

C. Komero Jr.

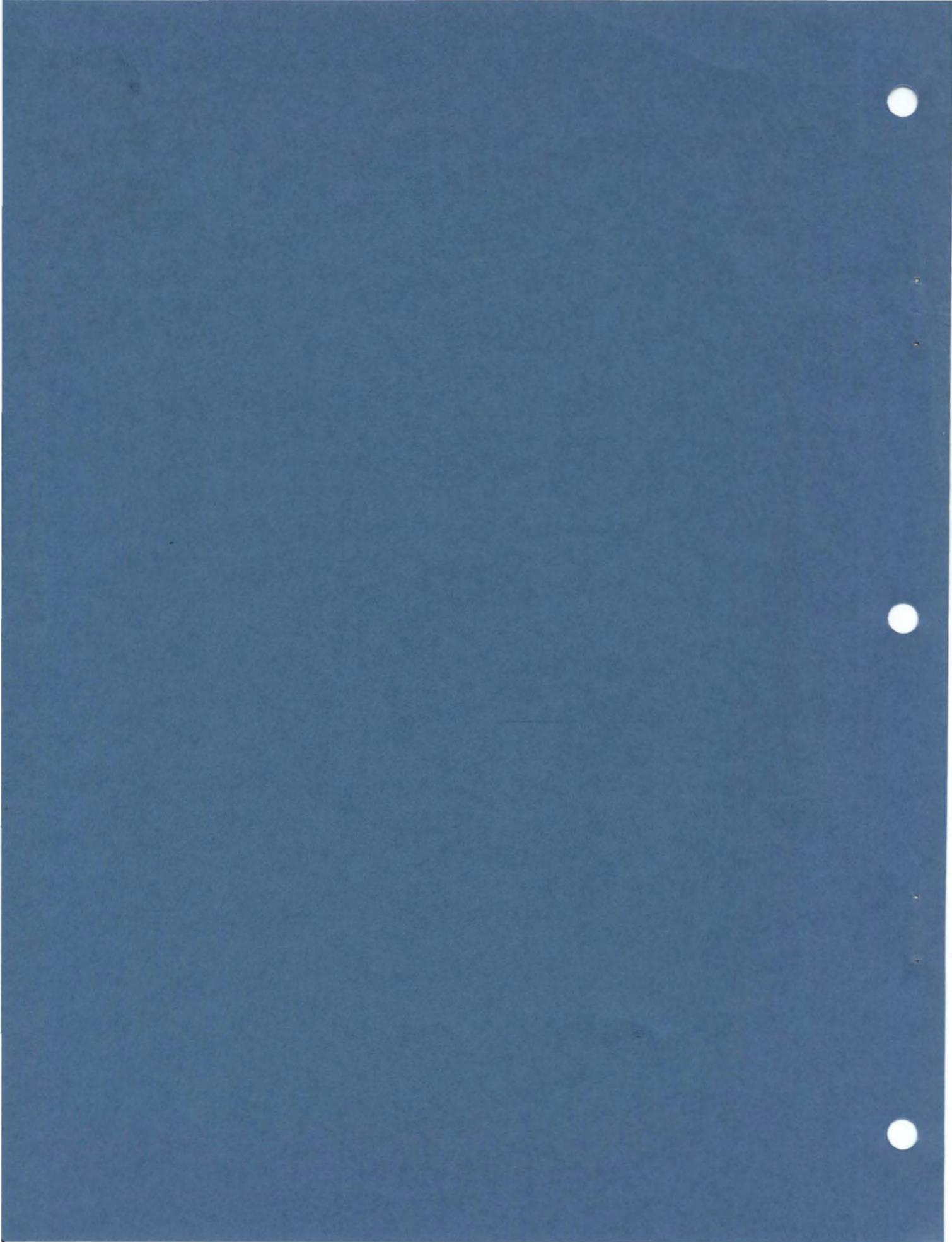


# WARRANT OFFICER CANDIDATE



# SOP

UNITED STATES ARMY  
PRIMARY HELICOPTER CENTER /SCHOOL  
FORT WOLTERS, TEXAS



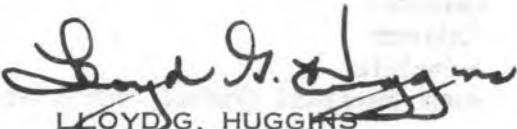


DEPARTMENT OF THE ARMY  
UNITED STATES ARMY PRIMARY HELICOPTER CENTER/SCHOOL  
FORT WOLTERS, TEXAS 76067

AKPWO-CO

SUBJECT: STANDING OPERATING PROCEDURE FOR WARRANT OFFICER CANDIDATES

1. THIS STANDING OPERATING PROCEDURE (SOP) IS A COMPILATION OF THE REGULATIONS AND POLICIES IN EFFECT AT THE UNITED STATES ARMY PRIMARY HELICOPTER SCHOOL. THESE INSTRUCTIONS HAVE THE FORCE OF ORDERS ISSUED BY THE COMMANDANT, UNITED STATES ARMY PRIMARY HELICOPTER SCHOOL.
2. THE PURPOSE OF THIS SOP IS TO PROVIDE GUIDELINES AND TO ESTABLISH THE STANDARDS OF CONDUCT FOR WARRANT OFFICER CANDIDATES IN RESIDENCE AT FORT WOLTERS.
3. EACH CANDIDATE WILL FAMILIARIZE HIMSELF WITH THE PROVISIONS OF THIS SOP AND WILL POST CHANGES AS THEY OCCUR AND WILL PROPERLY MAINTAIN THIS BOOK.
4. THIS PUBLICATION SUPERSEDES THE WARRANT OFFICER CANDIDATE STUDENT GUIDE.

  
LLOYD G. HUGGINS  
COLONEL, INF  
COMMANDANT

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## CHAPTER I

### GENERAL

#### 1. Mission.

To qualify Warrant Officer Candidates in the primary flying techniques of Army observation type helicopters and to provide the necessary knowledges and skills through job-oriented academic training. In addition, to teach acceptance of individual responsibility, motivation, and to develop the candidate's stamina, will, physical qualifications and future potential as a US Army Warrant Officer and Army Aviator.

#### 2. Warrant Officer Standards.

a. The standards demanded of Warrant Officer Candidates are of the highest order. Candidates were observed constantly and their performance becomes a matter of record. The character and integrity of a candidate must be an inspiration to others and his conduct must be above reproach.

b. Candidates are competing for the honor of becoming Warrant Officers in the Army of the United States. This competition is not one of candidate against candidate: It is the effort made by each candidate to meet with all resources at his disposal, the high leadership, physical and academic standards required to become a Warrant Officer and Army Aviator.

3. Organization: The Commandant, United States Army Primary Helicopter School (USAPHS), has overall responsibility for the conduct of those phases of the Warrant Officer Candidate Rotary Wing Aviator Program conducted at Fort Wolters, Texas. This responsibility is subdivided into two general areas.

a. Airmanship Development: This responsibility is maintained within the Flight Divisions and Academic Divisions of the United States Army Primary Helicopter School and are under the direct supervision of the Assistant Commandant.

b. WOC Development: A command responsibility delegated primarily to the Commanding Officer, Troop Brigade. Formal academic instruction is provided by USAPHS.

(1) WOC Companies: WOC Companies are subordinate to one of the battalions of Troop Brigade and are responsible for command, housing, administrative and logistical support of the Warrant Officer Candidate. These companies conduct the military development and evaluation aspect of the Warrant Officer Candidate program.

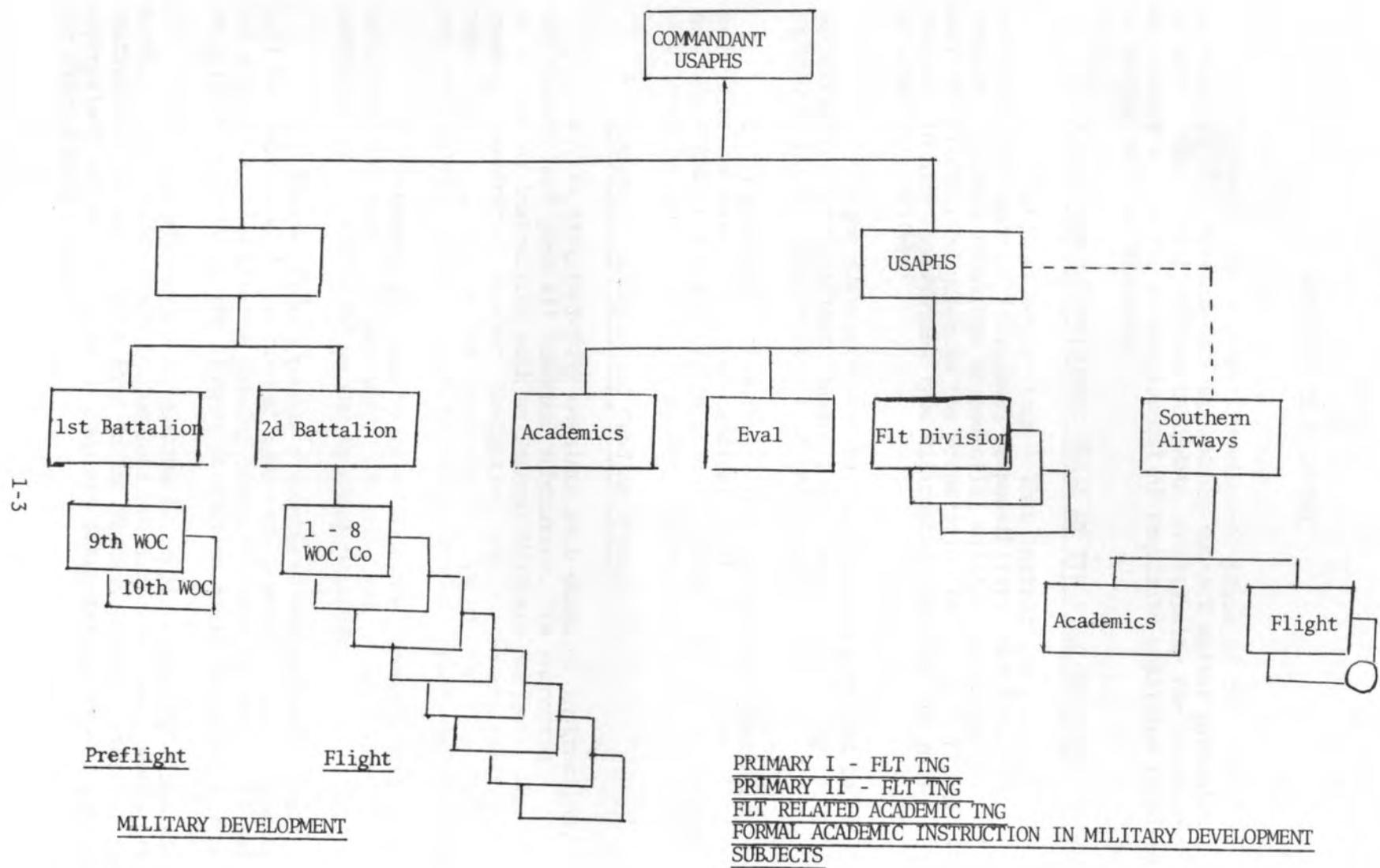
(2) Tactical Officers: The tactical officer, normally a Warrant Officer Aviator, is a member of the WOC Company and is assigned a platoon of 43 - 50 Warrant Officer Candidates. He has the mission of developing and evaluating the military development of the candidates assigned to his platoon. He also counsels his candidates on their academic performance.

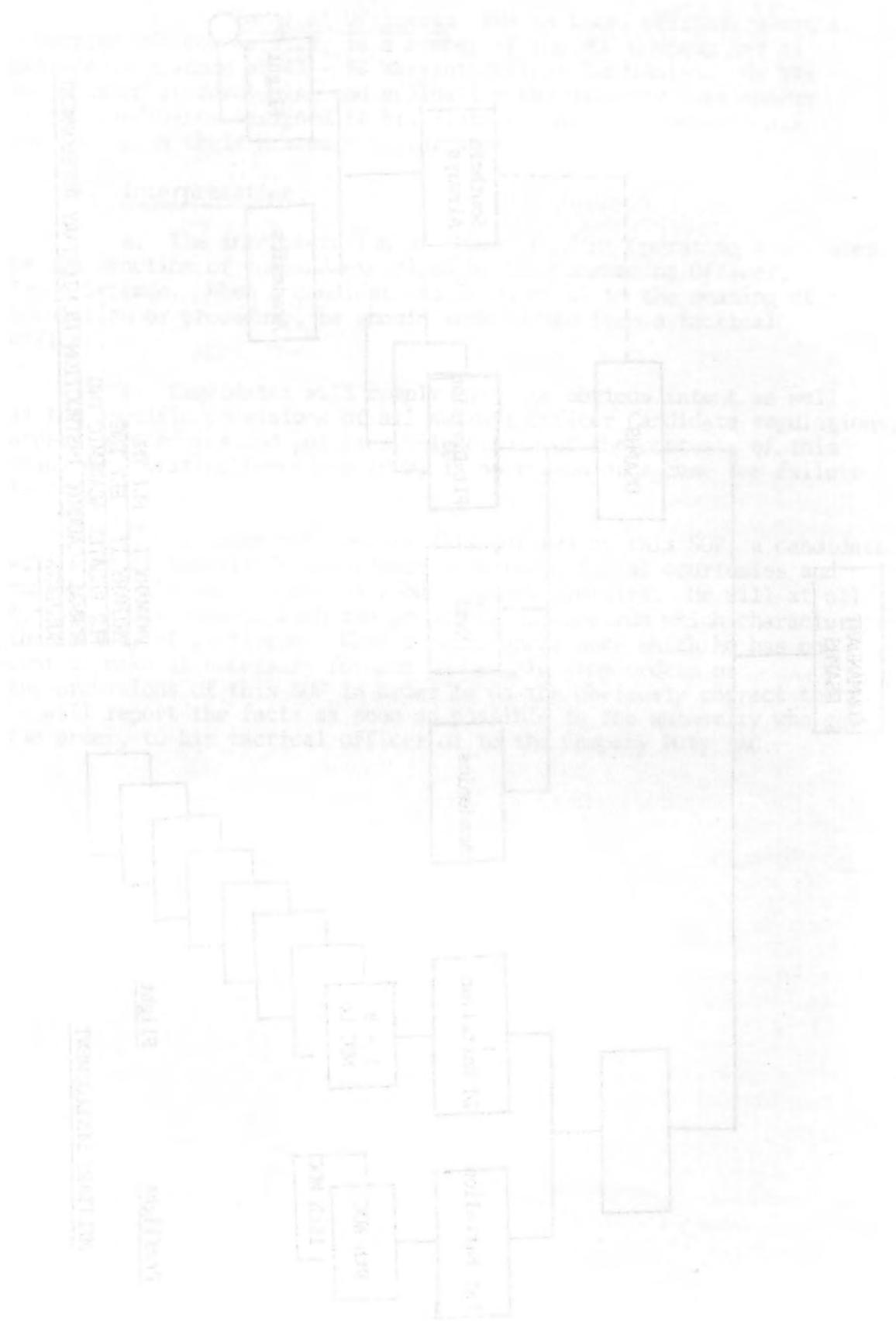
4. Interpretation.

a. The interpretation of these Standing Operating Procedures is the function of command exercised by the Commanding Officer, Troop Brigade. When a candidate is in doubt as to the meaning of a regulation or procedure, he should seek advice from a tactical officer.

b. Candidates will comply with the obvious intent as well as the specific provisions of all Warrant Officer Candidate regulations, orders, procedures and policies. Ignorance of the contents of this Standing Operating Procedure (SOP) is no reason or excuse for failure to comply.

c. In cases not specifically covered by this SOP, a candidate will conduct himself in accordance with the official courtesies and customs of the service and as good judgment dictates. He will at all times conduct himself with the propriety and decorum which characterize the society of gentlemen. When circumstances over which he has no control make it necessary for him to deviate from orders or the provisions of this SOP in order to do the obviously correct thing, he will report the facts as soon as possible to the authority who gave the order, to his tactical officer or to the Company Duty TAC.





CHAPTER II  
ACADEMIC DEVELOPMENT

1. General. The Academic Development phase of training encompasses that military and airmanship subject matter presented to assist the warrant officer candidate in obtaining the necessary knowledges and skills in development of requisite qualities required of Warrant Officer Aviators.

2. The Academic Development Phase of Training Includes:

a. Preflight Instruction - That instruction provided to teach acceptance of individual responsibility, motivate and provide a general knowledge of essential military subjects to warrant officer candidates in the preparation for primary flight training in Army observation type helicopters and for his role as a Warrant Officer.

b. Flight Instruction - That instruction provided to qualify the warrant officer candidate in the primary flying techniques of Army observation type helicopters.

c. Airmanship Instruction - That instruction presented to provide the warrant officer candidate with the necessary knowledges and skills related to primary flight training techniques in preparation for his role as an Army Aviator.

3. Academic Standards and Grading System.

a. To satisfactorily complete each phase of instruction, the student must pass all academic subcourses. (A subcourse is a block of instruction such as General Military Subjects, Map Reading, Leadership, Weather, Navigation, etc.). To satisfactorily pass a subcourse, the student must attain 70% of the allocated subcourse points or pass a comprehensive subcourse final examination.

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

c. When a student passes a subcourse reexamination, he will be credited with the initial subcourse grade for class standing and will be awarded minimum passing (70%) for the subcourse. If not, he will be referred to the Student Evaluation Board for elimination.

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

4. Academic Examinations.

a. Examinations will be announced in the weekly training schedule. The instructor will explain the procedures to the students by reading precise instructions as to the number of pages, inserts, etc., but it is the responsibility of the student to make sure he receives the entire examination. 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. Students who are set back from one class to another, regardless of the reason, take all examinations with their new class but original grades are the grades of record. Students who fail to take an examination through their own fault or neglect are given a grade of zero 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 a request in writing through his commanding officer to the Director of Academics. 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 the subphase of instruction.

5. Makeup Examinations.

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

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

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

6. Absence from Classes.

Students will not be excused from academic classes for other than emergencies, medical or dental appointments. The USAPHS Secretary is the only authorized representative of the Assistant Commandant, who may excuse students from scheduled academic training. The office of the Assistant Commandant is the only activity that may excuse a student from daily flight training.

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

a. 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 3.

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

8. Study Hall.

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 rooms studying.

(2) Rooms will be in a presentable manner prior to the beginning of study hall. Study periods will be devoted to:

(a) USAPHS subjects.

(b) Subjects which will improve the candidate's technical and military knowledge and efficiency.

(c) Pertinent USAPHS manuals and study material.

b. Flight (5th through 16th Week).

(1) Mandatory study hall is conducted in the barracks for each Warrant Officer Candidate Company from 1930 to 2100 hours Sunday through Thursday. A candidate may be excused from study hall at the discretion of the company commander.

(2) All candidates on mandatory study hall will devote the entire period studying:

(a) USAPHS subjects.

(b) Pertinent USAPHS manuals and study material.

c. Senior Candidates (17th through 20th Week).

(1) Senior candidates must attend mandatory study hall from 1930 to 2100 hours Sunday through Thursday if their overall academic average is below 80% or if they have failed the academic examination during the training week.

(2) Study periods will be devoted to:

(a) USAPHS subjects.

(b) Pertinent USAPHS manuals and issue material.

d. Candidates on academic probation will be required to attend additional study hall periods on weekends.

NOTE: TACTICAL PERSONNEL ARE AVAILABLE FOR ASSISTANCE DURING ALL STUDY HALL PERIODS.

9. Flight Training.

a. Training Stages.

(1) Flight training is divided into two stages, Primary I and Primary II. Scheduled flight time for the stage is:

Primary I	50:00 hours*
Primary II	60:00 hours
	110:00 hours

\*Includes 16:00 hours of presolo dual times.

(2) These figures represent minimum time allocated and it is expected that average students will require this time to complete each stage.

b. Grading.

(1) A grade slip will be prepared by the instructor for each dual flight performed.

(2) The following descriptions will apply:

(a) AA - 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.

(b) A - 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 maneuver. His coordination is natural and control movements are positive and relatively accurate. He instills confidence in his instructor because of his alertness and ability to divide his attention. He rarely exhibits signs of tension.

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

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

c. Flight Training Evaluation.

(1) Prior to solo.

(a) A student will be permitted to solo when he has demonstrated to his instructor and/or flight commander that he has attained the required proficiency in presolo maneuvers.

(b) A student who has not soloed will receive a progress check ride from the flight commander or his designated representative. If his performance is satisfactory, he will be continued in training with his flight. If his performance is unsatisfactory, a second progress check ride will be administered to the student by the Flight Evaluation Division. The results of this progress check ride will determine whether the student continues in training with his class or is recommended for setback or elimination from the program.

(2) Student Standardization Flights.

(a) Students will receive a Primary I standardization flight during the 23 to 50-hour level on all primary maneuvers by the Military Flight Evaluation Division. This dual flight is designed to evaluate the effectiveness of flight instruction administered to students and is ungraded; however, the student's performance is evaluated and recorded.

(b) Students will receive a Primary II standardization flight during the 50 - 80-hour level. This flight will cover all maneuvers of the Primary II curriculum. These flights will be given by the Military Flight Evaluation Division. Procedures for this flight are the same as for the Primary I Standardization Flight above.

(3) Post-Accident Checks and Post-Incident Checks.

(a) A graded post-accident or post-incident dual ride will be given by the flight commander or his assistant as soon as practicable and prior to participating in additional flight training.

(b) 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 consider it necessary.

(4) General Rules for Progress Rides and Standardization Flights.

(a) Students will be given a progress ride the same day they have received dual instruction.

(b) Reevaluation rides for the same phase of training will not be administered by the same check pilot.

d. Student Elimination for Flight Deficiency.

(1) Instructors will recommend students for elimination who cannot reach the desired degree of proficiency commensurate with their flying 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.

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

10. Class Procedures.

a. When reporting to academic instructors/flight commanders, the candidate platoon leader will:

(1) Call the platoon to attention.

(2) Render the hand salute to military instructors.

(3) Report, "Sir, Candidate \_\_\_\_\_, Candidate Platoon Leader/Section Leader/Flight Leader/ \_\_\_\_\_ Platoon/Section/Flight \_\_\_\_\_, reports \_\_\_\_\_ candidates present and \_\_\_\_\_ candidates absent.

(4) Assume seat in the right rear of the classroom.

b. During class presentations, the candidate platoon leader keeps an accurate and correct list of all absentees and late arrivals on USAPHC Form 146. This form is prepared in two copies and distributed as follows:

(1) The original will be presented to the academic instructor/flight commander at the end of the scheduled period of instruction for his retention.

(2) The copy will be presented to the academic instructor/flight commander for his verification of the head count for the period of instruction by affixing his signature or initials. This copy will be returned to the cadre first sergeant.

c. The candidate platoon leader is responsible for police and orderly arrangement of classroom furnishings.

11. Reclama. Reclama may be initiated by the candidate when the situation warrants.

a. When a candidate is recommended for elimination, he and his company commander will receive notification from Academic Records Branch.

b. Candidates desiring to initiate appeals will make application in writing within three (3) work days of the official notification of elimination through command channels (Company, Battalion, Brigade) to the Assistant Commandant, USAPHS. See Appendix 8, Annex A. The appeal must produce evidence which was not available to either the board or the Commandant prior to his decision in the case. Appeals that do not contain this evidence will not be forwarded beyond CO, Troop Brigade. If the appeal contains new evidence it will be forwarded to the Assistant Commandant. The Assistant Commandant will judge the validity of the appeal in accordance with the 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.

c. Eliminated students will report to Student Personnel Branch, Bldg 232, within 24 hours following receipt of notification of elimination to make assignment preference.

d. Students who fail to report to Student Personnel Branch with a copy of their appeal will be reported to DA for assignment.

