



# **WARRANT OFFICER CANDIDATE**

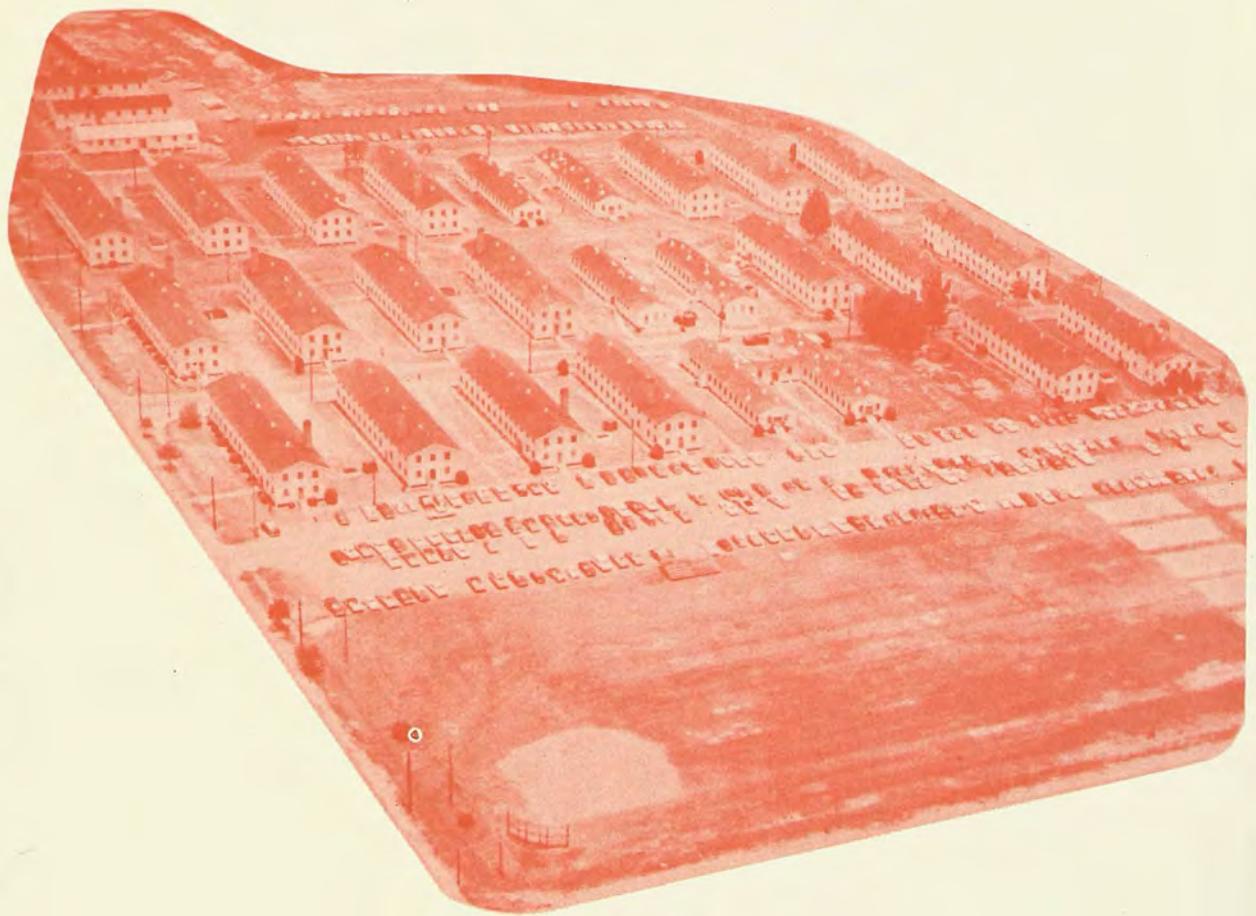
# **G U I D E**

**AND  
STANDING OPERATING PROCEDURES**

**MARCH 1967**

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**WARRANT OFFICER  
BATTALION AREA**

WARRANT OFFICER CANDIDATE  
GUIDE AND STANDING OPERATING PROCEDURES

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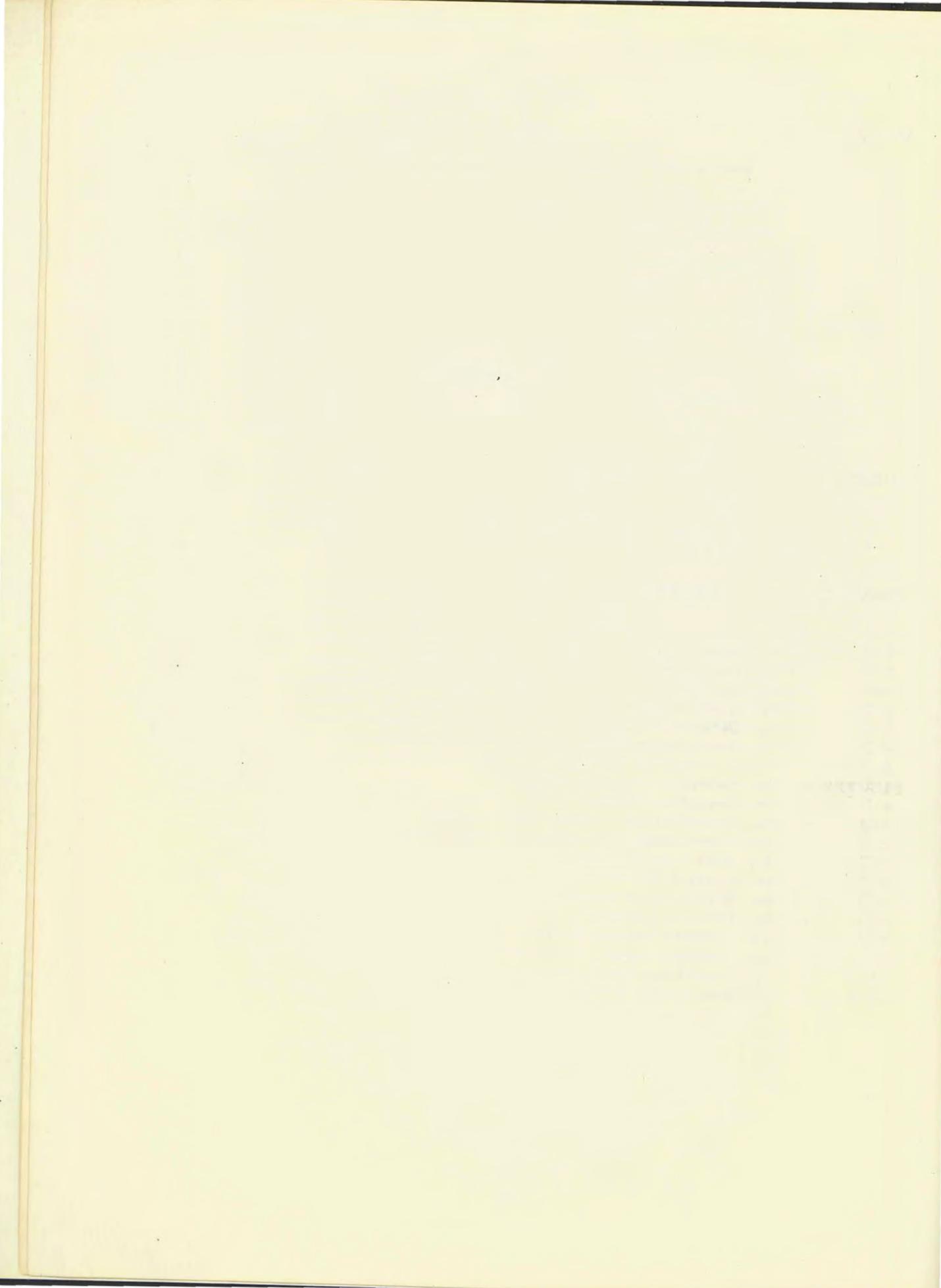
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# **WARRANT OFFICER CANDIDATE**

## **GUIDE AND STANDING OPERATING PROCEDURES**

### **Section I. INTRODUCTION**

#### **1. MISSION**

a. To qualify selected personnel to be warrant officers in the reserve component of the United States Army and to prepare them to be capable of performing duties appropriate to their grade. To determine the applicant's stamina, will, motivation, physical qualifications, and potential as warrant officers, and to give an indoctrination in basic military subjects.

b. Recommend those candidates who are full qualified to be appointed to warrant officer upon completion of fixed or rotary wing training.

c. Perform command, administrative duties, and supply duties for all personnel assigned to the companies.

#### **2. GENERAL SCOPE AND PURPOSE OF TRAINING**

The Warrant Officer Candidate Course at the United States Army Aviation School is a period of flight—academic and progressive military training for selected enlisted men who possess the necessary potential to assume the increased responsibility of a warrant officer and Army aviator.

#### **3. DEFINITION OF A WARRANT OFFICER CANDIDATE**

A warrant officer candidate is a member of the United States Army selected to undergo intensive military and flight training and evaluation to qualify him as a warrant officer aviator in the United States Army.

#### **4. ADVISOR/COUNSELORS**

Advisor/counselors are commissioned or warrant officers assigned to, or performing duty with, the warrant officer candidate companies to evaluate, advise, and assist in the development of the warrant officer candidates.

#### **5. ACTION IN CASES NOT COVERED**

In cases not specifically covered by this guide, a candidate will conduct himself as official courtesies and customs of the service, good judgment, and common sense dictate. He will, at all times, conduct himself with propriety and decorum. When circumstances over which he has no control make it necessary for a candidate to violate orders or regulations, he will report the facts, as soon as possible, to his senior advisor/counselor, company commander, or the duty officer.



## Section II. ORGANIZATION AND FUNCTIONS

### 1. UNITED STATES ARMY AVIATION CENTER TROOP BRIGADE (PROVISIONAL)

Provides command and control of assigned officers, enlisted personnel, enlisted students, officer students, and warrant officer candidates. Provides administrative and logistical support, mandatory training, intelligence, and security within the United States Army Aviation Center Troop Brigade (Provisional).

### 2. WARRANT OFFICER CANDIDATE BATTALION

Assists the brigade in accomplishing its mission as pertains to the warrant officer candidate companies and the officer student company.

a. Administrative section coordinates the administrative functions of the warrant officer candidate companies.

b. Operations section coordinates all operational activities concerning the warrant officer candidate companies.

(1) Transportation.

(2) Training schedules.

(3) Candidate training.

(4) Requirements for POR (preparation of replacements for oversea movement).

### 3. WARRANT OFFICER CANDIDATE COMPANIES

Each warrant officer candidate company is organized to accomplish a specific mission. The 1st Warrant Officer Candidate Company has a mess section assigned to operate the Warrant Officer Candidate Consolidated Mess. The 2d Warrant Officer Candidate Company has a supply section assigned to operate the Warrant Officer Candidate Consolidated Supply. The 4th Warrant Officer Candidate Company has a mess and supply section, and operates separately from the other three companies.

a. Headquarters. Commands, supervises, and coordinates all activities of the company for permanent party personnel and warrant officer candidates.

b. Administrative section. Performs all company-level administration pertaining to permanent party personnel and warrant officer candidates.

c. Tactical section. Provides counseling and guidance for warrant officer candidates, observes and evaluates the progress of candidates, and makes recommendations for appointment as warrant officer.

d. Mess section.

(1) The Warrant Officer Candidate Consolidated Mess is responsible for feeding candidates and permanent party personnel of the 1st, 2d, and 3d Warrant Officer Candidate Companies. It is operated by the 1st Warrant Officer Candidate Company.

(2) The 4th Warrant Officer Company operates a mess for its assigned and attached personnel.

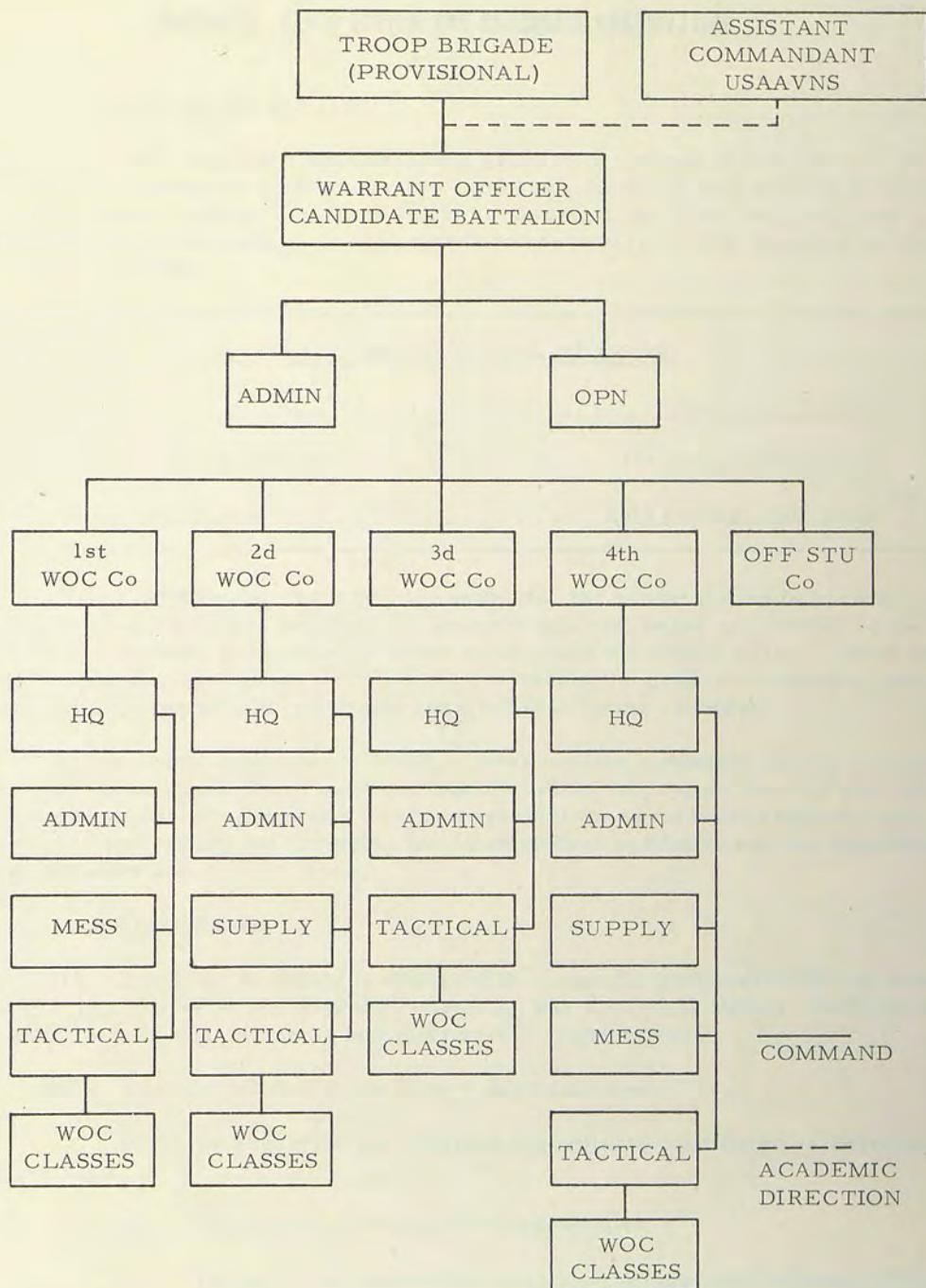
e. Supply section.

(1) Warrant Officer Candidate Consolidated Supply, operated by the 2d Warrant Officer Candidate Company, draws, stores, issues, and maintains supplies and equipment for assigned personnel, with the exception of flight equipment and school supplies. Maintains supply records, as required, to include records of individual and organizational supplies and equipment. This service is provided for the 1st, 2d, and 3d Warrant Officer Candidate Companies.

(2) The 4th Warrant Officer Candidate Company operates a supply room with the above services for its assigned and attached personnel.

4. DEFINITION

In order to distinguish between company and candidate positions in this guide, all positions in the candidate organization will be prefaced by the title "candidate."





### Section III. CLASS SYSTEM AND CANDIDATE ORGANIZATION

#### 1. THREE-PHASE CLASS SYSTEM

In order to provide a smooth transition from enlisted to warrant officer status, the three-phase class system is employed. The initial period of training at Fort Wolters is considered the "junior phase." At Fort Rucker, Alabama, the fixed wing and rotary wing candidates enter the system as "intermediate candidates." The length of training in each phase is as follows:

| <u>FIXED AND ROTARY WING (36 weeks)</u> |                        |
|---|------------------------|
|   | <u>Academic Weeks</u>  |
| Intermediate candidates .....           | 21st through 28th week |
| Senior candidates .....                 | 29th through 36th week |

a. Junior candidates. As a junior candidate, the opportunities to perform in positions of responsibility are limited. Of primary interest is the adjustment to the new environment and learning to become an Army aviator and a warrant officer. Each candidate must be able to organize his time in order to devote the proper attention to academics, flying, and soldierly standards which are required of a junior candidate.

b. Intermediate candidates. While in intermediate candidate status, the advisor/counselor obtains an indication of each candidate's ability to produce results with limited supervision and guidance. Coupled with the responsibility to continue progress with studies, flying, and setting the example, the intermediate candidate has the opportunity to develop initiative and self-reliance.

c. Senior candidates.

(1) A senior candidate is expected to accept the responsibilities of a warrant officer. In turn, he is afforded the courtesies due a warrant officer, both on- and off-post while in uniform, by junior and intermediate candidates.

(2) Responsibilities of the senior candidate are—

(a) To supervise and instruct subordinate candidates as required by the company staff.

