

25B - DCS/Personnel
(1 Jan-30 Jun 55)

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(UNCLASSIFIED)

History

DEPUTY CHIEF OF STAFF,
PERSONNEL

1 JANUARY '55 ~ 30 JUNE '55

Air Proving Ground Command

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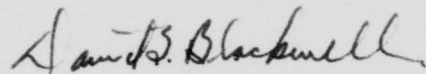
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HISTORY OF THE DEPUTY CHIEF OF STAFF, PERSONNEL

AIR PROVING GROUND COMMAND

1 January - 30 June 1955

Reports Control Symbol AU-D5



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TABLE OF CONTENTS

	Page
Chronological List of Important Dates	iii
Narrative	
Chapter I (Deputy Chief of Staff, Personnel)	1
Chapter II (Directorate of Military Personnel)	3
Section I (Officer Personnel Division)	5
Summary of Officer Career Training	5
Flying	5
Technical	5
USAFIT	6
Administrative Functions	7
Promotions	7
Release of Officers	7
Flying	7
Publications	7
Assignment of Officers	8
ANGUS Program	10
Effectiveness Reports	10
Records Maintenance	10
Section II (WO and Airman Personnel Division)	11
Activities of the WO and Airman Assignment Branch	11
Activities of the WO and Airman Personnel Actions Branch	12
Promotions	12
Applications for Special Assignments	13
Separations	14
Compassionate and Convenience of the Individual	
Reassignments	14
Airman Performance Report - AF Form 75	15
Congressional Inquiries	15
AF Regulation 35-62 Cases	15
Publications	16
Manning Status	17
Reenlistments	17
Section III (Assistant for Reserve Affairs)	18
Section IV (Classification & Utilization Division)	22
Chapter III (Directorate of Personnel Services)	
Mission and Policy	25
Organization and Personnel	26
Major Activities	27
Operation of On-Base Elementary School	27
USAFI Test Materials	27
Gulf Coast Service-Entertainment Council	28
Housing Survey for Secretary of the Air Force	28
Extension of Library Facilities	29

	Page
Seasonal Uniform Change-Over Dates	29
Entertainment for Personnel of the Command	30
The USAF Special Services Sports Conference	30
Water Recreation Program	30
Nonappropriated Funds & Related Welfare Activities	31
Realignment of Personnel Services Function	32
Athletic and Recreation Events	33
Special Projects	33
Chapter IV (Directorate of Training)	
Section I (General)	35
Section II (Technical Schools Division)	40
Section III (Military Training Division)	44
Section IV (On-the-Job Training Division)	47
Chapter V (Assistant for Civilian Personnel)	
Introduction	51
Office of the Assistant for Civilian Personnel	51
Chapter VI (Assistant for Ground Safety)	
Mission and Policy	58
Organization and Personnel	58
Safety Training	59
Major Activities	60
Miscellaneous	61
Statistics and Analyses	62
Glossary of Abbreviations	63
Roster of Personnel Assigned	65
Appendices:	
1. Constitution and By-Laws of Gulf Coast Service-Entertainment Council	
2. History of Eglin AFB Golf Course	
3. Command Program for Nonappropriated Funds and Related Welfare Activities FY 1956	
4. APGC Training Manual 50-1	
5. Letter, Headquarters APGC, Subject: Up Grade Training, 27 June 1955	
6. APGC Ground Accident Digest	

CHRONOLOGICAL LIST OF IMPORTANT DATES

Date		Page
	Chapter I	
10 May 55	Assistant DCS/Personnel Attended Reenlistment Conference at Wright-Patterson AFB, Ohio	1
13 Jun 55	Assistant DCS/Personnel Attended Eleventh Civilian Personnel Officers' Course at Denver Colorado	2
	Chapter II	
23 Feb 55	First Meeting of the Newly Established Command Personnel Conference	3
May 55	Responsibility for all Schools Actions, Other than the Educational Type, Transferred to DCS/P-T	6
1 May 55	Inactivation of the 3232nd Personnel Processing Flight	3
9 May 55	APGC Supplement #1 to AFR 39-29 Published Establishing Command Level Selection Board for Master Sergeants	12
11 May 55	Instructions Received from Headquarters USAF Establishing Temporary Promotion of Officers Program, Fiscal Year 1956	7
13 Jun 55	OJT and Project Guidance Functions Assigned Classification and Utilization Division	23
	Chapter III	
10 Jan 55	Proposal Submitted for Operation of On-Base School to Commissioner of Education, Department of Health, Education and Welfare, Washington, D. C.	27
13 Jan 55	Declassification and Redesignation of all USAFI Test Materials Effective	27
27 Jan 55	Initial Conference for Organization of Gulf Coast Service-Entertainment Council	28
17 Feb 55	Housing Survey Brochure Prepared for the Secretary of the Air Force	28

Date	Chapter III (cont'd)	Page
17 Feb 55	APGC Staff Study Concerning the Establishment of Seasonal Uniform Change-over Dates for Personnel of APGC	29
18 Feb 55	Conference Held for Extension of Library Facilities	29
8 Mar 55	Final Report on Improvement of the Attractiveness of a Career in the Air Force Dispatched to Headquarters USAF over Commander's Signature	33
15 Mar 55	Drafted Constitution and By-Laws for Gulf Coast Service-Entertainment Council	28
1 Apr 55	Operational Control of Personnel Services Functions Passed from Squadron to Wing Headquarters	32
18 May 55	Budget for Operation of the Elementary School Approved by Department of Education	27
14 Jun 55	Special Study and Report on Adequacy of Bachelor Officers' Quarters	34
17 Jun 55	Annual Program for Nonappropriated Funds and Related Welfare Activities Submitted to the Joint Army and Air Force Welfare Board, Washington, D. C.	31
Chapter IV		
18 Jan 55	Headquarters USAF was Advised This Command Would be Unable to Conduct AFROTC Summer Training 19 June 1955	45
1 Feb 55	Recommendation Forwarded Concerning Training Problem in the Marine (59) Career Field to Headquarters USAF	37
23 Feb 55	Action Initiated to Establish a Base-Conducted Unit Supply Refresher Course	45
8 Mar 55	Representatives of DCS/P-T Attended Command Conference on the Ryan Q-2A Firebee (Target Drone)	38
9 Mar 55	Queried USAF for Waiver of Project Guidance to Re-train 30 Airmen at the 5 and 7 Level of the 43 Career Field	47

Date	Chapter IV (cont'd)	Page
22 Mar 55	Information Received from TTAF that Holloman Air Development Center does not have the Capability to Train APGC Personnel on the Ryan Q-2A Firebee (Target Drone)	38
25 Apr 55	Authority Received from Headquarters USAF to Grant Waivers of Prerequisite Qualifications for Special Training Courses	43
25 Apr 55	Representative of Ryan Aeronautical Corporation, San Diego, California, Visited APGC to Invite Participation in Conference on the Q-2A Firebee (Target Drone)	38
27 Apr 55	Information Received from TTAF that Factory Training Contract for Maintenance Training on MG-4 Fire Control System was Delayed Pending Receipt of Fund Allocations	43
8 Jun 55	Headquarters USAF Allocated APGC a Quota of 2,128 Airmen in Certain AFSCs to be Upgraded During 15 Month Period Beginning 1 March 1955	48
23 Jun 55	Message Received from TTAF Advising that all Contractual Negotiations were Suspended on the Ryan Q-2A Firebee (Target Drone) due to Non-availability of Fiscal Year 1956 Funds	38
24 Jun 55	TTAF Advised APGC the Earliest Possible Date of Training on Q-2A Firebee (Target Drone) Would be Late July or Early August 1955	38
24 Jun 55	Revised APGC Training Manual 50-1 Forwarded to Adjutant, APGC, for Publication	36
Chapter V		
3 Jan 55	Additional Positions Secured for the Central Civilian Personnel Office	51
11 Jan 55	Meeting Between DCS/P and DCS/M Regarding Handling of Contractor Personnel	52
11 Jan 55	Field Visit to Central Civilian Personnel Office	52
19 Jan 55	APGC Letter Published Regarding Annual Survey of Civilian Positions	52

Date	Chapter V (cont'd)	Page
3 Feb 55	Survey of Base Classification Program	52
21 Feb 55	Mr. John Watts, Director of Civilian Personnel, Headquarters USAF, Visited APGC	53
25 Mar 55	Training Session Conducted on How to Conduct a Seminar	53
31 Mar 55	Decentralization of Civilian Personnel Regula- tions to the Base Commander	53
12 Apr 55	Second Annual Civilian Awards Ceremony	53
20 Apr - 2 May 55	Conducted Civilian Housing Survey	54
2-6 May 55	Assistant for Civilian Personnel Attended Air Force Civilian Personnel Council Meeting, Headquarters USAF	54
12 May 55	Conducted Meeting of all Civilian Personnel Technicians	55
26 May 55	APGC Letter Published Pertaining to Annual Survey of Civilian Positions	55
2 Jun 55	Mr. David V. Barry, Director of Civilian Per- sonnel, Tactical Air Command, Visited APGC	55
3 Jun 55	Conducted Meeting to Review Proposed Staffing Requirements as of 1 July 1955	55
6 Jun 55	Survey of the Civilian Classification Program	56
9 Jun 55	Mr. Clarence Goulard, Classification Analyst from Headquarters USAF, Visited APGC	56
14 Jun 55	Review of Civilian Incentive Awards Program	56
27 Jun 55	Teletype Received from Headquarters USAF Pertaining to Civilian Pay Increases	56
Chapter VI		
7-11 Mar 55	20 Hour First Aid Training Course	59
21-25 Mar 55	First Aid Instructors Course	59
28 Jun 55	Formation of Eglin Safe Drivers Club	60

CHAPTER I
DEPUTY CHIEF OF STAFF, PERSONNEL

The mission of the Deputy Chief of Staff, Personnel for the period 1 January 1955 - 30 June 1955 was outlined as follows: Advises and assists the Commander and his staff on all matters pertaining to military and civilian personnel, personnel services, training (other than flying training), ground safety, and Reserve Affairs.

The organization of the Deputy Chief of Staff, Personnel during this reporting period was composed of the following directorates and/or activities:

Directorate of Military Personnel
Directorate of Personnel
Directorate of Training
Assistant for Civilian Personnel
Assistant for Ground Safety
Director of WAF.

On 3 January 1955 Master Sergeant Robert A. Goodwin, AF6995694, was assigned as Chief Clerk, DCS/Personnel.

On 11 January 1955 Airman First Class John W. Ingram, AF15445123, File Clerk in the DCS/Personnel Message Center, was discharged from the service for the purpose of attending college.

Airman Third Class Mary Ann Gemignani, AA8602890, was assigned as File Clerk in the DCS/Personnel Message Center on 8 February 1955. Airman Gemignani was reassigned 25 April 1955 to the Directorate of Training, DCS/Personnel, as a Clerk-Typist.

Lieutenant Colonel Hugh M. Farr, 7283A, Assistant Deputy Chief of Staff, Personnel, attended a Reenlistment Conference conducted 10 May

1955 at Wright-Patterson Air Force Base, Ohio. He also attended the Eleventh Civilian Personnel Officers' Course which was conducted at the University of Denver, Denver, Colorado. Classes convened 13 June 1955 for a period of three weeks.

CHAPTER II
DIRECTORATE OF MILITARY PERSONNEL

Major William L. Ramsey arrived this Command 6 January 1955 and soon after assumed duty of Assistant Director of Military Personnel. A Monthly Personnel Conference was established with the first meeting on 23 February 1955. The purpose of these conferences will be to increase coordination and cooperation on all personnel matters within the Command; to advise intermediate Commanders of advance planning being made in this Headquarters; for discussion of mutual problems and/or new policies and procedures; to receive comments and suggestions concerning improvements that could be made within the Deputy Chief of Staff, Personnel; and to acquaint each Personnel Officer with the overall personnel situation of the entire Command. These conferences are attended by all Personnel Officers reporting directly to this Headquarters, representatives of each Major Staff Activity of the Headquarters, the Director of Military Personnel (Chairman) and the Chief of each Division of the Directorate of Military Personnel. The Director of Training, DCS/P, was also invited to attend the Conference. During the period 1 January 1955 - 30 June 1955 3 Colonels and 1 Major General were reassigned. During the same period 1 Major General and 1 Colonel were assigned to the Command. As a result of a staff study, on the 1st of May the 3232nd Personnel Processing Flight was inactivated and the processing function returned to each organization of this command where it

rightly belonged. The recruiting and separation function was delegated to Eglin Air Force Base where it also rightly belonged. This action resulted in the elimination of a large unnecessary administrative workload and 17 personnel spaces.

SECTION I
SUMMARY OF OFFICER CAREER TRAINING

The following is a summary of the applications for Formal Training, received and approved during the period of 1 January 1955 to 30 June 1955.

FLYING

Five officers attended the Senior Officer Jet Familiarization Course, in a TDY status.

Three officers attended the Jet Familiarization Course in a TDY status.

One officer attended the Instrument Pilot Instructor Course Jet, in a PCS status.

Four officers attended the Instrument Pilot Instructor Course Conventional, in a PCS status.

Two officers attended the Primary-Basic Observer Upgrading Course, in a PCS status.

One officer attended the Helicopter Pilot (USAF) Course, in a PCS status.

Six officers attended the F-86D Advanced Flying Course at Tyndall Air Force Base, Florida, in a TDY status.

TECHNICAL

The following technical training courses were attended by the number of officers indicated, in a TDY status:

<u>Course Name</u>	<u>No. Officers Attending</u>
Aircraft Maintenance Management CA 4311	3
4341	2
Advanced Communication Electronic Officer CA 3011	4
Accountant Officer OB 6881	2
Advanced Supply Officer Course CA 6411	3
Advanced Personnel Officer Course CA 7311	2
Staff Officer Survival Familiarization Course 140000	4
Wing Base Surgeon and Hospital Commander Course	1
Pilotless Aircraft Guidance and Control Officer OB 3221	2
George Washington Manpower Management Course	4
Harvard Manpower Management Course	1

USAFIT

Nine officers were accepted for training in the USAF Professional and Educational Training Program and were transferred in a PCS status to the different institutions of training.

The responsibility for schools as pertains to Officer Personnel was realigned between DCS/P-MP-O and DCS/P-T during the latter part of May 1955. DCS/P-MP-O retained the responsibility for the Educational type schools administered by the Air University. All other schools and training was made the responsibility of DCS/P-T.

During this reporting period the Schools Branch had 2 airmen assigned. One of these airmen was discharged from the service on 12 June 1955.

ADMINISTRATIVE FUNCTIONS

PROMOTIONS

On 11 May 1955, instructions were received from Headquarters USAF announcing the program for the Temporary Promotion of Officers, Fiscal Year 1956. This information was disseminated to all organizations with instructions pertaining to the submission of the names of all officers eligible for promotion during this promotion cycle.