12. Honor Graduates and Awards:

a. Candidate Honor Graduate\*: The Academic Records Section of the Secretary Division, USAPHS determines the WOC honor graduate by averaging the results of each students combined final flight and academic grades.

b. AAAA Flight Award (Candidate)\*: The appropriate Military Flight Division is charged with submitting to the Secretary, USAPHS, the names of the students that completed their flight training with the highest flight grade average for their respective classes.

c. AAAA Academic Award (Candidate): Academic Records Section reviews student records and determines names of students that have completed the academic portion of their training with the highest academic average for their respective class.

d. AAAA Outstanding Military Graduate Award (Candidate)\*: Selection is made six weeks prior to graduation. Each tactical officer will submit the name of one candidate from his platoon to be the outstanding military graduate. The unit commander with XO and tactical staff review all records of selected students, interview each man and determine the number 1 through 8th man based on points received during the selection process.

e. Enlisted Option Military Achievement Award(Candidate)\*: During the week before graduation the selection of the enlisted option WOC for this award is made by members of the WOC Company as directed by the company commander. Each tactical officer will submit the name of the man in his platoon that has shown the greatest improvement/achievement in his military development over the entire period he has been assigned to the flight company. The selection board within the WOC Company reviews all records and interviews each man in order to select the enlisted option candidate that has progressed the most and has shown the greatest improvement throughout his course, as compared with his contemporaries.

\*No setback student (candidate), regardless of the reason for setback may qualify or be selected for any of the above mentioned awards.



CHAPTER III  
MILITARY DEVELOPMENT AND EVALUATION

1. General. The Military Development phase of training encompasses that training presented to warrant officer candidates to develop the requisite qualities of leadership required of US Warrant Officer Aviators.

2. Observations by the Tactical Officer.

a. Tactical officers assist candidates in attaining the required standards of a warrant officer aviator. They observe the candidates in their performance of assigned duties. These observations are the basis for observation reports (see Annex A) and counselling periods. During counselling periods, the tactical officer points out to the candidate his proficiencies and deficiencies and suggests remedial action.

b. The tactical officer's observations are supplemented by observation reports made by the cadre company commander, other tactical officers, instructors, inspecting officers and any other officer coming in contact with the warrant officer candidate.

3. Student Records.

a. Student records are maintained on each warrant officer candidate and consist of the following:

- (1) Observation reports concerning:
  - (a) Drill and command, physical training, and other periods of instruction given by a candidate.
  - (b) Discipline and conduct.
- (2) Reports from academic and flight instructors.
- (3) Demerit reports.
- (4) Reports of counselling.
- (5) Autobiographies.
- (6) Performance in command positions.
- (7) All other reports reflecting the fitness of a candidate to become a warrant officer.

b. Only personnel who have a "need to know" interest in the candidate's performance will have access to the student records. However, these records are available for inspection for any candidate who desires to see his records in the presence of a tactical officer.

c. Sample forms are found at Annex A.

## CHAPTER IV

### HONOR CODE

1. To assist the warrant officer candidate in attaining the high standards of integrity required of a warrant officer, the United States Army Primary Helicopter Center has adopted an honor code.

2. Honor 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 actions will be made on consideration of the good of the unit, the Army, and the Nation. His facts will be identified as facts and opinions for what they are.

3. 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 him the reassurance of being able to place complete trust in each member of his group.

4. The Honor Code requires the individual to practice, to a greater degree than ever before, what he has already learned at home, in school, and in church. The Honor Code sets standards by which candidates may judge one another's capability of understanding and maintaining a high degree of honor. Soldiers cannot afford to have in their midst a man that they are unable to trust. The Honor Code is designed to reveal those who are incapable of measuring up to proper warrant officer standards and to provide a basis for their elimination.

5. The Honor Code belongs to the warrant officer candidates. The following basic points are covered by the code:

a. A warrant officer candidate always tells the truth and keeps his word.

b. A warrant officer candidate is honest in all his efforts.

c. A warrant officer candidate is always forthright.

d. A warrant officer candidate's word is his oath; his signature is his bond.

6. A warrant officer is bound by his word; by the traditions of his profession; by his devotion to duty, honor and country; and by the oath of his warrant. In combat, his word will almost invariably be given at times of extreme tension, stress, and danger. The subordinate depends on his battle plans. No group of men has so much at stake for trusting one another as do the men of the military professions. By the very nature of the warrant officer's environment, he must be honest in everything he does.

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CHAPTER V  
PHYSICAL FITNESS

1. 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 Staff of the Warrant Officer Candidate Companies.

2. Uniform.

The prescribed uniform for physical training is shorts, T-shirt, and tennis shoes in summer months and sweat suits in winter months, with tennis shoes or boots, as appropriate.

3. During preflight the program consists of thirty minutes of exercise immediately after the reveille formation Monday through Friday during the summer months. From November until April physical training will be conducted from 1630 until 1700 hours. During flight training, physical training will be conducted for thirty minutes immediately after the reveille formation Monday through Friday when ground school academics are scheduled during the morning hours. When ground school academics are scheduled during an afternoon, physical training is accomplished in accordance with the training schedule and normally consists of three one-hour periods on three days of the week.

4. The Army Physical Combat Proficiency Test will be administered to each Warrant Officer Candidate during the 17th week of training. All candidates must obtain a minimum score of 300 points.



CHAPTER VI  
CANDIDATE CHAIN OF COMMAND

1. General. A candidate chain of command is established within each Warrant Officer Candidate Company to effect military development, evaluation and unit control. Assignments to command positions are normally rotated once each week. Tactical officers will render Military Development Observation Reports on the performance of each warrant officer candidate serving in command positions.

2. Chain of Command. The WOC chain of command is organized as follows:

a. Battalion Staff (Seniors in Residence).

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

b. Company Chain of Command.

- (1) Candidate Company Commander.
- (2) Candidate Executive Officer.
- (3) Candidate First Sergeant.
- (4) Each Platoon.
  - (a) Candidate Platoon Leader.
  - (b) Candidate Platoon Sergeant.
  - (c) Candidate Squad Leaders.

c. Duties and responsibilities of chain of command positions listed above are outlined in Annex B.

3. Tour of duty reports are reports submitted by candidates serving in the chain of command. An explanation and example of this report is located in Annex A.

4. Candidate command assignments will be posted on the bulletin boards in the barracks. Duty assignments will not be exchanged among candidates. Personnel assigned to candidate command assignments are required to remain in the company area during assigned tour of duty unless specifically authorized to depart by the next senior member in the chain of command. Personnel who depart the area will designate another WOC to fill his position during his absence and notify the next senior member of this change.

## CHAPTER VII

### DISCIPLINE

1. 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.

2. 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)".

c. When addressed by an 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 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.

e. When reporting to an NCO, a candidate gives the appropriate greeting and states his business.

f. Candidates do not chew gum during duty hours.

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

h. Hitchhiking is prohibited.

i. Haircuts, hairgrooming rules.

(1) Hair will be neatly trimmed at all times.

(2) Hair will be no longer than 1/2 inches.

- (3) Sideburns are not permitted.
- (4) Shaved heads are not permitted.
- (5) Mustaches are not permitted.

j. Candidates will not smoke while in Troop Brigade Areas except in their rooms, in day-rooms or while on an authorized smoking break. Smoking in bed is prohibited.

k. Billet procedures.

(1) Hallways.

(a) During other than study hall, quiet period or lights-out period, the candidate, before passing a superior, will brace the wall and offer the greeting of the day. If the superior stops in the hallway prior to passing the WOC, the WOC will maintain the brace position and request permission in the following manner, "Sir, Candidate Jones. Request permission to pass." If permission is granted, the WOC will pass. If permission is not granted, the WOC will maintain his position until the superior has departed the area. If the superior passes the WOC, he should offer the standard greeting of the day once again.

(b) In hallways during lights-out, the WOC will brace the wall with no oral response required or expected.

(2) Rooms - before lights-out, nonscheduled inspection.

(a) All WOC's present in their rooms when a superior enters will:

1. Command attention.
2. Assume the position of attention in place.
3. Offer the greeting of the day.

(b) Should the superior desire to conduct an inspection, he will command "Posts". All WOC's in the room will proceed in the most expeditious manner to the heads of their beds.

(3) Rooms - during study and/or quiet periods. All WOC's present will continue to study at their respective desk or position with no verbal response required or expected. If a WOC is addressed he will stand until given "Carry on".

(4) Rooms - during scheduled inspection periods. The designated room commander will report his room as follows: "Sir, Candidate Jones reports prepared for inspection." Hand salutes will not be exchanged. All other WOC's will be positioned in the hallway to the right and left of their respective doors. WOC's in the hallway will come to attention when a superior comes in front of them with no response required unless the superior stops in front of him. At this time, the candidate will give the standard greeting of the day. Visiting officers (officers other than the inspecting officer) will be accorded the same procedure in the hallway. Should a visiting officer enter any room while the inspecting officer is inspecting the platoon area, the occupant (room commander) will come to the position of attention and render the greeting of the day.

(5) Rooms - during lights-out. No recognition is required or expected.

(6) Outside Area (Daytime).

(a) WOC's will recognize superiors at a distance of 50 meters when not crossing in close proximity and will render the salute and proper greeting of the day.

(b) WOC's will recognize superiors at a distance of 6 paces when paths are expected to cross within that distance and when superior and WOC are moving in opposite directions.

(7) Outside Area (night time). WOC's are expected to recognize superiors within 6 paces at night time.

(8) WOC's will not double time under the following conditions.

- (a) When returning from the mess hall.
- (b) During hours of darkness (exception, PT classes.)
- (c) When in Class A uniform.
- (d) Upon attaining senior status.
- (e) When notified weather conditions preclude it.

(9) Offices.

(a) When entering an office, a WOC will center himself in the archway of the door so his head is directly underneath the archway and he is centered laterally in the doorway. The WOC will notify the office holder he is requesting permission to enter by three (3) open-handed slaps upon the right side of the door that he is facing. Upon the command "enter" or "come in", the WOC will enter and take a position 30 inches from the desk and centered on it, halt, salute if facing an officer and offer the standard greeting of the day. When the business is completed, the WOC will salute if facing an officer and simultaneously give the greeting of the day. When the salute is returned, he will execute an about face and exit the office.

(b) When reporting to the candidate duty officer (CDO), the same procedure will be used except the word "Candidate" will be substituted for "Sir" and no salutes will be exchanged. The CDO is the cadre company commander's personal representative and, as such, he will be treated with due respect by all WOC's.

(10) WOC's will not salute enlisted cadre. "First Sergeant", "Sergeant", or "Specialist" as appropriate will be substituted for "Sir" when greeting or reporting to enlisted cadre.

1. Entrucking and Detrucking Procedures.

(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. Headgear will be worn at all times.

(5) All buses will be policed by candidates after use.

m. The post shuttle bus will be used for conducting personal business on post during duty hours. Privately owned vehicles may be used for conducting personal business on post during duty hours if approved by the tactical officer or NCO. Privately owned vehicles will not be driven to academic classes or the flight line. The loaning of privately owned vehicles will be cleared with the tactical officer.

n. Candidates will be held responsible for information posted on the company bulletin board and their respective platoon bulletin boards. Bulletin boards will be read a minimum of twice daily, once prior to 1900 hours.

o. Candidates whose names appear on directives, assignments, or rosters will place their initials in black or blue ink to the right of their names within 12 hours of posting.

3. Senior Responsibilities.

a. On attaining senior status, candidates are given additional responsibilities which may include the following:

(1) Make on the spot corrections of junior candidates. These corrections will be accomplished in a military manner. The intent is not only for improving the junior candidates, but also a means of training senior candidates to assume responsibility of leaders. Deficiencies which may be corrected fall into one or more of the following areas.

- (a) Personal appearance.
- (b) Military courtesy.
- (c) Conduct.

(2) Selected senior candidates will:

(a) Inspect junior candidates during scheduled inspection periods. Coordination will be accomplished between the cadre commanding officers of the senior and junior companies concerned.

(b) Brief the graduating preflight class during the 4th week of preflight training. This briefing will consist of a familiarization of the standards of appearance and conduct expected of the candidates when they enter the flight training phase of the curriculum.

- (c) Plan, coordinate and conduct special ceremonies.
- (d) Conduct reveille and retreat formations.
- (e) Plan and conduct competitive events between companies.

b. Relationships between senior and other candidates will be governed as follows:

(1) The relationship must be impartial and impersonal at all times.

(2) Conversation and correction will be carried out in a military manner without emotionalism.

(3) Senior candidates will touch a junior candidate only with his permission and only for the purpose of instruction; for example, to correct position of hands when at parade rest.

#### 4. Senior Privileges.

a. Seniors are not required to march in formation to mess for the evening meal, except while engaged in night flying. Seniors are not required to march to meals on Saturday, Sunday, and holidays.

b. Seniors will be saluted by all junior candidates and addressed in the following manner: "Sir, Candidate Jones, good morning (etc), Sir."

c. Senior candidates in good standing will be considered to have attained officer status in so far as all junior candidates are concerned. Junior candidates will show proper courtesies and respect to senior candidates. Any disregard or insubordination will be treated as a Class I offense.

d. Seniors are authorized the use of their private automobile for personal business, during duty hours, without prior approval of their tactical officer. Authorization does not include driving to academic or flight instruction.

e. Senior candidates are authorized to use the Main PX Snack Bar during duty hours free time except 1130-1300 hours, Monday through Friday.

f. Senior candidates are not required to double time.

g. Senior candidates will not brace, but will clear the way and render the greeting of the day.

h. Senior candidates who are placed in a holdover status will have the same privileges and responsibilities as the current Senior Class. The hand salute will not be exchanged between Holdover Seniors and the current Senior Class, including the Candidate Battalion Staff.

## CHAPTER VIII

### THE MERIT/DEMERIT SYSTEM

1. The merit/demerit system is a method of developing high standards in warrant officer candidates. It also serves as a method for evaluating a warrant officer candidate's ability to recognize and adhere to the high standards and close attention to detail required of a candidate in his conduct, maintenance of quarters, equipment, and his personal appearance.

2. Warrant officer candidates are subject to receive merits or demerits on or off post. Candidates must be aware that they are subject to observation even while in civilian clothing.

3. Daily inspections of personal appearance, maintenance of equipment, barracks, etc., will be made and merits and/or demerits assessed based on the conditions found. Results will be recorded and merits and/or demerits awarded.

4. Merits and demerits are initially recorded on a room inspection form which is found on each desk in each room. As inspecting personnel inspect a room, they record discrepancies, utilizing the key for demerits (Annex F). At times candidates may be instructed to add discrepancies to their room inspection form (i.e., need 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 form on the desk with the previous day's form.

5. If a candidate feels that he was unjustly assessed demerits, he may write this on the reverse side of the room inspection form with his reasons and the facts bearing on the problem.

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

7. Certain categories of delinquencies, as reflected on the key for demerits (Annex F) require a military letter to be written to the company commander stating the reason why the deficiency existed and corrective action taken. This letter will be submitted through the tactical officer not later than 0700 hours on the second duty day following the receipt of the demerits.

8. Totals of the merits/ demerits assessed will be posted daily to the weekly demerit roster by the platoon sergeant.

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

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

11. The maximum number of demerits allowed each week before delinquency restriction is imposed depends upon the week of training of the candidate. (See Chapter IX).

12. When a warrant officer candidate exceeds the specified amount of demerits he may be restricted to specified areas during off-duty hours, be required to serve punishment tours during off-duty hours or perform a combination of both.

13. Restriction.

a. Failure to attain the standards required for the appropriate phase of training is grounds for restriction. The length of the restriction will be determined as shown in Chapter IX, Pass - Leave - Restriction policy.

b. Individuals placed on restriction will be notified by their tactical officer as to the length of restriction, reason for restriction, and methods of preventing the delinquencies from recurring.

c. Those individuals on restriction on Sunday morning are permitted to attend religious services. Candidates in this category are required to notify the candidate duty officer of their times of departure and return.

d. Candidates when on restriction will remain within one of the following areas at all times.

(1) Company billets.

(2) Mess hall.

(3) Company athletic area.

(4) WOC lounge (between 1800 - 1930 hours).

e. Permission to leave the boundaries described in d above will be given only by cadre company officers.

f. Candidates on restriction are subject to details as prescribed by the candidate chain of command and/or the company staff.

14. Serving Punishment Tours.

a. During the first four weeks of training, candidates will serve one punishment tour for each ten demerits they receive over the limit of 60.

b. Intermediate candidates from the 5th through 16th week of training will serve one punishment tour for each 10 demerits they receive over the limit for a pass.

c. Senior candidates will serve one punishment tour for each 5 demerits they receive over the limit for a pass.  
(Seniors will remove tabs during execution of punishment tour.)

d. Punishment tours will consist of dismounted drill performed in the company area. During inclement weather these tours will consist of clean-up details in the company barracks with 2 hours on detail counting as one hour of dismounted drill.

e. Punishment tours will be performed according to the following schedule:

(1) Dismounted Drill

Saturday: 1330-1430 1 hour credit  
1430-1530 1 hour credit

Sunday: 1330-1430 1 hour credit  
1430-1530 1 hour credit

(2) Clean-up Details

Saturday: 1330-1530 1 hour credit  
1530-1730 1 hour credit

Sunday: 1330-1530 1 hour credit  
1530-1730 1 hour credit

f. The candidate company commander is responsible for the supervision and control of students serving punishment tours.



CHAPTER IX  
LEAVES, PASSES, AND RESTRICTION

1. General.

a. Leaves. No leaves will be granted during the period of the course except for emergencies or during holiday periods prescribed by the Commandant, United States Army Primary Helicopter School.

b. Passes. An Armed Forces Liberty Pass (DD Form 345) is prepared for all candidates. Passes are kept in the company pass box except when a candidate has permission to leave the area. Mere possession of this pass does not constitute permission to leave the area. All candidates must have their pass or a Request for Authority for Absence, DA Form 31, in their possession whenever they depart Fort Wolters.

2. The Troop Brigade pass policy is based on a sliding scale, predicted on the week of training and number of demerits received. This policy is as indicated.

Troop Brigade Pass Policy

1. 1st thru 4th Week: No passes authorized  
An overnight pass at/or near end of preflight,  
at discretion of Preflight Company Commander.
2. 5th thru 8th Week: 35 Demerits, or less.  
Pass from 1200 hrs Sat to 1700 hrs Sun
3. 9th thru 12th Week: 25 Demerits, or less.  
Pass from 1200 hrs Sat to 1700 hrs Sun
4. 13th thru 16th Week: 16 Demerits, or less.  
1200 hrs Sat to 1700 hrs Sun
5. 17th thru 20th Week: 10 Demerits, or less.  
1800 hrs Fri to 0600 hrs Sat  
0600 hrs Sat to Reveille Mon

3. Restriction.

a. Candidates who are assessed restriction as punishment will be restricted to his company area, which will include:

- (1) Company billets.
- (2) Latrine.
- (3) Company athletic area.
- (4) Unit messhall (while messing).

- (5) Areas assigned to perform details.

CHAPTER X  
INSPECTIONS

1. General. Warrant officer candidates are subject to inspection at any time during their training in Troop Brigade.

2. There are two (2) types of inspections performed in Troop Brigade. They are scheduled and routine.

a. Scheduled inspections are those inspections that normally occur on Saturday morning and include in rank and billet inspections.

b. Routine inspections are conducted on a daily or as required basis by the tactical staff. These inspections encompass formations, billets and assigned areas of responsibility.

3. Standards.

a. Scheduled inspections in ranks.

(1) The warrant officer candidate will present a neat, clean personal appearance at all times. He will be clean shaven, without a mustache and have a short haircut (1/2 inch long) without sideburns and clean, neatly trimmed fingernails. His uniform fit will be correct and in accordance with the concept prescribed in Army uniform regulations.

(2) Warrant officer candidate companies will be formed and inspections conducted as outlined in Chapter 8, FM 22-5.

b. Scheduled inspections in billets.

(1) Rooms. All rooms will be arranged as shown in Annex E.

(2) Cubicle areas. The cubicle areas will be arranged as shown in Annex E.



CHAPTER XI  
SECTION CEREMONIES

1. General.

Ceremonies are an integral part of the military development phase of training. Ceremonies unique to this course of instruction will be discussed in this chapter. Information on other formal military ceremonies is found in FM 22-5.

2. Candidate Change of Command Ceremony.

a. A candidate change of command ceremony will be held for Flight 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 the entire ceremony.

b. Uniform - Seasonal Class "A". (Annex C)

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

d. Procedure.

(1) The Flight Warrant Officer Candidate Companies form in line with companies in mass 12-man front.

(2) The companies are formed so that the battalion is centered on the commander of troops.

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

(4) The companies will be in position, as indicated in figure 1 after troops are aligned, Battalion Adjutant will move to position 3 steps in front of commander of troops, face the companies and command "Present Arms". Old battalion staff moves to rear of commander of troops. Commander of troops then commands "Parade Rest".

(5) 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".

(6) The 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 toward commander of troops and march to position in front of commander of troops the commanding officers, guidon bearers, and the commander of troops move forward in front of the battalion commanders.

(7) Reading officer reads announcement.

(8) On termination of orders publication, old battalion commander receives the senior streamer from the bearer and passes to new battalion commander. The new battalion commander returns the streamer to guidon of new senior company.

(9) The old and new battalion commanders face each other and render a hand salute. The old battalion commander then commands "Take charge of your battalion". The old battalion commander then marches his staff off the parade area. The new battalion commander takes his post in front of his staff and commands "Commanding Officers and guidons post". He then releases the companies to their commanding officers.

### 3. Presentation of Best Marching Streamer.

a. Following each parade a guidon streamer will be presented to the warrant officer candidate company judged best in the parade.

b. Responsibility:

(1) The senior battalion staff has the responsibility for conducting the ceremony.

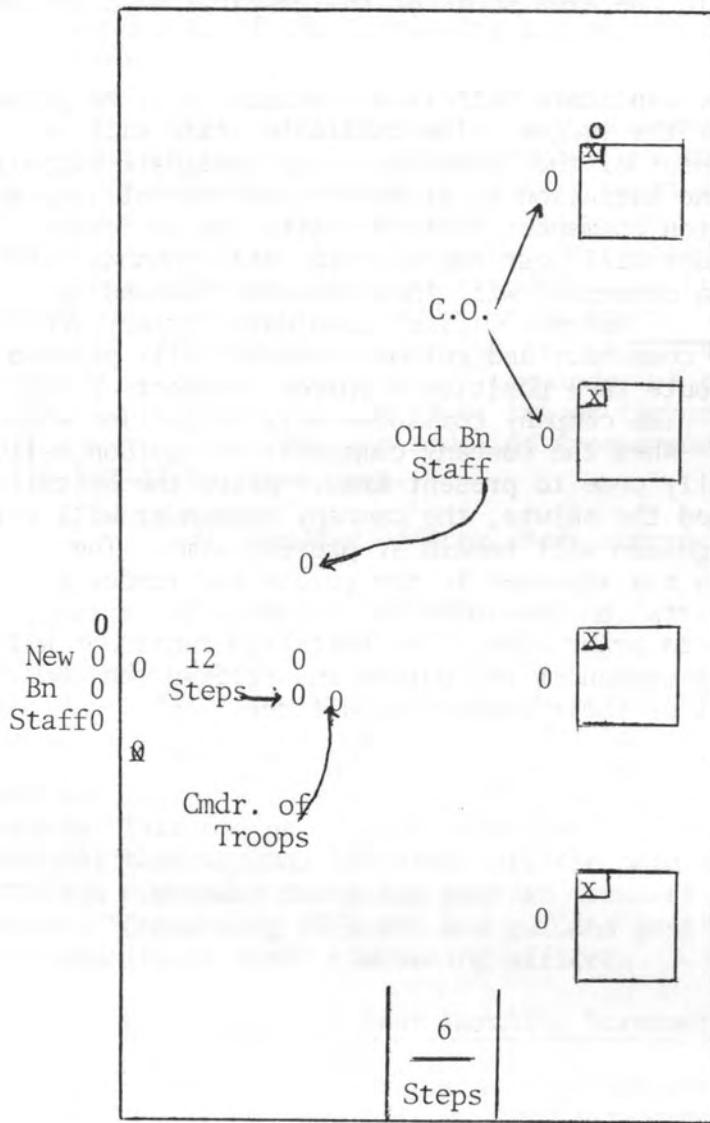
(2) A member of the candidate battalion will pick up the streamer from the company currently holding it prior to the parade.

c. Procedure:

(1) After each parade the warrant officer candidate companies will form in the area south of the hospital as directed in the parade order.

