

**ARMY SPECIALIZED TRAINING
PROGRAM**

**BASIC TRAINING CENTER
FORT BENNING, GEORGIA**

FOREWORD

YOU ARE A SOLDIER.
YOU ARE NOT A STUDENT.

YOU HAVE NO SPECIAL PRIVILEGES. YOU WILL NOT BE TREATED ANY DIFFERENTLY THAN THE THOUSANDS OF "G.I. JOES" WHO HAVE PRECEDED YOU IN YOUR COUNTRY'S MOBILIZATION TRAINING PROGRAM.

TRUE, YOU ARE HERE AS A BASIC TRAINEE IN THE ARMY SPECIALIZED TRAINING PROGRAM, SOMETHING APART, YOU MAY FEEL, FROM THE ORDINARY STRIPELESS PARTICIPANT IN THE VAST ARMY TRAINING PROGRAM. GET AWAY FROM THAT KIND OF THINKING. THE 13 WEEKS AHEAD OF YOU ARE TOUGH—AND BEFORE YOU CAN MAKE YOUR WAY THROUGH THEM TO THE SPECIALIZED TRAINING WHICH IS AHEAD, YOU MUST, RIGHT HERE AND NOW, CAST OUT ANY IDEA OF YOUR STATUS OTHER THAN WHAT IT ACTUALLY IS: BUCK PRIVATE. ARMY OF THE UNITED STATES.

WHILE HERE, AND ESPECIALLY DURING YOUR FIRST FEW DAYS, YOU WILL, IF YOU ARE ONLY 10 PER CENT LIKE YOUR ASTP PREDECESSORS, ASK YOUR COMPANY COMMANDER, PLATOON LEADER, FIRST SER-

GEANT, PLATOON SERGEANT, MESS SER-
GEANT, CORPORAL, BUNK-MATE, KITCHEN PO-
LICE AND BARRACKS ORDERLY AN UNCAL-
CULATED NUMBER OF QUESTIONS. GOOD.
ASK THEM. IT IS A HEALTHY SIGN THAT
YOU ARE THE INTELLIGENT, CURIOUS, ALERT
YOUNG SOLDIER YOU WERE EXPECTED TO
BE.

THE PARAGRAPHS WHICH FOLLOW ARE
AN ATTEMPT TO ANSWER MANY ANTICI-
PATED QUESTIONS. FOR THE UNANTICIPAT-
ED QUERIES, INEVITABLY NUMEROUS AND
THE VARIETY OF WHICH IS A MONUMENT TO
THE ASTP ITSELF, YOU ARE REFERRED TO
YOUR COMPANY COMMANDER, PLATOON
LEADER, PLATOON SERGEANT, ETC.

1. **THE SOLDIER'S HANDBOOK, FM 21-100**, furnishes a wealth of information to assist you in becoming a good soldier. Examine your copy at once to familiarize yourself with its content and then study the pertinent paragraphs as your training progresses. It will not be used during periods of instruction unless directed by the instructor but may be used during breaks and during your free time.

2. **REGULATIONS AND ORDERS** are designed to promote efficiency and good order within the military establishment. Many of these regulations and orders are similar to those under which you lived before entering the army, but some will be new and the reason behind them may not be apparent. Proceed cautiously and ask questions freely until you learn the rules and then play the game accordingly. Any soldier who makes himself liable to disciplinary action by violating regulations or orders is either a mental defective or a reckless fool.

3. **MILITARY COURTESY** is of first importance to the recruit. Study Chapter 2, FM 21-100 at your earliest opportunity and refer to it often. Saluting and proper military courtesies will be extended off the post as well as on, and officers will stop those who fail to do so.



4. **INTERIOR GUARD DUTY** is shared by all officers and enlisted men. General Orders for sentinels (par. 193, FM 21-100) must be memorized before you can leave the reservation.