(b) To assume positions of responsibility.

(c) To report delinquencies or above-average performances to an advisor/counselor, utilizing the observation form.

(d) To make on-the-spot corrections and, if appropriate, direct the subordinate to record the deficiencies on his observation form.

## 2. ORGANIZATION

Candidate classes are organized into one or more candidate companies, and the candidates are assigned to positions within the chain of command. The purpose of these assignments is to allow the candidate to gain experience as he progresses and to allow the advisor/counselor to evaluate the candidate's ability to perform the duties required of unit officers. These duties require the selected candidates to organize their time in an efficient manner in order to maintain required study habits and be alert on the flight line.

## 3. CANDIDATE CLASS ORGANIZATION

a. Candidates will be appointed to the following class positions by the respective company commander:

- (1) Class leaders.
- (2) Assistant class leaders.
- (3) Section leaders.
- (4) Class mess representatives.
- (5) Class supply representative.
- (6) Class information representative.

b. These positions will be filled on a permanent basis and will be changed only at the discretion of the company commander.

c. Candidates in the above positions will be exempt from all candidate duty rosters for additional duties.

d. Duties.

(1) Duties of the candidate class leader. He will—

(a) Assume responsibility for his class in all matters pertaining to academics and flight training. He will coordinate with the flight and academics departments as necessary.

(b) Coordinate and cooperate with the candidates performing duties within the Candidate Company Command System.

(c) Consult the company commander, executive officer, or senior advisor/counselor on problems concerning academics or flight training.

(d) Insure that candidate command functions in no way interfere with candidates' academic or flight requirements. Should problems of this nature arise, guidance will be obtained from the company staff immediately.

(e) Be responsible for moving students to and from academic classes, the flight line, and the company area, to include arriving at all loading points at the designated time. He will report any transportation problems to the Company Orderly Room as soon as possible and complete the required written report.

(f) Check daily to insure that candidates carry prescribed equipment and reference material as outlined on the class training schedule.

(g) Know the status and current disposition of all candidates in his class (i.e., sick, hospital, leave, D.N.I.F., etc.).

(h) Be responsible for the preparation of course critiques for each phase of training. All critique material and draft end-of-course/phase critique summaries must be submitted to and approved by the Evaluation Division, DOI. This must be accomplished prior to DOI clearance for the class leader. Critique instructions are enclosed as Annex G.

(2) Duties of the candidate assistant class leader. He will—

(a) Assume the duties as prescribed for the class leader during his absence.

(b) Perform any additional duty assigned by the class leader.

(3) Duties of the candidate section leader. He will—

(a) Assume responsibility for his section when section is on separate schedule.

(b) Be responsible to his class leader, and will perform those duties required in paragraph "3d(1)" as required by the class leader.

(4) Duties of the candidate mess representative. He will—

(a) Be responsible for all coordination between his class and the applicable warrant officer candidate mess.

(b) Request box lunches, in writing, to the applicable mess steward 72 hours prior to pickup time. Request will include number of lunches needed, pickup date and time, class requesting lunches, and number of persons on separate rations who are included in total number. Individuals on separate rations will personally pay for their meals.

(c) Advise class members of mess operations.

(d) Insure that late mess is cleared with mess personnel when necessary. Notify the mess hall of the number of candidates that will be late and the approximate time that they will be able to eat.

(e) Attend all mess council meetings.

(f) Assist and carry out all instructions of the warrant officer candidate mess officer.

(g) Coordinate any problems or suggestions that the class may present to him with the appropriate mess officer.

(5) Duties of the candidate supply representative. He will—

(a) Maintain liaison between the class and the respective warrant officer candidate supply room.

(b) Notify the respective supply room of any repair work required in his area of responsibility.

(c) Draw expendable supplies from the supply room for distribution to the candidates in his class.

(d) Inventory all serial numbered items (i.e., buffers, etc.) twice monthly and report results to the supply room.

(e) Maintain the company supply closet.

(f) Take the following action when a candidate is hospitalized, departs on emergency leave, or goes AWOL:

1. Turn in the absent candidate's bedding to the respective supply room within 24 hours of departure.

2. Conduct a joint inventory, with the senior advisor/counselor, of all of the absent candidate's individual and organizational equipment and clothing, and secure it in the respective supply room.

(g) Act as class fire marshal, performing duties and enforcing regulations as outlined below:

1. Report any electrical fixture or wiring that is frayed, bare, or in poor condition to the company fire marshal.

2. Insure that hotplates or heaters are not used in the barracks.

3. Insure that aisles, windows, and doorways of occupied buildings are always clear.

4. Maintain "Fire Only" signs above each fire extinguisher.

5. Maintain a copy of the Fire Plan and Exit Floor Plan on each floor of the barracks. All candidates will read and initial the fire regulations.

6. Conduct a walk-through fire drill as directed by the company commander.

7. Inspect his area of responsibility at least twice each week. The following guide will be utilized:

a. Trash, rubbish, oily mops, and rags must be properly discarded.

b. Wooden or cardboard boxes will not be used for wastebaskets or ashtrays.

c. There will be no smoking while sitting or lying on bunks, or within 10 minutes prior to any formation.

d. Only authorized wiring will be permitted.

e. All buffers and other heavy electrical appliances must have a ground wire.

f. All electrical appliances, except desk lamps, will be unplugged when a room is unoccupied.

(h) Perform other duties as the company supply officer may direct.

(6) Duties of the candidate information representative. He will—

(a) Maintain the command information section of the company bulletin board.

(b) Submit a class news article weekly for publication in "The Army Flier."

(c) Perform other duties as the company commander may direct.

#### 4. CANDIDATE COMPANY ORGANIZATION

a. Each flight class will be organized into one or more candidate companies. Each candidate company will be staffed by candidates selected from within the company by the company commander. The tour of duty for these positions is normally 2 weeks.

b. The distinctive collar insignia worn by each of the positions are shown below:

| <u>POSITION</u>             | <u>INSIGNIA</u> |
|-----------------------------|-----------------|
| Candidate company commander | Three discs     |
| Candidate executive officer | Two discs       |
| Candidate platoon leader    | One disc        |
| Candidate first sergeant    | 1SG             |
| Candidate platoon sergeant  | SFC             |
| Candidate squad leader      | SSG             |

c. Any conflicts in the duties of candidate positions will be reported immediately to the company for clarification. Good judgment is expected to be applied in all cases.

d. Duties.

(1) Duties of the candidate company commander. The candidate company commander exercises command supervision over all members of the candidate company, and is responsible for the conduct, decorum, and overall performance of all candidates assigned to the candidate company. He may delegate the authority to his subordinates as necessary to accomplish his mission, but cannot delegate his responsibility. He will coordinate with the company senior advisor/counselor immediately upon receipt of assignment. The candidate company commander will—

(a) Be responsible for police of the candidate company area, other assigned candidate police areas, and the condition of the barracks.

(b) Be responsible for the control and discipline of the candidate company during the entire period of his appointment. This includes off-duty hours and weekends.

(c) Insure that all necessary information is disseminated to the candidate company.

(d) Supervise all candidate company formations, insuring that candidates conduct themselves properly.

(e) Insure that candidate platoon leaders inspect their platoons in formation prior to leaving the company area.

(f) Supervise the conduct of all dismounted drill, physical training, and all weekend training. He will report to all inspecting officers and be prepared to give full information regarding the training being conducted and a strength report for the candidate company.

(g) Insure that all provisions of the company commander and Warrant Officer Candidate Standing Operating Procedures are fully complied with by all members of the candidate company.

(h) Brief the new candidate company commander as necessary, and render a report to the senior advisor/counselor when completed.

(i) Be responsible for inspecting barracks daily during his tour of duty.

(j) Conduct, with his candidate company executive officer, a visual inspection of identification cards and meal cards at least once during his tour of duty.

(k) Be thoroughly familiar with the duties of each of his subordinates.

(l) Write observation reports as prescribed by the Warrant Officer Candidate Standing Operating Procedures.

(m) Maintain a journal of events, duties, and procedures applying to his tour of duty in order to assist future candidate company commanders.

(n) Perform other duties as assigned by the company commander.

(2) Duties of the candidate company executive officer. He will—

(a) Assume command of the candidate company in the absence of the candidate company commander.

(b) Assist the candidate company commander in the execution of his duties.

(c) Obtain a report at "quiet hour" of candidates attending mandatory study hall and render the report to the candidate charge of quarters (CQ) and the senior candidate duty officer.

(d) Supervise the candidate supply sergeant and the candidate command information NCO.

(e) Check replies by indorsement, observation reports, and other correspondence of nonconfidential nature for correctness, neatness, and completeness. Where material is incorrect, return it to originator and post necessary deficiencies.

(f) Insure that all counseling reports, observation reports, and counseling slips are submitted to the respective advisor/counselor as required by the Warrant Officer Candidate Guide and Standing Operating Procedures.

(g) Report to the Company Orderly Room every morning to turn in and pick up distribution. He will also report to the orderly room immediately upon returning to the warrant officer candidate company area to receive information and distribution concerning the candidate company.

(h) Insure that all correspondence required of the class that is to go out of the company, first goes through the Company Orderly Room.

(i) Render observation reports as prescribed by the Warrant Officer Candidate Guide and Standing Operating Procedures.

(j) Perform other duties as assigned by the candidate company commander.

(k) Orient his replacement.

(3) Duties of the candidate platoon leader. He will—

(a) Be responsible for the performance, discipline, and appearance of his platoon, and the police and maintenance of his platoon area.

(b) Have the same responsibilities as the candidate company commander when his platoon is acting as a separate unit.

(c) Insure that the members of his platoon are meeting required formations on time and in the proper uniform.

(d) Be responsible for checking for the security of valuables and equipment in the platoon area.

(e) Conduct daily inspections of the platoon area and police areas, correcting deficiencies as necessary.

(f) Directly supervise the platoon sergeant and squad leaders.

(g) Insure that all members of his platoon read and understand the Warrant Officer Candidate Fire Plan.

(h) Write observation reports as prescribed by the Warrant Officer Candidate Standing Operating Procedures.

(i) Perform other duties as assigned by the candidate company commander.

(j) Orient his replacement.

(4) Duties of the candidate company first sergeant. He will—

(a) Form all company formations.

(b) Receive the reports from the platoons at all company formations, and render this report to the candidate company commander or candidate executive officer.

(c) Submit an absentee report to the candidate company commander at all formations. This report is a strength report and will show the total number present, list of the absentees, and the reasons for their absences.

(d) Keep the candidate company commander informed as to the whereabouts of all candidates.

(e) Be responsible for the supervision of all candidate company details. This will include police details in the orderly room, latrine, and all outside police areas assigned to the company.

(f) Maintain the candidate company bulletin board.

(g) Insure that all details are at the proper place at the prescribed times.

(h) In the absence of the candidate executive officer, pick up the candidate company distribution from the Company Orderly Room.

(i) Perform other duties as assigned by the candidate company commander.

(j) Write observation reports as prescribed by the Warrant Officer Candidate Standing Operating Procedures.

(k) Orient his replacement.

(5) Duties of the candidate platoon sergeant. He will—

(a) Be responsible for the conduct of members of his platoon, their living area, and other areas assigned to the candidate platoon.

(b) Be responsible for disseminating information to all individuals of his assigned platoon.

(c) Perform other duties as prescribed by the candidate platoon leader.

(d) Write observation reports as prescribed by the Warrant Officer Candidate Standing Operating Procedures.

(e) Orient his replacement.

## 5. CANDIDATE BATTALION STAFF

a. When a class attains senior status, a ceremony will be held and a candidate battalion staff will be appointed from that class.

b. The following positions will be filled:

| <u>POSITION</u>               | <u>INSIGNIA</u> |
|-------------------------------|-----------------|
| Candidate battalion commander | Three diamonds  |
| Candidate executive officer   | Two diamonds    |
| Candidate S1                  | One diamond     |
| Candidate S2                  | One diamond     |
| Candidate S3                  | One diamond     |
| Candidate S4                  | One diamond     |

c. These positions will be held until the next class attains senior status and assumes the responsibility of the candidate battalion staff.

d. Duties.

(1) Plan and execute a battalion parade or review.

(2) Perform other duties as the unit commander may direct.

(3) Orient the new battalion staff.

## 6. OBSERVATION REPORTS

Observation reports are rendered by members of the company, tactical staff, and candidates upon the termination of a candidate's tour of duty in a command position,

following a period of instruction or for a specified duty. Observation reports rendered by candidates will be submitted to the appropriate tactical NCO by 0730 hours the first duty day following termination of the period of performance. Candidates in command positions are rated by their superiors in the candidate chain of command as follows:

| <u>POSITION</u>                     | <u>RATER</u>                        |
|-------------------------------------|-------------------------------------|
| Candidate company commander         | Tactical staff                      |
| Candidate company executive officer | Candidate company commander         |
| Candidate platoon leader            | Candidate company executive officer |
| Candidate first sergeant            | Candidate company executive officer |
| Candidate platoon sergeant          | Candidate first sergeant            |
| Candidate squad leader              | Candidate platoon sergeant          |

#### 7. ADDITIONAL DUTIES

a. The following additional duties will be performed by the warrant officer candidates:

| <u>POSITION</u>               |
|-------------------------------|
| Senior candidate duty officer |
| Candidate duty officer        |
| Candidate charge of quarters  |
| Headcount                     |

b. The senior candidate duty officer will be selected from the most senior class in residence that is not in the tactics phase of training. He will represent the warrant officer candidate battalion commander during off-duty hours.

c. Each company will have a candidate duty officer and a candidate charge of quarters (CQ) present during normal off-duty hours.

d. Weekend headcount for the Warrant Officer Candidate Consolidated Mess will be performed by the "junior" intermediate class in residence.

## **Section IV. OBSERVATION - EVALUATION - COUNSELING**

### **1. ADVISOR/COUNSELORS**

Advisor/counselors perform duty in each warrant officer candidate company. They have been selected for this duty because of their knowledge, experience, and training. They have the responsibility for closely guiding each candidate toward becoming a warrant officer aviator.

### **2. OBSERVATION**

Each warrant officer candidate is closely observed by his advisor/counselor, flight instructors, and all senior candidates. These observations are collected by the company staff through written (fig. 6 and fig. 7) and oral communication, and are noted and filed in each warrant officer candidate's record. Should a fault develop or a weak area become apparent, the advisor/counselor will evaluate this area and pass on to the candidate suggestions for improvement in the form of counseling.

### **3. EVALUATION**

In order to provide effective and meaningful guidance, each advisor/counselor evaluates each candidate's performance in order to recognize areas in which the individual needs additional work. This evaluation is based on a progressive scale. Each candidate is encouraged to progress as rapidly as possible while the standards are constantly increased. This method allows the candidate to gain the maximum amount of experience in areas which are vital to his performance as a warrant officer aviator.

### **4. COUNSELING**

Observation and evaluation are useless to the candidate unless they are passed on in the form of counseling. During counseling periods the advisor/counselor will make full use of his experience and training to guide the candidate in areas of self-improvement.

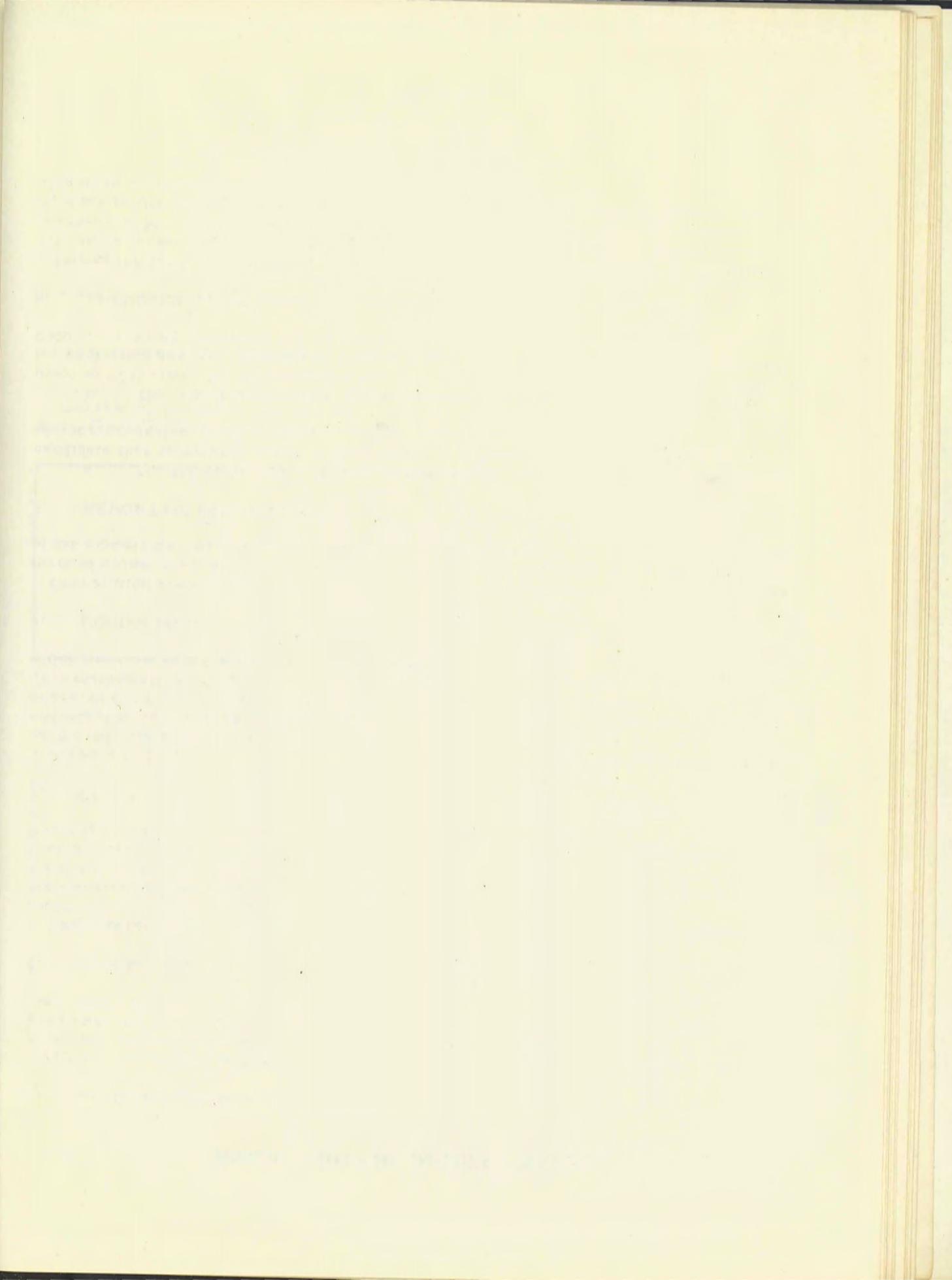
### **5. REPORT OF COUNSELING**

a. The DA Form 2496, "Report of Counseling" (fig. 8), is required from each candidate that receives a report of observation or a formal period of counseling by an advisor/counselor.

b. The report is completed by the candidate and returned to the tactical NCO prior to 0730 hours the following duty day. Subsequent routing will be to advisor/counselor for evaluation and then returned to tactical NCO for delivery to the commanding officer by 0800 of the Friday following submission.

