

INFORMATION BROCHURES  
FOR  
OFFICER CANDIDATE WIVES

OFFICER CANDIDATE BRIGADE  
U. S. ARMY ARTILLERY AND MISSILE SCHOOL  
Fort Sill, Oklahoma 73503  
April 1969

## PROPER PROCEDURES

### MAIL

Mail should be addressed:

OC John B. Doe, RA 16308687  
Battery \_\_\_\_\_, Class \_\_\_\_\_, \_\_\_\_\_ Battalion  
US Army Artillery and Missile School\*  
Officer Candidate Brigade\*  
Fort Sill, Oklahoma 73503

\*This may be abbreviated OC Bde, USAFAS.

### TELEPHONE CALLS

Telephone calls are not recommended. Calls to your husband should be limited to emergencies. He will be more readily available to receive telephone calls after classroom instructional hours, normally after 1630 hours (4:30). After the first few weeks in school, your husband will be able to call you more often.

### VISITING

You will find that visiting is usually done on the weekends or on holidays. Children are welcome. Your husband is the best guide for how long he can stay.

If duties permit and if not restricted to the battery area, candidates will be allowed to see visitors in authorized areas of OCS.

### LOUNGE AREAS

Lounge areas may be used by middle and upperclass, who are not on restriction, only. It provides a pleasant atmosphere to sit, enjoy a drink and music.

### DRESS

The required attire for a wife visiting the OCS area is either a dress or a skirt and blouse, with hair properly arranged (no curlers).

### MISCELLANEOUS

If you have any questions, please ask your Club President. If she isn't able to answer them, she will find out for you.

### CONDUCT AND PASSES

During Processing and Orientation Week through Sunday of the third academic week, candidates are not allowed off-post passes. They are authorized "on-post" passes from 0800-1900 on holidays. From the fourth through the sixth week, passes are allowed from dismissal (end of duty) to 2245 hours Saturdays, from 0800-1900 hours on Sundays, and from 0800-1900 on holidays. After reaching middleclass status, candidates are allowed passes each Sunday and holiday preceding duty days from 0800-1900 hours. From the seventh week of instruction on, candidates are allowed passes on Saturday and evenings preceding holidays from dismissal until 1900 hours the day preceding the next duty day (with permission of the tactical battery commander).

Candidates are not allowed week day passes until their 15th week and then from dismissal until 2245 hours Friday night only. During the 21st, 22nd, and 23rd week, more freedom of passes is allowed with concurrence of the battery commander. These passes are granted only if the candidate is meeting the required standards and is not on restriction.

#### DICTIONARY OF TERMS:

OCS - Officer Candidate School (now officially Officer Candidate Brigade)

JARK - A disciplinary tour (speed march) given for excessive demerits or other violations.

REDBIRD - An upperclass man candidate.

CAT (4) - A category 4 -- weekend restriction, usually with two Jarks.

MB-4 - The Jark hill's pet name.

BINKO - Battalion Commander (Battalion CO)

TAC STAFF - The officers and NCO's who operate the OC Bde.

BATTALION STAFF (BAT STAFF) - The candidates who make up the student staff.

DROP - Pushups.

PT's - The uniforms used for physical training.

HOUSE - The platoon building where your husband lives.

TURN BACK - When a candidate has been absent because of illness or emergency leave or has had difficulty with academics or leadership, he may be considered for a turnback to another class. This action is considered a second chance for the deserving and promising candidate.

#### WIVES' CLUB ACTIVITIES

The purpose of the Officer Candidate Wives' Club is threefold in nature. First, the club provides a means of meeting the wives of other officer candidates. Second, the club provides a lasting and pleasant association among the wives while their husbands are attending OCS. Third, club members learn much about Army life through the club programs which will be of both immediate and continuing value.

There are normally two meetings each month. The typical club meeting lasts about two hours and consists of a short business meeting followed by a program and social hour. At the graduation meeting, the graduating class joins the ladies for the social hour. These graduating classes usually present a program and the wives also present a skit. Election of officers is held at one of the meetings. There are many forms of entertainment presented and we are sure you will enjoy participating in many of the activities. Some of the most successful types of entertainment have been fashion shows, cosmetic demonstrations and group discussions. The cooperation of the business people in Lawton has been outstanding in support of our programs. Wives of senior officers at Fort Sill also have given an abundance of information on fashion, etiquette and self improvement which has been beneficial to everyone.

A special tour is held once a month at a designated time, place and day. For information, call your club President or Headquarters, OC Bde (351-6224).

The wives club is for you and it will be as enjoyable as you make it.