5. **TIME.** The Army of the United States uses the 24-hour clock system, in which A.M. and P.M. are eliminated. 1:00 A.M. is called and written as 0100. 1:00 P.M. is called and written 1300. From 12:00 noon until midnight, time is figured by simply adding the hour past noon to 1200—5:45 becomes 1745; 9:20 becomes 2120; 11:30 becomes 2330, etc.

6. **TATTOO.** The time for the sounding of tattoo appears in "List of Calls" posted on your company bulletin board. At that time all barracks radios and all lights, except those in non-commissioned officers' rooms, in the latrine, and on fire escapes, will be turned off. Quiet will be maintained in all barracks thereafter.



7. **TAPS.** The time for the sounding of taps also appears in the "List of Calls". Quiet will be maintained in the entire battalion area after that time.

8. **BED CHECK.** Your company commander will announce the time for Bed Check. Unless specifically excused by the company commander, every man will be in bed at that time and will not thereafter leave his barrack unless directed to do so by competent authority.



9. **SPECTACLES.** Examination and issue of eye glasses will be effected at government expense where needed. Notify your first sergeant without delay if you have inadequate vision.

10. **SICK CALL.** The time for Sick Call is likewise found in the "List of Calls". Any man needing medical or dental care will submit his name to his platoon sergeant one-half hour prior to Sick Call, stating the type of care needed, and present himself at the orderly room ten minutes prior to sick call. If you are afflicted with a cold or other communicable disease, be especially careful to protect your buddies from it. Cover your nose and mouth when you sneeze or cough and keep your toilet articles apart from those of the other men. Disease spreads rapidly among a group living so closely together. On return from Sick Call the trainee will be sent immediately to the area of instruction of his company no matter what time it is unless he is marked "quarters" by the medical officer.



11. **MAIL ADDRESS:** a. Notify your correspondents of the proper way to address your mail. Example:

Pvt. John E. Doe, ASN 00000000
—Co., —Tng. Regt., ASTP
Fort Benning, Georgia.

b. Change of address cards will be provided by each company for all members of its command. Company commanders will determine that every soldier accomplishes these cards and turns them in to the mail orderly to be mailed to correspondents, etc.


12. **WRITING HOME.** All trainees should write home regularly. It will be appreciated by those at home and much worry and concern will be avoided.

13. **FREE MAIL.** Any soldier may use the mails without affixing postage by inscribing the envelope in his own handwriting in accordance with the following model:

Pvt. John E. Doe, ASN 00000000 FREE
—Co., —Tng. Regt. ASTP
Fort Benning, Georgia.

The free mail privilege does not extend to parcels, nor does it extend to persons not in the service who may write to you.

14. **INCOMING MAIL:** a. Mail call will be held at least once daily, and incoming mail will be delivered in person by properly appointed mail orderlies only. No one will receive the mail of another for subsequent delivery to him as this might innocently lead to a serious offense.



b. If mail cannot be delivered to a soldier in person at the regular mail call, the mail orderly will make an effort to locate him and deliver it immediately, but if this cannot be accomplished the addressee must call at the orderly room to receive it from the mail orderly or must wait and get it at the next mail call.

c. Registered and insured mail will be secured and signed for by the addressee from the mail orderly.

15. **VISITORS.** a. Visitors will be directed to report, upon arrival in this area, to the Adjutant or duty officer at your regimental headquarters for information and instructions.

b. The guest house, located near the service club for this area, is maintained for the convenience of

visitors. Relatives of enlisted men may be housed there during brief visits at reasonable cost. Reservations must be made well in advance.

e. Women, children and solicitors are prohibited from entering barracks.

