

DRAFT

WARRANT OFFICER CANDIDATE

STUDENT GUIDE

ENJOY!

Bill Foster



UNITED STATES ARMY
PRIMARY HELICOPTER SCHOOL
FORT WOLTERS, TEXAS

DRAFT

DRAFT

*WARRANT OFFICER
CANDIDATE
STUDENT GUIDE*



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

DRAFT

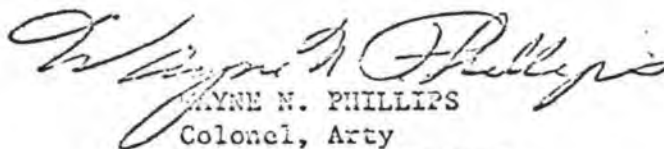
HEADQUARTERS
UNITED STATES ARMY PRIMARY HELICOPTER SCHOOL
Fort Wolters, Mineral Wells, Texas

1 February 1965

WARRANT OFFICER CANDIDATE STUDENT GUIDE

1. This Student Guide is an explanation of the regulations and policies that pertain to the Warrant Officer Candidates at the United States Army Primary Helicopter School, Fort Wolters, Texas. The instructions contained herein have the force of orders issued by the School Commandant and are published for the information and compliance of all concerned.
2. Subsequent additions, deletions, and corrections to this Student Guide will be published as page changes.
3. Each Warrant Officer Candidate is charged with the responsibility of familiarizing himself with the contents of this booklet as well as maintaining and posting changes as they are published.

FOR THE COMMANDANT:


WAYNE M. PHILLIPS
Colonel, Arty
Assistant Commandant

INTRODUCTION

1. OBJECTIVE

The objective of the Warrant Officer Candidate Course is to develop selected enlisted personnel into Warrant Officer Aviators in the United States Army.

2. GENERAL SCOPE AND PURPOSE OF TRAINING

The Warrant Officer Candidate Course at the US Army Primary Helicopter School is devoted to academic and flight training for selected enlisted men who possess the necessary prerequisites to assume the increased responsibilities required of a Warrant Officer and an Army Aviator. The Course is divided into a pre-flight and flight phase.

3. TRAINING ORGANIZATION

a. The Warrant Officer Candidate Training Division is a subordinate unit of the USAPHS Student Company which is responsible for command, housing, administration and logistical support of the Warrant Officer Candidates. The Warrant Officer Candidate Training Division conducts the observation and evaluation phase of the Warrant Officer Candidate Program. The advisor personnel of the Warrant Officer Candidate Training Division will observe and evaluate the demonstrated potential of the candidates throughout the course.

b. Southern Airways is a civilian contractor who administers the flight training and related ground schooling to all aviator students at the USAPHS.

TABLE OF CONTENTS

		<u>Paragraph</u>	<u>Page</u>
	INTRODUCTION		
	Objective	1	I
	General Scope and Purpose of Training	2	I
	Training Organization	3	I
CHAPTER I	ADVISOR OBSERVATION AND EVALUATION		
	General	1	1
	Observation by the Advisor	2	1
	Training Records	3	1
CHAPTER II	DISCIPLINE		
	General	4	2
CHAPTER III	INSPECTIONS		
	General	5	3
CHAPTER IV	PHYSICAL FITNESS		
	General	6	3
CHAPTER V	STUDENT ORGANIZATION AND RESPONSIBILITIES		
	General	7	3
	Candidate Command Assignments	8	4
CHAPTER VI	STUDY PERIODS		
	General	9	6
CHAPTER VII	FORMATIONS AND PRIVILEGES		
	Formations	10	7
	Privileges	11	7

TABLE OF CONTENTS (Cont'd)

Paragraph Page

CHAPTER VIII DISPOSITION OF A WARRANT OFFICER CANDIDATE

Policy governing relief and reassignment 12 8

CHAPTER IX ADMINISTRATION

Auto Insurance 13 9

Auto Parking 14 9

Auto Registration 15 9

Baggage Rooms 16 9

Banks 17 9

Distribution 18 9

Loss of Equipment 19 9

Release of Information 20 9

Laundry and Dry Cleaning 21 10

Pay 22 10

Personal Weapons 23 10

Personnel 24 10

Postal Services 25 10

Religious Services 26 11

Sick Call 27 11

Visitors 28 11

ANNEX A TOUR OF DUTY REPORT 12

ANNEX B THE WARRANT OFFICER CANDIDATE CLUB 13

TABLE OF CONTENTS (Cont'd)

Page

ANNEX C

WARRANT OFFICER CANDIDATE SOP

SECTION I	Specific Rules of Conduct	15
SECTION II	Uniform Requirements and Regulations	18
SECTION III	Uniforms	19
SECTION IV	Academics	22
SECTION V	Marking of Personal Clothing	23
SECTION VI	Room Display and Arrangement	24
SECTION VII	Warrant Officer Candidate Parties	31

CHAPTER I

ADVISOR OBSERVATION AND EVALUATION

1. GENERAL.

WOC Training class advisors will observe the conduct, appearance and academic progress of individual candidates throughout the course of instruction. The primary point of observation will be the willingness and ability on the part of the individual candidate to accept responsibility. Problem areas will be resolved through on-the-spot correction and counselling periods.

2. OBSERVATION BY THE ADVISOR.

a. Advisors assigned to the WOC Training Division assist candidates in attaining the desired standards of a Warrant Officer. They observe candidates in the conduct of their training throughout the course of instruction. Their observations are the basis for counselling periods. During the counselling periods the advisor will point out the candidates weaknesses or areas in which he should improve.

b. The advisor's observations are supplemented by observations by other advisors, academic instructors, and inspecting personnel.

3. TRAINING RECORDS.

a. The training records of the candidates are maintained by the operations section of the WOC Training Division. This record contains personal data, observation reports, counselling periods, efficiency rating, physical fitness record, and academic proficiency. Only those who have a "need to know" interest in the candidates performance will have access to the training records.

b. Advisor personnel will submit efficiency ratings on each candidate at the end of the pre-flight phase of training. The efficiency rating is based on the officer efficiency report format. A candidate's class standing will be based on this efficiency report and his academic standing.

