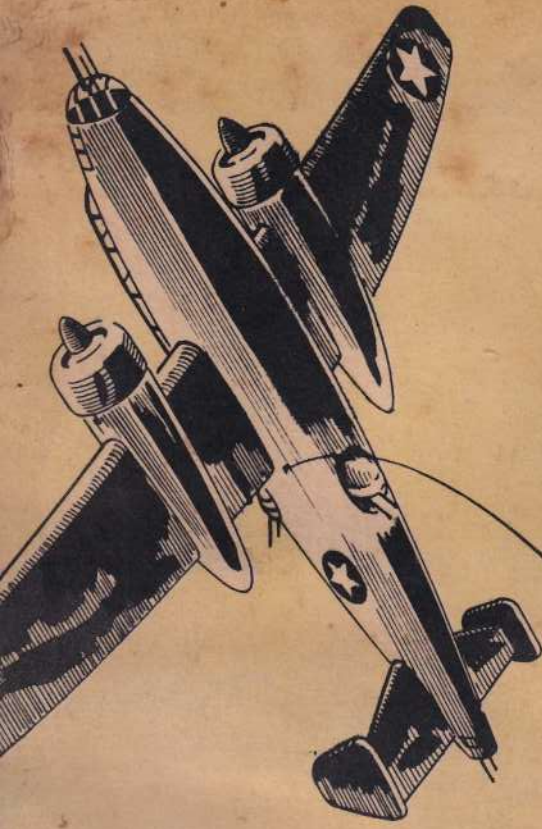




REPRODUCED BY
TRAINING LITERATURE DIVISION
DRAFTING & REPRODUCTION DEPARTMENT
SCOTT FIELD, ILLINOIS

**TECHNICAL SCHOOL
ARMY AIR FORCES
TECHNICAL TRAINING COMMAND
RADIO OPERATOR MECHANIC TRAINING**

**STUDENT...
HANDBOOK**

SCOTT FIELD, ILLINOIS T.L. 282



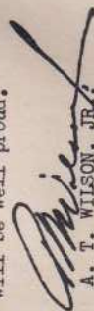
HEADQUARTERS. TECHNICAL SCHOOL
ARMY AIR FORCES TECHNICAL TRAINING COMMAND
SCOTT FIELD, ILLINOIS

FILE

MEMORANDUM

TO: All New Radio Students.

1. As the officer responsible for your training while at this station, I welcome you to Scott Field, the Radio University of the United States Army Air Forces.
2. This will not be your permanent station. You will stop off here, on your way to Berlin or Tokyo, only long enough to receive the training necessary to prepare you for the specialized work which you have been selected to perform in the ultimate and complete defeat of our enemies.
3. Immediately before you start to school you will be attached to one of the several Technical School Squadrons on the Post. That organization will take care of your administrative, supply and housing needs during the time you are a student at this post.
4. On your first day in school you will be given an explanation of the course, and an opportunity to ask questions regarding your future.
5. Our motto here is: "Thru These Gates Pass the Best Darned Radio Operators in the World." There can be no compromising with such a slogan. You will be expected to do your part to maintain the truth of that statement.
6. Your training here will be directed toward preparing you, both as technician and soldier, for the job you will perform in this conflict. As you move from this station to more active fields you will realize that all of the training offered here is necessary. Don't pass lightly over any part of it.
7. May I express my best wishes for your welfare and attainment of that state of proficiency which will instill confidence in your abilities to do a job of which your country will be well proud.


A. T. WILSON, JR.,
Lt. Col., Air Corps,
Director of Training.

FOREWORD

You have been chosen to do the highly technical and specialized work of radio operator-mechanic. In that capacity you will be a part of the Air Force communications system.

The importance of this communications system can be visualized when it is considered that it is impracticable for our planes to fly without radio communications. Without radio, the effectiveness of our fighting planes and bombers is reduced to the point where they might become easy prey for enemy guns.

This vital radio system cannot function without trained personnel. We must have men as radio operators and mechanics who know their work. The position of the radio operator is such that, through his errors or lack of knowledge, he can cause casualties among his fellow fliers. It is entirely possible for a poorly trained or dilatory operator to cause the annihilation of groups of our ground forces, just because he either did not know his job, or because he neglected to perform it at the right moment.

You have been selected for this work because your classification card shows your IQ to be high enough to indicate that you can learn to perform a type of work as technical as radio.

You might have been a lawyer in civil life, or perhaps a carpenter, a painter, automobile mechanic or a writer. You have probably wondered why you were selected for this particular work, when all you knew about radio was how to adjust your radio receiving set for broadcast reception. If you failed to obtain the expected result from your radio receiver, you had to call in the service man to find out why.

It is probable that you were not even interested in the subject of communications. If you wanted to talk to someone, you simply took down the receiver of your phone, either dialed the number or gave it to the operator, and got your party. If the thing failed to work, you let the telephone company know about it.

It's not like that out where soldiers are fighting. We must have men who can make their own repairs and who can establish communications themselves.....there is no repair man whom you can call in to diagnose the fault.....and if there were one, you wouldn't have time to wait for him.....not 30,000 feet up, with a load of bombs.

We don't have enough experienced radio men to fill the needs of this expanding Air Force. We can't afford to let that stop us in our offensives against the enemies who seek to destroy all of the things which we as Americans hold sacred. We must take you lawyers, carpenters, painters, actors, business men, mechanics and teachers and make radio men of you.

Don't feel that you have been misplaced just because you are not being given the opportunity to practice your civilian profession or trade in this war. Thousands just like you have graduated from this school before you, and are now doing their part toward giving the United States Army Air Forces supremacy in the air over the combat zones, all over the world.

All that your officers ask of you is that you give 18 weeks of conscientious effort so that you may learn the basic principles of the subjects which will qualify you for your assignment in the task of ridding the world of the inhuman philosophies of the Jap and the Hun....thereby qualifying yourself to say, "I AM AN AMERICAN".

WIDGET AND DWIGMIE.

Meet Widget and Dwigmie. The RAF has its Gremlins, Scott Field has Widgets and Dwigmies. Widget just can't seem to keep out of trouble. He's a perfect example of what not to do. He's done everything from standing inspection with dirty shoes, to giving Santa Claus a hot-foot.



You'll see a lot of these two creations and laugh at their antics and at the same time draw a moral lesson from their weekly appearances throughout the school and school squadron areas.



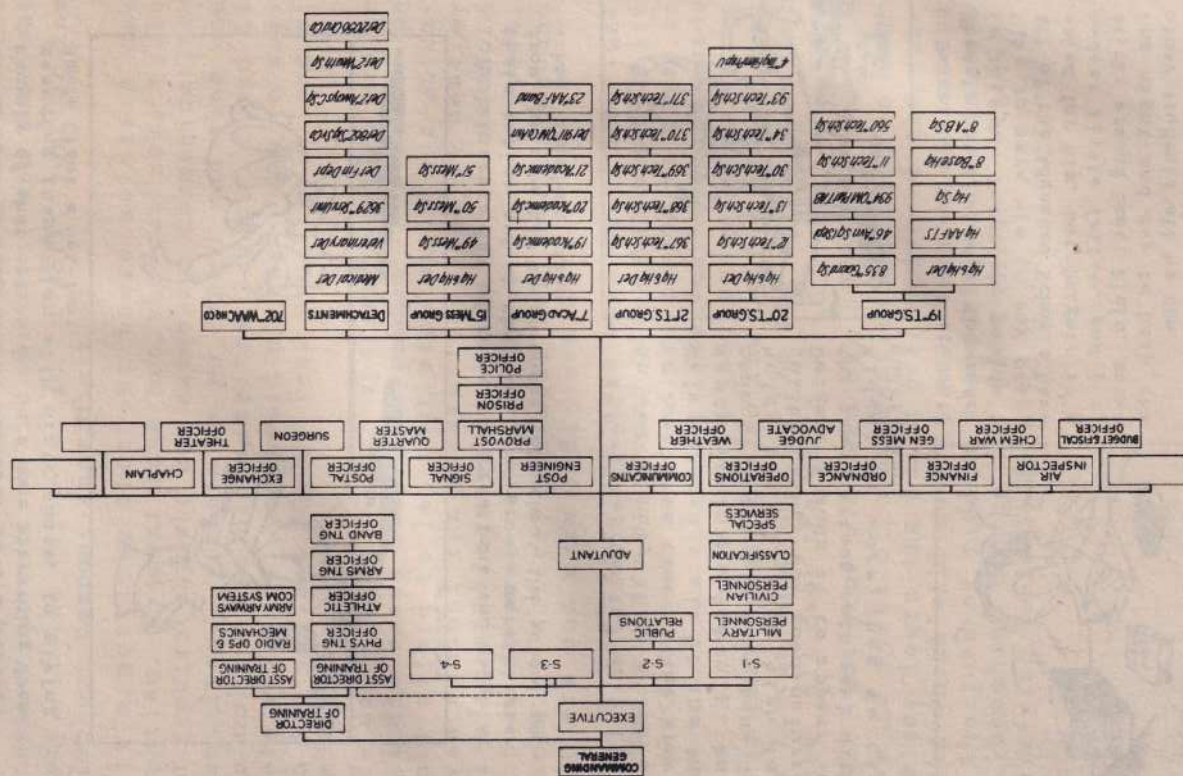
Widget has pulled more time on extra duty than a lot of fellows have time in the army. He's tried for all of the Advance Training Schools, but none of them will take him. He holds the all time high for goldbricking. How good-natured Dwigmie stands it to appear in the same cartoon each week with Widget is more than we can understand.

Dwigmie is the ideal student. There's not a Squadron Commander in this Air Force who wouldn't like to have him in any crew. All of the Advanced Schools have asked for him, but Dwigmie is a modest little fellow, and just sticks around Scott Field, working night and day to help the other students all he can.



Remember to BE A DWIGMIE.....DON'T BE A WIDGET.