16. MILITARY MATTERS. Military matters will not be discussed in correspondence or conversation.

17. DEPARTURE BOOK AND PASSES: a. A departure book will be provided in each company and you must sign out whenever you are leaving the regimental area. Sign in on the same line immediately upon your return to the area.



b. Passes will be secured when signing out and will be returned when signing in. No man will leave his regimental area without a pass in his possession.

c. All soldiers will be inspected for proper uniform and neatness of same by either the first sergeant or the Charge of Quarters before they will be permitted to take their passes.

d. No more than 50 per cent of a command will be allowed to be gone on pass at any one time. This will be closely controlled by each company.

e. CLASS "C" PASSES will be issued in cases when the soldier has permission to leave the Harmony Church Area for only a few hours, and it is emphasized that these passes do not permit the bearer to remain away from the area overnight.

f. WEEKEND PASSES will be issued in cases when the soldier has permission to be gone overnight or on Saturday night and Sunday.

g. Particular attention is called to General Order No. 15, Hq., Ft. Benning, Ga. concerning curfew in Columbus, Phenix City and the vicinity of the reservation. Your company commander will inform you of the effective time of curfew.

18. FURLONGHS: a. No soldier undergoing basic training will be granted a furlough, except by reason of the death or serious illness of his wife, child, mother, father, sister or brother, and the soldier's presence at home being needed.

b. Allegation of death or illness on which application for furlough is based will be investigated.

c. No man will be permitted to leave this camp unless he possesses enough money to cover the cost of contemplated travel.

d. Any soldier issued an emergency furlough may arrange, through his company commander, to borrow travel funds from the American Red Cross.

19. TRANSPORTATION TO COLUMBUS.



Commercial buses operate between Harmony Church and Columbus, and make various stops at the junctions of First Division Road and Cusseta Highway, Eighth Division Road and Cusseta Highway, Kelly Road and Cusseta Highway and along El Caney Road.

b. You are cautioned, however, that these bus facilities are at times inadequate because of the large number of troops in this area and that much difficulty exists in trying to get to and from Columbus. *This condition will not be acceptable as an excuse for returning to the area late from pass or for missing bed check.*

20. **ABSENCE WITHOUT LEAVE** is an offense which, in time of war, calls for severe punishment. Whenever a man becomes AWOL, his parents and the police are immediately notified, and the cost of apprehension and return is charged to the soldier.



21. **DESERTION** is *unauthorized absence with intent to remain permanently away*. Conviction of desertion committed in time of war results in forfeiture of citizenship rights and usually carries with it a sentence imposing dishonorable discharge, forfeiture of pay and allowances, and confinement at hard labor for a term of years. General Court Martial may infer intention not to return to duty from evidenced circumstances of an unauthorized absence.



22. **MOTOR VEHICLES.** No man undergoing training may maintain or operate a private motor vehicle within the limits of this camp without proper authority.

23. **BULLETIN BOARDS** display notices and orders for the information and compliance of all members of the organization. Read the company bulletin board and the one in your platoon barracks at least twice daily. Posting on either board is considered sufficient notice to all men present for duty, and ignorance will not excuse failure to comply with any directive or detail so posted.





24. IDENTIFICATION TAGS must be worn at all times after issue. Substitute cards will be furnished by each company pending issue of tags in applicable cases.

25. THEATERS-SERVICE CLUB. Service Club No. 3 (for white) located at the junction of Hershey and El Caney Roads and Service Club No. 5 (for colored), located near the junction of Cusseta Highway and Eighth Division Road, are available for relaxation and recreation. See the **DAILY BULLETIN** for current pictures at the theaters in the Harmony Church Area.

