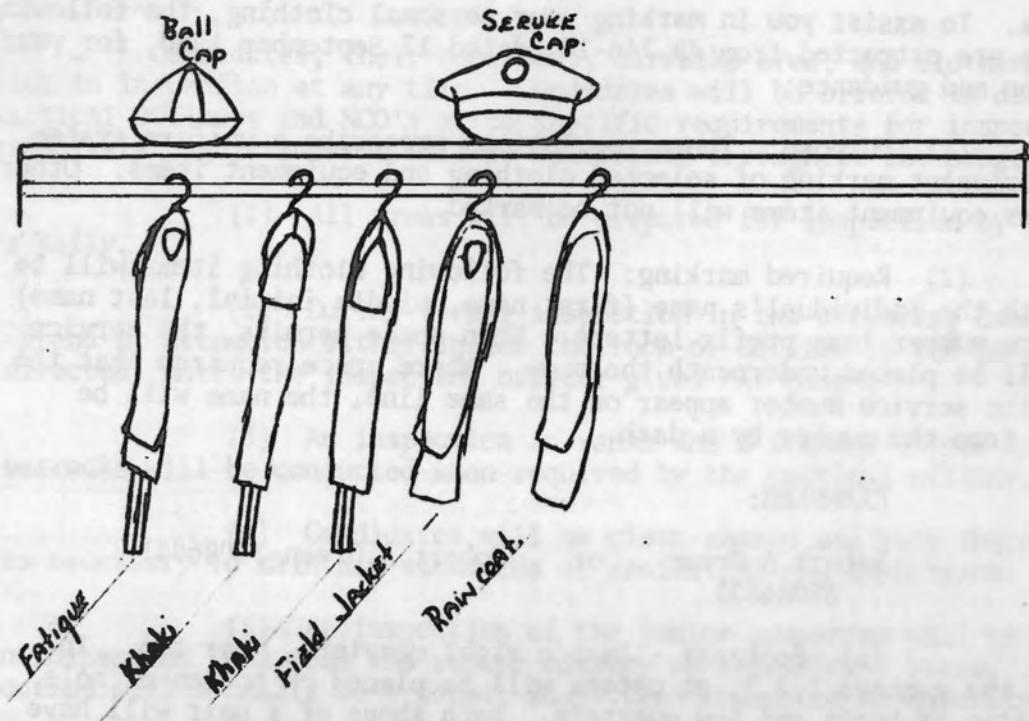
1-Brasso	4-Shoe Brush
2-Polish Dauber	5-Small items of cleaning material neatly arranged
3-Shoe Polish	



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

1-Towels	17-Shoulder Tabs
2-Shorts (drawers, cotton)	18-Extra Brass
3-T-Shirts	19-Athletic Socks
4-Wash Cloths	
5-Socks, Cushion Sole (rolled singly)	
6-Socks, Dress (rolled in pairs)	
7-Sewing Kit	
8-Handkerchiefs	
9-Athletic Suits (shorts on bottom, supporter on top)	
10-Belt, rolled, tip touching side of drawer, with buckle placed on top (square end against side of drawer) same	
11-Necktie	
12-Garrison Cap	
13-Name Tag (plastic)	
14-Cigarettes (if you smoke)	
15-Shaving Kit (clean and neatly arranged)	
16-Collar Stay	

FIGURE 21
5th WDC CO, CLOTHES RACK DISPLAY



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

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

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

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

EXAMPLES:

Reab
Robert A Green or Robert A Green-35086851
35086851

(a) Footgear - Inside right quarters, near top. In addition, the numbers 1,2,3, et cetera will be placed on bottom of sole at the instep of boots and low quarters. Both shoes of a pair will have same number.

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

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

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

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

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

SECTION X - INSPECTIONS

65. General.

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

(1) All areas will be prepared for inspection by 0700 hours daily.

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

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

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

(5) An inspection of the junior companies will be conducted by an inspection team from the senior company on a scheduled basis. This inspection will normally be a formal inspection conducted on Saturday morning.

(a) The inspection team will be briefed prior to reporting to the company to be inspected.