HEADQUARTERS, T.S.'A.F.T.T.C., SCOTT FIELD, ILLINOIS



CHAPTER ONE	Page 1	
Scott Field.....	Post Commander.....	Post
Adjutant.....	Provost Marshall.....	Guard
....Special Service.....	Public Relations	
....Post Judge Advocate.....	Chaplain.....	Post
Hospitals.....	Red Cross.....	Pertinent
Post Regulations.....	Restricted Areas.	
School Table of Organization.....		Page 13
CHAPTER TWO	Page 14	
Description of Courses.....	Radio Operat-	
ing.....	Radio Mechanics.....	Class Schedule.
CHAPTER THREE.....	Page 19	
General Rules of Conduct for Students.		
CHAPTER FOUR.....	Page 24	
Advance Training Schools.....	Flexible	
Gunnery School.....	Radar.....	Communication
Cadet Course.....	Control Tower School.	
CHAPTER FIVE	Page 29	
Articles of War, 58th.....	61st.....	65th
.....66th.....	67th.....	83rd.....
.....104th.....	107th.	

General.....Salutes.....Definitions
Saluting.....The National Anthem, or
 To the Color (Standard).....Other Honors
Uncovering.....Personal Courtesies..
Titles.....Solicitation of gifts
Wearing of Uniform...Display of Flag.

Positions of the Flag.....Page 44

Sleeve Ornamentation, Naval Officer..Page 45

Shoulder Insignia of Commissioned
 Officers and Warrant Officers.....Page 46

Sleeve Insignia of Enlisted Men.....Page 47

Air Corps Song.....Page 48

* * *

SCOTT FIELD

This Post is one of several school locations under the command of the Second District Headquarters, Army Air Forces Training Command, St. Louis, Missouri.

POST COMMANDER

The Post Commander is in command of all activities and all personnel on the Post. To assist him are his Staff Officers, S-1, S-2, S-3 and S-4. (See Post Organization Chart, page v).

POST ADJUTANT

The Post Adjutant transmits the Post Commander's wishes to those concerned, handles the issuance of necessary orders and sees that proper reports are made to higher headquarters.

PROVOST MARSHAL

The Provost Marshal carries out the policies set by the Post Commander. He is in charge of the Military Police. It is one of his duties to see that pass and uniform regulations are enforced, and that soldiers of this command conduct themselves properly when off the Post.

The Provost Marshal is your protector, for he looks after your interests when you are in town. He endeavors to see that no ordinances are passed by local communities, which will infringe upon your rights.

The Provost Marshal maintains cordial relations with civil authorities in surrounding towns and cities. Mutual problems are discussed with these authorities and as a result a cooperative spirit exists. You are urged to do all in your power to see that this spirit is continued. Proper conduct will go a long way toward preserving the relationship that has been established with the various law enforcement agencies. At the same time you will be keeping yourselves out of trouble.

GUARD

Guards are maintained on this Post to protect vital installations and equipment. These guards will challenge any person who attempts to enter any restricted area, and will prevent any one entering without proper authority. These guards are armed, and will use force if necessary to carry out orders received from their officers.

SPECIAL SERVICE OFFICE

The Special Service Office is responsible for the morale of the enlisted personnel of the command.

Special Service:

1. Brings talent to the field from USO Camp Shows, Inc. and recreation places in St. Louis for entertainment of the men.
2. Is responsible for soldier shows on the field.
3. Edits the field newspaper, "BROADCASTER".
4. Prepares radio broadcasts in conjunction with radio stations in St. Louis.
 - a. All talent on field should contact Post Special Service Officer.
5. Has charge of service clubs, libraries and theaters.
6. Arranges for baseball tickets, opera tickets, Admiral tickets, hotel dinners, dances and special parties.
7. Has liaison with Red Cross, U.S.O., Y.M.C.A., Y.W.C.A. and other civilian agencies.
8. Provides recreational facilities and equipment on the field.
9. Provides educational data and courses of study from institutions.

PUBLIC RELATIONS OFFICE

The Public Relations Office represents the Army to the public. It is their purpose to keep the civilian population informed of our activities insofar as such information will not give aid or comfort to the enemy.

This office acts as a clearing house for Army information which is to be released to the public, and is the contact between Scott Field and the civilian radio and newspapers.

Functions of the Public Relations Office are many and varied. The following are a few of these:

1. Co-ordinate, with Special Service, in the supervision of the publication of the post newspaper, the "Scott Field Broadcaster", and all radio programs.
2. Supervision of all news released from Scott Field to civilian readers.
3. To promote good will between the public and the Army by radio broadcasts of post activities.
4. To provide public speakers, where possible, for outside functions.

If you wish to submit any material for publication, to appear on a radio broadcast or appear as a speaker before any civilian club, group or organization, you must receive the approval of the Post Public Relations Officer.

POST JUDGE ADVOCATE

(Legal Advice and Assistance for Military Personnel)

The Post Judge Advocate is also Post Legal Assistance Officer and has established an office in Room 206, Building 920, Area 1 so that military personnel can obtain gratuitous legal service. The office is staffed with lawyers who are in the military service. The Post Legal Assistance Officer and his assistants are in position to interview, advise and assist military personnel, and in proper cases to refer such personnel to a designated civilian lawyer for needed advice and services in regard to their personal legal problems.

This service is available to you and to your dependents and in case of any legal problems the Post Legal Assistance Officer or his assistants will gladly consult with you and furnish any necessary information.

The "Soldiers and Sailors Civil Relief Act of 1940" as amended is for the benefit of persons in the military service of the United States whose ability to pay and discharge obligations has been materially affected because of their military service. This act does not discharge or forgive the obligation a soldier may have con-

tracted, but lends assistance to the soldier in the orderly liquidation of his obligations. Some of the protection granted under this Act pertains to termination of leases, installment contracts, interest bearing obligations, mortgages, debts, foreclosures, taxes and life insurance premiums.

The legal assistance office is available for consultation with reference to Wills and Powers of Attorney and if you are in doubt as to their use or need, you should seek advice from the legal assistance office.

CHAPLAIN

Suitable religious services are conducted for the personnel of this Command regularly each Sunday throughout the year.

Appropriate facilities at the chapels are available for communicants of the Roman Catholic, Jewish and Protestant faiths.

Special services are arranged for such days as Christmas, Easter, Mother's Day, Memorial Day, Armistice Day, etc.

A schedule of current religious services is posted on all bulletin boards and periodically published in the Daily Bulletin.

In case of difficulty of any kind, the Chaplain is available at all times for counsel. He will be in his office each day during the usual office hours, or he can be seen at any other time by appointment. A Chaplain's weekly schedule of services will be placed regularly on all bulletin boards. The Chaplain, on call, will respond to emergency calls that are beyond office hours.

The Chaplain, on call, performs marriage ceremonies, administers Christian Baptism, officiates at burial services, conducts memorial services, on special days.

The Chaplain is the friend of every soldier. He is happy to counsel with a soldier anywhere, any time. He gives sex-morale lectures; visits the station hospitals to counsel the patients and to conduct religious services for them; visits the guardhouse frequently to counsel; writes letters to pastors and parents for the

soldiers; cooperates with representatives of the Red Cross, Special Services and other welfare agencies; contacts civilian churches, civic organizations and others who serve the soldier on pass.

POST HOSPITALS

This Post has two fully equipped hospitals: Number One, located north of the First Area, and Number Two, located in Area Number One, directly south of the flagpole.

These hospitals have Medical Corps personnel in constant attendance to safeguard your health. Expert medical and dental attention is available to all military personnel of this station.

In addition to the hospitals, dispensaries are located in the Second, Third and Fourth Areas for the convenience of soldiers needing only minor medical attention. A fully equipped Dental Clinic is located in Areas Two and Three to care for the needs of men in those areas.

If you desire medical or dental attention, you will report to your organization orderly room and have your name placed on the "Sick Book". The hours of "Sick Call" are posted on your organization bulletin board. Familiarize yourself with these hours and try to report your ailments to correspond. In case of emergency, it is not necessary to go through this routine, but don't go directly to a dispensary or hospital for treatment unless it is an emergency. If you become sick while in school, report the fact to your instructor or shift Chief. He'll know what to do.

If you are given medical treatment in an emergency, be sure and have someone inform your First Sergeant of the fact as soon as possible.

RED CROSS

A resident field director of the American Red Cross is stationed on the Post. Offices are in the Red Cross Building (Bldg. #563) in Area Number One, immediately south of the Service Club for that area. All requests for Red Cross Service will be referred to the Field Director. The reports are confidential and no fee is charged.

In cases of emergency, such as emergency furloughs because of distress in the soldier's immediate family, loans are made, if needed, after investigation.

Loans are made in cases of distress in the parental home of the soldier. Investigations are made through the Red Cross to ascertain the conditions requiring relief and to determine the necessity for relief.

Request for such funds will be made by the individual concerned through his Squadron Commander, to the American Red Cross. Blank forms are provided at the Red Cross Office in Area Number One.

ARMY EMERGENCY RELIEF

The Army Emergency Relief, a section of which operates at Scott Field, is designed to supply financial aid for distressed soldiers, veterans and/or their dependents. This agency is for the purpose of supplementing, and not replacing the American Red Cross.

In cases of extreme emergency, this agency will make loans for the purpose of relieving the distress in the home of the soldier. Some cases in which loans are made are:

Delay in arrival of allotment checks.
Sickness or death in the soldier's immediate family.
Financial distress in the soldier's immediate family caused by such things as flood, fire, tornado, etc.

If an emergency should arise in your home, where speed in obtaining funds is of prime importance, you may feel free to go directly to the Army Emergency Relief Officer and explain your distress to him. After assuring himself that a real emergency exists in your case, he will make the loan to you, and arrange for you to repay it over a period of several paydays.

It is not necessary for you to go through any channels in order to see the Army Emergency Relief Officer. Just find out who he is and go directly to his office. One of his assistants will talk over your case with you, and you will be informed of the decision. Everything you discuss to that office is held in strict confidence.