Temporary promotions effected during the period of 1 January 1955 to 30 June 1955 were 42 Second Lieutenants promoted to First Lieutenant and 5 First Lieutenants promoted to Captain (Medical Services). Two Lieutenant Colonels were promoted to Colonel, 8 Majors were promoted to Lieutenant Colonel, 25 Captains were promoted to Major and 29 First Lieutenants were promoted to Captain. These promotions were temporary.

RELEASE OF OFFICERS

Twenty-four officers were released from active duty, 17 of which were Medical Services Personnel.

FLYING

Twenty-two applications for change in Aero Ratings were processed and the Aeronautical Orders were published effecting the change in the rating, 18 officers were rated Senior Pilot, 1 officer was rated Command Pilot, and 3 officers were rated Senior Aircraft Observer.

Twelve officers were suspended from flying status and 9 were returned to flying status.

One Flying Evaluation Board Proceeding was processed, but final action has not been accomplished.

PUBLICATIONS

Twenty-three Air Proving Ground Command Unnumbered Letters were published concerning the functions of the Personnel Actions and Schools Branch, DCS/P-MP-O.

ASSIGNMENT OF OFFICERS

During the period 1 January 1955 through 30 June 1955, a total of 42 officers were reassigned to overseas Commands and 29 officers were reassigned to Zone of Interior Commands. During this same period, 31 officers arrived from overseas Commands and 57 officers were assigned from Zone of Interior Commands. The figures indicating gains and losses to Zone of Interior and overseas Commands are compiled by departure and arrival dates of officers.

	<u>ZI COMMANDS</u>			<u>OVERSEAS COMMANDS</u>	
	<u>Gains</u>	<u>Losses</u>		<u>Gains</u>	<u>Losses</u>
ARDC	1	1	AAC	2	2
AU	6	5	FEAF	11	11
CONAC	9	3	MATS	8	2
HQ USAF	10	6	NEAC	3	6
SAC	1		USAFE	6	19
USAFIT	2	4	CAIRC	1	

	<u>ZI COMMANDS (cont'd)</u>		<u>OVERSEAS COMMANDS (cont'd)</u>	
	<u>Gains</u>	<u>Losses</u>		<u>Gains</u> <u>Losses</u>
ATRC	28	9	USAFSS	2
TAC	—	<u>1</u>		— —
Totals	57	29		31 42

In addition, 20 officers were separated or discharged from the service during this period.

As of 30 June 1955, this Command had an assigned strength of 897 officers against an authorization of 1018 officers.

A personnel problem was encountered during this period in the Aircraft Controller Career Field due to change of mission of the 3206th Test Wing (Technical Support) effective 1 April 1955. Forty-three additional Intercept Controllers, AFSC 1644, were authorized in the reorganization of this Wing. At the request of Headquarters USAF, the Officer Personnel Requisition was submitted early in April 1955 and this problem was alleviated with 38 officers forecast for arrival in July and August 1955.

Military Personnel Assignment Manual (Officers, Warrant Officers, and Airmen), Air Force Manual 35-11, dated 1 January 1955, superseding 34 Air Force Regulations in the 35, 36 and 39 series, was received during March 1955. This consolidation of regulations pertinent to assignments expedited all actions by this Headquarters pertaining to reassignment of personnel.

ANGUS PROGRAM

During this period, 37 District of Columbia Air National Guard officers reported for training making a total of 52 Air National Guard officers attached to this Command for training as of 30 June 1955.

EFFECTIVENESS REPORTS

For the 6 month period beginning 1 January 1955 and ending 30 June 1955, the Records Branch, Officer Personnel Division, processed and forwarded to Headquarters USAF, approximately 1043 Effectiveness and Training Reports. This period covered 3 annual reporting dates: 28 February 1955 for Majors, 30 April 1955 for Captains, and 31 May 1955 for First Lieutenants. This is an average of approximately 174 Effectiveness Reports per month. In addition, 139 AF Forms 625 were forwarded to Headquarters USAF.

RECORDS MAINTENANCE

During the period 1 January 1955 to 30 June 1955, 107 reaccomplished DA Forms 66 were processed and forwarded to Headquarters USAF. A large percent of these forms were returned to the originating unit for correction.

For this period the DA Form 66 of all Majors assigned to AFCC was reproduced in accordance with AFR 36-23, 23 June 1954, as amended. Photographs for Officers serving in the grades of Colonel, Lieutenant Colonel, Major, and First Lieutenant were accomplished as required by AFR 36-93, 12 October 1954.

SECTION II

ACTIVITIES OF THE WO AND AIRMEN PERSONNEL DIVISION

The WO and Airmen Personnel Division has 2 branches, namely, the WO & Airman Assignment Branch and the WO & Airmen Personnel Actions Branch.

ACTIVITIES OF THE WO AND AIRMEN ASSIGNMENT BRANCH

During the period January 1955 through June 1955 this Command experienced an average turnover of enlisted personnel per month of 892 or 8.9 per cent. This rate of turnover is based on the following gains and losses by month as indicated below during this period:

<u>Month</u>	<u>Gains</u>	<u>Losses</u>	<u>Total</u>
January	591	665	1256
February	436	386	822
March	393	447	840
April	508	460	968
May	393	344	737
June	306	420	726

The following number of airmen elected to choose a new base of assignment under the reenlistment policy whereby airmen can reenlist for their base of choice provided a vacancy exists:

Number of airmen reenlisting at this base for other bases: 134.

Number of airmen from other bases accepted for assignment to this base: 261.

Number of airmen rejected for assignment to this base because of no vacancy in their AFSC: 282.

The WAF personnel strength for the Command grew from 543 on 1 January 1955 to a total of 763 on 30 June 1955. This Command indicated to Headquarters USAF a total of 750 WAF personnel could be effectively utilized, therefore, in the future WAF personnel allocated by Headquarters USAF to this Command should be only as replacements for personnel presently assigned.

During the period 1 January 1955 to 30 June 1955, 8 Warrant Officers were gained by this Command. Five were gained by reassignment from other Commands and 3 were gained by appointment of Warrant Officers from enlisted status. During the same period, 4 Warrant Officers were re-assigned from this Command to other Commands.

ACTIVITIES OF THE WO AND AIRMAN PERSONNEL ACTIONS BRANCH

Promotions

Allocations of airman promotion quotas from Headquarters USAF were below quotas received over prior periods. Smaller quotas were effected over all grades. Frozen career fields for promotions to the top 3 grades, caused by having more airmen assigned in a certain grade and AFSC than authorized, has restrained many qualified personnel from receiving a promotion. AFPC Supplement #1 to USAF Regulation 39-29 published 9 May 1955 by this office, instituted a Command level selection board for the promotion of Technical Sergeants to the grade of Master Sergeant (E-7). It is believed that this method of selecting Technical Sergeants for promotion at Command level instead of at lower echelons will be a more

equitable system in promoting the most qualified personnel. Promotions of airmen effected during the period 1 January 1955 to 30 June 1955 were as follows:

<u>TO</u>	<u>FEB</u>	<u>APR</u>	<u>JUN</u>
M/Sgt	7	7	7
T/Sgt	15	14	17
S/Sgt	85	74	70
A/1C	110	148	175
A/2C	<u>150</u>	<u>200</u>	<u>270</u>
Totals	367	443	539

Applications for Special Assignments

Airmen applications for assignment to special duties were submitted and acted upon in the following manner; many applications are maintained on file at each approving Headquarters for a period of 12 or 18 months and then destroyed without any action taken.

<u>Type of Assignment</u>	<u>Nr. Approved</u>	<u>Nr. Disapproved</u>	<u>Nr. Submitted</u>
Air Attache Duty	0	0	4
CSI Duty	2	6	10
Air Technical Liaison Duty	0	1	1
Military Air Advisory Group Duty	0	0	1
AF Intelligence Activities	1	0	6
AF Mission Duty	6	0	19
Air National Guard Instructor Duty	1	0	4
Air Training Command and Air University Instructor Duty	15	18	51
AFROTC	5	2	24

<u>Type of Assignment (cont'd)</u>	<u>Nr. Approved</u>	<u>Nr. Disapproved</u>	<u>Nr. Submitted</u>
Recruiting Duty	7	0	11
AF Reserve Program Duty	2	8	10
WAF Flight Stewardess Duty	0	1	15
USAF Security Service Duty	<u>3</u>	<u>1</u>	<u>5</u>
Totals	42	37	161

Separations

During this period, 36 cases were processed under the provisions of AF Regulation 39-16 (Inaptitude or Unsuitability); 34 cases were processed under the provisions of AF Regulation 39-17 (Unfitness); 2 cases were processed under the provisions of AF Regulation 35-66 (Homosexual); and 4 cases under the provisions of AF Manual 35-4 (Medical Reasons).

The number of cases processed under the above provisions was about the same as in previous periods except in the number of AF Regulation 39-16 cases in which there was a slight decline.

Compassionate and Convenience of the Individual Reassignments

There were 29 compassionate reassignment requests processed by this Headquarters during the past 6 month period. Of the total, 17 were approved by Headquarters USAF. Headquarters USAF disapproved 2 requests and this Headquarters disapproved 10 requests.

AF Manual 35-11, published 1 January 1955, authorized reassignments for the convenience of the individual. All expenses incident to this type of reassignment must be paid by the individual and travel time necessary to accomplish such reassignment is chargeable as leave. Although this new

manual was not received until approximately 15 March 1955 by this Command, there were 36 cases processed since that time, by this Headquarters. Of this total this Headquarters approved 20 and disapproved 16.

Airman Performance Report - AF Form 75

The use of AF Form 75 is required by AF Regulation 39-62 to evaluate the performance of all airmen on active duty in the grades of Airman First Class (E-4), Staff Sergeant (E-5), Technical Sergeant (E-6) and Master Sergeant (E-7).

Reports from lower echelons indicating the distribution of ratings given were evaluated by this Headquarters. In most instances raters and endorsing officers had the tendency to over-rate the airmen concerned. This Headquarters informed lower echelons of this discrepancy and a marked improvement has been noted on recent evaluations.

Congressional Inquiries

This office processed 7 inquiries from Congressmen relative to the status of airmen assigned to this Command during this past 6 months. Final action has been completed in all instances. The number of inquiries processed by this Headquarters is far below previous periods. Most inquiries from Congressmen are now directed to airman's immediate Commander instead of to this Headquarters as in the past.

AF Regulation 35-62 Cases

This Headquarters processed 4 cases in the past 6 months which were forwarded to Headquarters USAF for determination under the

provisions of AF Regulation 35-62, Security Program. Cases of this nature are classified and handled in the most expeditious manner.

Publications

The following Air Proving Ground Command Supplements, Regulations and Manuals were published by this section during this reporting period.

APGC Supplement #1 to AFR 39-16 - 1 March 1955 - Discharge Inaptitude or Unsuitability.

APGC Supplement #1 to AFR 39-13 - 1 March 1955 - Separation Hardship.

APGC Supplement #1 to AFR 39-11 - 1 March 1955 - Discharge Marriage, Pregnancy and Minor Children.

APGC Supplement #1 to AFR 39-12 - 2 March 1955 - Discharge Minority.

APGC Supplement #1 to AFR 39-22 - 2 March 1955 - Disposition of Airmen Convicted by Civil Court or Adjudged Wayward Minors, Youthful Offenders or Juvenile Delinquents.

APGC Supplement #1 to AFR 39-21 - 3 March 1955 - Disposition of Persons Who Fraudulently Enlist in Air Force.

APGC Supplement #1 to AFR 39-17 - 3 March 1955 - Discharge Unfitness.

APGC Supplement #1 to AFR 35-7 - 17 March 1955 - Entering Name, Service Number and Birth Date in Permanent Records.

APGC Supplement #1 to AFR 39-15 - 17 March 1955 - Unconditional Resignation.

APGC Supplement #1 to AFR 39-32 - 21 March 1955 - Reenlistment of Certain Technically Trained Personnel.

APGC Supplement #1 to AFR 39-14 - 25 March 1955 - Discharge Convenience of Government.

APGC Supplement #1 to AFR 35-62 - 25 March 1955 - Security Program.

APGC Regulation 39-4 - 15 April 1955 - WAF Enlisted Personnel.

APGC Supplement to AFR 39-3 - 6 May 1955 - USAF Reenlistment Program.

APGC Supplement to AFR 39-29 - 9 May 1955 - Promotion of Airmen.

APGC Manual 35-1 - Personnel Processing.

Manning Status

This Command has been experiencing a critical shortage in the radio-radar, aircraft maintenance, statistical services and machine accounting career fields; however, progress has been made within the past 6 months to help alleviate this condition.

Since January 1955 the manning status has improved considerably and at the present time APCC is 106 per cent manned. This is due to overages in several career fields.

Reenlistments

The close of the first half of this calendar year found this Command with a cumulative reenlistment rate of 31 per cent. This rate is 11 per cent higher than the reenlistment rate during the last reporting period and it is also above average compared with other Major Air Commands for the last half of the 1955 Fiscal Year.

The main factors that were responsible for this gain of course were the pay raise and reenlistment bonus.

Other factors which helped were the unit reenlistment programs as outlined in AFR 39-2, dated 10 January 1955, with the aid of the "USAF Reenlistment Package Program", the establishment of the Base Reenlistment Office and the Base of choice reenlistment program.

SECTION III
ASSISTANT FOR RESERVE AFFAIRS

The office of the Assistant for Reserve Affairs, continued operations on 1 January 1955 with the mission as previously assigned. Mission of the Division is administration of the Reserve Program peculiar to AFPC Mobilization requirements (Mobilization Assignees, Designees and Training Designees). Reserve strength as of 1 January 1955 was 99 with a breakdown as follows:

a. Mobilization Assignees	30
b. Mobilization Designees	12
c. Training Designees	57

More emphasis was placed upon Training Designation phase of the Program because of our inability to secure enough participants for the Assignee and Designee phase. This action met with considerable success and enabled this Command to fill practically all of its presently authorized M-Day requirements.

Message AFPMP-4A 7114M USAF, 11 January 1955 directed this Command to compute Promotion Service Dates for all Reserve Officers serving on extended active duty as commissioned or Warrant Officers. Promotion Service Dates are to be used in the establishment of a lineal promotion list for Reserve Officers comparable to the one established for Regular Air Force Officers. Method of computation was disseminated to AFPC Units through the medium of an AFPC unnumbered letter, dated 26 January 1955. In anticipation of USAF requirements for identifying and reporting,

units were required to obtain certificates from Reserve Officers, indicating agreement with the computed Promotion Service Dates, mark the certificate permanent and place the original copy in the Field Personnel Record of Reservist concerned.

On the 11th of February 1955 message AFMMP-4A 389/55 required all Major Commands to identify and report all Reserve Officers as of 28 February 1955 whose Promotion Service Dates were on or before the following dates for Reserve Officer grades as listed:

Major	31 December 1949
Captain	31 December 1949
1st Lieutenant	31 December 1952
2nd Lieutenant	31 December 1952

All Command Personnel Records of officers (Major through 2nd Lt) and Warrant Officers assigned AFCC units were screened and the names of 211 eligibles were forwarded Headquarters USAF.

