

HANDBOOK FOR OFFICER CANDIDATES



15 March 1945

For Use in Resident Instruction Only

FIELD ARTILLERY SCHOOL
OFFICER CANDIDATE COURSE

Fort Sill, Oklahoma

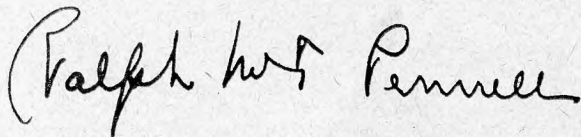
HONOR CODE

The *code of honor* of an officer or an officer candidate is based upon his absolute integrity and honesty. His word is accepted without question and he assumes unqualified responsibility for anything he may say or any act he may perform.

PREFACE

Your class is a representative group from field artillery and other organizations, possessing outstanding capabilities of leadership. The Field Artillery Officer Candidate School welcomes you. Its mission is to prepare you for your duties as second lieutenants of the field artillery.

Your immediate task may seem difficult compared with your previous assignments. The answer is to work hard, apply yourself, and use every available opportunity to make yourself the best officer candidate in your class.

A handwritten signature in black ink that reads "Ralph W. Pennell". The signature is written in a cursive style with a large initial "R" and a distinct "W".

Major General, USA
Commandant

DISCIPLINE FOR THE SOLDIERS OF A FREE COUNTRY

The discipline which makes the soldier of a free country reliable in battle is not to be gained by harsh and tyrannical treatment. On the contrary, such treatment is far more likely to destroy than to make an army.

It is possible to impart instruction and give commands in such a manner and in such a tone as to inspire in the soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey.

The one mode or the other of dealing with subordinates springs from a corresponding spirit in the breast of the commander.

He who fails to respect what is due to others cannot hope to inspire in them regard for himself; while he who feels and hence manifests disrespect towards others, especially his inferiors, cannot fail to inspire hatred against himself.

*From Address of
Major General John M. Schofield
To the
U. S. Corps of Cadets
August 1, 1879*

The above is inscribed in bronze at the United States Military Academy, West Point, New York.

HISTORY OF FORT SILL

Few army posts have had a more picturesque role in the development of the West than Fort Sill, the present location of the Field Artillery School. Visited in 1834 by Captain Dodge and again in 1852 by Captain Marcy, the area along Medicine Creek was selected as a permanent military post in 1869 by General P. H. Sheridan of Civil War fame. He named the post Fort Sill in memory of a West Point classmate, killed in action in 1862. Since the establishment of the Old Post, Fort Sill has expanded to areas which are now known as the New Post, the Academic Area, Post Field, Concurrent Camp, and the Field Artillery Replacement Training Center. The present reservation of Fort Sill covers about 78,000 acres.

Construction of the Old Post as a permanent installation was begun in 1870 with the erection of native stone barracks, quarters, warehouses, and stables. In that year were also built the old stone corral, the block house on Signal Mountain, which later became a familiar reference point on the west range, and the old Geronimo Guardhouse, now being used as the Field Artillery Museum; these are now landmarks frequently mentioned. The New Post barracks, married officers' quarters, and noncommissioned officers' quarters were constructed in 1910-1911.

In 1907 the United States Artillery was divided into two branches, the Coast Artillery and the Field Artillery. To secure a uniform system of instruction and training, the School of Fire for field artillery was established in 1911. It was redesignated the Field Artillery School in 1919.

In 1916 the school temporarily closed when troops and instructors were sent to Texas because of the Mexican Border incident. The next year, however, the school was reopened and rapidly expanded following our entry into the first World War. During this period, Post Field also came into being, as an Air Corps installation. At the close of the war, thousands of field artillery officers had completed the War Courses or the Artillery Air Observer's Course which was taught at Post Field. Many of these graduates saw service on the various battlefronts.

During 1933 and 1934, McNair Hall, additional barracks, and quarters for personnel of the School were erected in the Academic



Convent Camp Area

1. OCS Headquarters.
2. OCS Hutment Area.
3. OCS Drill Area.
4. OCS Physical Training.
5. Motors and Materiel Shops.
6. Gunnery Classrooms.
7. Combined Arms Classrooms.
8. Communication Classrooms.
9. OCS Mess Hall.
10. Firing Battery Area.
11. Main Post Exchange.
12. Theater No. 4.

Area. The Replacement Training Center and cantonment type buildings to accommodate the increase in the size of the School were completed during the 18 months prior to our participation in the present world struggle.

To provide field artillery officers for our rapidly expanding army, the Officer Candidate Course was started in July, 1941, and located in the Concurrent Camp area. A new class of candidates was enrolled every 6 weeks until our entry into the war. When the need for more officers became acute, classes were enrolled every week. Soon each succeeding week saw hundreds of new officers leaving the School for duty with combat organizations.

Graduates of the Officer Candidate School have distinguished themselves in every theater of conflict where American forces have participated. Many have been decorated for heroism, daring, and skill; and scores of the early graduates have achieved rank in the field grades.

Commanders of our forces in the several theaters of war have pronounced the doctrines and methods taught by the School to be sound and of proved merit in battle.

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CHAPTER 1

ORGANIZATION

1. THE FIELD ARTILLERY SCHOOL. The Field Artillery School conducts 22 courses of which 10 are officers' courses. The Officer Candidate Course is one of the latter group.

2. COMMANDING OFFICER, OFFICER CANDIDATE SCHOOL. The Commanding Officer, Officer Candidate School, commands all officer candidates. He is responsible for administration, discipline, welfare, and training in the school. Training in subjects of disciplinary nature and other subjects not covered by the academic departments of the school are also his responsibility.

3. TACTICAL OFFICERS.

a. The senior officer assigned to a class is known as the class tactical officer. The class tactical officer acts in the capacity of the officer candidates' immediate commanding officer. Other officers are assigned as assistants.

b. All tactical officers will observe and report on the characteristics and essential qualifications of officer candidates as potential officers.

c. They will frequently advise and assist officer candidates to overcome any apparent deficiency.

d. Officer candidates may refer problems of any nature to their tactical officers.

4. STATUS OF OFFICER CANDIDATES.

a. All officer candidates will perform similar duties and will receive the same academic instruction.

b. Officer candidates will be detailed by roster to positions of responsibility, as cadet officers, cadet noncommissioned officers, etc. When so appointed they will exercise the authority necessary for proper discharge of such responsibility.

c. Officer candidates will also be detailed by roster to perform certain administrative functions, such as charge of quarters, table waiters, food servers, and such other details as may be prescribed from time to time.

5. ORGANIZATION OF CLASSES.

a. For the purpose of training cadet officers in command and leadership, the class will be organized as a battery of field artillery. The detail of cadet officers to command the battery will consist of:

- 1 captain (battery commander).
- 1 first lieutenant (executive).
- 1 first lieutenant (reconnaissance officer).
- 1* second lieutenant (assistant executive and motor officer).

b. For instruction and control in academic work, classes are also divided into sections. Officer candidates are assigned to sections by written order. Outside of the academic classrooms, the sections will be designated and handled as platoons.

c. In each section (platoon) one of the lieutenants will be designated as section marcher (platoon leader).

d. In addition to the battery officers, the class tactical officer of the senior class will designate daily an officer candidate to serve as cadet lieutenant colonel. Duties of this cadet officer will be found in Officer Candidate School standing orders.

6. DUTIES OF CADET OFFICERS.

a. For the purpose of training, cadet officers will perform duties as similar as possible to those prescribed for the respective officers in a battalion or battery of field artillery.

b. Cadet officers will command their respective batteries and platoons. Normally, all commands and instructions of the class tactical officer for the batteries and platoons will be given through the cadet officers.

c. Cadet officers will conduct themselves in a manner appropriate to the customs of the service applicable to their corresponding commissioned grade.

d. During their tours of duty, all cadet officers will be entitled to the same courtesies given a commissioned officer in a similar capacity.

(1) Cadet officers will be addressed as "Sir."

(2) "Attention" will be called when they enter any room, hutment, or enclosure where a commissioned officer or a senior cadet officer is not present.

e. During their tours of duty as cadet officers, officer candidates will not perform fatigue duties, police outside of their living quarters, or any other duty that is not performed by a commissioned officer.

* If necessary.

f. Cadet officers will make appropriate inspections of personnel under their command and report:

(1) Failure of any officer candidate to maintain his personal appearance.

(2) Failure of any officer candidate to render the prescribed salute or to observe other military courtesies to which their cadet rank entitles them.

7. DUTIES OF SECTION MARCHERS (PLATOON LEADERS). The section marcher (platoon leader) is responsible for the conduct of the section and for meeting schedules promptly. He will execute all orders and instructions for section marchers and platoon leaders set forth in this handbook.

a. As section marcher.

(1) At each meeting of the class, if there are no absentees or lates, the section marcher will report to the instructor in charge that all are present.

(2) If an officer candidate is absent or late, the section marcher will submit to the instructor at the beginning of the class period, a written report of lates and absentees on the form which will be furnished him by the class tactical officer. This report will be rendered regardless of whether absence or tardiness is known to have been authorized.

(3) When a class session under the same instructor lasts more than 1 hour and is broken by recesses or rest periods, the section marcher will check the section after recess; he will render a report only if necessary to amend the report submitted at the beginning of the class.

(4) At the noon and evening formations and at call to quarters formation, a written report of lates and absentees or a written negative report will be submitted to the class first sergeant on the prescribed form.

(5) Except during the courses in motors and materiel, the section marcher will remain in the study hall from call to quarters formation to lights out. He is responsible for:

(a) Enforcing quiet.

(b) Police of the study hall.

(c) Having lights turned out prior to his departure.

b. As platoon leader.

(1) The platoon leader will command his section as a platoon in accordance with drill regulations set forth in FM 22-5.

(2) Platoons will be marched at attention at all times unless higher authority specifically orders otherwise.

(3) Cadet officers in command will be on the alert constantly to make corrections when necessary.

(4) Platoon leaders will march their units on the right of the road.

(5) Crossings will be blocked by officer candidates designated by the platoon leader, and will usually be selected from the rear of the column.

(6) In areas adjacent to classrooms, cadet officers will not indicate the step by counting cadence.

(7) Entrucking and detrucking will be accomplished from the rear of the truck only and with the tail gate down.

8. DUTIES OF CADET NONCOMMISSIONED OFFICERS.

a. Cadet noncommissioned officers will be detailed in the same manner as cadet officers. One first sergeant will be detailed for each battery organized, and one platoon sergeant for each platoon organized.

b. Cadet noncommissioned officers will perform duties appropriate to their ratings. They will carefully execute such orders as may be issued by the cadet officer who is acting as their superior.

9. CLASS HONOR COMMITTEE.

a. The Class Honor Committee is composed of one officer candidate from each section (with a minimum of three from each class) selected by the class at the end of the fifth week as outstanding in character and judgment.

b. The senior ranking member will act as president of the committee.

c. The committee is honor bound to bring to the attention of the school authorities any officer candidates who may show un-American tendencies, evidence of moral turpitude, or lack of character required of an officer and a gentleman. Examples of lack of character are: false official statements, cheating, lying, and disregard of law and order.

d. The committee will meet in an informal manner, whenever necessary. After each meeting a written report will be submitted to the class tactical officer.

e. The committee's duties are advisory only. Any action, disciplinary or otherwise, will be exercised by the school authorities.

