

HEADQUARTERS
Transportation Corps Railway School Branch No. 1 - SU 3896
Camp Claiborne, La.

INTRODUCTION TO THE SCHOOL

The officers, staff, and faculty take this opportunity to welcome you to the School. We hope the period of time you are here with us will be pleasant and that the information you absorb will be of the greatest value to you.

This memorandum is handed you upon your arrival so you will have a definite understanding of our purpose and avail yourself of all the training it is possible to give you in the short time you will be here.

The objective of this school is to give you training that will enable you to take your place in a seasoned railway unit in the field and perform the duties of your particular specialist assignment. In addition to performing this specialist work, you must be taught the care and use of your tools and equipment, your responsibilities, and the mission and organization of the Military Railway Service. You must be physically toughened and mentally prepared to withstand arduous field duty. Your training will be divided 80% technical, 20% military.

It is our ambition that every graduate will be a credit to the school and the training here. While enroute to the school, there were probably many questions in your mind as to what the school would be like and what the rules would be. Some of the answers will be found below. To "fall in" with these rules you should start off your training with an open mind. Strict compliance with the rules and regulations will quickly put you into the "swing" of the program.

1. Upon arrival at school, trainees are restricted to the Camp area for one week.
2. Barracks and buildings are numbered. Each barracks has a non-commissioned officer in charge who is the barracks leader. His orders will be obeyed without question. He will assign you to your bunk, instruct you as to the proper way to make your bed, etc. Everything must be neat and clean for the protection of your health.
3. Each Saturday at 1000 o'clock inspection will be made of barracks by a group of officers who will inspect your personal appearance as well as your bed, clothing, foot locker (if you have one) and, in fact, everything in the building. Those who fail to pass the inspection will be subject to pass restrictions. Your equipment and clothing should be neat and orderly at all times as "surprise" inspections will be made frequently.
4. Only the proper uniform is authorized. No insignia or cap braid will be permitted that is not strictly regulation. Your uni-

form must be complete, which means tie and cap, when out of this area. When working in the area, or engaged in sports, you will be allowed to remove such clothing as may be necessary to facilitate your work or entertainment.

5. Clothing must not be left in your barracks bags under any circumstances as they are to be hung out in the air on hangers. The clothing issued you is the very finest available and must be taken care of properly. Statement of Charges will be filed against you in the event of clothing being abused. Barracks bags can be used for your own property and the storing of soiled clothing awaiting laundry day. You will be informed of the laundry day and which supply room it is to be turned in at.

6. At all times, Military Courtesy will be observed. Proper saluting is enforced and must be complied with. When a group is talking out in the area and an officer approaches, be sure that you call the group to "attention". Proper reporting to an officer is always in force. If there are any questions as to the proper procedure of courtesy, any officer will be glad to help you out.

7. Passes will be issued evenings and week-ends if they do not conflict with any of the school activities. Furloughs will be granted only in cases of emergency and after verification through the Red Cross. Inform your relatives of this procedure so in event an emergency should arise they can contact the Red Cross in their own locality and originate the investigation and verification.

8. A list of calls is posted on each bulletin board. It is to your advantage to read the bulletin boards daily and be informed of what is going on.

9. You must fall in at all formations unless assigned to a specific detail.

10. Loitering is not permitted in School Headquarters or company orderly rooms. If you wish to see the Company Commander you will secure permission first from the First Sergeant to do so.

11. Gambling is prohibited and will not be permitted at any time or place in the area or school.

12. No smoking while in bed. Cigarette butts must be disposed of by breaking it open and spreading the tobacco out and wadding the paper in a small ball.

13. Your conduct must, at all times, be above reproach. The officers and non-commissioned officers are entitled to be, and they must be obeyed and respected by all soldiers under them. Make it a rule that you will obey them promptly, cheerfully, and carefully. A neat and cheerful soldier not only speaks well for the soldier himself, but shows a well disciplined soldier and organization.

14. The outside area must be kept clean at all times and you will assist in keeping it that way.
15. Adequate washing facilities are provided here for you and your personal cleanliness must be scrupulously observed.
16. Your status here is that of a trainee with rating of Private. No promotions are possible while you are so classified. Upon completion of your training, recommendations will be made upon the basis of your qualifications for ratings.
17. In the handling of new business, the "Chain of Command" must be observed.

By the cheerful and proper observance of the above rules and regulations, you will not have any trouble in going through the school and leave with a creditable showing. We, the officers, wish you the best luck in the world in this, your new undertaking, and sincerely hope that you will enjoy your stay here and that our efforts have not been made in vain.

A large amount of money is being spent by our government to properly train you to "carry on" while engaged in military life. This training will benefit you considerably after the successful termination of the war. How well that money is spent rests entirely with you.

Ralph W. Beard
RALPH W. BEARD
Major, T C
Commanding