

INFORMATION BROCHURE
FOR
OFFICER CANDIDATE WIVES

U. S. ARMY ARTILLERY AND MISSILE
OFFICER CANDIDATE SCHOOL
Fort Sill, Oklahoma
August 1965

Dear Officer Candidate School Wife,

This booklet has been prepared especially for you. We hope we can 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 the Officer Candidate School.

You will find that this experience will probably be different from anything you have yet encountered. It can be a wonderful period of your life, or it can be grueling and lonesome. It is definitely what you yourself make it. Of course, being separated from your husband is no picnic but we have found that it offers a fine chance to learn to become self-reliant.

The best of luck--and remember, the time passes quickly.

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-two 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 underclassmen, and at last may walk instead of doubletiding in the CCS 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.

THE HONOR CODE

Officer Candidates are required to live by a code of honor which states that they must always be truthful, respect the property rights of others, rely

upon his own knowledge during examinations and answer all questions directly and completely.

PROPER PROCEDURES

MAIL.

Mail should be addressed:

O/C John B. Doe, RA 16308687
U. S. Army Artillery and Missile Officer Candidate School*
Battery C, Class 2-66
Fort Sill, Oklahoma 73504

*This may be abbreviated USAAMOCS.

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 1700 hours during the week, and after noon on Saturdays. For convenience, try to use the number of the pay phone located in his battery orderly room. 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 at the following times:

Monday through Friday:	Evening mess until Tattoo
Saturday:	Moan mess until Taps
Evenings before Holidays:	Evening mess until Taps
Sunday and Holidays:	Morning mess until Tattoo

All candidates will be allowed to receive visitors in the Visitors Lounge on the second floor of Building 3025 (Headquarters).

LANYARD LOUNGE.

Lanyard Lounge may be used by middle and upperclass only. It provides a pleasant atmosphere to sit, enjoy a drink and music. The hours on the weekend are:

Friday:	1700 - 2300
Saturday:	1300 - 0100
Sunday:	1300 - 1900
Evenings before Holidays:	1700 - 0100
Holidays:	1300 - 1900

DRESS.

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

MISCELLANEOUS.

If you have any questions, please ask the 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 to 1900 on holidays. For the fourth through the six 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 to 1900 hours. From the seventh week 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, 22d and 23d 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.

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

BIG BROTHER - A middleclassman appointed to oversee a particular lowerclassman.

LITTLE BROTHER - A lowerclassman placed under the supervision of a particular middleclassman.

REDBIRD - An upperclass Candidate.

CLICKERS - Metal taps on the heels of upperclassmen's shoes.

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

MB4 - The Jark hill's pet name.

CHECK - OK

BINKO - Battalion Commander (Battalion CO)

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

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

DROP - Pushups.

PT's - The uniform used for physical training.

HOUSE - The platoon building where your husband lives.

SET BACK - When a candidate has been absent because of illness or emergency or has had difficulty with academics or leadership, he may be considered for a turnback to another class. Set backs are usually for eight weeks and may occur at any phase of the course. 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 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 second meeting of the month, the graduating class joins the ladies for the social hour. These graduating classes usually present a program and the wives also present a skit. Also at this meeting election of officers is held.

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.

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

OFFICER CANDIDATE WIVES' CLUB CONSTITUTION

The Officer Candidate Wives' Club is primarily a social organization formed to assist in making the wife's stay in Lawton more pleasant, and, also, to impart to her helpful information about Army life.

MEETINGS.

The club shall meet every other Thursday at 1930 hours (7:30 p.m.) in Lanyard Lounge.

The meeting shall consist of:

A business meeting presided over by the President following parliamentary procedures (15 or 20 minutes duration).

A program following the business meeting.

A social hour following the program.

OFFICERS.

The club officers shall be President, Vice-President, Secretary, Treasurer, Corresponding Secretary, Publicity and Scrapbook Chairman and Housing Chairman.

Club officers will be elected by the members and shall serve until resignation.

Officers will be elected by a majority vote of those members present at the meeting when such elections are necessitated by the vacating of positions. Nominations and elections will follow parliamentary procedure.

COMMITTEES.

The Hostess Committees, consisting of members appointed by the President, will be responsible for planning and conducting social activities as directed. Appointment of these committees will be rotated among members of the club.