CHAPTER II

DISCIPLINE

4. GENERAL.

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

CHAPTER III

INSPECTIONS

5. GENERAL.

Candidates, their equipment, barracks area, and clothing are subject to inspection at all times. Candidates will be briefed in detail by the advisor staff as to the specific requirements for inspections.

CHAPTER IV

PHYSICAL FITNESS

6. GENERAL.

To improve physical condition and maintain high physical standards, candidates participate in physical training.

CHAPTER V

STUDENT ORGANIZATION AND RESPONSIBILITIES

7. GENERAL.

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

The command positions will be ungraded, and last for a period of one week. The change of command will occur at 0700 hours each Sunday morning.

Student Chain of Command:

a. Company Headquarters

1. Candidate Company Commander
2. Candidate Executive Officer
3. Candidate First Sergeant

b. Platoon

1. Candidate Platoon Leader
2. Candidate Platoon Sergeant
3. Candidate Squad Leader

8. CANDIDATE COMMAND ASSIGNMENTS

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

a. Candidate Company Commander:

1. Is responsible to the Advisor assigned to the company and is his direct representative.
2. Is responsible for control and discipline of the candidate company.
3. Is responsible for the police of the area and barracks during his tour of duty.
4. Keeps an accurate and current list of all absentees, where they are, and the reason for their absence.
5. Reports to the class instructor in the following manner: "Sir, Candidate Doe, Candidate Company Commander, Class _____, reports _____ candidates present and _____ candidates absent."
6. Lists and reports violations of standing orders to the advisor.

b. Candidate Executive Officer:

1. Assumes command in the absence of the Candidate Company Commander.
2. Assists the Candidate Company Commander in the performance of his duties.
3. Is responsible for checking the company distribution box maintained in the WOC Training Division Headquarters and for distributing materials contained therein four times daily as follows:

- (a) Prior to 0730 hours
- (b) Prior to 1130 hours

(c) Prior to 1230 hours

(d) Prior to 1630 hours

c. Candidate First Sergeant

1. Forms the company for all formations. Requires all candidates to "fall in" properly.

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

3. Renders prescribed reports to the Candidate Company Commander.

4. Aids the Company Commander in the control and correction of deficiencies in the company.

5. Insures that all assigned details are performed.

d. Candidate Platoon Leader

1. Is responsible to the Candidate Company Commander for control and coordination of his platoon.

2. When his platoon is acting as a separate unit, will assume the same responsibilities as the Candidate Company Commander listed above.

e. Candidate Platoon Sergeant

1. Forms the platoon at all formations.

2. Renders prescribed reports to the Candidate First Sergeant.

3. Reports all late arrivals to the Candidate First Sergeant.

4. Maintains a list of absentees throughout the day and the time of their return to class.

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

f. Candidate Squad Leader

1. Is responsible for control of his squad.

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

3. Is responsible for the condition of his squad area of responsibility.

4. Should know the whereabouts of all of his squad members and be able to account for them at all times.

g. Candidate Duty Officer.

The upperclassmen will furnish one candidate each day, detailed by roster, to perform the duties of Candidate Duty Officer. WOCs so detailed will report to the Operations Sergeant, WOC Training Division, between 1100 and 1300 on the day of duty or on those days preceding weekends and holidays. The duty uniform will be Class "A" according to season. The Candidate Duty Officer will command the courtesies, respect and obedience due the Chief, WOC Training Division.

h. Fire Marshal.

1. Each class will appoint a class fire marshal during the first week of training. The name of the candidate appointed will be turned in to the USAPHS Student Company Fire Marshal NLT 0730 hours on Friday of the first week of training.

2. The Class Fire Marshal will be responsible for:

(a) Appointment of fire fighters, and alternates, whose names will be posted above each fire extinguisher.

(b) Orienting the members of his class in respect to the Headquarters, Fort Wolters, SOP for fire prevention and protection.

(c) Inspecting fire extinguishers monthly and initialing the attached card on the first day of each month.

(d) Conducting a fire drill each month to see that each individual is familiar with and properly performing his duties and insuring that it is recorded on 4AA Form 145.

CHAPTER VI

STUDY PERIODS

9. GENERAL.

During the evening hours, beginning at 1830 hours daily, a quiet and dignified atmosphere will be maintained in the barracks for the benefit of candidates who desire to study. Conversation will be held in moderate tone. Study may be conducted in individual rooms, day rooms or in the classroom in building 750. The Candidate Duty Officer will insure there is absolute quiet in building 750 classroom. All candidates who leave their rooms during the evening will leave a note on their desk stating name and destination.

CHAPTER VII

FORMATIONS AND PRIVILEGES

10. FORMATIONS.

a. An informal reveille formation will be made each morning in the barracks by forming next to each door for a head count.

b. Other formations will be held only as per training schedule or as announced by the advisors.

c. Police call formation will be held once daily as the training schedule time permits.

11. PRIVILEGES

a. General.

(1) The time from 1830 until lights-out will be utilized for study, caring for personal equipment, personal business and recreation. It will benefit the candidate to so arrange his time so that any personal business he may have will not interfere with preparation for classes.

(2) All Warrant Officer Candidates leaving the immediate company area for any reason will sign out on the sign-out roster provided in building 750.

(3) Leaves will not be granted during the period of the course except:

(a) Family emergencies validated by the Red Cross.

(b) Prescribed school holiday periods.

b. Pass Privileges.

(1) First through Fourth Week:

1900-2400 Friday - on Post
1300-2400 Saturday - Class "A"
0700-1700 Sunday - Class "A"

(2) Fifth through Twelfth Week:

1900-2400 Friday - on Post
1300 Saturday - 1700 Sunday - Class "A"

(3) Thirteenth through Sixteenth Week:

1900-2400 Friday - on Post
1300 Saturday, 2300 Sunday - Class "A"
End of duty - 2200, Monday - Thursday, if academic average is 85% and flying is average or above.