### ETIQUETTE GUIDE

The basic rules of good etiquette apply in the Army as well as elsewhere. However, there are customs which are distinctive to service life and these may vary from post to post. It is important for an Army Officer's wife to be aware of these customs, to know how to conduct herself and to follow the rules of social conduct acceptable to army life. Thus, the army wife can be the most important asset to her husband's career, next only to his efficiency.

Further, it is reassuring to know you are doing the right thing at the right time and are properly dressed for the occasion. The social functions and other activities of the Wives' Club will help you learn more about these matters. You will receive a protocol booklet at your first club meeting.

Some of the functions you will be attending are Officer Candidate Wives' Club meetings, coffees, parades, Redbird Party, teas, graduation and the graduation ball.

### MEETINGS

You should plan to arrive at the meeting place before the Commanding Officer's and Assistant Commanding Officer's wives. It is a courtesy extended to them to rise and remain standing until they are seated. During the meeting, it is only common courtesy to refrain from private conversations. The guest or guests are there to inform or entertain you, and your undivided attention is most appreciated. You should never leave a meeting for any reason other than an emergency. Always speak to the Commanding Officer's or Assistant Commanding Officer's Wives before excusing yourself. Never step out to visit your husband during the meeting. The dress for the meeting is street dress, simple suit, gloves always.

### PARADES

The main purpose of parades is for units to pass in review before the Commanding Officer and parades usually honor individuals or groups. They are dignified and formal. Wear hat and gloves at all parades. Stand at attention during the playing of the "Star Spangled Banner" when the colors pass in review, and the playing of the "Army Song" (Cassion song). It is discourteous and improper to speak, whisper, smoke or make any unnecessary noise during this time, and this includes children.

### COFFEES

Coffees, usually held at 9:30 or 10:00 o'clock in the morning, consist of coffee and something sweet to eat. Morning activities are more informal; simple suits, dresses, or skirts and blouses are acceptable. Hats may or may not be worn. At some large coffees, dressier clothes are worn with hats and gloves.

### TEAS

A tea is a more formal afternoon social affair. Dressier suits and dresses are worn with gloves and perhaps larger hats.

## REDBIRD PARTIES

The Redbird Party is usually on the weekend following the promotion to "upperclass." Cocktail dresses and gloves are worn. Proper customs and courtesies are always shown. At this event the wives have the opportunity to meet their husband's classmates. Be friendly. Make a special point of speaking to the Tactical Officers and their wives at some time during the evening.

## RECEPTION AND BALL

The night before graduation, members of the graduating class attend a reception and ball, usually at the Officers' Open Mess, accompanied by their wives, families, and friends. The receiving line starts promptly at 7:00 PM. Formal attire for this event is most appropriate. Short or long formals with gloves and no hat are worn by the wives. Keep your gloves on as you go through the receiving line, but remove them when eating or drinking. A good rule to remember is to do as the ranking officer's wife does. The lady precedes the gentleman through the line. Your husband introduces you to the first person in the line--an aide, with whom you do not shake hands. He in turn introduces you to the next in line and so forth. In case someone fails to pass your name down the line, repeat your name and say, "How do you do?" or something to that effect and go on to the next person. During the Ball you should move around to meet as many people as possible. All the people there are anxious to meet you so don't be timid. You should, especially, pay your respects to the Honored Guest and senior officers and their wives. Be sure to wait until the Honored Guest and the Commandant have gone before you leave this Ball or other official functions. If it is necessary to leave early, go to the Commanding Officer and his wife and explain.

## GRADUATION CEREMONY

This big event takes place at Snow Hall Auditorium. The ceremony starts promptly at 10:00 AM; be sure you are seated ahead of time! A street dress or suit with hat and gloves for this occasion.

## GENERAL:

If formal invitations are received, it is important that they be answered (RSVP) by note or by phone call within 24 hours. Thus, the hostess will know how many guests to expect.

When you make a social telephone call, including response to invitations, say, "This is Helen Jones calling!" However, when you answer your own telephone, say "Mrs Jones speaking."

The references cited below will be of benefit to the Army wife who is in reality the officer's partner in fostering the "customs of the service." Most of the reference books below are on sale or can be ordered at the USAFAS Book Store or can be obtained at the Post Library.

The Officer's Guide. (Military Publishing Co., Harrisburg, Pa.)

This fine reference is one for the wife as well as for her husband who wishes to research traditions of the service as well as social customs.

The Army Wife by Nancy Shea (Harper Brothers, New York).