26. CLOTHING: a. The cotton, khaki and the wool, OD uniform have been issued for seasonal dress wear as prescribed by current regulation. If the articles of dress uniform issued to you do not fit properly, notify your company supply sergeant without delay. For periods of instruction the necktie does not need to be worn



with the cotton khaki uniform, but the necktie will be worn at all times with the wool, OD uniform and when the soldier is leaving the reservation, attending the theater, etc. The cotton khaki or the wool, OD uniform will be worn whenever the soldier is leaving his company area after Retreat when not in a formation for which the fatigue uniform is prescribed. This means that the cotton khaki or the wool, OD uniform will be worn to the Post Exchange after Retreat.



b. The cotton fatigue uniform is worn during most of the training conducted here. You will be issued two suits and it is your responsibility to secure a reasonably good fit—by exchange and/or minor alteration. It is your further responsibility to keep the fatigue uniform clean and this will necessitate personal washings to supplement the weekly laundry service.

c. Wear the fatigue uniform complete. The shirt may be removed during participation in physical training or fatigue, provided that an undershirt is worn. The helmet liner may be removed during participation in physical training only. Hat brims, shirt sleeves and trouser legs are not to be turned up outwardly. If the trouser legs are too long after one washing, turn them up on the inside and baste with dark thread.

d. Mixed uniforms will not be permitted. The soldier will be dressed either in the complete cotton khaki or woolen, OD uniform or the complete fatigue uniform.

27. BARBER SHOPS are located in the Post Exchanges and should be used regularly by trainees so that their appearance will be of credit to the service at all times.



28. PERSONAL APPEARANCE carries great weight in the Army. Stand erect, with the crown of your head high—chest out, chin and stomach in. Keep your uniform neat and wear it proudly. Do these things and you will look like a good soldier from the start of your training.

29. **CLEANLINESS AND HEALTH** are fundamental qualifications of a good soldier. Bathe and shave daily. Get a "military" haircut every ten days. The good food, regular hours, and outdoor exercise incident to army life provide every man with the opportunity to improve his physical condition. Eat and drink only what your body requires; take advantage of the variety of foods placed on the table, and get eight hours of sleep each night. You will thus increase your value to the United States and to yourself.



30. **SALT TABLETS.** During the summer months, because of the heat prevalent here, you must watch your health and replace the salt lost from your body by perspiration. Salt tablets will be provided in the messes of the companies. These should be taken particularly when you are undergoing physical exertion. You will have to determine whether you can best take them by swallowing a whole tablet or by nibbling on them and absorbing the salt gradually.

31. **POST EXCHANGES** are located in each regimental area. Your company commander, platoon leader, or first sergeant will point out the location of the one in your area.

32. **FOOT TRAFFIC.** Units and details are marched on the right side of the road. Individuals walk on the left, facing traffic, and never more than two abreast. At all other times **STAY OFF THE MAIN ROADS.**



33. WEAPONS: a. The possession of personally owned weapons is expressly forbidden.

b. Ammunition is issued for range practice. Except while actually engaged in one of these activities any ammunition, either live or spent, falling into the hands of an enlisted man will be turned over to an officer without delay.

34. BORROWING AND GAMBLING: a. Gambling in barracks or in the area is prohibited.

b. Borrowing is discouraged, and non-commissioned officers are forbidden to lend to or borrow money from privates.

35. LIQUOR. The *possession or use* of intoxicating liquors and narcotics on the reservation is strictly forbidden.



36. BANK CHECKS will not be honored unless endorsed for identification by an officer. Checks of more than \$15.00 will not be cashed by the Post Exchange.

37. PUBLIC TELEPHONES are maintained inside the Post Exchanges and in some battalion headquarters for your convenience. Official telephones in orderly rooms and battalion headquarters are not for personal use.

38. SHOES must be correctly fitted and maintained in proper repair. Notify your company supply sergeant immediately if your shoes do not fit and/or upon discovery of the slightest break in the sole or split in a seam. Failure to give such notice may result in a statement of charges against you for the cost of subsequent repair or replacement.



39. ARMS AND EQUIPMENT issued for your use remain the property of the United States. (Read pars. 61-63, FM 21-100). Clean equipment as directed, and frequently. Do not deface in any manner.



40. TRIFLING CONDUCT, especially with weapons, will not be tolerated. Except as required in training, never point a weapon at anyone whom you do not intend to kill.