The wearing of appropriate civilian attire while on pass is optional. Shirts without collars will never be worn as an outer garment. Shower shoes or shorts, of any length, will not be worn in the mess hall. Appropriate civilian clothing for winter months with the exception of participation in outdoor sports should include a shirt with tie, dress pants, and sport coat.

These and other privileges listed in this student guide will be revoked if abused. These privileges are granted in order to make your training as pleasant and enjoyable as possible. Abuse of these privileges will create a hardship for not only you but your entire class.

CHAPTER VIII

DISPOSITION OF A WARRANT OFFICER CANDIDATE

12. Policy governing relief and reassignment of students will be:

a. Academic Probation WOIT-P

(1) Preflight candidates who fail one examination will be placed on Academic Probation. The candidate will be informed by letter from the School Secretary. This letter will need the standard reply by the candidate concerned.

(2) Preflight candidates who fail the second examination will not be notified in writing but will be counselled by Chief, WOC Tng Div, his class advisor and sponsor.

(3) Preflight candidates who fail three examinations will be automatically recommended for elimination by Chief, WOC Tng Div.

b. Personnel found to be flight or academic deficient:

(1) For routine type deficiencies, the DOI or the Deputy Assistant Commandant will review the student's records to include an interview of students in marginal cases. Recommendations will be forwarded through the Assistant Commandant to the Commandant for final approval.

(2) For those cases as determined by the DOI or Dep A/C, a Review Board consisting of two officers will convene and review all records and interview the individual. The board will prepare and forward a summary sheet with recommendations through the Director of Instruction and Assistant Commandant to the Commandant for final approval.

c. Personnel resigning or medically deficient: Basic correspondence will be forwarded by indorsement through the Assistant Commandant to the Commandant for final approval.

d. Setback of students:

(1) Students being administratively setback will be placed in a class that will provide them the best opportunity commensurate with their hour level of training and proficiency.

(2) Students recommended for setback by review board action will be placed in a class as approved by the Commandant.

e. If you are eliminated from the school for any reason you will not be allowed to appeal your case to anyone. The decision of the Commandant is final.

CHAPTER IX
ADMINISTRATION

13. AUTO INSURANCE.

Army Regulations require a minimum of ten and twenty thousand dollars public liability and five thousand dollars property damage for registration of vehicles on an Army post.

14. AUTO, PARKING OF.

a. Candidates will park their cars in the parking area north of building 750.

b. Candidates will lock their cars before leaving them in the parking area. Clothing, luggage and personal items should not be left in parked cars.

15. AUTO, REGISTRATION OF.

In accordance with Fort Wolters regulations, automobiles must be registered within three days after arrival on the post. A representative of the Provost Marshal will be in the company area during the processing period to inspect and register vehicles. Post registration will not be granted to candidates whose vehicles lack the required insurance or which have mechanical deficiencies that might interfere with safe operation of the vehicle.

16. BAGGAGE ROOMS.

Candidates will store excess baggage and equipment in the baggage room. All equipment will be stored neatly and will be prominently tagged with the owner's name.

17. BANKS.

A branch of the First National Bank of Mineral Wells is located in building S-226.

18. DISTRIBUTION.

Distribution will be made through building 750.

19. LOSS OF EQUIPMENT.

Candidates losing an item of equipment will be responsible for reporting the loss to the USAPHS Student Company Supply Sergeant within twenty-four hours after detecting the loss.

20. RELEASE OF INFORMATION.

Candidates are not authorized to release photographs or news

items to newspapers, periodicals, or magazines. All releases will be submitted to the WOC Training Division.

21. LAUNDRY AND DRY CLEANING.

Laundry and dry cleaning are available through a civilian agency operating on a concessionaire basis on the post. Three-day laundry service and four-day dry cleaning is normal. Candidates may visit this installation during off-duty hours. Candidates will be advised of these facilities.

22. PAY.

Those individuals arriving at this station after the twentieth of the month normally will not be paid on the regular payroll, but will be paid on the supplemental payroll on or about the tenth of the following month. Separation pay is authorized if family is not in area.

23. PERSONAL WEAPONS.

Candidates are not authorized to retain in their possessions personal weapons or ammunition of any type. Personal weapons will be registered with the Provost Marshal and stored in the USAPHS Student Company Supply Room. Arrangements for cleaning weapons will be made through the Supply Sergeant.

24. PERSONNEL.

The Military Personnel Section, Headquarters, Fort Wolters, operates 0730 through 1630 hours Monday through Friday in building 230. Visits to the personnel sections during scheduled classes will be kept to a minimum. Candidates are responsible for keeping emergency data card up to date, and notify Personnel if family is in area in cases of separation pay.

25. POSTAL SERVICES.

a. Candidates will pick up their mail in the mail room Building 758. Each candidate will pick up his own mail from the Student Company mail clerk. The hours of operation are as follows: Mon - Fri: 0630 to 0830, 1000 to 1400, and 1630 to 1830; Sat: 0800 to 1000 and 1130 to 1200. Closed Sundays and holidays.

b. Mail boxes for outgoing mail are located in the USAPHS Student Company Mail Room, Bldg 758. Mail is picked up from these boxes twice daily, Monday through Friday.

c. Postal money orders and stamps may be obtained from the USAPHS Student Company Mail Room.

26. RELIGIOUS SERVICES.

There are two (2) Army chapels located at Fort Wolters, Chapel #1, Bldg 312, is General Protestant; and Chapel #2, Bldg 900, is the Catholic Chapel. The times of worship are posted on the bulletin boards in the billets. Candidates are authorized to attend churches of their choice in the Mineral Wells area. POV is authorized and bus transportation is available (Note Bus Schedule).

The chaplains of this post visit those confined to the hospital and are available for counselling on personal problems.

27. SICK CALL

a. Candidates who wish to go on sick call will report to the Operations Sergeant, WOC Training Division, at 0715 hours and 1215 hours. Sick slips will be turned in to the Operations Sergeant, WOC Training Division, on return from sick call.

b. Hospital appointments are made at sick call through the medical officer.

c. Dental surveys are conducted for each class during processing week. Candidates whose teeth need immediate attention are notified by the dental clinic through the Operations Sergeant, WOC Training Division, who will arrange dental appointments for such candidates.

