

HEADQUARTERS
318TH ARMY AIR FORCES FLYING TRAINING DETACHMENT
ARMY AIR FORCES CONTRACT FLYING SCHOOL (WOMEN)
AVENGER FIELD, SWEETWATER, Texas Womans University

June 14, 1943

WOMEN PILOT TRAINEE REGULATIONS

1. These regulations will be compiled with by all Women Pilot Trainees on this Post.
2. Within TWENTY-FOUR HOURS after arrival at this detachment, Women Pilot Trainees and all persons undergoing training at this station shall read the regulations hereby published, and shall immediately initial the flight roster posted in the Recreation Hall. Trainees will be expected to conform to these regulations thereafter.
3. Trainee Officers and Non-commissioned Officers will be responsible for the enforcement of these regulations, and they will be specifically charged with the duty of directing the attention of the Trainees concerned to any delinquencies.
4. These regulations will not be removed from the bay to which they are assigned, nor will they be marked or mutilated in any manner.
5. All Women Pilot Trainees will examine the bulletin board in the Recreation Hall at least twice daily, and will be responsible for compliance with information and regulations posted thereon.

Robert K. Urban
Major, Air Corps
Commanding

GENERAL MILITARY REGULATIONS

1. **DILSCLOSURES OF MILITARY INFORMATION:** The following subjects are considered military information (restricted):
 - a. Number and condition of training planes.
 - b. Number of students in training and number graduating.
 - c. Number of students eliminated from the school or any class.
 - d. Name of any school to which students are sent and time of arrival and departure of military personnel.
 - e. Information contained in official letters, directives and orders to and from this headquarters.
 - f. Identity of visiting military personnel, including type of airplanes arriving at or leaving this station.

All information concerning military activities will be released by the Public Relations Officer.

2. **PHOTOGRAPHS:** No photographs will be made of the landing field, airplanes, building, and installations without the written permission of the Post Intelligence Officer. All photographs taken will be in accordance with published regulations regarding same.
3. **PERIODICALS—GIVING INFORMATION TO:** Trainees will not give out information or write stories or articles for publication without having previously secured, through channels, written approval of the Commanding Officer.
4. **CHANNELS:** All communications to Army or Civilian Headquarters will be addressed to the Commanding Officer through the Chief Establishment Officer. No official communications will be sent through military channels.
5. **REPORTING TO HIGHER AUTHORITY:** Trainees desiring to report voluntarily to higher authority for official or ordinary business will do so through the Chief Establishment Officer. Nothing in these regulations shall preclude a Trainee from appealing to higher authority on problems they do not feel are being handled to their channel through the Establishment Office and appointments made by that office for the Trainee.

POST RULES OF MILITARY COURTESY

1. SALUTING: Trainees will not salute except when ordered to do so in a formation.
2. INDOORS: When a Trainee is in a room other than the mess hall, canteen or recreation room and an officer enters, the Trainee rises and remains at attention until the officer directs otherwise or leaves the room. When more than one Trainee is in a room and an officer enters, conduct will be the same as above except that the first Trainee to notice the entrance of the officer will call "ATTENTION", at which command all will rise.

When a Trainee enters a room where an officer is present, she will stand at attention.

When a Trainee is in the mess hall, she will continue through the cafeteria line or continue to eat when an officer enters, unless addressed or otherwise called to attention.

GENERAL REGULATIONS

1. HONOR SYSTEM: The honor system will prevail on this post and such honor committees will be appointed as are deemed necessary.

When circumstances over which Trainee has no control make it necessary to violate orders in order to do the obviously right thing, the facts will be reported as soon as possible to the Chief Establishment Officer.

2. SIGNATURE OF TRAINEES: Signature of trainees will be considered as their bond and will be binding on the Trainee.
3. DISCHARGE FOR CAUSE: If at any time it is found that a Trainee is not qualified, for any reason, to continue her training, or if she receives demerits in excess of seventy (70), she will appear before the Academic Board for elimination. Trainees will be dismissed for lying, cheating, dishonesty or any immoral or vicious conduct unbecoming a member of this Detachment.
4. DELINQUENCY: Delinquencies will be reported and specific nature defined and posted. Those whose names appear on Delinquency Reports will place their initials along side same to indicate compliance with rules and regulations. Consistent violations of rules, however minor, will be cause for Honor Court action.
5. DEMERITS: Demerits will be recommended by student officers, instructors and members of the military personnel and imposed by the Chief Establishment Officer upon approval of the Commanding Officer for violations of regulations. The numbers of demerits imposed for each violation will be determined by the nature of the offense committed, and will be in accordance with published memorandum regarding same.