Because of the excessive numbers of Reserve Officers being reported for ROPA promotional consideration and to avoid unnecessary USAF selection board action, Headquarters USAF waived the portion of paragraph 6, AFR 36-68, which required the Reservist to make application for promotion. Concurrently Headquarters USAF directed this Headquarters to promote those eligible and changed the original report to a 5 time report. Twenty Reservists were promoted by paragraph 1, Special Order 78, this Headquarters, 20 April 1955. The Headquarters USAF messages on computation and reporting of Promotion Service Dates did not cover

Mobilization Assignees and Designees and this office queried Headquarters USAF as to who would cover Reservists of this type. Headquarters USAF advised ARRC, Denver would accomplish this action.

Message from Headquarters USAF AFPMP-4A 100948, dated 22 March 1955 advised this Headquarters of receipt of numerous letters from Reservists applying for promotion under the provisions of Section 203 (e), ROPA. This type action is a misinterpretation on the part of the Reservist. So far as is known, there was only 1 Reserve Officer assigned APOC guilty of this irregularity.

This office has counseled Reserve Airmen on enlistments and recall to extended active duty and 2 airmen have been ordered to active duty. One of them, a Master Sergeant, was recalled for an Air Base Group at McDill AFB and the other, a Staff Sergeant, was ordered to duty with the 3201st Air Base Group, Eglin AFB, Florida.

The office of the Assistant for Reserve Affairs was notified by ConAC message PR-A2 6110, 2 May 1955, that many Reserve Officers serving on active duty as airmen with APOC, have been forwarded letters by ARRC requesting an indication of their desire for continued Reserve status, inasmuch as they had not been participating in the Reserve Program. Also these people had been removed from the Promotion Service Date list and ConAC stated it was necessary for ARRC, Denver, Colorado to have a clarified status of all such Reservists not later than 9 May 1955 in order for placement on ROPA seniority list. This office notified the Commander, ARRC, 6 May 1955 of all Reserve Officers, name, grade and AFSN serving in airman status with APOC. There were 41 names reported in this wire.

Message 638/55, Headquarters USAF, 2 May 1955 advised this Headquarters of the necessity of Reserve Officers making elections to be promoted in the AF Reserve and remain on active duty in the grade held prior to promotion or be promoted and released. Section 511, ROPA made this provision mandatory. Election indications did not pertain to Reserve Officers on AD as Warrant Officers, 2nd Lieutenants, Reserve Officers serving on AD in a higher USAF temporary grade or any Reserve Lieutenant Colonel or higher.

a. All Major Commands concerned were notified of officers reassigned their Commands subsequent to 28 February 1955.

b. The Headquarters copy of election letters were forwarded to Headquarters, USAF by daily numbered transmittal letters. There were 16 letters to Headquarters, USAF which forwarded 141 election letters. All AFGC Reserve Officers elected and completed Section 1 of the election letter which was; be promoted and remain on AD in their former grade.

c. Separation criteria for these Reserve Officers who elected release from AD in order for promotion, was received in Headquarters, USAF message AFFMP-4A 105195, 2 May 1955. No action was required, regarding the application of separation procedures as all AFGC Reserve Officers elected to remain on AD in b above.

The Comptroller General rendered a decision on 1 June 1955 which permitted only 14 gratuitous points to be awarded a Reservist when he had performed an AD tour of 13 or more days. All AF Forms 190 (USAF Reserve Personnel Record Card - For Retention, Promotion and Retirement) were screened and those who had known or suspected deficiencies were

notified of the decision and of the findings of their individual AF Form 190. In substance, the Comptroller General's decision could mean that a Reservist could fail by 1 point to obtain a satisfactory year for retirement; this was the case of 1 Reservist.

The National Resources Conference was held at the Industrial College of the Armed Forces at Tampa, Florida from 26 February 1955 through 12 March 1955. Lieutenant Colonel Paul G. Moore, Mobilization Assignee with AFOTC attended this conference. Other applicants of the Command were not selected due to insufficient quotas.

Fiscal Year 1955 and period of this report terminated with strength figures of the Office of the Assistant for Reserve Affairs as:

a. Mobilization Assignees	35
b. Mobilization Designees	12
c. Training Designees	151

SECTION IV

CLASSIFICATION AND UTILIZATION DIVISION

At the beginning of the reporting period the Classification and Utilization Division was authorized 1 Captain, AFSC 7324, and 3 Technical Sergeants, AFSC 73270, who comprised the Classification and Utilization Audit Team. On 16 May 1955 the DCS/P approved a reorganization of the Division to provide for the addition of the Career Guidance Branch. This increased the authorization to:

1 Captain	7324
1 M/Sgt	73270

3 T/Sgts	73270
1 A/LC	70250

The Division requested the deletion of 1 Technical Sergeant, AFSC 73270, and the addition of 1 Master Sergeant, 73270 on 24 June 1955. This change was requested to increase the effective control and to enhance the position of the Chief of the Classification and Utilization Team.

Master Sergeant Harold B. Smith joined the Division 29 April 1955 and was tentatively assigned as Chief, Career Guidance Branch pending approval of that position. Master Sergeant William E. Scott departed for North East Air Command on 14 June 1955. Master Sergeant Erle T. MacDonald joined on 24 June 1955 and was assigned duty as Classification and Utilization Team Captain.

The functions of monitoring OJT and the USAF Project Guidance Program were assigned the Division on 13 June 1955. Monitoring OJT was assigned to the Classification and Utilization Team and Project Guidance was assigned to the Career Guidance Branch. These functions had formerly been carried out by DCS/P-T. The transfer of the responsibilities was in accordance with AFR 35-361, 21 March 1955.

Three members of the Division attended school during the reporting period. In each instance the subject matter was allied with the duty assignment of the individual as indicated:

M/Sgt MacDonald	Personnel Technician Course #AA73270
T/Sgt Hamlette	Personnel Technician Course #AA73270
T/Sgt Nations	OJT Administrator-Supervisor Course #XX75000

Regulations governing the implementation of AF Forms 4, 7 and 1226, which make up the new Airman Records System, were received and reviewed. Command interpretations for dissemination to subordinate units were prohibited by the Air Force directive. This Division offered to hold an orientation meeting for all Personnel Officers and their Staffs, however, the majority of Personnel Officers declined. The consensus seemed to be that such a meeting was unnecessary.

All units of the Air Proving Ground Command were visited by the Classification and Utilization Team. Generally, improvement was noted in personnel records maintenance. In 1 isolated instance however, Detachment #1, Air Force Operational Test Center, there existed a definite need for considerable attention to records maintenance as well as other factions of personnel.

CHAPTER III
HISTORY - PERSONNEL SERVICES, DCS/P
Mission and Policy

The Personnel Services concept of operation is based on the realization that unit commanders are primarily responsible for the welfare and morale of their personnel. The Personnel Services mission therefore, is to supplement this effort with a well-rounded off-duty program. This program is designed to promote job efficiency, encourage reenlistment, discourage delinquency by providing for the maintenance and development of active duty Air Force personnel and dependents through a combination of programs designed to meet their personal, educational, recreational, social, cultural, and general welfare needs.

The scope of the program includes such functions as athletics, recreation, theaters, service club, hobby shops, supply and equipment, library, music, entertainment, off-duty education, dependents school, personal affairs, casualty reporting, notification and assistance, retired activities, community services, Air Force Aid Society, charity fund drives, awards and decorations, concurrent travel of dependents, leaves of absence, non-appropriated funds, recreational facilities, special projects (i.e. Housing surveys), and secretariat services to Character Guidance Councils.

Command Personnel Services formulates plans, policies and procedures governing the Air Proving Ground Command Personnel Services Program and is the supervisory office responsible for the technical administration of activities, facilities, personnel, supplies and equipment pertaining thereto.

Organization and Personnel

The Directorate of Personnel Services, AFGC, was established by authority of AFGC Manual 20-1, with effect from 1 July 1953. Present personnel authorizations are as follows:

	<u>Authorized</u>					<u>Assigned</u>				
	Off	WO	Amn	Civ	Total	Off	WO	Amn	Civ	Total
1 Jan 55	2	0	2	0	4	3	0	3	0	6
30 Jun 55	2	0	2	0	4	3	0	2	0	5

<u>Authorized</u>				
<u>No.</u>	<u>Grade</u>	<u>AFSC</u>	<u>Title</u>	<u>Duty Title</u>
1	Lt Col	7316	Pers Staff Officer	Dir of Pers Svcs
1	Major	7344	Pers Svcs Officer	Ass't Dir of Pers Svcs
1	M/Sgt	74170	Spec Svcs Supv.	Chief Clerk
1	S/Sgt	70252	Clerk-Stenographer	Clerk-Stenographer

<u>Assigned</u>				
1	Lt Col	7311	Pers Staff Officer	Dir of Pers Svcs
1	Capt	7344	Pers Svcs Officer	Ass't Dir of Pers Svcs
1	2d Lt	7341	Pers Svcs Officer	Ass't Dir of Pers Svcs
1	A/IC	70250	Clerk-Typist	Chief Clerk
1	A/2C	70230	Clerk-Typist	Clerk-Stenographer

Second Lieutenant William V. Spelman was carried as an overage to the authorizations because of his training status as an Air National Guard Officer with the USAF.

Master Sergeant Chilton D. Summers, Special Services Supervisor, Chief Clerk of the Directorate was reassigned to Headquarters Allied Air Forces Southern Europe, Naples, Italy on 8 February 1955 by authority of Special Orders #5, 3240th Support Squadron (Command), dated 4 February 1955.

Airman First Class Wilbert R. Littleton, Clerk-Typist, has served as the Chief Clerk of the Directorate from 8 February 1955 to 30 June 1955.

MAJOR ACTIVITIES

Operation of On-Base Elementary School:

The Commander, Eglin Air Force Base, submitted his proposal for the operation of On-Base School, Eglin Air Force Base, Florida, to the Commissioner of Education, Department of Health, Education and Welfare Building, North, Fourth and Independence Avenue, S.W., Washington, D. C., on 10 January 1955. Three signed copies for the above addressee were sent to Field Representative, Mr. J. Fred Horn, Department of Health, Education and Welfare, P. O. Box 326, Tallahassee, Florida. Four signed copies were forwarded at the same time to the Deputy Chief of Staff, Personnel, Headquarters, United States Air Force, Attention: Education Section, Directorate of Military Personnel, Washington 25, D. C.

Under the provisions of Section 6, Public Law 874, 81st Congress, this letter proposed to provide free education for 904 elementary school children entered in grades 1 through 6 residing on the federal property of Eglin Air Force Base. This non-segregated school was to become operational with the school term 1955-1956, since free public school facilities are not available to these children on a non-segregated basis in Okaloosa County. The proposed budget for the operation of the elementary school was \$237,233.96. The Department of Education and Headquarters, United States Air Force approved \$212,568.99 on 18 May 1955 for this purpose.

Dr. Louis P. Gregory was hired as the Base Education Advisor on 1 June 1955.

USAFI Test Materials:

Declassification and redesignation of all USAFI Test Materials was effective as of 13 January 1955. Subsequent to this date, all test

materials which carry recommendation for credit will bear the marking "Controlled Item (USAFI Test Material)". This material included USAFI Subject Examinations, GED Tests, EOC Tests, Answer Sheets and Scoring Keys.

Gulf Coast Service-Entertainment Council:

The initial conference for the organization of the Gulf Coast Service-Entertainment Council was called by this Directorate for 27 January 1955. Eight Air Force and Navy installations along the Gulf Coast were represented. All representatives agreed to support in the organization of this council and approved all Naval Auxiliary Air Stations in the Pensacola area as member installations. Therefore on 15 March 1955, representatives from 10 of the 11 bases met at Eglin Air Force Base where the Constitution and By-Laws were drafted for the organization of a permanent council. A copy of the draft was sent to each member installation for approval by the Commander. The Constitution and By-Laws were approved by all member Base Commanders except Tyndall Air Force Base, Florida, and are attached as Appendix I.

Housing Survey for the Secretary of the Air Force:

A brochure on housing in the Eglin Air Force Base area was prepared for the Secretary of the Air Force as of 17 February 1955. This brochure was composed of two books. Book #1 was concerned with on-base and rental control housing. Book #2 covered community support housing in the area. The summary indicated an immediate need for 2204 housing units with an additional requirement of 2532 to meet future needs.

Extension of Library Facilities:

After considerable research and study of the recreational facility needs for the command, a conference was called on 18 February 1955 with representatives from the Directorate of Personnel Services, DCS/P, APGC; Base Personnel Services, Library and 3202nd Installations Wing. New sketches for the addition of some 30,000 square feet were presented and accepted by Installations. This project has been studied and delayed for over 3 years, therefore an agreement was made to place this item as number 1 priority of all recreational projects under the Maintenance and Operation Budget for FY 1956.

Seasonal Uniform Change-over Dates:

An APGC staff study was completed by this Directorate on 17 February 1955 concerning the establishment of seasonal uniform change-over dates for personnel of this command. This study was prompted by an announcement from Headquarters, United States Air Force, on 4 February 1955, that the optional period during which both the summer and winter uniform may be worn by male personnel was eliminated. The staff study clearly established the need for an optional wear of uniforms in this geographical area. The recommendations which were approved by the Commander, Air Proving Ground Command, are as follows:

- (1) The summer uniform will be worn during the months 15 April to 15 October.
- (2) The winter uniform will be worn during the months 15 November to 15 March.
- (3) Either the summer or winter uniform may be worn during the periods 16 October to 14 November and 16 March to 14 April.

Entertainment for Personnel of the Command:

Definite efforts were made during this period to re-establish entertainment as a vital program of Personnel Services for the general welfare of all military personnel and their dependents. Arrangements were completed 24 February 1955 for a concert to be given at the Danner Service Club on 17 April 1955 by the Pensacola Symphony Orchestra. Elements of the USAF Band were booked for the Officers' and Non-Commissioned Officers' Open Messes, the service club and hospital during the months of April, May and June. Plans were initiated for the construction of an outside band-shell on Eglin Air Force Base with a seating capacity for 2,500 persons. This facility will, when completed, be used by personnel services to bring more and better entertainment units to Eglin personnel.

The USAF Special Services Sports Conference:

The Director, Personnel Services, represented the command during the Sports Conference at the University of Oklahoma between 16-20 May 1955. This command sponsored a four hour presentation on the administration, organization and demonstration of golf activities. Mr. Lyle Werring, golf professional, Eglin Air Force Base Golf Course, was the Project Officer. Mr. Jimmy Thompson of golf fame gave the demonstration portion of the program. The history of the Eglin Air Force Base Golf Course was given by the Director of Personnel Services. A copy of this history, which was the first to be written, is attached as Appendix II.