28. VISITORS.

a. Candidates restricted to the company area may have dependents, who are at Fort Wolters on a permanent basis, visit them on Friday night from 1930 hours to 2000 hours and 1600 to 1630 hours on Sunday in the lounge facilities located in Bldg 762.

b. Candidates who receive visitors from out of town during duty hours may have thirty minutes off to visit with them in the lounge facilities located in Bldg 762.

c. Candidates may be picked up by visitors in the parking lot immediately north of Bldg 750. These are the only authorized pick-up areas.

DISPOSITION FORM

RN 30

(AR 340-15)

OFFICE SYMBOL OR FILE REFERENCE

SUBJECT

Tour of Duty Report

TO FROM DATE CMT 1

Advisor

WOC

Platoon

Acting as

1. PROBLEMS ENCOUNTERED:2. MISTAKES:3. SIGNIFICANT ACCOMPLISHMENTS:4. RESTRICTION COMPLIANCE:5. RECOMMENDATIONS AND SUGGESTIONS:

Signature _____

Name (Printed)

Officer Candidate

Class

THE WARRANT OFFICER CANDIDATE CLUB

1. The Warrant Officer Candidate Club was established several years ago as a recreational facility and social gathering place for the Candidates attending the United States Army Primary Helicopter School. After being unable to be self-sufficient it was soon taken on as an activity by the Fort Wolters NCO Club. On 1 July 1963, after more than a year of heavy losses, the Officers' Open Mess assumed its management and operation.

2. In the near future the WOC Club will be moved from its present location to building #921. This location will provide additional floor space and a more club like atmosphere.

3. Although the WOC Club is managed by the Officers' Club, there is a WOC Board of Governors comprised of elected representatives from each class in residence. The primary function of this group is to be an advisory body, to bring suggestions and comments to the attention of the Officers' Club manager, and to take the results of meetings back to the classes represented on the Board. You will probably have many questions to ask about the WOC Club since its operation is not the same as an NCO Club. Your Board of Governors is to keep you informed and answer any questions you may have through the monthly meetings with the Officers' Club manager. The WOC Club is yours to do with as you like, within reason, and the Officers' Club will give you their full support.

4. All Candidates, except those eliminated from the course, are eligible to join the WOC Club, and no person may make use of the Club unless he is a member in good standing. WOC Club dues are \$1.00 per month, payable in advance, in accordance with AR-230-60 governing the operation of Open Mess activities. Only card carrying club members may use the WOC Club, and occasional card checks will be made at the door to insure that non-members are not using the club. Full bar and snack services will be available in the WOC Club, with bar prices the same as those at the Officers' Club. Hours of operations are:

Friday:	1700 - 2400 hours
Saturday:	1200 - 2400 hours
Sunday:	1200 - 1900 hours

5. The WOC Club serves as a training vehicle as it gives you an introduction to some of the responsibilities you will have as an Officer. This is both a social and moral obligation, such as conducting yourselves in a manner befitting an Officer, being an active Club member, and representing your class if elected to the Board of Governors.

6. The WOC Club is your place to relax after a hard week of training. You may never see an Advisor in the WOC Club. All that is expected of you at the WOC Club is that you conduct yourselves as gentlemen. Support the WOC Club - its existence depends on you.

The WOC Club is a recreational facility and social gathering place for the candidates attending the United States Army Primary Helicopter School. After being unable to be self-sufficient it was soon taken over as an activity by the Fort Belvoir WOC Club. On 1 July 1967, after over a year of heavy losses, the Officers' Open House was management and operation.

In the many future the WOC Club will be moved from its present location in Building 4711. This location will provide additional floor space and a more club like atmosphere.

Although the WOC Club is managed by the Officers' Club, there is a WOC Board of Governors composed of elected representatives from each class in residence. The primary function of this group is to be an advisory body, to bring suggestions and comments to the attention of the Officers' Club manager, and to take the results of messages back to the classes represented on the board. You will probably have many questions to ask about the WOC Club. Ask operators in and the same as an WOC Club. Your Board of Governors is to keep you informed and answer any questions you may have through the monthly meetings with the Officers' Club manager. The WOC Club is open to do with as you like, within reason, and the Officers' Club will give you their full support.

All facilities, except those eliminated from the course, are available to help the WOC Club, and no person may have use of the Club unless he is a member in good standing. WOC Club dues are \$1.00 per month, payable in advance, in accordance with AR 150-50 governing the operation of Open House activities. Daily cash carrying club members may use the WOC Club, and recreational rated members will be made at the door to insure that non-members are not using the club. Full bar and snack service will be available in the WOC Club, with bar prices the same as those at the Officers' Club. Hours of operation are:

1700 - 2400 hours
1100 - 2400 hours
1100 - 1900 hours

Friday
Saturday
Sunday

The WOC Club is a recreational facility and social gathering place for the candidates attending the United States Army Primary Helicopter School. After being unable to be self-sufficient it was soon taken over as an activity by the Fort Belvoir WOC Club. On 1 July 1967, after over a year of heavy losses, the Officers' Open House was management and operation.

ANNEX C

SECTION I

SPECIFIC RULES OF CONDUCT

1. All Warrant Officer Candidates are addressed by the title of "Candidate."

2. Warrant Officer Candidates salute all commissioned officers and Warrant Officers.

3. When addressed by a commissioned officer, a Warrant Officer Candidate comes to the position of attention and replies, "Yes, Sir" or "No, Sir." The candidate remains at attention until given "AT EASE" by the officer.

4. a. When reporting to a commissioned officer, a Warrant Officer Candidate comes to the position of attention, renders a salute, and reports, "Sir, Candidate (last name) reports to the advisor, (executive officer, etc.)." If the candidate has been directed to report, he adds, "As directed" to the end of his report.

b. When reporting to the advisor office or Bldg 750, a Warrant Officer Candidate knocks, enters when told, gives the appropriate greeting and states his business.