10. CONSULTATION PRIVILEGES.

a. In order to afford officer candidates an opportunity to discuss their problems, obtain advice, and clear up misunderstandings, the class tactical officers hold orderly hour at an announced time several nights each week. For details see the class bulletin board.

b. Officer candidates may arrange a consultation or conference with the Commanding Officer, Officer Candidate School, any instructor, or any other officer connected with the Field Artillery School, by making a request through the class tactical officer.

c. The chaplains connected with the Officer Candidate School are available for consultation at all times for men of all denominations. The Chaplains' Office is located in Chapel No. 4 on Ringgold and Craig Roads.

11. COMPLAINTS. Officer candidates who have what they believe to be a just complaint or who wish to offer constructive criticism will submit same in writing directly to the Commanding Officer, Officer Candidate School.

CHAPTER 2

ACADEMIC PROCEDURES

Section I. INSTRUCTION OF OFFICER CANDIDATES

12. PURPOSE OF OFFICER CANDIDATE SCHOOL. The Officer Candidate School has two clear-cut objectives which the officer candidate must constantly bear in mind. These objectives are:

a. To give the officer candidate technical knowledge sufficient for the efficient execution of responsibilities which are charged to second lieutenants.

b. To develop those qualities and characteristics of leadership through which an officer secures the respect and willing obedience of subordinates.

13. COURSES OF STUDY. The officer candidates' training is divided into six separate courses: Orientation and Fundamentals, Motors, Materiel, Gunnery, Communication, and Combined Arms.

a. **Orientation and Fundamentals.** One group of subjects covered by this course includes administration, military law, special service, leadership, military courtesy, morale and discipline, and allied instruction in customs and regulations of the service. A second group includes such fundamental subjects as map and aerial photograph reading, identification of aircraft, and identification of armored vehicles.

b. **Motors.** The Motors Course covers the technique of driving, marching, and performing preventive maintenance of motor vehicles to insure mobility of motor vehicles in the field.

c. **Materiel.**

(1) The Materiel Course trains the officer candidate in the operation, use, and maintenance of the weapons and small arms of the field artillery.

(2) Officer candidates are familiarized with the theory and technique of antiaircraft firing with machine guns, and of combat and precision firing with small arms.

(3) The characteristics, care, and handling of field artillery ammunition are studied.

(4) The officer candidate is given a working knowledge of mines, booby traps, explosives, and demolitions.

d. Gunnery. The Gunnery Course gives the officer candidate basic training in conduct of fire, determination and correction of firing data, field artillery survey, service of the piece, and execution of fire commands.

e. Communication. The Communication Course provides a practical working knowledge of the means of communication used in field artillery. Instruction is given in military cryptography, radio and telephone procedure, writing and handling of field messages, and the installation and operation of communication equipment.

f. Combined Arms.

(1) The Combined Arms Course is intended to give training in the practical application of material learned in the other courses.

(2) The course includes numerous field exercises in which the officer candidates occupy positions of command as in a field artillery battery or battalion.

(3) Demonstrations are given in chemical warfare, field sanitation, antimechanized defense, and artillery support of infantry in both defense and attack.

14. METHODS OF INSTRUCTION.

a. Courses are taught by the classroom conference method and by training films, demonstrations, and practical work.

b. Graded tests are given frequently to determine whether the officer candidate understands the subject matter and to impress upon him the more important facts of each course.

15. LESSON ASSIGNMENTS. Study assignments listed in the weekly schedules are not expected to require more than 3 hours of study per evening by each student. Additional application on the part of the student, while desirable occasionally, will usually result in extension of study hours beyond that expected by the school. Students are therefore advised to conform as closely as possible to the study procedure outlined below for text assignments. In order that assignments will conform to this general limitation and so that students may understand clearly what is required by each assignment, the following terms are defined:

a. Study. Read carefully; fix basic principles in mind; be prepared to discuss subject matter involved without further reference to text. Estimated time required: 5 minutes per page or part thereof in texts comparable to FM 100-5; somewhat longer for tabulated data.

b. Read. Read and understand; fix in mind the *scope* of subject matter contained in reference; be prepared to find reference readily in text. Estimated time required: 2 minutes per page; 1 minute per separate paragraph less than a page in texts comparable to FM 100-5.

c. Scan. Glance through rapidly; fix in mind the *type of material* to be found in reference. Estimated time required: 5 minutes per 10 pages or major part thereof in texts comparable to FM 100-5.

d. Review. Reread and study to extent necessary to discuss subject matter involved without further reference to text. Estimated time required: 2 minutes per page; 1 minute per separate paragraph less than a page.

e. Solve. As indicated by wording of requirement.

16. CLASSROOM PROCEDURE.

a. Smoking is not permitted in the classrooms. When smoking is authorized, it will be announced by the instructor.

b. In order that all concerned may benefit from the instruction, an officer candidate will rise when asking or answering questions, announce his name (if the instructor has not called him by name), and will speak in a tone sufficiently loud to be heard by all in the room.

c. Copies of old examinations and solutions will not be taken to class at any time.

d. Unless it is specifically announced to the contrary, no texts, papers, notes, or other data will be used during graded exercises.

e. During all graded exercises, work must be performed individually. Officer candidates are prohibited from obtaining or rendering assistance except as may be specifically authorized by the instructor in charge.

f. When graded exercises are held for different groups of the class in succession, officer candidates who have completed the exercise will not discuss it with those who have not yet taken the examination.

g. No officer candidate will offer and no officer candidate or instructor will accept payment or a gift for giving extra instruction or for performing any other military duty.

17. FIELD WORK PROCEDURE.

a. Transportation.

(1) Officer candidates will use assigned government transportation in going to and from exercises in the field.

(2) Officer candidates will give no instructions to drivers of government vehicles at variance with their proper orders.

(3) Regulations prohibit more than two persons, including the driver, riding in the front seat of any government vehicle.

(4) In the absence of an instructor, the senior cadet officer in the group will ride with the driver and will take appropriate action to prevent vehicle abuse. He will insure compliance with regulations concerning the use of motor vehicles.

(5) Officer candidates who observe instances of vehicle abuse will report same by informal memorandum to the class tactical officer.

b. Employment of troops. Instructors, officer candidates, and troop officers have separate and distinct duties and responsibilities when troops are employed in instruction. Officer candidates will:

(1) Give such orders and instructions as may be necessary for tactical employment, when acting as commander of a troop unit. Discretion will be exercised to insure proper care of equipment.

(2) Assume no part of training or discipline of the troop units.

(3) Report to the instructor in charge of the exercise any improper performance of troops. Criticisms of the functioning of troops will not be made to officers or enlisted men of troop units.

c. Lateness. Candidates who are detained at sick call or who for any other reason are late for service practice, RSOP, or other field exercise will report to the instructional department concerned for instructions and transportation.

d. Extraneous matter. Periodicals, letter writing material, cameras, or radios will not be taken to demonstrations or other activity in the field.

18. EQUIPMENT NEEDED.

a. Officer candidates will be required to purchase certain items of equipment which are essential for study and fulfillment of requirements. The Field Artillery Book Store, located in Building CC-8 on Ringgold Road carries miscellaneous supplies for sale to students.

b. Officer candidates may draw instruments from the instrument room for practice during evenings and week ends.

c. When *plotting equipment* is prescribed, the following will be brought to class:

Pencil—6H.

Plotting scale.

12-inch protractor.

Range-deflection fan.

Plotting needles.

Straightedge.

Erasers.

(3) Regulations prohibit more than two persons, including the driver, riding in the front seat of any government vehicle.

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Range-deflection fan.

Plotting needles.

Straightedge.

Erasers.

Sandpaper.
Thumb tacks.
Pencils (red, blue, green, yellow).
China marking pencils (red and blue).

d. When RSOP equipment is indicated on the schedule, each officer candidate will bring to class the following:

Pencil.
Notebook.
Assignment button (white, plastic, 2-inch diameter).
Firing tables.
Map case (optional).
Canteen (optional).

e. When *service practice* is indicated on the schedule, each officer candidate will bring to class the following:

Binoculars.
Firing tables.
Steel chair.
Sensing pad (clip board is useful).
Pencil.

19. DRILL AND PHYSICAL TRAINING. Drill and physical training periods are held daily throughout the course. Officer candidates are thus given the opportunity to develop and improve their command ability. This training includes:

- a. Instruction in conduct of physical training and calisthenics.
- b. Instruction in conduct of close order drill.

Section II. RATING OF OFFICER CANDIDATES

20. RECORDS. A personal record is maintained for each officer candidate. This contains personal data obtained during the processing period, and the ratings received throughout the course. The following ratings are recorded:

a. Academic grades.

(1) Students will be informed regarding the satisfactory or unsatisfactory completion of each graded exercise. Grades are published as "S" (Satisfactory) or "U" (Unsatisfactory).

(2) As numerical grades are received from the various academic departments, they are entered on the officer candidate's personal record card.

b. Class ratings. Class tactical officers rate the candidates in the 6th, 9th, 12th, and 17th weeks. Toward the end of the course when all class ratings are received, an average will be determined and will be entered on the personal record card.

c. Classmate ratings and comments. At the end of the 6th and 12th weeks candidates are rated by their classmates.

d. Instructor ratings and comments. Ratings and comments by the academic instructors are also recorded.

e. Demerits. Demerits will be entered by week, and the total to date will be carried forward from week to week.

21. ESSENTIAL QUALITIES OF LEADERSHIP. One prime objective of the Officer Candidate School is to develop those qualities and characteristics of leadership by which an officer secures the respect and willing obedience of subordinates. These qualities fall under four general headings and are given below to serve as a check list for the officer candidate. Every one of the qualities discussed is essential. A candidate's deficiency in one may be offset by proficiency in another of the same general group. However, even an exceptional proficiency in one group will never justify the commissioning of a candidate who is below the passing mean in any one of the other three groups.

a. Abstract mental qualities.

(1) **PERCEPTIVE ALERTNESS.** The ability to see, to grasp quickly, and to recognize the importance of each new problem as it arises; in other words, "to think on your feet."

(2) **INITIATIVE.** The ability to determine what should be done, to formulate a decision willingly, and to execute that decision upon his own responsibility.

(3) **RESOURCEFULNESS.** The ability to make the fullest use of all facilities at hand, and by improvisation to extend or add to those facilities.

(4) **JUDGMENT.** Judgment is the "mental yardstick," involving comparison and discrimination, by which an officer arrives at a wise decision.

(5) **JUSTICE.** The power conferred upon an officer by the military system to affect the careers and even the lives of others makes it imperative that this power be justly exercised.

(6) **SELF-CONFIDENCE AND COURAGE.** A sincere conviction of the correctness of his own considered decisions is essential to an officer for the energetic execution of those decisions. These qualities must be cultivated, but they must not be exaggerated to the point where they become conceit and stubbornness.

(7) **RESPECT AND COOPERATION.** The quality of recognizing and respecting the opinions and rights of others, both superiors and subordinates. Only upon this foundation can true cooperation be achieved.

(8) **AMBITION AND INDUSTRY.** Every officer must have a keen desire to better himself and his command. Beyond that he must also have the determination and energy to fulfill his desire.

(9) **EMOTIONAL STABILITY AND SENSE OF HUMOR.** The officer who "blows up" under pressure may prove useless to his command. A sense of humor is our mental "balance wheel." It is not only a desirable but an essential quality in any officer.

b. Educational qualities.