(2) The candidate battalion commander will be given the parade results by the judges. The candidate staff will be positioned in the center of the formation. The candidate battalion adjutant will call the battalion to attention and present arms and report to the battalion commander that the battalion is formed. The battalion commander will post the adjutant and command, "Order Arms". The battalion commander will then command "Commanding Officer and Guidon        Warrant Officer Candidate Company Center March". The company commander and guidon concerned will proceed by the most direct route to a position 6 spaces in front of the battalion commander. The company commander will be in line with the battalion commander. When the company commander and guidon halt, they will automatically come to present arms. After the battalion commander has returned the salute, the company commander will return to order arms. The guidon will remain at present arms. The battalion will attach the streamer to the guidon and render a salute. After the battalion commander has rendered his salute, the guidon will come to order arms. The battalion commander will then post the company commander and guidon and release the companies to the control of their commanding officer.

## STUDENT CHANGE OF COMMAND FORMATION



¶ Old Bn C.O.

θ New Bn C.O.

o Adjutant

X Right Guide

FIGURE 1

## CHAPTER XII

### MISCELLANEOUS

1. Counselling.
2. Security of Firearms.
3. Vehicle Registration.
4. Use of Privately Owned Vehicles
5. Conspiracy by Candidates.
6. Gambling.
7. Flying while on a Student Status.
8. Club Facilities.
9. Religious Services.
10. Sick Call.
11. Mail Address.
12. Agents and Salesmen.
13. Legal Assistance.

CHAPTER XII  
MISCELLANEOUS

1. Counselling.

a. To afford candidates an opportunity to discuss their problems, obtain advice, or clear up possible misunderstandings, the tactical officers will counsel them frequently during the course. Candidates are encouraged to make full use of these periods.

b. Candidates may arrange for consultation with instructors, chaplains, or other officers of the United States Army Primary Helicopter Center through their cadre company commanders.

2. Security of Firearms.

Privately owned firearms maintained on post must be registered with the Provost Marshal. No firearms, weapons and/or ammunition of any type will be kept in the barracks. The Troop Brigade Supply has facilities for storing firearms. The Rod and Gun Club has facilities for storing both weapons and ammunition. If firearms or weapons are purchased during your tour at Fort Wolters, they will be secured in the unit safe or Troop Brigade Supply until registration on post.

3. Vehicle Registration.

a. The Provost Marshal is responsible for vehicle registration and issuance of a free temporary permit. Registration must be accomplished within 72 hours after arrival at Fort Wolters.

b. The following items are required at the time of vehicle registration. If not, vehicle will remain off post until following items are obtained:

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

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

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

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

4. Use of Privately Owned Vehicles.

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

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

c. Students will load buses in an orderly, expeditious manner. The bus driver is in charge of the bus and his instructions will be followed. Students are expected to conduct themselves in a military manner at all times and are responsible for the police of the bus. Students will not disembark from buses between Fort Wolters and assigned training areas in flight clothing.

5. Conspiracy by Candidates.

a. Any joint action taken by candidates to accomplish any of the following is considered a conspiracy:

(1) Violate or evade regulations, orders, or instructions given by competent authority.

(2) Condemn or censure any person in the military service.

(3) Accomplish missions, duties, or tasks in an unapproved manner.

b. Any candidate found to be involved in such a conspiracy can be punished under the provisions of UCMJ.

6. Gambling.

Candidates will not gamble.

7. Flying While on a Student Status.

Student aviators attending a course of flight instruction at the USAPHS are prohibited from flying military or civilian aircraft, other than in a scheduled course of instruction, without specific approval of the Assistant Commandant, through command channels.

8. Club Facilities.

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 the 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. Those 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 subparagraph 4b, AR 210-65, as any alcoholic beverage including distilled spirits, wines, and malt beverage having an alcoholic content not in excess of 3.2 percent by weight.

e. No person will possess or store alcoholic beverages in the Troop Brigade area.

9. Religious Services.

a. Protestant and Catholic Chaplains are available to conduct religious services. Times and places of all religious services are posted on all bulletin boards and published in the Daily Bulletin each Friday.

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

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

10. Sick Call (Medical and Dental Treatment.)

a. During duty hours, student 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. Sick call for dependents is normally held at 0930-1100 hours weekdays at Beach Army Hospital. Dependents requiring emergency treatment should report to Fort Wolters Beach Army Hospital outpatient clinic (Ext 2414).

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

d. Emergency Dental Care - after normal duty hours call Ext 2414 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 - Monday afternoon 1230-1530 hours (no appointment required).

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

h. Schedule appointments so as not to conflict with flight periods or examinations.

11. Mail Address.

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 Doe  
RA99999999  
WOC Company  
Class Flt  
Fort Wolters, Texas 76067

12. Agents and Salesmen.

a. No one may canvass, exhibit or sell to candidates except with the USAPHC Commander's permission and only in localities specifically designated for their use. Candidates are prohibited from acting as agents for commercial houses or insurance companies and from soliciting orders of any kind.

b. Personnel are warned of the dangers in buying any merchandise sight unseen, including encyclopedias or other books, whether offered for sale on or off post. Personnel with any reservations as to a particular product being offered are encouraged to contact the Legal Assistance Officer before committing themselves. Reputable salesmen will always give potential customers time to think the matter over.

13. Legal Assistance.

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

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

c. Legal Assistance: Personal advice and aid on legal matters may be obtained from the Legal Assistance Officer, who is located in the Office of the Center Judge Advocate, Building 238.

d. Insurance: Adequate life insurance coverage is important for soldiers with dependents. Advice may be obtained as to suggested scope and coverage from the Legal Assistance Officer.

e. Contracts: Personnel are strongly advised to personally read any contracts they sign or have them read and approved by someone they know and trust and to make sure that all of the terms of the transaction, as well as any promises the dealer may have made, are set forth therein. Each party to a contract should insist on being given his own copy of the contract, signed by the other party. The Legal Assistance Officer is available to explain the terms of contracts.

f. Used Cars: Good and bad buys do exist in used car lots, but used cars are normally sold on a "let-the-buyer-beware" basis, with no warranty. Dealers' promises are no substitute for a thorough knowledgeable inspection of the car and will not stand up in court unless in writing.

g. Deposits: Local dealers may agree to keep offers of sale open while the customer attempts to arrange for financing of the purchase, in return for the customer leaving a deposit on the purchase price. Unless the parties otherwise agree in writing, it is normal business practice for the dealer to keep the deposit if the customer cannot obtain financing or is otherwise unable or unwilling to go through with the purchase.

- Appendix 1 - Report of Observation (DS194) Form 10
- Appendix 2 - Report on Counseling (DS194) Form 11
- Appendix 3 - Command Position Student Rating Form (DS194) Form 12
- Appendix 4 - Special Statement Request Form (DS194)
- Appendix 5 - Room Inspection Form (DS Form 30)
- Appendix 6 - Sample Military Order
- Appendix 7 - Commander's Evaluation (DSAPC) Form FL 218
- Appendix 8 - Sample Letter of Recommendation
- Appendix 9 - Academic Recommendation Letter Sample
- Appendix 10 - Initial Interview
- Appendix 11 - Candidate Selection Profile



## ANNEX A

1. Listed in this annex are sample forms, reports and letters to familiarize the warrant officer candidate with those records, reports and requirements pertaining to his performance.
2. These forms, records and letters are listed as appendixes and are:
  - Appendix 1 - Report of Observation (USAPHC Form 432)
  - Appendix 2 - Report of Counselling (USAPHC Form 433)
  - Appendix 3 - Command Position Student Rating Form (USAPHC Form 435)
  - Appendix 4 - Special Statement (USAPHC Form 434)
  - Appendix 5 - Room Inspection Form (FW Form 220)
  - Appendix 6 - Sample Military Letter
  - Appendix 7 - Commander's Evaluation (USAPHC Form FL 118)
  - Appendix 8 - Sample Letter of Appeal
  - Appendix 9 - Academic Examination Answer Sheet
  - Appendix 10 - Initial Interview
  - Appendix 11 - Candidate Autobiography



REPORT OF OBSERVATION

1. Report of Observation, USAPHC Form 432A (white) and 432C (pink) are used by tactical personnel, instructors and other personnel involved in training to report on the performance of appearance of warrant officer candidates.
2. Each candidate is required to convey on his person at all times one (1) Form 432A (white) and one (1) Form 432C (pink). The purpose of which is to enable observers to render reports on each candidate as necessary.
3. When an Observation Report (OR) is rendered on a candidate, it will be forwarded to the candidate's company thru cadre message center.
4. Each Observation Report becomes a part of the candidates student folder.
5. A sample copy of the Report of Observation is on the next page.



REPORT OF COUNSELLING

1. Report of Counselling, USAPHC Form 433 (HHC) (yellow) is used by the tactical staff and instructors to record the results of counselling sections.
2. This form is available in the company area or instructional areas (flight and academic).
3. The front of the Report of Counselling form will be completed by the individual conducting the counselling session. The back of the report is completed by the candidate.
4. The completed form becomes a part of the candidates permanent record and is filed in his student folder.
5. A sample copy of the Report of Counselling is on the next page.

## COUNSELED TO DUE DATE

## REPORT OF COUNSELING

COUNSELED  
BY

GRADE (LAST NAME) (INITIALS) DATE

I HAVE BEEN COUNSELED THIS DATE CONCERNING:

MILITARY DEVELOPMENT

	BA	AA		BA	AA
1. APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/>	11. MILITARY BEARING	<input type="checkbox"/>	<input type="checkbox"/>
2. ATTITUDE	<input type="checkbox"/>	<input type="checkbox"/>	12. ACADEMIC GRADES	<input type="checkbox"/>	<input type="checkbox"/>
3. COOPERATION	<input type="checkbox"/>	<input type="checkbox"/>	13. BUDGETING OF TIME	<input type="checkbox"/>	<input type="checkbox"/>
4. JUDGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	14. STUDY HABITS	<input type="checkbox"/>	<input type="checkbox"/>
5. ORGANIZATION	<input type="checkbox"/>	<input type="checkbox"/>	15. CHARACTER DEFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>
6. ENTHUSIASM	<input type="checkbox"/>	<input type="checkbox"/>	16. ATTENTION TO DETAIL	<input type="checkbox"/>	<input type="checkbox"/>
7. INITIATIVE	<input type="checkbox"/>	<input type="checkbox"/>	17. EXCESSIVE DEMERITS	<input type="checkbox"/>	<input type="checkbox"/>
8. APTITUDE	<input type="checkbox"/>	<input type="checkbox"/>	18. ROOM APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/>
9. SUPERVISION	<input type="checkbox"/>	<input type="checkbox"/>	19. NOT PREPARED FOR INSPECTION	<input type="checkbox"/>	<input type="checkbox"/>
10. CHEATING	<input type="checkbox"/>		20. ARTICLE 15	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL PROBLEMS

1. BAD CHECKS	<input type="checkbox"/>	4. MARITAL	<input type="checkbox"/>	7. OFF DUTY ACTIVITIES	<input type="checkbox"/>
2. VEH REGS	<input type="checkbox"/>	5. FAMILY	<input type="checkbox"/>	8. RELIGIOUS	<input type="checkbox"/>
3. LIFE INS	<input type="checkbox"/>	6. CAREER	<input type="checkbox"/>	9. FINANCIAL	<input type="checkbox"/>

OTHER

1. AUTOBIOGRAPHY	<input type="checkbox"/>	4. FLIGHT TRAINING	<input type="checkbox"/>	7. MOTIVATION	<input type="checkbox"/>
2. MEDICAL	<input type="checkbox"/>	5. FEAR OF FLYING	<input type="checkbox"/>	8. ESPRIT DE CORPS	<input type="checkbox"/>
3. TENSION	<input type="checkbox"/>	6. RELAXING	<input type="checkbox"/>	9. RESIGNATION	<input type="checkbox"/>

AS A RESULT OF THIS COUNSELING I INTEND TO TAKE THE FOLLOWING COURSES OF ACTION ON THE ITEMS CHECKED ABOVE:

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(CONTINUED ON BACK)

[ ] TAC OFFICER STATEMENT ON BACK [ ]

WOC \_\_\_\_\_ SIGNATURE \_\_\_\_\_

USAPHC FORM 433 (HTC)  
1 NOV 66

(YELLOW)

COMMAND POSITION STUDENT RATING FORM

As outlined below, selected candidates are required to submit Command Position Student Rating Forms, USAPHC Form 435, at the completion of every tour of duty in the candidate chain of command.

The Command Position Student Rating Form will cover all pertinent areas; i.e., attitude, command presence, attention to duty, command ability, dependability, etc., and should justify any comment made in each of these categories. The last statement made in the CPSRF will be an overall rating of the tour of duty.

Candidates who occupy chain of command positions will render Command Position Student Rating Forms as follows:

<u>Rater</u>	<u>Chain of Command Position Rated</u>
Company Commander	Executive Officer Platoon Leaders First Sergeant
Executive Officer	Platoon Leaders First Sergeant
First Sergeant	Platoon Sergeants
Platoon Leader	Platoon Sergeant Squad Leaders
Platoon Sergeant	Squad Leaders

Definitions:

- A. Adaptability (adjusts to new or changing situations and stresses: bears up under pressure.)
- B. Appearance (Possesses military bearing and is neat, smart, and well-groomed.)
- C. Attention to duty (Performs assigned tasks regardless of personal interests.)
- D. Cooperation (Works in harmony with others as a team.)
- E. Dependability (Consistently accomplishes desired actions with minimum supervision.)
- F. Enthusiasm (Motivates others by his zeal.)

- G. Expression (Expresses himself clearly and concisely both orally and in writing.)
- H. Force (Executes actions vigorously.)
- I. Ingenuity (Finds solutions to problems regardless of obstacles.)
- J. Initiative (Takes necessary and appropriate action of his own.)
- K. Intelligence (Acquires knowledge and grasps concepts readily.)
- L. Judgment (Thinks logically and makes practical decisions.)
- M. Loyalty (Renders faithful and willing support to superiors and subordinates.)
- N. Moral Courage (Intellectual honesty, willingness to stand up and be counted.)
- O. Motivation (Inner drive that causes a person to work to achieve a goal.)
- 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.)

COMMAND POSITION  
STUDENT RATING FORM

Name of rated Candidate WOC LAST FIRST MI Class No. \_\_\_\_\_

Position \_\_\_\_\_ Held From \_\_\_\_\_ To \_\_\_\_\_

KEY TO EFFICIENCY RATING

	<u>Unsatisfactory</u> U	<u>Below Average</u> BA	<u>Average</u> A	<u>Above Average</u> AA
RATING	DESCRIPTION	RATING	DESCRIPTION	
A.	Adaptability		K.	Intelligence
B.	Appearance		L.	Judgment
C.	Attention to Duty		M.	Loyalty
D.	Cooperation		N.	Moral Courage
E.	Dependability		O.	Motivation
F.	Enthusiasm		P.	Self-Discipline
G.	Expression		Q.	Self-Improvement
H.	Force		R.	Stamina
I.	Ingenuity		S.	Tact
J.	Initiative		T.	Understanding

PRINT WORD DESCRIPTION

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SIGNATURE \_\_\_\_\_

(PRINT) RATING PERSON GRADE POSITION

WEEK OF TNG

RATING  
(OVERALL)



SPECIAL STATEMENT

1. The Special Statement, USAPHC Form 434 (blue) is used by the tactical staff, instructors or other personnel concerned with warrant officer candidate training to:
  - a. Summarize preflight performance.
  - b. Rate a candidate above average (AA) or unsatisfactory (U) in his performance.
  - c. Summarize the candidates overall military or flight development, if recommended for setback or elimination.
2. Special Statements when completed become a permanent part of the candidates records and will be maintained in his Student Folder.
3. A sample copy of the Special Statement form is on the next page.

## SPECIAL STATEMENT

**DATE** \_\_\_\_\_

SUBJECT \_\_\_\_\_

Regarding WOC \_\_\_\_\_

THRU

191

(CONTINUED ON BACK)

---

**NAME (TYPED OR PRINTED)**

---

**SIGNATURE** **GRADE**

GRADE

---

**TITLE OR POSITION**

USAPHC FORM 434 (MTC)  
1 NOV 66

(Blue)

ROOM INSPECTION FORM

1. The Room Inspection Form, FW Form 220 (white) is used by the tactical staff to list day by day discrepancies noted in candidate rooms and platoon or common areas of responsibility.
2. This form is prepared daily. The candidate completes the heading of the Room Inspection Form and leaves the form in the room as directed by the company. Discrepancies are noted by the tactical staff. The number of demerits (if any) are totaled by the candidate.
3. This completed Room Inspection Form will be displayed for 1 day to insure that the discrepancies listed are corrected. The form is then filed in the Tactical Officer's Office until completion of demerit week.
4. A sample copy of the Room Inspection Form is on the next page.

READ, INITIAL & DISPLAY ON DESK	ADVISOR: CW2 MEAN	DATE:
ROOM <u>00</u> DISCREPANCIES		
BBF-6 SINK BRASS NOT SHINED -2	NN-5 WINDOW LEDGE DIRTY -1	<u>2.3=3</u> <u>3/7.0</u> <u>6</u> <u>10</u>
N-8 FLOOR DIRTY -3	LL-1 WASTE BASKET NOT ALLIGNED -1	<u>9</u> <u>1</u>
WOC GROSS, I.M.	WOC CANTFLY, I.I.	WOC PILOT, A.A.
B-2 BED NOT NEAT -1 E-7 BOOTS NOT PROPERLY MAINTAINED L3-11 DRAWER #3 HIDDEN ARTICLE -5	Y-8 RAZOR DIRTY -3 S-5 LOW QUARTERS DUSTY -1 Z-12 SHOWER SHOES NOT DISPLAYED -5	P-5 LAMP DUSTY -1 SVC CAP-12 SERVICE CAP NOT DISPLAYED -5 EE-8 TOWEL DIRTY -3 B-2 BED NOT NEAT -1
SQUAD ROOM 3 PERSONAL 9	SQUAD ROOM 3 3 PERSONAL 9	SQUAD ROOM 3 3 PERSONAL 9
TOTAL INITIALS <i>ken</i>	TOTAL INITIALS <i>JBC</i>	TOTAL INITIALS <i>ace</i>

(FRONT)

READ, INITIAL & DISPLAY

ADVISOR: CW2 MEAN

DATE:

SQD LDR: GROSS, I.M.

ROOM LATRINE DISCREPANCIES

N-16

FLOOR NOT UP TO STANDARD -15

GG-8

URINALS DIRTY -3

MM-8 WINDOWS DIRTY -3

TOTAL -21

WOC

WOC

WOC

INITIALS

## INITIALS

### INITIALS

(BACK)

ମନ୍ଦିରରେ କିମ୍ବା ମନ୍ଦିରରେ

CANTFLY, II  
PILOT, AA  
DUD, JJ  
DOE, J  
NUTS, IM  
ACE, AA  
INITWIT, JP  
STUPID, IM  
STUPID, UR  
QUIT, II

SQD LDR: GROSS, IM -6  
 PLT SGT: TOUGH, IM -6  
 PLT LDR: JERK, JU -3

$$\frac{10}{20} = 3 \quad \frac{4}{20} = 2 \quad \frac{8}{20} = 6 \quad \frac{16}{50}$$



MILITARY LETTER

1. A Military Letter is written by the warrant officer candidate when directed by the tactical staff.
2. Letters will conform to the format outlined on the attached sample and should contain the following:
  - a. Who
  - b. What
  - c. Where
  - d. When
  - e. Why
  - f. How

1ST WARRANT OFFICER CANDIDATE COMPANY  
2D BATTALION, TROOP BRIGADE  
US ARMY PRIMARY HELICOPTER CENTER  
Fort Wolters, Texas 76067

AKPWO-W-1 Doe, John J.  
RA123456789

11 September 1967

SUBJECT: Explanation of Delinquency (Failure to respond to  
correction)

THRU      Tactical Officer  
            First Platoon  
            1st WOC Co

TO          Commanding Officer  
            1st WOC Co

1. On 6, 7, 8, and 9 December 1963, my wall locker shelf was found to be dusty. This was noted on each day's demerit slip by the inspecting officer.

2. I noted the delinquency each day and intended to dust the shelf in the mornings so no dust would settle on it overnight. Each morning, however, I found myself very pressed for time and, in my haste, forgot to dust the shelf.

3. This delinquency has been corrected. In the future I will budget my time more effectively so I can dust in the mornings.

JOHN J. DOE  
WOC E-5  
RA123456789

COMMANDER'S EVALUATION

1. Commander's Evaluation, USAPHC FL 118 (HTB) is rendered by the unit commanders to evaluate the candidate in military development when required.
2. A sample copy of the Commander's Evaluation is on the next page.

WARRANT OFFICER CANDIDATE COMPANY  
TROOP BRIGADE, BATTALION  
US ARMY PRIMARY HELICOPTER CENTER  
Fort Wolters, Texas 76067

AKPWO-W-

DATE

SUBJECT: Commanders' Evaluation

THRU: Commanding Officer  
\_\_\_\_ Battalion, Troop Brigade

Commanding Officer  
Troop Brigade, USAPHC

TO: Secretary, USAPHS  
ATTN: Academic Records

In reference to above named individual's scheduled appearance before the Student Evaluation Board for \_\_\_\_\_ deficiency, the following information is submitted for consideration.

Categorical Standing

	*	IN	MA	BA	A	AA	EX		IN	MA	BA	A	AA	EX
1. Platoon Standing								10. Motivation						
2. Appearance								11. Initiative						
3. Military Bearing								12. Self-Expression						
4. Leadership								13. Attitude						
5. Aggressiveness								14. Self-Improvement						
6. Enthusiasm								15. Judgement						
7. Cooperation								16. Aptitude						
8. Maturity								17. Character						
9. Conduct								18. Adaptability						

\* IN: Inadequate, MA: Marginal, BA: Below Average, A: Average, AA: Above Average, EX: Excellent

REMARKS:

I recommend: retention \_\_\_\_ setback \_\_\_\_ probation \_\_\_\_ elimination \_\_\_\_.

LETTER OF APPEAL

1. A Letter of Appeal when applicable, is submitted by a candidate after he has received official notification of elimination from the course of instruction and must be submitted within three (3) working days after receipt of the formal notification.
2. The Letter of Appeal is used only to bring to the USAPHS Commandant's attention any information pertinent to the case which has not been brought to the attention of the Elimination Board and Commandant prior to the official notification of elimination.
3. A sample copy of a Letter of Appeal is on the following page.

SAMPLE

WARRANT OFFICER CANDIDATE COMPANY  
BATTALION, TROOP BRIGADE  
US ARMY PRIMARY HELICOPTER CENTER/SCHOOL & FT WOLTERS  
Fort Wolters, Texas 76067

AKPWO-W- White, Dennis M.  
RA87654321

11 February 1968

SUBJECT: Appeal of Elimination from Flight Training

THRU: Commanding Officer  
WOC Company, Battalion  
Troop Brigade, USAPHC/S

Commanding Officer  
Battalion  
Troop Brigade, USAPHC/S

Commanding Officer  
Troop Brigade, USAPHC/S

TO: Commandant  
US Army Primary Helicopter School

Application is herewith submitted for appeal of the Commandant's final decision to eliminate me from flight training. My application is forwarded for the Commandant's consideration of facts listed below which were not available either to the board or the Commandant prior to his final decision. I received my official notice of elimination on 9 February 1968.

a.

b.