Water Recreation Program:

Command approval was given in May and June 1955 for the re-vitalization of a water recreation program for all military personnel and their dependents. A total of \$20,000.00 was approved by the APGC Welfare Fund

Council and the Commander, Air Proving Ground Command for use in the development of a Boat Basin on Ben's Lake in the family housing area. Of this amount, \$10,000.00 was to be used for dredging Ben's Lake and \$10,000.00 for purchase of boats, motors, skis, other water recreation equipment and for construction of a dock to be used by all personnel. This was considered to be an excellent plan from a recreational point of view since the base is practically surrounded by water. Beach facilities for officers, non-commissioned officers and airmen were in existence previously.

Nonappropriated Funds and Related Welfare Activities:

An annual program for nonappropriated funds and related welfare activities was submitted to the Joint Army and Air Force Welfare Board, Washington, D. C., on 17 June 1955. This FY 56 program was prepared in accordance with a letter AFJWB 301.1 (9 March 1955), Headquarters USAF, subject: Command Program for Nonappropriated Funds and Related Welfare Activities, FY 1956, dated 13 May 1955.

- The programming guides were:
- (1) The broad welfare program goal is uniformity of nonappropriated fund services and welfare benefits for all Air Force personnel and their dependents, wherever they may be serving.
 - (2) Recreation programs and facilities should neither be austere nor extravagant, but reasonably consistent with standards that have received past public acceptance and appropriated fund support at permanent installations in the United States.
 - (3) Adequate free-time welfare, morale, and recreational activities should be provided, operated, and maintained through financial support from appropriated funds. Nonappropriated funds are to be used to supplement the cost of programs for these activities.
 - (4) This annual program was to be established and operated along the same

lines as the appropriated funding system now utilized by the Department of the Air Force.

Based on all these guide lines this command planned for the expenditures of \$94,827.50 for all phases of the Personnel Services program for FY 1956. A complete brochure of this new program is attached as appendix III.

Realignment of Personnel Services Function:

Actions were started verbally in January 1955 to realign all Base Personnel Services functions to permit the fullest possible compliance with Air Force Regulations. There were definite objections at Air Base Squadron, Group, and Wing level to the proposal for moving all Personnel Services functions as well as personnel from the 3201st Air Base Squadron to the 3201st Air Base Wing. The manpower and organization division, APGC, did not favor this change but would not state why except that such a move would increase the costing for Wing Headquarters and that all other services and functions on the base would want to do the same thing.

Considering these reactions, this Directorate asked the Base Commander for specific comments and recommendations in writing reference our letter of 10 March 1955, subject: Personnel Services Functions. The base again stated opposition to any change in the organization. Thereafter this Directorate took all actions possible to secure changes to APGC Manual 20-1 and to further explain the needs for the reorganization to the Base Commander. Subsequent administrative and personnel actions have produced the following results:

- (1) The Base Commander supported the theory behind the realignment of all Personnel Services functions.
- (2) Operational control of these functions was passed from Squadron to Wing Headquarters, 1 April 1955.

(3) The final action in this realignment phase will occur 1 August 1955, when the Base Personnel Services Officer will start reporting directly to the Base Commander on all functions.

Athletic and Recreation Events:

During this reporting period the following events were conducted at Eglin Air Force Base under the overall Command-Base sponsorship:

3d District - Southeast Sports Conference - Basketball,
7 - 12 March 1955.

Conference Finals - Southeast Sports Conference - Track and Field,
2 - 3 June 1955.

Eastern Division Finals - Air Force Variety Talent Contest -
With 2 TV Programs at WEAR-TV,
Pensacola, Florida - 16-18 May 1955.

Special Projects:

This Directorate participated in the following special personnel projects considered to be over and above the normal workload requirement for this reporting period:

The second and final report on Improvement of the Attractiveness of a Career in the Air Force was dispatched over the Commander's signature to Headquarters USAF as of 8 March 1955.

Command assistance was given local citizens in the initial organization of the Okaloosa County United Fund Inc. The 1955 campaign was the first to be conducted as a United Fund Drive.

The U. S. Savings Bond Program for 1955.

Assisted in the planning for the Eglin Air Force Base United Fund Campaign on Base for 1955.

Special study and report on Adequacy of Bachelor Officers' Quarters,
14 June 1955.

CHAPTER IV
DIRECTORATE OF TRAINING

SECTION I - GENERAL

The mission of this directorate consists of staff supervision of the Air Proving Ground Command Training Program, except for flying training within this command, and the programming, procurement and allocation of necessary training quotas and publication of required training directives. During this period, there were 3 changes in functions of this directorate; (1) Officers' Technical and Special Schools function was received from Officer Personnel Division, Directorate of Military Personnel, Deputy Chief of Staff/Personnel; (2) the "Project Guidance" function was transferred to Classification and Utilization Division, Directorate of Military Personnel, Deputy Chief of Staff/Personnel; (3) quotas and reporting instructions for civilian employees training are now forwarded for action to Civilian Personnel Officer, Eglin Air Force Base.

One major project accomplished was the establishment of the Base CBR Course (Chemical, Biological and Radiological), with the first class convening 7 February 1955.

Approval was received, on 24 May 1955, to operate each class of the Air Proving Ground Command Non-commissioned Officer Academy on a full-time basis for 4 weeks, commencing with the class convening 11 July 1955.

This directorate achieved 100% participation in the 1955 United Fund Drive, with a total of \$110.50 collected.

Another major project completed was the Master Training Schedule for the 1955 Air Force Reserve Officer Training Corps Summer Training Unit. This schedule was prepared by Lt Robert G. Lyon, Chief, Military Training Division, and T/Sgt Edward L. Bubar, Military Training Supervisor. Results, problems and human interest items of this unit are not included at this time inasmuch as this unit does not commence training until 7 August 1955.

The revision of APGC Training Manual 50-1 was completed and submitted to the Adjutant, APGC, for publication on 24 June 1955. This project involved a considerable amount of time, thought and labor on the part of all personnel of this directorate. This manual is very comprehensive, covering all phases of this directorate's mission. (See Appendix IV).

During this period, 5 major problems were encountered in the over-all operation of this directorate; i.e., failure to obtain adequate personnel authorizations and stability, and training problems in the 30 Communications Career Field, 59 Marine Career Field, 31 Guidance and Control Systems, Pilotless Aircraft Career Field, and on the Q-2A Firebee (Target Drone).

Current Unit Manning Document authorizations and the personnel manning status of this directorate have not been and will not be adequate for the present and projected work load. This problem is further aggravated by the degree of personnel instability in this directorate. There were a total of 5 personnel gains and 4 losses during this period. Our request for authorization of a civilian stenographer was disapproved. This directorate processed a total of 3744 pieces of correspondence (daily average 29 pieces) during this period. Further, this directorate consistently processes 30% of all correspondence within DCS/Personnel. In brief, repeated efforts to obtain adequate personnel authorizations, manning and stability have failed, whereas the work load steadily increases in peaks and surges.

The problem in the 30 Communications Career Field (previously mentioned in our 30 June - 31 December 1954 History) remains unsolved.

Another major problem during this period was that due to the increasing complexity of equipment, it has become very difficult to train airmen in the Marine (59) Career Field by means of On-the-Job Training only. Other agencies in the Department of Defense conduct formal schools in this area; however, they do not have the capability to support United States Air Force training requirements. On 1 February 1955, this problem was submitted to Headquarters United States Air Force, via letter, recommending that consideration be given to the establishment of a United States Air Force basic technical school. No reply to this letter has been received to date.

Another major problem during this period was the lack of 7 level personnel to attend E-9 Fire Control System Technician Courses. A requisition to Headquarters United States Air Force for personnel with the necessary skill level produced negative results. However, this problem was partially solved by the delegation to major commands of the authority to waiver skill levels of airmen selected to attend technical courses.

An additional problem of major proportions, involving this directorate, Deputy Chief of Staff/Operations-Test Requirements and the 3205th Drone Group, developed from training difficulties encountered in connection with the Ryan Q-2A Firebee (Target Drone). This problem consisted of 3 major elements; i.e., Air Training Command did not recognize the training requirement in sufficient time, the contractual process for required training was delayed, for various reasons, to such an extent that the funds for this training expired before completion of necessary contracts, and the delay in Headquarters United States Air Force concerning the type of personnel selected to man the Operational Suitability Testing of this item. Consequently, the entire Operational Suitability Test is now awaiting completion of required training of maintenance personnel with the starting date of the project slipped until about October 1955.

One of the improvements achieved in our organization and operation during this period was the consolidation of the typing functions in all 3 divisions under the Administrative Supervisor. When the personnel manning status permits, the filing functions (correspondence, classified and publications) will also be placed under the Administrative Supervisor.

SECTION II

TECHNICAL SCHOOLS DIVISION

Technical Schools Training (factory, special and Phase III training) again showed a substantial increase during this period. A total of approximately 632 personnel (65 officers, 544 airmen and 23 civilians) expended a total of 16,350 man-days away from Eglin Air Force Base in this type training as compared to a total of 559 personnel during the period 1 July 1954-31 December 1954. Using an estimated cost per man-day of \$41.50, the total cost of this type training during this period was approximately \$678,525.00. Again, this increase is due primarily to the continuing increase in the quantity, variety and increasing complexity of major equipment and components assigned to this command. Consequently, the necessity of proper selection of long-term, career personnel to attend these courses and the proper utilization of course graduates remains a problem of major importance.

Another major problem developed on receipt of Air Force Regulation 35-52, 20 December 1954 and Headquarters United States Air Force Message AFPMP-11-B 101320, 25 March 1955. This directive and changes thereto did not provide adequate coverage for the many and varied situations that arise due to the nature of the testing mission of this command.

For example:

Air Proving Ground Command personnel participate in tests conducted at isolated sites for prolonged periods of time. For the most part, there are no nearby Air Force installations to which these individuals may be assigned or attached. A specific example of this situation is Air Proving Ground Command ADA-52AD scheduled for a 9 month period.

Due to adverse weather conditions or equipment modifications it is frequently necessary to extend the temporary duty of Air Proving Ground Command personnel beyond the limitations imposed by Air Force Regulation 35-52.

Members of the Arctic Task Force of this command are frequently required to exceed the 90 day limitation outlined in paragraph 3 a (2) (c) of Air Force Regulation 35-52.

During extensive tests of major weapons systems, personnel of other major commands are invited to the Air Proving Ground Command to participate as regular members of the Operational Suitability Test team. In every instance, the Operational Suitability Testing of a major weapons system exceeds the 19 week limitation of temporary duty. These and similar situations have resulted in problems of the following nature:

Usually, persons participating in operational suitability testing are specially trained at considerable expense to the government, therefore, it is not considered economical or feasible to train enough people to provide rotation on a project in order to limit the length of temporary duty of an individual.

A recent situation would have required an officer to give up government controlled housing and remove his children from school in order to attend a course of instruction of approximately 24 weeks duration in support of a priority Air Proving Ground Command project. After lengthy correspondence and coordination with Headquarters United States Air Force, a waiver of Air Force Regulation 35-52 was obtained.

Above problems are but a few of the many that have occurred as a result of Air Force Regulation 35-52. In addition, future testing programs indicate an increasing number of problems of this nature. This entire problem was presented to Headquarters United States Air Force on 7 April 1955, and a satisfactory solution achieved by their approval on 3 May 1955, of our request for authority to determine in each instance whether an individual should be ordered to temporary duty or permanent change of station without permanent change of assignment. Headquarters United States Air Force is notified of action taken in each instance.

Another major problem was the receipt of reporting instructions at a late date for courses in excess of 3 months. This worked undue hardship on students selected for these courses and on their respective units. This problem was discussed at length with representatives of Headquarters Technical Training Air Force, with the result that that command is exerting every effort to preclude future occurrences of this nature.

Other problems arising during this period included delays in completion of training contractual process by Technical Training Air Force (MG-4 Fire Control System), delays in aircrew familiarization and maintenance training on MA-7 Fire Control System, delays in arrival of T-33 Mobile Training Unit and non-availability of qualified personnel to attend certain courses.

Training on the GAM-63 (Guided Air Missile) was seriously delayed due to non-availability of personnel at the required skill level and student failure in the theory involved in this course. A waiver on skill levels was requested from and approved by Headquarters United States Air Force; however, personnel with the required skill level for this course are not presently available in sufficient numbers from within Air Proving Ground Command or from Headquarters United States Air Force.

SECTION III

MILITARY TRAINING DIVISION

A steady improvement in Military Training was again experienced during this period, although the question of non-compliance with pertinent directives still exists. Fifty-four per cent of all personnel assigned Air Proving Ground Command attended Unit Military Training periods during this period.

One of the improvements in this training area was the change in Unit Military Training requirements. In brief, the majority of officers and non-commissioned officers are now required to receive this type training only in those subjects where refresher training is necessary whereas airmen of the lower four grades receive training in all subjects in this training area.

Another improvement was that officers, non-commissioned officers and airmen receive this type training in separate groups. This change was made in compliance with the desires of the Commander, Air Proving Ground Command.

These improvements necessitated a complete re-write of Chapter 2, Air Proving Ground Command Training Manual 50-1, 24 June 1955. (See Appendix IV). This involved considerable time, thought and coordination, by personnel of this division.

One of the two major problems encountered during this period was the conflict between the schedule for the United States Military Academy Air Indoctrination Course and the Air Force Reserve Officer Training Corps Summer Training Unit, 19 June 1955. Headquarters United States Air Force desired that the 1955 Air Force Reserve Officer Training Corps Summer Training Unit start on that date, and this command already had a previous commitment to support the 1955 United States Military Academy Air Indoctrination Course on approximately the same date. Since this command is not presently capable of supporting both courses at the same time, Headquarters United States Air Force re-scheduled these units as follows:

United States Military Academy Indoctrination Course - 16
July 1955 - 30 July 1955.

Air Force Reserve Officer Training Corps Summer Training Unit -
7 August 1955 - 4 September 1955.

Another problem affecting Base Conducted Courses during this period was the need for a permanent unit supply refresher course at base level. The need for this course was apparent from an evaluation by this division of Air Proving Ground Command Inspector General reports and staff visit reports over the preceding 6 months period. The first class of 20 students convened 2 May 1955 and received a total of 30 hours refresher training in various supply subjects. A total of 570 man-hours were utilized in this class.

This supply course has been well received to date. As a result of this first class, it was learned that unit supply policies and procedures throughout Air Proving Ground Command were not standardized. Although this course was originally established as a brief, refresher course, the knowledge and experience level of students in the first class indicated the need for expanding the course outline so that all unit supply supervisors in Air Proving Ground Command will be aware of standard unit supply policies and procedures, yet keep this course a refresher course.

SECTION IV

ON-THE-JOB TRAINING DIVISION

The On-the-Job Training Program of this command showed a continuing improvement during this period. Although major discrepancies existed in the On-the-Job Training Programs of several units, the majority of the discrepancies in this area of training during this period in most units were minor in nature, and the major discrepancies were corrected prior to follow-up staff visits by this directorate during this period.