(1) **MENTAL DISCIPLINE.** The ability to analyze each problem and reach a logical conclusion. The ability to retain the fruits of study and instruction.

(2) **LITERACY.** An officer must be able to read, write, speak, and understand the English language. Of vital importance is his ability to express himself understandably, orally and in writing.

(3) **PROFESSIONAL KNOWLEDGE.** An officer must have a good working knowledge of the organization of the army and of the tactics, technique, and administration peculiar to his particular arm. A thorough knowledge of the texts and materials at his disposal is indispensable.

c. Command qualities.

(1) **MILITARY BEARING.** Military bearing is the appearance of an officer in the eyes of others and is made up of the following attributes: poise, general appearance, cleanliness and neatness of person and apparel, and conformation of the body.

(2) **FORCE.** This quality is founded principally upon self-confidence, but it includes the ability to influence the minds of others. The latter is accomplished both by the substance of what is said and by the manner of saying it, not necessarily by noise and bluster.

(3) **VOICE.** The voice should be clear and modulated; enunciation should be distinct. Weakness of voice can be cured or reduced.

d. Physical qualities. An officer must have the physical ability to be present where needed and in condition to perform his duties. Disfiguration, marks of disease, etc., may give an officer an unpleasant appearance, but if his general character is strong enough, they can be overcome.

22. CAUSES OF FAILURES. Failure of officer candidates may be classed under three general headings. Causes of these failures are listed below in order that the officer candidate may check his standing.

It must be remembered that these are not the only causes for relief from the school. There are other contributing factors; but these are the most important.

a. Academic failures.

(1) INSUFFICIENT PREPARATION. Officer candidates relieved for this cause are generally lacking:

- (a) Basic education.
- (b) Sufficient basic training.

(2) INADEQUATE APPLICATION. Officer candidates relieved for this cause are generally:

- (a) Too lazy.
- (b) Careless and indifferent.
- (c) Lacking interest.

b. Nonacademic failures.

(1) LACK OF SELF-EXPRESSION. Officer candidates relieved for this cause are generally:

- (a) Lacking in force.
- (b) Of colorless personality.
- (c) Handicapped by certain personal characteristics that prevent them from commanding the respect and confidence of their subordinates.

(2) LACK OF FORCE AND INITIATIVE. Officer candidates relieved for this cause are generally:

- (a) Lacking in self-confidence.
- (b) Lacking in initiative.
- (c) Lacking in ability to make decisions.
- (d) Unwilling to assume responsibility or unable to comprehend the importance and responsibility of leadership.

(e) Timid.

(f) Easily confused under stress.

(3) ATTITUDE. Officer candidates relieved for this cause are generally:

- (a) Inattentive.
- (b) Discouraged too easily.
- (c) Indifferent or lazy.
- (d) Lacking in effort.

(4) LACK OF TEAMWORK. Officer candidates relieved for this cause are generally:

- (a) Unable to get along with others.
- (b) Intolerant.
- (c) Inadaptable.

(5) **MILITARY APPEARANCE.** Officer candidates relieved for this cause are generally:

(a) Untidy.

(b) Lacking in cleanliness.

(c) Lacking in physical coordination, stamina, and endurance.

(6) **SPEECH.** Officer candidates relieved for this cause are generally:

(a) Crude in manner of speech.

(b) Lacking a voice suited to direct and command others.

c. Disciplinary reasons. Officer candidates are relieved for this cause for any offenses against good order and military discipline.

23. NEAR FAILURES.

a. Officer candidates in danger of failing will be interviewed by the class tactical officer. If necessary, further conferences with higher authority will be arranged.

b. Officer candidates who feel that they are falling behind in any work should arrange a conference with the class tactical officer.

24. DELINQUENCIES. Delinquencies of officer candidates fall in two categories:

a. Those of a very serious nature for which delinquency reports are made and which involve dismissal from the school.

b. Those of a minor nature for which demerits are given.

c. Delinquencies of a serious nature by the student require written explanation. Any delinquency or demerit, however, may be explained by the candidate if he believes the report to be incorrect or if he believes he has a satisfactory explanation.

25. DELINQUENCY REPORTS. Offenses which involve preparation of delinquency reports are:

a. Conduct of a nature to bring discredit upon the military service or prejudicial to good order and discipline (AW 96).

b. Absence without leave from place of duty or prescribed limits (AW 61).

c. Willful disobedience of a command by a superior officer (AW 64).

d. Disrespectful behavior toward a superior officer (AW 63).

e. Contemptuous or disrespectful language concerning the President, the Vice President, the Congress, the Secretary of War, or the governor or legislature of any state in which quartered (AW 62).

f. Reproachful or provocative speech or gestures to another (AW 90).

g. Drunkenness (AW 85).

h. Willfully or negligently losing, spoiling, damaging, or wrongfully disposing of any military property (AW 83 and AW 84).

i. Larceny, perjury, or assault (AW 93).

26. DEMERITS. Demerits are not punishment but are a gage of the candidate's capacity to accept and adapt himself to military discipline. An excessive number of demerits may therefore be sufficient reason for the relief of an officer candidate from the Officer Candidate School. Demerits are grouped into six general classes, as follows:

a. Class I (11 or more demerits).

(1) Improper conduct, reflecting on character.

(2) Improper conduct, unintentional, reflecting discredit on the service.

(3) Insubordination, unintentional.

(4) Absence from prescribed limits or duty.

b. Class II (6 to 10 demerits).

(1) Neglect of duty.

(2) Failure to obey standing orders or regulations.

(3) Derelictions that are conspicuous, tending to excite unfavorable comment regarding discipline.

(4) Indifference of any kind.

(5) Failure of responsible candidate to maintain order or discipline.

(6) Making any entry for another candidate on week-end register or restriction register.

(7) Minor or unintentional insubordination.

(8) Failure to sign out and in on week-end register or restriction register.

(9) Failure to turn in week-end pass, or class "A" pass when required.

(10) Any other delinquency of a correspondingly serious nature.

c. Class III (5 demerits).

(1) Unintentional discourtesies or ill manners.

(2) Possession of unauthorized articles.

(3) Unintentionally destroying, wasting, or injuring public property.

(4) Failure to comply with specific instructions, published memorandums, or daily bulletins (unintentional).

(5) Unintentional minor offenses.

(6) Careless performance of duty.

(7) Unintentional failure to report to an officer when directed.

(8) Failure to submit delinquency letter when required.

(9) Failure to turn off heater when leaving hutment unoccupied (hut orderly).

(10) Permitting any combustible material to be placed on or near stoves.

(11) Tardiness.

(12) Failure to report properly the absentees and lates (responsible cadet officers or noncommissioned officers).

(13) Any other delinquency of a correspondingly serious nature.

d. Class IV (3 demerits).

(1) Violation of uniform regulations.

(2) Unintentional failure to comply with general instructions.

(3) General inattention.

(4) Section or platoon not in proper uniform (responsible cadet officer).

(5) Light burning in unoccupied hutment (hut orderly).

(6) Light burning after *lights out* (hut orderly).

(7) Door or window open in unoccupied hutment (hut orderly).

(8) Reporting improperly to an officer.

(9) Smoking in mess hall.

(10) Improper or unmilitary conduct in ranks.

(11) Personal uncleanliness.

(12) Any other delinquency of a correspondingly serious nature.

e. Class V (2 demerits).

(1) Dirty, torn, or missing articles of equipment or clothing.

(2) Tardiness.

(3) Minor irregularities in performance of duty.

(4) Failure to be neatly and cleanly attired.

(5) Failure to wear properly all required articles of clothing and equipment.

(6) Failure to read bulletin board and check mail box twice daily.

(7) Failure to pick up laundry or repaired shoes at proper time.

(8) Hutment or hutment area not properly policed (hut orderly).

(9) Minor errors or omissions in making out section marcher's report.

(10) Unintentional failure to salute any officer or warrant officer.

(11) Failure to turn in complete instructional writs when due.

(12) Failure to bring prescribed equipment to class or to any formation.

(13) Any other delinquency of a correspondingly serious nature.

f. Class VI (1 demerit).

(1) Delinquencies, trivial.

(2) Articles in room not arranged as prescribed.

(3) Dusty articles of equipment or clothing.

(4) Minor delinquencies not included in classes I to V above.

(5) Minor irregularities in uniform or equipment.

(6) Irregularities in arrangement or condition of articles in hutment.

27. REPORTING OF DELINQUENCIES.

a. Delinquencies may be reported by any officer or by any officer candidate who is acting in a command capacity at the time an offense is committed. Reports by officer candidates will be submitted in writing to the class tactical officer concerned.

b. Class tactical officers are responsible for the charging of demerits for delinquencies within classes III, IV, V, and VI.

c. Delinquencies in classes I and II will be reported by the class tactical officer to the Commanding Officer, Officer Candidate School, for survey and action.

d. In the event that the delinquency falls in classes III, IV, V, or VI, but carries more serious implications than the number of stipulated demerits would indicate:

(1) Reference should be made to the broader aspects of classes I and II.

(2) Necessary report should be made to the Commanding Officer, Officer Candidate School.

28. RESIGNATION OF OFFICER CANDIDATES.

a. Officer candidates may resign from the School upon their own written request, submitted through channels.

b. The letter requesting relief will be worded as follows:
(date)

SUBJECT: Withdrawal from Officer Candidate School, Class No.
TO: Commandant, Field Artillery School, Fort Sill, Oklahoma

1. Request that under the provision of paragraph 11c (2), AR 625-5, dated 12 September 1944, and paragraph 25, WD Mobilization Regulations 1-4, dated 25 October 1939, I be allowed to withdraw from the Officer Candidate Class No., Field Artillery School.

2. My reasons for requesting to terminate my status as an officer candidate are:

- a.
- b.
- c.

3. This request is submitted of my own free will and volition. I have not been influenced to resign in any way, by any individual connected with the Field Artillery School.

(Signature)

(Serial number, rank)

CHAPTER 3 REGULATIONS

Section I. UNIFORM REGULATIONS

29. GENERAL.

a. Necessary clothing and equipment will be issued by the class supply sergeant.

b. All clothing issued here or elsewhere, with the exception of socks, handkerchiefs, neckties, shoes, underwear, towels, and toilet articles will be turned in upon graduation.

c. Officer candidates will be held responsible for missing items of clothing or equipment.

d. Officer candidates will be issued clothing and equipment as provided by T/E 21, section XIII.

e. The OCS emblem will be sewed:

(1) Centered on the left pocket of each shirt (cotton or wool).

(2) Four inches from the bottom of the right sleeves of the service coat and the overcoat.

f. Insignia of grade or rank and marks of unit designation *such as shoulder patches* will be removed from all clothing.

g. Service ribbons will be worn at all times on the service coat and on the cotton or wool shirt when worn as an outer garment.

h. The prescribed name card will be worn at all times while on the post:

(1) Centered on the flap of the left shirt pocket or upper left service coat pocket, or fatigue coat.

(2) On the left breast of the overcoat or field jacket, whichever is worn as an outer garment.

30. PRESCRIBED UNIFORMS.

a. The uniform to be worn to all classes during any day will be indicated on the weekly academic schedules. Reference to uniform to be worn will be in accord with designations used on illustrations, "Prescribed uniforms."

b. The raincoat will be worn in inclement weather. It will be completely buttoned.