PERTINENT POST REGULATIONS

Cameras.

Officers, enlisted men and civilians may have cameras in their possession on the Post.

The taking of pictures will be restricted to off-duty hours.

Pictures will not be taken in any restricted area.

RESTRICTED AREAS are:

1. The Hangars.
2. School Buildings, including all radio equipment.
3. All utilities.
4. Transformer sub-station areas.
5. Water towers.
6. Flying field, including taxi aprons and runways.
7. Troop trains, either moving or standing at the station.
8. Aircraft, either in flight or on the ground.
9. New construction.

Any violation of this regulation will result in confiscation of the offender's camera and film.

Haircuts.

All enlisted men of this Command will, at all times, have their hair cut military style.

The hair after cutting will not exceed two (2) inches in length on the top of the head.

Use of clippers above and in front of the ear may be optional, but clippers must be used in cutting hair on the back of the head.

Hitch Hiking.

Hitch hiking by members of this Command is prohibited.

The practice of soliciting free rides by thumbing passing motor vehicles is forbidden. Passes and Furloughs.

As soon as practicable after your arrival on the Post, you will be issued a permanent pass.

The day on which your class is off duty

will be marked at the top of your pass. The pass may be used ONLY on your day off.

Furloughs or passes will be granted in cases of emergency.

If an emergency arises in your immediate family, you should notify your Commanding Officer, through your First Sgt., at once. He will then notify the Red Cross and they will investigate and report to him promptly. In order to facilitate prompt action in such cases, it is advisable that the Red Cross be notified at the soldier's family home so that by the time they are called for a report, their investigation will have been completed and the report immediately available. If their report is favorable, you may obtain a furlough. However, the emergency must be in your immediate family.

Before leaving the post on pass, you must be in proper uniform, clean and neatly dressed.

When leaving the post on pass, the enlisted man will sign out on his organization pass register and proceed to the gate where he will present his pass card and photographic identification card.

Attention is directed to Public Law 139, 77th Congress, which reads in part, "Anyone in possession of a pass, furlough, or leave originally issued for a period in excess of twenty-four hours, who becomes ill or is injured at anytime, even within twenty-four hours of leaving his place of duty, is not entitled to receive civilian professional or civilian hospital care at Government expense. All militarized personnel must clearly understand that bills incurred when in possession of passes, furloughs, or leaves in excess of twenty-four hours are their personal responsibility and no claim may be made for same on the Government".

Guest Passes.

You may have visitors on the Post after school hours.

A special guest pass has been prepared primarily for enlisted men to send to their relatives. Upon presentation of this pass at the designated gate, the guests will be directed to the Service

Club in the area in which the soldier is located to wait for their soldier host.

Area No. 1 guests will use the west gate and building No. 5 (Service Club in Area Number One). Area Number Two guests will enter the southeast gate and use building No. 708. Area Number Three guests will use the southeast gate and use Building No. 186.

If you expect visitors on a certain date, you should obtain a "Guest Pass", have it properly filled out at your orderly room, mail it to your guests. Otherwise, much precious time might be wasted in getting them admitted to the Post after arrival.

Visiting hours for guests of enlisted personnel, except married non-commissioned officers living in quarters on the Post, are from 0800 to 2200 daily.

Mail.

Your mail should be addressed to you showing your grade, name, squadron number, barracks number and station. As an example:

*Pvt. John N. Doe,
30th Technical School Squadron
Barracks No. 554.
Scott Field, Illinois.*

You should immediately upon assignment to a squadron on the field, advise those who will be writing you, of your new address. This will prevent your mail from being delayed unnecessarily, or being lost.

Any mail for individuals absent from the barracks at the time of mail call will be returned immediately, with the reason for non-delivery.

In no case will mail be left on a bunk, or delivered to other than the addressee.

Attempts will be made by local post office to deliver special delivery mail. If unsuccessful, such mail will be placed in the regular mail delivery system.

Your squadron commander will personally supervise the methods of mail distribution within your squadron, to insure that all mail is promptly delivered or forwarded to your last known address, if you should be shipped out.

Restricted Areas.

You will not be allowed to enter any restricted area without special permission. Some of these restricted areas are:

- a. Officers Quarters area.
- b. Hangars.
- c. Taxi aprons and runways. You must NEVER enter these unless you are expressly told to do so by an officer or responsible NCO.
- d. Transformer substation areas.
- e. Warehouses and storage areas. These are guarded after business hours.
- f. WAC Area.

Post Exchanges.

The Scott Field exchanges are operated for the convenience of all members of the Command, and as the profits are distributed to the various organizations funds, for the benefit of the entire personnel, the fullest use of facilities is urged.

Cigarettes, gasoline or any other merchandise on sale at the Commissary Exchange, or any similar agency on the Post, are sold only for the personal use of the purchaser or the dependent members of his immediate family. Resale, trading or otherwise wrongfully disposing of such merchandise is prohibited by state and Federal Laws and violators are subject to severe disciplinary action and accrued tax payment.

Post Theatres.

Loose theatre coupons will not be accepted. You should present your book to the cashier, who will detach the requested number of admissions.

Admission tickets will be accepted only on the day on which they are purchased.

The box office will be opened thirty minutes before the starting time of the first performance.

Paging in the theatres is prohibited.

Disorderly conduct will not be tolerated.

Smoking is prohibited in the theatres at all times during performances.

Post uniform regulations will be complied with.

Admission to motion picture shows shall be restricted to military personnel on active duty and members of their household, and civilians resid-

ing within the limits of the Post.

The resale of Army Motion Picture coupons is prohibited.

Study Hall.

In order that you may take advantage of your spare time and apply it in preparing yourself for the highly specialized job of establishing and maintaining communications in a wartime Air Force, special study halls have been provided.

Area No. 2.

The study hall in this area is located in Building No. 715. There are two rooms available and they are open from 0700 to 2300 each day.

Competent instructors are in charge to help you in any way possible.

Area No. 3

The study hall in Area 3 is located in Building No. 267. This building is a barracks and is located just northeast of the RFB Building.

CASH \$

PAID FOR RESTRICTED BOOKS

**DELIVER TO NEAREST NAZI AGENT
OR**

LEAVE LYING AROUND ANYWHERE

AGENTS EVERYWHERE

HITLER & Co.

MAIN OFFICE... BERLIN

BRANCH OFFICES

TOKYO

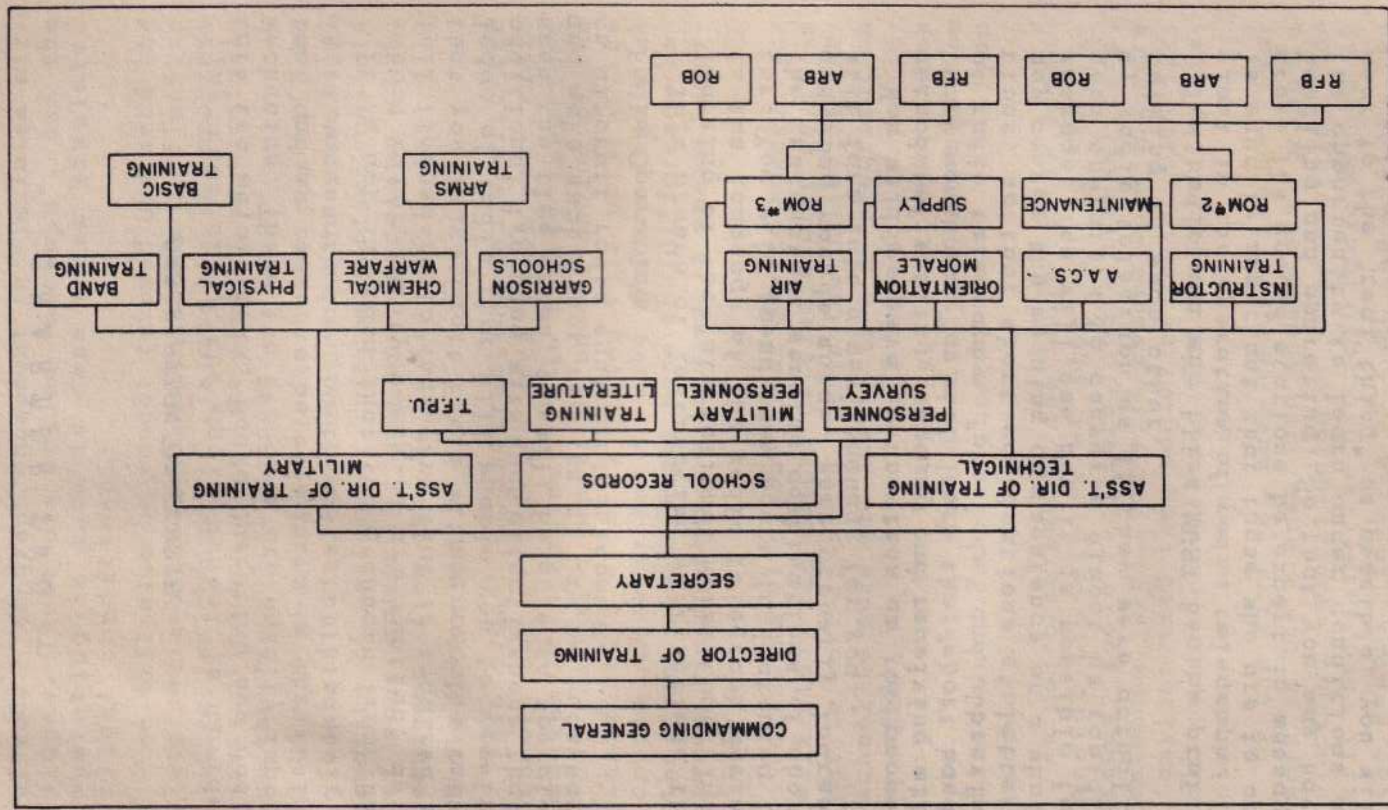
ROME



Many of the books loaned to you for your study while attending this school, are marked "RESTRICTED". This means that they contain information which might be of value to our enemies. Even though you might think the material is insignificant, we cannot afford to take any chances. Be careful with material marked "RESTRICTED".