The Welcoming Committee, consisting of members appointed by the President, will be responsible for contacting newly arrived wives of officer candidates and inviting them to the next meeting.

Other committees may be appointed by the President as required.

TREASURY.

Dues will be 50¢ a meeting (whether attended or not) for each person who has become a member.

No expenditures will be allowed unless authorized by a majority of the club.

SPONSORS.

The Officer Candidate Wives' Club Sponsors will be selected by the Commandant's wife from among the wives of the Tactical Officers of the Officer Candidate School. The Sponsors will advise and assist Candidate Wives' Club officers in the operation of the club.

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.

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 Lanyard Lounge before the Commandant's and Assistant Commandant'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 Commandant's or Assistant Commandant's wife before excusing yourself. Never step out to visit your husband during the meeting. It is acceptable only after the meeting has adjourned for refreshments. Your husband's time may be limited, but you also have an obligation of courtesy. 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 (Commandant), 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" and when the colors pass in review. 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, such as the graduation coffee, dressier clothes are worn; hats and gloves are worn at this type of coffee.

TEAS.

A tea is a more formal afternoon social affair. Dressier suits and dresses are worn with gloves and perhaps larger hats. Prior to your husband's graduation, you will be invited to a tea at the Commandant's home which everyone enjoys and looks forward to attending. Be punctual, but not early.

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 tactical officers and classmates. Be friendly.

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 8:00 p.m. 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. It is proper to leave your gloves on while going through the receiving line. Some people prefer to remove the right glove, but that is optional. 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 and 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.

GRADUATION CEREMONY.

This big event takes place at Snow Hall Auditorium. The ceremony starts promptly at 10:00 o'clock (summer) or 10:30 (winter); be sure you are seated ahead of time! A street dress or suit with hat and gloves for this occasion. Immediately after the graduation, the OCS Wives' Club welcomes you, your family and guests to a coffee, usually held at the Officers' Club.

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 USAAIC 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 Lt Col Carroll Glines, Jr., USAF (The Riverside Press, Cambridge, Mass.).

Army Social Customs by Ester Wier.

Etiquette by Emily Post (Funk & 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, USAAITS, January 1965.

OCS WIVES' CLUB
DUTIES OF OFFICERS

GENERAL.

Business meetings should be as informative as possible to new members. Remember also that the Lounge must be available for the clean-up detail not

later than 2200 hours (10:00 p.m.). This can be achieved only if the club officers have a well planned meeting and have the full cooperation of the hostesses and co-hostesses.

President

1. Obtain key to Lanyard Lounge and silver chest at Headquarters immediately prior to meetings. Sign out for both. Remove silver necessary for meeting. After meeting, lock Lanyard Lounge, and, accompanied by a sponsor, return silver and keys.

2. Arrive at meeting early (6:00 to 6:15), check seating, greet guests and new members and record names and class of husbands. Greet, with assistance of Vice President, all other members.

3. Conduct business meeting:

Welcome wives of the Commandant and Assistant Commandant and sponsors.

Introduce visitors and guests.

Call for reports by various officers.

Report old and new business.

Have "Candidate" and rosters available.

Have OCS Wives' Brochure available to new wives.

Announce parades at meetings. Telephone all members, with assistance of Vice President, regarding parades on non-meeting weeks. Call Sgt Major at Headquarters (EL1-6224) to ascertain when they will be held.

Assign hostess committee for non-graduation meeting. Be sure the wives of the graduating class fully understand their hostess duties and the wives of the next class to graduate, theirs as co-hostesses for the graduation meeting.

Turn the meeting over to hostesses or graduating men for program.

4. See that committees, especially hostesses, are functioning properly.

5. Keep all sections of President's notebook up to date. Do not, however, make any revisions without consulting first the sponsors and the Commandant's wife.

6. Friday morning prior to Tuesday graduation, telephone at home and invite the Commandant and his wife, the Assistant Commandant and his wife and the sponsors to the graduation coffee.