FIG. 1



FIG. 2

UNIFORM "A"

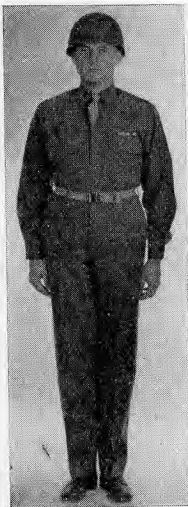


FIG. 3

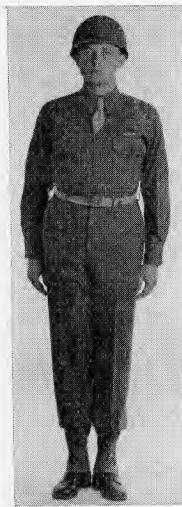


FIG. 4



FIG. 5

UNIFORM "B"

Prescribed uniforms



FIG. 6

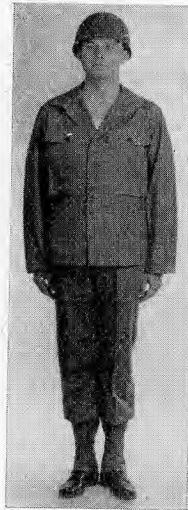


FIG. 7

UNIFORM "C"



FIG. 8



FIG. 9

THE RAINCOAT

Prescribed uniforms

c. When the steel helmet is not worn, chin straps of the helmet liners are worn up over the front. When the steel helmet is worn, the chin strap of the helmet liner is over the front of the steel helmet, and the straps of the steel helmet are buckled snugly on the point of the chin.

d. The field jacket, when worn with the herringbone twill uniform, will be worn under the fatigue jacket.

e. Clothing, equipment, and personal belongings will be kept in the hutments in accordance with the instructions contained in chapter 3, section II.

f. First echelon maintenance and care of clothing will be observed. Sew that small tear before it becomes a large one.

31. BRASSARDS OF COMMAND. Each cadet officer and noncommissioned officer will wear a red brassard with appropriate stripes:

Lieutenant colonel.....	2 yellow stripes.
Captain	3 white stripes.
First lieutenant.....	2 white stripes.
Second lieutenant.....	1 white stripe.
First sergeant.....	first-sergeant chevron.
Platoon sergeant.....	sergeant chevron.

Section II. HUTMENT REGULATIONS

32. GENERAL.

a. All officer candidates will live in quarters assigned to them.

b. Officer candidates are not authorized to reside in Lawton or in other surrounding settlements.

c. The senior officer candidate (cadet officer, noncommissioned officer, or otherwise) in each hutment will be responsible for the conduct of the occupants.

d. Any damage caused by the occupants of the hutment will be prorated among the occupants if the offender cannot be determined.

33. HUTMENT REGULATIONS.

a. Officer candidates in each hut will rotate alphabetically as hutment orderly.

b. Tour of duty will be for one week, beginning Sunday morning.

c. Hutment orderly's printed name card will be placed on the shelf moulding, centered directly between beds 3 and 4.

d. The hutment orderly is responsible for the poice of the hutment and surrounding area.

(1) All weeds around the hutment will be pulled.

(2) All duckboards will be kept in good shape.

(3) Hammer and nails can be secured from the class supply sergeant.

e. The hutment orderly is also responsible for reporting promptly by a written statement to the class tactical officer any repairs needed in the hutment (i.e., broken windows, loose door knobs, loose hinges, torn tarpaper, holes in screens, etc.). The statement should include the cause of the damage.

f. Windows will be kept clean.

34. PRINTED NAME CARDS.

a. Each officer candidate will attach a printed name card to the edge of the shelf over the center of his bed with scotch tape or thumbtacks.

b. Printed name cards will also be placed in alphabetical order, from top to bottom, on the inside, in the extreme upper right-hand corner of the window to the left of the door, as viewed from outside.

35. FOOTLOCKERS.

a. Footlockers will be placed at the end of the bed as illustrated in the floor plan below.

b. They will be alined directly with the edge of the bed and flush with the corner.

c. Footlockers will be locked whenever candidates leave the hutment.

d. All tags will be removed from footlockers.

e. If the officer candidate does not have a footlocker, an extra barracks bag will be placed in this position.

36. BOOKS.

a. Books will be arranged neatly on the shelf according to the hutment diagram.

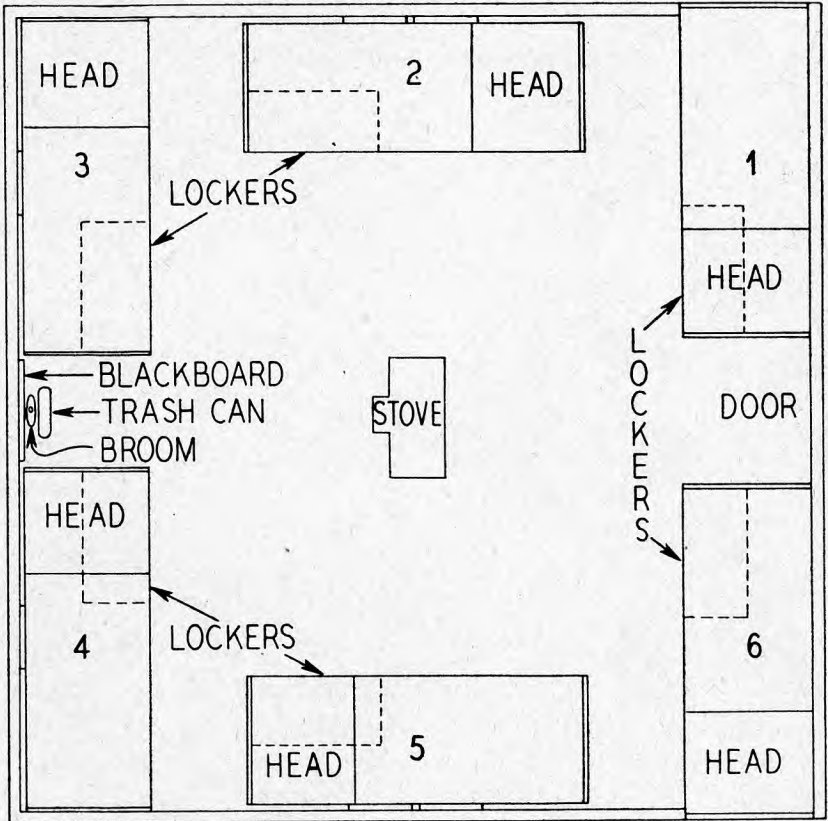
b. They will be accurately sized, tallest books in the middle of the two-man group.

c. Only bound books will be displayed.

d. Only texts used in the course and related books will be displayed.

e. All loose papers, notes, folders, etc., will be placed in a manila folder or red manila envelope and laid flat on the shelf behind the books against the wall and two-by-four.

f. A simple bookend will be made from a half brick covered with clean white paper. This will be placed so as to stand on the long narrow edge with the small end facing the center of the hutment.



FLOOR PLAN

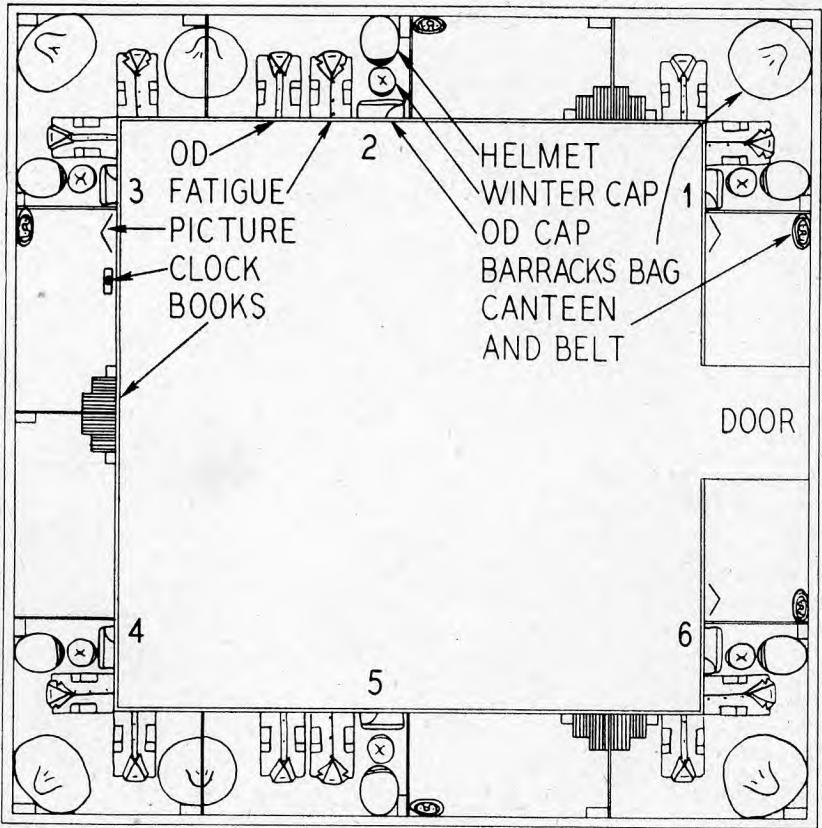
37. CLOTHING.

a. Clothing folded on the shelf will be piled neatly with collars and waistbands toward the wall, as illustrated in the shelf plan below.

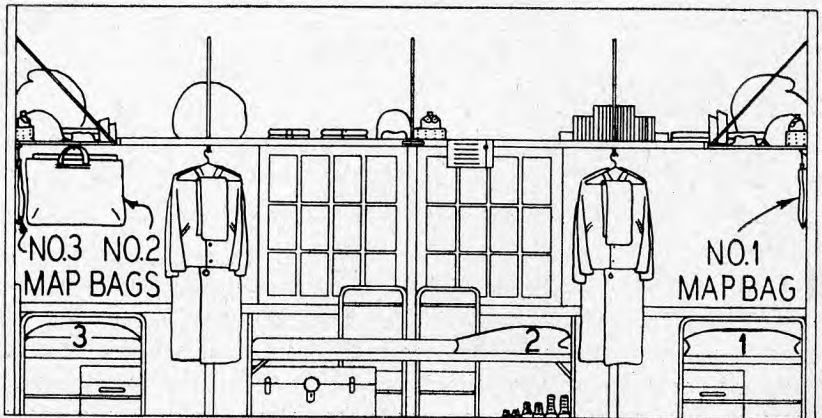
b. Wool shirts will be buttoned and folded to the same size as the trousers.

c. No fatigue clothing or clothing out of season will be displayed.

d. The following clothing will be hung on coat hangers, on the metal rods under the shelves, in the order from rear to front: raincoat, bathrobe, overcoat, blouse, field jacket, and either wool or cotton uniform with the trousers hung under the shirt. A clean towel neatly folded will be hung in front of the clothing.



SHELF PLAN



FLOOR AND SHELF ELEVATION

38. ALLOCATION OF CLOTHING SPACE.

a. The clothing of the candidate in bed 1 will be hung on the metal rod between bunks 1 and 2 using the rear two thirds of the rod.

b. The candidate in bed 2 will use the front third of the first rod and the rear third of the second rod between bunks 2 and 3. The overcoat and raincoat will be hung on the second rod and the rest of the clothing on the first rod.

c. Candidate in bed 3 will use the front two thirds of the second rod.

d. Candidate in bed 4 will use the rear two thirds of the rod between bunks 4 and 5.

e. Candidate in bed 5 will use the front third of the fourth rod and the rear third of the fifth rod between bunks 5 and 6. Raincoats and overcoats will be hung at the rear.

f. Candidate in bed 6 will use the front two thirds of the fifth rod.

g. Where two men are using one rod, a piece of white tape will separate their clothing.

h. Coat hangers will be hung uniformly on the rod with the hook facing the rear of the hutment.

i. All extra hangers will be placed at the rear of the rod.

j. The third rod in the hut is for the broom.