DENNIS M. WHITE  
RA87654321  
PFC E-3, Class 68-

(forward original and 3 carbons)  
(Appeal must be prepared within three days of written notification  
of elimination)

SAMPLE  
A-8-2

SAMPLE

(SAMPLE OF INDORSEMENT OF COMPANY COMMANDER TO APPEAL)

AKPWO-W- White, Dennis M. 1st Ind  
RA12345678 (11 Feb 68)  
SUBJECT: Appeal of Elimination from Flight Training

Commanding Officer,    WOC Company,    Battalion, Troop Brigade  
USAPHC/S 12 Feb 68

THRU: Commanding Officer,    Battalion, Troop Brigade, USAPHC/S

Commanding Officer, Troop Brigade, USAPHC/S

TO: Commandant, USAPHS, Fort Wolters, Texas 76067

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NAME  
MAJ, Br  
Commanding

SAMPLE

SAMPLE

(SAMPLE OF CONTINUATION SHEET FOR APPEALS)

AK1 WO-W-

SUBJECT: Appeal of Elimination from Flight Training

c.

d.

DENNIS M. WHITE  
RA12345678  
PFC E-3, Class 68-

SAMPLE

ACADEMIC ANSWER SHEET

1. The Academic Answer Sheet is used for all examinations administered at USAPHS.
2. All candidates will become familiar with the procedures used in completing Academic Answer Sheets prior to taking examinations administered at USAPHS.
3. A copy of the form and instruction for completing the heading is on the next page.

EXAMINATION ANSWER SHEETS

1. Use No. 2 pencil only.
2. All answer sheets are machine graded.
3. Block #1: Students name, (last name first).
4. Block #2: Service Number.
5. Block #3: Class number and section. Class number is three digits  
Example: Your class is 68-5/section B. Entry would be  
805 B as shown on the sample answer sheet.
6. Block #4: Examination and version number. This will be given to students  
by the instructor prior to administration of the examination.  
This information is also depicted on the cover sheet of the  
test booklet.
7. Block #5: Current date.
8. Block #6: Student number. Fill in from top to bottom. Do not fill more  
blanks than your number uses. (All student numbers are 3  
digits.)
9. Block #7: Black out the proper responses for your student number.
10. Do not make any unnecessary marks on your answer sheet.

**ANSWER SHEET**  
**U.S. ARMY PRIMARY HELICOPTER SCHOOL**

(1) NAME Jones, John J.  
LAST FIRST M.I.

(2) SERVICE NO. RA18807492 (3) CLASS NO. 805 B

(4) EXAM NO. 1GS1A1 (5) DATE 11 Sep 67

<b>DO NOT MARK THIS AREA</b>								
0	1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---	---
CONSECUTIVE								
---	---	---	---	---	---	---	---	---
NUMBER								
---	---	---	---	---	---	---	---	---

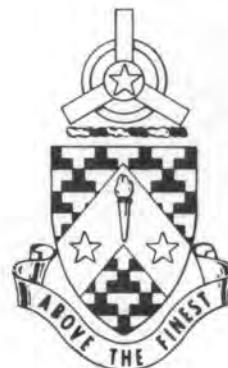
**SAMPLE**

(6)

USAPHC FORM 497 (HSE) 10 MAY 67

STD NO.	STUDENT NUMBER									
	1	0	1	2	3	4	5	6	7	8
1	0	1	2	3	4	5	6	7	8	9
2	0	1	2	3	4	5	6	7	8	9
3	0	1	2	3	4	5	6	7	8	9
4	0	1	2	3	4	5	6	7	8	9
5	0	1	2	3	4	5	6	7	8	9
6	0	1	2	3	4	5	6	7	8	9

**DIRECTIONS:** Read each question and its lettered answers. When you have decided which answer is correct, blacken the corresponding space on this sheet with a No. 2 pencil. Make your mark as long as the pair of lines, and completely fill the area between the pair of lines. If you change your mind, erase your first mark COMPLETELY. Make no stray marks; they may count against you.



INITIAL INTERVIEW

1. The Initial Interview Form is completed by the tactical staff on each assigned candidate.
2. The purpose of this form is to insure that the candidate is aware of Troop Brigade policies and procedures.
3. This form when completed becomes a part of the candidates permanent record and filed in his Student Folder.

INITIAL INTERVIEW

DATE \_\_\_\_\_

CANDIDATE'S NAME-LAST, FIRST, MI

ADP ROSTER NUMBER

Candidate's  
Initial \_\_\_\_\_

- \_\_\_\_ 1. Verification of all information on face of student folder - special attention to correctness of next-of-kin address and telephone number.
- \_\_\_\_ 2. Verification of TAC POV registration card file and posting of board.
- \_\_\_\_ 3. Verification of USAPHC Form 581 and DD Form 1175 (Locator Cards).
- \_\_\_\_ 4. Explanation of company organization.
  - a. Cadre personnel positions
  - b. TAC/candidate relationship
  - c. Candidate chain of command
- \_\_\_\_ 5. Inspection standards clarifying details of layouts, displays and billets.
- \_\_\_\_ 6. Explanation of company policy: Emphasis:
  - a. Special passes
  - b. Use of POV
- \_\_\_\_ 7. Married Students Only - Verification of WOC Wives' roster.
  - a. Name of Sponsor
  - b. Wife's name
  - c. Wife's present address
  - d. Wife's telephone number
- \_\_\_\_ 8. Discussion of any personal problems which may hamper training progress or requiring immediate resolution (Explain on back of form).
- \_\_\_\_ 9. Financial Responsibilities:
  - a. Checking Account(s)
  - b. Letters of Indebtedness
- \_\_\_\_ 10. Uniform Standards

The items listed above have been explained to me in detail, and I fully comprehend the significance of each.

TAC Authentication:

Signature \_\_\_\_\_

NAME (PRINTED) \_\_\_\_\_

SN \_\_\_\_\_, WOC

AUTOBIOGRAPHY

1. Each candidate is required to prepare an autobiography when he enters USAPHS.
2. This autobiography becomes a part of the candidate's permanent record and is filed in the candidate's student folder.

3. Instructions:

- a. Each candidate will personally prepare, without any assistance, an autobiography of several hundred words.
  - (1) Write on one side of paper only.
  - (2) Use ink and write in long hand.
  - (3) Write in the first person.
  - (4) Write in narrative style.
  - (5) Give special attention to proper grammatical construction and correct spelling.
- b. Originality in the manner of presentation of the autobiography is encouraged. The topics listed below will be covered whenever possible.

- (1) Date and place of birth.
- (2) Parents and family.
  - (a) Birthplace of parents.
  - (b) Vocation of parents.
  - (c) Brothers and sisters, if any.
  - (d) Wife and children, if any.
- (3) Grammar school, high school, college, night school, or post graduate education.
- (4) Activities participated in:
  - (a) Athletics - played or managed.
  - (b) Societies, fraternities, clubs, etc.
  - (c) Experience in handling men and in supervising activities of others.

(5) Financial background - worked way through school - could not finish school due to finances.

(6) Business experience:

(a) Where-when, type of work, salary, etc.

(7) Military experience:

(a) Describe service chronologically (RA, NG, Cadet, ROTC, etc. - how entered service).

(b) Combat service or experience.

(8) Warrant Officer Candidate School.

(a) Reasons for applying.

(b) Reaction to your present assignment.

(9) Any other items of interest concerning yourself; hobbies, travels, unusual experiences, etc.

(10) In at least 50 words describe your personality. Give good and bad traits.

(11) In at least 50 words describe what you consider the most ideal personality traits possible for you to acquire.

Minimum Standards

1. At the end of the flight training week (first week of flight training), in order to show advancement, the candidate should master certain skills as a minimum. These are skills that the average candidate should be able to acquire. These skills can reasonably be expected to become learned as matter of routine as the training cycle progresses through the twentieth week of training. Some latitude for oversight and error in these skills would be expected initially but will diminish rapidly as more perfection in performance by the candidate is demanded.
2. Skills to be mastered are as follows:
  - a. Write a military letter in the correct format.
  - b. Have neatly displayed name tapes on prescribed items.
  - c. Keep footgear highly shined and dust free.
  - d. Keep floor in rooms shined, clean and free of dirt.
  - e. Wear uniform in prescribed manner.
  - f. Place display items in proper locations.
  - g. Know the standards required.
  - h. Know procedure for finding answers to questions.
  - i. Make bed in prescribed manner.
  - j. Fill out demerit slip properly.
  - k. Fold towel in prescribed manner.
  - l. Know reporting procedures (tac office, classroom).
  - m. Know mess hall procedure.
  - n. Know how to hold company formations (reveille and retreat).
  - o. Will have all uniforms clean and starched.
  - p. All uniforms will be in accordance with regulations (TM 740-8400-1). (AR 670-5)

- q. Personal appearance will be up to school standards. "Break starch" daily, brass shined, boots shined, hair neatly cut.
- r. Uniforms requiring patches will have all necessary patches machine sewn on.

- s. Should have mandatory items for displays.
- t. Items on display will not only be in proper location, but will be displayed as prescribed (i.e., belt rolled tightly counter-clockwise with name and tip on inside).
- u. Security locker display will be as prescribed and will contain no unauthorized articles.
- v. Desk display will be as prescribed, neat, clean and contain no unauthorized articles.
- w. Laundry bag will be tied properly and will contain no unauthorized articles nor more than two days laundry.
- x. Uniforms - all buttons, zippers and snaps will be secured. All laundry tags and loose threads will be removed.
- y. Lacquer will be removed from all brass.
- z. Know chain of command and general orders.
  - aa. Have all personal equipment marked in the prescribed manner (i.e., hats, footgear, belts).
  - ab. Know all regulations governing actions during flight training.
  - ac. Acquired good study habits.
  - ad. All uniforms requiring cloth name tags will have same machine sewn on.
  - ae. All display items will be clean, highly shined (if applicable), rolled tightly and as prescribed.
  - af. Lamps on desks will be highly shined.
  - ag. All areas that dust settles on will be free of dust.
  - ah. Brass on uniform will be highly shined and all brasso removed.
  - ai. Learned how to budget time.
  - aj. Be able to give a satisfactory P.T. class on Army Drill One.
  - ak. Be able to satisfactorily hold a leadership position.
  - al. Learned how to work with others as a team.
  - am. Show that he can accept responsibility.

ANNEX B

1. General. The principal duties of candidates in chain of command positions are listed below. Each candidate, prior to assuming a command position, will familiarize himself with the responsibilities of that position. Additional duties may be added by the company commander.

2. Battalion Staff Positions.

a. Duties.

(1) Will serve as a battalion staff and wear the insignia during their tenure as seniors unless relieved by the commanding officer.

(2) Periodically monitor WOC Flight Company:

(a) Mess and mess lines.

(b) Reveille - Reports will be taken and forwarded to the battalion sergeant major not later than 0730 Monday - Friday.

(c) Flight and academic formations.

(3) Select certain senior candidates to inspect the junior candidates when directed.

(4) One candidate battalion staff member and/or selected senior candidates will monitor Troop Brigade area 1900-2115 hours Sunday - Friday and 1200-2300 Saturday. This will be in the form of a courtesy patrol to observe conduct of all candidates.

b. Privileges.

(1) Members of the candidate battalion staff will be billeted separately from other senior candidates within their company.

(2) The candidate battalion staff will have distinctive placard recognition for their positions affixed outside their billet door.

(3) The candidate battalion staff will not be inspected during routine cadre inspections.

(4) The candidate battalion staff is exempt from company duty officer, assistant duty officer and fatigue details.

(5) The candidate battalion staff may keep rooms, doors, wall lockers, and drawers closed; however, all areas will be prepared for inspection at all times.

(6) The candidate battalion commander has the authority with concurrence of the senior company cadre CO, to withdraw the senior status from any senior candidate for cause.

3. Company Chain of Command Staff Positions.

a. Candidate company commander.

(1) Duties.

(a) Reports to the cadre company commander or his designated representative with the outgoing candidate company commander to receive special instructions concerning his duties for the period he will be in command.

(b) Reports directly to the cadre company commander for instructions, guidance and information, and is his direct representative in all matters pertaining to candidates.

(c) Is responsible for maintenance and police of buildings and grounds.

(d) Is responsible for preparation of billets for inspection at all times.

(e) Is responsible for the conduct and timeliness of company formations.

(f) Is responsible for correct military bearing, discipline, courtesy and appearance of assigned candidates.

(g) Inspects the sign-in and sign-out pass roster for accuracy and delinquencies.

(h) Inspects billets daily during his free time to determine relative platoon appearance.

(i) Assures that candidate platoon leaders maintain an accurate list of absentees.

(j) Supervises all mandatory study halls/quiet hours.

(k) Insures lights are out at prescribed times.

(1) Insures day rooms are locked and unlocked at proper times.

(m) Submits to the cadre CO an oral report at the Saturday morning debriefing summarizing his tour of duty.

(n) Reports to the class instructor in the following manner: "Sir, Candidate \_\_\_\_\_, Candidate CO, Class \_\_\_\_\_, reports \_\_\_\_\_ candidates present and \_\_\_\_\_ candidates absent," then assumes seat in right rear of classroom.

(o) Accompanies the cadre CO or his designated representative on inspection tours as directed.

(p) Utilizes his subordinate chain of command to the fullest possible extent to assist him in carrying out his duties and responsibilities.

(q) Supervises candidates performing extra duty to ensure that all assigned are present and perform their duties in the proper manner.

(r) Renders a prescribed rating report to the cadre CO at the end of his tour concerning the following members of his chain of command.

1. XO.

2. Platoon Leaders.

3. 1SG.

(s) Collects all rating reports made by his subordinates, receives and initials them, makes appropriate comments if deemed necessary and submits them to the tactical officer NLT 0730 hours first duty day following his tour.

(t) Candidate company commanders must obtain permission from the cadre commanding officer or his designated representative prior to signing out on pass.

(2) Privileges.

(a) Speaks for the cadre CO; his orders are to be carried out as if they were the orders of the cadre CO.

(b) May assign any platoon or the entire company extra clean-up maintenance duties before and after study hall any evening until 2145 hours.

(c) May recommend the award of up to ten merits or demerits to any candidate. An observation report must be submitted to the candidate's tactical officer for approval.

(d) Marches in formation when the company moves as a unit.

(e) Messes at the candidate officers' table.

(f) May use designated administrative space until 30 minutes past company "lights-out".

(g) Will be treated by other candidates in his company with the respect due an officer in the performance of his duties; will be saluted, will be addressed as "Candidate".

b. Candidate Company Executive Officer

(1) Duties.

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

(b) Assumes command of the company in the absence of the candidate company commander.

(c) Submits an oral report to the cadre XO at the Saturday morning debriefing summarizing his tour of duty.

(d) Renders a prescribed rating report to the TAC officer at the end of his tour concerning the following members of his company:

1. Platoon Leaders.

2. 1SG.

(2) Privileges.

(a) Speaks for the cadre XO; his orders are to be carried out as if they were orders of the cadre XO.

(b) May assign any platoon or the entire company extra clean-up maintenance duties before and after study hall any evening until 2145 hours.

(c) May recommend the award of up to seven merits or demerits to any candidate. An observation report must be submitted to the candidate's tactical officer for approval.

(d) Marches in formation when the company moves as a unit.

(e) Messes at the candidate officers' table.

(f) May use designated administrative space until 30 minutes past company "lights-out".

(g) Will be treated by other candidates in his company with the respect due an officer in the performance of his duties; will be saluted, will be addressed as "Candidate".

c. Candidate First Sergeant.

(1) Duties.

(a) Reports to cadre 1st sergeant with the outgoing candidate 1st sergeant to receive special instructions concerning his duties for his scheduled tour of duty.

(b) Checks the distribution box maintained in the company orderly room and makes distribution of material found therein in an expeditious manner.

(c) Receives strength reports from candidate platoon sergeants and maintains an accurate and current list of all absentees by name. Strength report will be submitted to cadre 1st sergeant prior to 0700 daily during preflight training.

(d) Responsible to candidate company commander for police, maintenance and beautification of the company area.

(e) Insures that details are scheduled and performed.

(f) Supervises all candidate NCO's.

(g) Normally accompanies candidate CO on all inspections.

(h) Reports directly to the cadre 1st sergeant as necessary for instructions, guidance and information.

(i) Submits to the cadre 1SG an oral report at his end-of-tour debriefing summarizing his tour of duty to include problem areas and recommended solutions.

(j) Renders a prescribed rating report to the candidate CO at the end of his tour concerning the platoon sergeants.

(2) Privileges.

(a) May recommend the award of up to three merits/demerits to any candidate. An observation report must be submitted to the candidate's tactical officer for approval.

(b) Marches in formation when the company moves as a unit.

(c) Messes at the candidate NCO table.

(d) May use designated administrative space until 30 minutes past company "lights-out".

(e) Will be treated by other candidates in his company with the respect due an NCO in the performance of his duties; will be addressed as "Candidate".

d. Candidate Platoon Leaders.

(1) Duties.

(a) Keeps an accurate list of all platoon absentees using USAPHC Form 146. This form will be prepared in accordance with instructions found at Annex A.

(b) Responsible for maintenance and police of platoon areas of responsibility at all times.

(c) Preparation of platoon areas for inspection at all times.

(d) Supervises conduct of platoon formations.

(e) Supervises inspection of platoon members prior to their leaving company area.

(f) Responsible for discipline, courtesy and appearance of his platoon.

(g) Reports to academic instructors and flight commanders in the prescribed manner at the start and completion of each platoon instructional period.

(h) During mandatory study period, he insures that all candidates in his platoon assigned to study are present in their rooms in proper uniform and studying. He will also insure that his platoon area is quiet.

(i) May assign members of the platoon to extra clean-up/maintenance duties; however, the candidates company commander and tactical duty officer will be notified.

(j) Reports to the cadre tactical officer daily.

(k) Submits an oral report to the cadre tactical officer at the Saturday morning debriefing summarizing his tour of duty.

(l) Renders a prescribed rating report at the end of his tour concerning the following members of his chain of command:

1. Platoon Sergeant.

2. Squad Leaders.

(2) Privileges.

(a) May recommend the award of up to five merits or demerits to any candidate. An observation report must be submitted to the candidate tactical officer for approval.

(b) Messes at the candidate officers' table.

(c) Speaks for TAC officer. His orders are to be carried out as if they were orders of the TAC officer.

(d) Will be treated by other candidates in his company with the respect due an officer in the performance of his duties; will be saluted, will be addressed as "Candidate".

e. Candidate Platoon Sergeant.

(1) Duties.

(a) Forms the platoon at all formations.

(b) Renders the prescribed reports to the candidate 1SG and candidate platoon leader.

(c) Reports all late arrivals and absentees to the candidate 1SG.

(d) Assists the candidate platoon leader in control of the platoon and dissemination of information to the platoon.

(e) Assigns and supervises platoon details with guidance given by platoon leader.

(f) Renders to his platoon leader at the end of his tour of duty a prescribed rating report on each squad leader.

(g) Speaks for his platoon leader. His orders are to be carried out as if they were orders of the platoon leader.

(h) Recommends to his platoon leader any squad or squads for extra clean-up/maintenance duties if he feels it/ they have fallen below standards.

(i) May recommend the award of up to three merits/demerits to any WOC in his platoon on an observation sheet explaining why, which will be submitted through his platoon leader to his TAC officer for approval.

(2) Privileges.

(a) Messes at the candidate NCO table.

(b) Will be treated by other WOC's of the company with the respect due an NCO in the performance of his duties; will be addressed as "Candidate".

f. Candidate Squad Leader.

(1) Duties.

(a) Assigns squad details as necessary and supervises to insure that they are satisfactorily performed.

(b) Is accountable for his squad members at all times. Maintains a roster of his squad by name.

(c) Renders a proper report in all formations to candidate platoon sergeant.

(d) Reports violations and deficiencies to candidate platoon sergeant.

(e) Is responsible for the appearance and conduct of his squad and for the appearance of assigned squad areas.

(f) Inspects his squad billets daily.

(g) Assigns individuals to personal billet clean-up as required.

(2) Privileges.

(a) Messes at candidate NCO table.

(b) Will be treated by other candidates with respect due an NCO in the performance of his duties; will be addressed as "Candidate".

(c) Recommends assessment of merits/demerits to the candidate platoon sergeant.



ANNEX C  
UNIFORM REGULATIONS

1. General. Warrant officer candidate uniform regulations are governed by Army regulations. Candidates are required to meet the highest standards of personal appearance at all times. Articles of clothing may be altered to fit. The concept of fit will not be violated. "Pegged" trousers will not be worn.

2. Definitions.

a. Snobirds - are those warrant officer candidates awaiting training.

b. Preflight Candidates - are those warrant officer candidates engaged in the 1st thru 4th week of training. This training is referred to as military indoctrination.

c. Intermediate Candidates - are those warrant officer candidates engaged in the 5th thru 16th week of flight training.

d. Senior Candidates - are those warrant officer candidates engaged in the 17th thru 20th week of flight training.

e. Holdover Candidates - are those warrant officer candidates who have completed the primary phases of training and are awaiting to go to Fort Rucker or Hunter-Stewart.

f. Wranglers - are those warrant officer candidates who have been eliminated from the warrant officer candidate program awaiting transfer.

g. Blackbirds - are those warrant officer candidates on medical or administrative hold awaiting continuation in the program.

3. Uniforms. The prescribed uniform will be worn at all times. Warrant officer candidates:

a. Are required to wear the uniform specified on the training schedule.

b. Are required to wear a Class A uniform when directed. The Class A uniform consists of:

(1) Winter - Green AG-44 or AG-344 with tie, garrison cap and low quarters.

(2) Summer - Khakis, short sleeve shirt, garrison cap and low quarters.

c. Flight uniform. The flight uniform will be worn when participating in flight training. The flight uniform consists of: flight suit, flight jacket, baseball type cap (class color), flight helmet (when flying) and combat boots. See Appendixes 7 and 8.

d. Fatigue uniform. The uniform will be worn by all candidates attending academic instruction. The fatigue uniform consists of fatigue jacket with WOC brass and or chain of command position brass on collar, fatigue trousers, Cap OG-107 with company color disc with WOC brass and combat boots. Flight jackets may be directed to be worn in lieu of field jackets.

e. Civilian clothing.

(1) Candidates are not allowed to wear civilian clothing while in preflight training.

(2) Candidates may, with permission of unit commanders or tactical officer, wear appropriate civilian clothing when participating in special sporting activities.

(3) Candidates, when attired in civilian clothing, will insure that their attire, as a minimum, will consist of:

(a) Summer: Sport shirt with collar, slacks with crease, appropriate footgear with shine (sandals, sneakers, and shower shoes, etc., are not considered appropriate).

(b) Winter: During the day appropriate civilian attire consists of shirt with collar, slacks with crease, appropriate footgear, sweater or jacket. After 1800 hours, coat and tie will be worn with civilian clothing.

#### 4. Distinctive Insignia.

a. All warrant officer candidates will wear the WOC brass as prescribed. WOC brass will be worn as indicated in Appendixes 3 thru 6.

b. Distinctive insignia worn by candidates in Troop Brigade is predicted on candidate's status of training.

(1) Snobird Candidates.

Those candidates who are in snobird status will wear the "WOC" insignia centered on the flap of the left pocket on all uniforms. (See Appendix 3).

(2) Preflight Candidates.

Those candidates will wear the "WOC" insignia on the left front of the cap, garrison, AG-44, and centered on the cap, OG-107, fatigue cap.

(3) Intermediate Candidates.

(a) Those candidates will wear the "WOC" insignia on the left front of the cap, garrison, AG-44, and centered on the cap, OG-107, backed by the colored disc of their class color.

(b) Name (embossing) tapes will be worn on front of flight helmets with class color. No decals or painting of insignia is authorized on flight helmet.

(c) Colored baseball caps, class color, will be worn with flight suits.

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

(e) The orange tab will be worn on the shoulder loops of the khaki and green uniforms, and attached to the left pocket of the field jacket and fatigue uniform after an individual has soloed. (See Appendix 6).

(4) Senior Candidates.

The orange tab with black stripe will be worn on the shoulder loops of the khaki and green uniforms, and attached to the left pocket of the fatigue uniform and field jacket upon completion of the 16th week of training. (See Appendix 6).