### **6. APPOINTMENT AS WARRANT OFFICER**

During the final phase of training the advisor/counselor will analyze the performance data on each candidate and determine whether or not further review by a faculty board is necessary. Should the advisor/counselor conclude that the performance of a candidate does not justify his appointment as a warrant officer, he will prepare and forward the necessary written documentation and recommendation.



## Section V. DISCIPLINE

### 1. STANDARDS OF MILITARY DISCIPLINE

Warrant officer candidates have earned a reputation for maintaining a high standard of military discipline and esprit de corps. Each candidate is expected to conduct himself in such a manner as to maintain his reputation.

### 2. RULES OF CONDUCT

The following are rules of conduct:

a. All candidates will be addressed as "candidate." Senior candidates are addressed as "mister" by the intermediate and junior candidates. All candidates will extend the greeting of the day to all officers and warrant officers in a normal voice as follows: "Sir, Candidate \_\_\_\_\_, good morning, Sir." When addressed by an instructor, officer, or senior candidate, the candidate will come to attention and state his name as follows: "Sir, Candidate \_\_\_\_\_." An appropriate response will then be made. It is not necessary for the candidate to repeat his name prior to each subsequent response during the conversation. Candidates will render to all tactical and company noncommissioned officers the appropriate military courtesies and will refer to them by their rank as follows: "Sergeant, Candidate \_\_\_\_\_, good morning Sergeant."

b. Candidates must pay strict attention in class and conduct themselves according to the highest standards expected of a warrant officer candidate. Candidates will stand when asking or answering questions and will respond as required in "2a above."

c. Special permission to miss a scheduled class must be obtained from the flight line or academic section, as applicable, and the respective company commander must be notified.

d. Intermediate candidates must treat senior candidates with the same courtesies afforded a warrant officer.

e. Senior and intermediate candidates will not impose unscheduled physical exertion or any other form of hazing on individuals or groups.

f. Senior candidates who are not in command positions will march in their company formations.

g. Smoking restrictions are listed below:

- (1) Smoking is prohibited in the mess hall.
- (2) Smoking in or on a bed is prohibited.

h. Food or beverages will not be stored or consumed in the barracks.

i. Medicines or drugs may be taken only when prescribed by the flight surgeon.

j. The possession of alcoholic beverages, including beer, is not permitted in the warrant officer candidate area, except as specifically authorized by the Commander of the Warrant Officer Candidate Battalion.

k. Candidates are not authorized to visit the Officers' Open Mess or the "Little Wheels" (EM) Club.

l. Gambling is prohibited.

m. Entering and leaving buses or trucks will be accomplished in a military manner.

n. Candidate bulletin boards are required reading twice daily, and each candidate is responsible for compliance with published information. Information disseminated on an individual basis (i.e., duty rosters, study hall lists, etc.) will be initialed by the candidate.

o. Sleeping in billets during the period between reveille and retreat on weekdays is prohibited unless authorized by the flight surgeon, company commander, or other competent authority.

### 3. 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 offenses indicated below:

(1) Class I 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 Aviation School and/or action under the provisions of the Uniform Code of Military Justice (UCMJ). The following are examples, but are not all-inclusive:

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

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

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

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

(e) Conduct reflecting discredit on the military service and/or the Warrant Officer Candidate Program.

(2) **Class II offenses.** Those offenses warranting action by the company commander or troop brigade commander which reflect negligence or poor judgment and are more serious than minor breaches of discipline, conduct, or performance of duty. The following are examples, but are not all-inclusive:

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

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

(c) Room not ready for inspection as specified in paragraph 6,

Annex C.

(d) "Uncalled-for" remarks or backtalk to the company tactical staff, senior candidates, or anyone in authority.

(e) Using vulgar or obscene language.

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

(g) Improper personal hygiene.

(h) Violation of company fire regulations.

(i) Failure to—

1. Salute.

2. Sign in or out, or turn in class A pass.

3. Secure valuables.

4. Carry out prescribed duties; know and comply with standing orders.

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

(3) **Class III offenses.** Those offenses warranting action by the tactical NCO, advisor/counselor, 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 on the observation report, in one copy, to the senior advisor/counselor of the candidate concerned.

#### 4. ADMINISTRATION OF THE DEMERIT SYSTEM

a. 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 clothes.

b. Merits and demerits are initially recorded on the observation form which is left on each desk in each room. Forms for off-post personnel are maintained in the tactical offices. As advisor/counselor personnel inspect the room, they record the discrepancies, utilizing the key for demerits (fig. 9). At times candidates may be instructed to add discrepancies to their observation 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 observation form on the desk with the previous day's form.

c. If a candidate feels that he was unjustly assessed demerits, he may write this on the reverse side of the observation form with his reasons and the facts bearing on the problem and forward it to the company commander through his advisor/counselor.

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

e. Certain categories of delinquencies, as reflected on the key for demerits (fig. 9), 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 to the tactical NCO not later than 0700 hours on the second duty day following the receipt of the demerits.

f. Totals of the observation form will be posted daily to the weekly demerit roster.

g. 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.

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

i. The maximum number of demerits allowed each week before delinquency restriction is imposed depends upon the week of training of the candidate. Maximum allowable demerits are—

|                  |                | LENGTH OF RESTRICTION |                     |                         |
|------------------|----------------|-----------------------|---------------------|-------------------------|
| WEEK OF TRAINING | NO RESTRICTION | SAT 1200-1900 HOURS   | SAT 1200-2400 HOURS | SAT 1200-SUN 1900 HOURS |
| 21-24 weeks      | 10 or less     | 11 to 15              | 16 to 20            | 21 or over              |
| 25-30 weeks      | 8 or less      | 9 to 11               | 12 to 14            | 15 or over              |
| 31-36 weeks      | 6 or less      | 7 to 8                | 9 to 10             | 10 or over              |

j. Warrant officer candidates who reside off-post are allowed only one-third the number of demerits allowed candidates who reside in billets. This applies to all categories of restriction shown in paragraph "4i above."

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

## 5. 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 paragraph "4i above."

b. Individuals placed on restriction will be notified by their tactical NCO 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. Those individuals on restriction must remain within the limits prescribed by the company commander and may be required to sign in at various times.

e. The limits of the warrant officer candidate area are defined, for the purpose of restriction, as follows:

(1) 1st, 2d, and 3d Warrant Officer Candidate Companies—

North - 5th Avenue

South - 4th Avenue

West - 29th Street (including the Company Orderly Room)

East - 27th Street

(2) 4th Warrant Officer Candidate Company—

North - building 9406 to building 9415

South - 27th Street

East - building 9415

West - building 9406

f. Permission to leave the boundaries described above will be given only by the respective company officers. This includes permission to use the facilities located east of 27th Street, including the Snack Bar, Barber Shop, and the Consolidated Mailroom No. 2.

g. The Warrant Officer Candidate Lounge will be off limits during the period of restriction.

h. Restriction formations.

(1) During the period of restriction, as outlined in paragraph "4i above," there will be several mandatory formations for personnel on restriction. The candidate company commander will be responsible for the conduct of these formations, and he will receive a report of all personnel present. Absentees will be reported to the charge of quarters immediately after each formation.

(2) The uniform for these formations is the class D (fatigue) uniform.

(3) Candidates are required to stand only those formations which occur during the periods for which they are restricted.

(4) The formations described above will be held at the following times: Saturday at 1200 and 1900 hours; Sunday at 0700, 1200, and 1700 hours.

## Section VI. CANDIDATE PRIVILEGES

### 1. INTERMEDIATE CANDIDATES

- a. May have pass privileges during the training week but must return to the billets by 2215 hours.
- b. May have pass privileges after duty hours Friday, Saturday, Sunday, and holidays. Specific authorization must be obtained for an absence past 2400 hours.
- c. May be authorized by the company commander to live off-post and draw separate rations, providing their families are presently residing in the local area.
- d. May smoke only in his billets when within the warrant officer candidate area.

### 2. SENIOR CANDIDATES

- a. May have pass privileges when not scheduled for training.
- b. May be authorized to carry a regular pass on their person.
- c. Will wear officer U.S. insignia.
- d. Will, when possible, mess separately from junior and intermediate candidates.
- e. When working with intermediates, will serve in a supervisory capacity only, and will not perform manual labor, except as required when detail consists of seniors only (i.e., maintenance of senior billets).
- f. Will inspect intermediate candidates when so instructed by the appropriate company commander. The following guidance will apply when correcting underclassmen:
  - (1) Seniors will make corrections while standing at the position of attention.
  - (2) Senior candidates will not touch underclassmen without first requesting the underclassman's permission (i.e., to straighten a candidate's hat).
  - (3) Only one senior will make corrections at a given time to a candidate. There will be no corrections by groups of seniors on underclassmen.
  - (4) Seniors will make their corrections in a mature and dignified manner.
  - (5) Seniors will not shout in an underclassman's face.
  - (6) Senior candidates will not use profane or abusive language at any time.
  - (7) Senior candidates will not argue with underclassmen, or enter into a discussion with underclassmen while making corrections.
  - (8) Senior candidates will complete and hand in all pocket "Reports of Observation" to the company tactical NCO's.

(9) Senior candidates will assure that their own appearance and actions are above reproach when confronting underclassmen concerning corrections.

(10) Senior candidates will not fraternize with underclassmen during duty hours or in the normal course of their duties.

(11) Senior candidates will not enter into any billets occupied by an underclassman, unless specifically ordered to do so by the tactical staff (i.e., senior candidates appointed to supervise an incoming class).

g. May be authorized by the company commander to live off-post and draw separate rations, providing their families are residing in the local area.

h. May smoke in the mess hall if mess is not overcrowded.

## Section VII. SOCIAL ACTIVITIES

### 1. GENERAL

a. Social obligations exist within the military community just as they do within the civilian community. Candidates and their wives are expected to participate in social activities and to assist in making them interesting and congenial affairs.

b. In order to give each warrant officer candidate certain basic knowledge of the social atmosphere within the Officer Corps, a program of social functions has been established.

### 2. SOCIAL ACTIVITIES

a. Senior-phase party. This is a semiformal cocktail party held on the weekend following the changeover to senior status.

(1) This party is normally held in the NCO Club.

(2) The uniform for the party is class A, and the ladies should wear cocktail dresses.

(3) Expenses are subsidized by the Unit Fund of the company concerned, excluding liquor costs.

(4) The class leader will contact the class sponsor 6 weeks prior to the change to senior status for further details or planning for the party.

b. Graduation party. This party is a formal reception and dinner held on the night of graduation.

(1) The graduation party is normally held in the Officers' Open Mess, but may be held at other locations as the size of the class dictates.

(2) The uniform for the party will be Army blue with bow tie.

(3) Expenses for this party will be prorated among the graduating class.

(4) The class leader will contact the class sponsor on the Monday following the senior-phase party concerning the planning of this party.

(5) A checklist for the Warrant Officer Candidate Graduation Party is available in the Company Orderly Rooms and will be followed.

### 3. WARRANT OFFICER CANDIDATE LOUNGE

a. The Warrant Officer Candidate Lounge, buildings 6908-6909, is a facility of the Fort Rucker Noncommissioned Officers' Open Mess, and the constitution and bylaws of the parent organization will apply.

b. Membership policy. All warrant officer candidates, upon arrival at Fort Rucker, shall be eligible for active membership. Any candidate declining membership will submit his reasons, in writing, to the Commanding Officer, USAAVNC Troop Brigade (Provisional).

c. Membership cards. Membership cards will be issued at the Cashier's Office in the Noncommissioned Officers' Open Mess, building 2908.

d. Patronage. The patronage and use of the open mess facilities and activities will be restricted to the following:

(1) Authorized members, their dependents, and bona fide guests of authorized members. A person otherwise entitled to membership and who does not elect to become a member shall not be admitted as a bona fide guest.

(2) Any warrant officer candidate or dependent who enters the open mess is deemed to have declared his intent to use the facilities and is automatically a member and is required to abide by the constitution and bylaws.

(3) Warrant officer candidates may not attend any function held at the open mess without first becoming a member. This membership will not be for a specific function nor for a specific month, but will remain in effect until the member departs Fort Rucker or receives his commission. Each member is responsible for the payment of all dues accrued during the period of his membership.

DEPARTMENT OF THE ARMY  
4TH WARRANT OFFICER CANDIDATE COMPANY, USAAVNC TROOP BRIGADE (PROV)  
Fort Rucker, Alabama 36360

AJRTB-WO4

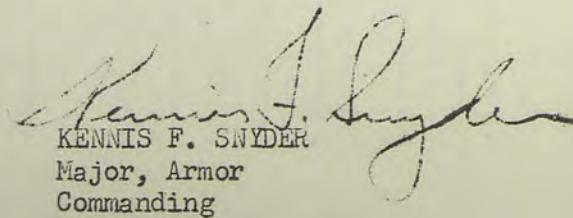
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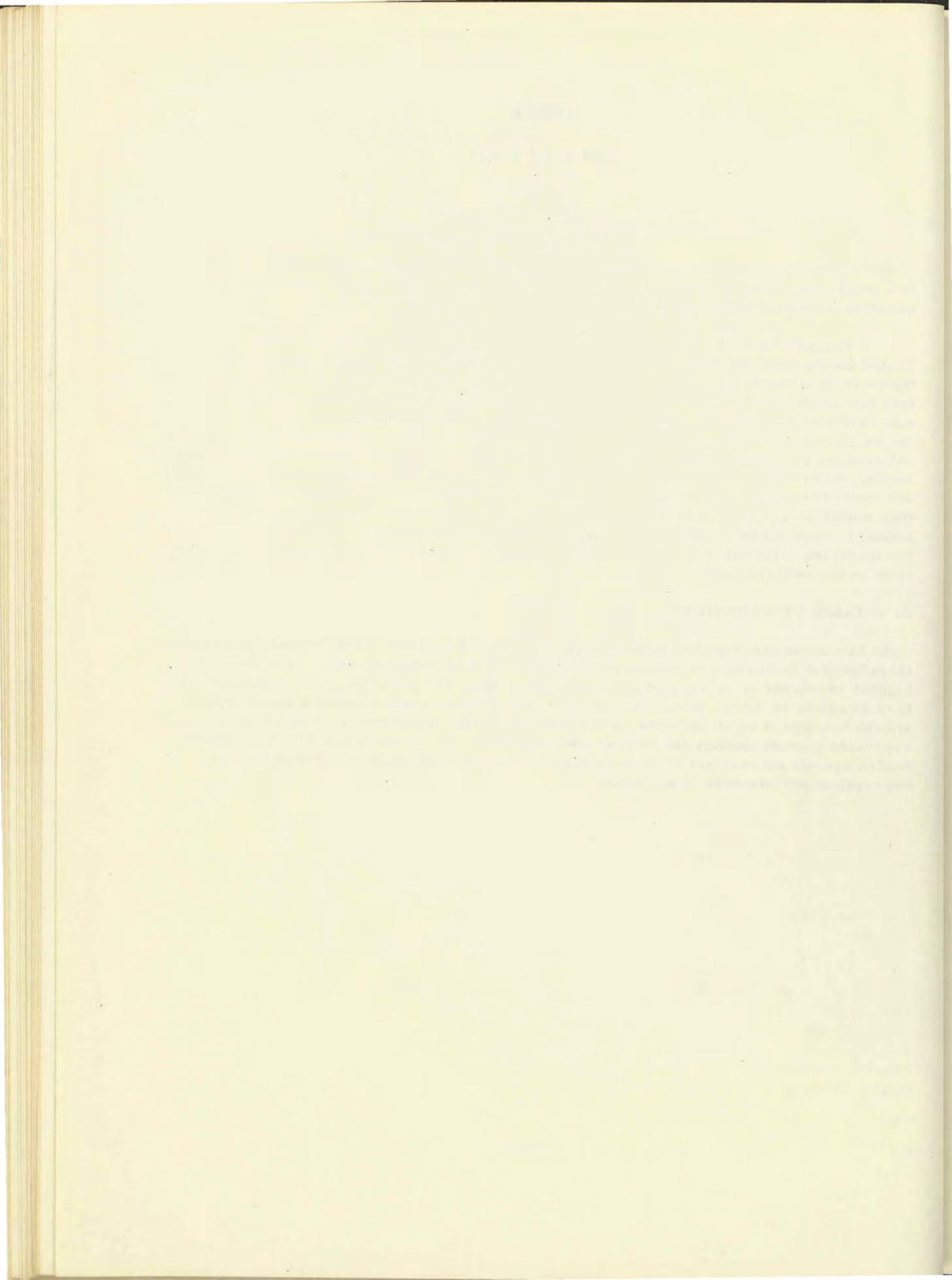
SUBJECT: Company "MOTTO"

TO: All Candidates  
4th WO Cand Co

ANNEX A

1. The 4th Warrant Officer Candidate Company is requesting that all members of WORWAC 67-15 submit a suggestion as to a permanent "MOTTO" expressing the 4th Warrant Officer Candidate Company.
2. It is desired that this "MOTTO" contain within it the Unit Title, i.e. 4th Warrant Officer Candidate Company.
3. It is requested that all suggestions be returned to your respective section leader NLT 1200 hours, Friday, 11 August 1967.
4. Under current policy, the winning suggestor will receive a three day pass.