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

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

7. Hitchhiking is prohibited.

8. Haircuts:

a. Hairgrooming rules:

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

(2) Sideburns of peculiar variations are not permitted.

(3) Shaven heads are not permitted.

(4) Mustaches are not permitted.

9. Officers' Clubs and NCO Clubs are off limits to all candidates. This also applies to installations other than Fort Wolters. Exception: Use of Package Store in Officers' Open Mess, rear basement, SW corner.

10. Proper entrucking and detrucking procedures will be observed.
 - a. Buses will be loaded from rear to front.
 - b. Warrant Officer Candidates may talk in a quiet manner, but will make no comment to pedestrians or passing motorists.
11. Dining Hall Procedures.
 - a. All candidates will display acceptable table manners while eating.
 - b. There will be no smoking in the Mess Hall at any time.
12. Class Procedures.
 - a. The candidate executive officer will present a class roster to the instructor in charge and will be responsible for police of the classroom area at the termination of class.
 - b. At the conclusion of a period of instruction, the instructor will notify the candidate commanding officer to take charge of the class, will give him instruction for break or dismissal, and will return the class roster. The candidate commanding officer will call the class to attention, secure equipment, and move the class out of the building.
13. 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 1300 and one prior to 2300 hours.
14. Candidates whose names appear on directives, assignments, or rosters will place their initials in black or blue ink to the right of their names.
15. Service ribbons, decorations and badges will not be worn on any uniform at any time. (AR 350-50, paragraph 51)
16. Identification tags will be worn at all times when in uniform
17. The flight suit will be worn only on the flight line and to meals before going to and upon returning from the flight line when time does not permit changing uniform.
18. POV may be used for conducting personal business on post during duty hours, and as required during off-duty hours. POV will not be driven to classes. The loaning of POV is discouraged at all times.

19. Individual Student Responsibility

a. Although your class will always have a student chain of command, the responsibility of each individual is paramount. It is your responsibility to be at the proper place at the specified time, and in the proper uniform.

b. Personal conduct is your most important responsibility. This applies equally during duty hours and after duty hours. Your personal conduct must be above reproach at all times. Cases of misconduct will be recommended for elimination.

c. If it becomes necessary that you miss any scheduled instruction, you are required to inform your student chain of command.

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

20. Honor may be defined as that quality in a person which shows him fair and truthful in word and deed. It implies a devotion to such standards of right, loyalty, courage, and conduct as society has crystallized throughout the centuries. Honor includes a delicate sense of right and wrong and a strong determination to adhere to that which is right and just.

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

SECTION II

UNIFORM REQUIREMENTS AND REGULATIONS

Distinctive Items of Uniform Wear.

a. All Candidates:

(1) Name tapes of white webbing, approximately one inch in width, will be sewn over the right breast pocket of field jackets, flight uniforms and fatigue shirts in such a manner that the bottom edge of the tape is not more than one-eighth inch from the top of the pocket flap. Tapes will be stenciled with the last name in black capital letters, one-half to five-eighths inches in height, and will be the exact length of the pocket unless a candidate's name requires a longer strip of tape.

(2) The cloth insignia, US Army, will be sewn over the left breast pocket of the fatigue shirt, flight uniforms and field jacket.

(3) A name tag of black and white laminated plastic (Gravaflex) material, one inch in width and three inches in length (outside dimensions), will be worn on the 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.

(4) The "USAPHS" cloth shoulder insignia will be machine sewn, with black thread, on the left sleeve of all outer garments except the raincoat and shirt, cotton, khaki abbreviated.

b. Pre-flight Candidates: The cap, OG-106, will be worn with the colored plastic disc centered on the front, held in place by the WOC insignia.

c. Intermediate Candidates:

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

(2) The "WOC" insignia will be worn centered on the front of cap, OG-106.

(3) Name tapes on front of flight helmet, with class color.

(4) Colored baseball caps will be worn with the flight suit only.

SECTION III

UNIFORMS

CLASS A

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

Summer - Khaki long sleeve with tie, garrison cap and low quarters

CLASS C

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

Summer - Fatigue with soft cap, boots

FLIGHT LINE (PRIMARY)

Winter - Flight Suit with low quarters, baseball cap, flight jacket

Summer - Flight Suit with low quarters, baseball cap

FLIGHT LINE (BASIC)

Winter - Flight Suit with low quarters or boots, baseball cap,
flight jacket

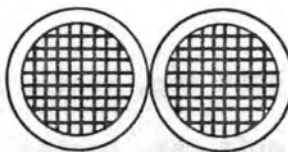
Summer - Flight Suit with low quarters or boots, baseball cap

NOTE: Primary students will not wear boots to the flight line.