(5) Holdover Candidates.

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

(b) The orange disc with black horizontal stripe will be worn on the fatigue cap and green cap, garrison, AG-44.

4. Other Uniform Requirements.

a. Name tapes of green webbing, one inch in width, will be machine sewn on the field jacket, flight suits and flight jacket and fatigue jacket as prescribed. Tapes will have the last name in black capital letters, one-half to five-eighths of an inch in height.

b. The cloth insignia "US ARMY" will be machine sewn over the left breast pocket of flight uniforms, field jackets, and fatigue jacket as prescribed in Appendixes 6, 7 and 8.

c. 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 short sleeve. Appendixes 7 and 8.

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

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

f. Identification tags will be worn at all times, except when participating in sports. The chain will be placed around the neck under the shirt and not outside the shirt under the collar. No keys will be maintained on identification tag chain.

g. The collar of the fatigue jacket and flight suit will be worn outside of the field jacket and flight jacket.

h. Each candidate should check his appearance to insure that:

(1) A highly starched, clean uniform is worn daily.

(2) Trousers are not in need of tailoring.

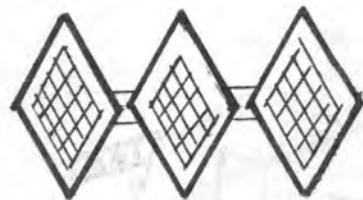
(3) Trousers are bloused properly.

(4) Lacquer is removed from brass and brass is highly shined.

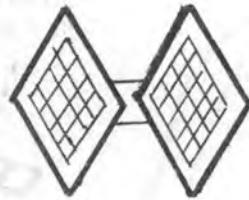
- (5) Brasso is removed from brass - front, back, inside.
- (6) Trouser flap, belt buckle, and shirt are in a straight line.
- (7) Shirt is not baggy.
- (8) Boots are shined so that a reflection can be seen in the leather.
- (9) All patches are machine sewn.
- (10) All loose threads are removed.
- (11) School patch is blackened around edge.
- (12) Hair length does not exceed 1/2 inch.
- (13) Patches are on all required uniforms.
- (14) Hat is clean with brass shined and worn properly.



INSIGNIA OF RANK



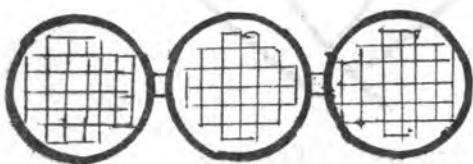
Battalion Commander



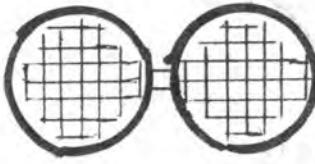
Battalion Executive Officer



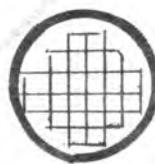
Battalion  
Staff Officer



Company Commander



Company Executive Officer



Platoon Leader



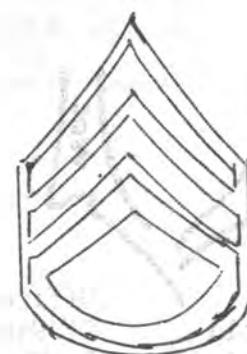
Sergeant Major



First Sergeant

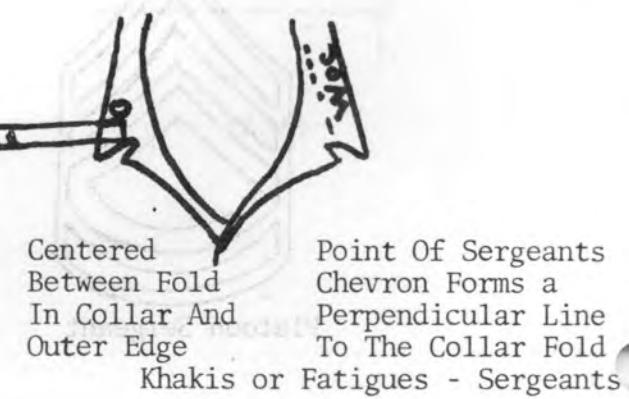
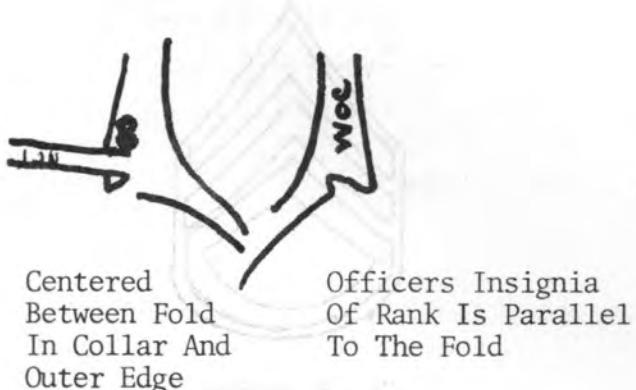
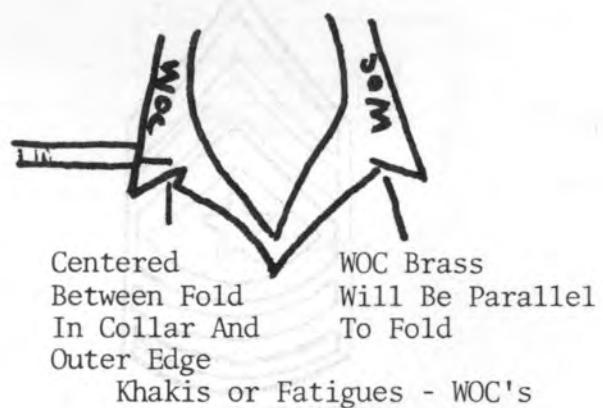
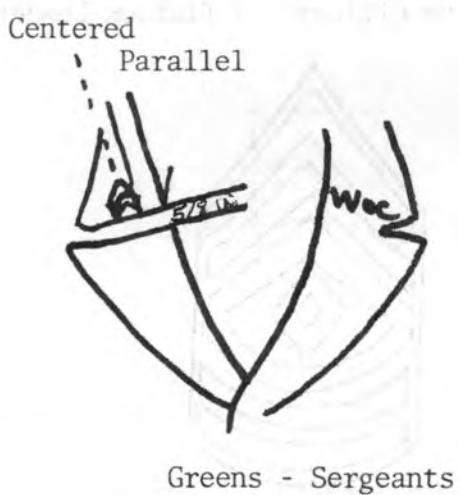
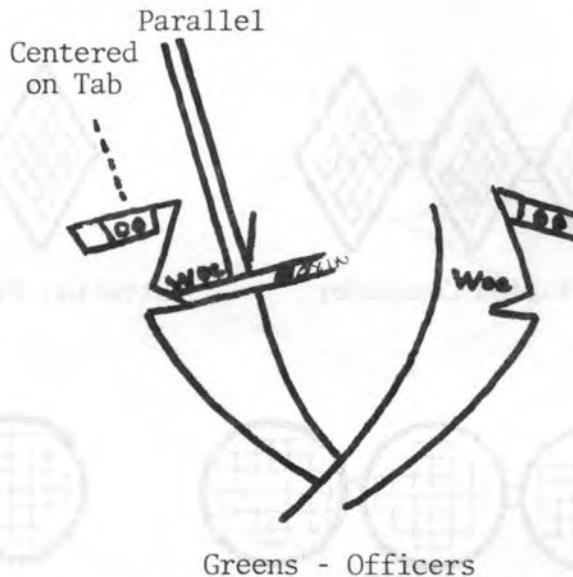
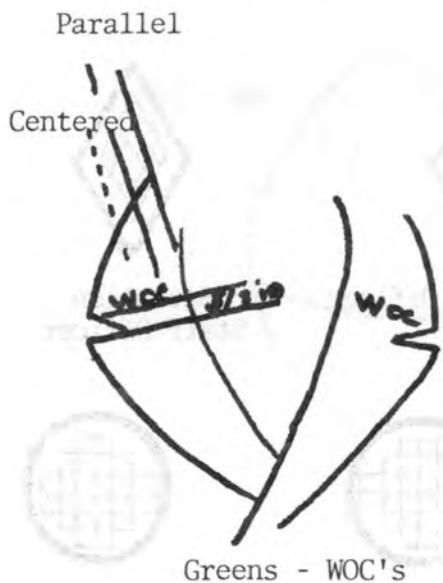


Platoon Sergeant

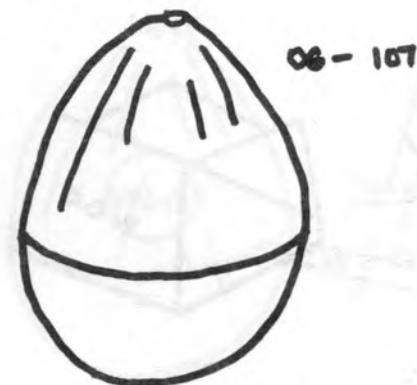
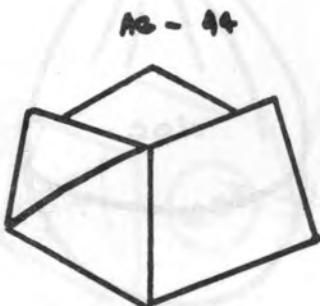


Squad Leader

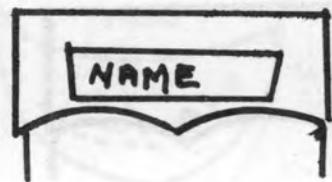
## UNIFORM INSIGNIA PLACEMENT



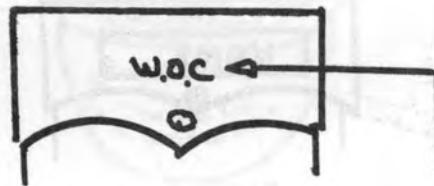
HAT AND POCKET INSIGNIA, SNOBIRD



KHAKIS/  
GREENS



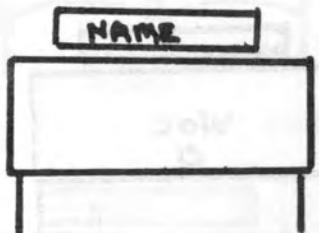
RIGHT



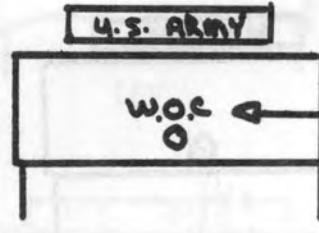
LEFT

CENTERED ON POCKET

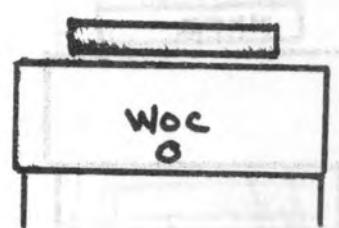
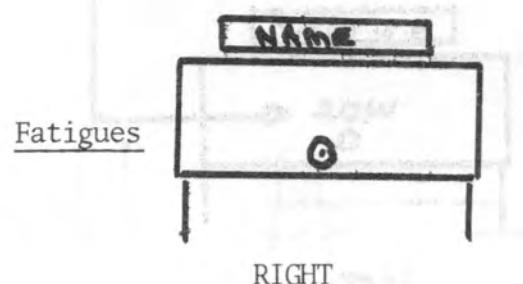
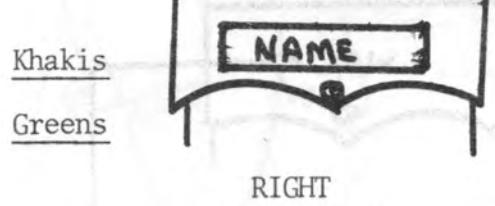
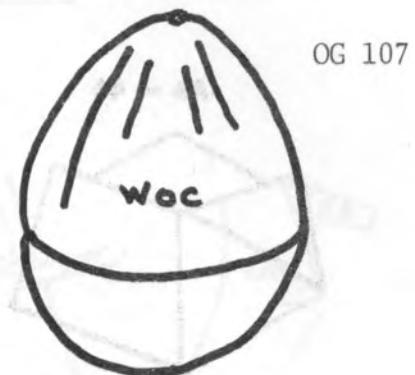
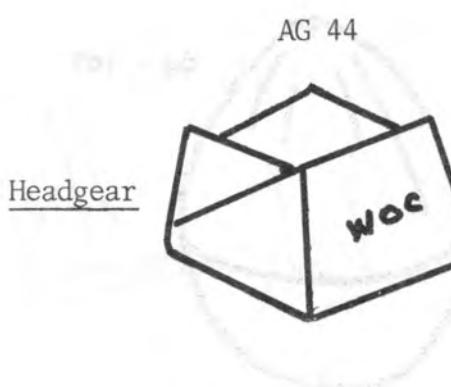
FATIGUES



RIGHT



LEFT

HAT AND POCKET INSIGNIA, PREFLIGHT

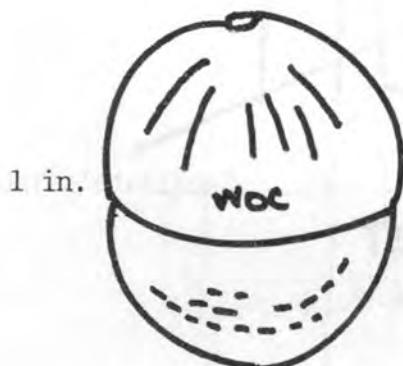
FLIGHT  
HAT & POCKET INSIGNIA PLACEMENT



AG-44



OG-107



BEFORE SOLOING

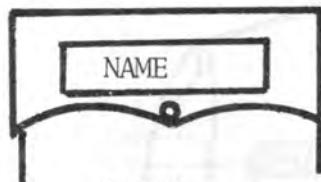
Centered &  
touching  
top of wings



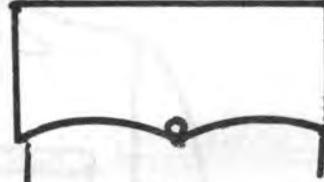
1/8 in. black  
Felt Border

1/2 in.

AFTER SOLOING

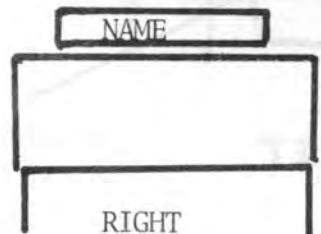


RIGHT

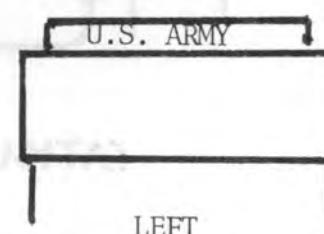


LEFT

Khakis or Greens



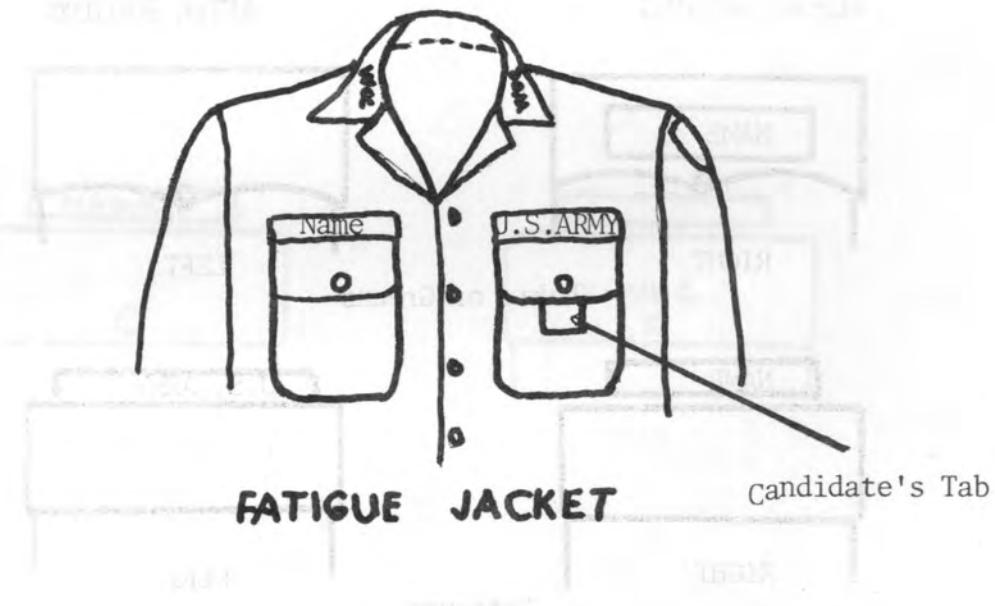
RIGHT



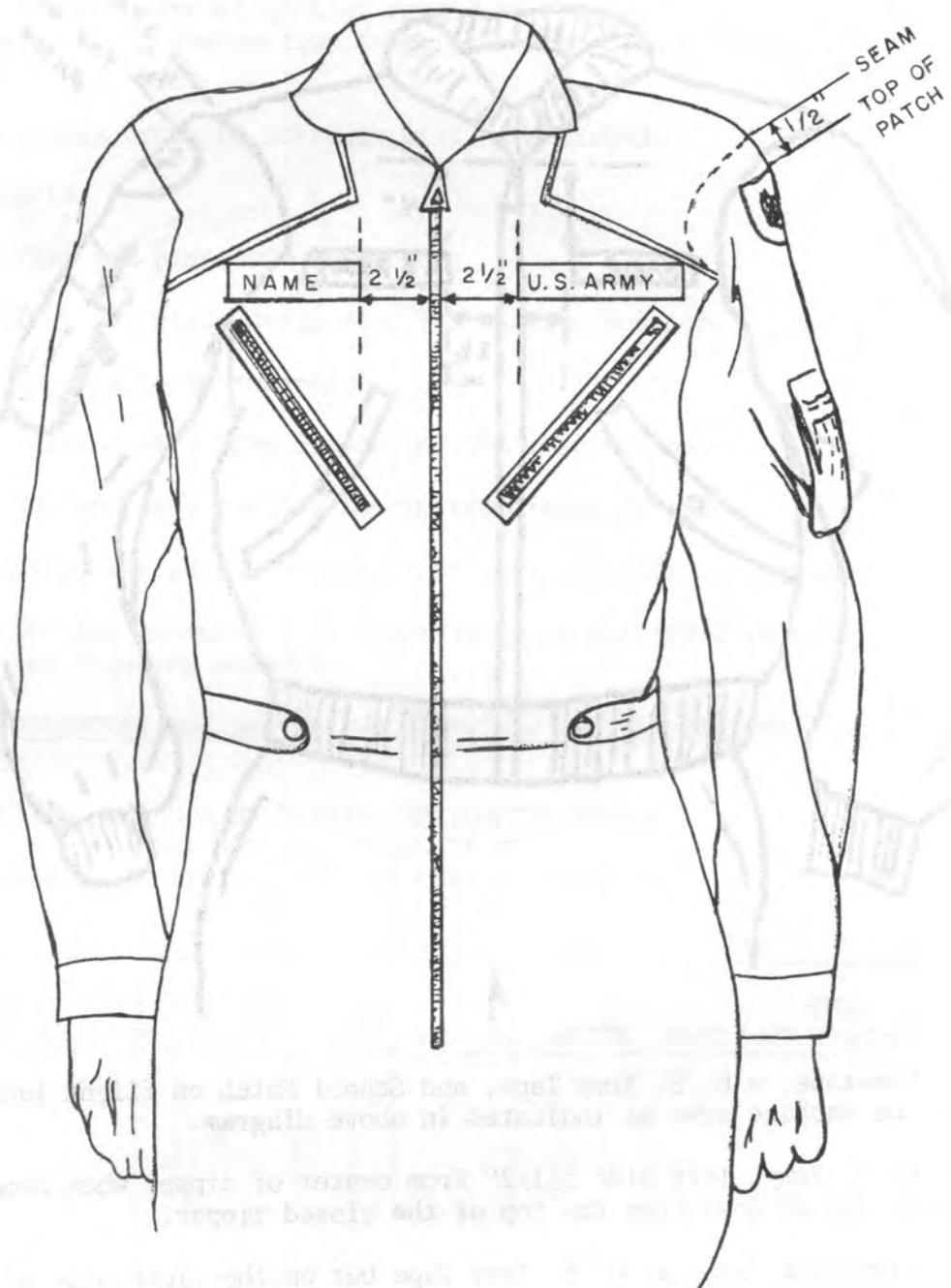
LEFT

Fatigues

FIELD & FATIGUE JACKET INSIGNIA  
PLACEMENT



FLIGHT SUIT INSIGNIA PLACEMENT



NOTE: Insignia will not be worn over collar of the flight suit.  
(Candidate)



1. Nametape, a U. S. Army Tape, and School Patch on flight jackets will be machine sewn as indicated in above diagram.
  - a. U. S. Army, left side s 1/2" from center of zipper when completely closed and 4" down from the top of the closed zipper.
  - b. Nametape, same as U. S. Army Tape but on the right side of the flight jacket.
  - c. Shoulder Patch, left shoulder.

ANNEX D

1. General. The weekly training schedule is published and disseminated to each warrant officer candidate company. It describes the specific instruction to be presented during each weekly period.
2. The weekly training schedule will have listed:
  - a. Date.
  - b. Time and place of departure.
  - c. Time and place designated for the instruction.
  - d. Subject to be covered.
  - e. Instructor's name presenting the instruction.
  - f. Uniform required for the instructional period.
  - g. Study assignment required for the instructional period.
  - h. Special equipment, if applicable, is specified in the footnotes of the training schedule.
  - i. Notebooks and pencils are required for all periods of inspection.

UNITED STATES ARMY PRIMARY HELICOPTER SCHOOL  
FORT WOLTERS, TEXAS 76067  
SCHEDULE OF INSTRUCTION FOR PERIOD BEGINNING

CLASS						WEEK		
DATE	TIME	PLACE	DEPARTURE	INSTRUCTION	SUBJECT	INSTRUCTOR	UNIF	STUDY
			TIME	PLACE				ASSIGNMENTS
a	b	c	d	d	d	f	g	



ANNEX E

1. Listed in this appendix are:

- a. Room arrangement standards and requirements.
- b. Instructions for marking and maintaining equipment.

c. Diagrams depicting displays required in the preflight and flight phases of training

2. Room Displays and Arrangements.

a. General - Rooms will be arranged as depicted in Appendixes 1 through 7 for preflight companies and Appendixes 11 and 12 of this annex for flight companies. Changeover will be accomplished commensurate with seasonal uniform change.

b. Beds.

Beds will be alternated head to foot. Except when directed otherwise, beds 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.

c. Boots and Shoes.

(1) Footgear will be displayed in Appendixes 1 through 7, 11, 12, and 14. Boots will touch the bed post near them and will be aligned - boots, low quarter shoes, civilian shoes, athletic shoes, and shower shoes. Boots and shoes will be highly shines 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.

(2) Tags for footgear in repair will be displayed in the footgear's place and scotch-taped to the floor and dated.

d. Desk and Display.

(1) Tables will be clean at all times. Drawers may contain only small notebooks, writing material, student guide, log book, and dictionary neatly arranged. Pictures and models will not be displayed during duty hours.

(2) The lamp will be placed on the table as shown in Appendixes 11 and 12. Lamp will be plugged in at all times. Excess cord will be neatly folded and secured.

(3) The ash tray will be centered and touching front of the lamp, placed up-right with room inspection form underneath. For preflight warrant officer candidate companies, one ash tray displayed on each side of lamp and touching lamp. See Appendixes 1 through 7.

(4) Manuals will be aligned in bottom of wall locker, left front, with largest manual against wall, then next largest, etc., down to the smallest. The notebook will be laid in bottom of wall locker, right front touching right side of locker, with name tag readable. For the preflight warrant officer candidate companies, manuals will be placed on tables as shown in Appendixes 9 and 13. Manuals will be placed with largest manual in center.

e. 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. Doors may be closed after lights out.

f. Floor.

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

g. Laundry Bag.

Laundry bag will be displayed on end of beds and will contain no more than two (2) days dirty laundry. Laundry bag will be tied with an infantry cross rifle tie. Bag will extend below cross bar on bunk but not touch the floor.

h. Sink and Medicine Cabinets.