Any Trainee receiving in excess of seven (7) demerits in one week will be deprived of Open Post privileges for the ensuing weekend.

6. SOCIAL ENGAGEMENTS: Women Pilot Trainees will not have social engagements, however casual, with military personnel or instructors either on or off the post. This includes all such personnel attached to the school; commissioned, non-commissioned or enlisted military personnel; flying and ground school instructors. Trainees are directed to devote their time on the post to the successful completion of their course of instruction.
7. LEAVES: Leaves of absence will not be granted to any Trainee except in case of personal illness, critical illness or death in her immediate family, in which case regulations governing Civil Service leaves will apply.
8. SPECIAL PASSES: Except in cases of extreme emergency, special passes will not be granted which will permit a Trainee to be absent from any duty or to remain away from the Post overnight. Nor will passes be granted for a distance of over fifty (50) miles from the Post. Requests for special passes

must be made in person to the Chief Establishment Officer, and the proper form filled out plainly in ink.

9. Before leaving the Post for any reason, whether for regular Open Post or on special pass, Trainees will sign out in the book designated for the proper class and will sign in, in the proper manner, immediately upon her return.
10. Any Trainee assisting in the delinquency of another will receive double the number of demerits imposed for infraction of the rule broken. This includes signing in, signing out, or in any way covering up an infraction of the rules and regulations.
11. Women Pilot Trainees will not hitch-hike at any time, nor will they accept rides from strangers outside the gates of the Post.
12. VISITORS: Visitors to Trainees on the Post will be confined to the Recreation Hall and Canteen, except when by special permission female visitors may inspect the barracks. Visitor will be allowed only previous arrangement, which may be made with the Establishment Office so that authorization may be arranged for admission through the gate.
13. GAMBLING: Gambling in any form is prohibited on the Post.
14. OFF LIMITS: Any places not approved by the Commanding Officer and Chief Establishment Officer will be considered OFF LIMITS, and Trainees will not visit such places.
15. DRINKING: Trainees will not have intoxicating liquors on the Post any time or while on duty. Off the Post, they will not drink intoxicating liquors within a period of 24 hours before they may be scheduled for flying duty. Trainees will be dismissed for over-indulgence in intoxicating liquors at any time.
16. SMOKING: "No Smoking" rules will be strictly observed and cigarettes will be destroyed in accordance with the regulations. Trainees are authorized to smoke only in the following places:
 - a. In barracks, except during inspections.
 - b. In Canteen and Recreation Hall.
 - c. On Flight Line, as authorized by Director of Flying
 - d. In the Officer of the Day Room.
17. CANTEEN: Trainees will be allowed to enter the Canteen only during the hours published on the bulletin board. Association with instructors of military personnel attached to this post in the Canteen will not be tolerated.
18. TELEPHONE: All unofficial telephone calls will be made on the pay telephones. No incoming calls can be taken after 2200 except on Saturday night or except in case of an emergency call. Calls which have not been completed cannot be held after that hour. In view of the war congestion on telephone lines, all unnecessary local and long-distance calls should be discouraged.
19. MENIAL WORK: A Trainee will neither require nor permit another Trainee to do any sort of menial work for her.
20. Sidewalks will be used by Trainees at all times. All
21. ELIMINATED TRAINEES: Upon notification of elimination, Trainees will report to the Chief Establishment Officer for further instructions. Between this notification and date of meeting with Academic Board, Trainee will

remain available at all times. On order of the Board, Trainee recommended for elimination will meet with the Board for disposition of the case. The Post Adjutant will instruct Trainee in procedure of clearing the Post, and no Trainee will be considered honorably discharged from this station until post is properly cleared, all debts paid, obligations discharged and Government equipment properly accounted for. Discharged Trainee will leave the Post immediately and will not be permitted to remain in assigned quarters. Rules governing re-entry of eliminated students will be in accordance with Army Air Force Regulation 50-6.