WARRANT OFFICER CANDIDATE INSIGNIA OF RANK



COMPANY COMMANDER



EXECUTIVE OFFICER



**PLATOON
LEADER**



**FIRST
SERGEANT**



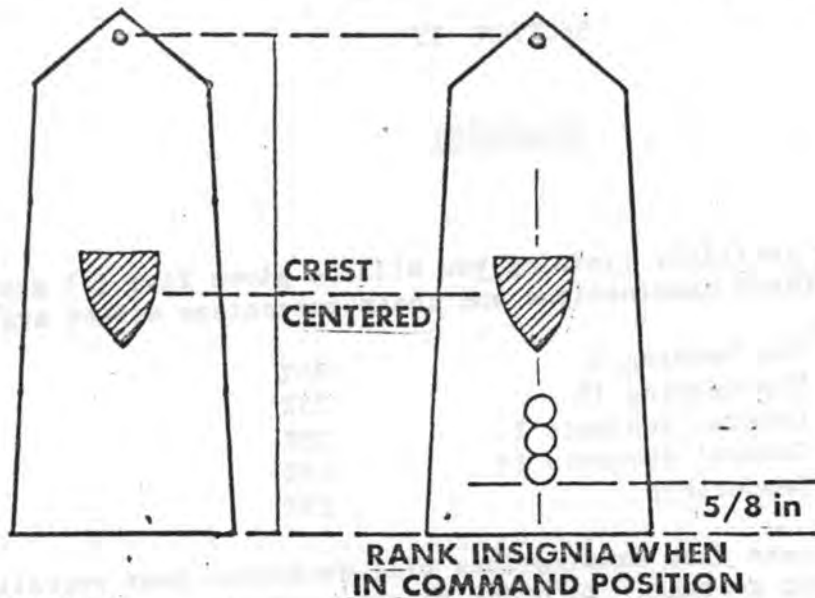
**PLATOON
SERGEANT**



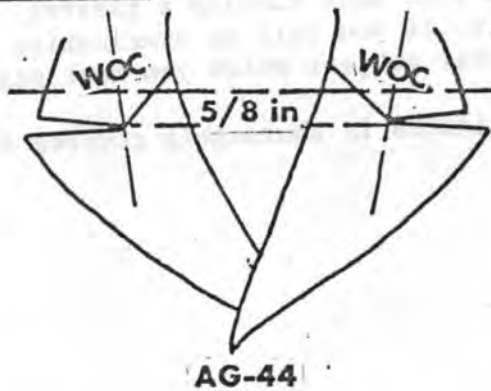
**SQUAD
LEADER**

FIGURE 1

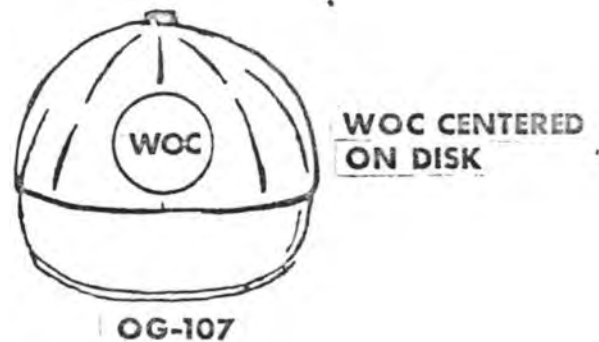
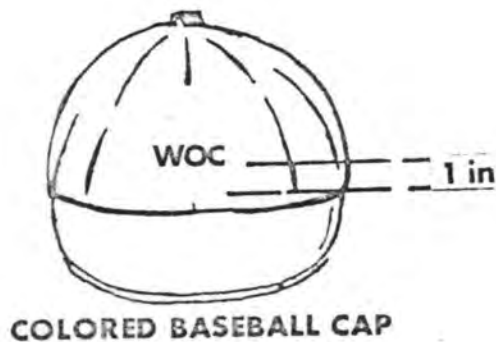
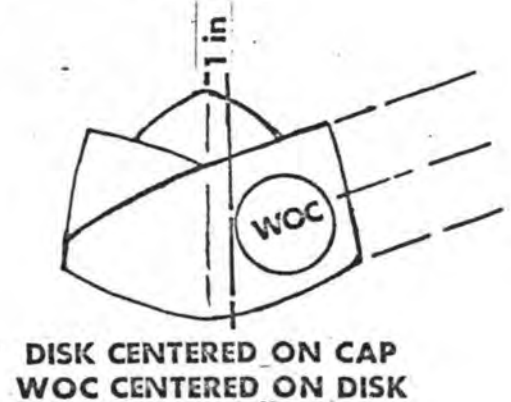
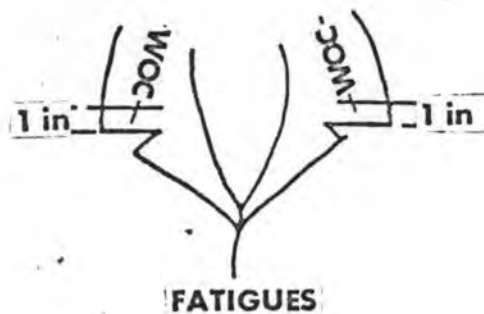
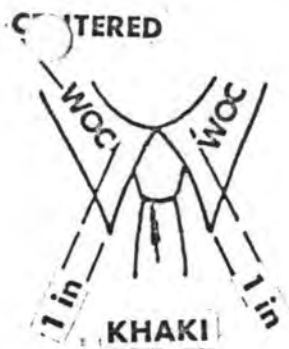
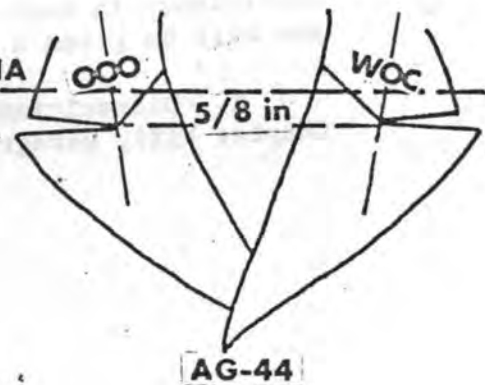
UNIFORM INSIGNIA



WOC INSIGNIA



RANK INSIGNIA WHEN IN COMMAND POSITION



SECTION IV

ACADEMICS

1. During preflight training you will be given five (5) graded examinations. These examinations and their percentage weight are:

Map Reading I	20%
Map Reading II	25%
General Subjects I	25%
General Subjects II	15%
Leadership	15%

Your grades on these five examinations will determine your overall preflight academic average. In order to successfully complete preflight, you must obtain a minimum of 70%. You also must display a passing proficiency in each subject. Therefore, if you fail an examination you will be given a reexamination on that subject which you must pass.

2. Disposition of deficient candidates is thoroughly covered in Chapter VIII, paragraphs 12 and 13.

SECTION V

MARKING OF PERSONAL CLOTHING

AR 746-10

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

a. 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.

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

Examples:

Robert A. Green or Robert A. Green - 35086851
35086851

- (1) Footgear. Inside right quarter, near top.
- (2) Headgear. Inside on sweatband, under sweatband if band turns down.
- (3) Belt. Inside, six inches from the male end of the belt.
- (4) T-Shirt. These will be stenciled on front with 1/2-inch letters six inches from the neck of the shirt.

2. 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 stamps, or pen.

3. 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 or more than one-half of an inch.