(1) 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.

(2) Medicine cabinet will contain only medicinal items, presently in use prescribed by the Flight Surgeon.

i. 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 preflight warrant officer candidate companies, 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.

j. Waste Cans.

Displayed beside the door as shown in Appendixes 11 and 12, right side up. Dust pans will be displayed between waste can and wall. Waste cans will be clean and empty every morning. For preflight companies, waste cans will be displayed beside security locker.

k. 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. Windows in latrines and laundry will be left open while troops are not in the barracks.

l. Wall Locker (Flight Companies).

(1) 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, wrinkled or soiled.

(2) The top locker will be utilized as a security locker. Only items of value will be kept in the security locker: i.e., personal mail, 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. Money and other negotiable items will not be kept in the security locker during duty hours. Inflammables will not be stored in the security locker. Security lockers will be clean and neatly arranged at all times. A box no larger than a shoe box is authorized for miscellaneous items, i.e., extra pencils and cleaning material.

(3) Door will be open; drawers and lids will be open and staggered (drawers 1 and 2, 6" and drawer 3, 12") at all times unless otherwise directed by the tactical officer.

m. Wall Locker (Preflight Companies).

Preflight candidate company wall lockers will be used as security lockers. These lockers will be arranged as indicated in Appendix 9 of this Annex. Items to be kept in this locker are the same as in 1(2) above. The security locker will be locked at all times unless otherwise directed.

n. Footlockers.

Preflight candidate company footlockers will be arranged and displayed as indicated in Appendix 10 of this Annex. The bottoms of footlockers will be covered with brown paper and the footlocker shelf bottom will be covered with a clean white towel.

o. The clothing will be displayed as indicated in Appendixes 8 and 13 with all buttons, snaps, and zippers secured. Clothes hangers will be evenly spaced. The only extra hangers allowed are those for the uniform being worn. Clothing will be free of ravel, strings, and laundry tags.

p. Name Tapes (Adhesive tape 7" long).

(1) The following items will have adhesive name tapes displayed as described below:

(a) Wall Shelf: Centered on the front edge of the shelf.

(b) Wall Locker: Centered on the front edge of the inside shelf. For preflight candidate companies: centered on door. First tape edge one inch below bottom door vent and second tape edge one inch below first tape.

(c) Footlockers (Preflight Companies only): Centered on the inside of the footlocker lid.

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

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

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

(2) 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. All stencils will be with black ink.

q. All bedding will be stacked and shoes displayed on linen change day. See Appendix 14 of this Annex.

r. Company baggage rooms will be locked at all times except during published hours of operation.

s. Candidates on pass, leave, or hospitalized will secure all assigned lockers and drawers.

t. 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.

u. No foodstuffs will be stored in the billets.

3. 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 27 June 1966, 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 or first initial, middle name and 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.

Example: Robert A. Green  
35086851

or

R. Alvin Green-35086851

(a) Footgear - inside right quarter, near top. In addition, notches, etc., will be placed on bottom of sole at the instep of boots and low quarters. Both shoes of a pair will have same number of notches.

(b) Headgear - right front of wearer inside. Under sweatband if sweatband turns down.

(c) Belt - inside, 6 inches back from metal tip.

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 will be legible.

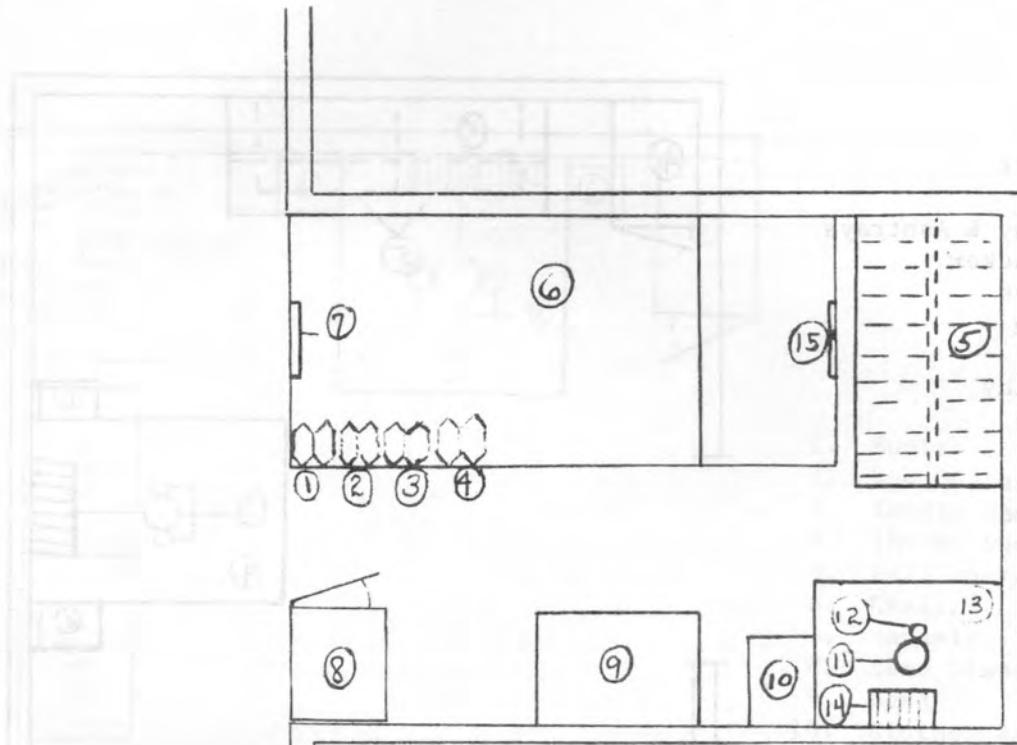
c. Size of marks: The size of the letters and numerals for all items except the duffel bag is determined by the space available and the type of material. Normally, the characters should not be less than one-eighth of an inch nor more than one-half of an inch.

4. The appendixes of this annex are:

- Appendix 1 - Preflight Room Arrangement, Single Room, 1st floor.
- Appendix 2 - Preflight Room Arrangement, Double Room, 1st floor.
- Appendix 3 - Preflight Room Arrangement, Two-man cubicle, 1st & 2d Floor.
- Appendix 4 - Preflight Room Arrangement, Single Room, 2d floor.
- Appendix 5 - Preflight Room Arrangement, Front Corner Room, 2d floor.
- Appendix 6 - Preflight Room Arrangement, Three-man cubicle, 2d floor.
- Appendix 7 - Preflight Room Arrangement, Four-man Room, 2d floor.
- Appendix 8 - Preflight Clothes Rack Display.
- Appendix 9 - Preflight Security Locker Diagram.
- Appendix 10 - Preflight Footlocker Diagram.
- Appendix 11 - Flight Company Room Arrangement, Summer.
- Appendix 12 - Flight Company Room Arrangement, Winter.
- Appendix 13 - Flight Company Wall Locker and Drawer Diagram.
- Appendix 14 - Stacked Bedding and Shoe Display.
- Appendix 15 - Flight Company Arrangement, Two-man Room.
- Appendix 16 - Flight Company Arrangement, Three-man Room

PRE-FLIGHT CO ROOM ARRANGEMENT

Single Room - First Floor

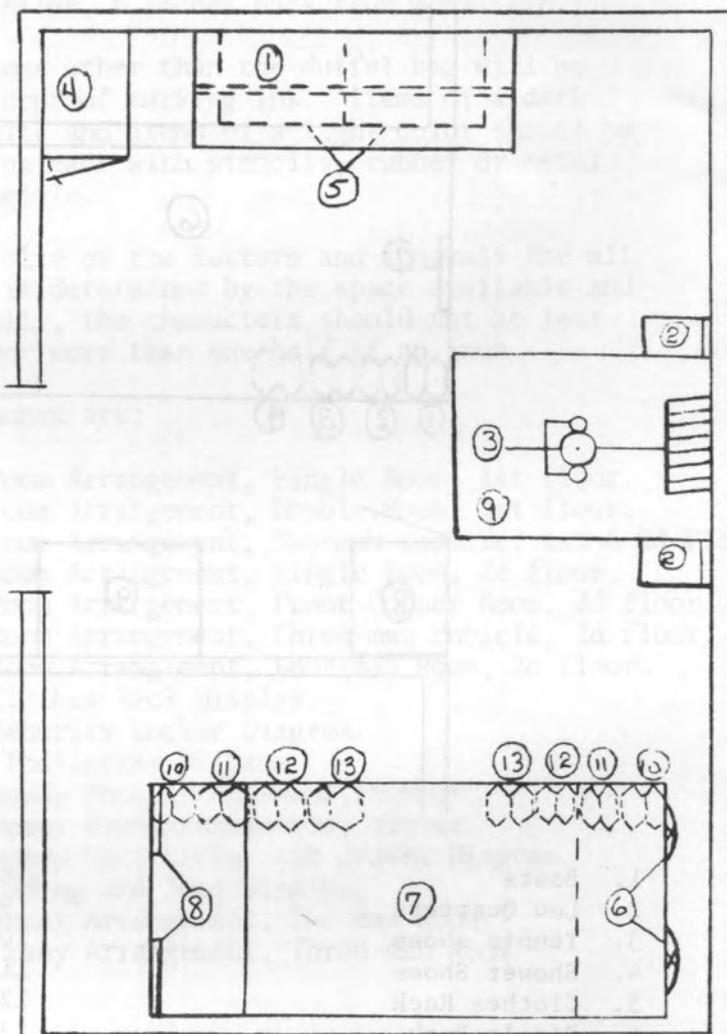


1. Boots	8. Security Locker
2. Low Quarters	9. Foot Locker
3. Tennis shoes	10. Chair
4. Shower Shoes	11. Lamp
5. Clothes Rack	12. Ash Tray
6. Single Bunk	13. Table
7. Towel Display	14. Manuals
	15. Laundry Bag

PRE-FLIGHT CO ROOM ARRANGEMENT

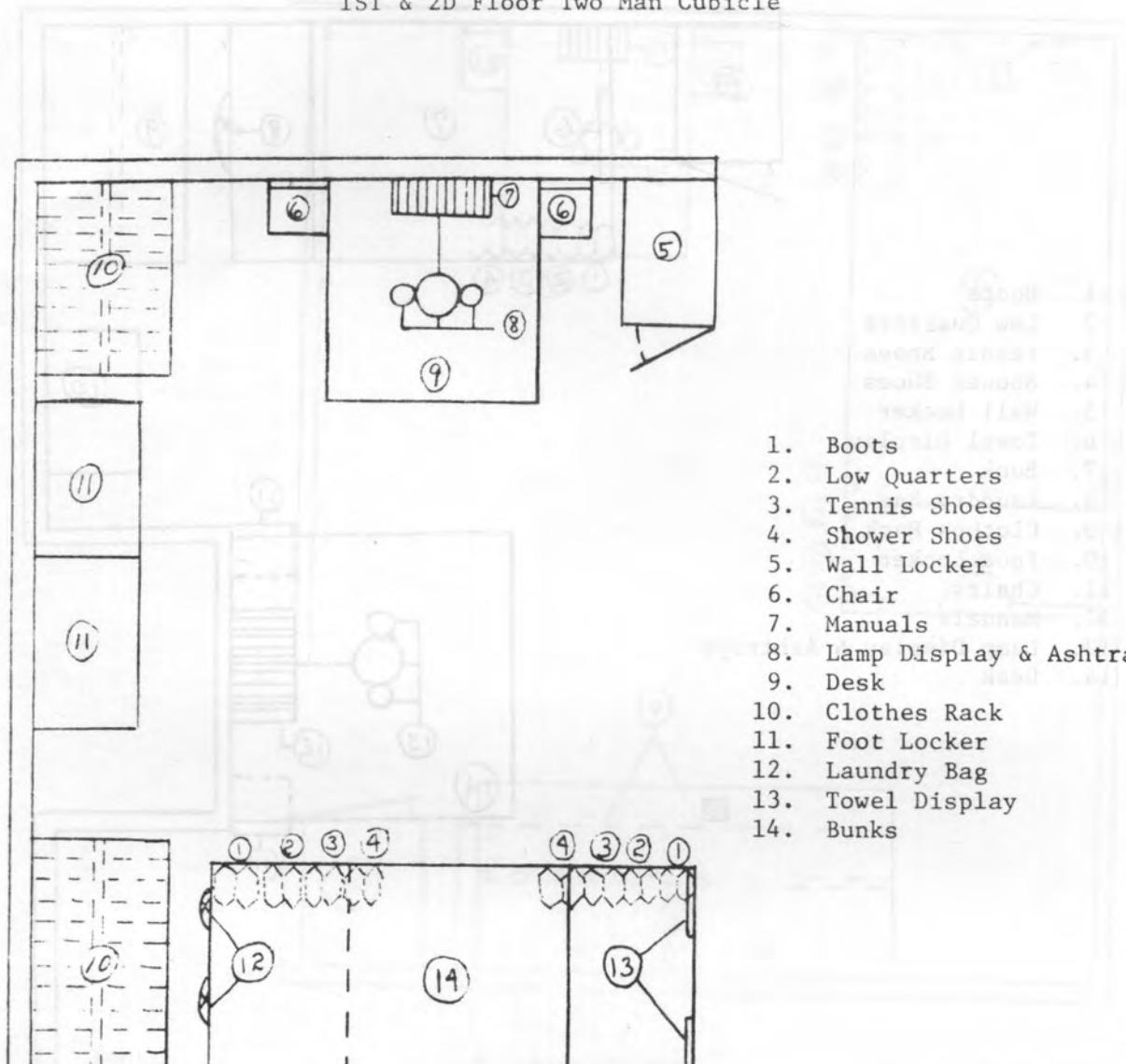
Double Room - First Floor

1. Clothes Rack
2. Chair
3. Lamp Display & Ashtrays
4. Security Locker
5. Foot Lockers
6. Laundry Bag
7. Bunk
8. Towel Display
9. Desk
10. Boots
11. Low Quarters
12. Tennis Shoes
13. Shower Shoes



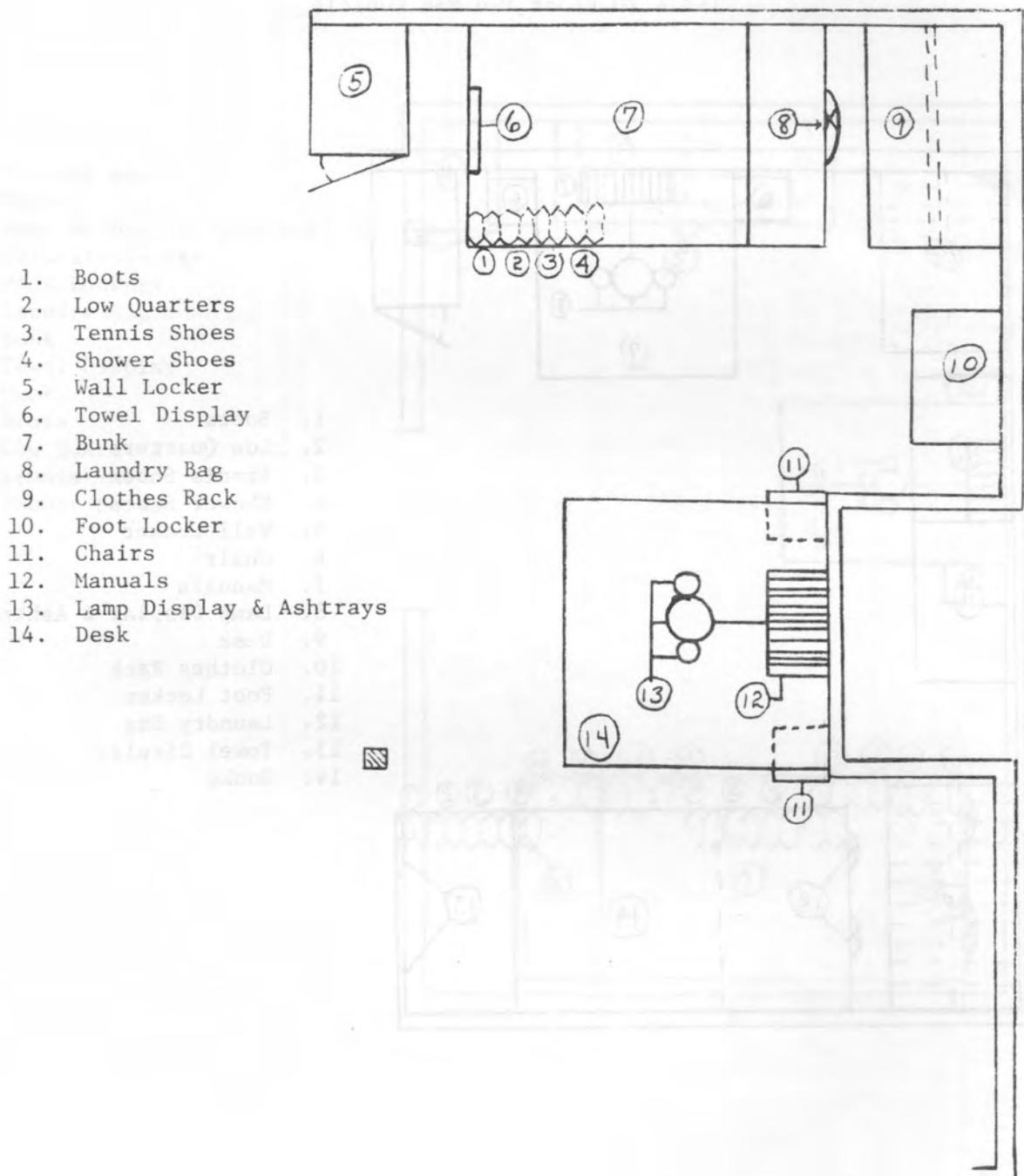
## PRE-FLIGHT CO ROOM ARRANGEMENT

1ST &amp; 2D FLOOR Two Man Cubicle



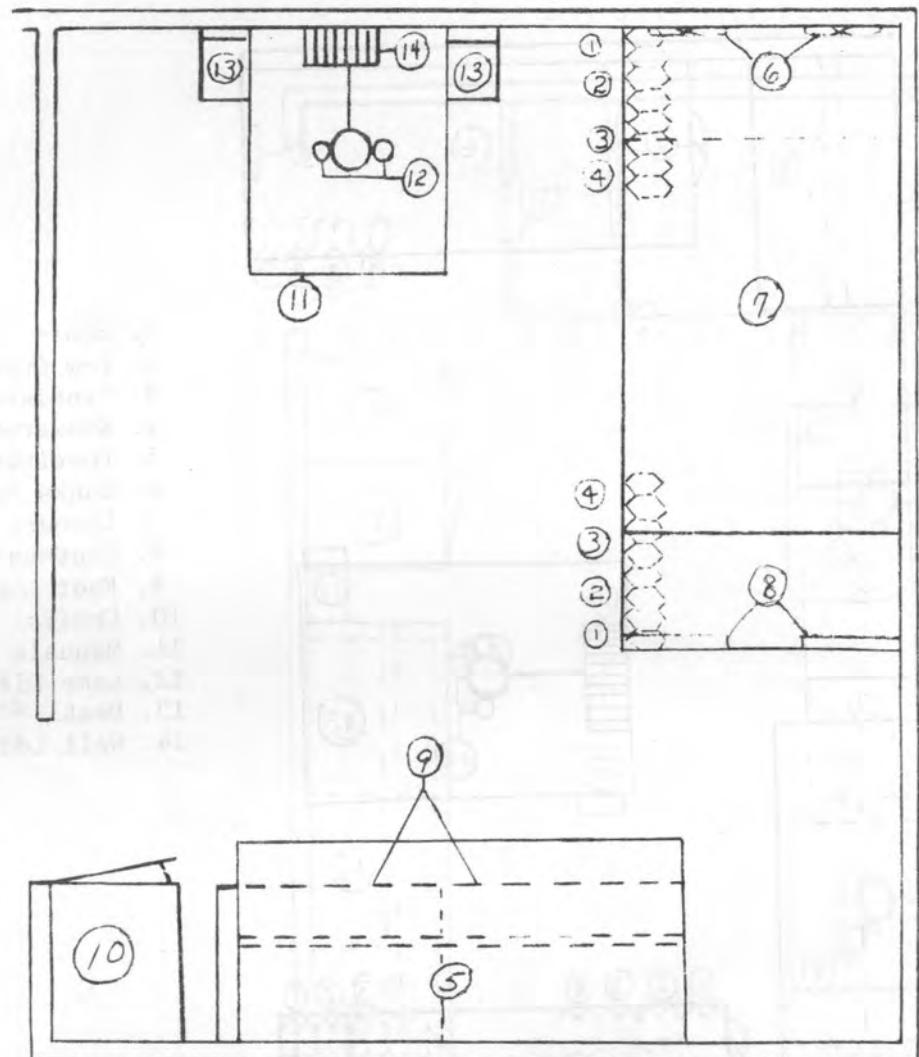
1. Boots
2. Low Quarters
3. Tennis Shoes
4. Shower Shoes
5. Wall Locker
6. Chair
7. Manuals
8. Lamp Display & Ashtrays
9. Desk
10. Clothes Rack
11. Foot Locker
12. Laundry Bag
13. Towel Display
14. Bunks

## Single Room - Second Floor



PRE-FLIGHT CO ROOM ARRANGEMENT

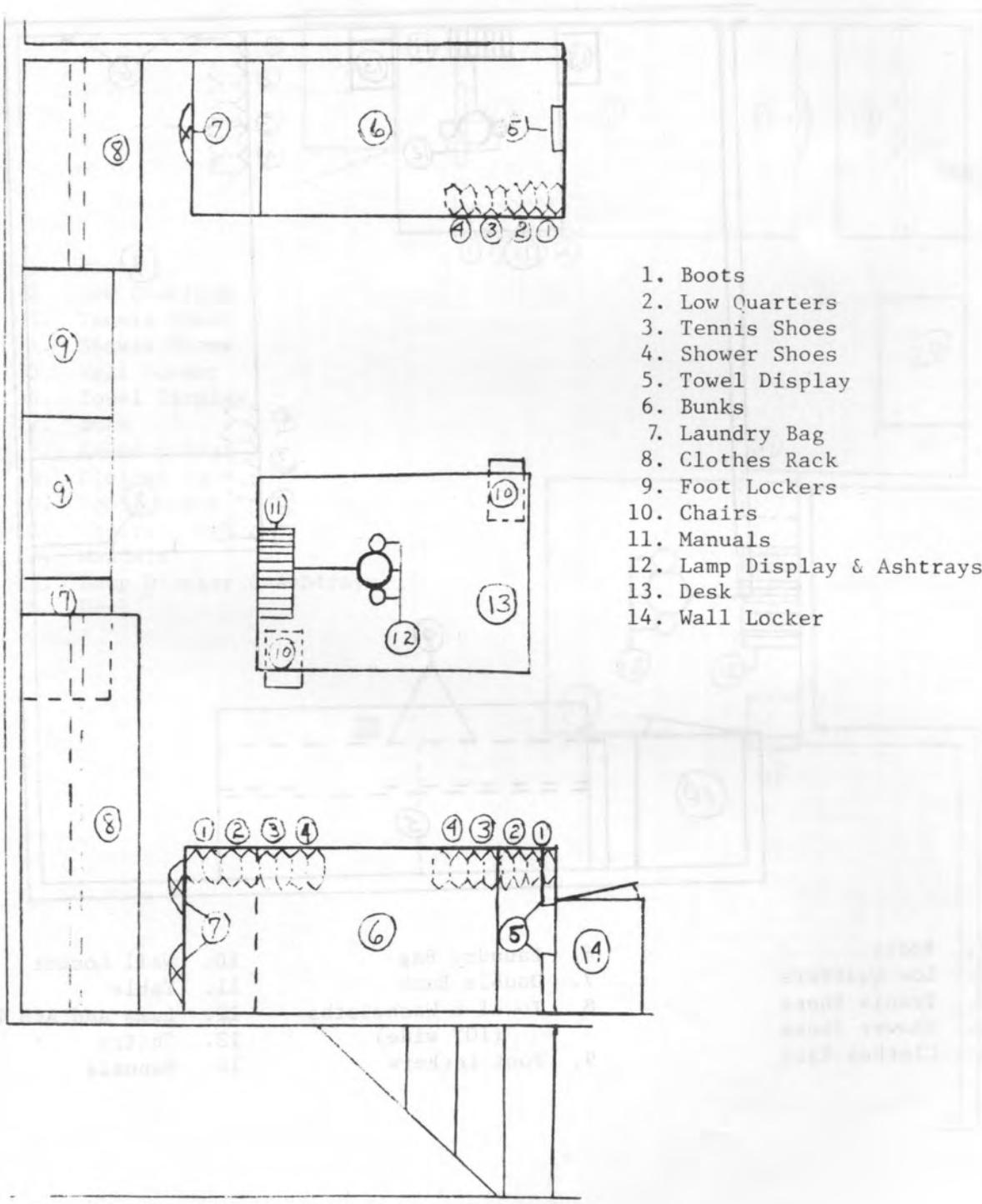
Front Corner Room - Second Floor



1. Boots	6. Laundry Bag	10. Wall Locker
2. Low Quarters	7. Double Bunk	11. Table
3. Tennis Shoes	8. Towel & Washcloths (10" wide)	12. Lamp and Ash Trays
4. Shower Shoes	9. Foot Lockers	13. Chairs
5. Clothes Rack		14. Manuals

