

300.4 GENERAL ORDERS

TRAINING SCHOOL FOR CASUAL OFFICERS

4th CAMP COMPLEMENT(PA)

DECLASSIFIED
Authority NND 883078

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TRAINING SCHOOL FOR CASUAL OFFICERS
Camp Bayambang

300-8
APO 70
15 September 1945

GENERAL ORDERS)
NUMBER 1)

SCHOOL RULES AND REGULATIONS

1. General. This set of rules and regulations are prescribed primarily for the internal administration of the Training School for Casual Officers, and as such are subordinate to rules and regulations now enforced and yet to be promulgated in the future by higher headquarters. These regulations shall take effect on the formal opening of the school on 17 September 1945.

2. Organization.

a. All officers now attached unassigned with the 2d Replacement Battalion (PA), and covered by SO shall be considered as student officers regardless of age, rank or former assignment.

b. For purposes of school administration, the student officers shall be organized into component units as may be feasible according to number and quarters accommodations, such as student battalions and companies (including platoons and squads), and student officers and non-commissioned officers shall be designated for each component school unit. Student officers shall be classified in accordance with par 2 (c) of Training Directive No. 2, cs, Hq 4th Camp Complement (PA).

c. An Office shall be maintained for the purpose of keeping the records of students as well as files of correspondence regarding training and the functioning of the school. Such student officers as may be necessary to run this office shall be placed on temporary duty thereat until such time as their services are no longer needed. However, these student officers are not exempted from attending classes.

3. Administration.

a. For purposes of check-up and to aid the Regular Company Commanders in the administration of their respective units, as well as to afford training for students in the administration of business and the administration of personnel, student battalion and company officers and non-commissioned officers shall be designated by rotation bi-monthly, except for those who have demonstrated ability in carrying on their duties, in which case they may remain unless otherwise relieved for other reasons. The following assignments shall be made:

I. Bi-Monthly unless sooner relieved;

- i. Student Battalion Commanders
- ii. Student Battalion Executive
- iii. Student Battalion Adjutant
- iv. Student Company Commander
- v. Student Platoon Leaders

- vi. Student NCO's
- vii. Student Mess Officer (to assist only in the supervision of mess)
- viii. Student Sanitation Officer

II. Daily:

- i. Student Officer-in-Charge (one for the entire student body)
- ii. Student Company Officer of the Day

4. Classes.

a. Attendance in all classes on the part of all officers enrolled for instruction is compulsory.

b. Students shall be grouped into class sections, according to scholastic showing. A Section marcher and an assistant section marcher shall be designated for each class section, to be selected from within the section according to their class proficiency. The Section marcher (or assistant section marcher) shall be responsible for absentees and the behavior of his respective section.

c. No student officer is allowed to be in his tent, except when sick in quarters or with express permission from the Director.

5. Formations.

a. All formations are considered formal and absentees and tardiness on the part of the students shall be dealt with accordingly. In no case may formations be disregarded, except during inclemency of weather. Service Calls prescribed for the troops by Camp Headquarters shall be followed.

b. Formation shall be two: company and class. During company formation, the student company first sergeant receives and renders the report to the Student Company Commander, who in turn reports to the Student Officer of the Day. Each student company first sergeant prepares an authorized absentee slip and hands it to the corresponding section marcher. Each section marcher is charged with marching his section to the scheduled classroom and reports to the Instructor thus: "Sir, Section so and so, all present," or "two men absent", and hands in the absentee slip. The instructor marks all student officers absent from his class accordingly.

6. Quarters.

Student officers shall be assigned quarters accommodations and all inhabitants of each tent shall be responsible for the cleanliness and upkeep of their respective tent area. No clothes should be left hanging or lying about during the period from reveille to retreat.

7. Discipline.

a. Strict discipline shall be observed among student officers and between instructors or designated assistant instructors and student officers.

b. Honor system shall be adapted. For that matter, seniority will be as follows: Department Heads, Tactical and Assistant Tactical Officers are most senior and may report anybody for any slight deficiency.

A student officer-in-charge is the representative of the School Director during his tour of duty and may report student officers for any kind of delinquency during his tour of duty. A student company officer of the day is the most senior in his unit during his tour of duty and may report anybody and even his student company commander for that matter. Seniority in each school company shall be observed according to assignments therein regardless of rank or age. A Section marcher, or Assistant Section marcher, is the most senior in his section and may report anybody in his section.

c. The Director or his authorized representative shall issue instructions to all student company officers and 1st sergeants regarding the rendition of delinquency reports and the awards of demerits.

d. Sanitation.