(b) After completion of the inspection, the inspecting personnel will be debriefed by Tactical personnel of units inspected.

(c) The inspecting personnel will be carefully selected to insure the most mature, professional and qualified personnel are used.

66. Daily Room Inspection.

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

* b. The baggage room, security locker, and personal automobiles are subject to inspection at any time. They will normally be locked, but may be opened for inspection at specified times.

SECTION XI - MESS HALL PROCEDURES

- a. Preflight thru fifteenth week Warrant Officer Candidates will march to the mess hall and stand at parade rest in the line waiting to enter the dining area. A Squad Leader will be stationed at the door to control the number of candidates entering the dining area at one time and to check for proper uniform and cleanliness. During preflight, candidates will remain standing at a table until all occupants at that table are present. Candidates will not indulge in excessive or loud conversation during the meal. Candidates may leave the table individually upon excusing themselves from the table.
- b. Sixteenth thru twentieth week, candidates are afforded privileges as deemed appropriate by the Company Commander.
- c. There will be no smoking allowed in the mess hall at any time.
- d. At no time will food of any kind be taken from the mess hall.
- e. Hours of Operation: 0515-0700, 1115-1245, and 1700-1900 hours, Monday through Saturday, and from 0530-0800, 1115-1245, and 1630-1900 hours on Sunday.

SECTION XII - STUDY HALL AND QUIET PERIODS

a. Preflight (1st through 4th week)

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

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

b. Flight (5th through 16th week)

(1) Mandatory study hall is conducted in the barracks for each Warrant Officer Candidate Company for 1 1/2 hours for all candidates, as scheduled by the Company. 1930 to 2000

c. Flight (17th through 20th week)

(1) Mandatory study hall is conducted in the barracks for each Warrant Officer Candidate Company for 1 1/2 hours for candidates who fall in one or more of the following categories:

(a) Maintaining an academic average of less than 80%. The candidate will observe mandatory study period until his academic average is raised to 80% or above.

Uniform jacket, T shirt, slacks, shoes.

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

(c) Warrant Officer Candidates whose flight grades are declining may also be scheduled to attend study hall.

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

(3) Candidates on academic probation will be required to attend additional study hall periods on weekends.

(4) If a Tactical Officer enters a room, the occupants will stand. If an occupant is addressed, he will answer in a normal tone. If a candidate meets a Tactical Officer outside of his room, he will assume the position of attention against the wall and allow the Tactical Officer to pass. The candidate will not under any circumstances give the greeting of the day in order that a quiet atmosphere may be maintained in the barracks during the quiet period.

SECTION XIII - TACTICAL OFFICER OBSERVATION AND EVALUATION

67. General.

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

68. Purpose.

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

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

69. Training Records.

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

SECTION XIV - STUDENT RATINGS

a. A student evaluation is accomplished through the use of the Student Rating Form (SFR, page 39). This form permits the Warrant Officer Candidates within the student chain of command to rate their subordinates on the same traits as those listed in the Army Officer Efficiency Report, except that attention to duty has been substituted for sociability. The student ratings are of particular value to the tactical staff in counseling candidates in order to help them develop their potential. They are designed to help the candidates eliminate their weak points and strengthen their strong points. Candidates must be completely aware of the extreme importance of student ratings to the overall evaluation system in the Warrant Officer Candidate program and must observe the following points closely.

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

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

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

b. During the 8th and 16th week of training, all candidates will rate their contemporary flight members. The Student Rating Form (Page 39) will not be used for this rating, however it can be used as a guide.

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

SECTION XV - PHYSICAL TRAINING

70. General.

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

71. Uniform.

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

72. Physical Combat Proficiency Tests.

The Army Physical Combat Proficiency Test will be administered to each Warrant Officer Candidate class during the 4th week of pre-flight training. A make-up test will be given upon completion of the 6th week of training to those candidates who failed to obtain a minimum score of 300 points.

SECTION XVI - FORMATIONS AND MOVEMENTS

73. Reveille.

Reveille formation will be held daily except Sunday and Holidays.