39. INTOXICATING LIQUORS. Intoxicating liquor or beer in the possession of candidates in the hutments or similar buildings is cause for dismissal.

40. SHOES.

a. Shoes will be alined with the toes directly under the front edge of the bed at the opposite end from the footlocker. Starting at the leg of the bed, they will be alined in the following order: overshoes, boots, service shoes, slippers.

b. Civilian low quarter shoes will not be displayed or worn at any time either on or off the post.

c. Shoes and leather slippers will be shined.

d. The shoes will be laced to the top and the shoe strings tucked in. One pair of shoes will be laced across. The other pair will be laced diagonally. The pair laced across will be worn on the even days of the month. The pair laced diagonally will be worn on the odd days of the month.

e. Overshoes will be clean and buckled, and the rubber parts will be shined.

- f. All service shoes issued will be displayed.
- g. For Saturday inspections, shoes will be displayed on their sides, each pair heel to heel, soles facing outward.

41. CHAIRS.

- a. Chairs will be folded, printed name card attached to back with scotch tape 2 inches below rim.
- b. They will be displayed behind the center of bunk for occupants of beds 3 and 4, centered on two-by-four.
- c. Other officer candidates will center their chairs 2 inches apart behind bunks 2 and 5, using the edge of the two-by-four between the windows as a guide.

42. BARRACKS BAGS.

- a. Barracks bags will be tied at the top and folded under. Tying ropes will be tucked into barracks bag.
- b. They will be placed in the position shown on the diagram.

43. BEDS. Beds will be made in the following manner:

- a. Comforter folded once, across the width, rolled neatly, and placed at the foot of the bed, folded edge away from the wall:
 - (1) Comforters will be rolled so that they can be unrolled without being turned.
 - (2) The end will not be tucked under the mattress.
- b. Extra blanket folded once, across the length, US on the inside, placed on the top of the pillow with fold toward foot of bed, tucked under at sides and head in such a manner that the fold covers approximately one third of the length of the bed from the head. The US on the other blanket will be placed so that it can be read from the foot of the bed.
- c. All wrinkles will be removed before the candidate leaves the hutment.
- d. If only two comforters are issued, one will be placed over the entire length of bedding and tucked under at the sides only and the other will be rolled as indicated in paragraph 12a (1) (a).

44. BLACKBOARDS, BROOMS, TRASH CANS.

- a. The blackboard will be placed against the wall between beds 3 and 4. The long axis will be vertical and the slate side will face the room.
- b. The broom will be hung directly in front of the blackboard from the metal rod beneath the shelf.

c. The trash can will be placed in front of the broom, parallel to the wall.

45. DOORS AND WINDOWS.

a. Doors and windows of hutments will be kept closed when candidates are not in the area.

b. Ventilators will always be open.

c. When officer candidates are in the area, the window on which the name cards are placed will be closed sufficiently for the charge of quarters or officer of the day to ascertain the names of the occupants.

46. LOCATOR CARDS.

a. Locator cards will be thumbtacked 2 inches to the right of the name card and flush with the top of the shelf moulding.

b. A button, threaded on a string, will be placed 1 inch from the right-hand edge of the card.

c. During the day, this button will be kept at the top of the card.

d. During study hours and over week ends the button will indicate the whereabouts of the officer candidate during his absence.

47. OTHER AUTHORIZED ARTICLES.

a. Authorized articles on shelf will be placed flush with the front edge, unless otherwise specified.

b. One picture may be displayed. It will be placed to the right of and against the iron rod, over the center of bunks 1, 2, and 4, and to the left of the iron rods for bunks 3, 5, and 6; it will be flush with the front shelf moulding.

c. Alarm clocks will be placed just to the right of the iron rod over the center of bunks 1, 2, and 4, and to the left for bunks 3, 5, and 6.

d. Canteens with the belts neatly wound about them will be placed on the shelf against the wall to the right of the two-by-fours at the center of bunks 1, 2, and 4, and to the left of the two-by-fours at the center of bunks 3, 5, and 6.

e. Steel helmets will be placed on the shelf against the wall to the left of the two-by-fours at the center of bunks 1, 2, and 4; and to the right of the two-by-fours at the center of bunks 3, 5, and 6.

f. Radios may be displayed neatly on the shelf but must be disconnected during *call to quarters* or when candidates are at class. They will be placed to the right of the books for bunks 3 and 5, and at the left of the books for bunks 2 and 4. Radios for bunks 1 and 6 will be placed on the shelf next to the door.

g. Field glasses will be locked in footlockers.

h. Candidates who do not have footlockers may keep shaving equipment and shoe shine equipment on the shelves, in the space shown as vacant on the hutment diagram.

48. GAS HEATERS. Gas heaters will be turned off when candidates are not in the hutment area and during hours of sleeping. They will be clean inside and out.

49. SUITCASES AND HAND LUGGAGE. Suitcases and hand luggage will be placed under the bed behind the footlocker.

50. PLOTTING BAGS.

a. Plotting bags will be hung in the hutments as follows:

(1) Bed 1—on the nail to the left of the front window.

(2) Bed 2—on nail above the head of bed 3.

(3) Bed 3—on nail above center of bed.

(4) Bed 4—on nail above center of bed.

(5) Bed 5—on nail above foot of bed 4.

(6) Bed 6—on nail at right of front window.

(7) Each candidate will print his name in 1-inch letters 3 inches below the top edge of his plotting bag.

b. The name will be showing whenever the plotting bag is hung in the hutment.

51. ELECTRICITY.

a. Electricity must be conserved.

b. Each hutment orderly is responsible that the lights in his hut are turned off whenever the hut is vacant and during daylight hours when there is sufficient natural light.

c. Additional electric wiring in hutments is prohibited.

d. Sixty-watt bulbs are the maximum allowed for each outlet in the hutment.

e. Transformers and fuses on the power lines in the hutment area will carry no more than the electrical load equivalent to that consumed by two 60-watt light bulbs in the 18-man hutments.

(1) An increase in load results in the destruction of fuses and is dangerous to transformers which are irreplaceable.

(2) Double sockets will not be used.

f. Replacements for blown-out fuses, etc. may be obtained from the supply sergeant.

g. Electric light bulbs are not expendable. Burned out or broken bulbs will be turned in to the supply sergeant who will issue replacement.

h. Fuses will not be by-passed by pennies or otherwise.

52. LATRINES.

a. Newspapers, magazines, etc., will not be left on the floor of the wash rooms.

b. Every effort will be made to keep the toilets and bathrooms clean and sanitary.

c. When undressed, candidates will wear adequate covering such as a raincoat or bathrobe when going to and returning from bathrooms.

d. Overshoes or other muddy articles will not be cleaned in the latrines.

53. MISCELLANEOUS.

a. Money and other valuables must be kept under lock and key at all times.

b. Cash, coin, or currency will not be sent through the message center.

c. Inspection of candidates' quarters will be made daily by the class tactical officer. Hutments will be ready for inspection at all times.

d. A copy of this handbook for officer candidates will be hung by a 3-inch string on the wall over bed 1, adjacent to the window.

54. FIRE REGULATIONS. Fire regulations controlling Fire Area III (in which the Officer Candidate School is located) are posted on all bulletin boards. Candidates will thoroughly inform themselves of the provisions of these regulations, particularly those pertaining to the fire prevention measures. Each candidate will familiarize himself with the location and operation of fire extinguishers in the immediate vicinity of his quarters, also the locations of fire alarm boxes.

55. MESS.

a. Candidates, except when authorized to be absent, will take all meals at the mess to which they are assigned.

b. Candidates will march to and from their respective messes, regardless of whether they eat the meal.

c. To facilitate proper messing:

(1) The candidates will hold the serving trays in both hands with the large food compartment toward the food server.

(2) Candidates will move promptly through the serving line.

(3) Upon completing the meal, the candidates will move to the nearest side of the mess hall and proceed in line to dispose of their trays and other mess equipment.

56. POLICE. The area occupied by officer candidates will be policed daily in accordance with instructions issued by the class tactical officers. Trash will be placed in trash cans. Cardboard will be flattened out, piled neatly on the trash racks or on the ground adjacent, and weighted down.

Section III. DRILL REGULATIONS

57. GENERAL. All drill and formations of the Officer Candidate School will be conducted in accordance with the provisions of FM 22-5, Infantry Drill Regulations. The adaptations outlined below will serve to interpret the general provisions of that manual. Special formations, not covered in FM 22-5, are outlined in paragraphs 58, 59, 60, and 61.

a. The term "battery" will be substituted for the term "company" wherever the latter occurs in the drill regulations.

b. In reporting absentees at formations, the term "mister" will be substituted for the term "private," and the term "officer candidates" will be substituted for the term "men."

c. Platoons and batteries will customarily form in 3 ranks regardless of whether 2, 3, or 4 ranks is authorized.

58. RETREAT CEREMONY.

a. The battery is formed.

b. At the sounding of *attention*, the battery commander faces the battery, commands: 1. BATTERY, 2. ATTENTION, and then faces front.

c. At the sounding of *retreat*, the battery commander faces the battery, commands: 1. PARADE, 2. REST, and then faces front.

d. At the sounding of *To the Color* or the playing of the National Anthem, the battery commander faces the battery, commands: 1. BATTERY, 2. ATTENTION, 3. PRESENT, 4. ARMS, faces front, and comes to *present arms*.

e. At the conclusion of *To the Color* or the National Anthem, the battery commander comes to *order arms*, faces the battery, and issues further orders.

59. MESS FORMATIONS.

a. If the battery is formed, the battery commander relinquishes control to the platoon leaders and takes post in front of the mess hall. From this point he supervises the entrance by the platoons into the mess hall.

b. If not formed, the battery is formed before the battery commander relinquishes control.

60. CALL TO QUARTERS.

a. *Call to quarters* formation is held every evening, except on Saturdays and days preceding holidays.

b. Classes form at their usual place of assembly.

61. POSTING NEW CADET OFFICERS. New cadet officers are posted immediately after the *call to quarters* formation.

a. The retiring battery commander commands: 1. NEW AND OLD OFFICERS, FRONT AND CENTER, 2. MARCH.

b. Leaving ranks and moving by the most direct route, the new battery commander takes post 2 paces in front of and facing the retiring battery commander.

c. The retiring platoon leaders, moving by the most direct route, post themselves in line 1 pace in rear of the new battery commander.

d. The new platoon leaders leave ranks, move by the most direct route, and post themselves in line 1 pace in rear of and covering the particular retiring platoon leader each is to replace.

e. The retiring battery commander then commands: 1. PRESENT, 2. ARMS, exchanges salutes with the new battery commander, relinquishes the brassard of command, and passes on necessary orders to the new battery commander.

f. At the same time, the retiring platoon leaders face about, exchange salutes with the new platoon leaders, relinquish the brassards of command, and face front.

g. Having received the brassard of command, the new battery commander faces about and commands: 1. ORDER, 2. ARMS, 3. OFFICERS, POST, 4. MARCH.

h. (1) At the preparatory command OFFICERS, POST, the new and retired platoon leaders execute *right* and *left face*.