7. Arrange for 12 - 15 wives to assist at the coffee.

8. Cut and serve cake at the graduation coffee, honor graduate receiving first piece.

Vice President

1. Assist the President. If necessary, assume her duties. Assume presidency automatically at the graduation meeting of the previous President's husband

2. After each meeting see that the tablecloths are laundered and taken to the meetings.

3. Assist at graduation coffee.

4. Monday morning prior to the meeting at which you will assume the presidency, call Headquarters to obtain the name of the control battery of the graduating class and the Battery Commander. Call the BC and invite the graduating class to the meeting at 8:30. At same time obtain the number of graduates, guests and Tactical Staff who will attend the graduation coffee from the XO of the control battery.

5. Wednesday prior to the graduation meeting, call Mrs. Bevetore, caterer at the Officers' Club to make arrangements for the graduation coffee.

Secretary

1. Record and report minutes at each meeting.

2. Send out notices of any special meetings or events.

3. Maintain an up to date roster of all members in the Lawton area. Prepare a stencilled list two weeks after a new class reports. Obtain names of new wives from Corresponding Secretary and Housing Chairman. A typewriter and necessary materials will be provided after 5:00 p.m. at OCS Headquarters and copies will be mimeographed and returned to the Secretary who is responsible for getting them to the meetings. Arrangements are to be made for this by calling Mary Boone, EL1-6224.

4. Assist at graduation coffee.

Treasurer

1. Render a financial statement at each meeting.

2. Collect dues and keep a record of all necessary and approved accounts.
3. Keep an up to date record of dues of each member. They shall be 50¢ per meeting and must be paid for each meeting attended before a member may receive a card tray. There shall be a minimum of \$1.75 and a maximum of \$6.00.
4. One week before graduation meeting, order silver engraved calling card trays for all wives of the graduating class whose dues are in order from watch Repair Shop (BL1-2669). There is to be a minimum charge of \$1.75 for any wife who is a non-member and desires a card tray.
5. Assist at graduation coffee.

Corresponding Secretary

1. Send approved form letters to candidates' wives living outside the Lawton area as soon as possible after a new class has reported to OCS.
2. Answer all correspondence pertinent to club.
3. Keep name tags up to date and take them to all functions.
4. Keep a record of attendance by checking a roster for purpose of recording dues paid. Give this roster to Treasurer after meeting.
5. Inform housing chairman of newly-arrived wives so she can put their names on a roster.
6. Notify Mrs. Boone at Headquarters of the names and telephone numbers of current club officers.
7. Send thank you note to guest speakers on behalf of club. Concur on this with the hostess committee.
8. Appoint an assistant to help answer correspondence if necessary.
9. Render a report at each meeting.
10. Assist at graduation coffee.

Publicity Chairman

1. Handle all publicity. Inform society editor of local newspaper of OCS Wives' Club activities.
2. Keep scrapbook of club activities up to date.
3. Take pictures at all functions. If not able to attend, appoint someone in her place.

4. Call the Lanyard Lounge Officer, whose telephone number can be obtained at Headquarters, to reserve the lounge for the meeting and to arrange for a detail of candidates to move heavy objects and obtain and return items borrowed from the Mess Hall.

5. Plan and prepare refreshments for the evening.

6. Arrive early at the meeting to set up refreshments; insure that the lounge is in order; assist the President with silver and in any other way possible.

7. If there is a speaker, be certain to introduce him to the Commandant's and Assistant Commandant's wives and the sponsors. Introduce him to the club before he speaks and thank him afterwards. Corresponding Secretary is to send a thank you note the following day.

8. Straighten the lounge after meeting. Return all dishes, napkins, etc. to the mess tray. Pour all liquids into one container. Wash Club's silver and return to proper bags or boxes. Check with President before leaving.

Hostesses for Graduation Meetings (Wives of the Graduating Class)

1. Plan, prepare and bring refreshments.

2. Call and invite officers' wives and sponsors to meeting. See Number 2 above.

3. Call OCS Mess Hall and request necessary items. See Number 3 above.

4. Call to reserve lounge. See Number 4 above.

5. Assist co-hostesses when setting up refreshments. Keep lounge neat.

6. Introduce your guests to the President.

Co-Hostesses for Graduation Meetings (Wives of Next Month's Graduates)

1. Have four or more wives arrive early to set up and serve refreshments.

2. Have the remaining wives remain after the meeting to wash silver, straighten the lounge, etc. See Number 8 above.