## PRE-FLIGHT CO ROOM ARRANGEMENT

Three Man Room - Second Floor

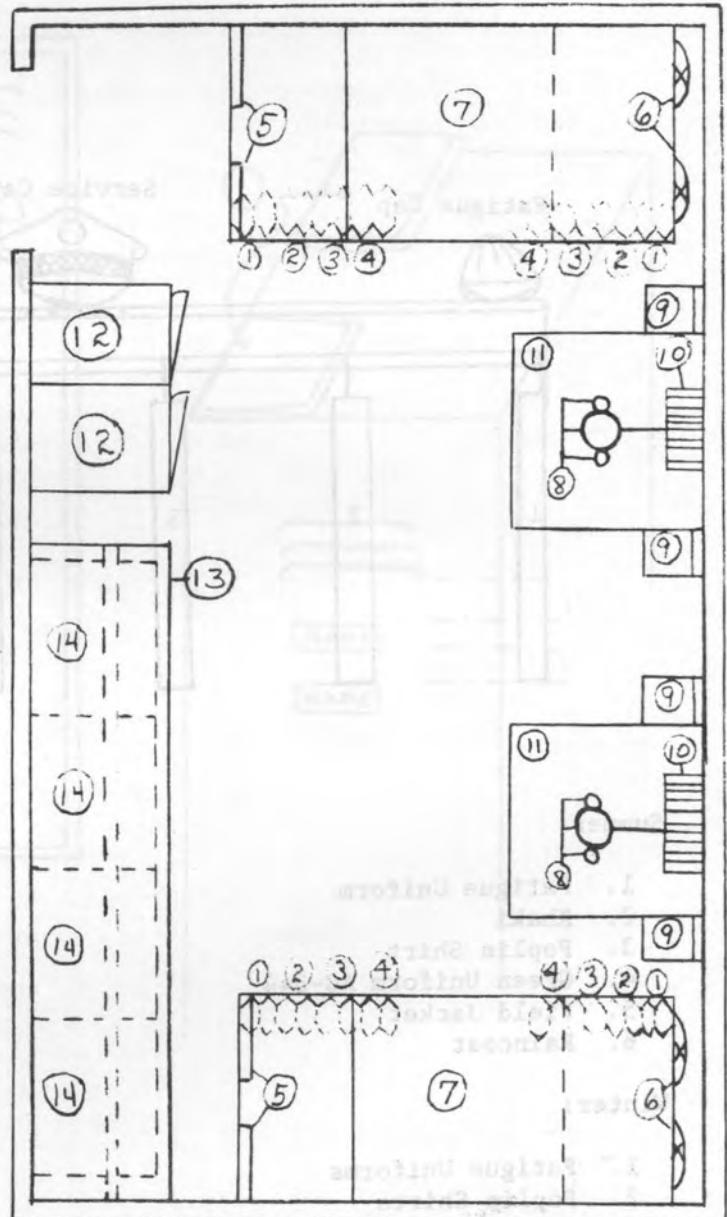


Appendix 7 to Annex E

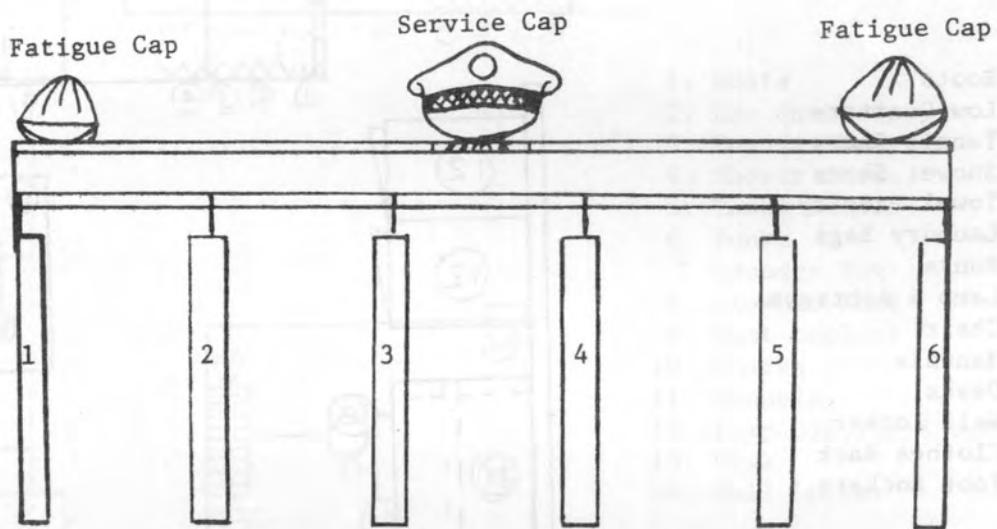
PRE-FLIGHT CO ROOM ARRANGEMENT

Four Man Room - Second Floor

1. Boots
2. Low Quarters
3. Tennis Shoes
4. Shower Shoes
5. Towel Display
6. Laundry Bags
7. Bunks
8. Lamp & Ashtrays
9. Chair
10. Manuals
11. Desks
12. Wall Locker
13. Clothes Rack
14. Foot Lockers



PRE-FLIGHT Co CLOTHES RACK DISPLAY

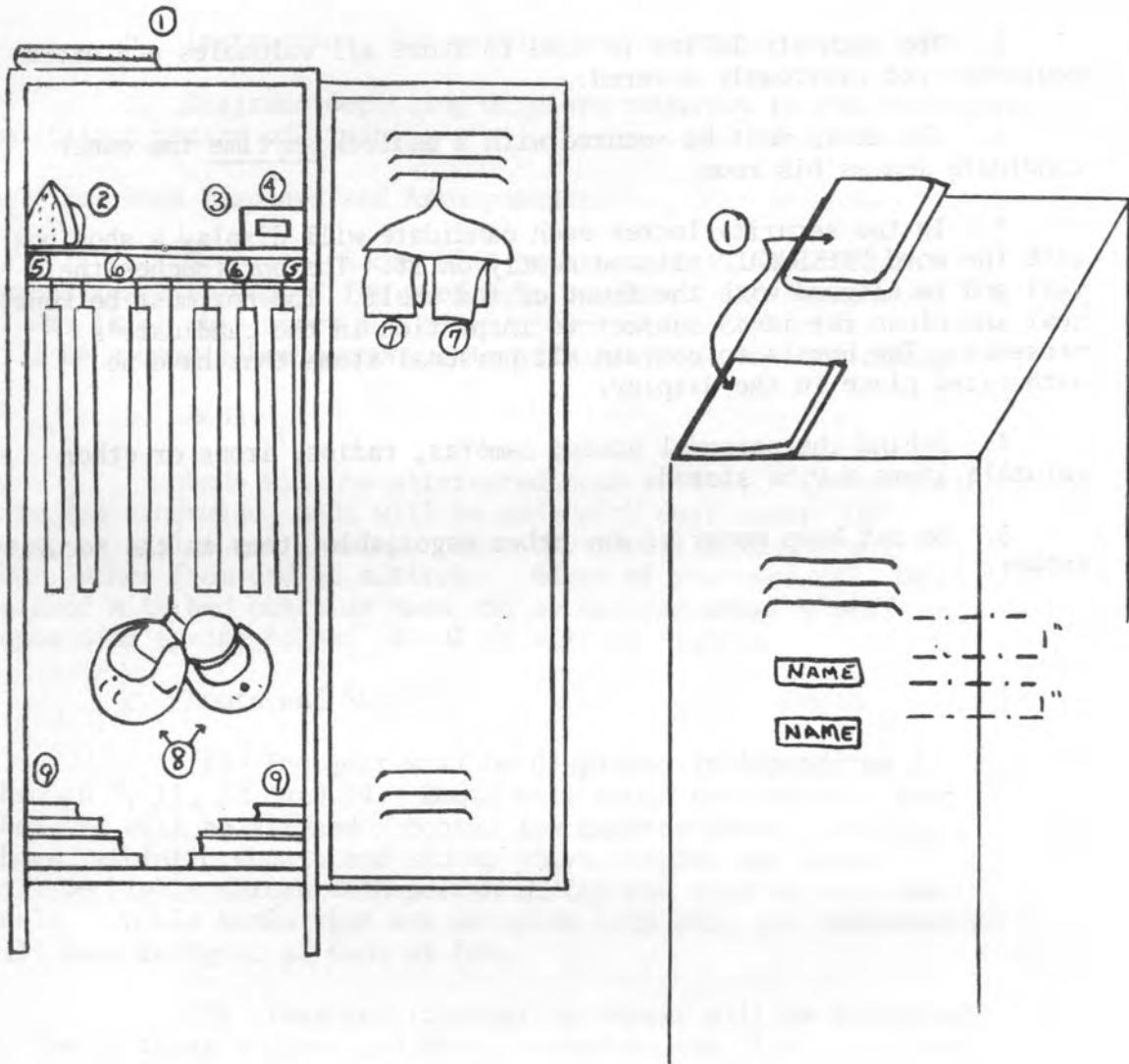


Summer:

1. Fatigue Uniform
2. Khaki
3. Poplin Shirt
4. Green Uniform AG-344
5. Field Jacket
6. Raincoat

Winter:

1. Fatigue Uniforms
2. Poplin Shirts
3. Green Uniforms (AG 44)
4. Field Jacket
5. Raincoat
6. Overcoat (with liner installed)

PRE-FLIGHT Co SECURITY LOCKER

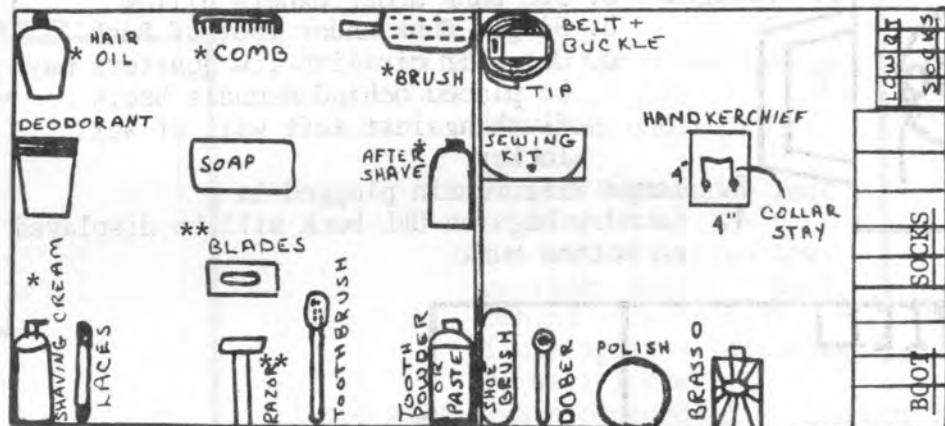
1. Note Book
2. Iron - etc.
3. Camera - Radio
4. Personal Box
5. Extra Hangers (3)
6. Flight Suits & Jacket
7. Gym Shorts
8. Flight Helmets
9. Extra Books

## Security Locker

1. The security locker is used to store all valuables and extra equipment not previously covered.
2. The doors must be secured with a padlock anytime the owner candidate leaves his room.
3. In the security locker each candidate will display a shoe box with the word "PERSONAL" printed neatly on it. The box touches the wall and is aligned with the front of the shelf. The box must be kept neat and clean for it is subject to inspection in the candidate's presence. The box is to contain all personal items that have no authorized place in the display.
4. Behind the personal boxes; cameras, radios, irons or other valuable items may be stored.
5. Do not keep money or any other negotiable items in the security locker.

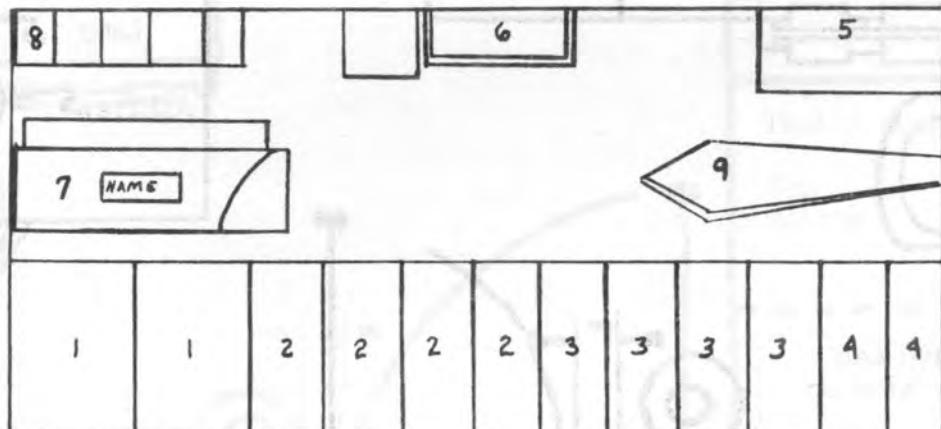
PRE-FLIGHT CO  
FOOTLOCKER DISPLAY

Name Tape  
Centered On  
Inside Of  
Foot Locker

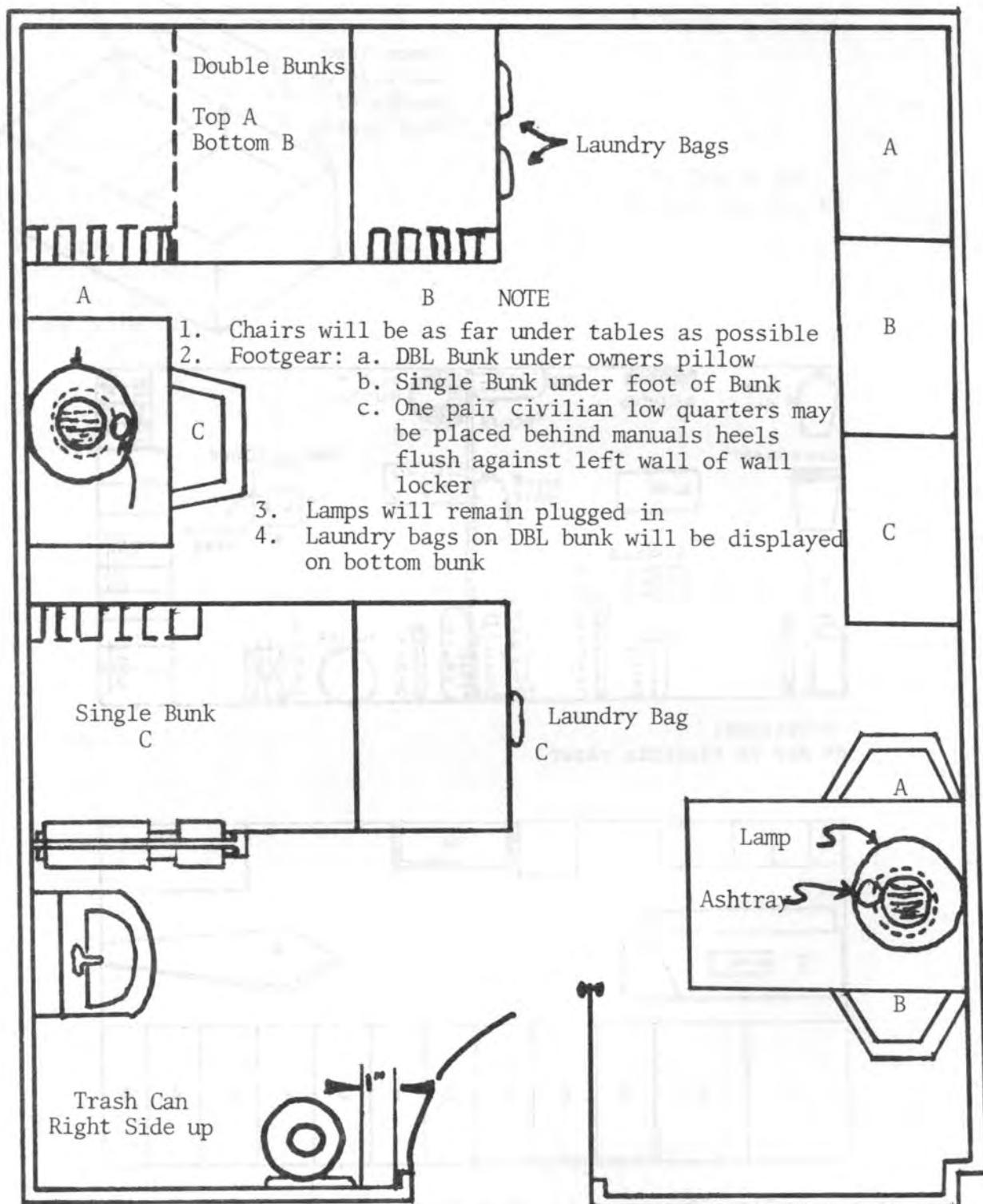


\* Optional

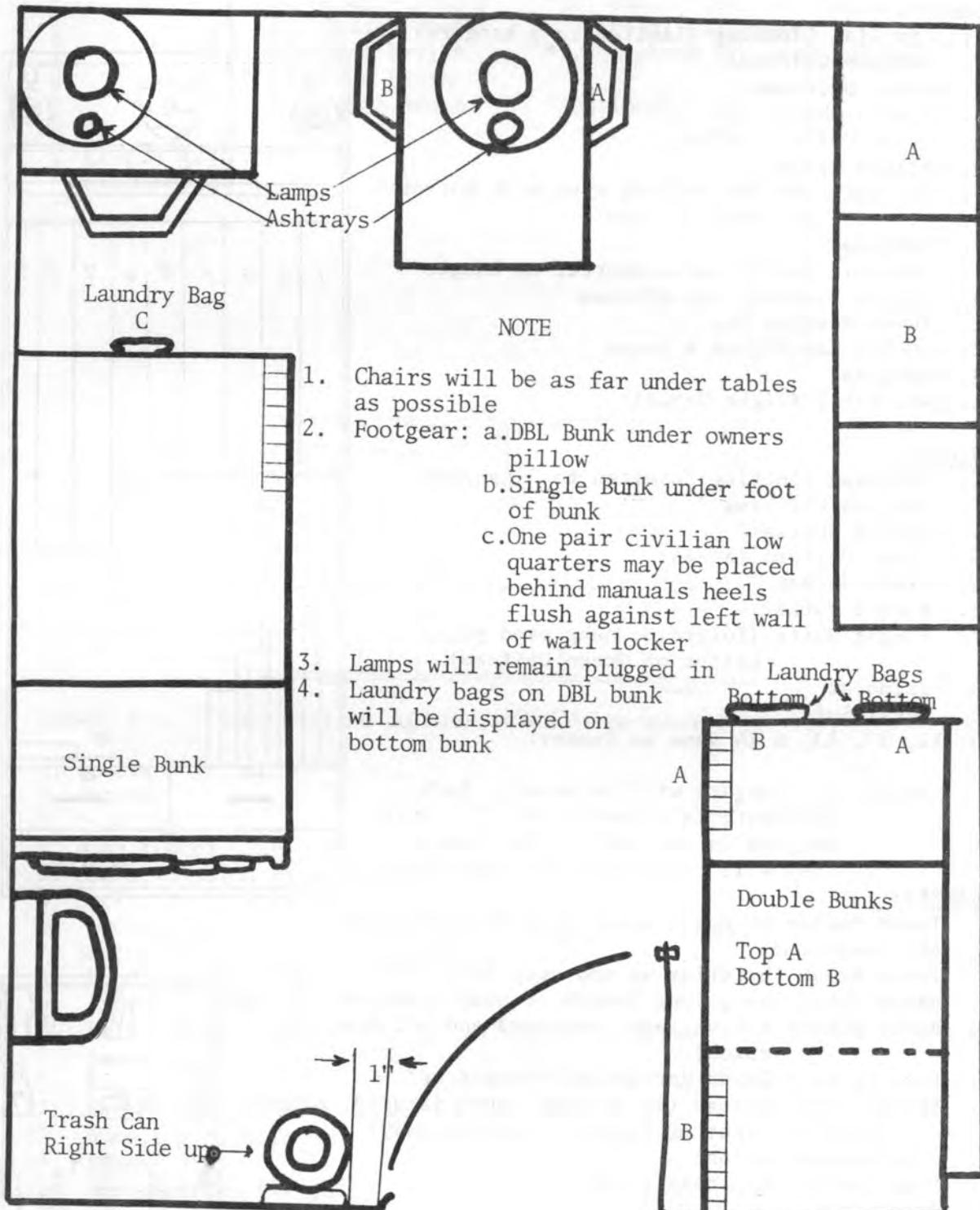
\*\* May be electric razor



1. Towels (rolled 7")	4. Wash Cloth (7")	7. Garrison Cap
2. Underwear (7")	5. Shaving Kit	* 8. Cigarettes
3. T-Shirts (7")	6. Cleaning Supplies	9. Tie



ROOM ARRANGEMENT (WINTER)



WALL LOCKER & DRAWER DISPLAYSWALL LOCKERSummer:

1. Civilian Clothing (Limited to 5 hangers)
2. Fatigue Uniforms
3. Khaki Uniforms
4. Poplin Shirts (2)
5. Green Uniform AG344
6. Flight Jacket
7. Flt Suit (Folded to hang even with bottom of Green Uniform)
8. Raincoat
9. Athletic shorts and supporter on hanger
10. Flight Baseball Cap W/Brass
11. AG-44 Service Cap
12. OG-106 Cap W/disk & Brass
13. Manuals
14. WOC Kit & Flight Manual

Winter:

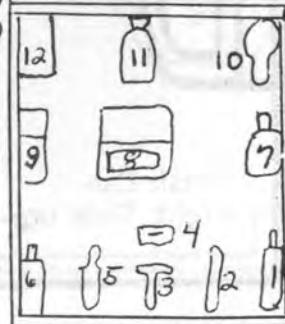
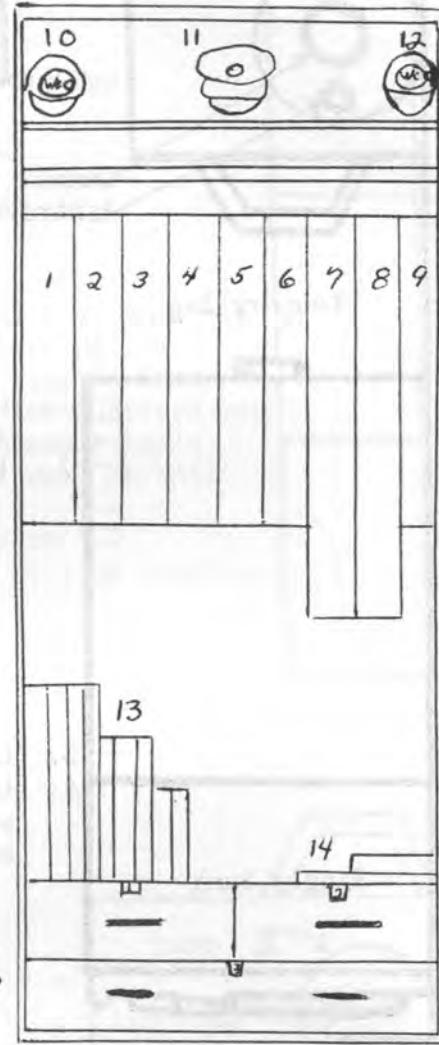
1. Civilian Clothing (Limited to 3 hangers)
2. Fatigue Uniforms
3. Poplin Shirts
4. Green Uniform (AG-44)
5. Field Jacket
6. Flight Jacket
7. Flight Suits (Folded to hang even with bottom of Green Uniform)
8. Raincoat
9. Sweat Suit

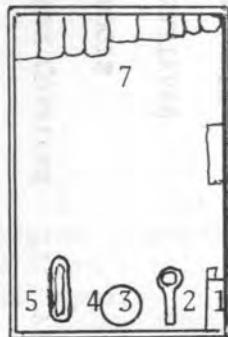
10, 11, 12, 13, & 14 same as Summer.