  
KENNIS F. SNYDER  
Major, Armor  
Commanding



## ANNEX B

### HONOR CODE

#### 1. INTRODUCTION

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

b. Honor is the outgrowth of character. It means a person has the knowledge to determine right from wrong and the courage to adhere unswervingly 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.

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

d. 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.

e. The Honor Code and the Honor System belong to the warrant officer candidates. These are administered by an honor committee composed of warrant officer candidates. The following basic points are covered by the code:

- (1) A warrant officer candidate always tells the truth and keeps his word.
- (2) A warrant officer candidate is honest in all his efforts.
- (3) A warrant officer candidate is always forthright.
- (4) A warrant officer candidate is honorbound to report any breach of honor that comes to his attention.
- (5) A warrant officer candidate's word is his oath; his signature is his bond.

f. A warrant officer is bound by his word; by the traditions of his profession; by his devotion to duty, honor, and country; and by the oath of his warrant. In combat, his word will 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.

2. HONOR COMMITTEE

a. An honor committee will be selected in each warrant officer candidate company and will administer the Honor Code.

b. The honor committee will meet twice each month to discuss methods of improving the Honor System and/or honor violations. A written report of these meetings will be submitted to the appropriate company commander.

c. Each warrant officer candidate company will have an honor committee. The senior class in residence will provide a candidate advisor for the first month of an honor committee organization.

d. Functions of the honor committee are—

(1) To interpret the Honor Code.

(2) To conduct Honor Code orientations.

(3) To disseminate information regarding implementation of the Honor Code.

(4) To seek ways and means of improving the Honor System.

(5) To inform the appropriate warrant officer candidate company commanding officer of honor problems they are unable to solve.

(6) To investigate cases of alleged honor violations referred to the committee.

(7) To provide information concerning honor violations only to appropriate commanders having a "need-to-know."

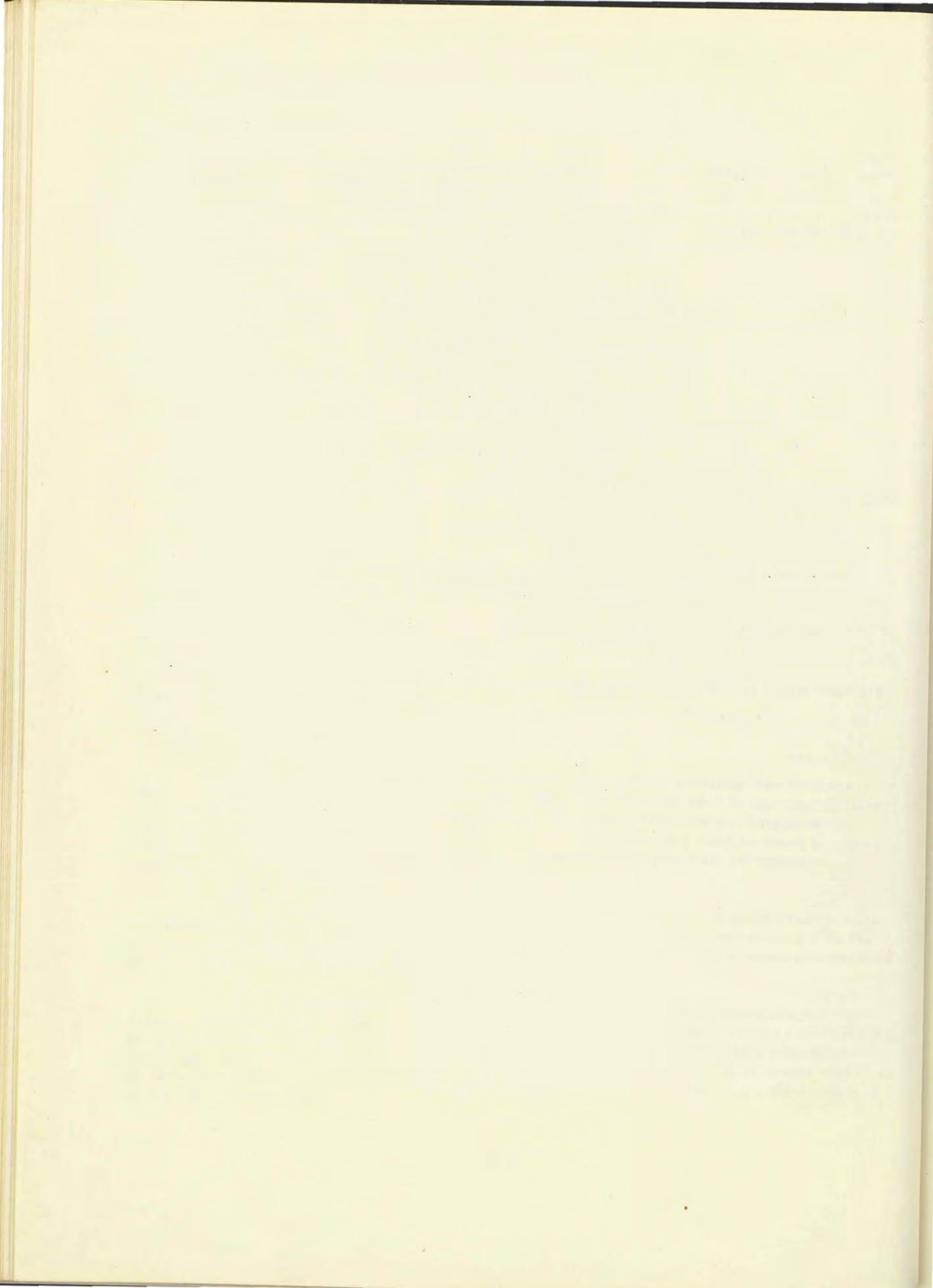
e. Miscellaneous.

(1) In the event a man is found guilty of an honor violation, the findings, along with all pertinent papers concerning the case, will be forwarded to the appropriate warrant officer candidate company commander. The committee has no disciplinary powers, nor will it recommend disciplinary action. In the event a man is found innocent by the honor committee, no further action will be taken except that all information, papers, and data concerning the case will be destroyed.

(2) A candidate appearing before the honor committee is permitted to hear the allegations from his accuser. He may call any witness, present any evidence in his defense, or remain silent if he chooses. A unanimous vote of all voting members present is necessary to determine a finding of guilty.

(3) All members of the honor committee will hold all information they receive concerning honor cases in strict confidence. They will not discuss any case brought to their attention with any individual other than other members at the honor committee meetings. All witnesses will hold any information they have concerning an honor violation in strict confidence. They will not discuss any case with anyone other than the members of the honor committee.

(4) Company or advisor/counselor staff will not use the Honor System to report a candidate for violation of regulations. In the event a member of the company or advisor/counselor staff discovers a breach of honor, the company and advisor/counselor will investigate the alleged violation, and if found to be true, the alleged violator will be reported to the commanding officer of the warrant officer candidate company concerned for appropriate action.



## ANNEX C

### ADMINISTRATION

#### 1. ADMINISTRATION

a. The administrative section of each warrant officer candidate company will assist the candidates in all areas to include—

- (1) Pay, allowances, application for separate rations, and allotments.
- (2) Reenlistment and extensions of enlistment to complete the program.
- (3) Researching regulations.
- (4) Obtaining financial assistance from Army Emergency Relief (AER) and Red Cross.
- (5) Obtaining information when an emergency condition exists with his family.
- (6) Registration of privately owned vehicles (POV's) and weapons.

b. In addition to the above administrative assistance, the personnel of this unit will assist candidates in areas of personal nature and semimilitary problems.

#### 2. APPOINTMENTS - IG - CHAPLAIN - LEGAL ASSISTANCE

a. Legal matters may be discussed with the legal assistance officer.

b. Complaints and/or grievances may be discussed with respective company commander.

c. If complaints and/or grievances cannot be satisfactorily settled within the chain of command, individuals may visit the post chaplain or inspector general.

#### 3. CLEARING POST

a. Graduating classes will clear post as scheduled by the Director of Instruction.

b. Class leaders will obtain Clearance Forms, DA Form 137, from the orderly room.

c. Graduating classes will clear their rooms (if applicable), the unit supply room, and other agencies on DA Form 137 at a time specified by the company commander. This time will vary among fixed wing and rotary wing classes. Signout time will be established for each class by the company commander.

#### 4. FUNDS

a. Individual expenditures to enhance the appearance of rooms are prohibited.

b. Company or platoon "slush funds" are not authorized.

c. Each warrant officer candidate company has a unit fund for required purchases.

## 5. FIRE DRILLS

a. All classes will follow the Warrant Officer Candidate Company Fire Plan as posted in each building.

b. The uniform for fire drills will be adequate clothing and footgear.

c. Candidate company commanders will appoint personnel to close windows and doors, and turn off lights.

d. A candidate and an assistant will man each fire extinguisher.

e. The senior candidate of each class present will take a headcount of personnel.

f. Candidates will assemble in areas as designated in the fire plan posted in each billet.

## 6. INSPECTIONS

a. High standards will be maintained throughout the program. Each candidate and his equipment will be kept ready for inspection during normal duty hours.

b. On Sundays, holidays, and at times other than mentioned above, individual areas of responsibility will be neat and orderly.

c. During scheduled formal inspections in barracks, candidates will stand by in their rooms and will come to attention when the inspecting officer enters. Personnel that reside off-post will stand by for inspections as directed by the company commander.

d. An inspection in ranks and a standby inspection in the barracks will be conducted when required by the company commander.

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

f. Areas of responsibility will be prepared for inspection by 0700 hours daily, except Sundays, holidays, and other specified times.

g. The key for inspection (fig. 9) will be used for recording discrepancies during inspections. These discrepancies will be noted on the observation form which is displayed on each candidate's desk. For clarity, discrepancies should be explained by a remark as to what is wrong. Observation forms for off-post personnel will be maintained in the tactical office.

## 7. LATRINES

a. Needed repairs of utilities will be reported through the tactical NCO to the supply sergeant as soon as possible. After duty hours, emergency repairs will be reported to the charge of quarters (CQ).

b. During duty hours the trash can will be displayed right side up. All trash will be emptied prior to "lights out."

- c. No commode deodorant cakes will be used in the commodes or urinals.
- d. Latrine floors will not be flooded.

## 8. LIGHTS

a. Overhead lights will be out at 2130. If a class returns from night flying after 2130 hours, lights may be used for 1 hour after return.

- b. Individual desk lamps may remain on after 2130 hours for required study.
- c. Defective light bulbs will be exchanged as soon as possible.
- d. No items will be hung on lamp fixtures.

## 9. MESS HALL CONDUCT

The following procedures and conduct must be followed while eating in the mess halls:

- a. Candidates will take only that food which they will consume.
- b. All items, food, used napkins, and eating utensils must be removed from the table upon departure.
- c. Smoking is prohibited for all candidates except seniors.
- d. Candidates will depart the mess hall as soon as they have completed their meal.
- e. Headgear will not be worn to mess hall.

## 10. FORMATIONS AND MOVEMENTS

a. A class or section muster will be held prior to embussing for scheduled classes or the flight line.

b. Candidates residing off-post will be required to report for duty each day at a time designated by the company commander. They will participate in the maintenance of the class area of responsibility (i.e., police call, off-post locker rooms, etc.).

c. Absentees from formation will be reported to the tactical NCO or first sergeant before the class departs the area; or if not practical, immediately upon return of the class to the company area.

d. All candidates will double time in the warrant officer candidate battalion area until their class has successfully completed the Physical Combat Proficiency Test.

## 11. PERSONAL AFFAIRS

a. Candidates should first consult a member of the tactical staff concerning personal problems, and then, if necessary, the company commander. The company commander is available at any time; however, an appointment should be made through the first sergeant. A period when no appointment is required is scheduled between 1600 and 1800 hours on Wednesdays. Candidates are encouraged to seek advice and counsel before their problems become too difficult for them to handle.

b. Candidates desiring to speak with the center chaplain should obtain permission from their advisor/counselor.

c. Avoid indebtedness beyond your ability to support. Be prompt with payments against any debt that you may incur. Letters of indebtedness and bad checks reveal a lack of the character desired in officers and warrant officers and are a basis for the consideration for elimination from the Warrant Officer Candidate Program. It is advisable that a candidate fully understand the total cost involved in purchasing items on credit. This is particularly applicable to the purchase of an automobile where carrying charges and insurance make up a substantial part of the total long-term cost.

## 12. PHYSICAL FITNESS

a. Candidates are expected to keep themselves in top physical condition.

b. The Physical Combat Proficiency Test will be administered and candidates must meet the minimum U.S. Army standards. Those who fail the scheduled Physical Combat Proficiency Test are required to take a makeup test.

c. Physical training periods on the weekly training schedule are mandatory. Section leaders are required to report any absentees.

## 13. STUDY HALL (QUIET HOUR)

a. Study hall will be conducted from 1900 to 2030 hours each night prior to a training day (usually Sunday night through Thursday night).

b. During study hall an atmosphere conducive to study will be maintained. No radios will be on during study hall hours.

c. Candidates with an academic average of 90 (Army Standard Score) or above, and with average or above-average flight grades, are excused from study hall. Candidates who fail an academic examination will be required to attend study hall pending successful completion of the next examination.

d. Candidates residing off-post who have an academic average below 90 will be required in the billets or at a location prescribed by the company commander. Candidates may be required to move into billets at the discretion of the company commanders if academic failure persists.

e. The charge of quarters will inspect each candidate billet at least once during study hall to insure that quiet is maintained.

f. Candidate company commanders will insure the presence of those candidates required to be in study hall.

g. Any candidate that leaves his assigned study area for any reason will leave a note indicating time of departure, time of return, destination, and reason for leaving.

h. Any candidate may obtain additional assistance in flying or academics by contacting the instructor for the particular subject. If assistance is denied, the candidate should contact the orderly room immediately for further instructions.

i. Appropriate military or civilian attire is authorized for quiet hours.

#### 14. SATURDAY STUDY HALL

a. Warrant officer candidates who fail an academic examination are required to attend a study hall the following Saturday.

b. Students who fail will receive notification from the instructional department which administered the examination. A copy of this notification will be forwarded to USAAVNS Registrar.

c. Students are individually responsible for removing academic deficiencies. Students may request additional help from the branch chief responsible for the examination which they failed. Branch chiefs may provide additional help for deficient students.

d. Study hall will be monitored by an officer or warrant officer, but their duties will be limited to administrative procedures; they are not responsible for instruction.

e. Students must bring all necessary reference material and required equipment, e.g., plotters, computer, etc., to study hall. Monitors will furnish retake examination materials, except individual-issue items, to students.

f. The study hall will be conducted from 1300 to 1700. Additionally, students who have failed two examinations in the same week will be required to attend morning (0730-1130) and afternoon (1300-1700) sessions. Study hall will take priority over all activities except scheduled flying.

g. Normally, the first 3 hours of study hall will be set aside for individual study, and the last hour used for a retake examination. If the examination requires more than 1 hour, it will begin in sufficient time to permit completion during the scheduled study hall period.

h. Examination retake materials will be packaged individually with the student's name and other pertinent data on the exterior of the package. Students will not open packages until told to do so by the monitor. Upon completion of the retake examination, all materials, including the completed answer sheet, will be placed inside the original package and sealed.

i. Monitors will not score retake examinations. Retakes will be scored by responsible department and the results forwarded to Automatic Data Processing Service Center. If the student passes, subsequent copies of Examination Grade Reports will indicate the minimum passing score for that examination. If the student fails the retake examination, his name will be continued on the consolidated roster of failing students.

j. If students are absent from study hall, their names will be forwarded to the warrant officer candidate battalion. The battalion will determine the cause of absence and require any necessary action.

#### 15. SICK CALL

All candidates going on sick call (except emergency) will clear through the student chain of command and report to the orderly room not later than 0700 hours. Normal sick call hours at the Aviation Dispensary are 0400-0930 weekdays. The tactical section will be notified of any medical or dental appointments.

#### 16. TELEPHONES

a. Military telephones are off-limits to candidates, except for emergency or official business.

b. A pay telephone is located in building 6909, the Candidate Open Mess.

c. A telephone center is located in building 132 on 5th Avenue.

#### 17. VEHICLES

a. Hands or arms will not be placed outside windows of buses or the sides of trucks.

b. All privately owned vehicles (POV's) will be registered on post within 3 working days after arrival.

c. Cars will be parked in assigned areas.

d. POV's will not be driven to and from flight line and/or scheduled academic classes, unless authorized by the company or advisory staff.

e. A candidate involved in an accident or a traffic violation, on- or off-post, will report such as soon as possible to his commanding officer.