Not only is it possible for you to receive severe punishment for careless loss of restricted materials, but you might give aid and comfort to those who seek to destroy us and all that we stand for.

Remember, you can **GIVE** the enemy information - or you can **SELL** it to him. **THE RESULT IS THE SAME.**



DESCRIPTION OF COURSES

Instruction in the Radio School is divided into two major parts, Radio Operating and Radio Mechanics. These two branches are equally important and in order to be effective in the field, it is necessary for you to master both parts.

It is not intended that you graduate from this school after twenty weeks of instruction, as a full fledged radio engineer. What is required is that you leave Scott Field with a working knowledge of radio that will enable you to receive additional training with such effectiveness that, when the time comes, you will be able to operate, and make such minor repairs as may be necessary on aircraft radio equipment in combat.

Radio Operating

This branch of instruction will include the learning of the International Morse Code. This is the language of the radio telegraph operator. You will spend many hours in listening to the instructors sending combinations of short and long sounds which, when properly learned will form into a new language for you.

You will receive instruction in the proper methods of writing, sending and receiving military messages. You will learn the "short hand" of radio telegraphy, "prosigns" and abbreviations, so that short combinations of letters may convey the meaning of a sentence or a whole message. You will see how it is possible for good operators to converse almost as rapidly by radio telegraph as if they were actually talking to each other.

The radio man who flies MUST become proficient in the operation of radio telegraph. It is equally important that those who are to operate the ground stations be expert in message handling and operating. So that you may have the opportunity to learn under conditions as near to the "real thing" as possible, you will be given instruction in the practical operation

of radio telegraph equipment in simulated airplanes. These are called "mockups", and the operating in them is done under simulated flight conditions.

You will also be taught to read and send the International Morse Code by means of flashing lights, or "blinkers". This is highly important instruction and should be studied as carefully as the "sound" telegraphy.

During your final weeks here, you will be given still further instruction in actual operating of equipment. This instruction consists of some actual flying and operating radio equipment from a plane in the air.

Radio Mechanics

This branch of instruction deals with the theory and principles upon which your radio equipment operates. It is highly important that you get a practical understanding of the instruction offered during this part of the course. Knowing how to make a minor repair at the right moment might mean the difference between flying home or landing in enemy territory.

Beginning with your first day in school, you will study the nature of electricity as it is put to work in radio. It is the policy of this school to make all instruction as practical as possible, so that you will know how to put in to practice the things your instructors show you. You start working with your hands on the first day, and continue to do so until you graduate.

As you progress in the study of the fundamental principles of electricity, vacuum tubes, radio receivers, radio transmitters, antennae, etc., you will become more and more familiar with the "magic" of radio...and like all magic, you will see that it is really simple when it is explained.

By the time you have reached the half-way mark in the course, you should have gained a practical understanding of "fundamentals". You will then enter the Aircraft Radio Branch of the school. In this part of the course, you will study the actual equipment that you will

be using after you leave here. You will work with this equipment in the "semi-mockups", where you will become familiar with the location of the various sets in the different planes.

Instruction in the Radio Compass will be stressed heavily during the phase allotted to the study of that instrument. Ability to operate this instrument accurately is of the utmost importance to the flying radio operator. It often becomes the radio man's duty to navigate his plane, through fog and darkness, to a safe landing on the home field with the use of the radio compass.

As you progress through the course, you will find that the understanding of one phase depends upon what you learned in the preceding phase. Study each bit of instruction carefully. What might appear to be insignificant in the early part of the course, can be of vital importance to your understanding the operation of the sets during the last weeks in school.

In order to provide our rapidly expanding Air Force with much needed radio men, everything that is not essential to your future duties as a radio man has been eliminated from the curriculum. Remember, you will need every bit of training that is offered you here.....
DON'T PASS LIGHTLY OVER ANY OF IT.

CLASS SCHEDULE

RADIO OPERATING RADIO MECHANICS

1st Shift

1st Schedule	2nd Schedule
0530-0630.....1st Period.....0530-0630	
0630-0635.....Recess.....0630-0635	
0635-0730.....2nd Period.....0635-0730	
0730-0735.....Recess.....0730-0735	
0735-0835.....3rd Period.....0735-0835	
0835-0850.....Class Change.....0835-0850	

2nd Schedule	1st Schedule
0850-0950.....4th Period.....0850-0950	
0950-0955.....Recess.....0950-0955	
0955-1050.....5th Period.....0955-1050	
1050-1055.....Recess.....1050-1055	
1055-1150.....6th Period.....1055-1150	

2nd Shift

1st Schedule	2nd Schedule
1220-1320.....1st Period.....1220-1320	
1320-1325.....Recess.....1320-1325	
1325-1420.....2nd Period.....1325-1420	
1420-1425.....Recess.....1420-1425	
1425-1525.....3rd Period.....1425-1525	
1525-1540.....Class Change.....1525-1540	

2nd Schedule	1st Schedule
1540-1640.....4th Period.....1540-1640	
1640-1645.....Recess.....1640-1645	
1645-1740.....5th Period.....1645-1740	
1740-1745.....Recess.....1740-1745	
1745-1840.....6th Period.....1745-1840	

1st Schedule

1910-2010.....1st Period.....1910-2010
 2010-2015.....Recess.....2010-2015
 2015-2110.....2nd Period.....2015-2110
 2110-2115.....Recess.....2110-2115
 2115-2215.....3rd Period.....2115-2215
 2215-2230.....Class Change.....2215-2230

2nd Schedule

2230-2330.....4th Period.....2230-2330
 2330-2335.....Recess.....2330-2335
 2335-0030.....5th Period.....2335-0030
 0030-0035.....Recess.....0030-0035
 0035-0130.....6th Period.....0035-0130

GENERAL RULES OF CONDUCT FOR STUDENTS

'Let me have your attention please'.

That quotation is spoken by instructors many times in a normal tone of voice. Though it may not be as dramatic as the "Ten-shun!" of the drill sergeant, it nevertheless is just as emphatic. Come to attention immediately. In the classroom this means that you must cease all activity and devote your full attention to the instructor. If you might be wearing a headset, take it off quickly and lay it on the table quietly.

Letter writing in the classroom is not permitted. The first thing new students tend to do is to write a letter to the folks back home telling them about the school. Letter writing is not to be discouraged; but save your letter writing for after school hours.

During recess periods, take a break and get some fresh air. That is a school order. You will not be allowed to remain in the classroom during recess periods. Don't put your instructor on the spot by asking him for permission to stay in your seat for a cat-nap.

Stay on the walks--keep off the grass. Your buddies before you planted that grass so that you would not have to swallow dust.

Place your cigarette butts and match sticks in the containers provided. That will make so many less butts you will have to pick up later.

Place your orange peels and other refuse in the garbage can.

You are permitted to buy milk, orange juice, etc., from the milkman; but you must return the bottles and bottle caps. You must not litter the walks, lawns, halls, etc. with bottles and bottle caps.

All students are to be marched to and from school. Fall in promptly and take proper interval. The command "Fall In" means to fall in at attention. At the command "Forward March", every one takes off with a full step. The tendency for

the rear of the column to mark time while the column spreads out is strictly against regulations. Keep proper interval while marching.

The proper uniforms as ordered by your squadron commander will be worn each day. School officials will not tolerate a sloppy appearance which is brought about by unbuttoned collars, loose ties, rolled sleeves, whiskers, unkempt hair, etc.

In order to avoid being marked absent from school, if you are missed during roll call, your instructor will record your name on the blackboard as being absent. The daily absentee report is made from the blackboard list. Check the board daily, and if you find your name on it, immediately report the discrepancy to your instructor. If you fail to do so, you will be charged with AWOL. You are cautioned, if you leave the room on any detail, return and recheck the absentee list and make certain that you notify the instructor if your name appears on it.

Do not mishandle any equipment. If, upon taking your assigned position, you find anything out of order, report it immediately to your instructor - otherwise you will be held responsible for any damages.

Do not touch any electric light switches, windows or window shades. Your instructor is responsible for proper room lighting and ventilation and if you experience any discomforts, report it to him. He will remedy the situation.

If you must leave the room during class, obtain permission from the Room Chief; and upon re-entering class report to him again.

There is no need to remind you that a paper shortage exists. For this reason you may be given almost any kind of paper for copying your code characters. Use all available space on the paper, both sides, and when class has recessed, place the used paper in the waste basket uncrumpled. This helps in baling for salvage.

Maintain a proper sitting posture while in class. Allowing yourself to slump in your chair produces fatigue and drowsiness.

Do not attempt conversation during class. It not only annoys the instructor but it is also annoying to the one to whom you talk, though he

may not show it.

Sleeping in class is sabotage! Offenders will be dealt with quite severely.

If you are sick, determine the time of your squadron's sick call and report to the hospital with the sick group. Avoid, if possible, going on sick call during classes. If you become very sick during class, notify your instructor; he will call an ambulance for you.

Because of the difficulty in obtaining passes during school sessions, determine your days off duty before asking relatives to visit you. In doing so, you will save time and yourself from embarrassment and much needless waiting.

Do not congregate in the hallways. At the drinking fountains, keep the water line close to the walls in order to open a passageway.

A gentleman does not use profanity. Save your venom and spit it at the Jap and the Hun when you meet him.

Be respectful towards your instructors, be they civilian or enlisted. They in turn will respect you. Remember that your instructors are the first in your chain of authority. Do not take your difficulties to school offices without first discussing your problems with your instructor. If you are unable to obtain satisfaction, you are privileged to see a higher authority.

Read the chapter in this book on Military Courtesy and when reporting to an officer, act in accordance with those instructions.

