

*Rapaport Joseph*

*Rapaport Joseph*

*32699658*



REGULATIONS

for

STUDENTS

of the

Army Specialized  
Training Program

Carleton College  
Northfield, Minnesota



The following regulations supplement the Army Regulations and Customs of the Service—They define the standards of conduct and the Cadet System under which the Trainee operates.

A copy of these regulations must be kept in the possession of the Cadet and he will be required to certify, within forty-eight hours after receipt of the manual, that he has read and understands them.

## INDEX

SECTION I .....	General Information
SECTION II .....	Miscellaneous
SECTION III .....	Administration & Command
SECTION IV .....	Academic Instruction
SECTION V .....	Absences
SECTION VI .....	Barracks
SECTION VII .....	Uniform
SECTION VIII .....	Call to Quarters
SECTION IX .....	Discipline-Delinquency-Punishment
SECTION X .....	Mess Hall
SECTION XI .....	Honor System
SECTION XII .....	Visitors
SECTION XIII .....	Religious Activities
SECTION XIV .....	Services
SECTION XV .....	Fire and Air-Raid
SECTION XVI .....	Sick

## SECTION I

### General Information

1. The Army Specialized Training Program is designed to meet the needs of the Army by the production of skilled specialists in the fields of Engineering, Medicine, Area and Language study. The Army, lacking training facilities, has called upon the colleges of the Nation to assist and cooperate in the Program.
2. **Military Status of Cadets:**—Since all Cadets are enlisted men, they are subject to Military discipline and to the orders of their superiors at all times. Their status is different from that of an enlisted man in an organization only to the extent that they have been selected for special training and are considered as potential officer candidates. This status, therefore, calls for greater responsibilities.
3. **Social Status of Cadets:**—The Cadet will enjoy a social

status similar to that of the civilian student. He is eligible to participate in social functions on the campus. He will pay where payment is ordinarily required of a student. Social participation must not interfere with instruction.

4. **Screening:**—The Cadet will be subjected to a continuous process of "screening" and if he cannot maintain the required standards in his academic work and conduct, he will be reported to the Service Command for disposition. At the end of each term, a Board composed of civilian and military personnel will determine if a Cadet should be:

- (1) Assigned to troops.
- (2) Recommended for OCS.
- (3) Placed in a higher term within the A.S.T.P.

At the end of the course a selection Board will determine if the Cadet should be assigned for:

- (1) Training in an OCS.
- (2) Appointment as Tech. NCO.
- (3) Return to troops.
- (4) Further Advanced Technical Training.

## SECTION II

### Miscellaneous

1. Cadets desiring to see the Commandant will go thru the normal channels—Official communications will be transmitted thru the First Sergeant to the Company Commander.
2. Agents and salesmen are prohibited from canvassing, exhibiting or selling to Cadets, unless they have permission of the Commandant.
3. Cadets will not be permitted to have automobiles on the campus.
4. Cadets will read the Bulletin Board daily. If the cadet's name appears on an announcement he shall initial his name. Permission to post anything on the Board must be obtained from the First Sergeant.
5. The Administrative Offices will be open for business daily from 8:30 AM to 5:00 PM—except Sundays. The officer in charge is on duty twenty-four hours and is available for consultation.
6. Joint action among Cadets for the purpose of evading regulations, or for the purpose of censure of Military or Academic personnel is prohibited.
7. Cadets may visit the Book Store or Tea Room at any hour that does not conflict with instruction or other duty.



8. Smoking is prohibited on the Campus and in all buildings except the Men's Dormitory, Tea Room, and Great Hall.

### SECTION III

#### Administration and Command

1. **Organization**—the A.S.T.P. will be known as the Army Special Training Unit, Service Unit No. 3716.
2. Cadets will be organized into Companies—Companies into Battalions—Battalions into a Regiment. Units will be commanded by officers assigned by the War Department and assisted by non-commissioned officers.
3. **Commandant**—The Commandant will perform the duties of Commander of the Unit and Director of training.
4. **Executive Officer**—Performs the duties of Assistant Commandant and those duties in connection with the operation and training of the Unit.
5. **Adjutant**—In charge of the Administrative Office and records.
6. **Supply Officer**—Charged with the receiving, care and issuing of clothing and equipment, laundry and miscellaneous items.
7. **Tactical Officers**—These officers perform the normal duties of Company Officers, including instruction.
8. **Officer in Charge**—Tactical Officers who are detailed daily are on duty 24 hours. He will be available to Cadets at all hours and will act in the absence of the Commandant.
9. **Cadet Officers and NCO's**—Cadets will be rotated thru the various commissioned and NCO grades for experience and training. When acting in such capacity, Cadets will be responsible for discipline and instruction of those under their control. Cadet officers and NCO's while acting in their appropriate assignments, will have the same responsibilities and authority as the tactical officers and NCO's within the limits of the law and regulations.
10. **Cadet Company Commanders**—The Cadet Company Commander will be responsible for the discipline, interior administration and efficiency of his company. He will delegate to his company officers and NCO's such duties and responsibilities as are necessary to properly run the company and give them the experience.