- (1) Each individual student officer is responsible for the orderliness of his "bunk" and cleanliness of his surroundings.
- (2) All student unit commanders, platoon leaders and squad leaders shall be responsible for the cleanliness of their respective unit, platoon or squad area.
- (3) Every nook and corners shall be thoroughly policed at all times. No dirt should be seen around. Cigarette butts should be crushed with the fingers and crumpled into tiny particles before they are thrown. Used match sticks should be returned to the box.
- (4) Living quarters shall be ready for inspection at all times. Flops of all squad tents, unless weather is bad, shall be rolled neatly. Tent ropes should be tightened and tent poles should stand vertical. Surroundings should be well policed. Cots should be properly placed and beddings neatly folded and alined in accordance with arrangements to be prescribed by the School. Duffle bags, as well as all other itens of equipment, should be uniformly placed.
- (5) Mess halls should be "spic" and "span". There should be no particle of food, rubbishes, etc., scattered in and around the mess area.
- (6) Latrines and urinals should be kept well. Waste matters should be duly covered with earth or chlorinated lime. Rubbishes should be dumped in a place and burned.
- (7) Trash cans shall be provided for each company or platoon area.
- (8) The student sanitation officer may report any violation of sanitation rules and regulations. The student mess officer may do likewise with regards to sanitation in the mess.

e. Police. Immediately after reveille, daily, the student officers shall police their area by unit. This becomes the responsibility of each company of platoon and squad leader.

f. Call to Quarters. At call to quarters which shall be at 1900 H, all students shall be in their respective squad tents.

g. Lights, except those authorized by the Director, shall be put out at 2200 H. The Student Officer in Charge, and, incidentally, each company officer of the day shall be held responsible for the carrying out of this order.

h. Conduct. Good behavior shall be observed any where and at all times in quarters, during drill and classes, as well as during off-duty hours.

"Disorderly conduct, fighting, drinking, and possessing liquor are forbidden". No gambling in the school and company premises is allowed.

i. Visitors. "Visitors will be allowed only in visitors' tents, if any, from 1700 to 1900 hours. They will not be introduced into tents or unit areas." Laundry-women may only be entertained in visitors' tents with written passes from the Director.

j. Uniform. Uniform will be worn as prescribed in schedules. No mixed uniform is allowed.

k. Sex Hygiene. "Anybody suspected to have a social disease will be reported at once and caused to report to prophylactic station. Disciplinary action will be taken against those who attempt to conceal this disease."

l. Supervised Study. All extra hours during the day and all hours after call to quarters shall be devoted to supervised study. No student officer is allowed to be in his squad tent during class hours, except when expressly authorized by the School Director.

m. Confinements.

- (1) "Men in confinement will be restrained in authorized areas. They will not be allowed to attend any social recreational activities."
- (2) "Officers and men sick in quarters or confined as sick in hospital will not be allowed to leave the immediate vicinity of their places of confinement except when attending to personal necessities."
- (3) The Student Officer-in-Charge or each Student Company Officer of the Day shall keep a list of student officers in confinement and will inspect them at least once during their tours of duty. Breach of confinement shall be reported and dealt with accordingly.

n. Taps.

- (1) At taps a check up shall be made by the Student Company Officer of the Day and absentees noted shall be reported to the Student Officer-in-Charge to be submitted to Tactical Officers.
- (2) "Quiet and order will be preserved between taps and reveille."

8. Passes. Week-end Passes only may be granted each student officer by the Regular Company Commander, through recommendation of the Student Company first sergeant, and approval of the Tactical or Assistant Tactical Officer. Special passes shall be granted only by the Director or his authorized representative.

9. Demerit Awards.

a. Each student officer is allowed a total of 120 merits for the whole training period (8 weeks) or 15 merits a week. For offense committed, the student officers shall be awarded the corresponding demerits. A student officer exceeding the allowed weekly demerits of 15 shall be imposed such corresponding confinement or punishment tour at the discretion of the Director.

b. A demerit award list shall be prepared by the Director and published immediately for the information and guidance of all concerned.

10. Miscellaneous. Literary classes will be held for all officers who are less fortunate in attaining enough education. Instructors for such classes will be assigned by the Director.

By order of Capt GAZMIN:

Francisco E. Alcantara
FRANCISCO E. ALCANTARA
1st Lieut, FA
Secretary

OFFICIAL:

Francisco A. Casintahan
FRANCISCO A. CASINTAHAN
2d Lieut, FA
Plans & Trng Officer

DISTRIBUTION:

EPA	-----	2
Camp. Condr	-----	2
CO, 2d Repl. Bn	-----	2
Ln O, UTG	-----	2
CO, 6th Repl Co	-----	1
CO, 7th Repl Co	-----	1
OC, Pro-Station	-----	1
CO, Station Hosp	-----	2
CO, All Stud Co	-----	4 ea
PM, 4th Cp Compl	-----	1
Dept Heads	-----	1 ea
Tact O's	-----	1 ea
Instructors	-----	1 ea