Cheating is a serious offense. No one ever gets away with it, even though some might not be caught. You hurt only yourself if you cheat because your life might depend on some little thing which you failed to make clear to yourself and which you copied from someone else or had someone else do for you.

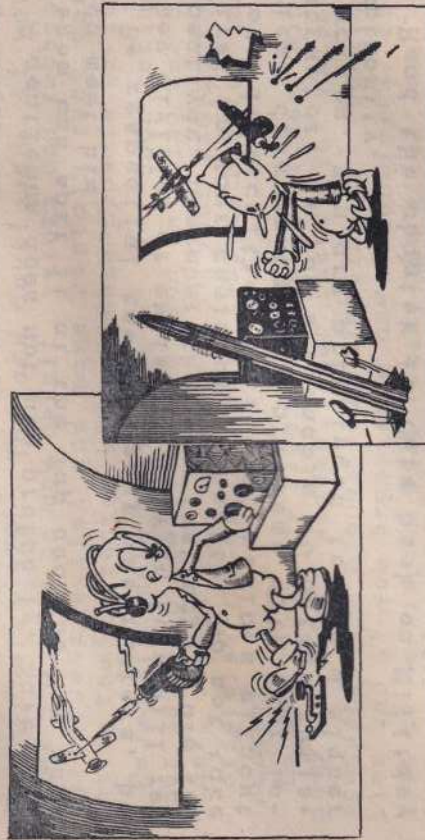
Obeys orders immediately. If you feel that you are being imposed upon, or if you feel that the order was improper--your first duty is to carry out the order to the best of your ability; then upon completion of the order or orders, you are privileged to request the opinion of higher authority. Execute the most recent order first.

ADVANCED TRAINING SCHOOLS

In most cases, before a graduate of this school is assigned to a Line organization, or before he takes part in the active operation of a radio station, he is sent to another school for advanced technical training.

Although the advanced schools are no longer on a voluntary basis, they are explained briefly here so that you may have a good understanding of what they offer and what they require.

FLEXIBLE GUNNER SCHOOLS.



There are four gunnery schools to which Scott Field graduates may be sent.

They are located at:

- Harlingen, Texas.
- Las Vegas, Nevada
- Tyndall Field, Florida
- Laredo, Texas

Qualifications, or entrance requirements are:

1. Age
18 to 35, inclusive.
2. Education
Minimum requirement - eighth grade, grammar school.
3. Army Classification Test.
Score of at least 85.

4. Height
72 inches. (6 feet) or less.

5. Weight.
180 pounds or less.

6. Vision.
Minimum requirements: 20/40 correctable to 20/20.
Must distinguish between red and green.

7. Physical requirements.
You must be able to pass the physical examination required for flying combat crew members. Technically this is known as Army Air Forces Regulations 35-17. Flight physical examination Form No. 63. Specialists.

You must be a non-specialist, or a specialist in one of the following subjects.

- a. Airplane Mechanics.
- b. Radio or Radar Operator, or Radio Operator-Mechanic.
- c. Aircraft Armament.

9. In your case, you must be a radio Operator or Radio Operator-Mechanic. If you graduate as a Radio-Mechanic only, you will not be accepted for Gunnery School as a Radio Operator-Gunner student.

Upon graduation from Flexible Gunnery School all enlisted men below the grade of Sergeant who have previously graduated from a Technical School, will immediately be appointed to the grade of Sergeant by the Commandant of the Gunnery School.

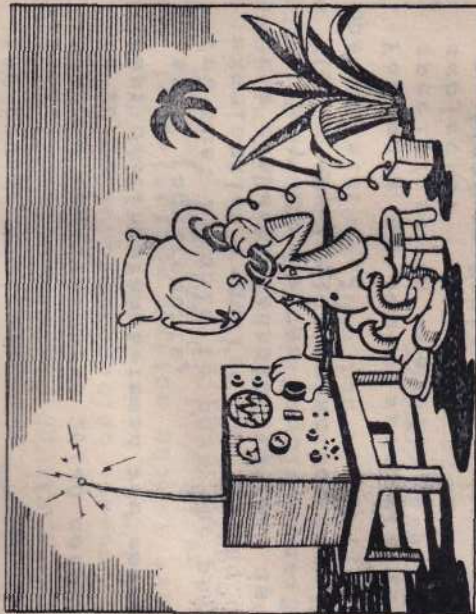
Graduates of the Gunnery Schools are authorized to wear the Combat Crew Wings in accordance with existing regulations.

All students of the Radio School of Scott Field, whose basic qualifications indicate they can qualify, will be given the Flight Physical Examination.

RADAR SCHOOLS

Radar is the name applied to a method of locating aircraft, surface vessels and undersea craft through the use of radio waves. The letters composing the name mean "Radio Detecting and

Ranging". It is an interesting and important subject which promises to open new fields in radio after war.



The radar school is located at Boca Raton, Florida.

Qualifications, or entrance requirements are:

1. Graduate of the Radio Operator-Mechanic Course.
2. Age limits, 20 to 32, inclusive.
3. Must be physically qualified for air crew member.
4. GCT score of 100 or more.
5. Citizenship in the United States of 10 years or more.
6. Those making the highest over-all ROM grades are given preference.

COMMUNICATIONS CADET SCHOOL

Qualified graduates of the Radio-Mechanics Course may be selected to become instructors at Scott Field, and later be selected to attend the Communications Cadet Schools for the purpose of becoming Communications Officers.

Candidates for this course are selected on the basis of their class record, general aptitude, and record as instructors.

Those selected are interviewed by a board of officers who make recommendations regarding the candidates' qualifications. The men are judged

on their merits. They are questioned by the board on current events, radio and other subjects which will indicate the man's general intelligence and alertness.



Those selected are sent to Boca Raton, Florida for several weeks' training. Those completing that course are then sent to Yale University for additional training in communications.

Those graduating from these courses are commissioned as Second Lieutenants.

Physical requirements:

1. Must pass Form 63 examination.
2. Eyesight must correct to 20/20, and must not be more than 20/100.

Other requirements:

1. Ten years or more citizenship in the U.S.
2. Age limits, 18 to 30.

Character is one of the prime considerations of candidates for the officers course. Your service record should show no marks against you if you expect to become an officer.

CONTROL TOWER OPERATORS' COURSE

This school is located at Chanute Field, Ill.

Qualifications, or entrance requirements are:

1. Eyesight must be correctable to 20/20.
2. Must not be color blind.
3. Hearing must be normal. Must be able to understand whispered words 8 feet away.
4. Must be able to speak English without impediment or accent.
5. Must be a graduate of the Scott Field

School as Radio Operator and Mechanic.

6. GCT score of 100 or more.

7. There is no age limit.

8. Limited Service Men will be accepted if they can qualify in all other respects.

Training consists of:

1. Civil Aeronautics Regulations.

2. Short period in Link Trainer for the purpose of familiarizing students in technique of blind flying.

3. Post graduate work in actual operation of a control tower somewhere in the U.S.

This school does not hold priority over RL or Gunnery schools.

The quota system will probably apply in most cases. This means that your request for this school will be allowed to govern the choice only insofar as is applicable to the quota.

CHAPTER FIVE

ARTICLES OF WAR

The articles of war are the laws which govern our armed forces. They are just as binding upon military personnel as the constitution is binding upon civilian personnel. They have been set up by those responsible in the armed forces and approved by Congress.

Army Regulations require that the articles of war be read to each soldier once each six months. The dates of these readings are entered in the soldier's service record.

So that you may have them available for reading and study, several pertinent articles of war follow:

58th ARTICLE OF WAR

Desertion

Any person subject to military law who deserts or attempts to desert the service of the United States shall, if the offense be committed in time of war, suffer death, or such other punishment as a court-martial may direct, and if the offense be committed at any other time, any punishment, excepting death, that a court-martial may direct.

61st ARTICLE OF WAR

Absence Without Leave

Any person subject to military law, who fails to report at the fixed time to the properly appointed place of duty, or goes from the place without proper leave, or absents himself from his command, guard, quarters, station or camp without proper leave, shall be punished as a court-martial may direct.

Note: Absence without leave (AWOL) is one of the worst offenses that a soldier can commit. It indicates a lack of sincerity on the part of a soldier and, if allowed to spread, would completely destroy discipline and the striking power of our armed forces.

Remember that if you fail to be at the proper place, at the appointed time, you are AWOL and subject to trial by court-martial. In view of the fact that there is rarely, if ever, any legitimate excuse for this offense, you may expect little mercy from the court.

65th ARTICLE OF WAR

Insubordination

Any soldier who strikes, or assaults, or attempts or threatens to strike or assault, or willfully disobeys the lawful order of a warrant officer or a non-commissioned officer while in the execution of his office, or uses threatening or insulting language or behaves in an insubordinate or disrespectful manner toward a warrant officer or a non-commissioned officer while in the execution of his office, shall be punished as a court-martial may direct.

66th ARTICLE OF WAR

Mutiny or Sedition

Any person subject to military law who attempts to create or who begins, incites, causes or joins in any mutiny or sedition in any company, party, post, camp, detachment, guard, or other command shall suffer death or such other punishment as a court-martial may direct.

67th ARTICLE OF WAR

Failure to Suppress Mutiny or Sedition

Any officer or soldier who, being present at any mutiny or sedition, does not use his utmost endeavor to suppress the same, or knowing or having reason to believe that a mutiny or sedition is to take place, does not without delay give information thereof to his commanding officer shall suffer death or such other punishment as a court-martial may direct.

83rd ARTICLE OF WAR

Loss or Damage to Government Property

Any person subject to military law who willfully or through neglect, suffers to be lost, spoiled, damaged, or wrongfully disposed of, any military property belonging to the United States shall make good the loss or damage and suffer such punishment as a court-martial may direct.

84th ARTICLE OF WAR

Waste of Government Property

Any soldier who sells or wrongfully disposes of or willfully or through neglect injures or loses any horse, arms, ammunition, accoutrements, service, shall be punished as a court-martial may direct.