22. MAIL: Mail orderlies will be appointed from each barracks and incoming mail will be delivered according to posted regulations. Outgoing mail will be placed in the box in Officer of the Day Room.
23. LAUNDRY: Arrangements regarding disposal of laundry will be included in bulletins which will be posted from time to time.
24. Automobiles belonging to Trainees will be marked outside the gate by the Infirmary at all times.
25. Firearms belonging to Trainees will be parked outside the gate by the Infirmary at all times.
26. Any complaints relative to the food, service, etc., in the mess hall will be made directly to the Chief Establishment Officer. Under no circumstances will orders or complaints be given directly to steward, manager, cooks or waiters.
27. Conduct will be orderly and lady-like at all times in the Mess Hall. No article of Mess property will be taken from the Mess Hall or Kitchen.
28. Trainees may be authorized to take guests into the Mess Hall when facilities are such that the Mess Organization can arrange for them, and may be excused from the corresponding meal formation. They will, however, report such authorized absence to their Flight Lieutenant.
29. Trainees desiring permission to have guests in the Mess Hall shall fill out from provided, which they will turn in at the Establishment Office.

BARRACKS REGULATIONS

1. Upon arrival at the Post, Trainees will be assigned to bays by the designated Establishment Officer and changes in bay assignments will be made by that office whenever necessary or expedient.
2. A formal inspection of barracks will be made at a stated hour on Saturday morning by a member of the military personnel and one of the Establishment Officers. During the hour designated all Trainees will remain in their bays from the time assembly is blown until recall is sounded. During formal inspection nothing will be on top of the lockers except one picture and a radio. Only books of regulations and one clean ash tray will be on each table. Towels and washrags will be folded neatly and hung on the end of the beds according to instructions, and the equipment inside the lockers will be neatly arranged and ready for inspection.
3. The bays in the barracks will be neat, orderly and ready for informal inspecting at any time during the day. Beds will be made in approved army fashion at all times. Clean linen will be issued at stated time and linen will be changed before Saturday morning inspection.
4. Two bay orderlies will be appointed for three-day duration for each bay, tour of duty to be from noon. The bay orderlies will be responsible for the policing of floors, tables, chairs, lights and windows. Names of bay orderlies will be posted in each bay.
5. Bay orderlies will report immediately to the Barracks Lieutenant any breakage or loss of light globes or other equipment, and the person responsible for such damage will be required to pay for same.
6. Tags will be issued to each Trainee on assignment to bays and will be properly filled out and hung in assigned place on foot of bed at all times thereafter.
7. Each Trainee will post her name in the middle of the panel above the locker.
8. Radios may be left on top of the lockers, but when not in use, they must be disconnected and the cords neatly coiled.
9. Trainees will leave no toilet articles in the latrines, nor will shoes or mops be washed in basins. Trainees will report immediately to the Officer of the Day any malfunctioning of the basins, showers or toilets, and no person will adjust water heaters except the prescribed authority.
10. The use of barracks is limited strictly to Trainees. No unauthorized person will be permitted entry except by authority of the Chief Establishment Officer.
11. No unnecessary noise will be permitted in barracks at any time, and absolute quiet is compulsory after "LIGHTS OUT". The Officer of the Day and student officers will be held responsible that this regulation is strictly enforced. Trainees on night flight line will conduct themselves in a quiet, orderly manner when leaving or returning to their bays in consideration for Trainees who are sleeping. A minimum noise on Sunday mornings will be expected for the same reason.
12. Lights will be turned out immediately upon the blowing of taps. Radios will not be played after taps.

13. Trainees will return to their bays at the designated hour and will remain there unless properly excused until breakfast formation the following morning.
14. Pets will not be permitted on the Post.

FORMATIONS

1. There shall be two kinds of formations—squadron and class. Squadron formations will be conducted as an infantry organization. Class formations will be by section and flight.
2. Leaders will be appointed and held responsible for their section. When a section marcher is absent, her designated second will take her place. All sections will be at attention when marching to and from the flight line and ground school. Violations will be reported, and section marchers will be responsible that their respective sections are attention.
3. Trainees will form for all meals by flights and will be marched to the Mess Hall for each meal.
4. On Sundays and holidays there will be no Reveille, and no mess formation will be held on such days.
5. Promptness at all formations is one of the first rules of this Post. Lateness to formations will not be tolerated.
6. On days of open Post, regular formations will be held until the hour designated for the beginning of Open Post.

UNIFORM

1. Uniform will be prescribed by the Commanding Officer, and Trainees will be neatly dressed in prescribed uniform during duty hours and on other specified occasions. Trainees are expected at all times to appear dressed in a manner which conforms to good judgment, common sense and duty requirements.

Trainees will not appear outside their bays except in proper clothing.