Follow-up Staff Visits subsequent to Inspector General Inspections have proved beneficial to unit On-the-Job Training Programs throughout Air Proving Ground Command.

At the request of the Chief, Warrant Officer and Airman Division, Deputy Chief of Staff/Personnel, approval was requested and received to re-train 30 airmen at the "5" and "7" level of the 43 career field, presently working on conventional aircraft, as single engine jet aircraft mechanics. This re-training was necessary in order to balance a current and projected overage of conventional aircraft mechanics and a current shortage of single engine jet aircraft mechanics. This re-training will not adversely affect the careers of airmen concerned.

As of 31 May 1955, this command was 83% on target (89% complete) in meeting the minimum up-grade training quotas of 2,128 airmen during the period 31 March 1954 through 30 June 1955. These quotas were previously allocated this command by Headquarters United States Air Force as part of a planned, Air Force-wide overage to offset projected shortages in the specialities concerned. Converted to figures, these percentages indicate that, as of 31 May 1955, 1776 airmen have been up-graded within the total quota of 2,128.

Information gathered from statistical reports indicates that 1197 airmen completed on-the-job training during the period 1 January 1955 - 31 May 1955. This is an increase of 556 airmen over the 641 airmen completing on-the-job training during the period 1 July 1954 - 31 December 1954.

Although the Command On-the-Job Training Program, as a whole, is considered acceptable, progress reports monitored by this headquarters and statistical reports contained in this headquarters indicate that there are considerably more personnel assigned at the semi-skilled level than are being trained toward the skilled level, especially within the "hard core" areas. Progress toward our quota was slightly below the target line and more emphasis on training within these skills is required for this command to satisfy the requirement. To correct this situation, Commanders of all Air Proving Ground Command units were directed to more closely monitor the up-grade training progress within their units and to implement the following policies immediately:

Immediately upon award of an Air Force Speciality at the semi-skilled level, airmen will be placed on On-the-Job Training for the skilled level of the specialty regardless of position vacancy.

Graduates of basic technical courses will be placed on On-the-Job Training to the skilled level immediately upon assignment to a unit of this command.

Up-grade training to the 7 level skill of an Air Force Speciality is restricted to manning document vacancies within the organization or section concerned except for those authorized overages allocated by referenced letters and known losses or known Unit Manning Document increases. Such training is restricted further by the grade spread for the Air Force Speciality concerned; i.e., only airmen of the first 3 pay grades should be entered into On-the-Job Training for the 7 level skill of an Air Force Speciality. Commanders are advised to select for training to the supervisor level of an Air Force Speciality only those airmen who have demonstrated a leadership potential, and who have indicated a desire for an Air Force career. (See Appendix V).

Again, during the period of this report, the main problems command-wide in On-the-Job Training encountered were (1) "paper" on-the-job training programs, (2) a lack of sufficient direct supervision by training NCO's and section heads and (3) a lack of sufficient interest in on-the-job training. Although these problems were previously encountered, the increase in the number of personnel completing On-the-Job Training (as stated above) indicates that these problems are on the decrease.

One of the reasons for this is the current and projected low skill levels of replacement personnel.

A decided improvement was again noted in the cross-training area. This phase of the On-the-Job Training Program was closely monitored to insure conformance with the provisions of "Project Guidance."

Analysis of cross-training within Air Proving Ground Command revealed the following status as of 31 May 1955:

January	Total in Training	-	984
	Total violations		77 or 8%
February	Total in Training	-	919
	Total violations		12 or 2%
March	Total in Training	-	873
	Total violations		28 or 3%
April	Total in Training	-	1077
	Total violations		19 or 2%
May	Total in Training	-	751
	Total violations		6 or 1%.

CHAPTER V
ASSISTANT FOR CIVILIAN PERSONNEL

The history of the Office of the Assistant for Civilian Personnel covers the period of 1 January through 30 June 1955 inclusive. It constitutes a record of performance of mission as related to principles of personnel management within the Air Proving Ground Command.

During this period there were extensive changes resulting from legislative action. Foremost among these legislative changes were the establishment of the Federal Career and Career Conditional Appointment System and the Federal Employees Salary Increase Act of 1955. The Assistant for Civilian Personnel and his staff were responsible for furnishing technical guidance and assistance to the Base Civilian Personnel Office, in order that personnel responsibility in accordance with laws, rules and regulations of Congress, Civil Service Commission and the Air Force could be carried out. The guidance furnished included recruitment, placement, employee relations, classification and wage administration, training and pay for civilian employees paid from appropriated funds.

Office of the Assistant for Civilian Personnel

On 3 January 1955 arrangements were made to secure 3 additional positions for the accomplishment of the Base Civilian Personnel Program. These additional positions were suggested on a temporary basis by Headquarters United States Air Force to accomplish the anticipated increased workload caused by legislative action.

On 11 January 1955 the Assistant for Civilian Personnel represented the Deputy Chief of Staff, Personnel in a meeting with the Deputy Chief of Staff, Materiel to establish procedure for handling civilian contractor personnel stationed temporarily with the Air Proving Ground Command.

A field visit was made by the Assistant for Civilian Personnel on 11 January 1955 for the purpose of reviewing all recommendations made in a previous survey of the Central Civilian Personnel Office by members of Headquarters United States Air Force.

On 19 January 1955, a letter was published to Commanders, All Units, Air Proving Ground Command advising them of the statutory requirements of Public Law 253, 82nd Congress, that the Commander of each installation, at the beginning of each fiscal year, is required to certify in writing that all positions in all activities serviced have been reviewed and necessary classification adjustments made during the preceding fiscal year. The object of this letter was to render command assistance to the Central Civilian Personnel Office since the number of positions audited during the current fiscal year had lagged to the extent that immediate action was necessary to comply with the mandatory Congressional Law.

On 3 February 1955, the Assistant for Civilian Personnel conducted a survey of progress being made to comply with the statutory requirements of Public Law 253, 82nd Congress. This review indicated that 534 positions had been surveyed and 2,393 positions remained to be surveyed prior to 1 July 1955.

The Air Proving Ground Command was visited by Mr. John Watts, Director of Civilian Personnel, Headquarters United States Air Force on 21 February 1955. Mr. Watts was traveling through the area and took this opportunity to meet members of the command and base civilian personnel staffs.

On 25 March 1955, the Assistant for Civilian Personnel conducted a training session for all technicians in the Central Civilian Personnel Office, and introduced methods and techniques on how to conduct a seminar. The purpose of this instruction was to show technicians how they in turn could use this technique in better accomplishing an overall Planned Assistance Program and assist supervisors in using this technique to solve problems.

On 31 March 1955, a letter was sent to the Commander, 3201st Air Base Wing decentralizing the authority of publishing all necessary civilian personnel regulations. Instruction was furnished to the Central Civilian Personnel Office that as base regulations were published command personnel regulations would be rescinded.

The Second Annual Civilian Awards Ceremony was held at Foster Stadium at 1300 hours on 12 April 1955. At this ceremony 73 civilian employees were personally recognized for their participation in the Air Force Incentive Awards Program. Of these 73 employees, 10 were given recognition for having Outstanding Performance Ratings; Superior Accomplishment Awards or Efficiency Awards. Thirty-eight employees were recognized for having received cash awards as a result of submitting suggestions which were adopted. The high-light

of this program was a talk given by Mr. Bradley D. Nash, Deputy Assistant Secretary of the Air Force. Brigadier General Daniel S. Campbell, Commander, Air Proving Ground Command, Colonel Frank H. Mears, Commander, Eglin Air Force Base and Colonel William G. Davis representing Brigadier General Edward P. Mechling, Commander, Air Force Armament Center also participated with inspirational talks. During this occasion approximately 700 civilians were recognized in conjunction with the new Length of Service Award.

During the period 20 April 1955 through 2 May 1955, a civilian housing survey was conducted to ascertain the distance civilian employees were residing from their place of employment. The significant fact revealed by this survey showed that the majority of the civilian employees lived beyond a radius of 15 miles and that only a small percentage of the total population were dissatisfied with their housing.

Between 2 May and 6 May 1955 inclusive, the Assistant for Civilian Personnel attended a meeting of the Air Force Civilian Personnel Council conducted at Headquarters United States Air Force. The following subjects were discussed during this conference:

Summary Analysis of Survey Reports

Report of the Hoover Commission on Personnel and Civil Service

Coordination of Classification and Qualification Standards

Workload Remeasurement Study

Improving Techniques and Mechanics of the Air Force Grievance Procedure

Increasing Participation of Supervisors in the Classification
Process

Increased Participation in the Suggestion Programs

Development of Civilian Executives

On 12 May 1955, the Assistant for Civilian Personnel conducted a Command Civilian Personnel Conference which was attended by all technicians from the Central Civilian Personnel Office. The purpose of this meeting was to acquaint these technicians with those subjects discussed at the previous Air Force Civilian Personnel Council Meeting at Headquarters United States Air Force.

On 26 May 1955, the Office of the Assistant for Civilian Personnel published a second letter to Commanders, All Units, Air Proving Ground Command again inviting attention to the statutory requirement that all civilian positions had to be surveyed prior to 1 July 1955. The primary object of this letter was to advise that individual position action requests would be accomplished only in cases where failure to take action would hinder the accomplishment of the mandatory survey.

On 2 June 1955, Mr. David V. Barry, Director of Civilian Personnel, Tactical Air Command visited with the Assistant for Civilian Personnel and the Base Civilian Personnel Officer for the purpose of discussing the capability of the Central Civilian Personnel Office in servicing the newly established 17th Light Bomber Wing of the 9th Air Force, Tactical Air Command.

Due to the anticipated increase of civilian personnel positions a meeting was conducted on 3 June 1955 comprised of representatives

from Deputy Chief of Staff, Personnel, Deputy Chief of Staff, Operations and the 3201st Air Base Wing. The purpose of this meeting was to reach an agreement as to the number of positions necessary in the Central Civilian Personnel Office to accomplish the mission in relation to statistics as furnished by the Staffing Guide.

On 6 June 1955, a survey was conducted of the progress being made to accomplish the mandatory civilian classification program. The results of this survey showed that 382 positions remained to be surveyed and the mandatory requirement would be accomplished by the end of the fiscal year.

A representative from the Classification and Wage Division, Headquarters United States Air Force visited the Air Proving Ground Command on 9 June 1955 to discuss Civil Service Classification Standards pertaining to Electronic Engineering Positions. The Civil Service Commission had requested certain information from the Air Force so that a realistic standard could be established and since the Air Force made extensive use of these particular designations, it was felt appropriate to conduct the visit.

On 14 June 1955, a review was made of the progress of the Civilian Incentive Awards Program. Although it was noted that participation was less than indicated at the beginning of the 6 month period, definite arrangements had been formulated to increase participation to the required percentage by the end of the calendar year.

On 27 June 1955, a teletype was received from Headquarters United States Air Force advising that the Federal Employees Salary Increase Act of 1955 had been passed by the Congress and was awaiting signature

of the President. This Act provided salary increases of approximately 7.5 percent, retroactive to the first pay period beginning after 28 February 1955. This Act provided for an increase in salary for approximately 1200 Civil Service employees in the Air Proving Ground Command.

CHAPTER VI
ASSISTANT FOR GROUND SAFETY, DCS/P

Mission and Policy

No change occurred in the mission of the Ground Safety Program during the first half of 1955. Operating policy was not changed to any extent, however, the following changes were made in directives governing the program.

APGC Regulation 32-4, Swimming and Boating, 3 July 1953, was rescinded and arrangements were made with the Special Services Officer, Eglin Air Force Base, Florida, to issue whatever directives were required on this subject. APMC Regulations 32-1, Ground Safety Program, 13 August 1954, and 32-3, Safety Inspection, 18 August 1954, were superseded by publication of APMC Supplement Number 1, 21 April 1955, to AFR 32-1, 24 August 1948. APMC Regulation 32-2, Ground Accident Reporting System, 16 August 1954, was superseded by publication of APMC Supplement Number 1, 17 March 1955, to AFR 32-2, 11 March 1954. The issuance of the supplements to Air Force regulations in lieu of APMC regulations was in consonance with the Air Proving Ground Command policy.

Organization and Personnel

The Ground Safety Function remained the responsibility of the Deputy Chief of Staff, Personnel, Air Proving Ground Command, discharged through the Assistant for Ground Safety. No change was made in safety personnel authorizations.

Personnel assigned to the Assistant for Ground Safety underwent only minor changes. Technical Sergeant J. D. Rawles returned from an overseas assignment and was assigned duty with the Assistant for Ground Safety 16 March 1955. Technical Sergeant Lovett E. Brown was relieved of duty in June for overseas shipment. Technical Sergeant Richard D. Lund was alerted for overseas shipment in August 1955, but remained on duty throughout the report period. At the close of the report period a vacancy existed for one Ground Safety Technician.

Safety Training

No formal safety training was received by Ground Safety personnel during this period, however, a quota was received from Headquarters United States Air Force for attendance of Mr. William S. Bowden, Assistant for Ground Safety, DCS/P, at the Northwestern University Traffic Institute, Evanston, Illinois, in July. No requirement existed in the command for a proposed Special Short Course in Ground Safety for safety officers announced by Headquarters United States Air Force, to be held at New York University.

A 20 hour First Aid Training Course was sponsored by the Assistant for Ground Safety, DCS/P, and a total of 36 persons attended during the week 7-11 March 1955. A number of the graduates of this training attended a First Aid Instructors Course during the week 21-25 March 1955.

Safety indoctrination and safety training of military personnel and civilian employees through the media of lectures at the Base Drivers School, Base Traffic School, Civilian Employees Orientation, NCO Academy,

Motor Vehicle Accident Review Board, Commander's Call, Unit Training and other periods of assembly was continued and expanded throughout the report period.

Major Activities

In addition to the activities briefly covered in the Safety Training section of this report the following activities were given specific attention and effort during this report period.

Safety films were borrowed from insurance companies, the Atomic Energy Commission and other sources and were shown to large numbers of personnel.

The Operation Safeguard Contest Program was given wide publicity in the base newspaper and in newspapers of the neighboring localities and a high rate of individual participation in these contests was obtained. A safety plaque for the best quarterly off-duty accident rate was presented to the 3240th Support Squadron (Command) in January 1955, for the quarter ending 31 December 1954, and to the 3201st Base Flight Squadron for the quarter ending 31 March 1955. The winning squadron for the quarter ending 30 June 1955 had not been determined at the end of the report period.

Inspection of contract operations of Air Force Contractors was made a regular part of the Ground Safety Inspection Schedule.

The continuous traffic safety campaign was continued throughout this half year. The principal project during this campaign was the formation of the Safe Drivers Club in which personnel voluntarily became members and were allowed to display a reflective decal on their

vehicle to signify membership. This project actually got underway 28 June 1955 and no evaluation of its potential value was available.