104th ARTICLE OF WAR

Disciplinary Powers of Commanding Officers

Under such regulations as the President may prescribe, the commanding officer of any detachment, company, or higher command may, for minor offenses, impose disciplinary punishments upon persons of his command without the intervention of a court-martial, unless the accused demands trial by court-martial.

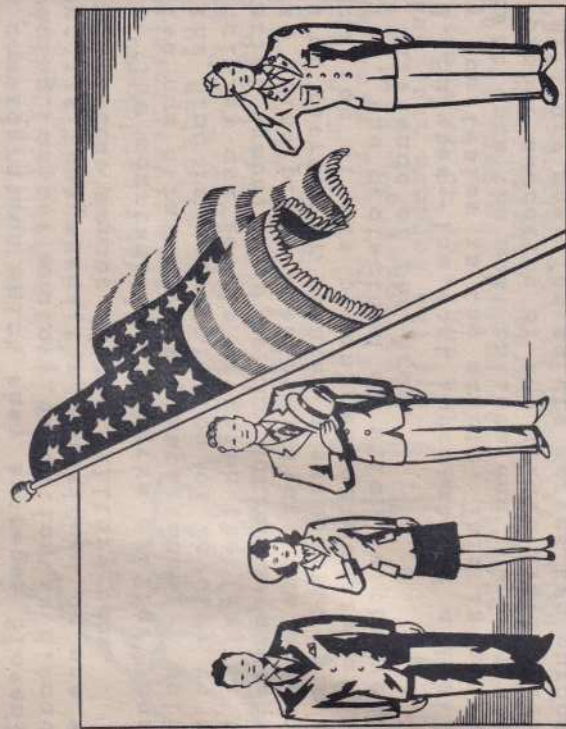
The disciplinary punishments authorized by this article may include admonition, reprimand, withholding of privileges for not exceeding one week extra fatigue for not exceeding one week, restriction to certain specified limits for not exceeding one week, and hard labor without confinement for not exceeding one week, but shall not include forfeiture of pay or confinement under guard.

107th ARTICLE OF WAR

Soldier to Make Good Lost Time

Every soldier who in an existing or subsequent enlistment deserts the service of the United States, or without proper authority absents himself from his organization, station, or duty for more than one day, or who is confined for more than one day under sentence, or while awaiting trial and disposition of his case, if the trial

results in conviction, or through the intemperate use of drugs or alcoholic liquor, or through disease or injury the result of his own misconduct, renders himself unable for more than one day to perform duty, shall be liable to serve, after his return to a full-duty status, for such period as shall, with the time he may have served prior to such desertion, unauthorized absence, confinement or inability to perform duty, amount to the full term of that part of his enlistment period which he is required to serve with his organization before being furloughed to the Army reserve.



CHAPTER SIX

* * *

MILITARY COURTESY

1. General--a. Courtesy is the expression of consideration for others. Courtesy is important in civil life to eliminate friction and make personal associations pleasant. In military life courtesy is vital, for only by constant consideration for others does one show that appreciation of their importance which produces the cooperation of all toward concerted effort. It is for this reason that so much emphasis is laid on military courtesy.

b. Courtesy is shown toward all. It is just as important to be courteous to juniors as to seniors. The courtesy rendered a leader by his subordinates is rendered to the responsible position he holds. It expresses an appreciation of the importance of his contributions to the group effort. The courtesy of the leader toward his subordinates expresses his realization of their importance in that same effort.

c. The methods of expressing military courtesy are distinctive and precise. Their promptness and smart observance stresses the importance of

the consideration which they express. Slovenly, grudging, or perfunctory execution is discourteous; it thus marks the individual as one who is not a true member of the military team.

d. The courtesy which marks military ceremonies has a far-reaching importance. A salute to the flag is a declaration of loyalty to the principles and ideals of which the flag is the material symbol, and to the nation dedicated to these principles. When a military man presents arms at retreat or salutes a senior, it is a recognition of the organized authority of the nation, the protection of which is the reason for existence of the Army.

2. Salutes--The most important of all military courtesies is the salute. This is because it is at once the most obvious and the most used. The proper execution of the salute distinguishes the military man. The salute serves two purposes as the act of recognition between members of the military profession, and as an indication of respect for authority. The salute is not a mark of subservience; it is an indication of the possession of military courtesy and discipline by those who render it. Its omission indicates a lack of courtesy which is a mark of poor discipline.

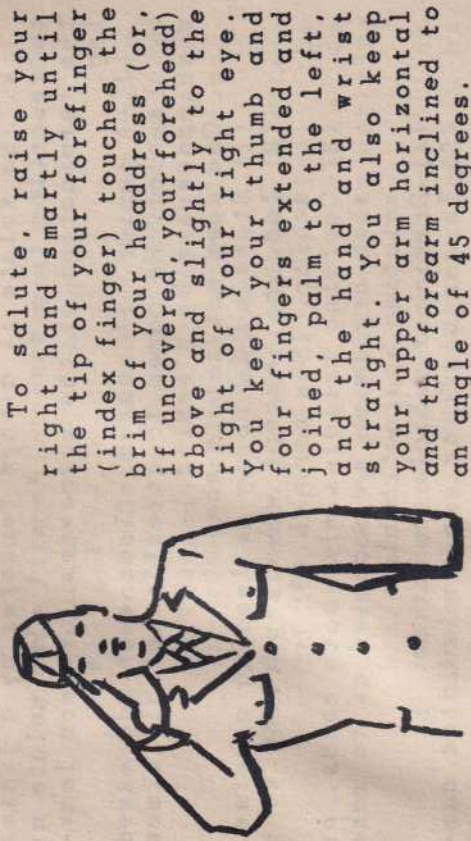
3. GENERAL RULES AND DEFINITIONS IN REGARD TO SALUTING--a. All persons in the military service

are required to salute at all times when they meet and recognize persons entitled to the salute, the junior usually saluting first. (For exceptions see m below.)

b. Those persons entitled to the salute are commissioned officers of:

*The Army (including The Coast Guard
Warrant Officers The Army Nurse Corps
and Flight Officers) The Women's Army Corps
The Navy
The Marine Corps*
*friendly foreign
countries when they
are in uniform.*

c. Saluting distance is that distance at which recognition is easy. Usually it does not exceed 30 paces. The salute is rendered before the person to be saluted approaches closer than 6 paces. This permits him time to recognize and return the salute.



To salute, raise your right hand smartly until the tip of your forefinger (index finger) touches the brim of your headress (or, if uncovered, your forehead) above and slightly to the right of your right eye. You keep your thumb and four fingers extended and joined, palm to the left, and the hand and wrist straight. You also keep your upper arm horizontal and the forearm inclined to an angle of 45 degrees.

d. In executing the salute the head is turned so as to observe the person saluted. The salute is held until returned by the person saluted or until he has passed. A salute is returned by all officers entitled to it unless they are in formation, when only the senior returns the salute (see m below for exceptions). The salute must never be rendered in a casual or perfunctory manner, nor with pipe, cigar, or cigarette held in the mouth or in the right hand.

e. An enlisted man salutes an officer when he recognizes him, both on and off of military reservations.

f. Covered or uncovered, salutes are exchanged in the same manner.

g. The salute is rendered but once if the senior remains in the immediate vicinity and no conversation takes place. If a conversation takes place, the junior again salutes the senior on departing or when the senior leaves. (See k below)

h. Usually the junior salutes first. However, in making reports, the person rendering the report salutes first, regardless of rank.

i. The salute is rendered only at a halt or a walk. If running, a person comes down to a walk before saluting; a mounted person at a trot or gallop comes down to a walk to salute.

j. Organization or detachment commanders, when not a part of a larger formation, salute officers of higher grades by bringing organization or detachment to attention before saluting.

k. The salute is always rendered by a junior on reporting to a senior. He will also salute at the termination of the interview, or upon leaving.

l. A junior, if seated, rises when addressed by a senior. He comes to attention at all times when addressed by a senior.

m. One does not salute when:

- (1) Standing to horse or leading a horse.
- (2) Indoors, except when reporting to a senior. (See par. 4b (3).)
- (3) Carrying articles with both hands, or when otherwise so occupied as to make saluting impracticable.
- (4) Driving a vehicle in motion.
- (5) In campaign, or under simulated campaign conditions, except when reporting to a senior.
- (6) A member of a guard, engaged in the performance of a specific duty, the proper execution of which prevents saluting.
- (7) In ranks. Under such circumstances, the enlisted man comes to attention when addressed by an officer.
- (8) A prisoner.
- (9) Actually engaged in games. (For exceptions see par. 4a(2).)
- (10) In a public conveyance.
- (11) At work. (See par. 4a(2).)
- (12) In any case not covered by these instructions, or when there is a reasonable doubt, the salute will be rendered.

4. SALUTING INDIVIDUALS--a. Outdoors.

- (1) Definitions--(a) The term "out of doors" is construed to include such buildings as drill halls, riding halls, gymnasiums, other roofed inclosures used for drill or exercise of troops, and grandstands, such as at parks and baseball fields.
- (b) The expression "under arms" will be understood to mean with arms in hand, or having attached to the person a hand arm, or the equipment pertaining directly to the arm, such as a cartridge belt, pistol holster, or automatic rifle belt.