#### 18. WEAPONS

Privately owned weapons must be registered with the provost marshal and turned in with ammunition, if any, to the Battalion Consolidated Supply Room for storage and safe-keeping immediately upon arrival at Fort Rucker, Alabama.

#### 19. PASSES AND LEAVES

a. Passes. A pass is an authorized absence from the post or place of duty for a relatively short period of time. Passes are not a right, but a privilege to be earned by the candidate.

b. Types of passes.

(1) Regular passes —

(a) Granted for periods when the candidate is not required for duty or training. "Overnight" passes are normally granted separate-rations personnel after duty hours. This pass is good only within the prescribed limitations until the next day of duty.

(b) The following travel limits are established for regular passes, regardless of the means of transportation utilized:

1. Duty day - 30 miles. Ozark, Abbeville, Dothan, Enterprise, and Ariton are considered to be within the 30-mile limit.

2. One full nonduty day - 100 miles. Panama City, Florida, and adjacent beaches; Columbus, Georgia, and Montgomery, Alabama, are considered to be within the 100-mile limit.

3. Saturday noon to Sunday night - 125 miles.

(2) Special passes—

(a) Granted to candidates for the following reasons:

1. To alleviate personal problems.

2. For compensatory time following periods of continuous training.

3. To attend spiritual retreats or other religious activities when consistent with military requirements.

(b) This pass will not be granted in conjunction with another pass, leave, nonduty weekend, or national holiday when the combined period of continuous time off duty will exceed 72 hours. This pass will be limited to a radius of 350 miles from Fort Rucker, Alabama, and will include New Orleans, Louisiana; Jackson, Mississippi; Chattanooga, Tennessee; Savannah, Georgia; and Jacksonville, Florida.

c. Travel in excess of the mileage limitations as established in paragraph "19b(1)(b) and 19b(2)(b)" may be exceeded only with the specific permission of the company commander.

d. Special instructions.

(1) Candidates desiring passes other than regular passes will submit their requests through their respective advisor/counselor not later than 72 hours prior to the time of departure.

(2) Any portion of a pass request that includes training time must be accompanied by written approval from the flight and academic departments.

(3) Off-post candidates, departing the post for other than the regular limits, must personally sign out and sign in at their respective orderly rooms. On-post candidates will sign out when departing post and sign in at their respective orderly rooms when returning.

(4) DD Form 2A, "Identification Card," must always be carried.

(5) In order to insure that candidates can be located in the event of an emergency, no candidate will visit places not included in his approved special pass request.

e. Leaves.

(1) During training, leave will not be granted except in an emergency.

(2) If a candidate is not required for training, a leave, not definable as a bona fide emergency, may be granted when approved by the academic department, the flight department, and the company commander.

20. MESS COUNCIL

a. Purpose. The purpose is to establish a line of communication and coordination between the candidates and the warrant officer candidate mess halls, thus providing a means to voice opinions and make suggestions as applicable.

b. Organization.

- (1) The candidate mess representatives from each class in residence.
- (2) The Consolidated Mess Officer.
- (3) The 4th Warrant Officer Candidate Company Mess Officer.
- (4) The Consolidated Mess Steward.
- (5) The 4th Warrant Officer Candidate Company Mess Steward.

c. Functions and duties of the council.

- (1) Coordinate between the candidates and mess personnel.
- (2) Coordinate mess schedules.
- (3) Arrange for box lunches.
- (4) Arrange for late or early meals as required by training.
- (5) Consider suggestions for improvement of the mess operations.
- (6) Disseminate information concerning mess operations to the candidates.
- (7) Discuss any problems or suggestions presented by the candidates.

d. The mess council will meet weekly, usually on a Saturday morning. At this meeting all arrangements concerning the forthcoming training week will be made.

e. In the event that a class representative will be absent due to flying, etc., he will coordinate with the Consolidated Mess Officer. Only the Consolidated Mess Officer can cancel a scheduled mess council meeting.

## 21. PAY AND ALLOWANCES

### a. Regular monthly pay.

(1) All warrant officer candidates will be paid by check. Candidates desiring their pay to be sent to a bank or dependent wife will initiate a Class L Allotment Authorization prior to or during inprocessing. If not executed during inprocessing, the request must be executed prior to the 20th day of the month to be in effect the following payday.

(2) Students reporting without financial data records folders will not be paid regular pay and allowances until receipt of their financial data records folders from their former organizations.

(3) If the financial data records folder is received within 20 days after reporting date and prior to payday, payment for any pay and allowances due through the prior month will be made. If no prior pay and allowances are due, regular monthly pay will be made on regular pay date.

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

### b. Payment of incentives, special pay, and allowances.

(1) Upon arrival at Fort Rucker, warrant officer candidates are automatically placed on orders to receive monthly flight pay.

(2) Initial credit for basic allowances for quarters will not be entered on monthly military pay vouchers until presentation of marriage certificates or proof of termination of government quarters is presented to the Finance and Accounting Office.

(3) If entitlement exists for family separation allowances, payment will be made with the first regular pay following completion of 30 days TDY or active duty for training.

(a) Application for family separation allowances will be initiated by students during inprocessing.

(b) Students receiving family separation allowances will report arrival of dependents to the finance office if dependents are within a 50-mile radius. Failure to so report may be grounds for disciplinary action.

### c. Incoming classes.

(1) Payment for any pay and allowances due students from prior month will be made during inprocessing.

(2) All incoming classes will be paid for current month on payday, provided class inprocessed 5 workdays prior to payday.

d. Departing classes. Requests for advance pay will be made no later than 5 workdays prior to departure.

e. Start, stop, and/or change of allotments.

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

(2) Students desiring to change or initiate allotments after inprocessing will appear in person at the personnel office for preparation of necessary documents.

f. Travel and per diem allowances.

(1) For preparation and payment of travel vouchers - travel only, all incoming students will complete USAAC Form 190, worksheet for SF 1012 during inprocessing.

(a) For TDY students who receive advance travel from old station, one copy of SF 1012, "Travel Voucher," will be prepared for leave-posting purposes.

(b) For students who did not receive travel pay from old station, complete travel vouchers will be prepared for payment of travel allowances.

(c) Normally, travel pay will be paid within 5 workdays after inprocessing.

(2) Regular travel and per diem payments will be paid by check through the mail.

(3) Regular monthly per diem listing (DD Form 115) will be submitted to the warrant officer candidate company on or before the 25th day of each month for signatures of students listed thereon.

(4) Those students failing to sign the regular monthly per diem voucher within the prescribed time limit will be lined off per diem listing, and separate vouchers will be prepared by the finance office and submitted to the warrant officer candidate company for signatures. Payment on these vouchers will be made within 5 workdays after receipt of vouchers in Travel Section, Finance and Accounting Office.

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

(6) If final payment of per diem to students in receipt of advance travel has 30 days advance per diem included, per diem will be cut off in sufficient time to prevent students from being in an overpaid status. (e.g., If member is authorized 56 days TDY in orders and is advanced per diem for 30 days, the travel voucher filed at temporary duty point should not cover more than 26 days.)

(7) Final payment of per diem and other payments (advance, partial, etc.) will be paid at outprocessing.

g. Advance travel payment. Advance travel payment is made only when authorized and in amounts over \$35.

h. Application for advance travel. Individuals who qualify and desire advance travel will notify the finance office during finance outprocessing. This is normally scheduled 4 weeks prior to graduation. Advance travel and/or advance payments are authorized to members who are in receipt of permanent change of station (PCS) orders. The member will not be authorized both types of advances except under unusual or emergency reasons. Dual payments are the exception and will be supported by a statement of justification. Advance travel payments will not be made at any time earlier than 10 days prior to departure. An advance of pay can be made at any time after receipt of orders. An advance of pay will not be paid to members without dependents as the purpose is to defray expenses of transportation, temporary storage of household goods, and packing and shipping costs. Normally, an advance of pay will not exceed 1 month's pay; however, in case of an emergency, a member may receive up to 3 months' pay in advance.

i. Partial payments.

(1) Partial payments can be paid when definite emergencies arise which justify the partial payments; prior to departure on TDY or PCS; or when amounts accrued were not paid during the prior month because of erroneous computation, collection, or omission. A partial payment for the latter reason must be made within 5 calendar days (with the exception of flight pay, which may be submitted by the 10th calendar day). Individuals should check each monthly pay voucher immediately upon receipt in order to submit request for partial pay within the required time limits.

(2) For an emergency partial payment, a DA Form 2142, "Request for Pay Action," with a complete statement of the emergency must be approved and signed by the commanding officer of the respective warrant officer candidate company and forwarded to the finance office. The finance officer has the authority to refuse payments if, in his opinion, the facts do not justify payment.

j. Dependent travel and dislocation allowance.

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

(a) Arrival at new permanent station (nonrestricted area).

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

(c) Member submits permanent DA Form 14-118, "Record of Travel Payments," for recording payments.

## 22. MAIL

a. Students receive their mail through the Consolidated Mailroom No. 2 located in building 6605 on 27th Street.

b. Individual mailboxes will be assigned to students during inprocessing.

c. Families, parent units, and correspondents should be notified of the correct mailing address upon the student's arrival. "Change-of-Address Cards," DD Form 1175, are available in the mailroom.

Sample Address

Rank, name, service number  
Class 67-5, 3d WOC Company  
CMR #2, Box 999  
Fort Rucker, Alabama 36360

d. The Consolidated Mailroom No. 2 is open 24 hours each day, 7 days a week, for mail pickup. Attendants are only on duty during normal duty hours, Monday through Saturday.

e. Copies of the Daily Bulletin are available in the Consolidated Mailroom No. 2 daily. Candidates living off-post are encouraged to take a copy of the Daily Bulletin for use by their dependents.

23. SECURITY OF PERSONAL PROPERTY

The following action will be taken to safeguard personal property.

a. Mark all personal property so that positive identification is possible.

b. Enter correct serial number of watches, cameras, radios, binoculars, typewriters, etc., in a notebook, and secure all valuables in a safe place. Do not leave money or valuables under pillows.

c. Do not store valuables in an automobile.

d. Report any suspicious persons appearing in the barracks to the charge of quarters, duty officer, commanding officer, or in the event none of the foregoing is available, the Office of the Provost Marshal (extension 2112).

## ANNEX D

### BILLETS

#### 1. ROOMS (fig. 1 through fig. 4)

a. Room occupants will complete a room survey when moving into a new room. They will be charged with equipment in the room and be responsible for care and maintenance of the equipment. When clearing, any damage to the furniture or the room such as scars, discoloration, scratches, holes, etc., which are caused by the occupants will result in monetary adjustment by the room occupants. When moving out of a room, a maintenance survey will be made by tactical NCO's for discrepancies. Room occupants will not be cleared from the company until the room is cleared by the company staff.

b. Rooms and areas of responsibility will be kept in a high state of police and ready for inspection.

c. No items will be nailed, tacked, or otherwise affixed to the walls or doors of the rooms without specific authority from the tactical NCO.

d. Electrical appliances will be unplugged when not in use, with the exception of the desk lamp which will remain plugged.

e. Electric irons will not be used in rooms without ironing boards.

f. All lights will be turned off when not in use.

g. Wastebaskets will be displayed, as shown in figure 1, upside-down for inspections.

h. Chairs will be displayed, centered in front of the desks.

i. All items will be free of dirt and dust.

j. Windows and screens will be cleaned and closed. Screens will be secured at all times. The venetian blinds will be cleaned and positioned as directed.

k. Floors will be shined to a high gloss.

l. Heavy items will not be placed on student desks, nor will the desks be used to stand upon.

m. Names of room occupants will be posted on the door, centered, and directly above the room number. Uniformity will be maintained throughout each company.

#### 2. BEDS

a. Metal beds. Beds will normally be made in the regular Army-cot style with a dust cover. The U.S. insignia on the blanket will be on the inside, not showing. Dust covers will be extended to the first suspension spring on the bunk frame.

b. Wooden 3/4-type beds. This type bed will be made with one blanket tucked under the mattress on the side nearest the wall and hanging down straight on the opposite side so as to cover the box springs. The extra blanket will be folded under the pillow with the smooth side facing out. A 7-inch-wide white collar will normally be displayed and will be positioned 12 inches from the head of the mattress.

c. A white name tape, 6 inches long with black letters, last name only, will be secured to the long horizontal bar of the bed. The name tape will face the center of the room.

d. A laundry (barracks) bag will be displayed at the end of each bunk, next to the wall, and will not contain more than 2 days of dirty laundry. The bag will be secured to the horizontal bar and will not touch the floor. A cross-rifle tie will be used, and the open end of the bag will not show. The laundry bag will be stored in the military wall locker when the wooden 3/4-type bed is utilized.

e. A white towel will be folded in half and hung from the top horizontal bar. The width of the fold will be 7 1/2 inches. The towel will be hung from a coat hanger on the door of the wall locker when the wooden 3/4-type bed is utilized.

f. The side of metal beds will be positioned 9 inches from the wall. Wooden 3/4-type beds will be positioned against the wall. On days of linen exchange, the mattress will be folded in half at the head of the bed. Innerspring mattresses will not be folded. Blankets will be folded the width of the mattress. Pillowcases and sheets will be folded in thirds and centered on the blankets. The end will be tucked under the bottom blanket, both front and rear.

g. When white collars are required for inspection, the collar will be 7 inches wide, with the bottom of the white collar aligned with the first spring from the head of the bed (12 inches on innerspring mattresses). The second blanket will be folded in thirds, the width of the bed. It will be displayed beneath the pillow at the end of the bed.

h. Boots and shoes will be highly shined and displayed under the bunk. When the wooden 3/4-type bed is utilized, boots will be displayed against the wall. (See figures 2a and 2b.) All laces will be laced and excess string will be placed inside footwear.

### 3. MILITARY WALL LOCKER

a. Uniforms on display will be buttoned, with the exception of the top button of the fatigues and field jacket.

b. Clothing hanging will be evenly spaced. No extra hangers will be showing.

c. Clothing will be displayed as indicated in figure 3.

d. Only seasonal uniforms will be displayed.

e. Military lockers will be unlocked and ready for inspection at all times.

f. The name will be placed on the wall locker at the top, as shown in figure 3, on white tape, 6 inches long with black letters (last name only).

4. SECURITY LOCKER

- a. Items of value may be stored in the security locker.
- b. Civilian clothing will be maintained in the security locker and displayed as shown in figure 3.
- c. The security locker will remain locked at all times. It will, however, be kept neat, clean, and subject to inspection any time the candidate is available.
- d. A name tape will be put on the security locker as described for the military locker above.

5. DESKS (METAL)

- a. For display, see figure 1a.
- b. Lamps will be displayed as shown in figure 1a or as directed by the company commander.
- c. All issued publications (field manuals, technical manuals, etc.) will be displayed on the desk from left to right by height and size.
- d. Desk drawers will be open 5 inches for inspection. A box of stationery and the Warrant Officer Candidate Guide and Standing Operating Procedures will be the only objects displayed inside.

6. DESKS (WOOD)

- a. For display, see figures 1b and 4b.
- b. Lamps will be displayed as shown in figure 1b or as directed by the company commander.
- c. All issued publications (field manuals, technical manuals, etc.) will be stored in the large drawer in the right-hand pedestal.
- d. The top row of drawers will be open 2 inches. Each drawer below will be open 2 inches more than the drawer above.
- e. A white name tape, 6 inches long with black letters (last name only), will be placed on the middle desk drawer, centered on the top edge of the frontpiece.

7. CHEST OF DRAWERS

- a. Each chest of drawers will be shared by two candidates.
- b. For display, see figure 4a.
- c. A white name tape, 6 inches long with black letters (last name only), will be placed on the top edge of the frontpiece of each large drawer.

d. Items on display in the chest of drawers will be items which are normally used (functional). Those items with asterisks in figure 4a may be substituted as follows:

| <u>ITEM</u>            | <u>SUBSTITUTE</u>   |
|------------------------|---------------------|
| Razor and razor blades | Electric razor      |
| Comb                   | Brush               |
| Toothbrush             | Electric toothbrush |
| Toothpowder            | Toothpaste          |

e. Additional grooming aids will be stored in the miscellaneous drawer.

f. Drawers will be displayed with the top drawers open 2 inches, and each drawer open 2 inches more than the one above it.

## ANNEX E

### UNIFORMS

#### 1. UNIFORM REGULATIONS

Army and post uniform regulations will be followed.

a. Warrant officer candidates are responsible for the care and maintenance of their uniforms. A clean and neatly pressed uniform will be worn each day.

b. The wearing of appropriate civilian attire on pass is optional. From Monday through Saturday noon, civilian clothes will not be worn in the warrant officer candidate company area except when departing or returning to the company or visiting the Warrant Officer Candidate Lounge. Candidates may wear civilian attire in the Warrant Officer Candidate Mess Hall from Saturday evening through Sunday evening. Appropriate civilian attire, with the exception of participation in recreation, should include a sport shirt with collar or a shirt with tie, slacks or trousers, sport coat, or business suit. Shirts without collars will not be worn as an outer garment. A warrant officer candidate's mode of dress and conduct when in civilian attire will reflect the same high standards required of warrant officer candidates when in uniform. The wearing of civilian attire while in the candidate status is a privilege not to be abused. Any violation will be reported immediately to the company or advisor/counselor staff or the duty officer.

c. The fatigue or flight uniform may be worn off-post to and from quarters if travel is by privately owned vehicle. Stops at commercial establishments are not authorized in fatigue or flight uniforms. Fuel stops may be made if individual remains in his vehicle.

d. All candidates will maintain appropriate dress when outside their billets.

e. Identification tags will be worn at all times when in uniform.