NOTE: All hangers will be metal. Each Candidate is allowed two, (2), empty hangers in the wall locker Drawer #1, they will be against the left wall.

DRAWERS:

1. Tooth Powder or Paste (name up and readable by the inspector)
2. Tooth Brush (bristles up and away from front of 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 bristles away)
- \*7. After-shave lotion
8. Soap inside soap case (open)
9. Deodorant
- \*10. Hair Brush (bristles up and away from drawer)
- \*11. Hair Tonic (\*\*May be substituted with 3x5 card indicating an electric razor is used and stored in security locker.)
- \*12. Extra Toilet Articles

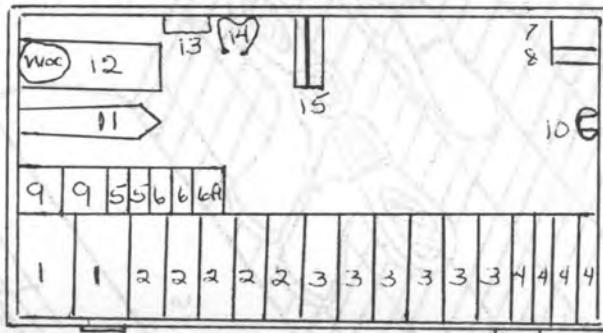




Drawer #2:

1. Brass Cleaner	*6. Small items of cleaning
2. Polish Dauber	neatly arranged
3. Shoe Polish	*7. Lighter fluid or matches
4. Shoe Brush	
5. Tooth Brush	* Optional

(Bristles on all Brush will be up)



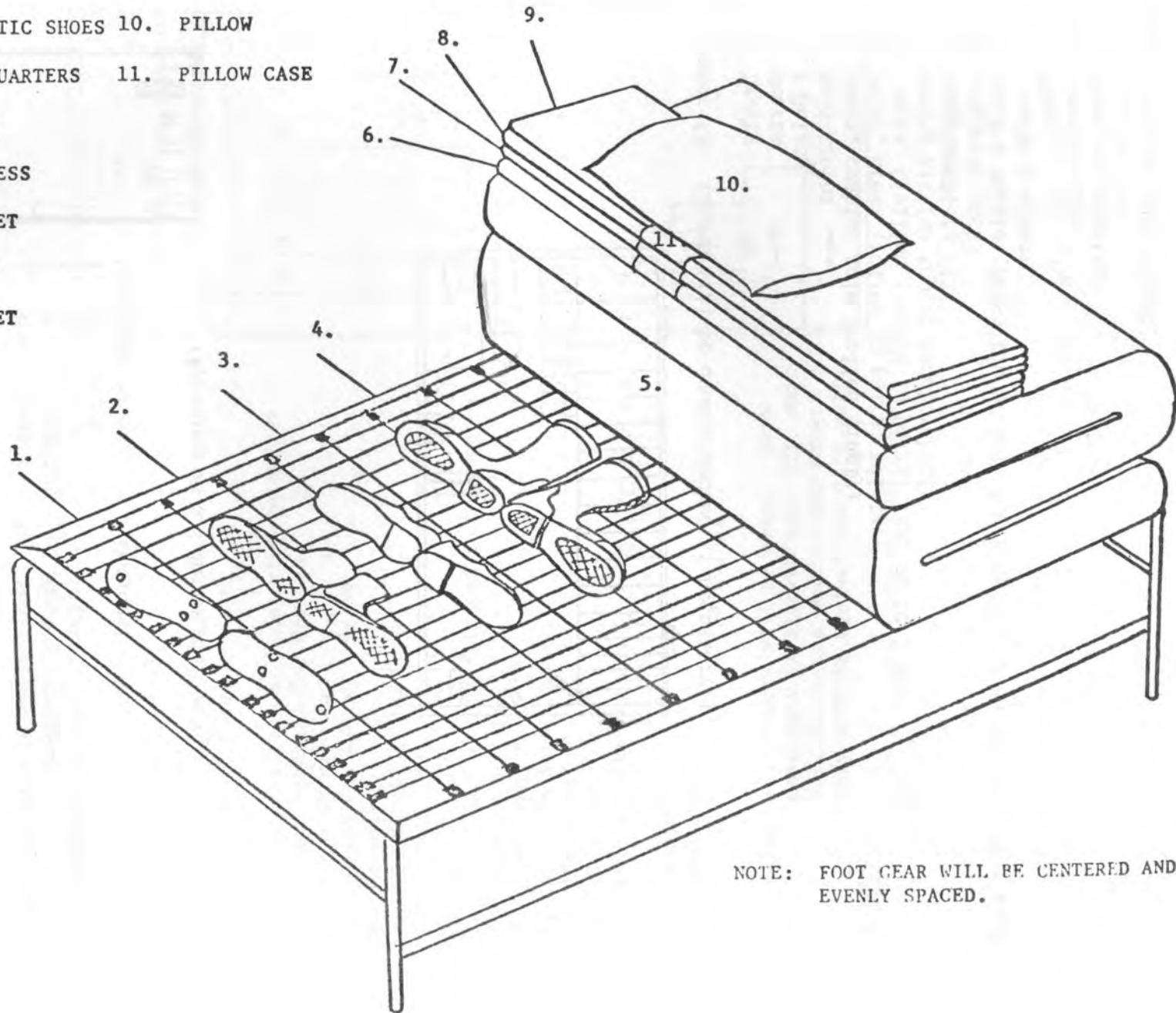
Drawer #3: (Items will be double-decked if necessary.)

1. Towels
2. Shorts
3. T-Shirts
4. Wash cloths
5. Socks, cushion sole (rolled singly)
6. Socks, Dress (rolled in pairs) military
- 6A. Socks, Civilian (rolled in pairs) limited to 3 pair
7. Sewing Kit (on top of handkerchiefs)
8. Handkerchiefs (4X4)
9. Athletic socks
10. Belt & Buckle (Brass tip of belt touching drawer on top with flat edge touching drawer)
11. Tie
12. Garrison Cap
13. Name tag plastic
14. Collar stay
15. Shoulder tab (flight)

NOTE: Name marking on clothing will not show in display

\*Optional

1. SHOWER SHOES      9. SHEET  
2. ATHLETIC SHOES 10. PILLOW  
3. LOW QUARTERS      11. PILLOW CASE  
4. BOOTS  
5. MATTRESS  
6. BLANKET  
7. SHEET  
8. BLANKET



Bed Display and Linen Exchange

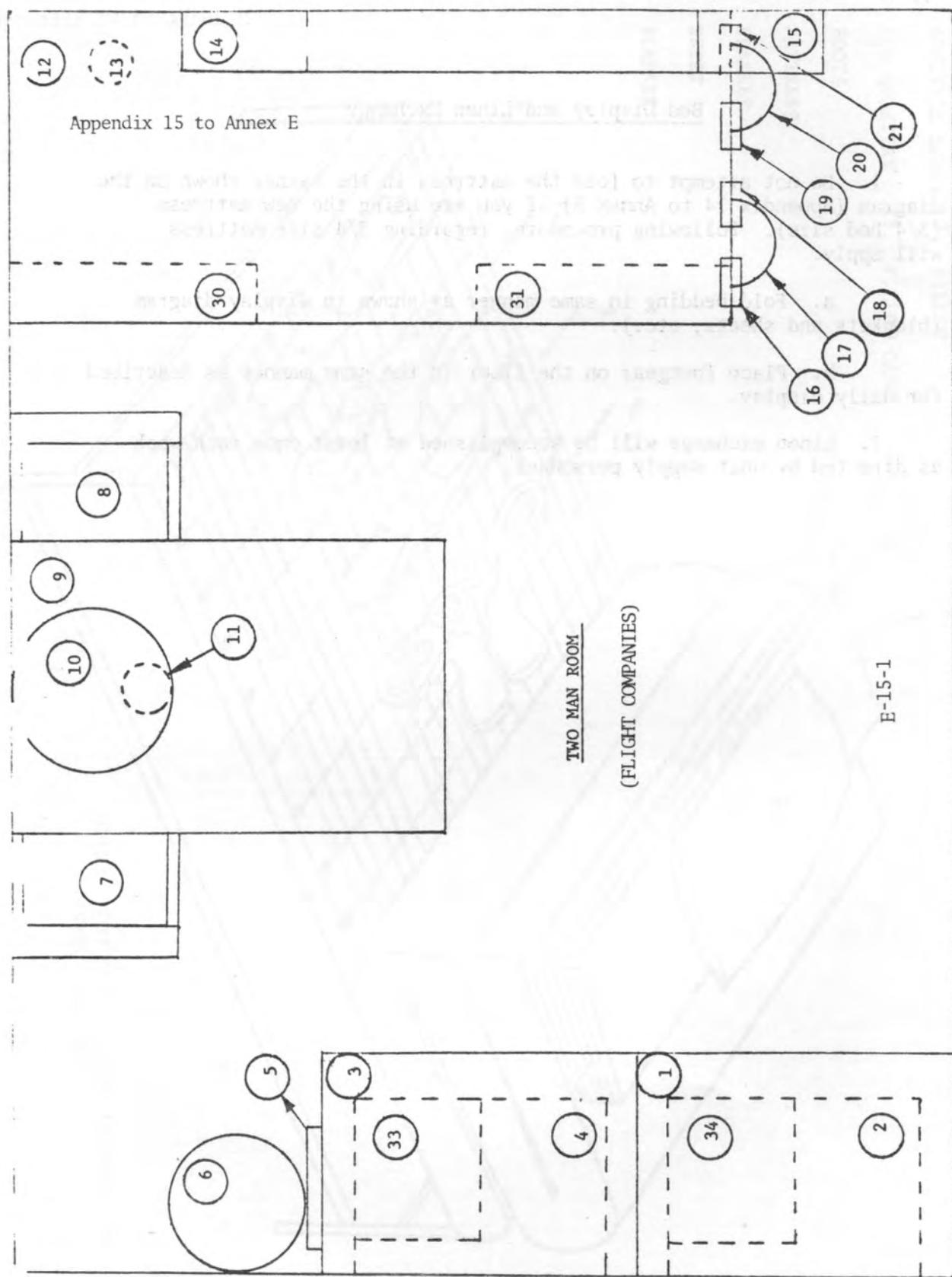
1. Do not attempt to fold the mattress in the manner shown on the diagram (Appendix 14 to Annex E) if you are using the new mattress (3/4 bed size). Following procedure, regarding 3/4 size mattress will apply.

a. Fold bedding in same manner as shown in display diagram (blankets and sheets, etc.).

b. Place footgear on the floor in the same manner as described for daily display.

2. Linen exchange will be accomplished at least once each week as directed by unit supply personnel.

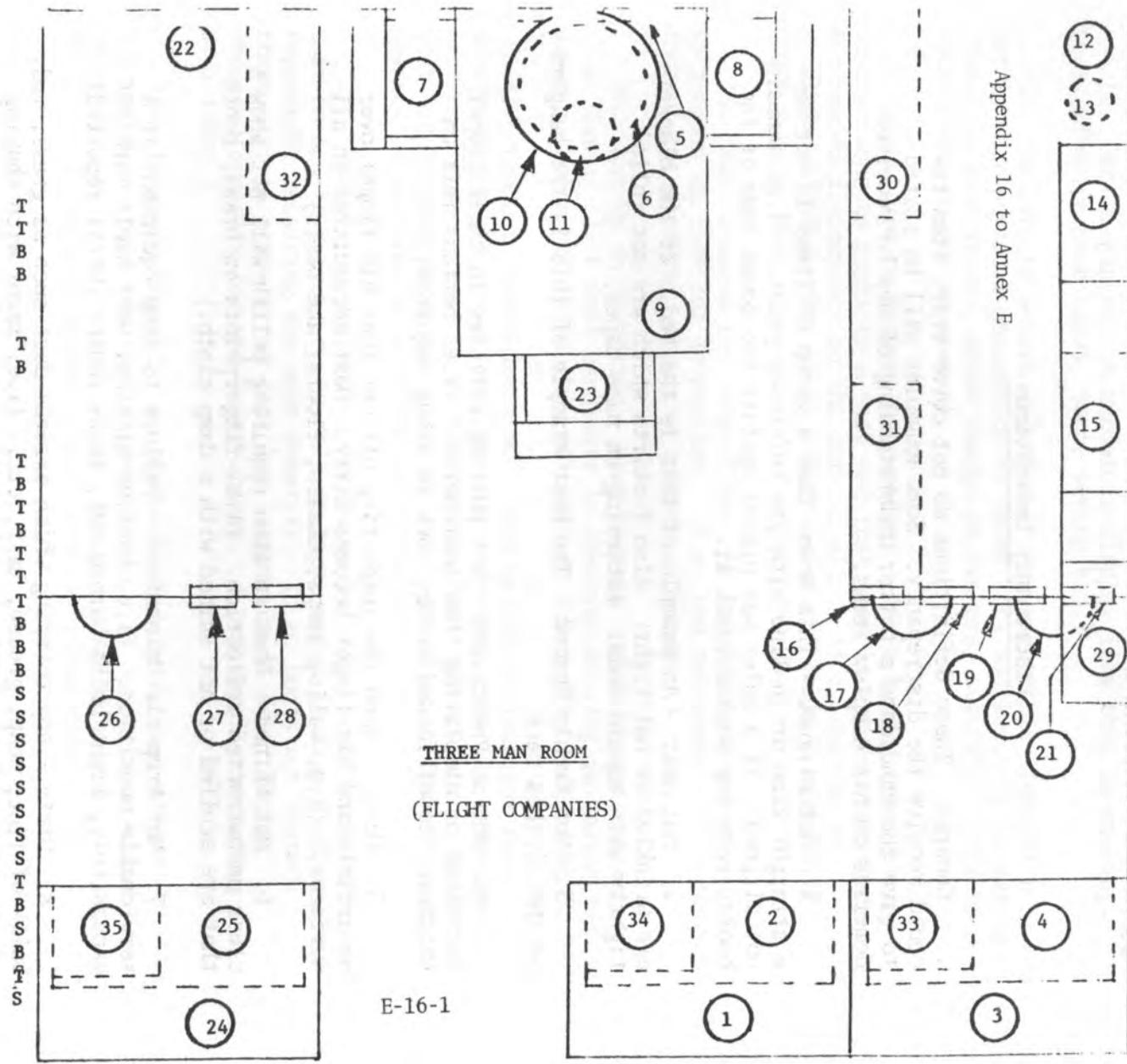
Appendix 15 to Annex E



E-15-1

KEY

B	Bottom Bunk WOC
T	Top Bunk WOC
S	Single Bunk WOC
1	Wall Locker
2	Foot Locker
3	Wall Locker
4	Foot Locker
5	Dust Pan
6	Waste Basket
7	Chair
8	Chair
9	Desk
10	Desk Lamp
11	Ashtray
12	Bunk
13	Bunk
14	Manuals
15	Manuals
16	Towel
17	Laundry Bag
18	Wash Cloth
19	Towel
20	Laundry Bag
21	Wash Cloth
22	Bunk
23	Chair
24	Wall Locker
25	Foot Locker
26	Laundry Bag
27	Towel
28	Wash Cloth
29	Manuals
30	Foot Gear
31	Foot Gear
32	Foot Gear
33	WOC Kit
34	WOC Kit
35	WOC Kit



Appendix 16 to Annex E

### Discrepancy Definitions

General: These definitions do not cover every item that could receive the discrepancy. Some examples will be stated to give the candidate a better understanding of why he received demerits on his display items.

1. Not Aligned - This means that a group of items is not in a straight line or in line with its reference point. (i.e. manuals not aligned) If a ruler was placed against the bound ends of the books, each one should touch it.
2. Not Neat - An example of this is the bed. If the blankets are wrinkled or not tight. Also T-shirts which are not rolled tightly with square ends. Lettering on name tapes.
3. Not Evenly Spaced - The best example of this is the hangers on the clothes rack.
4. Not as Prescribed - Not putting articles in their proper locations or displaying them improperly. (i.e. buttons left unbuttoned, towel folded wrong, sock in wrong sequence.)
5. Dusty - When the inspecting officer runs his finger over an article and his finger becomes dirty. Dust accumulates on all surfaces. (i.e. walls, lamps, chairs, floors, and boots)
6. Not Shined - When an item requiring polish will not show a clear unobstructed reflection. (i.e. fingerprints on brass, boots that are scuffed or not shined with a damp cloth.)
7. Not Properly Maintained - Failure to keep equipment in a serviceable condition. (i.e. buttons missing, boot heels worn off excessively, light bulbs burned out, leaky faucet (until reported).)
8. Dirty - Any covering which exceeds dust such as grass, mud, balls of lint, soap, grease, hair, etc. (i.e. razor with shaving cream, tennis shoes, buttons with sand spurs or dirt, floor with grass or balls of lint, pieces of mop.)
9. Rusty - Any item with an accumulation of rust. (i.e. razor, shoe polish can.) Any bare metal exposed to moisture is subject to rust.
10. Abuse of - The unauthorized utilization of equipment or misuse of equipment. (i.e. using blanket to polish floor)
11. Hidden Article - Any item that is placed inside of another item. (i.e. paper between pages of a notebook, socks in shoes, cigarette butts in pockets.)

12. Not Displayed - A mandatory display item that is missing. (i.e. adhesive name tapes, soap, sewing kit.)
13. Failure to Secure Valuables - Any negotiable item which is not in your physical possession or under lock and key. (i.e. postage stamps in desk drawer, loose change in drawers, security locker unlocked when no one is present.)
14. Failure to Follow Instructions - After having been given instructions to complete a task and that task is not accomplished. A repeated discrepancy on the demerit slip. (i.e. failing to stockade bed on laundry day, failure to remove empty hangers from clothes rack, displaying boots not shined two days in a row.)
15. Not Prepared for Inspection - No attempt having been made to prepare an item for inspection. (i.e. bed not made, wall locker incomplete, disarray, security locker in disorder.)
16. Not Up to Standards - When minimum standards are not met. (i.e. during sixth week candidate is observed wearing an unstarched uniform, boots not thoroughly polished or brass with lacquer on it.)
17. Conduct Unbecoming a WOC - Any action calling for this discrepancy might result in elimination depending on the seriousness of the offense. (i.e. boots not shined three days in a row, brass that has lacquer on it after having received demerits for not being shined. A continuous recurring deficiency.)
18. Failure to Respond to Corrections - After receiving instruction on how to improve one's self no improvement is displayed or repeatedly receiving the same demerits. (i.e. Boots not shined three days in a row brass that has lacquer on it after having received demerits for not being shined. A continually recurring deficiency.)
19. Flagrant Neglect - An obvious complete lack of effort indicated laziness and lack of motivation. (i.e. boots unshined and dirty, razor with several days accumulation of soap and whiskers, a bed that appears slept in after being made.)

ANNEX F

THE MERIT/DEMERIT SYSTEM

1. Definitions.

a. Merit - Merits are awarded for outstanding performance. One merit equals one demerit (example: 15 demerits and 5 merits equal 10 demerits).

b. Demerit - Demerits are awarded for unsatisfactory performance. The number of demerits assessed depends upon the seriousness of a delinquency.

2. 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) Flight violations.

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

(c) Drunkenness, trafficking of liquor, insubordination, or disrespect to tactical staff, senior candidates or anyone in position of authority, or visiting off-limits areas or installations.

(d) 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, or oppression, or the deprivation or abridgment of any right to which he shall be legally entitled.

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

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

(g) Dishonored check or bad debt.

(h) Failure to obey a direct order.

(2) Class II offense: Those offenses warranting non-judicial action by the company commander which reflect negligence or poor judgment and are more serious than minor breaches of 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 disregard for regulations.

(b) Failure to mark equipment as prescribed.

(c) Clothing or equipment in need of major repair.

(d) Room not ready for inspection as specified.

(e) Repeated use of 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 or company policies.

(j) Violation of candidate uniform policy (i.e., unauthorized tailoring, mixed uniforms, unauthorized uniforms, etc.).

(k) Repeated violations of Class III offenses.

(3) Class III offenses: Those offenses warranting assessment of demerits or other action by the tactical officer, 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.

KEY FOR DEMERITS

<u>ITEM CODE</u>		<u>DISCREPANCY CODE</u>	<u>DEMERIT GUIDE</u>
A - Ashtray	AV - Civilian Shoes	1. Not aligned	1
B - Bed	AW - Garrison Cap	2. Not neat	1
C - Blankets	AX - Overseas Cap	3. Not evenly spaced	1
D - Blinds	AY - Colored Flt Cap	4. Not as prescribed	1
E - Boots	AZ - Fatigue Cap	5. Dusty	1
F - Brass	BA - Belt	6. Not Shined	2
G - Chair	BB - Buckle	7. Not properly maintained	3
H - Commode	BC - Shave Kit	8. Dirty	3
I - Desk	BD - Haribrush	9. Rusty	5
J - Displays	BE - Sink Partition	10. Abuse of	5
K - Door	BF - Screens	11. Hidden article	5
L - Drawer	BG - Foot Locker	12. Not displayed	5
M - Dust Pan		13. Failure to secure valuables	10
N - Floor		14. Failure to follow	
O - Haircuts		instructions (FFI)	10
P - Lamp		15. Not prepared for	
Q - Laundry Bag		inspection (NPI)	10
R - Light		16. Not up to standards (NUS)	15
S - Low Quarters		17. Conduct unbecoming a	
T - Manuals		WOC (CUWOC)	15
U - Medicine Cabinet		18. Failure to respond to	
V - Mirror		corrections (FRC)	15
W - Name Tapes		19. Flagrant neglect	15
X - Patches		20. Quibbling	3
Y - Razor		21. Inattention in ranks	3
Z - Shower Shoes		22. Improper marking	3
AA - Shower Stalls		23. No markings	7
AB - Sinks			
AC - Athletic Socks			
AD - Soap Dish			
AE - Towel			
AF - Uniforms			
AG - Urinals			
AH - Walls			
AI - Wall Locker			
AJ - Wash Cloth			
AK - Water Fountain			
AL - Waste Basket			
AM - Window			
AN - Window Ledge			
AO - Shave			
AP - Wearing of Uniform			
AQ - Hitchhiking			
AR - Hands in Pockets			
AS - Chewing Gum when Unauthorized			
AT - Unauthorized Smoking			
AU - Personal Appearance			

NOTE: Repeated discrepancies will require reply by military letter. This may be required for any violation at the discretion of the TAC officer.

KEY FOR MERITS

<u>ITEM CODE</u>	<u>EVALUATION CODE</u>	<u>MERIT GUIDE</u>
MA - Bed	1. Superior	3
MB - Boots	2. Outstanding	5
MC - Brass	3. Special award by company commander	10
MD - Displays		
ME - Floor		
MF - Low Quarters		
MG - Latrine		
MH - Uniforms		
MI - Wearing of Uniform		
MJ - Personal Appearance		
MK - Leadership Ratings		

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