(2) At the command of execution MARCH, the new platoon leaders take post 6 paces in front of the center of their platoons and face front. The retired battery commander and platoon leaders join the ranks of their platoons.

- i. The battery is dismissed.
- j. The new and retiring cadet noncommissioned officers exchange brassards informally prior to the ceremony described above.

Section IV. STUDY HOUR REGULATIONS

62. EVENING HOURS.

a. After new cadet officers have been posted and the batteries dismissed, the officer candidates will go individually to their places of study.

b. Study period is from *call to quarters* to *lights out*.

(1) From *call to quarters* formation to *reveille*, quiet will be maintained in the hutment area and in all study halls. Radios are not to be played during study hours.

(2) From *call to quarters* until *reveille* only the following places are on limits: hutments, headquarters building, study halls, barber shops, dental clinic, and latrines.

(3) Candidates will use study halls rather than hutments for the purpose of study. However, the class tactical officer may authorize the use of the latter.

(4) Each candidate must determine for himself the amount of study necessary for him to complete the course successfully.

(5) Candidates are not permitted to visit automobiles in or adjacent to the hutment area after *call to quarters*.

(6) It is suggested that those candidates who are having difficulty with the course should study 4 hours every night except Saturday and nights before holidays, and that they should use the week end for recreation. Only in exceptional cases will study after midnight be of value.

Section V. FURLOUGH AND PASS REGULATIONS

63. FURLOUGHS. Officer candidates will be granted furloughs only in cases of emergency.

64. PASSES.

a. All officer candidates will receive class "A" passes at the beginning of the course which authorize absence from the post except when

“Arrival and Departure Book,” which is kept in the class day room. the date and hour of his departure or return by registering in the

c. Each officer candidate who leaves or returns to the post will record indicated on charts and memoranda posted on class bulletin boards.

b. Restricted districts in territory adjacent to the reservation are hallways, lobbies, etc., even if the candidate is registered in the hotel.

a. Curfew regulations require all enlisted personnel to be off the streets and out of public places by 2300 Sunday through Friday, inclusive, and by 0200 Sunday morning. This regulation includes hotel

66. RESTRICTIONS.

Curfew regulations require all enlisted personnel to be off the streets and out of public places by 2300 Sunday through Friday, inclusive, and by 0200 Sunday morning. This regulation includes hotel hallways, lobbies, etc., even if the candidate is registered in the hotel.

a. Curfew regulations require all enlisted personnel to be off the streets and out of public places by 2300 Sunday through Friday, inclusive, and by 0200 Sunday morning. This regulation includes hotel

c. Special week-end passes will be granted only to candidates in good standing and when circumstances warrant. They may be granted to cover that period from cessation of duties on Saturday until 30 minutes before call to quarters Sunday.

b. Restricted districts in territory adjacent to the reservation are hallways, lobbies, etc., even if the candidate is registered in the hotel.

a. Curfew regulations require all enlisted personnel to be off the streets and out of public places by 2300 Sunday through Friday, inclusive, and by 0200 Sunday morning. This regulation includes hotel

(3) A statement to the effect that the officer candidate has the necessary funds to cover expenses and that he understands the curfew regulations.

(2) Purpose of the pass and name and address of person to be visited.

(1) The time and date pass is to begin and expire.

following information should be included: The Friday preceding the week end on which absence is desired. The official letter form submitted to the class tactical officer by 0730 on Special week-end passes may be granted upon written request on

b. Special week-end passes may be granted upon written request on official letter form submitted to the class tactical officer by 0730 on the Friday preceding the week end on which absence is desired. The following information should be included:

a. Officer candidates whose families have established residence in Lawton are authorized to be absent from the post Saturday nights, provided the pass is submitted for the signature of the class tactical officer.

65. SPECIAL PASSES.

c. The class “A” pass is sufficient authority for visits in an area of 60-mile radius from Fort Sill.

b. Any candidate receiving five or more demerits in one demerit week (from Friday to Thursday inclusive) will be deprived of his pass for the following week end.

a. Officer candidates whose families have established residence in Lawton are authorized to be absent from the post Saturday nights, provided the pass is submitted for the signature of the class tactical officer. Special week-end passes may be granted upon written request on official letter form submitted to the class tactical officer by 0730 on the Friday preceding the week end on which absence is desired. The following information should be included:

(3) A statement to the effect that the officer candidate has the necessary funds to cover expenses and that he understands the curfew regulations.

(2) Purpose of the pass and name and address of person to be visited.

(1) The time and date pass is to begin and expire.

CHAPTER 4

MILITARY COURTESY

67. GENERAL. Officer candidates will be especially alert in the practice of military courtesy. Salutes are exchanged both on and off the military reservation. The salute is a salutation between military men whose lives are dedicated to a common purpose. The manner of its performance is an indication of the alertness so necessary in battle as well as an indication of the discipline essential to victory. With this in mind, the rule is, **WHEN IN DOUBT, SALUTE**, as it is the spirit and not the letter of the law that should govern.

68. QUESTIONS AND ANSWERS. To clear up any misunderstanding, the provisions of FM 21-50 are amplified in question and answer form as follows:

a. (1) Must you salute a navy officer?

Yes. (AR 600-25, par. 1b; FM 21-50, par. 7a, b.)

(2) Must you salute a master sergeant?

No. (AR 600-25, par. 1b; FM 21-50, par. 7a, b.)

(3) A warrant officer?

Yes. (AR 600-25, par. 1b; FM 21-50, par. 7a, b.)

(4) A WAC officer?

Yes. (AR 600-25, par. 1b; FM 21-50, par. 7a, b.)

(5) An army nurse?

Yes. (AR 600-25, par. 1b; FM 21-50, par. 7a, b.)

(6) A British officer?

Yes. (AR 600-25, par. 1b; FM 21-50, par. 7a, b.)

b. At what distance should you salute out of doors?

Distance at which recognition is easy. (FM 21-50, par. 7c.)

c. How long do you hold a salute?

Until the person saluted returns the salute or has passed. (FM 21-50, par. 7d.)

d. A soldier is standing at a bus stop when: (1) An officer approaches, pauses nearby for a minute, and walks away. What are the soldier's actions?

The soldier salutes only once, when the officer approaches. (FM 21-50, par. 7g.)

(2) The officer approaches the soldier to ask when the next bus is due to arrive and then walks away. How do the soldier's action differ from (1)?

He salutes when the officer approaches to speak, and also when the conversation is ended. (FM 21-50, par. 7g, k.)

(3) Suppose in (1) there had been several soldiers at the bus stop when the officer appeared and only one soldier saw him approach. What are the soldier's actions?

He calls "Attention" at about 10 paces and then salutes. (FM 21-50, par. 8a (2) (c).)

(4) What do the other soldiers do in (3)?

Immediately come to attention and salute. (FM 21-50, par. 8a (2) (c).)

e. You are in charge of a section marching at route order when you meet an officer. What do you do?

Call section to attention and salute. (FM 21-50, par. 8a (3).)

f. (1) Your section is standing at ease and an officer approaches to pass your front. What do you do?

Call section to attention, face the officer, and salute. (FM 21-50, par. 8a (3).)

(2) In (1) the officer approaches to pass the rear. What do you do?

Call section to attention, face to the front; do not salute. (FM 21-50, par. 8a (3).)

g. (1) You have the first sergeant's permission to see the battery commander in his office for a pass. What are your actions?

Remove headdress, knock, enter when told. Stop 2 paces from desk, salute, and say, "Sir, has permission from the first sergeant to speak to the battery commander." As soon as the conversation is ended, salute, face door, and leave promptly. (FM 21-50, par. 8b (3), (5).)

(2) Suppose in (1) you were to report to the battery commander for inspection before going to guard mount. You are armed with a pistol. What would you do differently than you did in (1) above?

Leave headdress on. (FM 21-50, par. 8b (3).)

h. You are a cannoneer at gun drill. The executive gives a 10-minute break and you sit down in the shade of a tree. The executive comes over to speak to you. What do you do?

Stand at attention and salute. Salute when conversation ends. (FM 21-50, par. 7g, h.)

i. You are walking up the road. An official car approaches with a star displayed. Do you salute?

Yes. (FM 21-50, par. 7a, b.)

j. Do you salute officers in any kind of an official or private car?

Yes. (FM 21-50, par. 7a, b.)

k. (1) Generally speaking, are salutes exchanged indoors?

No. (FM 21-50, par. 8b (2).)

(2) What are the exceptions to (1)?

(a) When reporting, as to the battery commander, for a pass. (FM 21-50, par. 8b (2).)

(b) When posted as a sentry or guard. (FM 21-50, par. 8b (2).)

(3) What are other instances when one does not salute? (FM 21-50, par. 7m.)

(a) When carrying articles with both hands, or when otherwise so occupied as to make saluting impracticable.

(b) When driving a vehicle in motion.

(c) In campaign, or under simulated campaign conditions, except when reporting to a senior.

(d) When a member of a guard engaged in a duty, the proper execution of which prevents saluting.

(e) In ranks, except when commanded to salute.

(f) When a prisoner.

(g) When actually engaged in games.

(h) In a public conveyance.

(i) When at work in a detail.

l. (1) You are in charge of a fatigue detail supervising the loading of some lumber; an officer passes. What do you do?

Salute. (FM 21-50, par. 8a (2) (b).)

(2) What do the members of the detail do?

Continue with their work without saluting.

(3) Suppose in (1) you are helping to lift the lumber. Would you salute?

No. (FM 21-50, par. 8a (2) (b).)

m. (1) You are driving a vehicle. You pass an officer. Do you salute?

No. (FM 21-50, par. 8a (4) (a).)

(2) You have parked your vehicle and are sitting in the driver's seat. An officer passes. What do you do?

Sit at attention. Salute. (FM 21-50, par. 8a (4) (a).)

n. You are in charge of a detail of men riding in a truck. You are in the front seat. Your truck passes an officer. What do you do?

Salute for the entire detail. (FM 21-50, par. 8a (4) (c).)

o. You are on a bus when an officer gets on. What do you do?
Nothing. (FM 21-50, par. 8a (4) (d).)

p. (1) You are a sentinel on post. How do you salute during the hours for challenging if armed with the rifle?

Present arms. (FM 21-50, par. 8a (5) (a).)

(2) With the pistol?

Do not salute. Execute *raise pistol*. (FM 21-50, par. 8a (5) (c).)

(3) With the carbine?

Do not salute. Execute *port arms*. (FM 21-50, par. 8a (5) (b).)

q. Your name has been called at pay formation; what is your response and action?

Answer "Here," step to pay table, salute, take money, leave room. Officer making payment does not return the salute. (FM 21-50, par. 8b (6).)

r. An officer unexpectedly enters your squad room. What do you do? Command *Attention*. Remain at attention until officer leaves or orders otherwise. Any man wearing headdress will immediately remove it. (FM 21-50, par. 8b (8).)

s. (1) An officer enters your mess hall at meal time. What do you do?

Sit *at ease*. (FM 21-50, par. 8b (10).)

(2) He engages you in conversation. What do you do?

Sit at *attention*. (FM 21-50, par. 8b (10).)

t. (1) You are riding in the front seat of a truck and are in charge of a detail of men riding in the back of the truck. You hear the retreat gun fired. What do you do?

Halt vehicle, dismount, salute.

(2) What do the men in the back of the truck do?