11. **Cadet Floor Chiefs**—He will be responsible for the following duties:

- (1) Maintain quiet and order on floor assigned.
- (2) Permit no radios or phonographs to be turned on during prohibited hours.

12. **First Sergeant**—The duties of the regular first sergeant are:

- (1) Check authorized absentees prior to all formations.
- (2) Prepare the Company Morning Report.
- (3) Supervise maintenance of Sick Report.
- (4) Maintain Company Guard and Duty Roster.
- (5) Maintain record of those Cadets who may be authorized to be out on pass.
- (6) Quartering of Cadets.
- (7) Details report at time and place as designated.

### SECTION IV

#### Academic Instruction

1. Cadets should remember that they are in college, primarily for training in a specific course—for the purpose of meeting the requirements of the army in the field.
2. The following regulations will govern the procedure for sections and leaders.
  - (1) Sections will be marched at attention from their place of assembly to the class room or laboratory, and from the class room or laboratory to the next place of instruction. Each section will have a designated leader.
  - (2) On entering a class room, Cadets will proceed to their assigned place and stand at attention until the section leader has made his report to the Instructor. After the report has been made the Instructor will recognize the group with the statement of "be seated" or some similar remark.
  - (3) At the end of the morning period of instruction and again at the end of the afternoon period, the section leader will turn in to the 1st Sergeant the names of absentees and those who were late.
  - (4) Loud talking and other unnecessary noise in the hallways is forbidden.
  - (5) Cadets will not leave any place of instruction without the permission of the Instructor.



- (6) The section leader will make his report to the Instructor as follows:—"Sir, the section is all present" or "Sir, Cadets—are absent."
- (7) If the Instructor does not show up within 5 minutes, the section will be returned to barracks and the "Officer in Charge" notified.
- (8) At the end of each week, the Instructor will report, by name, those students who have been superior in quality and those whose work has been unsatisfactory. The former will receive certain special privileges, certain remedial action will be taken in the case of the latter.
- (9) When a section is released from a class room and has no class or study period the succeeding hour, it will march back to barracks and be dismissed. If released before the end of a period, the section leader may take the section outside of the building until the next period starts.

3. The section leader is held strictly responsible for the conduct and attention of his section or group in classroom, lecture hall and the chapel. Inattention or disorderly conduct in classroom, lecture hall, chapel or enroute to or from same, will be reported at the designated time to the 1st Sergeant.

This is a military duty of the section leader and failure to comply with paragraph 1 above will be subject to military discipline.

## SECTION V

### Absences

#### 1. Absence from Duty.

- (1) Only the Commandant, the Executive Officer, a tactical officer acting for the Commandant, or the College Physician, may excuse a Cadet from any duty
- (2) A Cadet, excused from duty, will notify at once the First Sergeant.
- (3) A Cadet, not in ranks when his section marches off, is absent,
- (4) A Cadet will be "late" if he is not exactly in his proper place at the last note of assembly or at the command "Fall In."

2. **Company Departure Book**—Whenever a Cadet leaves the area of barracks during call to quarters or for a period which

will extend into call to quarters or for any period of duty, he will sign his departure in the "Departure Book" in the orderly room.

3. Check map in orderly room for limits of campus. Trainees will not leave the limits of Northfield without a written pass.

#### 4. Week-End Absences.

- (1) On Saturday and Sunday Cadets in good standing may leave the campus on pass.
- (2) Cadets failing to return at the proper time will lose their pass privileges for the term or for such time as the Commandant shall decide.
- (3) Passes will not be granted at any other period except in cases of emergency.
- (4) Before leaving the campus, Cadets will be inspected for appearance by Company tactical officers.

## SECTION VI

### Barracks

1. **Room Orderly**—Occupants of a room will rotate as room orderly. He will be responsible for the good order of the room, general police, and care of property assigned for common use. In the absence of the room orderly, the next in turn will take over. The tour will last one week and begins at the Sunday evening meal formation.

2. **Inspections**—Barracks are subject to inspection at all times. Inspectors: Commandant, Tactical Officers, Cadre and Cadet Commanders.

3. **Arrangement**—Tactical officers will prescribe the internal arrangement in the rooms.

4. **Radios and Phonographs**—They may be turned on only as follows:

#### Daily

11:30 A.M.- 1:30 P.M.

5:30 P.M.- 7:30 P.M.

10:00 P.M.-10:30 P.M.

#### Saturday

11:30 A.M.-10:30 P.M.

#### Sunday

7:00 A.M.- 7:30 P.M.

10:00 P.M.-10:30 P.M.

5. **Alcoholic Beverages**—Prohibited at all times.

6. **Policing**—Cadets will be responsible for sweeping and



dusting their rooms and will make their own beds. Trash will be placed in the proper receptacles.

7. **Ventilation**—The room orderly is responsible for proper ventilation.

8. **Lights**—Electric current will not be wasted. In general, all lights will be turned off at night except in hallways, latrine and orderly room.

9. **Visitors**—See Section XII.

## SECTION VII

### Uniform

1. One of the outward indications of a disciplined soldier is the appearance of his uniform, its fit, neatness and manner in which worn. Trainees will be expected to wear the uniform properly at all times.