SECTION VI

ROOM DISPLAYS AND ARRANGEMENTS

1. Room Inspections: Inspections of the barracks area will be conducted by the Advisor Staff. This inspection will usually be conducted while the candidates are at training and hence not present in their rooms. The inspection will include the general appearance of the room, the bunk, clothing, equipment and other SOP displays. Preparation for inspection should not require unusual effort upon the part of the candidate. It is to insure that the Warrant Officer Candidate lives in the spirit of, and takes with him upon graduation, high standards of military housekeeping. Inspections will be accomplished without inflicting damage to property. Personal items of a non-military nature are to be stored in the baggage room in either duffle bags or luggage. The baggage room is subject to periodic inspections.

2. Displays and Arrangements:

a. Barracks Bag: Barracks bag will be displayed on foot of bed. Bag will contain only dirty laundry and as little as possible of that. Push bag under bed, pull draw-strings out between two horizontal bars at foot of bed and between center vertical bars. Pull draw-strings back up and tie around bag and two center vertical bars below upper horizontal bar with square knot on outside. Tie square knot inside next to mattress and tuck extra rope in fold on bag. When laundry is in the bag, the bag will be tied so as not to touch the floor. Double bed will share bottom bed for display. Spaced evenly on bed, top bed left two vertical bars, bottom bed right two vertical bars.

b. Boots and Shoes:

(1) Boots and shoes will be displayed under beds daily with the exception of when airing bedding. Boots will be displayed at foot of bed facing center of room. Boots will touch bed post nearest them and will be aligned from foot to head, boots, low-quarter shoes, and shower shoes. Boots and shoes will be highly shined with polish on top and side of sole and heels. When airing bedding, boots will be displayed lying on side of bed springs. Outer portion of boots up, soles toward foot of bed and lined on first cross spacer from foot of bed is the proper position. Low-quarter shoes or other boots displayed will be lined on next cross spacer above top of boots, sole toward foot of bed. Shower shoes are upside down, lined on next spacer above low-quarters. Heels will be together on all boots and shoes.

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

c. Bed:

(1) To make a bed with white collar proceed as follows:

(a) Top Sheet: Place the top sheet, wide hem, even with the head of the mattress, "Wrong" side up, and the center crease in the center of the bed. Tuck the sheet under at the foot of the mattress and let the sides hang free until first blanket is in place.

(b) First Blanket: Place the top edge of the blanket seven inches from the head of the mattress, making certain that the "US" is on the bottom (not showing). Tuck the blanket under at the foot. Working with both top sheet and blanket, miter the corners. Continuing with both blanket and top sheet, form a seven-inch collar at the head of the bed. Start the collar by laying back seven inches of the top sheet over the top edge of the blanket. Roll back two more seven-inch folds, thus placing the top edge of the collar approximately twenty-four inches from the head of the mattress, a distance sufficient to allow proper placement of the pillow.

(c) Pillow and Pillowcase: Slip the pillow into the pillowcase so that the corners fit well. Place the pillow at the head of the bed so that its bottom edge is four inches above the top edge of the collar, with the closed end of the pillowcase facing the right aisle. Press and smooth the pillow.

(d) Second Blanket) Fold the blanket so as to halve its length. Fold again from side to side. Then fold it in thirds by turning the open edge third to the center and covering it with the remaining folded edge third. Place it beneath the pillow with the folded edges facing the right and center aisle.

(2) Daily: Beds will be parallel one against the wall; the other against the sink partition. The head of the bed against sink partition will be toward the center of the room. The beds will be alternated head to foot.

(3) Daily: Except when directed otherwise, bed will be made with dust cover "US" down, on inside not showing. Dust cover will extend twenty-four inches from end of mattress. Edges of mattress will be aligned with bed posts at head and on outside metal slat containing spring holes. Bed will be tight.

(4) Friday (or other days directed by CO, for dirty bedding or changing linen): Mattress in mattress cover will be pulled toward wall and tucked in, blankets will be three-folded with folds as wide as mattress, single fold to foot of bed. Sheets are folded same as blanket on top of blankets. Pillowcase is folded one time lengthwise neatly on top of sheets. Pillow is on top and centered, covering pillowcase. All will be dressed on folded edge of mattress.

d. Desk and Display:

(1) Table will be clean at all times, narrow width parallel to the walls of the side of the room in the corner opposite the sink. One chair will be on each side of the table. Drawers may contain only small notebooks, study and writing material.

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

(3) The lamp will be centered on the table twelve inches from the wall. Lamp Cord will be rolled (narrow width of a FM 22-5) when not in use and placed at the base and rear of lamp.

(4) The ash tray will be centered and touching front of the lamp.

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 unless otherwise specified.

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

g. Name Tapes:

(1) Name tapes will be made of adhesive tape one inch wide and eight inches long. Only the last name will be stenciled on the tape. Names will be stenciled in the 1/2-inch letters, using black ink. In case of duplicate last names, initials will be affixed after the name on the stencil.

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

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

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

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

h. Sink: 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.

i. Towel Display: Towels will be folded in thirds with single fold to center of room, and wash cloth will be neatly folded in two, single fold to center of room. As you face towel bar, towel will be on the left, wash cloth on right, spaced evenly. The person whose bed is closer to the window will have the towel rack nearer the sink.

j. Waste Can: Display upside down in corner inside the door. Dust pans will be displayed on top of waste can, face down, with handle facing door.

k. Windows: Windows will be clean and uniformly adjusted when company falls out. Screens will be clean and not in need of repair. Windows will be open only if the temperature is above 72° F. They will be opened only twelve inches. Venetian blinds will be drawn to the top of the window. Windows in latrines and laundry will be left open while troops are not in the barracks.

1. Wall Locker:

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

(2) The top locker will be utilized as a security locker. Only items of value will be kept in the security locker: ie, flight helmets, flight gloves, gloves leather with insets, E6B computers and other flight accessories, together with insurance papers, vehicle titles, cameras, non-negotiable items. Money, excess items of clothing, cleaning supplies, letters, magazines, etc., will not be kept in the security locker.