- (2) In a group, not in formation--(a) When actually engaged at games, one does not salute.
 - (b) At work--Details at work do not salute. The officer or noncommissioned officer in charge, if not actively engaged at the time, salutes or acknowledges salutes for the entire detail.
 - (c) Not at work or participating in game--On the approach of an officer, the group of enlisted men is called to attention by the first person noticing him, and all salute.
 - (3) In formation--A detachment or unit in formation is called to attention by the individual in charge, who then executes the salute. If the person to whom the honor is rendered passes in rear of the formation, the detachment commander calls the group to attention. Faces the front, but does not salute.
 - (4) In a vehicle--(a) Drivers of motor vehicles salute only when the vehicle is at a halt.
 - (b) Any individual in a vehicle, other than the driver, renders the hand salute whether the vehicle is halted or in motion. In case a detail is riding a vehicle, the individual in charge renders the hand salute for the entire detail.
 - (c) Salutes are not rendered in public conveyances.
- b. Indoors.
- (1) When the word "indoors" is used in these regulations, it is construed to mean offices, hallways, kitchens, orderly rooms, recreation rooms, bath-rooms, squad room, etc.
 - (2) In general, salutes are not exchanged indoors, except when reporting to a senior, or when posted as a sentry or guard.
 - (3) When reporting to an officer in his office, a junior removes his headress (unless under arms), knocks, and enters when told to do so. Upon entering, he marches up to within about 2 paces of the officer's desk, halts, completes

the salute, and says: "Sir, --- reports to ---" (using names and grades). For example, "Sir, Pvt. Jones reports to Capt. Smith" or "Sir, Pvt. Jones reports to the company commander". Except for formal reports, such as are indicated above, the conversation is carried on in the first and second person. When the business is completed, the junior salutes, executes "about face", and withdraws. If the junior reports under arms, he does not remove his headress but executes a hand salute.

- (4) If an enlisted man desires to speak to his company commander, he must formally obtain the first sergeant's permission to do so, and when reporting to his commanding officer he says: "Sir, Pvt. Jones has the first sergeant's permission to speak to the company commander".
- (5) The junior uncovers (unless under arms) on entering a room in the presence of a senior.
- (6) A soldier reporting for pay answers "Here" when his name is called, steps up to the pay table, salutes the officer making payment, counts his money as it is placed before him, picks it up, and leaves the room. The officer making payment does not return the salute.
- (7) An enlisted man posted as a sentinel, or a guard in formation indoors, will render the salute as for outdoors.
- (8) When an officer enters a room or tent, enlisted men present will uncover (if unarmed) and stand at attention until the officer indicates otherwise or leaves the room. When more than one person is present in the room or tent, the first to perceive the officer will command; ATTENTION.
- (9) When an officer enters a room or a tent used as an office, workshop, or recreation room, those at work or play therein are not required to come to attention unless addressed by the

officer. In the transaction of routing business between officers and enlisted men seated at work, it is not necessary that the latter rise.

- (10) When an officer enters a mess room or mess tent, enlisted men seated at meals will remain seated "at ease" and continue eating unless the officer directs otherwise. An individual directly addressed ceases to eat and sits at attention until completion of the conversation.

5. HONORS TO THE "NATIONAL ANTHEM" OR "TO THE COLOR (STANDARD)"--a. Outdoors--Whenever and wherever the "National Anthem" or "To the Color (Standard)" is played (not in formation):

- (1) At the first note thereof, all dismounted personnel present will face the music, stand at attention, and render the prescribed salute, except that at the "Escort of the Color" or at "Retreat" they will face toward the color or flag. The position of the salute will be retained until the last note of the music is sounded.

- (2) Vehicles in motion will be brought to a halt. Persons riding in a passenger car or motorcycle will dismount and salute as directed in (1) above. Occupants of other types of military vehicles remain seated at attention in the vehicle, the individual in charge of each vehicle dismounting and rendering the hand salute. Tank or armored car commanders salute from the vehicle.

b. Indoors--When indoors, officers and enlisted men will stand at attention and face the music or the flag if one is present. They will not salute.

6. OTHER HONORS--a. To the national colors.

- (1) When passing or being passed by an uncased national color or standard, honors are rendered by saluting when the color or standard is 6 paces away and is held until it has passed or has been passed by 6 paces.
- (2) Small flags carried by individuals...

and flags on flag poles are not saluted.

b. Military Funerals

- (1) All persons in the military service in uniform, attending in their individual capacity or as honorary pall bearers, will stand at attention uncovered, with headress held over the left breast, at any time the casket is moved by the casket bearers, and during services at the grave, including the firing of volleys and sounding of "Taps". During prayers, heads will be bowed. In case of extreme cold or inclement weather, they will remain covered and execute the hand salute in lieu of uncovering.
- (2) Military personnel will come to the salute on the passage of a caisson or hearse bearing the remains as a part of a funeral procession.

7. UNCOVERING-- Officers and enlisted men under arms uncover only when:

- a. Seated as a member of or in attendance on a court or board.
- b. Sentinels over prisoners do not uncover.
- b. Entering places of divine worship.
- c. Indoors when not on duty and it is desired to remain informally.
- d. In attendance at an official reception.

8. PERSONAL COURTESIES--a. When accompanying a senior, a junior walks or rides on his left.

- b. Military persons enter automobiles and small boats in inverse order of rank and leave in order of rank. Juniors, although entering an automobile first, take appropriate seats in the car. The senior is always on the right.

9. TITLES--a. Army of the United States.

- (1) Senior officers frequently address juniors as "Smith" or "Jones", but this does not give the junior the privilege of addressing the senior in any other way than by his proper title.
- (2) Chaplains are officially addressed as "Chaplain" regardless of their grade.
- (3) Cadets of the United States Military Academy and Army Air Forces are officially addressed as "Mister", and as

"Cadet" in written communications.
(4) Warrant officers are addressed as "Mister".

- (5) Members of the Army Nurse Corps are addressed as "Nurse".
- (6) Non-commissioned officers are addressed by their titles, such as "Sergeant" or "Corporal", and privates as "Smith" or "Jones". Master, technical, and staff sergeants are all addressed as "Sergeant". In official communications, the full title of an enlisted man is used. In addressing a private or private first class, whose name is not known, the term "Soldier" is proper.

b. United States Navy

- (1) Officers of both line and staff are addressed officially by their full titles.
- (2) Any officer in command of a ship, regardless of size or class, while exercising such command, is addressed as "Captain".
- (3) In referring to or introducing captains in the Navy, it is customary to add after the name, "of the Navy", since the grade of captain in the Navy corresponds to the grade of colonel in the Army.

c. Relative rank between officers of the Army and the Navy:

ARMY	NAVY
(1) General	Admiral
(2) Lieutenant General	Vice Admiral
(3) Major General	Rear Admiral
(4) Brigadier General	Commodore
(5) Colonel	Captain
(6) Lieutenant Colonel	Commander
(7) Major	Lieutenant Commander
(8) Captain	Lieutenant
(9) First Lieutenant	Lieutenant (Junior grade)
(10) Second Lieutenant	Ensign

10. SOLICITATION FOR GIFTS--a. Personnel of the Army are prohibited from soliciting contributions for gifts or presents to those in superior official positions. Likewise no officer will accept any gift or present offered or presented

to him as a contribution from any person in Government employ receiving a lesser salary than himself. (See AR 600-10).

11. *WEARING OF THE UNIFORM--a.* In the field soldiers are usually forbidden to wear any article of clothing that is not Government issue.

b. In some garrisons the commanding officer may authorize the wearing of certain items of clothing which are not Government issue, and which the soldiers may purchase. These items are usually specifically listed in post or garrison regulations or orders. The purchase of such articles of clothing cannot be made compulsory upon the individual soldier.

c. A good soldier will never wear unauthorized clothing. He will make himself as neat as possible and always clean in the clothing authorized for his wear.

d. The things that will brand a soldier as an over-dressed "rookie" are:

(1) Special uniform of material authorized for wear by officers and warrant officers only.

(2) Special uniform of "off color" material.

(3) Shirts with shoulder straps. These are for officers and warrant officers only and are not authorized for wear by enlisted men.

(4) Multi-colored or decorated shoes. If your post commander has been considered enough of you to allow the wearing of low-quarter shoes, you should respect him enough to wear only army-russet color, plain shoes. Toe caps are all right, but there should be no decorations or "gingerbread" on them.

e. Except when wearing your fatigue clothes, you should not be out of uniform. To wear clothing that you know is unauthorized is to show disrespect for the orders of your officers and for the uniform which you wear.

f. Your uniform is the symbol of your profession. It was given to you by the people of our great nation. They have authorized you to wear it in accordance with the rules and regulations laid down by Congress and the officers appointed over you by the President. To do anything to bring discredit or disgrace upon the uniform you

wear is to show contempt for your country, your government and those loved ones at home who, through their financial and moral support of our war effort, make the wearing of your uniform possible.

DISPLAY OF THE FLAG

1. The following procedure will govern the display of the national flag:

a. When not flown from a staff, the flag should be suspended flat, whether indoors or out (see drawing).

b. From a staff extending from a window, balcony, or front of a building, the blue field of the flag should be at the peak of the staff.

c. To indicate mourning from a stationary staff, the flag is placed at half staff.

d. When used to cover a casket, the blue field is at the head and over the left shoulder of the deceased. The casket should be carried feet first and the flag must not be lowered into the grave or allowed to touch the ground.

e. The flag is folded, when not in use.

f. When used on a speaker's platform, the flag, if displayed flat, should be above and behind the speaker, but if flown from staff should be at the speaker's right.

g. In church, if in the chancel, the flag is at the clergyman's right as he faces the congregation, and the church or other flag is at his left. If outside the chancel, the flag is at the right and front of congregation as it faces the clergyman. Other flags should be at the congregation's left.

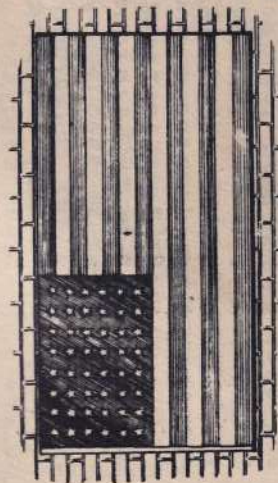
h. In a procession with a line of other flags, the American flag is in front of the center of the line.

i. In a procession with a single other flag, the American flag is on the marching right.