2. **Civilian Clothes**—Civilian clothes will not be worn nor will civilian clothes be kept in quarters. This does not apply to clothing appropriate for physical training or games. Sweaters will not be worn as outside garments.

3. **Uniform**—Will be that issued for enlisted men in the Army. The uniform appropriate to the season and the duty will be prescribed by the Commandant. The **Field Jacket** will not be worn when off the campus.

(1) Clothing will be worn fully buttoned.

(2) Sleeves will not be rolled up.

(3) When the blouse is not worn, the tie will be tucked into the shirt between the 2nd and 3rd buttons from the top.

(4) See Bulletin Board for general wear of the uniform. Class "A" uniform will be worn when away from the Campus after 6 p.m. daily.

## SECTION VIII

### Call to Quarters

1. See the list of calls as to hours on the bulletin board.

2. **Restrictions**—During call to quarters, Cadets will:

(1) Be in their rooms except when authorized to be elsewhere.

(2) Preserve quiet and devote themselves to study.

(3) Refrain from use of radios or other musical instruments.

3. Cadets may leave their rooms to:

(1) Visit latrines.

(2) Visit company orderly room.

(3) Take advantage of special privileges.

(4) Visit Health Center.

(5) Leave in case of an emergency.

(6) Visit another room for study after notifying the Room Orderly as to his whereabouts.

## SECTION IX

### Discipline—Delinquency—Punishment

1. **General**—"Military discipline is that mental attitude and state of training which renders obedience and proper conduct instinctive under all conditions. It is founded upon respect for and loyalty to properly constituted authority. While it is developed primarily by Military Drill, every feature of military life has its effect on Military Discipline. It is generally indicated in an individual or unit by smartness of appearance and action; by cleanliness and neatness of dress, equipment or quarters, by respect for seniors, and by the prompt and cheerful execution by subordinates of both the letter and the spirit of the legal orders of their lawful superiors."

Cadets are expected to take pride in maintaining a high standard of discipline, which is the corner-stone of all Military Training.

Realizing that not all Cadets will have the same, or sufficient incentive, and that delinquencies will occur, the following list of offenses and corrective actions are published:

2. **Class I Offenses**—These are serious offenses and the punishment will be severe; Trial under the 104th A. of W., return to troops, or both. Offenses of Class I render almost negligible the possibility of the Cadet ever being sent to an Officers' Candidate School.

Illustrations of Class I Offenses:

Lying.

Stealing.

Dishonesty (including cheating).

Bringing or allowing unauthorized women into barracks.



Conduct unbecoming an officer and a gentleman.  
Drinking to excess, or bringing intoxicants into barracks.

Gambling.

Insubordination to officers.

3. **Class II Offenses**—These offenses, while not as serious as Class I, nevertheless must be severely dealt with:

Insubordination to Cadet officers.

Hazing.

Intentional absence from duty.

Failure to obey standing orders or regulations.

Destroying or injuring public or College property.

Failure (intentional) to report an observed delinquency.

Disrespect to military or faculty instructors.

Hitch Hiking.

Offenses under Class I and II will be reported individually to the Company Commander, who will deal with each individual case.

4. **Class III Offenses**—These offenses while not as severe as the above listed, will be dealt with in accordance with the past record of the Cadet. A few of these offenses are:

Improper uniform.

Talking in ranks.

Disorderly rooms.

Out of room during call to quarters.

Disorderly conduct in class-room.

Disorderly conduct in mess hall.

5. **Reporting Delinquencies**—

(1) Cadet officers and NCO's are under strict compulsion to report all delinquencies. This is an important military duty.

(2) Reports will be turned in each day through the orderly room.

(3) Cadets will initial delinquency list when published.

6. **Right of Appeal**—Any Cadet who feels that there are extenuating circumstances may appeal in writing to the Commandant.

## SECTION X

### Mess Hall

1. **Responsibilities of Cadet Officers**—Cadet officers and NCO's are charged with the maintenance of good order and the enforcement of regulations.

2. **Breakage**—Cadets will pay for mess equipment they lose or break.

3. Articles of food or equipment will not be removed from the Mess Hall without proper authority.

## SECTION XI

### Honor

1. A high code of honor is characteristic of the military profession. Personal integrity is an essential quality indispensable in an officer. Cadets must understand that if there is any question of their personal integrity, they will not be recommended for commission.

Cadets are on their honor to conduct themselves as an officer and a gentleman at all times; to loyally carry out the orders of their superiors; to abstain from concealing or covering up his own or another's mistakes; to accept no unauthorized assistance in academic tests or examinations; to make scrupulously correct official statements, oral or written.

## SECTION XII

### Visitors

1. No visitors will be allowed in barracks without permission.

2. Cadets may see friends or relatives outside of barracks during any free hour.

3. **Civilian Visitors**—Civilians may visit the Cadets during their free hours in Great Hall, on the Campus or in the Tea Room.

## SECTION XIII

### Religious Activities

1. Local churches are open to all Cadets.

2. Denominational conferences may be held in Great Hall by first obtaining permission from the Commandant in each case.