2. The daily uniform will be designated by uniform flags according to published memorandum regarding same.
3. Slacks will be kept neatly pressed and will be worn full length. Coveralls will also be worn full length.
4. Hair will be neatly combed at all times and , unless cut very short, will be confined in hairnets during duty hours.
5. Colored nail polish will not be worn during duty hours.
6. One complete dress uniform (white blouse, uniform slacks and flight cap) will kept clean and neatly pressed, ready for formal inspection at all times.
7. Dress uniform requires brown, low-heeled shoes which must be neatly polished and tan or brown socks.
8. Shower shoes, slides and bedroom slippers will not be worn outside barracks area.
9. All Trainees will dress for supper (in conformance with uniform flag regulations) unless they are detained on the flight line.
10. Wearing of shorts will be confined to the barracks area, and on the drill field during drill or calisthenics.
11. Trainees will purchase the prescribed Physical Training uniform and will wear it during class periods.
12. Trainees will wear name tags according to published regulations at all times during duty hours.
13. Goggles, helmets and winter flying equipment may be worn only between the barracks and flight line. This type of Air Corps equipment definitely will not be worn except as mentioned. A-2 Jackets may be worn at any time while on the post.
14. Jackets, flying suits, goggles, helmets, etc., will be properly hung, put away or returned in accordance with existing rules and regulations. It will be kept in mind that flying equipment is now extremely difficult to obtain and the highest degree of care should be taken of all issued material.
15. Each Trainee will sign for equipment issued her and will be held responsible for any Air Corps property which is missing at the time she clears the Post. This will also apply to broken lens in goggles.
16. Name tags will be sewed in all coveralls to prevent confusion and loss in laundry.

FLIGHT LINE REGULATIONS

1. All Trainees will be held responsible that they are familiar with all regulations which are published by the Flying Department regarding flying.
2. Trainee will report to the flight line with their formation and will at no time leave that area until their flight is released by their Group Commander, unless released to report to infirmary. Unauthorized absence from the flight line results in delay and loss of time which cannot be permitted.
3. Under no circumstances will Trainees be allowed to participate in aerial flights other than supervised and scheduled training flights.
4. Trainees will not visit the scene of a crash unless directed to do so by proper authority, or when it is obvious that their assistance is needed. In no case will a Trainee remove from a wrecked plane any of its equipment or parts, including fabric.
5. Only the Commanding Officer, Flight Supervisor or Medical Officer may excuse a Trainee from flying. When grounded by the Medical Officer, Trainee must be cleared through the Infirmary before she may resume flying training.
6. Trainees are charged especially with the following duties:
 - a. Filling out Flight Report, Form 1 and 1A correctly and accurately.
 - b. Promptly and accurately reporting all pilot time to proper persons
 - c. Meeting instructors at prescribed times for all flights and classes, including Link T
 - d. Keeping away from dispatchers' and instructors' offices unless official business requires their presence there.
 - e. Wearing proper flying equipment while engaged in flying.
 - f. Smoking only in approved places on flight line.
 - g. Remaining on flight line and available until dismissed by proper authority.
 - h. Reporting all violations of flying regulations together with pertinent facts pertaining thereto.
7. The Ready Room will be kept as clean as possible. Cigarette butt, papers, bottles, etc., will be placed in containers provided for same.

GROUND SCHOOL REGULATIONS

1. Trainees will observe strict decorum in class rooms and will refrain from talking unless called upon or recognized. They will remain alert and attentive at all times during lecture and will not leave the classroom until dismissed by the instructor. They will return promptly to classroom at end of specified recess period between classes.
2. Trainees will refrain from smoking in the classrooms.
3. Trainees may be excused from Ground School only by the Medical Officer or Director of Ground School.
4. Study halls will be operated on Monday, Tuesday, Wednesday and Thursday nights for a minimum period of one hour and thirty minutes. Any Trainee who is delinquent in any ground school subject is required to attend supervised night study hall when such attendance will not interfere with regularly scheduled training activities. Trainees desiring additional assistance or instruction may attend study hall voluntarily.
5. Coke bottles will not be taken to Ground School.

PHYSICAL TRAINING AND ATHELETICS

1. Physical Training and Athletics are required as part of the course of study. Unless properly excused, Trainees will meet all Physical Training formations and will march to drill field in military order, attired in the proper uniform.
2. Trainees may at any time and in proper areas engage in any form of athletics for which equipment is available. Trainees possessing equipment of their own may, after approval of the Physical Training Officer, use such equipment on the field. Athletic equipment is the property of all students, and proper care of same should be a concern of those using it.
3. Trainees will not throw or kick balls, bats, etc., in the vicinity of airplanes, or other places where property or persons may be injured. This does not preclude playing in recreation areas providing the above is observed.