#### 2. SPECIFICATIONS

a. Awards, decorations, service stripes, branch insignia, and insignia of rank will not be worn while in the candidate status.

b. "W.O.C." insignia will be worn as shown in figures 5a, 5b, and 5c.

c. Nameplates will be worn by all candidates, centered on the right breast pocket of the service coat or shirt when shirt is worn as an outer garment. The nameplate will be nonlustrous black, 1X3 inches, clutch-type back (fig. 5a).

d. Black low-quarter shoes with plain toes are the authorized footwear for the class B uniform. Black quartermaster-issue or paratrooper boots are authorized for wear with the class D or class F uniform. Zippers are not authorized for military footgear. When wearing combat boots, trousers will be bloused by either a broad-type garter (that will not restrict blood circulation or by tucking them into the top of the boot. The use of tin cans, cardboard, weights, chains, or other items to blouse trousers is prohibited.

### 3. APPEARANCE

a. Warrant officer candidates are required to maintain the highest military standards of appearance. The following are examples of items that detract from the military appearance and bearing of a warrant officer candidate:

- (1) Pencils or pens clipped to the shirt of jacket front.
- (2) Sunglasses case attached to the belt or sunglasses in buttonholes on the outer garment.
- (3) Trousers too long or too short.
- (4) Frayed edges or seams and loose strings or buttons.
- (5) Pegged trousers and tightly tailored shirts and other garments.

b. All members of a section of class, when participating in similar training or when in a mandatory formation, will wear the same type uniform (i.e., if field jackets are required, the entire class or section will wear field jackets).

### 4. DISTINCTIVE INSIGNIA

a. USAAVNC shoulder sleeve insignia will be worn on all uniforms except on class B khaki.

b. Unit insignia, "Above the Best," will be worn by all candidates except on class D or class F uniforms (fig. 5a).

c. Candidate identification tabs will be worn as described below (fig. 5a).

(1) Intermediate candidates. An orange cloth loop, 1 5/8 inches wide with a black cloth stripe 5/8 inch wide running through the center, will be worn in the middle of both shoulder loops of the service coat, jacket, overcoat, or shirt when worn as an outer garment.

(2) Senior candidates. A black cloth loop, 1 5/8 inches wide, will be worn.

(3) A tab, as described above for each status, 1 5/8 inches square, will be worn centered on the lower portion of the left breast pocket of the fatigues and field jacket.

(4) The tab, as described in "(3) above," will be worn centered on the stiff portion of the baseball fatigue cap, 1 inch above the bill, with the aviation school crest superimposed (fig. 5a).

### 5. TRAINING UNIFORMS

Uniforms will be announced by training schedule or as directed by the company commander. The following is a list of types of uniforms and policies regarding wear:

a. Class A - Army green uniform with garrison cap and low quarters.

b. Class B.

(1) Winter uniform - Army green uniform with garrison cap and low quarters.

(2) Summer uniform - khaki with garrison cap and low quarters.

(a) The Army khaki uniform may be worn by candidates off-duty for informal occasions; this uniform will not be worn to places where more formal attire is appropriate.

(b) The field jacket (OG 107) is authorized for wear with the khaki uniform during cold or inclement weather.

c. Class D - fatigues with combat boots and baseball cap (OG 106). Flight jacket may be worn with fatigues.

d. Duty uniform - for warrant officer candidates is the fatigue uniform. The flight uniform for warrant officer candidates is the fatigue uniform with the flight helmet, flight jacket, and gloves.

(1) The flight jacket zipper will be closed to within 3 inches from the top, and pockets will be snapped shut.

(2) The flight jacket will show sew-on insignia as follows:

| <u>INSIGNIA</u>          | <u>POSITION</u>   |
|--------------------------|---|
| Name tape                | Right breast pocket, perpendicular to the main zipper. Inside top corner will be 4 inches below and 2 1/2 inches to the right of the main zipper when fully closed. |
| Shoulder sleeve insignia | Left shoulder.  |
| United States Army tape  | Left breast, perpendicular to main zipper. Inside top corner will be 4 inches below and 2 1/2 inches to the left of the main zipper when fully closed.              |

e. Physical training uniform.

(1) Summer - fatigue trousers with white T-shirt and boots.

(2) Winter - fatigue trousers, sweat shirt, and boots.

f. Marking of personal clothing.

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

(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 are shown below.

Robert A. Green or  
35086851

Robert A. Green—35086851

1. Footgear - inside right quarter near top.
2. Headgear - inside on sweatband on left side (under sweat-  
down).
3. Belt - inside, flush with the male end of the belt.

(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 stamps, or metal stamps. All marks should be legible.

(3) Size of marks. The size of the letters and numbers for all items, except for 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.

g. Flight suits may be specified as the duty uniform for the flight line under certain circumstances. Wearing of the flight suit is restricted to the following areas:

- (1) Warrant officer candidate company areas.
- (2) Flight line.
- (3) Buildings 6606 (laundry pickup) and 6605 (mailroom).
- (4) To and from quarters if travel is performed by POV.
- (5) Flight suits will not be worn to the PX, cafeteria, finance, etc.

## ANNEX F

### ORIENTATION FOR FAMILIES OF GRADUATING FLIGHT CLASSES

#### 1. VISITORS TO CLASS GRADUATIONS

A significant number of parents and relatives of initial entry students visit Fort Rucker for class graduations. For many of these visitors, this is their initial contact with the Army and Army aviation. The command desires to make such visits pleasant and informative and also desires that official note be taken of the invited guests.

#### 2. VISITORS' ORIENTATION PROGRAM

The orientation program will include—

- a. A welcome by a senior USAAVNS officer.
- b. A briefing on USAAVNC/USAAVNS training facilities.
- c. Registration of visitors and public information interviews.
- d. A tour of Fort Rucker facilities with particular emphasis on the training program and areas which were used by the graduating class during its training.
- e. Refreshments.
- f. Distribution of informational brochures.

#### 3. VISITORS' ROSTERS

Separate rosters for graduation visitors and orientation visitors are required. Several weeks prior to graduation, candidates will be required to submit names and addresses of expected graduation visitors and orientation visitors to their class leader. Based on this information, the warrant officer candidate company will prepare and forward formal invitations to the anticipated guests.



## ANNEX G

### CRITIQUE INSTRUCTION TO CLASS LEADERS

#### 1. END-OF-COURSE CRITIQUE

Evaluation Division, DOI, has a responsibility to insure that instruction presented at USAAVNS is of the highest caliber. The end-of-course critique is one of several monitors used to accomplish this mission. You, as the class leader, are responsible to the assistant commandant for a consolidated, valid, critique of your present course of instruction. You will be the key individual in making this critique useful by pointing out areas that need improvement, as well as indicating outstanding areas. You may assign responsibility to other individuals in your class for collecting material for you; however, you must be the final judge of student comments and determine if they are representative of the class as a whole. In doing this you will, of course, be judging oral comments which were voiced during the course of instruction, along with the written comments. Students voicing oral criticisms should be encouraged to put them into writing, as in that form, they certainly will carry more weight. In this process you must guard against the natural tendency of allowing your own opinion to exert a disproportionate influence on the contents of your summary.

#### 2. ADMINISTRATIVE PROCESSING

a. The critique is divided into three portions.

- (1) Individual ratings of each item listed in the critique booklet.
- (2) Individual written comments.
- (3) Class leader's summary of student-written comments.

b. The individual ratings of each item will be recorded on the answer sheets provided. All items that are rated must have one answer indicated. The appropriate block must be marked through using a No. 2 pencil.

c. Students are encouraged to make written comments in all aspects of training—favorable as well as unfavorable. When an "unsatisfactory" rating is given to any item, a detailed explanation must be submitted. Separate sheets for each department are provided for comments. Comments must be made on only one side of the paper and must be in pencil or black ink. Students are not required to sign comments.

d. The individual student comments will be collected by the class leader for use as a basis for the preparation of a summary of student comments and to turn in at the scheduled critique.

#### 3. COLLECTING THE CRITIQUE MATERIAL

The class leader, at his own option, may schedule a classroom in which to assemble his class for the purpose of collecting the critique materials by following the procedure shown below:

a. Officer class leaders - contact the Operations Section, Officer Student Company.

b. Warrant officer candidate class leaders - contact appropriate personnel in the warrant officer candidate company.

#### 4. FINAL CRITIQUE PREPARATION

a. At the end of the course or phase, a critique will be scheduled on the published training schedule for the class leader and his section leaders. The class leader will bring the following materials and present them to a member of the Training Analysis Branch, Evaluation Division, DOI:

(1) Rating sheet for each student.

(2) All written student comments.

(3) A summary of written student comments, in draft, using the format on the following page (DA Form 2496).

b. At this critique, a member of the Training Analysis Branch will discuss with you your draft summary. He will then have it typed for your signature.

#### 5. QUESTIONS

If you have any questions during your course with reference to the critique or to the process you will use in obtaining the critique, please contact the Training Analysis Branch, Evaluation Division, DOI, telephone 2402 or 2415.

#### 6. DEFICIENCIES AND OUTSTANDING AREAS

Remember that the critique is your means of informing the Assistant Commandant of deficiencies in training, as well as of outstanding areas. The information you furnish might well cause changes to improve the training program. A critique, to be of value, must be clear and concise. Pertinent facts such as names, dates, places, etc., are necessary to facilitate corrective action by the instructing departments.

#### 7. TRAINING PROBLEMS

If training problems requiring immediate solution arise during the course, the class leader should contact the operations officer of the appropriate department.

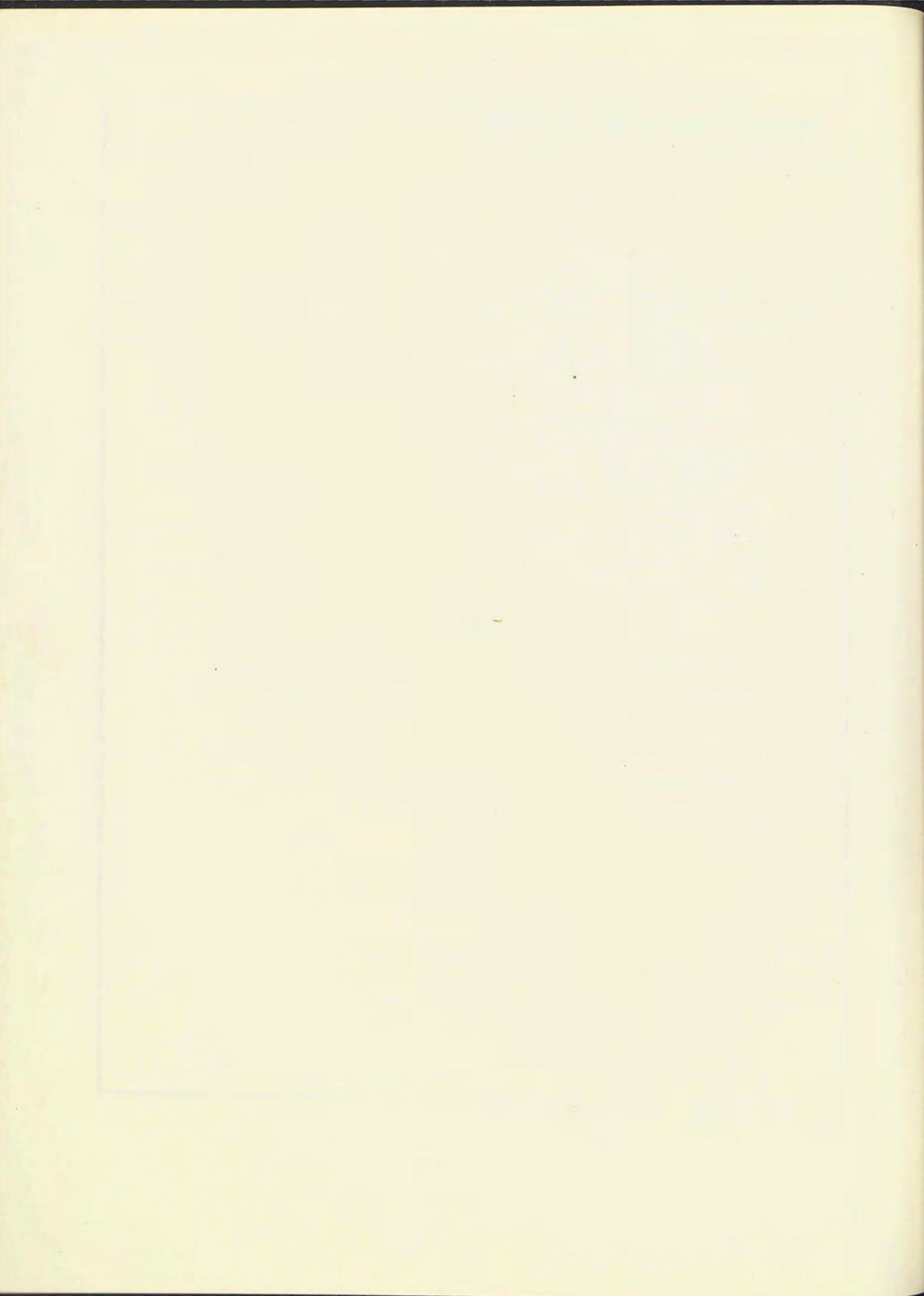
# DISPOSITION FORM

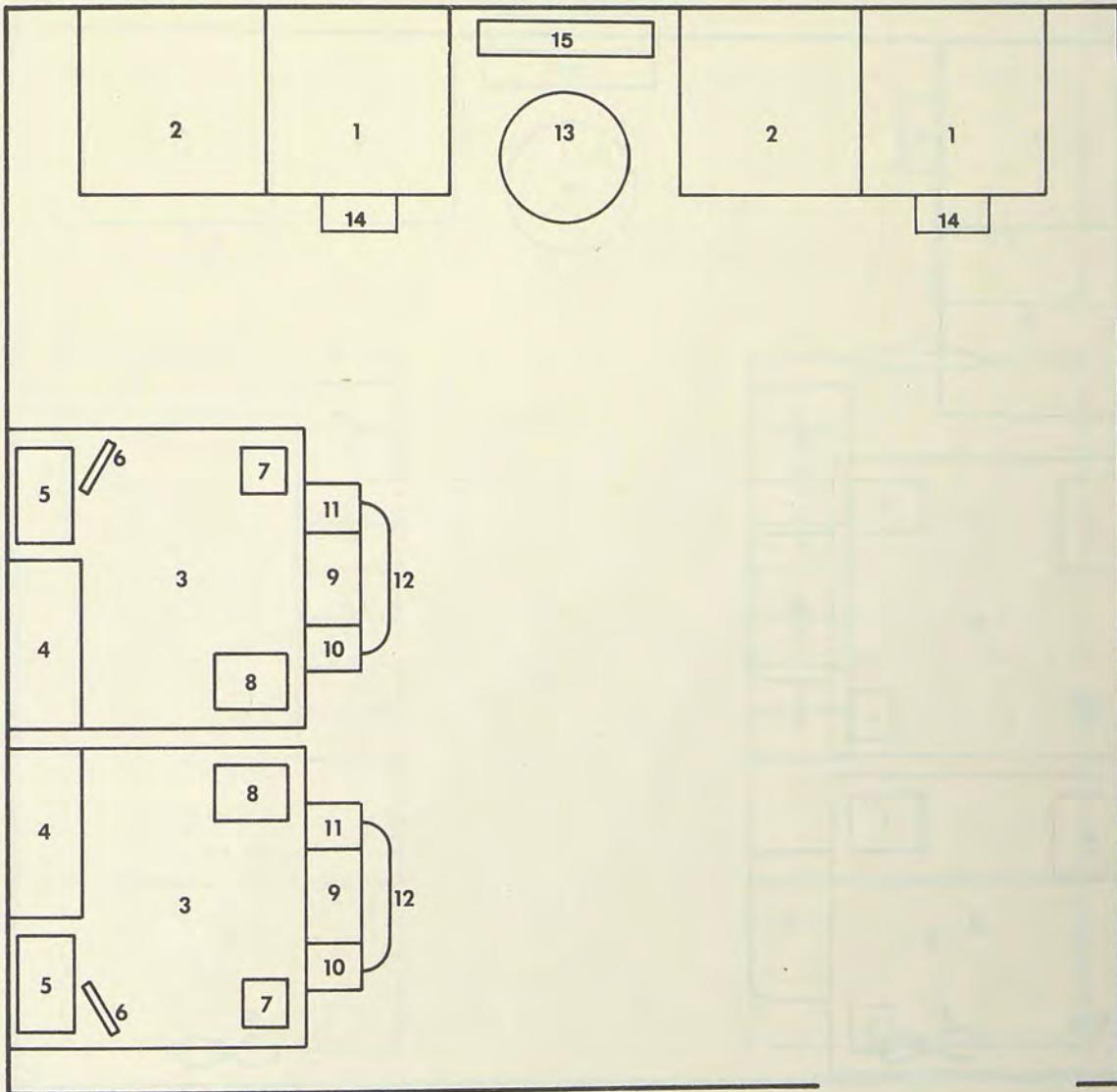
(AR 340-15)

|   |                 |   |       |
|---|-----------------|---|-------|
| REFERENCE OR OFFICE SYMBOL  | SUBJECT         |   |       |
| AASDI-E   | Course Critique |   |       |
| TO THRU: DOI  | FROM Capt Jones | DATE  | CMT 1 |
| TO: Assistant Commandant  |                 |   |       |
| 1. An end-of-course critique was conducted on _____ for _____ Course, Class _____. Of the ____ attending students ____ submitted individual comments. My summary of student comments follows. |                 |   |       |
| 2. Department of Fixed Wing/Rotary Wing Training.   |                 |   |       |
| a. -----  |                 |   |       |
| b. -----  |                 |   |       |
| c. -----  |                 |   |       |
| 3. Department of Maintenance Training.  |                 |   |       |
| a. -----  |                 |   |       |
| b. -----  |                 |   |       |
| 4. Department of Tactics.   |                 |   |       |
| a. -----  |                 |   |       |
| b. -----  |                 |   |       |
| 5. Other Factors Affecting Training.  |                 |   |       |
| a. -----  |                 |   |       |
| b. -----  |                 |   |       |
| Incl<br>Critique Guide with<br>Averaged Ratings   |                 | JOHN J. JONES<br>Captain, Armor<br>Class Leader |       |