The seasonal water safety campaign was given considerable attention and consisted primarily of publicity in the base newspaper and surrounding local newspapers, plus an intensive indoctrination system described under Safety Training in the previous report.

Information was compiled covering various activities of personnel, particularly on private vehicle operation, and was distributed to unit commanders as a standing operating procedure to aid them in briefing personnel departing Eglin Air Force Base, in compliance with AFR 32-16.

A system was effected whereby accident experience statistics were compiled monthly by the Assistant for Ground Safety, DCS/P, and distributed to wing, group and squadron commanders.

Miscellaneous

Improved liaison was effected between the Assistant for Ground Safety, DCS/P, and the Surgeon, APGC, which resulted in a reduction of cases of a minor nature, requiring 1 to 3 days hospitalization or quarters, from 30.3% to 20.7% of the total disabling injury experience. This type case heretofore adversely affected the military injury rate of this command.

Water safety lectures and training in artificial respiration were given to Cub Scout Troops and parents by Ground Safety Personnel.

Statistics and Analyses

Statistical information, including a semi-annual review of the Ground Safety Program accomplishments during the report period, is included in the attached June 1955 issue of the AFGC Ground Accident Digest. (See Appendix #VI.)

GLOSSARY OF ABBREVIATIONS

Active Duty	AD
Air Force	AF
Air Force Regulation	AFR
Air Force Reserve Officers Training Corps	AFROTC
Air Force Serial Number	AFSN
Air Force Specialty Code	AFSC
Air Proving Ground Command	APGC
Air Research and Development Command	ARDC
Air Reserve Records Center	ARRC
Air Training Command	ATRC
Air University	AU
Airman	Amn
Airman First Class	A/1C
Airman Second Class	A/2C
Airman Third Class	A/3C
Alaskan Air Command	AAC
Assistant	Asst
Captain	Capt
Caribbean Air Command	CAIRC
Civilian	Civ
Continental Air Command	ConAC
Department of the Army	DA
Deputy Chief of Staff, Personnel	DCS/P
Deputy Chief of Staff, Personnel-Military Personnel	DCS/P-MP
Deputy Chief of Staff, Personnel-Military Personnel- Officer Personnel Division	DCS/P-MP-O
Deputy Chief of Staff, Personnel-Training	DCS/P-T
Director	Dir
District of Columbia	D.C.
Doctor	Dr.
End of Course	EOC
Far East Air Force	FEAF
Fiscal Year	FY
Headquarters, United States Air Force	Hq USAF
Lieutenant	Lt
Lieutenant Colonel	Lt Col
Master Sergeant	M Sgt
Military Air Transport Service	MATS
Mobilization	MOB
Noncommissioned Officer	NCO
Northeast Air Command	NEAC
Number	NR
Office of Special Investigation	OSI
Officer	Off
On-the-job training	OJT
Permanent Change of Station	PCS

Personnel-----	Pers
Reserve Officer Personnel Act-----	ROPA
Second Lieutenant-----	2d Lt
Services-----	Svcs
Southwest-----	S.W.
Special-----	Spec
Staff Sergeant-----	S Sgt
Strategic Air Command-----	SAC
Tactical Air Command-----	TAC
Technical Sergeant-----	T Sgt
Temporary Duty-----	TDY
United States Air Force-----	USAF
United States Air Forces in Europe-----	USAFE
United States Armed Forces Institute-----	USAFI
United States Air Force Institute of Technology-----	USAFIT
United States Air Force Security Service-----	USAFSS
Warrant Officer-----	WO
Women in the Air Force-----	WAF

ROSTER OF PERSONNEL ASSIGNED DEPUTY CHIEF OF STAFF, PERSONNEL
AS OF 30 JUNE 1955

Office of the Deputy Chief of Staff, Personnel	
Deputy Chief of Staff, Personnel	Colonel David S. Blackwell
Ass't Deputy Chief of Staff, Personnel	Lt Colonel Hugh M. Farr
Director, WAF	Major Madeline E. Brown
Chief Clerk, DCS/Personnel	M Sgt Robert A. Goodwin
Secretary (Stenography)	Merlynn Jones
Chief Clerk, Message Center	T Sgt Ralph L. Cochran
File Clerk, Message Center	A/2C Patricia A. Stafford
Directorate of Military Personnel	
Director of Military Personnel	Lt Colonel Louis E. Evans
Ass't Director of Military Personnel	Major William L. Ramsey
File Clerk	A/1C Cephas Allen
Secretary (Stenography)	Marilyn G. Nystrom
Officer Personnel Division	
Chief, Officer Personnel Division	Major Lawrence M. Stickney
Chief, Assignment Branch	M Sgt Willis C. Brinson
Chief, Personnel Actions Branch	T Sgt George P. Ferry
Chief, Records Branch	T Sgt Roy H. Albur
ER Clerk	T Sgt Lewis Murphy, Jr.
Officer Assignment Clerk	S Sgt Harry Neighbors
Officer Assignment Clerk	A/1C Rose M. Jehlik
Command Records Clerk	A/1C Joseph L. Hall
Command Records Clerk	A/3C Pauline Dietz
Officer Locator Clerk	A/3C Joyce Smith
Clerk Typist	A/2C Pauline Osborne
Clerk-Stenographer	Louise Anderson
WO and Airman Personnel Division	
Chief, WO and Airman Personnel Division	Major Ellis F. Villiard
Ass't Chief, WO and Airman Pers Division	2nd Lt Louis J. Christakos
Ass't Chief, WO and Airman Pers Division and Comd Reenlistment Coordinator	WO (W-1) Irving Loeb
Chief, Assignment Branch	M Sgt Edgar L. Hickman
Chief, Personnel Actions Branch	T Sgt Fred R. Kowing
Inter Command Assignment Clerk	S Sgt William E. Blizzard
Assignment Clerk	S Sgt Harold D. Gardner
Personnel Actions Clerk	A/2C Samuel Smith, Jr.
Assignment Clerk	A/2C Joan R. Dye
Clerk-Typist	A/2C June L. Kuzminski
File and Distribution Clerk	A/3C Barbara B. Whitehurst
Clerk-Typist	A/3C Shirley M. Leggett
Clerk-Stenographer	Lottie M. Nobles

Office of Assistant for Reserve Affairs	
Assistant for Reserve Affairs	Captain William L. Cook
Deputy Assistant for Reserve Affairs	2d Lt James H. Leftwich
Personnel Technician	M Sgt George L. Johnson
Clerk-Typist	A/3C Vivian M. Freeland
Clerk-Typist	A/3C Shirley A. Largent
Classification and Utilization Division	
Chief, Classification & Utilization Div	Captain Edward J. Schmitt
Captain, Clas & Utilization Team	M Sgt Erle T. MacDonald
Chief, Career Guidance Branch	M Sgt Harold B. Smith
Member, Classification & Utilization Team	T Sgt James W. Hamlette
Member, Classification & Utilization Team	T Sgt Robert G. Nations
Member, Classification & Utilization Team	A/2C Marilyn J. Barnett
Directorate of Personnel Services	
Director of Personnel Services	Lt Colonel Raymond L. Hall
Ass't Director of Personnel Services	Captain Raymond H. Hobson
Ass't Director of Personnel Services	2d Lt William V. Spelman
Clerk-Typist	A/1C Wilbert R. Littleton
Clerk-Stenographer	A/2C Marise V. Clukey
Directorate of Training	
Director of Training	Major Fredrick S. Kelly
Ass't Director of Training	Captain Frederick S. McGee
Chief, Military Training Division	2d Lt Robert G. Lyon
Chief, Technical Schools Division	2d Lt William R. Tarte
NCOIC and OJT Administrative Supervisor	M Sgt Henry S. Holcomb, Jr.
Military Training Supervisor	T Sgt Edward L. Bubar
Technical Schools Supervisor	T Sgt James J. Barnes
Administrative Supervisor	S Sgt William A. Abbott
Clerk-Typist	A/2C Betty J. Farthing
Clerk-Typist	A/3C Mary Ann Gemignani
Stenographer	A/3C Wilma M. Walde
Assistant for Civilian Personnel	
Assistant for Civilian Personnel	Mr. Howard N. Peffley
Secretary (Stenography)	Elizabeth Z. Horner
Assistant for Ground Safety	
Assistant for Ground Safety	Mr. William S. Bowden
Ground Safety Technician	M Sgt James B. Hogue
Ground Safety Technician	M Sgt Ernest O. Jacobson
Ground Safety Technician	T Sgt J. D. Rawles
Ground Safety Technician	T Sgt Richard D. Lund
Ground Safety Technician	S Sgt Jackie Jackson
Clerk-Stenographer	Elizabeth M. Porter

APPENDIX I

CONSTITUTION

GULF COAST SERVICE-ENTERTAINMENT COUNCIL

We, the undersigned, hereby associate ourselves together for the purpose of organizing and operating the Gulf Coast Service Entertainment Council.

ARTICLE I - NAME AND AUTHORITY

The name of the association shall be THE GULF COAST SERVICE-ENTERTAINMENT COUNCIL and is established pursuant to the provisions of the Bureau of Naval Personnel, NAVPERS, 158-69, and Air Force Regulations 34-9 and 34-53.

ARTICLE II - PURPOSES AND GUIDING PRINCIPLES

The purpose of the council, which shall be composed of service installations along the Gulf Coast, shall be to secure the best entertainment available at the lowest rates on an orderly schedule through a more coordinated effort for all member installations, to stimulate the interest and participation of all military personnel and their dependents in the entertainment programs offered on the installation, to make entertainment meaningful to all participants, to augment as a service agency but not to relieve the installation commander of any responsibilities for the morale and welfare of his personnel, to promote proficiency in providing entertainment, to conserve manpower and eliminate duplication through centralized booking, to promote cooperation of all member installations and the maintenance of high entertainment program standards.

ARTICLE III - MEMBERSHIP

Section 1. This council shall be composed of representatives from the following installations:

- | | |
|-----------------------------|---------------------|
| (a) Brookley Air Force Base | Mobile, Alabama |
| (b) Craig Air Force Base | Selma, Alabama |
| (c) Eglin Air Force Base | Valparaiso, Florida |
| (d) Keesler Air Force Base | Biloxi, Mississippi |

- | | |
|---|----------------------|
| (e) Maxwell Air Force Base | Montgomery, Alabama |
| (f) Naval Air Station | Pensacola, Florida |
| (g) Naval Auxiliary Air Station,
Barin Field | Foley, Alabama |
| (h) Naval Auxiliary Air Station,
Corry Field | Pensacola, Florida |
| (i) Naval Auxiliary Air Station,
Saufley Field | Pensacola, Florida |
| (j) Naval Auxiliary Air Station,
Whiting Field | Milton, Florida |
| (k) Tyndall Air Force Base | Panama City, Florida |

Section 2. The initial organization will be limited to the eleven (11) installations listed in Section 1 above; however, this number may be decreased or increased as deemed advisable by the council.

ARTICLE IV - TERM

Section 1. If, after the initial organization has been effected, a member installation desires to withdraw from the council, a letter stating the reason for the withdrawal shall be forwarded to the council by the installation commander. The council will be relieved immediately upon receipt of this letter of any responsibilities and the booking agencies will be so notified as well as the members of the council.

Section 2. An installation desiring membership in the council shall submit a letter to the Secretary of the council requesting membership. The installation commander must agree with and indorse the constitution and by-laws of this council before final approval for membership may be granted.

ARTICLE V - OFFICERS

Section 1. The officer of the council shall be the council secretary. The council secretary shall be elected by the council at its first official meeting. The council secretary shall be a representative of one of the member installations. This officer shall hold office for one year or until a successor has been duly elected and qualified.

Section 2. The council secretary shall be the Chief Executive Officer of the council and in the recess of the general membership of the council shall have the general control and management of its business and affairs. He shall preside at all meetings of the members unless otherwise determined by a majority of all members present in person.

ARTICLE VI - COUNCIL

Section 1. Composition and Selection. The council shall be composed of one or more representatives as chosen by the installation commander provided that the one installation is authorized only one vote in the conduct of the business affairs of the council. This representative, or representatives, shall be chosen by the installation commander and it is recommended that the personnel assigned to the following functions be given due consideration: Special Services, Officer's Club, NCO's Club, Airman's or EM Clubs. Representatives to the council shall speak in behalf of the installation commander.

Section 2. Meetings. Meetings of the council shall be determined according to program scheduling or at such time as the council secretary deems necessary for the welfare of member installations.

Section 3. Place of Meetings. The council may hold its meetings in such place or places within the geographical limits of the member installations as the majority of the council may from time to time determine.

Section 4. Quorum. Two-thirds of the current members of the council shall constitute a quorum for the transactions of business and if at any meeting of the council there be less than a quorum present, a majority of those present may adjourn the meeting from time to time.

Section 5. Travel on Official Status. Each representative to the council shall travel to and from council meetings in official status as a representative of the installation commander and should therefore be supported in accordance with his own service regulations.

Section 6. Uniform. The representatives shall wear the prescribed military uniform while attending all meetings of this council.

ARTICLE VII - BY-LAWS

The by-laws may be adopted or amended if not consistent with the constitution by vote of a quorum of the council members, provided the proposed by-laws or amendments have been submitted in writing to all installation commanders and council members not less than 30 days before the meeting at which formal action on such by-laws or amendments is sought.

This constitution shall become effective upon adoption by an affirmative vote of the majority of the acting members present and with approval and signature of the commander of each member installation.

<u>DATE</u>	<u>SIGNATURE</u>	<u>INSTALLATION</u>
_____	_____	Brookley AFB, Alabama
_____	_____	Craig AFB, Alabama
_____	_____	Eglin AFB, Florida
_____	_____	Keesler AFB, Mississippi
_____	_____	Maxwell AFB, Alabama
_____	_____	Naval Air Station, Pensacola, Florida
_____	_____	Naval Auxiliary Air Station, Barin Field, Foley, Alabama
_____	_____	Naval Auxiliary Air Station, Corry Field, Pensacola, Fla.
_____	_____	Naval Auxiliary Air Station, Saufley Field, Pensacola, Fla.

Naval Auxiliary Air Station,
Whiting Field, Milton, Fla.

Tyndall AFB, Florida

BY-LAWS

GULF COAST SERVICE-ENTERTAINMENT COUNCIL

1. Meetings: The semi-annual meeting of the council shall be held in the months of July and January at such time and place as shall be decided by the council.

2. Special Meetings: Special meetings of the members may be called by the council secretary or by him at the request in writing, of two-thirds or more of the membership.

3. Notice: Notice of any meeting shall be forwarded by the council secretary directly to the installation commander of each member installation. This may be used as authority to place the council member on orders to attend the council meeting.

4. Correspondence: All correspondence between the council secretary and the installation commanders will be in the form of an official military letter. All communication between the council secretary and the civilian booking agencies or entertainment units will be by business letter, typed, or message. Government transmission agencies will be utilized as this is official business.