The Complete Guide for the Serviceman's Wife by Elizabeth Hand and LTC Carroll Glines, Jr., USAF (The Riverside Press, Cambridge, Mass.).

Army Social Customs by Ester Wier.

Etiquette by Emily Post (Funk and Wagnalls Co., New York).

Complete Book of Etiquette by Amy Vanderbilt (Doubleday and Co., New York).

Vogue's Book of Etiquette by Millicent Fenwicke (Simon and Schuster, New York).

Complete Etiquette by Francis Benton, Co-edited by General Federation of Women's Clubs.

Army Lady Today by Helen Todd Westpheling (Heritage House, Charlotte, North Carolina).

Conduct of an Officer and Customs and Courtesies of the Service; Pamphlet, USAFAS, January 1965.

ORGANIZATION AND TRAINING  
OFFICER CANDIDATE SCHOOL

The Officer Candidate School has the mission of producing junior officers who have the required professional knowledge, character and practical leadership ability to the extent that they could successfully lead artillery and missile units into combat. This mission is accomplished by means of twenty-three weeks of rigorous training. A candidate is constantly on the go and must utilize all his resources to develop himself mentally, physically and emotionally so that he will be able to meet the high standards of the school. Only those candidates who meet the standards in every respect are allowed to graduate.

Your husband has been highly honored in being selected to attend the Officer Candidate School. While he is in the school, he will be under constant pressure. He will need all the encouragement you can give him. Then at the end of his stay at OCS you will both know the satisfaction of having worked together for a most worthwhile achievement.

**CLASS SYSTEM:**

A candidate's stay at OCS is divided into three phases. Lowerclass, middleclass, and upperclass. From the beginning of his first academic week until the end of his sixth, a candidate is a lowerclassman. These weeks form a kind of orientation period when the new candidate, unencumbered by command responsibilities, can adjust to the high standards and rigorous discipline expected of him. These first weeks also form the most difficult period in the life of a candidate. He is constantly in a rush, carrying out orders; he finds that the physical training program and constant doubletiding are a strain. His time is so completely taken up with work and study that he has difficulty finding a moment to write a letter or make a personal phone call. For the first three weeks he is not normally allowed a pass and for the next three weeks he finds them difficult to earn.

At the end of his sixth week, the candidate becomes a middleclassman. As such, he finds that he has more free time. He also finds that he has increased responsibilities since it is during this period that he learns to direct the efforts of subordinates. His academic subjects increase in difficulty as he starts learning gunnery and tactics. If he has really "shaped up" he will find himself the possessor of a weekend pass.

On Saturday of his fourteenth week a candidate is happy indeed as he achieves the coveted "Redbird" status. As an upperclassman he is entitled to be considered a junior officer by the underclassman, and at last may walk instead of doubletiding in the OCS area. However, now he finds himself put into positions of great responsibility. He must enforce discipline, organize and supervise projects and be responsible for the actions of his subordinates. This is his final stage of development before becoming an officer.

**HONOR CODE:**

Officer Candidates are required to live by a code of honor which states that they must always be truthful, respect the property right of others, rely upon his own knowledge during examinations and answer all questions directly and completely.

Officer Candidate Wives' Club  
Class #

c/o Commanding Officer  
Headquarters, OC Bde, USAFAS  
Fort Sill, Oklahoma 73503

Dear Officer Candidate School Wife,

I am an officer candidate's wife living in the Fort Sill area while my husband is attending OCS. When I first arrived in Lawton, I was made welcome almost immediately by other candidates' wives who were already living here and were members of the Officer Candidate Wives' Club.

Our club is a social-instructional organization which meets every two weeks giving us a chance to visit with each other and to have the opportunity to discuss various situations that may confront us as officers' wives, thus enabling us to make the transition to our new status a little easier. If you are not planning to come to Lawton while your husband is at OCS, we would enjoy corresponding with you; sharing with you our progress in our club.

If you do plan to come to Lawton, please write to us at the above address and let us know when you plan to arrive. When you get here, please call Battalion Headquarters \_\_\_\_\_ to obtain the name and telephone number of your club President; so that members of the club can welcome you. We'll be looking forward to meeting you and will be glad to assist you in anyway we possibly can to help you get settled.

The following booklet has been prepared especially for you. We hope it will give you some insight into this experience in which you are embarking and some hints that might prove helpful to you while your husband is at Officer Candidate School.

I hope we will have an opportunity to meet you soon. In any event, please let us hear from you. Perhaps you have some questions your husband hasn't had time to answer and we could fill in the gap for you; at least we will be happy to try.

\* Please use your husband's class number in all correspondence.