41. UNIFORMS FOR MEALS. You will be required to clean up and be in the proper uniform (cotton, khaki or wool, OD) at *supper* daily and the noon meal on Sundays, unless official exception is made. Dress for dinner (noon meal) and breakfast will be the uniform of the day.

42. MILITARY POLICE can be identified by the blue arm band bearing the letters M.P. in white; also by the cap with white visor. They are charged with maintenance of proper appearance and conduct among soldiers away from their organizations. Any order from a military policeman will be carried out immediately and without argument. If you are aggrieved, present the facts to your company commander on the following day. Soldiers are cautioned that they are also subject to civil law when off the reservation.

43. BLACKOUT AND AIR RAID regulations are posted. You are charged with strict compliance with these regulations.

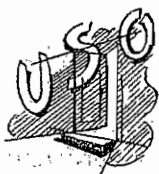
44. **DUDS.** In order to prevent undue loss of life, *duds* will not at any time be touched or removed by members of this command.

It is the duty of everyone, upon discovery of *duds*, to mark the location and immediately report the fact, so that its destruction can be accomplished by trained personnel.



45. **WASTE OF FOOD.** The Army is carefully guarding against the waste of food the same as are the folks at home. Do not take more than you can eat on your plate and eat some of every item on the daily menu. Never allow good food to go into the garbage can.

46. **RECREATION IN COLUMBUS.** There are USO and other recreation centers in the city of Columbus. Military Police on duty in town will be glad to direct you to the various locations. It is advisable to visit them, get their schedules of activities and utilize their facilities while in town. Street wandering is discouraged.



47. **"OFF LIMITS"** indicates that military personnel must not enter without special authorization. Much private property, and some government property is so posted. Several public eating and amusement houses in the vicinity of Columbus, Phenix City and the Fort Benning Reservation are "Off Limits" and must not be patronized by soldiers.





48. RIFLE NUMBERS. Trainees will memorize their rifle numbers immediately after receiving them. A good soldier always knows his rifle number and cares for his rifle as his most prized possession.

49. RELIGIOUS SERVICES are conducted for soldiers of Catholic, Protestant and Jewish faiths in the chapels of this area. Announcement of the services will be posted on bulletin boards, and you will have an opportunity to meet the Chaplain representing the faith of your preference at an early date.



50. NEWS RELEASES. No one will write articles for the "hometown paper" or for publication in any other periodical unless his article is cleared through the proper military channels.

51. FIRE PREVENTION. Care must be taken by every individual to prevent fires that may cause great damage to government buildings and equipment and loss of life. This is particularly true during the winter months when all stoves and furnaces are being fired.



BE FAMILIAR WITH FIRE REGULATIONS.

52. MILITARY CHANNELS. Letters and all communications intended for higher headquarters or individuals therein must be channeled successively through company, battalion, regimental headquarters. Speak to your company commander or platoon leader before writing official letters to higher military authorities or establishments.

53. HITCH-HIKING PROHIBITED.

Hitch-hiking is expressly prohibited by Army Regulations. However, this does not prevent a soldier from accepting a ride if it is volunteered to him.



54. VISITS TO HIGHER HEADQUARTERS.

The soldier always asks his company commander for permission before visiting battalion, regimental or higher headquarters.

55. PERSONAL PROBLEMS of importance should be discussed with your platoon leader and company commander whose responsibility it is to look after the welfare of every man in the organization.

56. TRAINING STANDARDS. Great stress will be placed upon military bearing and neatness, mental alertness, and strict adherence to the rules of military courtesy throughout all training. You are enjoined to exert every personal effort to accomplish and maintain the highest standards in these fundamentals of soldiery and to aspire to ideals of individual pride and group loyalty.

57. BATTLE VICTORY comes only to well-trained men and well-trained units. The physical, mental, and moral fibre of the American soldier must be so strengthened that he can out-fight, out-think, and out-last his opponent.