5. Functions of the council:

a. The installation representative will ascertain from the entertainment using agencies their desires for name band scheduling for a period of ninety days. This will include the names of bands or entertainment units, recommended price ranges, and consecutive dates for scheduling.

b. That the installation representatives, after having their ninety day schedules approved by the installation commanders, will meet as a council to prepare a master booking schedule (90 days).

c. That the council secretary submit a master program plan for ninety days to the individual booking agencies asking for their commitments as to band and price for each engagement and whether or not they can meet the proposed schedule. Upon receipt of the individual commitments from the booking agencies the council secretary will select an appropriate band for the three months engagement. The council secretary will then advise each installation within the council of the band by name and price per engagement, and dates agreed upon. The council representative at the installation will secure the approval or disapproval of the using agencies and so notify the council secretary within two working days. The council secretary will upon receipt of the confirmation from each installation advise the booking agency concerned of the firm booking comments. The booking agency will then forward individual contracts to each installation concerned.

APPENDIX II

HISTORY OF THE EGLIN AF BASE GOLF COURSE

LT. COL. MAX HARR, P.S.O., AMC

1. Introduction. Before relating the development of the Eglin AF Base Golf Course, I will take a minute to tell each of you how much I have enjoyed the conference thus far. I have only returned to the Personnel Services fold recently and this is the first Sports Conference I have ever attended. I consider it a pleasure to be associated with such a fine group as yourselves. I only wish each of us had some assurance that we could continue in Personnel Services long enough to make a contribution towards the continuity of our programs. Some of you may be wondering why I am on this program along with the best in Golf. Although classed as a duffer in Golf, I can recognize the necessity for increasing our self-participation sports programs throughout the Air Force. You know, even the least experienced among the participators likes to feel as if he is a part of the base sports program. I volunteered to assist Mr. Werring in his presentation of Golf to you by relating the history in the development of the Eglin AF Base Golf Course. Little did I know in the beginning that no official history has ever been written on this subject at Eglin. I have learned much from this research that possibly would have passed me by otherwise. I now realize how important it is to record in the Base History any change in policy of operation or the development of any facility. The history of welfare and morale items can be important.

2. Original attempts to establish a Golf Course. With the total strength of more than 10,000 and because of the isolated location of the base, negotiations for the acquisition of the property now known as the Eglin AF Base Golf Course began in March 1945. These negotiations were between representatives of the Air Proving Ground Command, the Mobile District Engineers office and Mr. C. W. Kuckel, owner of the property.

The Chief of Engineers, U.S. Army, War Department, was advised on 21 March 1945 that the acquisition of this property either by lease or purchase should not be considered at the time due to lack of justification. The South Atlantic Division Engineers did, however, leave the proposal open by further recommending that if adequate justification for the acquisition is later established, that detailed appraisals be prepared on the property before further action be taken. No action came from the 1945 negotiations. It should be noted before we proceed any further, that this 18-hole course was constructed with the assistance of a group of businessmen from Chicago during the Florida boom period preceding 1930 at a cost of \$200,000.00, and was called the "Chicago Club". If you are ever in the Valparaiso Inn, located near the golf course, you will have no trouble stirring a conversation with some of the old heads concerning the days of the Florida boom. It is said, and who am I to doubt it, that Al Capone and his boys spent much time in relaxation at the Valparaiso Inn and the golf course. So, those of you who have played it now can understand why it is so tough!

3. Pay-Off Negotiations. Since I have mentioned the Base and Valparaiso, Florida, it is well that I explain the locations. Eglin is located 10 miles inland to the north from the Gulf of Mexico, in northwest Florida; Valparaiso is another 5 miles further north. The golf course is located near Valparaiso. The majority of the golfers are therefore living from 10 to 15 miles from the course. The original course was developed by Mr. James E. Plew, who by the way donated, prior to this time, 1,400 acres of his land to the government. Eglin main base was built on this land. Soon after his death, his son-in-law, Mr. C. W. Ruckel added 9 holes to the original 9 in the early 1940s. Then Brigadier General Carl Brandt, Commander, APGC, and Colonel K. K. Compton, after failing to buy or lease the land from funds of the officers' club, asked for an appraisal of the property, by the Engineers. This land was to be for use as a recreational facility

for all military personnel of Eglin. The appraisal report was prepared between the dates 28 January and February 1948 by Sidney L. Price, Land Appraiser and approved by Noel McConnell, Division Engineer Chief Appraiser. The report indicated that the tract of land sought covered 305 acres, upon which an 18-hole golf course, two lakes, a club house and caretaker's home were located. A further description of the character and topography of the property reveals that the tract ranges from level to gentle rolling to steep rolling where the land breaks down to the lakes. The soil is of a sandy nature and has a good cover of pine, live oaks, scrub oaks and palmetto outside the areas used by the tees, fairways and greens of the golf course. The lakes, Trout Lake and Hill Pond Lake, contain approximately 25 to 30 acres and are fed from Hill Creek and seven or eight springs. The golf course is built around these two lakes and the contour of approximately one-half of the course is somewhat rugged. It is a 72 par course with 30 traps strategically placed. All traps are large in size with a six foot ladder in the trap by #17 green, if you please. The greens are elevated, some to such an extent that a golfer, with his ball in a trap, would be in real trouble. Most of the tees are slightly elevated but all of them would be better if raised slightly higher. The fairways are fairly wide, with either left or right dog-legs and eight of them have rolling terrain. There are five water crossings, each averaging 60 yards; the 18 holes cover a total of 6,350 yards. Only on a few holes can you see the green from the tee. Only 9 of the 18 holes were in play at time of the appraisal. The valuation of the property at that time was:

- (1) Estimated value of 9 holes (in play) (a) \$3,750.00 including tees, fairways, greens, traps and roads -- \$33,750.00
- (2) Estimated value of 9 holes (not in play) (a) \$2,250.00 -- \$20,250.00
- (3) Estimated value of land if vacant -- \$16,750.00

(4) Estimated value of improvements -- \$12,000.00

(5) Total estimated value of golf course -- \$37,500.00

A year later on 4 February 1949, authority was granted from Washington for completion of final sales papers. The interim approval obviously came from Senate Committee action. The Warranty Deed between C. W. Ruckel, Marion Plew Ruckel, his wife, and the U. S. of America was signed on this date for the sum of \$60,000.00. Check that figure if you are planning on doing any business with Uncle Sam -- \$17,500.00 less than the appraisal figure.

4. Act of Congress. According to our files, the purchase money, \$60,000.00, was made available from the Army-Air Force General Welfare Fund. The purchase was authorized by Joint Army and Air Force Bulletin Number 17, Department of Army and Air Force, dated 4 June 1948, and 7th Indorsement dated 24 September 1948 from the office of the Assistant Secretary of the Air Force to the Chief of Engineers, Department of the Army, on basic letter from the Secretary of the Air Force, file AFME 3/3, dated 26 November 1947, Subject: Appraisal of Golf Course at Valparaiso, Florida. The sum of \$14,000.00 was made available, in addition to the purchase price, from the same source for rehabilitation of the golf course. Therefore the initial monies for the course totaled \$74,000.00. Although the Deed for purchase of the land was signed on 4 February 1949, Congress did not authorize the operation and maintenance of this tract of land as a recreational facility until 5 August 1949. This act was entitled Public Law 209, 81st Congress (H. R. 2417, Chapter 401, 1st Session). The Act reads as follows: "Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that, notwithstanding any other provision of law, the Secretary of the Air Force, upon acceptance of title to the tract of land comprising the Valparaiso Golf Course of

Valparaiso, Florida, near Eglin Air Force Base, for the Government of the United States, is hereby authorized to operate and maintain said tract of land as a recreational facility, in accordance with existing regulations governing the operation and maintenance of recreational facilities by the Government for military personnel". Thus, Congress approved the purchase of the land without providing the monies from appropriated funds.

5. Early Operations Problems. Following the acquisition of the golf course by the Government, there was considerable discussion and correspondence centered around two general questions: (a) To what extent may the golf course be supported from appropriated funds? (b) What method of operation and what operating agency should be established to handle the golf course consistent with the answer to (a)? Each of these questions are discussed separately as follows:

(a) On 12 July 1950, the Installations Division, DCS/Materiel, ARGC expressed to the Base Commander the opinion that paragraph 13, AFR 90-1, 23 December 1948, authorized the maintenance of the golf course entirely from appropriated funds, provided the course was made available to all military personnel on the base. The opinion was also expressed that, in the event maintenance was accomplished by the use of appropriated funds, no charge should be made for the use of the golf course. The SJA concurred with this except that no objections could be found to charging dues or green fees. On 2 October 1950, the Deputy Commander, ARGC, directed the transfer and responsibility for the necessary airmen authorizations for the maintenance of the course to the 3202d Installations Group.

b. Records indicate that initially the golf course was to be operated as an activity of the officers' club. But due to the desirability of making the course available without restriction to all personnel, and reasons in (a) above, it was later decided to operate the course as a sundry fund activity, with a separate constitution and by-laws. Thereafter, it

appears that some question arose concerning restrictions upon the use of dues and green fees received from members and guests. A conference was arranged with representatives of Headquarters USAF on 31 October 1950. A member of the SJA, APGC, attended this conference with representatives from the Joint Welfare Board and Installations in Washington. The principal conclusions reached at this conference were:

(1) The golf course should be available on an unrestricted bases to all personnel, and the use of such terms as "club", "dues" and the "country club" concept should be avoided.

(2) Uniform green fees for the use of the course may be imposed, and such fees should be used to augment appropriated funds in the maintenance of the course.

(3) The golf course should be operated as a Central Base Welfare activity, with a golf committee acting under the general supervision of the Central Base Fund Council.

(4) Rules governing the use and operation of the course should be prepared by the golf committee, for approval and publication by the Base Commander. Therefore, a constitution and by-laws were not necessary.

(5) Civilians not employed by the Government on the base cannot use the course except as invited guests on a day by day basis. The person inviting the individuals as his guests must pay their green fees.

(6) Establish a uniform green fee for all authorized personnel. Consideration may be given to charging of green fees on a monthly basis (optional) with non-transferrable cards being issued to each player for each month for which he pays a monthly green fee at a monthly rate.

(7) Approximately \$10,000.00 is required for the annual maintenance of a 9 hole course. A 9 hole course is considered adequate for all USAF installations except those having in excess of 6,000 assigned personnel.

(8) Prizes for tournaments, travel expenses for authorized personnel competing with other golf teams and similar projects can be paid for from service charges when authorized by the golf committee and the Base Commander.

6. The question of Military or Civilian Supervision. During the summer of 1951, the second 9 holes had been converted to good condition. The golf course was being operated by an officer and an airman as part of the Special Services Section of the Air Base Group. Green fees were charged per month and were kept in a special green fees account by the Golf Committee. In addition, Special Services operated all other facilities at the course including sales of clubs, balls, associated equipment, driving range and snack bar. The maintenance of the course was done by the Installations Group. Special equipment for maintenance was purchased from the green fees account. In early 1952 the IG, Comptroller and Resident Auditor questioned the legality of the system by which green fees and the sundry fund accounts were being administered. Therefore, the administration of this fund was placed under the Central Base Welfare Fund Council. The custodian of CBWF kept the books as a special golf course fund. The golf committee recommended utilization of this fund. During 1952 considerable difficulty was experienced in securing and retaining qualified military personnel to supervise the operation of the course. At this time you will recall the manpower cut-backs in the Special Services area. This, plus the normal additional duties placed on the military personnel gave rise to the consideration of hiring a civilian golf professional to supervise the operation of the course. Major General Stuart P. Wright and Colonel K. K. Compton furnished the spark and backing which resulted in the hiring of Mr. Bud Werring on 1 November 1952. The golf professional's monthly salary was to be paid from the green fees account.

71 Division of Responsibilities in Present Operations. Under an agreement entered into on the 1st of December 1953, between the Central Base Welfare Fund Custodian, Mr. Merring and the golf committee, an assessment is made of responsibilities in the operation of the golf course as follows:

a. The Golf Professional:

- (1) To supervise and manage the operation of the golf course.
- (2) To contact and coordinate with the Installations Wing all matters relating to maintenance of grounds and structures of the golf course and to, in all instances, supervise such maintenance and repairs. (Installations changed from Group to Wing by this time)
- (3) To preserve proper discipline among the caddies and perform the duties of a caddy master.
- (4) To, upon request, give instructions in the game of golf at a charge not to exceed \$2.00 per $\frac{1}{2}$ hour or \$3.00 per hour.
- (5) In addition, to assist in conduct of golf clinics; collect and account for service charges and locker rentals; supervise the janitor hired by the golf committee.
- (6) The golf professional was authorized to participate in a maximum of three tournaments per year when such is not in conflict with the operations of the golf course.
- (7) This was solely an agreement between the Fund and the golf professional and could be terminated by the professional upon 30 days notice in writing to the Fund or vice versa.
- (8) The golf professional is also the concessionaire to operate the following: pro shop, golf club storage facilities, driving range, snack bar and equipment rental facilities.

b. Base Special Services:

- (1) Maintain supervision over the starting and playing conduct of all personnel.
- (2) Store and issue all special services equipment at the starting tee for those not owning personal equipment.
- (3) To organize and supervise intra-mural golf play as in other sports.
- (4) To appoint a team captain for and to assist the Base golf team in arranging for golf matches with other bases.
- (5) To cooperate in every way possible with the golf committee and the golf professional. In fact, the Base Special Services Officer is a voting member of the golf committee.

c. Golf Committee:

- (1) This committee is composed of 9 officers and warrant officers, 8 airmen and one civilian, with the addition of Mr. Werring as the technical advisor to the committee with no vote. This committee is appointed by the Base Commander on orders.
- (2) The committee normally meets each month to determine the most appropriate methods and means of operating the golf course. They determine what items should be purchased or paid for from the green fees account. Certain members of the large committee are on orders as the Special Welfare Fund Council (Golf Course, Eglin AFB) to administer these funds.