(3) The clothing bar will be hung as indicated below, all buttons will be buttoned, from left to right: -

Overcoat	Poplin Shirts
Raincoat	Khaki Uniforms
Field Jacket	Fatigue Uniforms
Green Uniform, AG 44	Flight Suits
	Flight Jackets

NOTE: Legs of flight suits will be folded up so as not to touch bottom of locker.

(4) Wooden hangers will only be used for blouse with padded shoulders. This will be uniform throughout the company.

(5) Sleeve boards will be centered on shirt sleeves.

(6) The shelf above the clothing bar will contain, while not being worn, the AG-44 service cap aligned with the center and front of shelf as you face it, the baseball cap with right and front of the shelf.

(7) Drawer number one will contain the following articles:

(a) Touching front of drawer from left to right:

1. Shave cream or soap.
2. Shaving brush, if used (bristles away)
3. Boot laces (closed portion of wrapper up)
4. Razor (head away, long length of head on drawer bottom). If electric razor used, stored in security locker.
5. Tooth brush (bristles up and away from front of drawer)
6. Tooth powder or paste (name up and able to be readable by inspector)

(b) Not touching front of drawer:

1. Razor blades immediately above razor, centered and not touching razor.
2. Immediately above but not touching the blades and centered will be a bar of soap with soap case.
3. Toilet articles, such as after shave lotion.
4. All articles neat and free of dust.

(8) Drawer number two will contain neatly arranged small item cleaning materials, to include Brasso, shoe polish, shoe brush and dauber. Large cleaning material will be stored in the cleaning room.

(9) Drawer number three will contain rolls of clothing in the following order, from left to right. Like items may be double-decked if necessary.

(a) Row one (rolled, seven inches in length)

1. Towels
2. Shorts (drawers, cotton)
3. T-shirts
4. Wash cloths

(b) Row two

1. Socks, cushion sole, rolled singly
2. Socks, black, rolled in pairs
3. Sewing kit
4. Handkerchiefs, folded neatly

(c) Row three

1. Neckties (shade 51) in two folds, large portion up, fold touching left side of drawer.
2. Belt rolled counter-clockwise with tip toward front, touching right side of drawer. Belt buckle on top of belt, pointing to the front. (Brass will be shined.)

(d) Row four (touching rear of drawer)

1. Garrison caps facing to the right, opening to the front. WOC brass and name tag centered on cap.
2. Cigarettes, brand up, neatly aligned.
3. Shaving Kit.

(10) Hooks in wall lockers will not be used for hanging any items.

(11) All doors will be opened at a 90° angle from front of locker at all times. Locks will be locked on the left door of the locker and hasp on drawers. Drawers will be closed, but displays prepared for inspection at all times.

CIVILIAN CLOTHING DISPLAY

Candidates may display five hangers of civilian clothing. Each hanger will contain no more than one pair of trousers and one shirt or jacket. They will be maintained by the same standards as required for uniforms.

One pair of civilian shoes may be displayed next to the shower shoes.

Two civilian ties and five pair of civilian socks may be displayed neatly in drawer #3. Civilian and military ties and socks will not be mixed within the drawer.

SECTION VII

WARRANT OFFICER CANDIDATE PARTIES

1. Purpose: The purpose of this section is to outline policies governing the conduct of and to assist in the preparation of Warrant Officer Candidate parties.

2. General:

a. During the training period at the US Army Primary Helicopter School, there are three occasions considered appropriate for Warrant Officer Candidate social functions. These occasions are:

- (1) At the end of pre-flight training.
- (2) When all members of the class have soloed.
- (3) The last week the class is at Fort Wolters.

b. The following information is presented as a guide for the conduct of the above mentioned parties:

(1) Pre-flight party: A party given at the end of the pre-flight training period designed primarily so that the candidates can get together with their classmates and relax after pre-flight training. It is usually an informal party. Invitations are extended to a minimum number of guests and will include at least one advisor and class sponsor.

(2) Solo party: The solo party is an informal party. It is held to celebrate the accomplishment of soloing by members of the class. The party is for the candidates and outside participation is discouraged. Flight instructors from Southern Airways will not be invited because of the continuing student-instructor relationship.

(3) Class reception: The reception is the only mandatory social function of the class. A reception is a formal or semi-formal function and the first at which a receiving line is formed. It is held in recognition of the candidates completing the primary phase of training. It is designed to acquaint the candidates with the operation of a receiving line, as well as to introduce them to higher ranking school personnel. Protocol indicates that certain personnel be extended invitations. It is normal procedure to invite the School Commandant, the School Assistant Commandant, Chief, WOC Training Division and the Class Sponsor. These persons will appear in the receiving line, in the order listed, unless military rank dictates otherwise, along with WOC Officers as desired. It is suggested that the Class President be included in the line.

c. Any military function should be conducted in a military environment. All parties will be conducted on post. There are facilities at Fort Wolters for any of these functions.

d. Any party, to be successful, requires careful planning. The following is a checklist to assist in the proper planning of a party:

(1) The decision must be made to have a party, what type it is to be, where and when it is to be held.

(2) Committees must be appointed.

(3) The Club Officer and Class Sponsor must be contacted as far in advance as possible to arrange for facilities and entertainment.

(4) Invitations should reach those invited two weeks prior to the scheduled function. Invitations should clearly state the type function and the time and date it is to be held. In the case of a reception, the invitation should state the time that the receiving line will be open (normally ten to fifteen minutes). Persons to be in the receiving line should be informed as to their place in the line, so that there will be no embarrassment of delay.

(5) Follow-up to see that all facilities and sequence of events have been properly arranged. This should not be done at the last minute.

e. The proper conduct and preparation of these social functions will aid in preparing the Warrant Officer Candidate for the social responsibilities and obligations which he will assume upon becoming a Warrant Officer. The Officers' Guide or any standard book of etiquette will greatly assist in the preparation and conduct of these functions. The social conduct of a Warrant Officer Candidate is that expected of a gentleman.

f. Costs of any of these functions should be kept to a minimum.