74. Other.

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

75. Troop Movements.

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

76. Student Change of Command Ceremony.

a. A student change of command ceremony will be held for 1st, 2nd, 3rd, and 4th Warrant Officer Candidate Companies at 1000 hours on the Saturday morning of the week prior to graduation of the senior class. The battalion staff of the senior class to graduate will have responsibility for planning, scheduling rehearsals, and conducting entire ceremony.

b. Uniform - Seasonal Class "A".

c. Purpose - This ceremony will be utilized for the public announcement of orders designating the new student battalion commander and battalion staff, and the designation of the new senior company with presentation of senior streamer.

77. Procedure.

a. The 1st, 2nd, 3rd, and 4th Warrant Officer Candidate Companies form in line with companies in mass 16 man front. See Figure 22.

b. The companies are formed so that the battalion is centered on the commander of troops.

c. Battalion executive officer will be commander of troops (C of T).

d. The companies will be in position, as indicated on Figure 22. After troops are aligned, Battalion Adjutant will command "guides Post" at which time company guides will face front. Adjutant will move to position, 3 steps in front of commander of troops, face the companies, and command "Present Arms." Adjutant does about face and reports "Sir, companies are formed." Commander of troops commands "Adjutant post" and gives companies "Orders Arms." Old Battalion staff moves to rear of commander of troops. Commander of troops then commands "Parade Rest".

e. Upon approach but before the actual arrival of the old battalion commander, commander of troops will call companies to attention. After the old battalion commander is in position, the commander of troops commands: "Present Arms." The commander of troops terminates his salute and commands: "Order Arms."

f. Commander of troops commands _____ and _____ Warrant Officer Candidate Company guidons "Center (pause) March." On command "Center" old battalion staff does left face and Commanding Officers and guidon bearers of old and new senior companies take three steps forward. On command of "March" old battalion staff takes ten steps in direction they are facing (to left of original position) and face to front. On this same command, Commanding Officers and guidon bearers of old and new senior companies do column movement towards commander of troops and march to position in front of commander of troops and faces to front. On command of commander of troops, the Commanding Officers, guidon bearers, and commander of troops move toward position of Troop Command officer and halt at positions indicated in Figure 23.

g. Reading officer reads announcement as shown in Example on page 86.

h. On termination of orders publication, old battalion commander receives the senior streamer from the the bearer and passes it to the Troop Command officer who in turn passes it to the new battalion commander. The new battalion commander returns the streamer to guidon of new senior company.

i. The old and new battalion commanders render a hand salute to the streamer. The new battalion commander moves to position in front of his staff, and marches them to original position of old battalion staff. At the same time, Commanding Officers and guidon bearers return to their companies, old battalion commander moves to position of his staff and marches them to position to right of Troop Command officer.

j. Troop Command officer then commands "Take charge of your battalion". At this time, new battalion commander renders hand salute, does about face, and releases companies to command of their Commanding Officers and marches from area.