Sits at *attention*. (FM 21-50, par. 9a (3).)

(3) Suppose in (1) you are riding in a command car. What do you, the driver, and the detail do?

All dismount and salute. (FM 21-50, par. 9a (3).)

u. (1) You are walking along the parade ground and notice that one of the battalions is having a parade. The colors pass you. What do you do?

Salute when colors are 6 paces from their nearest approach and hold until 6 paces past. (FM 21-50, par. 10a (1).)

(2) You meet a little girl carrying a small flag. Do you salute?

No. (FM 21-50, par 10a (2).)

v. A funeral procession passes along the street as you are sitting on the front lawn in front of the barracks. What do you do?

Stand at attention and salute when the caisson or hearse passes. (FM 21-50, par 11b.)

w. You are walking along the street smoking and you see an officer approaching. What do you do?

Remove the cigarette from mouth and place in left hand; then salute. (FM 21-50, par. 7d.)

x. Your battery commander sends you on an errand which requires you to double time; an officer approaches. What do you do?

Take up quick time and salute; when salute is returned, resume double time. (FM 21-50, par. 7i.)

y. A group of enlisted men in various uniforms are talking outside of their barracks and an officer approaches. You have just come from kitchen police duty and are wearing only an undershirt above the waist. You are first to see the officer. What do you do?

Call *Attention* and salute. All present will stand at attention and salute. (FM 21-50, par. 8a (2) (c).)

z. You are a noncommissioned officer in charge of part of the guard which is standing at ease; the colors pass by. What are your actions?

Call the guard to attention, face the colors, and salute. (FM 21-50, par. 8a (3).)

aa. You are on furlough and see an officer outside the railroad station. Would you salute?

Yes. (FM 21-50, par. 7m (12).)

ab. You are cutting the grass by yourself in front of the barracks and an officer passes by. Do you salute?

No. (FM 21-50, par. 8a (2) (b).)

ac. You are seated in the hallway of battalion headquarters waiting for the reply to a message. An officer enters. Do you remain seated?

No, you rise, stand at attention, and uncover if you have not already done so. (FM 21-50, par. 8b (8).)

ad. You are in ranks at ease during drill. An officer approaches to speak to you. What do you do?

Immediately come to attention and remain at attention until he has moved off. (FM 21-50, par. 7m (7).)

ae. You are playing baseball and an officer approaches. Do you salute?

No. (FM 21-50, par. 8a (2) (a).)

af. You are pitching an informal game of horseshoes and an officer approaches. Do you salute?

Yes. (FM 21-50, par. 8a (2) (a).)

ag. You are sent by your battery commander with an oral message to the battalion executive. When reporting to the executive, must you use the expression, "Sir, Captain sends his compliments, etc.?"

No.

ah. You are conversing with your battery commander. Should you use the second person during the conversation?

Yes, you should. (FM 21-50, pars. 8*b* (3) and 20*g*.)

ai. You are the bearer of the national colors; would you ever dip it in salute to any individual?

No, the colors are never dipped to anyone; not even to the President. (AR 600-25, par. 7.)

aj. You are playing baseball on the post in exercise clothes and a band commences the National Anthem. What do you do?

Remove headgear, stand at attention facing the music. Do not salute.

ak. You are walking along the street carrying a cigarette in your left hand and a book in your right hand. An officer approaches. Should you salute?

Yes, after first transferring the book to your left hand.

CHAPTER 5

FACILITIES AVAILABLE TO OFFICER CANDIDATES

69. RECREATION, SOCIAL, AND ATHLETIC ACTIVITIES. The following facilities are available for the use of officer candidates:

a. Day room. In the officer candidate area there is a fully equipped day room to be used during off-duty hours.

b. Athletics. Due to the limited time, there will be no scheduled competition; however, there is available at the officer candidate headquarters certain athletic equipment for the use of the candidates. Team competition is encouraged and will be organized on an informal basis by class tactical officers.

c. Service Club No. 3. Service Club No. 3 is located at Ringgold and Austin Roads. Here a cafeteria and accommodations for overnight guests are found. Facilities for entertaining guests, including ladies, are available.

d. Library. The Field Artillery School Library is located in McNair Hall. The facilities of the library are available to all officer candidates. Information as to the hours the library is open may be secured at the Officer Candidate School headquarters. The following procedure governs the procurement of books from the library:

(1) Library cards are obtained either at the library or by request in writing through message center.

(2) After a card has been obtained, books may be procured at the library, or through message center by an informal memorandum to the librarian, giving the name of the book, your full name, grade, and class number.

(3) If a book is to be returned by message center, a slip of paper should be attached to it, clearly indicating that the book is to be returned to the library, and showing your return address.

e. Other facilities. There is a swimming pool located in the officer candidate area, a golf course located on the parade ground of the New Post, and tennis courts in the vicinity of Theater 1. Any of the several theaters on the post are available to the officer candidates.

f. Visitors. Except in special cases, officer candidates will not encourage visitors during the week. However, from the time candidates are released on Saturday until the beginning of the study period on Sunday, visitors are welcomed. These instructions apply to holidays. The service club exists especially so candidates may receive lady visitors. The hostess is available as chaperon.

g. Museum. The Field Artillery Museum has many interesting items on display. (For location see map in telephone book.)

70. MOTOR VEHICLE AND TRAFFIC REGULATIONS. Persons operating motor vehicles on the reservation will conform to federal laws, the laws of the State of Oklahoma, and to Post Motor Vehicle Regulations.

a. All privately owned vehicles operated on the reservation by members of this command will be registered with the Post Internal Security Officer. Applications for registration may be obtained at the Post Internal Security Office. In order for a vehicle to be registered, it must carry at least \$5,000 and \$10,000 public liability, and \$1,000 property damage insurance. Proof of insurance must be submitted with application.

b. Two Fort Sill identification plates will be issued at the time of registration. These will be affixed to the vehicle; loss of one or both will be reported at once to the Post Internal Security Office.

c. The following traffic regulations will be observed on the post:

(1) In general the speed limit on main roads is 20 miles per hour, except where otherwise indicated by appropriate signs; and 12 miles per hour on service roads.

(2) Motor vehicles belonging to officer candidates will be parked in the parking lot west of building T-1309.

(3) In no case will any vehicle be parked nearer than 15 feet to tents, buildings, or fire hydrant; vehicles will not be parked on grass.

d. Since students are on temporary duty and required to live in quarters assigned on the post, applications for supplemental gas ration coupons will not be approved.

71. MEDICAL AND DENTAL ATTENTION.

a. Sick call is held daily during the drill period and at a specified time on Sundays. Prior to attending sick call, an officer candidate will have his name entered on the sick book.

b. Any officer candidate who is not marked "duty" in the sick book will be placed in the hospital or infirmary. No officer candidate is

authorized to remain in quarters due to illness and he must be with his platoon during school hours.

c. Officer candidates who need an eye examination or glasses will report to their class tactical officer for instructions.

d. Dental Clinic 1, building T-630, is open daily, including evenings and Sundays. Appointments are not necessary. Candidates who require dental care will report to Dental Clinic 1 any time after classes, with the permission of the class tactical officer. Only emergency care will be given on Sundays.

72. TRANSPORTATION FACILITIES.

a. Buses.

(1) The Lawton-Fort Sill Bus Company operates a scheduled service between Fort Sill and Lawton. Bus fare is 15 cents. Bus fare between stands on the post is 5 cents.

(2) The Post Bus is a military bus and serves points on the post at no charge. Information concerning route and schedule may be secured at officer candidate headquarters.

b. Taxicabs. Taxicabs are authorized to stop only at specified taxi stands on the post. Cab fare between stands on the post is 35 cents for one passenger and 50 cents for two or more. Cab fare between any stand on the post and Lawton is one dollar, equally divided among the passengers. Maximum number of five passengers is permitted in a cab.

c. Railroads. The Rock Island and Frisco Railroads operate scheduled trains daily from Fort Sill, north and south bound. The Rock Island main line runs through Duncan, Oklahoma, 30 miles east of Lawton.

d. Cross-country buses. Fort Sill and Lawton are served by several bus companies operating 24-hour schedules to all parts of the country. Buses can be used to meet the main line trains through Duncan.

e. Baggage. All questions on baggage will be referred to the class tactical officer.

73. COMMUNICATION FACILITIES.

a. Mail. Proper mailing addresses for officer candidates will be posted on student bulletin boards by the class tactical officer. Immediate steps will be taken to notify all correspondents of the correct mailing address. Printed postal forms for this purpose are available at the post office.

b. Telephone service.

(1) Telephone pay stations are located throughout the student area, including the post exchange branches and the service club. (Consult the Fort Sill telephone directory for other locations.) Prepaid telegrams may be sent from any pay station.

(2) Permission to make calls after call to quarters will be obtained from the class tactical officer.

(3) Incoming emergency calls should be directed to Fort Sill extension number 2719. They will be relayed through the charge of quarters.

74. MONEY ORDERS.

a. Candidates who receive notice of arrival of money orders by telegram will call Western Union in Lawton and inform that office when the money will be collected. In the absence of such information, the money will not be held longer than 3 days.

b. Bank money orders may be purchased at the City National Bank branch in the Main Post Exchange.

c. Postal money orders may be purchased at the post office building CC-7 daily except Sundays. Information concerning hours may be secured at the post office.

75. BARBER SHOP. Officer candidates are authorized to use the barber shops in building CC-92 and in the post exchange branches during call to quarters. They will not enter any other part of the exchange while availing themselves of this privilege.

76. PURCHASES.

a. The Field Artillery School Book Store carries a complete line of stationery and miscellaneous supplies. It is located in building CC-8 on Ringgold Road.

b. Post Exchange Branch 3, building T-660, on Ringgold Road is to be used by officer candidates.

c. Clothing may be purchased at the officers' uniform store in building CC-5 on Ringgold Road. Officer candidates have priority for the purchase of necessary clothing and equipment for graduation. Fitting of the uniform will be accomplished 60 days before graduation. Details will be posted on bulletin board.

CHAPTER 6

GRADUATION AND THE NEW OFFICER

Section I. GRADUATION

77. CLEARANCE. As graduation day approaches, officer candidates will attend to clearing the post, as indicated below.

a. In accordance with AR 615-40, paragraph 11a (2), in the 5 days before graduation, all clothing and equipment will be turned in except as listed: "Enlisted men * * * who are discharged to accept commission as officers * * * are authorized to retain permanently the prescribed allowances of handkerchiefs, neckties, service and low quarter shoes, socks, toilet articles, towels, and underwear in their possession at that time."

b. All other equipment will be turned in at times indicated on bulletin board.

c. Clearance of personnel records, signing discharge papers, final indorsement of service record, discontinuation of allotments, and renewal of insurance and bond allotments will be attended to before graduation.

d. Prepare baggage for shipment to new station, and settle all accounts or bills both on the post and in Lawton or vicinity.

e. Sign register of departure in class day room.

f. Watch class bulletin board closely during week of graduation.

78. GRADUATION.

a. Graduation formation is in the battery street. Officer class "A" uniform without bars will be worn.

b. Graduation ceremony takes place after a review on the parade ground.

c. Below is the oath of office taken by an officer candidate when he successfully completes the course and becomes a second lieutenant in the Army of the United States.

OATH OF OFFICE

I,, having been appointed a second lieutenant, Army of the United States, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign or domestic, that I will bear true faith and allegi-

ance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter;
SO HELP ME GOD.