DA FORM 1 FEB 62 2496

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE  
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED

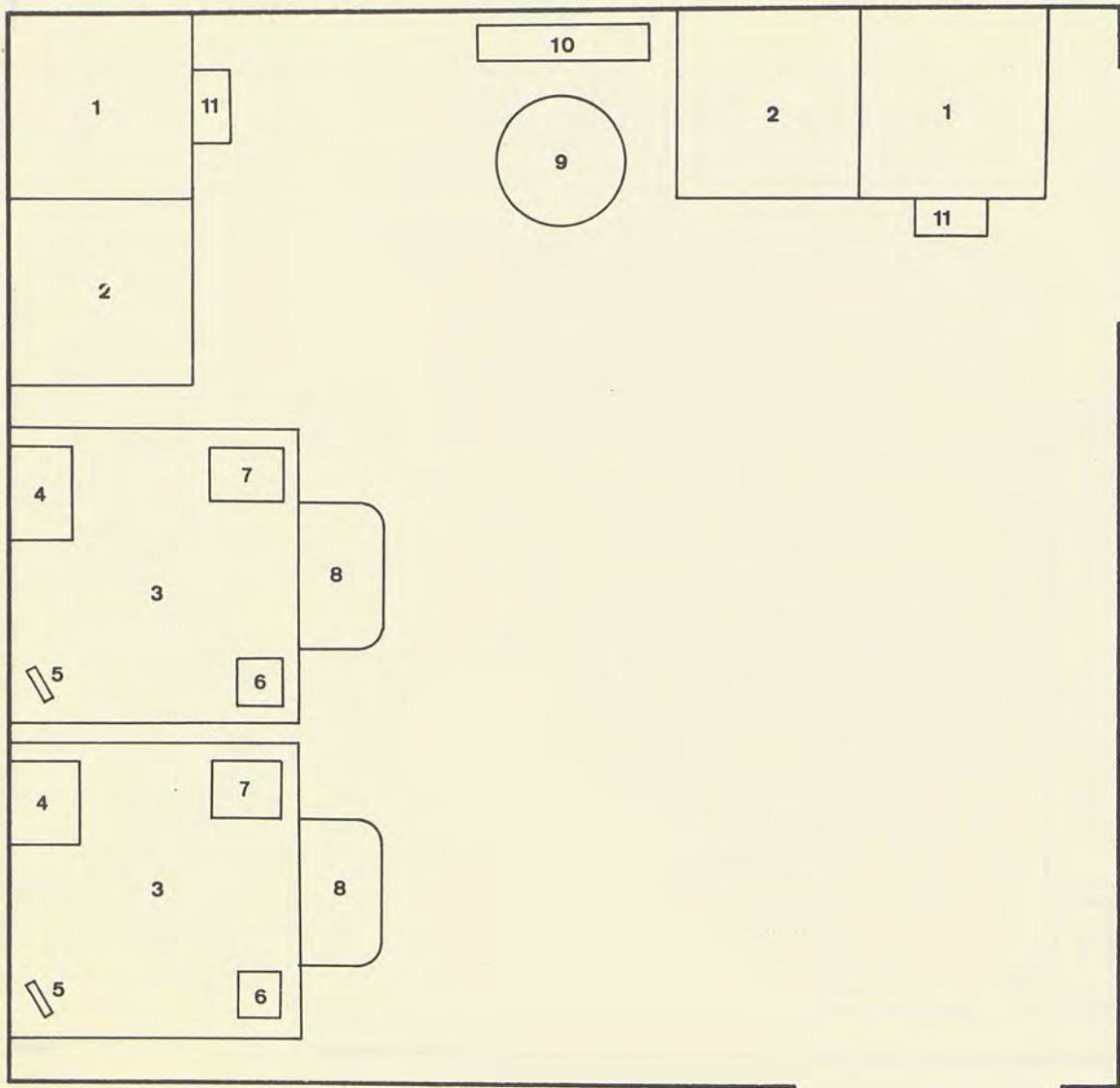




|                         |                                       |
|-------------------------|---------------------------------------|
| 1. Wall locker          | 9. Desk drawer                        |
| 2. Security locker      | 10. WOC Guide and SOP                 |
| 3. Desk (metal)         | 11. Stationery box                    |
| 4. Books                | 12. Chair                             |
| 5. Lamp                 | 13. Wastebasket                       |
| 6. Picture (if desired) | 14. Towel (rooms w/wood 3/4-type bed) |
| 7. Ashtray              | 15. Radiator                          |
| 8. Observation form     |                                       |

NOTE: Rooms with configurations other than diagramed above will conform as much as possible to the requirements in figures 1a, 1b, 2a, and 2b. Deviations must be approved by the company commander.

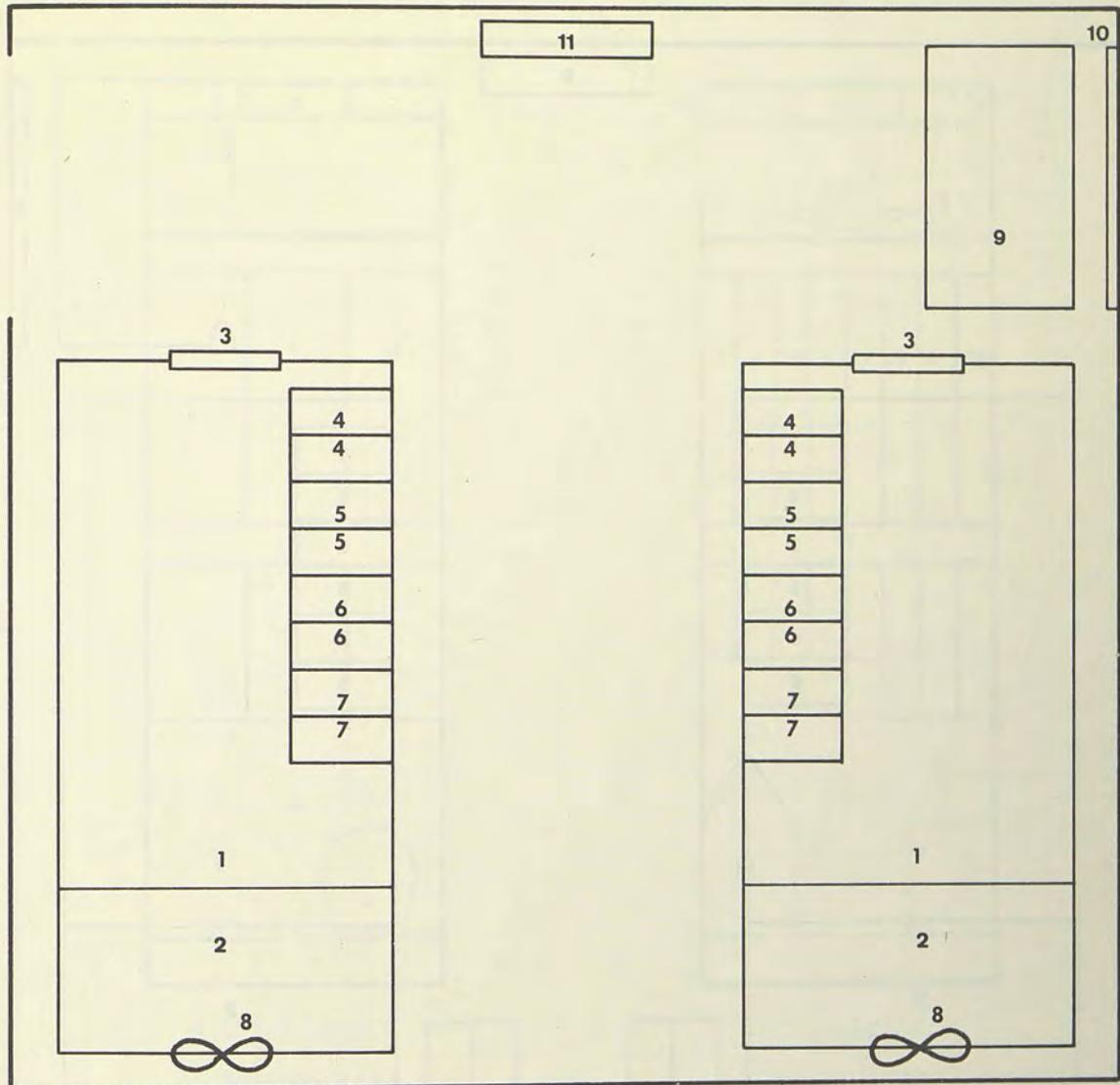
Figure 1a. Candidate rooms.



|                         |   |
|-------------------------|---|
| 1. Wall locker          | 7. Observation form                       |
| 2. Security locker      | 8. Chair                                  |
| 3. Desk (wood)          | 9. Wastebasket                            |
| 4. Lamp                 | 10. Radiator                              |
| 5. Picture (if desired) | 11. Towel (rooms with wood 3/4-type beds) |
| 6. Ashtray              |   |

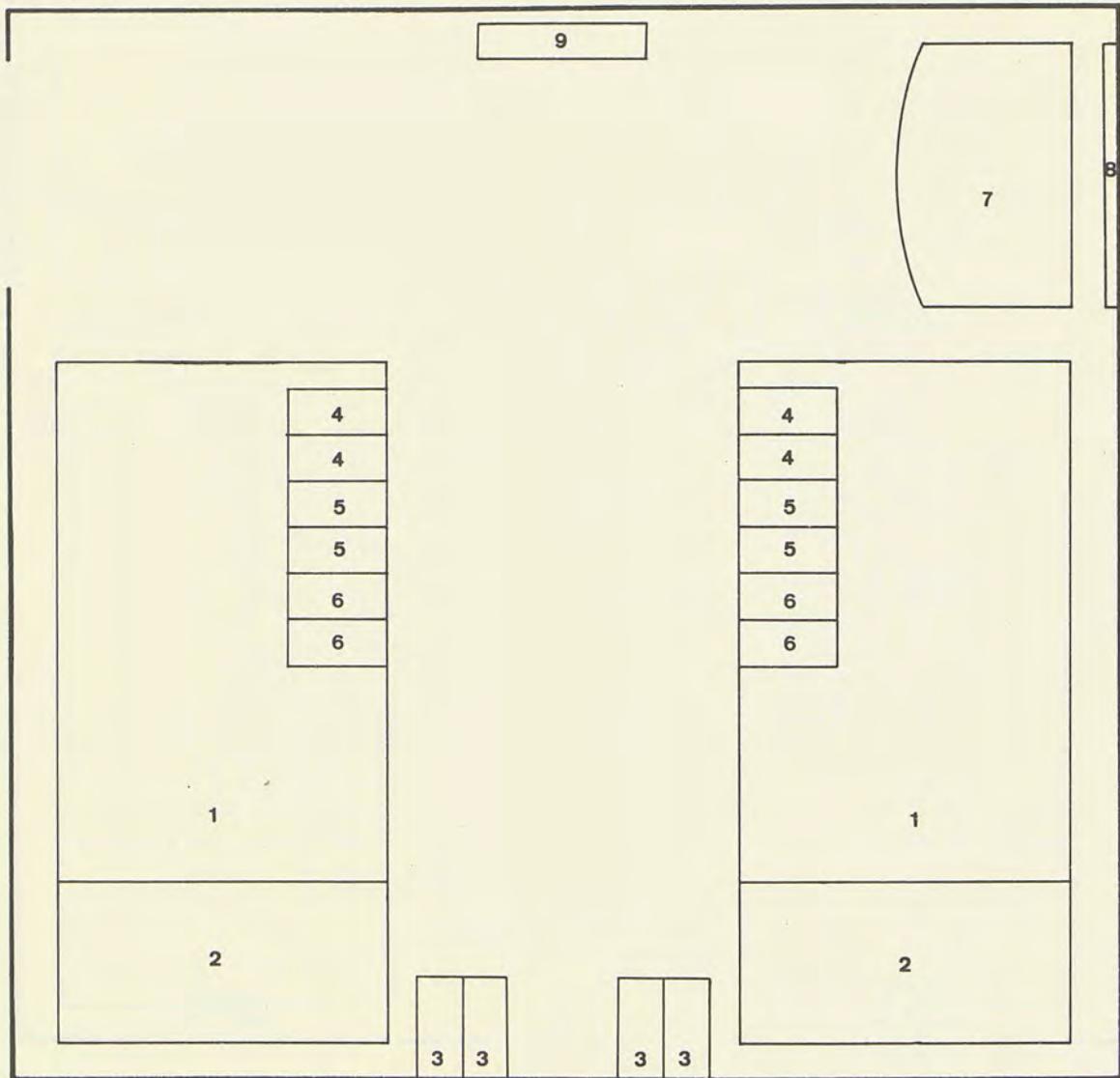
NOTE: Rooms with configurations other than diagramed above will conform as much as possible to the requirements in figures 1a, 1b, 2a, and 2b. Deviations must be approved by the company commander.

Figure 1b. Candidate rooms.



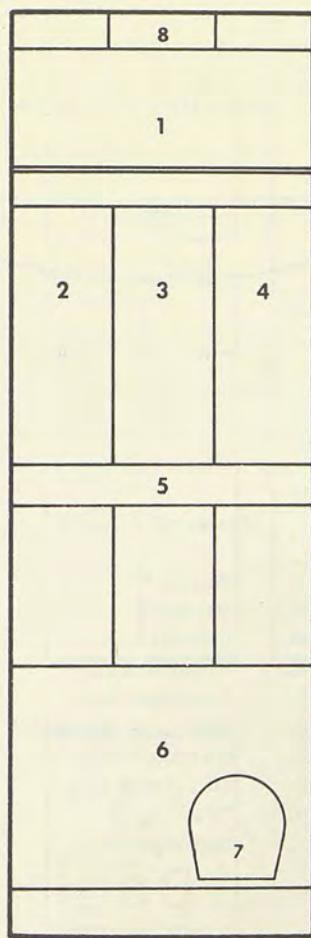
|    |                   |     |                  |
|----|-------------------|-----|------------------|
| 1. | Bed               | 7.  | Shower shoes     |
| 2. | Pillow            | 8.  | Laundry bag      |
| 3. | Towel             | 9.  | Chest of drawers |
| 4. | Boots             | 10. | Mirror           |
| 5. | Low quarters      | 11. | Radiator         |
| 6. | Civilian footwear |     |                  |

Figure 2a. Room display - metal bunk equipped.



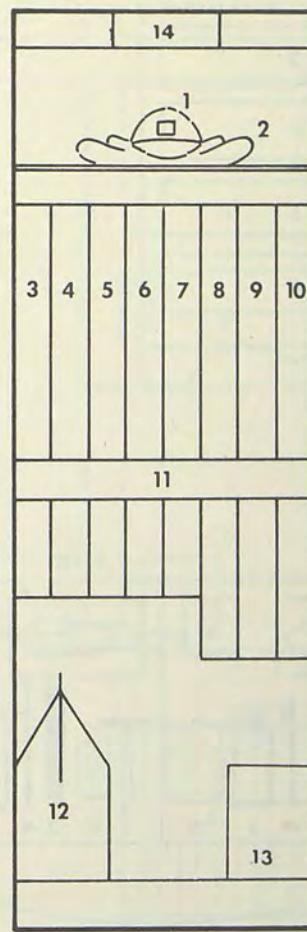
|                      |                     |
|----------------------|---------------------|
| 1. Bed               | 6. Shower shoes     |
| 2. Pillow            | 7. Chest of drawers |
| 3. Boots             | 8. Mirror           |
| 4. Low quarters      | 9. Radiator         |
| 5. Civilian footwear |                     |

Figure 2b. Room display - wooden 3/4-type beds.