FIGURE 22

STUDENT CHANGE OF COMMAND FORMATION AND AREA

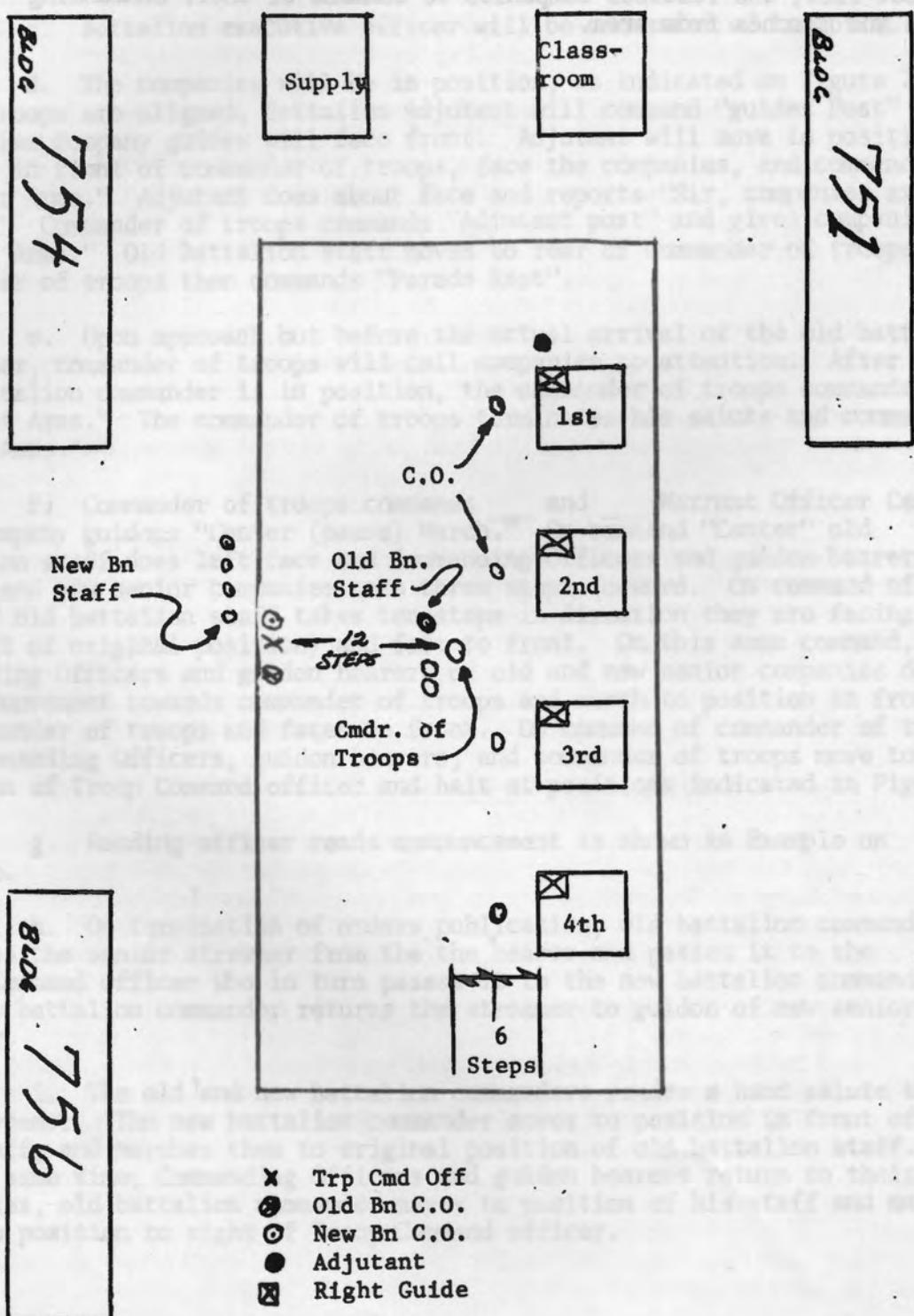


FIGURE 23

STUDENT STAFF CHANGE OF COMMAND FORMATION

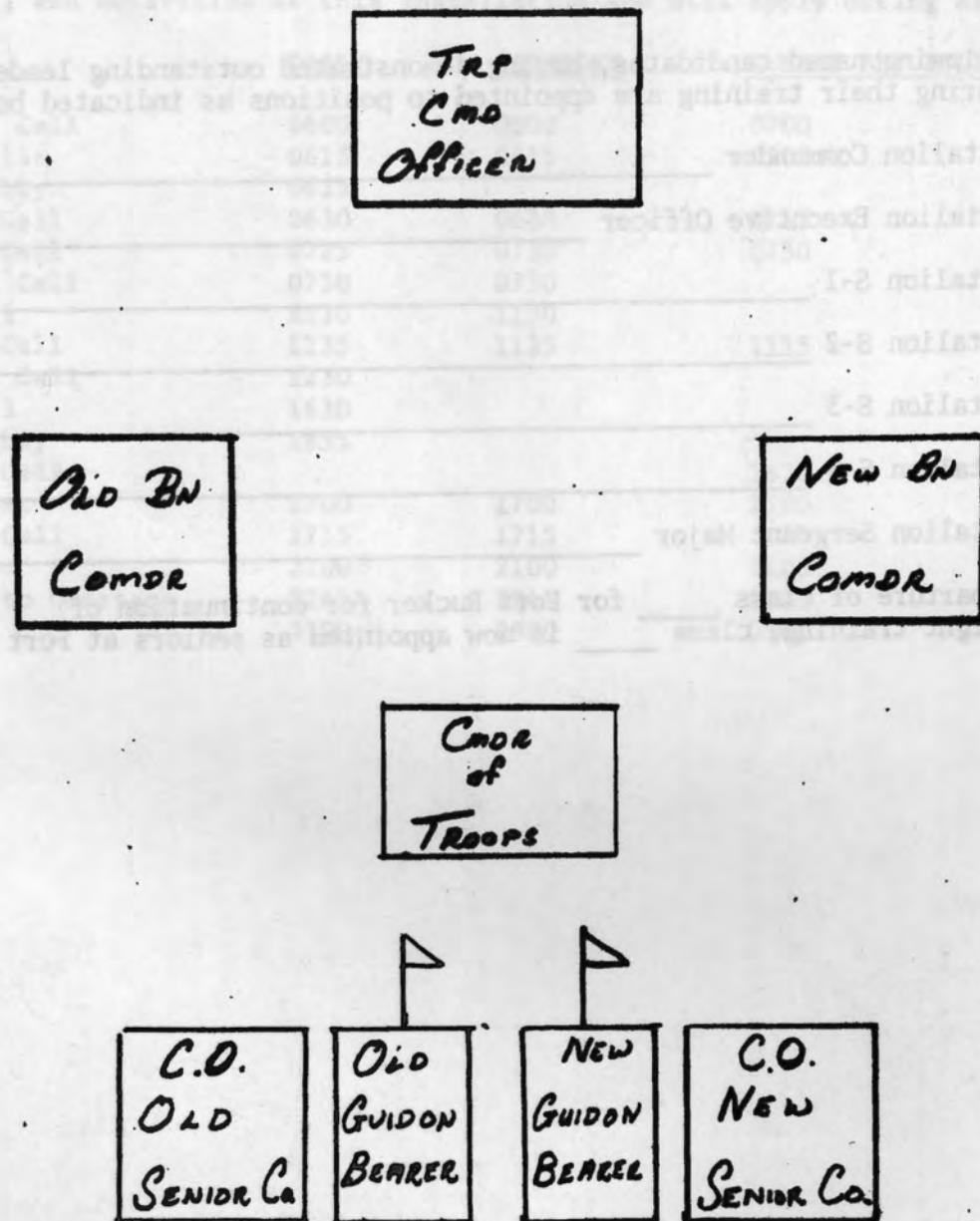


FIGURE 24

ATTENTION TO ORDERS

1. The following named candidates, having demonstrated outstanding leadership ability, during their training are appointed to positions as indicated below:

- a. Battalion Commander _____
- b. Battalion Executive Officer _____
- c. Battalion S-1 _____
- d. Battalion S-2 _____
- e. Battalion S-3 _____
- f. Battalion S-4 _____
- g. Battalion Sergeant Major _____