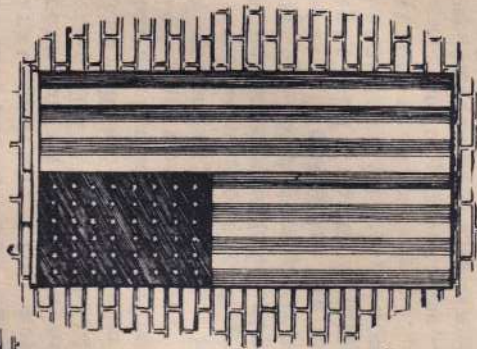
j. To indicate mourning when flag is on a small staff, as when carried in a parade, two streamers of black crepe of size commensurate with flag are attached to peak by the blue field in such a position that they will suspend freely.

k. The flag never shall be used as drapery in any form. For drapery, use bunting of red, white and blue.

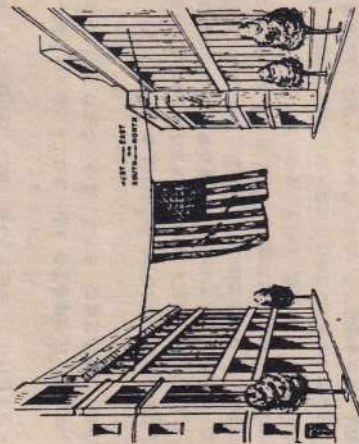
1. When the American flag and those of other nations are flown from adjacent staffs, the American flag should be at right end of the line or to the observer's left. When flown with flags of other nations, all staffs should be of equal height and the flags of equal size so far as possible. International usage forbids display of one national flag above that of another in time of peace. Where the American flag is one of several flags flown on adjacent staffs, it will be hoisted first and lowered last.



Horizontal on wall.



Vertical on wall.



Suspended across a street.

SLEEVE ORNAMENTATION, NAVAL OFFICER



ADMIRAL



VICE
ADMIRAL



REAR
ADMIRAL



CAPTAIN



COMMANDER



LT. COMMANDER



LIEUTENANT



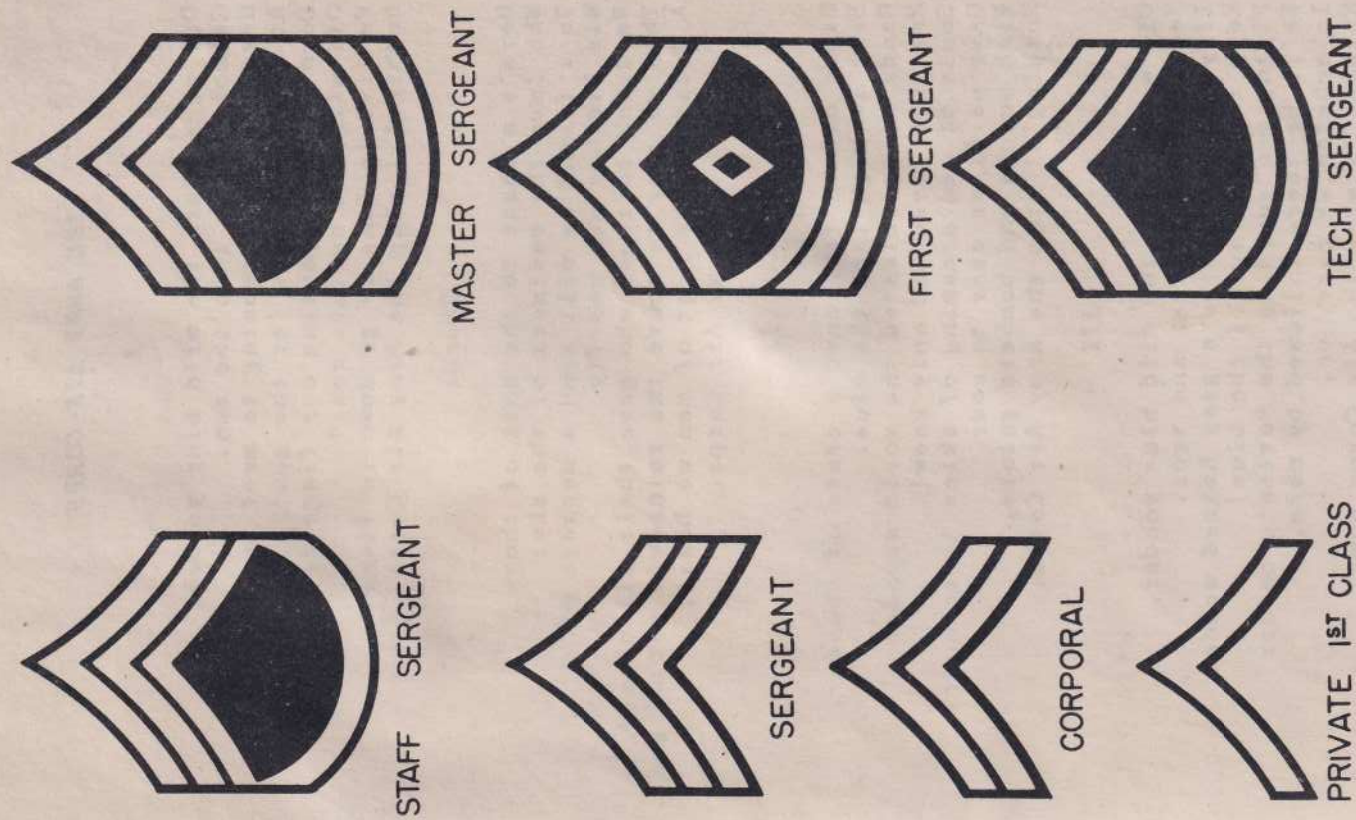
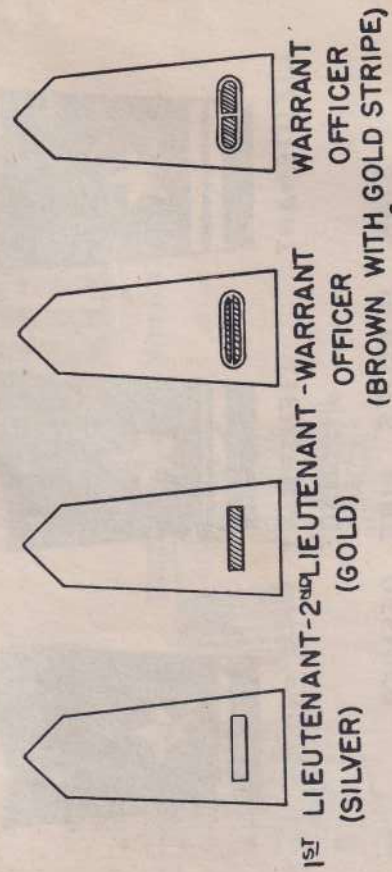
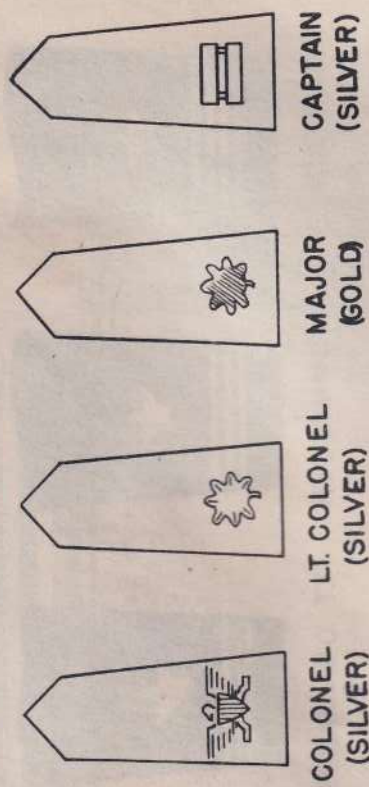
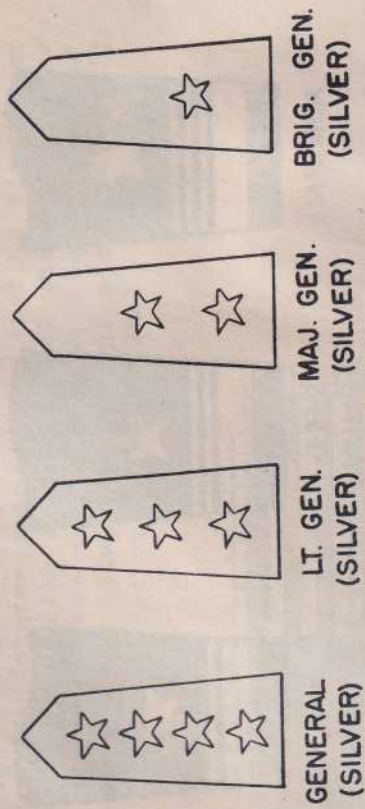
LIEUTENANT
JR. GRADE



ENSIGN

STAR DENOTES LINE OFFICER

SHOULDER INSIGNIA OF COMMISSIONED OFFICERS AND WARRANT OFFICERS.



SLEEVE INSIGNIA OF ENLISTED MEN.

THE ARMY AIR CORPS

I

Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our Thunder
At 'em boys, give 'er the gun!
Down we dive spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame!
Nothing'll stop the Army Air Corps!

Chorus

Here's a Toast to the host of those
Who love the vastness of the sky;
To a friend we will send a message of
His brother men who fly.
We drink to those who gave their all of old,
Then we roar to score the rainbow's pot of gold.
A Toast to the host of men we boast,
The Army Air Corps.

II

Minds of men fashioned a crate of thunder,
Sent it high into the blue:
Hands of men blasted the world asunder;
How they lived God only knew!
Souls of men dreaming of skies to conquer
Gave us wings ever to soar.
With scouts and bombers galore,
Nothing'll stop the Army Air Corps.

III

Off we go into the wild blue yonder,
Keep the wings level and true.
If you'd live to be a gray haired wonder
Keep the nose out of the blue!
Flying men guarding the Nation's border
We'll be there followed by more,
In echelon we carry on,
Nothing'll stop the Air Corps now.