Security Locker

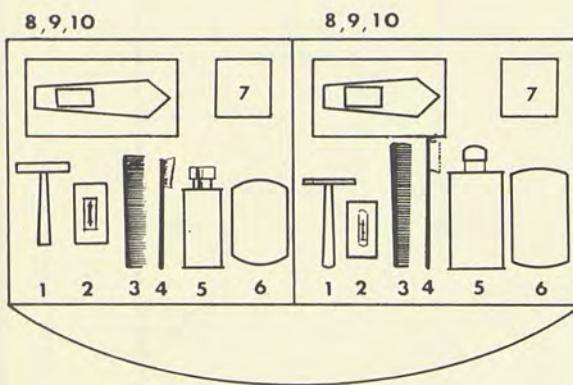
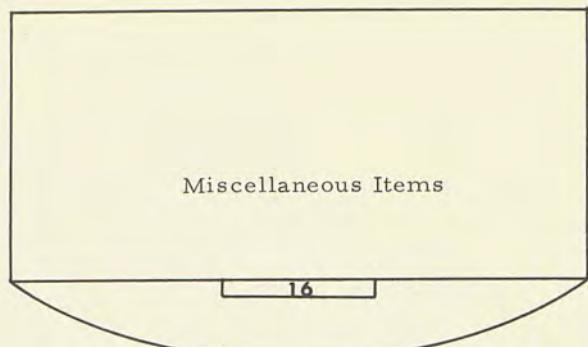
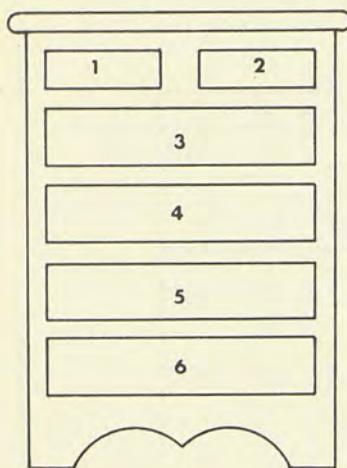
1. Security items
2. Trousers
3. Shirts
4. Coats
5. Sleeveboard
6. Miscellaneous items, neatly arranged
7. Helmet w/ carrier
8. Name tape



Military Locker

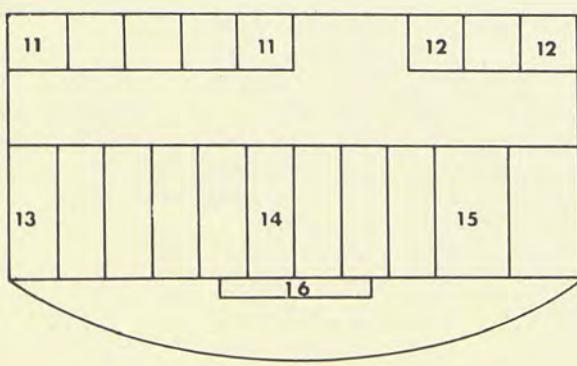
1. Baseball cap
2. Gloves
3. Poplin shirts
4. a. Khakis  
b. Greens
5. Fatigues
6. Field jacket
7. Flight jacket
8. Flight overalls
9. Overcoat
10. Raincoat
11. Sleeveboard
12. Briefcase
13. Laundry bag  
(rooms equipped with wooden 3/4-type bed)
14. Name tape

Figure 3. Wall lockers.



Drawers 1 and 2

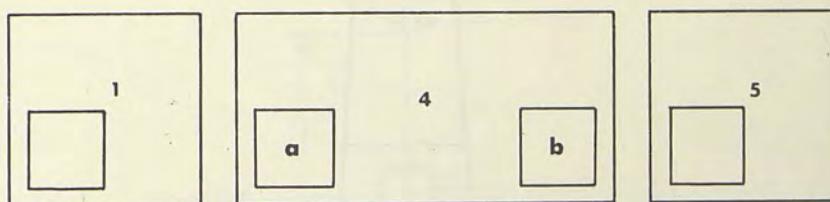
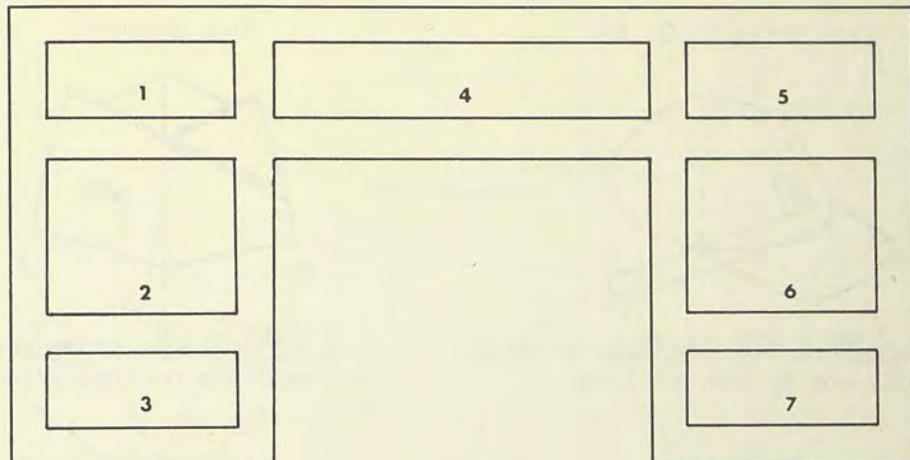
1. Razor\*
2. Blades\*
3. Comb\*
4. Toothbrush\*
5. Toothpaste\*
6. Soap and soapdish
7. Handkerchief
8. Garrison cap
9. Tie
10. Nameplate



Drawers 3 and 4

11. Wool socks
12. Cotton socks
13. Cotton drawers
14. T-shirts
15. Towels
16. Name tapes

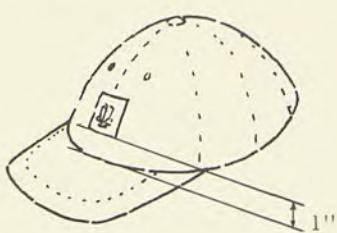
Figure 4a. Chest of drawers.



1. Candidate handout folder
2. Shoeshining equipment and brass (Brasso) cleaners
3. Book, magazine storage, etc.
4. a. Candidate guide      b. Stationery
5. Training schedule, extra material
6. Textbooks, training manuals
7. Miscellaneous

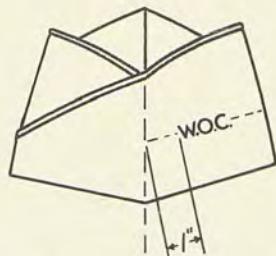
Figure 4b. Wooden desk display.

Cap, baseball, OG 106

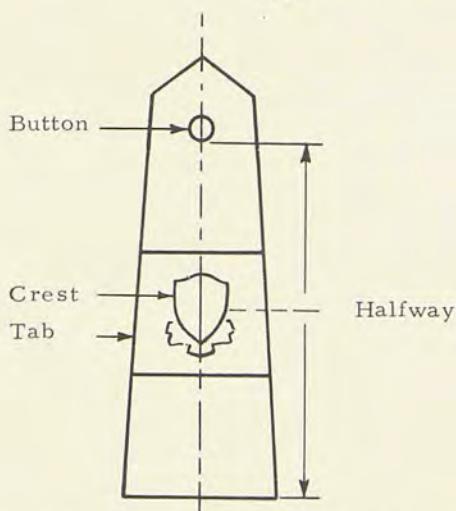


Crest and tab will be centered horizontally and 1 inch above the bill of the cap.

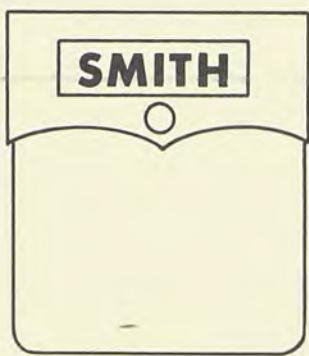
Cap, garrison



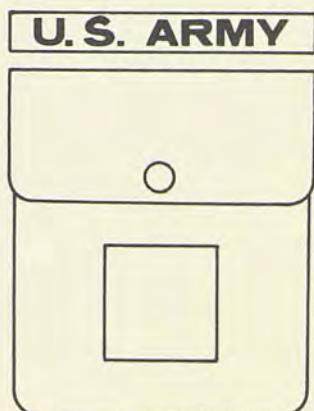
"W.O.C." will be centered vertically and 1 inch from the front edge of the cap.



Candidate identification tab and USAAVNS crest centered on the shoulder loop.



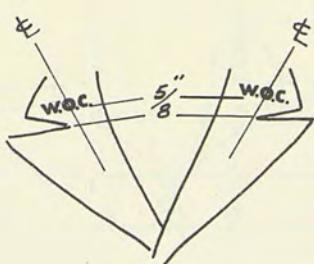
Nameplate will be centered horizontally and vertically on pocket flap of the right breast pocket.



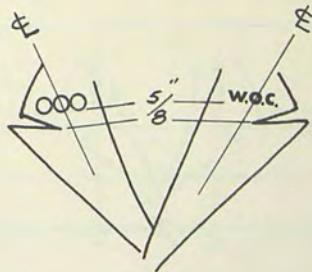
Candidate identification tab as worn on the left breast pocket of the fatigue and field jackets.

Figure 5a. Uniform insignia.

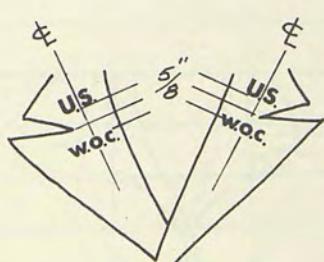
Intermediates



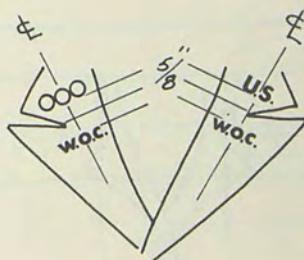
Army Greens



Seniors



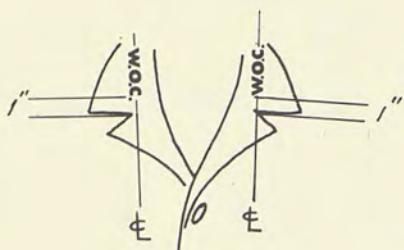
Army Greens



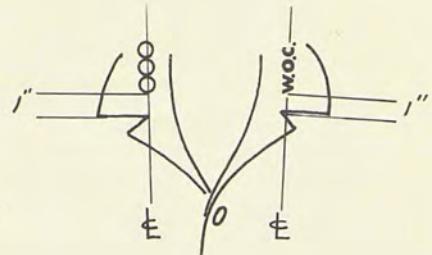
Brass will be positioned perpendicular to a line drawn parallel to the inner edge of the lapel and passing through the tip of the V-notch.

Figure 5b. Uniform insignia (continued).

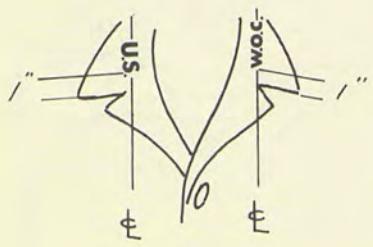
Intermediates



Khakis &  
Fatigues



Seniors



Khakis &  
Fatigues

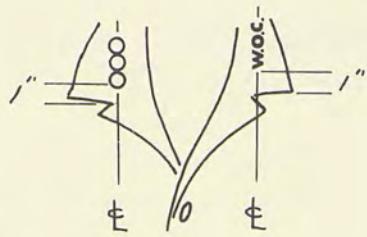


Figure 5c. Uniform insignia (continued).

# DISPOSITION FORM

(AR 340-15)

DATE \_\_\_\_\_

| REFERENCE OR OFFICE SYMBOL  | SUBJECT                  |
|---|--------------------------|
|   | Report of Observation    |
| TO  | FROM<br>Name of Observed |
| 1. Observation _____  |                          |
| 2. Suggestions for Improvements _____   |                          |
| Advisor/Counselor <input type="checkbox"/> Unsat <input type="checkbox"/> Sat <input type="checkbox"/> Exc<br>Senior Candidate <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/><br>Classmate <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |                          |
| Signature of Observed   |                          |
| Signature _____   |                          |
| Name (Printed) _____  |                          |
| Rank  | Class                    |

DA FORM 2496-1 REPLACES DD FORM 96 (STENCIL), EXISTING SUPPLIES OF WHICH WILL  
1 FEB 62 BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

Figure 6. Report of observation.

## OBSERVATION FORM

WEEK OF \_\_\_\_\_

W. O. C. \_\_\_\_\_

CLASS \_\_\_\_\_

## OBSERVATIONS

DATE

### REMARKS

Figure 7. Observation form.

# DISPOSITION FORM

(AR 340-15)

SAMPLE

|                            |                      |
|----------------------------|----------------------|
| REFERENCE OR OFFICE SYMBOL | SUBJECT              |
|                            | Report of Counseling |

TO 1/Lt O. C. Stanton  
Advisor/Counselor  
ORWAC 69-17  
1st WO Cand Co

FROM WOC Warren O. Carter DATE 11 Feb 67 CMT 1  
CLASS ORWAC 69-17

1. On the above date I was counseled by 1/Lt O. C. Stanton concerning the following:

a. \_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_

d. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Note: List each subject discussed during the counseling session in detail so as to insure that each subject is understood.)

\_\_\_\_\_

2. I understand all the subjects covered during the counseling session mentioned above.

DISTRIBUTION:

1st copy - Advisor/Counselor  
2d copy - File in Cer.

Warren O Carter

(SIGNATURE)

Warren O. Carter RA 10 271 496 ORWAC 69-17  
Print Name ASN Class

DA FORM 2496 1 FEB 62

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE  
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

U. S. GOVERNMENT PRINTING OFFICE: 1963 O-707-911

Figure 8. Report of counseling.

|                        |                                 |       |
|------------------------|---------------------------------|-------|
| A - Ashtray            | 1. Not as prescribed            | 1     |
| B - Bed                | 2. Dusty                        | 1     |
| C - Blankets           | 3. Not shined                   | 2     |
| D - Blinds             | 4. Not properly maintained      | 3     |
| E - Boots              | 5. Dirty                        | 3     |
| F - Brass              | 6. Rusty                        | 5     |
| G - Chair              | 7. Abuse of                     | 5     |
| H - Commode            | 8. Hidden article               | 5     |
| I - Desk               | 9. Not displayed                | 5     |
| J - Displays           | 10. Failure to secure valuables | 10    |
| K - Door               | *11. Failure to follow instruc- |       |
| L - Drawer             | tions (FFI)                     | 5-10  |
| M - Dustpan            | *12. Not prepared for in-       |       |
| N - Floor              | spection (NPI)                  | 5-10  |
| O - Haircuts           | *13. Failure to respond to      |       |
| P - Lamp               | correction (FRC)                | 1-10  |
| Q - Laundry            | *14. Conduct unbecoming a       |       |
| R - Light              | WOC (CUWOC)                     | 1-10  |
| S - Low quarters       | *15. Flagrant neglect           | 10-15 |
| T - Manuals            |                                 |       |
| U - Chest of drawers   |                                 |       |
| V - Mirror             | *Requires military letter (RML) |       |
| W - Name tapes         |                                 |       |
| X - Patches            |                                 |       |
| Y - Razor              |                                 |       |
| Z - Shower shoes       |                                 |       |
| AA - Shower stall      |                                 |       |
| BB - Sinks             |                                 |       |
| CC - Sleeveboard       |                                 |       |
| DD - Soap and soapdish |                                 |       |
| EE - Towel             |                                 |       |
| FF - Uniforms          |                                 |       |
| GG - Urinals           |                                 |       |
| HH - Walls             |                                 |       |
| II - Wall locker       |                                 |       |
| JJ - Washcloth         |                                 |       |
| KK - Water fountain    |                                 |       |
| LL - Wastebasket       |                                 |       |
| MM - Window            |                                 |       |
| NN - Window ledge      |                                 |       |
| OO - Fans              |                                 |       |

Figure 9. Key for demerits.

| <u>ITEM CODE</u>         | <u>EVALUATION CODE</u>                                       | <u>MERIT GUIDE</u> |
|--------------------------|--|--------------------|
| MA - Bed                 | 1. Superior  | 1-3                |
| MB - Boots               | 2. Outstanding   | 3-5                |
| MC - Brass               | 3. Check ride grade (90-93)                                  | 3                  |
| MD - Displays            | 4. Check ride grade (94 up)                                  | 5                  |
| ME - Floor               | 5. Academic grades for exams of<br>20 or more points (90-93) | 3                  |
| MF - Low quarters        | 6. Academic grades for exams of<br>20 or more points (94 up) | 5                  |
| MG - Latrine             | 7. Special award by company<br>commander                     | 1-10               |
| MH - Uniforms            |  |                    |
| MI - Wearing of uniform  |  |                    |
| MJ - Personal appearance |  |                    |
| MK - Leadership ratings  |  |                    |

Figure 10. Key for merits.

DEPARTMENT OF THE ARMY  
WO CAND CO, USAAVNC TROOP BRIGADE (PROV)  
Fort Rucker, Alabama 36360

AJRTB-WO

2 September 196

SUBJECT: Military Letter Format

TO: Commanding Officer  
Warrant Officer Candidate Company  
USAAVNC Troop Brigade (Prov)  
Fort Rucker, Alabama 36360

1. Use single-spacing with double-spacing between paragraphs if the letter is 10 lines or more in length. If letter is nine lines or less, use double-spacing.
2. Do not divide a paragraph of three lines or less.
3. When dividing a sentence between pages, include at least two words on each page.
4. Do not type the close on a page without at least two lines of the last paragraph of the text; however, a paragraph or subparagraph which is in its entirety consists of only one line may be placed on the last page, together with the close.
5. When a paragraph is subdivided, there must be at least two subparagraphs of the same subdivision. For example, if there is a subparagraph "a," there must be a subparagraph "b."

KEVIN D. MICHAEL  
WOC  
RA 15 442 798

Figure 11. Military letter format.

DEPARTMENT OF THE ARMY  
WO CAND CO, USAAVNC TROOP BRIGADE (PROV)  
Fort Rucker, Alabama 36360

AJRTB-WO

2 September 196

SUBJECT: Duty Assignment

TO: Commanding Officer  
A Company, 1st Brigade  
1st Cav Division (Airmobile)  
APO San Francisco, California 99999

1. I am in receipt of orders assigning me to your command. (Include headquarters, letter order number, and paragraph.) A copy of these orders is attached.
2. Herein advise of marital status, experience, present duty status, and request specific information regarding duty assignment, quarters, etc.
3. I am looking forward to my assignment with great interest.

1 Incl  
as

KEVIN D. MICHAEL  
WO-1, Avn  
WO32143

Figure 12. Courtesy letter format.

166  
Book 1