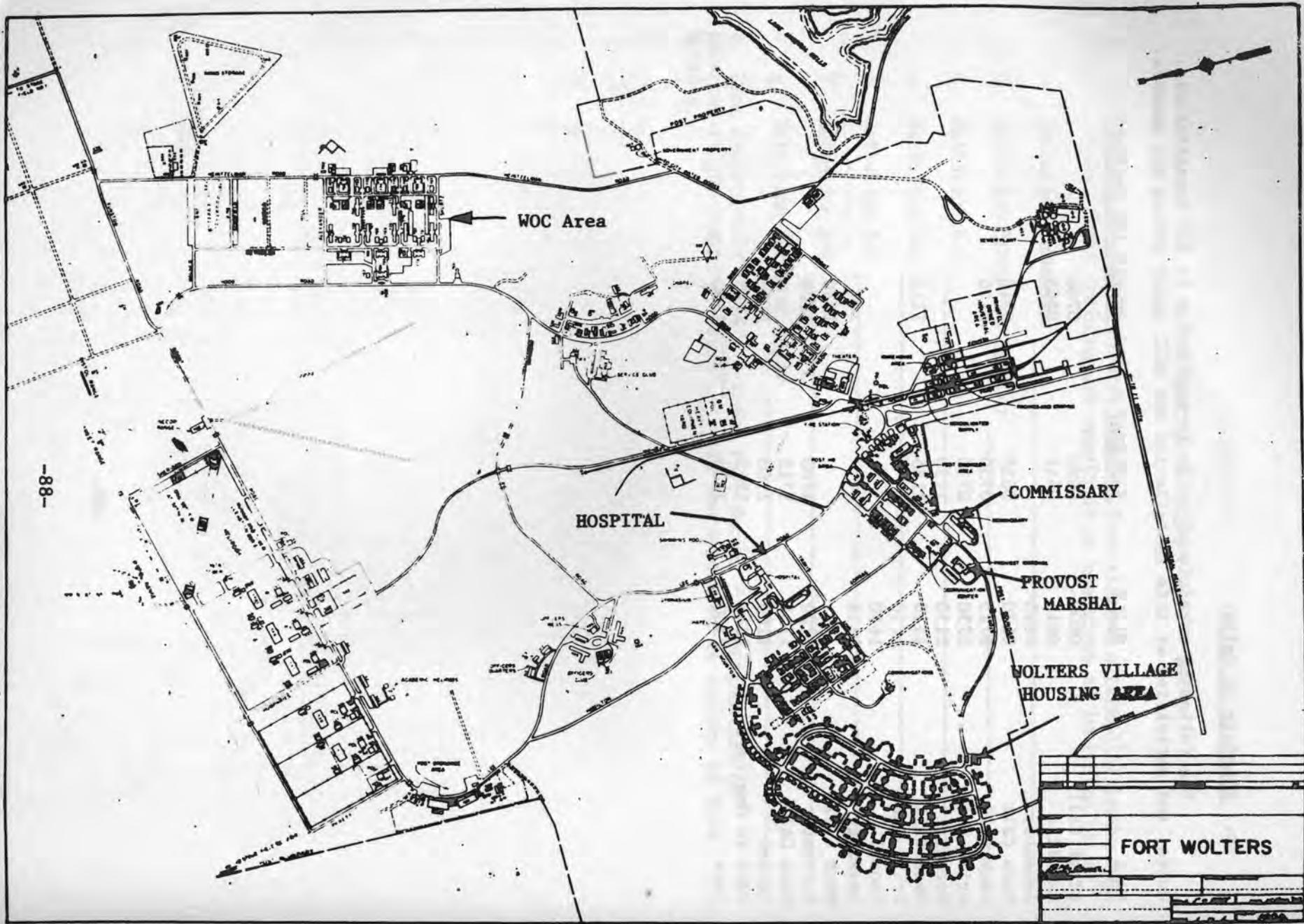
2. Upon departure of class _____ for Fort Rucker for continuation of advanced flight training, class _____ is now appointed as seniors at Fort Wolters.

78. Schedule of Calls.

The following schedule of calls is applicable to all organizations, units, and activities at this installation and will apply during all seasons:

<u>CALL</u>	<u>DAILY</u>	<u>SATURDAY</u>	<u>SUNDAY AND HOLIDAYS</u>
First Call	0600	0600	0700
Reveille	0615	0615	0705
Assembly	0625		
Mess Call	0630	0630	0715
Sick Call	0725	0730	0730
Drill Call	0730	0730	
Recall	1130	1130	
Mess Call	1135	1135	1115
Drill Call	1230		
Recall	1630		
Assembly	1655		
Mess Call			1630
Retreat	1700	1700	1700
Mess Call	1715	1715	
Tattoo	2100	2100	2100
Call to Quarters	2245	2245	2245
Taps	2300	2300	2300

FIGURE 25
MAP OF FORT WOLTERS



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

Dormitory type quarters for male personnel and their male dependents at a cost of \$.25 a day per person.

House trailers, accommodating six persons each, for military personnel, their families and guests at a cost of \$2.50 per day.

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

Boat and Motor Rentals:

	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)