Section II. THE NEW OFFICER

79. CLOTHING AND EQUIPMENT FOR OFFICERS.

a. Officer candidates who are certified for graduation will comply with the following instructions.

b. The government allows each newly commissioned officer \$250.00 for purchase of uniforms and equipment.

c. It is expected that each candidate will spend at least that sum to purchase all necessary clothing and equipment, both winter and summer, upon being commissioned.

d. Purchases may be made anywhere, and not necessarily in a government instrumentality.

e. Following is a list of minimum officers' clothing and equipment requirements to be in the possession of each officer candidate 1 week prior to graduation:

<i>Item</i>	<i>Quantity</i>
Belt, web, waist	2 ea.
Book, memorandum, pocket, w/pencil	1 ea.
Brush:	
Clothes	1 ea.
Hair	1 ea. ✓
Shaving	1 ea. ✓
Shoe	1 ea. ✓
Tooth	1 ea. ✓
Cap, garrison	2 ea.
Cotton or tropical worsted, khaki	2 ea. ✓
Officers	1 ea.
Coat, short or field	1 ea.
Coat, wool, service (blouse)	1 ea.
Comb	1 ea.
Drawers:	
Cotton, shorts	6 ea. ✓
Wool	2 ea. ✓
Fatigues, herringbone twill	2 ea.
Gloves, officers' dress	1 pr.
Gloves, wool, leather palm	1 pr.
Handkerchief, cotton	12 ea. ✓
Insignia:	
Cap, officers	1 ea.
Collar:	
Officers, "US"	2 pr.
Arm, Field Artillery	2 pr.
Officer's grade, metal, 2d Lt.	6 pr.
Jacket, field	1 ea.
Laces, shoes, extra	1 pr.

<i>Item</i>	<i>Quantity</i>
Leggings, canvas, dismounted	2 pr.
Necktie, cotton, mohair, khaki	4 ea. ✓
Pajamas	2 pr.
Raincoat	1 ea.
Razor, safety, w/5 blades	1 ea. ✓
Shirt:	
Cotton, khaki, or tropical worsted	6 ea.
3 { Wool	2 ea. ✓
Wool, forest green	1 ea. } 3
Shoes:	
Low quarter, tan	1 pr. ✓
Service	1 pr. ✓
Slippers	1 pr.
Socks:	
Cotton, tan	6 pr.
Wool, light or heavy	6 pr. ✓
Towel:	
Bath	2 ea. ✓
Face	2 ea.
Trousers:	
Cotton, khaki	6 pr.
Wool, service	2 pr.
Wool, green	1 pr.
Wool, pink	1 pr.
Undershirts:	
Cotton	6 ea.
Wool	2 ea.

80. DELAY EN ROUTE FOR NEWLY COMMISSIONED OFFICERS.

a. Except in special cases, each graduating officer candidate is granted a 10-day delay en route to his first station. (AR 625-5, par. 17.)

b. This 10-day delay is in addition to authorized travel time. (AR 625-5, par. 17.)

c. Inasmuch as this leave is considered to be "in the interest of public service," it is not counted against annual accrued leave. (AR 605-115, par. 20.) Any other delay en route not so specified is counted against accrued leave time.

d. Computing authorized delay en route. (AR 605-115, par. 3c.)

(1) The day of departure, regardless of the hour, is considered a day of duty. The following day constitutes the first day of leave.

(2) The day of return is counted as a day of absence.

e. Where no change of station is involved, newly commissioned officers will report for their new assignment at the expiration of the 10-day delay. (AR 605-115, par. 18e.)

81. AUTHORIZED TRAVEL TIME.

a. Decision as to allowable travel time is made by the headquarters issuing the travel order. (AR 605-180, par. 1e (2).)

b. Detached service to cover travel will be authorized. (AR 605-180, par. 1e (1)(a).) Both the date of departure and date of arrival are

counted as days of detached service regardless of the hour. (AR 605-180, par. 1e (2).)

c. Travel by common surface carrier. (AR 605-180, par. 1e (2).)

- (1) Information furnished by Transportation Service.
- (2) Includes rail, bus, or any other commercial type of carrier.
- (3) A bus in no event is to be considered a private conveyance.
- (4) Transportation in kind may be furnished by the Transportation Office.

d. The Finance Department furnishes necessary information in the case of travel by privately owned conveyance. (AR 605-180, C1, par. 1e (3).)

(1) Allowable time is computed on the basis of 200 miles per day over the shortest usually traveled route.

(2) This time can be claimed only when the entire journey is performed by private automobile. Conforming with paragraph 1e (4), AR 605-180, it is the decision of the Headquarters, Field Artillery School, that if any part of the travel is performed by common carrier, travel time will be based on information furnished by Transportation Service for travel by common carrier.

(3) Mileage at 8 cents per mile over the shortest usually traveled route, as determined by the Finance Office, will be paid at the new station. If any part of the travel is performed by common carrier, travel time will be based on information furnished by Transportation Service for travel by common carrier.

e. Generally, upon receipt of travel orders, officers will check with the Transportation Office as to the most direct route and the mode of travel.

f. Authorized travel time:

STATIONS	MILEAGE	AUTO TRAVEL	RAIL TRAVEL
*Adair, Ore.	1971	10	4
*Atterbury, Ind.	921	5	2
*Barkeley, Tex.	215	1	1
*Beauregard, La.	511	3	2
*Beale, Calif.	1706	9	3
**Benning, Ga.	963	5	3
*Blanding, Fla.	1207	6	3
**Bliss, Tex.	623	3	2
*Bowie, Tex.	238	1	2
**Bragg, N. C.	1370	7	3
*Breckenridge, Ky.	814	4	3
*Brooks Field, Tex.	406	2	2
*Butner, N. C.	964	5	3
*Campbell, Tenn.	784	4	2
*Carson, Colo.	599	3	2
*Chaffee, Ark.	291	1	2

*Camp

**Fort

STATIONS	MILEAGE	AUTO TRAVEL	RAIL TRAVEL
*Claiborne, La.	520	3	2
*Cooke, Calif.	1496	7	3
**Custer, Mich.	1094	5	2
**Devens, Mass.	1832	9	3
**Dix, N. J.	1590	8	3
**Douglas, Utah	1136	6	3
Edgewood Arsenal, Md.	1495	7	3
*Edwards, Mass.	1865	9	3
**Ethan Allen, Vt.	1802	9	3
*Grant, Ill.	945	5	2
*Gruber, Okla.	278	1	1
*Haan, Calif.	1364	7	3
*Hale, Colo.	713	4	3
**Hancock, N. Y.	1659	8	3
*Hood, Tex.	323	2	2
*Howze, Tex.	137	1	1
**Hayes, Ohio	1071	5	2
**Huachuca, Ariz.	901	5	2
Indiantown Gap, Pa.	1482	7	3
*Jackson, S. C.	1212	6	3
**Jay, N. Y.	1625	8	3
**Knox, Ky.	944	5	2
**Leavenworth, Kan.	495	2	2
**Leonard Wood, Mo.	537	3	2
**Lewis, Wash.	2094	10	4
*Livingston, La.	511	3	1
**Macon, N. C.	1418	7	3
**MacArthur, Calif.	1358	7	3
Madison Barracks, N. Y.	1604	8	3
**Mason, Calif.	1676	8	3
*Maxey, Tex.	237	1	1
*McCain, Miss.	622	3	3
**McClellan, Ala.	884	4	2
*McCoy, Wis.	963	5	2
**McDowell, Calif.	1680	8	3
**Meade, Md.	1494	7	3
**Monroe, Va.	1514	8	3
*Murray, Wash.	2094	10	4
**Myer, Va.	1477	7	3
**Oglethorpe, Ga.	907	5	3
*Ord, Calif.	1602	8	3
*Pendelton, Va.	1529	8	3
*Phillips, Kan.	365	2	2
*Pickett, Va.	1405	7	3
Pine Camp, N. Y.	1604	7	3
*Polk, La.	470	2	2
**Riley, Kan.	372	2	1
*Ritchie, Md.	1419	7	3
*Roberts, Calif.	1510	8	3
*Robinson, Ark.	451	2	2
**Rucker, Ala.	958	5	2
**Russell, Tex.	534	3	3
**Sam Houston, Tex.	401	2	2
*San Luis Obispo, Calif.	1511	8	3
*Savage, Minn.	896	4	2
*Shelby, Miss.	708	4	3
**Snelling, Minn.	931	5	3
*Sutton, N. C.	1249	6	3
*Swift, Tex.	378	2	2
*Van Dorn, Miss.	619	3	3
*Wallace, Tex.	455	2	2
**Warren, Francis, Wyo.	765	4	2
Washington, D. C.	1473	7	3

STATIONS	MILEAGE	AUTO TRAVEL	RAIL TRAVEL
*White, Ore.	1919	10	4
*Wolters, Tex.	153	1	1
*Young, Calif.	1200	6	3

*Camp
**Fort

82. LEAVES.

a. The leave year is reckoned from 1 July to the following 30 June inclusive. (AR 605-115, par. 3a.)

(1) Accrued leave time is computed at 2½ days per month from the date of call to active duty to the following 30 June.

(2) On 1 July each officer on the active list accrues a leave credit of 1 month. (AR 605-115, par. 3b (1).)

b. In computing leave time, the day of departure is a day of duty and the day of return is a day of leave. (AR 605-115, par. 3c.)

c. All delays en route not specified as being *in the interest of public service* are counted against annual accrued leave. (AR 605-115, par. 20.)

d. (1) Oral permission for absence over Sundays, holidays, or other similar periods may be granted by commanding officers. (AR 605-115, par. 19b.)

(2) VOCOs (verbal orders of the commanding officer) may also be granted for any absence of less than 24 hours at other times. (AR 605-115, par. 19b.)

(3) Actual hour and date of departure and return will be entered in the Officers' VOCO Register.

(4) Informal leave and formal leave of absence cannot be combined.

83. ABBREVIATIONS.

a. The symbol TDN, meaning travel directed is necessary in the military service, appears in all travel orders and provides authority to draw mileage.

b. TPA means travel by officer or his dependents by privately owned automobile is authorized for permanent change of station only. Detached service for officers is allowed. (AR 605-180.)

c. TPC is a symbol meaning travel by privately owned conveyance may be used but travel time will be computed as common carrier travel time.

(1) Additional time needed for journey must be taken on an authorized leave status or specific authority for delay en route.

(2) Usually applies on temporary changes of station.

d. A key to additional symbols used will appear on the orders themselves or may be found in the list of authorized abbreviations contained in AR 850-150.

84. REPORTING TO NEW STATION.

a. If orders read to report not later than a certain date, regardless of leave or delay en route, the officer will report on the specified date.

b. If the specified date is beyond the limit of both travel time and authorized leave or delay en route, the officer will report at the expiration of the delay or leave. (AR 605-115, par 18e.)

c. If an officer is late for reasons beyond his control (such as late trains, missed connections, etc.), he must substantiate the reasons therefor.

(1) Loss of priority or grounding of an airplane is no excuse unless travel by air has been authorized.

(2) If a connection is missed, an officer must proceed by the first available transportation.

d. When reporting to your first station as a commissioned officer, the impressions made are of major importance.

(1) Sign the officers' register at post headquarters.

(2) Report at a reasonable time before 1800.

(3) Have two copies of assignment orders ready for exhibit upon request.

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