8. Conclusion:

a. It should be noted in closing that since the purchase date the following sums have been or will soon be expended on this golf course:

- (1) In February 1952, from maintenance and operations appropriated funds, the sum of \$28,142.00 was expended on contract to rebuild the main golf course building.
- (2) As of 22 April 1955, from the Maintenance and Operations program for 1955, two sums totaling \$61,000.00 were authorized from appropriated funds. One amount, \$39,000.00, was authorized for repair to the old water system on the course. The second amount, \$22,000.00, was authorized for extension of the present water system to include sprinklers for the fairways. It goes without saying that the Commander, ARGC, was behind this project all the way. Control procedures on these installations projects are defined in AFR 93-3.
- (3) At this time we will note that the annual cost (from the Comptroller's point of view) for the operation and maintenance of the golf course is as follows:

Maintenance Cost	\$40,138.00 (appropriated)
Special Services	7,462.00 (salaries of military personnel)
Golf Professional	6,000.00 (from Special Fund)
Total	\$53,600.00

b. Further money factors on the other side of the ledger in the non-appropriated (green fees) area we find that the average monthly intake from green fees, locker storage and the percentage take from the pro shop concession equals \$776.00 as compared to average monthly expenditures of \$587.50 for the salaries of the Golf Professional and the janitor. This gives the Special Welfare Fund an operating capital of approximately \$185.00 per month. Items purchased by the golf committee are such as: Public address system, Seed Spreader, score cards, greens mowers, trophies of

for AFGC Annual Golf Tournament. In addition, this pays for the maintenance of special equipment, rental of film and securing services of golf performers such as Count Yogi.

c. Those of you anticipating breaking the new ground for the initial construction of a golf course should consult with your local Installations Officer and more specifically read Section P-10, of the USAF Installations Facilities Requirements Manual for August 1954. In part it states that golf courses will not normally be authorized on Air Force Installations. However, where because of isolation, inadequacy of other available facilities in the area, or for other valid reasons, a golf course may be authorized. Under these conditions a golf course may be provided not to exceed 9 holes where the military strength is from 5,000 to 10,000 and 18 holes where military strength is over 10,000. No additional land will be acquired by lease or by purchase through appropriated funds in support of golf courses. Therefore it appears the non-appropriated funds offer the best consideration for bringing golf to more people in the Air Force. For maintenance and improvement you should check AFR 90-1.

d. It is with pleasure to note that although at the time Mr. Herring was hired as Golf Professional the regular participants at the course numbered 125 per month, now over 750 participate regularly each month. This does not include guests of the authorized participants. The Eglin AFB golf course is not only a source of pleasure but a vital welfare and morale facility for individual participants.

APPENDIX III

HEADQUARTERS
AIR PROVICING GROUND COMMAND
Eglin Air Force Base, Florida

DCS/P-PS:RLH/mvc

21 June 1955

SUBJECT: Command Program for Nonappropriated Funds and Related Welfare
Activities, FY 1956, RCS: AF-AOA-C7(OE)

TO: Joint Welfare Board
Departments of the Army and Air Force
Washington 25, D. C.

1. The annual program on nonappropriated fund activities and the
Command Welfare Fund budget estimate, FY 1956, as required by letter
AFJWB 301.1 (9 March 1955), Headquarters USAF, subject as above, dated
13 May 1955, are submitted as inclosures to this correspondence.

2. It is with interest to note that the programming guides state
that the broad welfare program goal is uniformity of nonappropriated fund
services and that welfare benefits are for all Air Force personnel and
their dependents.

FOR THE COMMANDER:

2 Incls:

1. AFGC Annual Program (2 cys) s/David S. Blackwell
2. AFGC Budget Estimate, FY 1956 (2 cys) t/DAVID S. BLACKWELL
Colonel, USAF
Deputy Chief of Staff, Personnel

HEADQUARTERS
AIR PROVING GROUND COMMAND
Eglin Air Force Base, Florida

17 June 1955

INTRODUCTION TO THE ANNUAL PROGRAM:

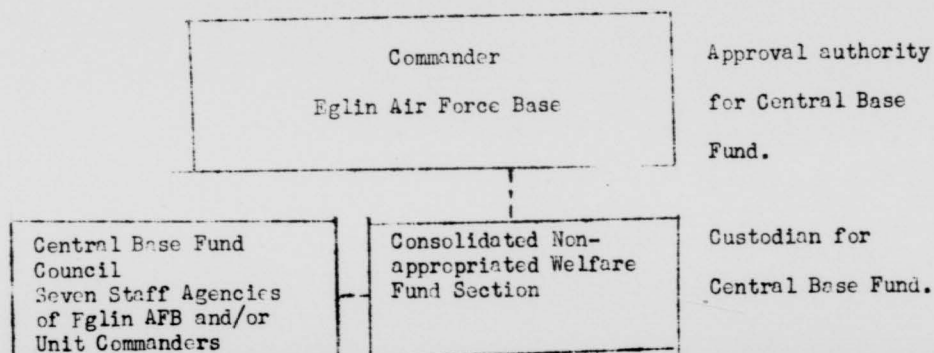
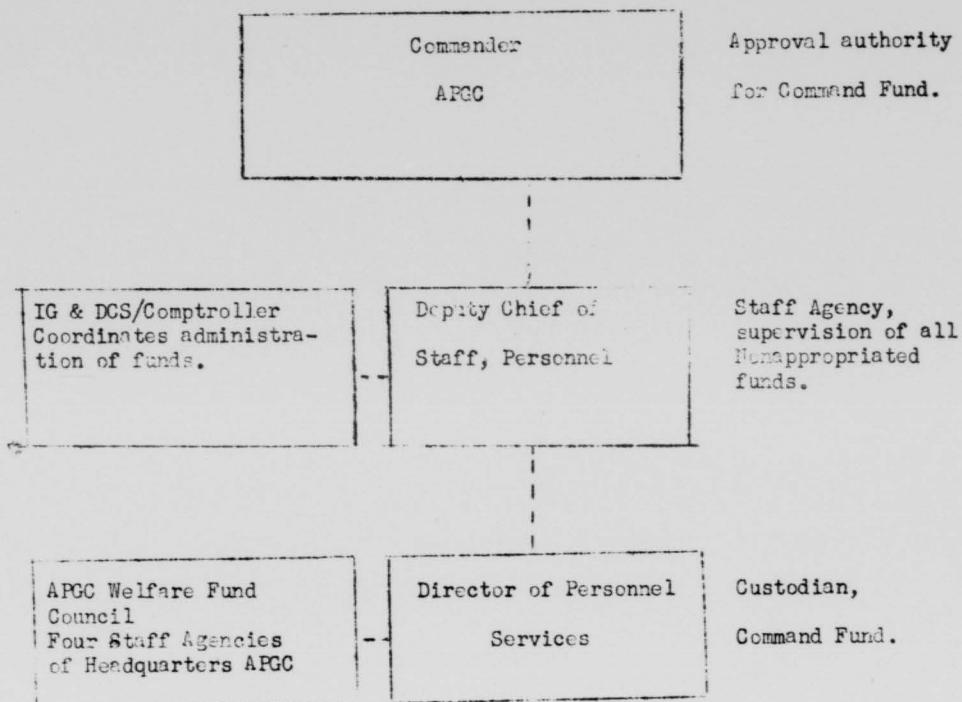
The annual program for this command for FY 1956 is presented in the same format with the general subjects following the outline established in Inclosure #2 to letter AFJNB 301.1 (9 March 1955), Headquarters USAF, subject: Command Program for Nonappropriated Funds and Related Welfare Activities, FY 1956, dated 13 May 1955.

1. Although the Air Proving Ground Command Welfare Fund, the Eglin Air Force Base Central Base Fund and Unit Funds were properly established and have been functioning effectively since then, no detailed information can be had from the local files to clearly establish activation dates. Records are not available from which such information as activation dates, directive establishing the funds, composition of first councils, custodians, level where funds were maintained and under what staff agency or commander, can be clearly itemized. It is known however that the Command and Central Base Funds have been administered from the level of Headquarters Air Proving Ground Command to the 3201st Air Base Group during the period of existence of such funds. An attempt was made to trace the movement of these funds from time of establishment to current date without avail. These funds have been in existence without detailed or policy guidance from Command or Base. The Air Force Regulations in the 176 series and allied Air Force Manuals have been the basic for the administration of these funds. Within the past two months Guide Lines for Air Proving Ground Command Welfare Fund Expenditures and sample letters of request for grants by the Base Welfare Fund and Unit

Funds have been published by Headquarters Air Proving Ground Command for use by the Welfare Fund Councils at Command and Base. In addition, a policy was established by this headquarters for annual funding of Air Force Sports Conference Competition. Also, an SOP was written to clarify administrative handling of all correspondence, reports, minutes and requests for grants between this headquarters and Eglin Air Force Base as well as between staff agencies.

2. Functional and organizational charts:

a. Air Proving Ground Command:



c. Explanation of functions: The custodian of the Central Base Fund has been and will continue to be, until 1 July 1955, the Custodian of the AFGC Welfare Fund. Both Headquarters Air Proving Ground Command and Headquarters Eglin Air Force Base, Florida are located on Eglin Air Force Base. Accountants and clerical personnel in the Consolidated Nonappropriated Welfare Fund Section have been utilized in the administration of the Command Fund. As of 1 July 1955 the Command Welfare Fund will be moved to Headquarters Air Proving Ground Command and the Assistant Director of Personnel Services will be appointed Custodian. The Central Base Fund has been until 1 July 1955, administered by the 3201st Air Base Group. Now the custodian is directly under the supervision of the Base Commander.

3. Personnel utilized on nonappropriated fund activities for primary duty.

a. None in Headquarters Air Proving Ground Command.

b. Headquarters Eglin Air Force Base:

<u>AUTHORIZED:</u>		<u>ASSIGNED:</u>	
1 Captain	6884	1 Lieutenant	7521 *
1 Master Sergeant	67270	1 Technical Sergeant	67270
1 Technical Sergeant	67270 X	2 Airman Third Class	67230
1 Staff Sergeant	67250	1 Airman Third Class	67010
1 Airman First Class	70250	1 Airman Third Class	70250

* As of 1 July 1955 this officer will be performing duty as the Custodian of the Central Base Fund in addition to duty as Base Education Officer. It is noted that within the past twelve months there have been four different custodians, each serving as an additional duty, except

the current officer who has been custodian since 2 May 1955 and is now on orders for overseas movement and will be relieved as custodian on 1 July 1955.

X Efforts are being made to authorize one additional Technical Sergeant with AFSC 64173 to account for Nonappropriated Welfare Fund property.

4. It is not anticipated at this time that any civilian personnel will be employed by nonappropriated fund activities. However, if the personnel shown in the Budget Estimate (Inclosure #2) cannot be hired from appropriated fund sources they must be employed by nonappropriated fund activities.

5. No problems in local public relations, legal, tax or licensing have been found during inspections of the past twelve months in the self-supporting (Sundry) funds and none are anticipated.

6. FY 1956 trends on prospective changes, plans, missions and scope of operation for non-revenue-producing morale and welfare activities are few. In strict compliance with paragraph 12e, Section III, Air Force Regulation 176-1, the command and base fund councils have considered expenditures from welfare funds primarily for the benefit of airmen. These benefits have been more than satisfactory for such personnel as far as the fund would permit. In the future more effort will be made to equalize the welfare and morale benefits for all military personnel and their dependents. Therefore, the construction of new facilities and the administration of future programs will include planning for married as well as single personnel, officers as well as airmen and their dependents. This is considered to be a just policy since over 70% of all officers and over 40% of all airmen are married and have families. These families spend more in the base exchange therefore generate more

nonappropriated funds than do the single personnel. More effort will be made in the future to stabilize welfare fund activities. Policies will be issued to assist in the administration of these funds. The Air Proving Ground Command Welfare Fund will be maintained at Headquarters APOC. The Custodian, Central Base Fund, Eglin Air Force Base will not be assigned additional duties. Assistance will be given in the training and cross-training of personnel assigned to nonappropriated fund activities for primary duty. Better supervision of these activities will be the aim for this command.

7. Budget expense estimates for the Command Welfare Fund, FY 1956, has been prepared in the required format and are listed as Inclosure #2, herewith.

8. It is recommended that the unit fund dividends be slightly reduced and the major air command dividend be increased to insure funds being used for base recreation facilities. It is apparent from review of the recreational facilities which have not been approved, due to lack of appropriated funds, that more assistance must be given from non-appropriated funds. This concept is being followed, whenever necessary, by this command. Several units of this command are retaining large sums of money in their unit funds. This utilization will be researched to determine if the personnel presently assigned to the unit are receiving a fair share of unit fund benefits during such assignment.

9. Information available to this command, at this time, indicates that there will be no requirements for financial assistance to the open messes of Eglin Air Force Base during FY 1956.

10. There are no special or non-recurring projects urgently required or eligible for consideration as grants in addition to normal needs budgeted for in the command estimate (Inclosure #2).

HEADQUARTERS
APCC WELFARE FUND
BUDGET ESTIMATE
FY 1956

SCHEDULE A
DATE 17 June 1955

	Real Property Facilities and Fixtures			Ath- letic Equip. & Sup.	Misc Equip. & Sup.	Personal Services (Wages & Salaries)	Other	Total
	Construction and Alteration	Air Cond.	Maint. and Repairs					
Service Clubs			\$500.00 Service Club Furniture					\$500.00
Unit Dayrooms					\$15,369.00 Furniture for 12 dayrooms			\$15,369.00
Libraries							\$3,000.00 Furniture for Library	3,000.00
Hobbies, Crafts & Arts						\$5,060.00 Recreation Supervisor (Arts & Crafts) GS-9	\$2,000.00 Hobby Reimburs- able Fund	5,060.00 2,000.00
Field Houses								
Athletic Fields				\$2,172.50 Model FB-50 Combination Football- Baseball Secre Board				2 172.50

APGC WELFARE FUND, BUDGET ESTIMATE, FY 1956, (CONT)

	Real Property Facilities and Fixtures			Ath- letic Equip. & Sup.	Misc. Equip. & Sup.	Personal Services (Wages & Salaries)	Other
	Construction and Alteration	Air Cond.	Maint. and Repairs				
Golf Courses							
Swimming Pools							
Other Sports				\$900.00 Fishing Equip.			\$200.00 Funding of AF Sports Confer- ence Competition. AFR 34- 46A
Chapels							
Dependents' Programs						\$5,050.00 Recreation Supervisor (Physical Education) GS-9	5
Free Entertainment						\$4,205.00 Recreation Leader (Dramatics) GS-7	

AIGC WELFARE FUND, BUDGET ESTIMATE, FY 1956, (CONT)

Real Property Facilities and Fixtures							
Construction and Alteration	Air Cond.	Maint. and Repairs	Ath- letic Equip. & Sup.	Misc Equip. & Sup.	Personal Services (Wages & Salaries)	Other	Total
Other \$49,000.00 Construct Amphi- theater							\$49,000.00
"						\$4,761.00 Command Courier 4,500 cys per issue 18 wks 1 Mar-30 June 56	4,761.00
"						\$2,000.00 Special Request for Amas Funds prorated to each unit	2,000.00
TOTALS		\$500.00	\$3,072.50	\$15,369.00	\$14,325.00	\$12,561.00	\$49,827.50

APGC WELFARE FUND BUDGET ESTIMATE
 FY 1956
 July 1955 thru June 1956

Funds required for Real Property Facilities and other Personnel
 Services activities is \$94,827.50.

The following lists indicates priority number and title of projects
 for FY 1956:

<u>PRIORITY NO.</u>	<u>TITLE</u>	<u>TOTAL ESTIMATED COST</u>	<u>FUNDS REQUIRED</u>
1.	Command Courier	\$ 4,761.00	\$ 4,761.00
2.	Construct Amphitheater	\$49,000.00	\$49,000.00
3.	Recreation Supervisor (Physical Education) GS-7	\$ 5,060.00	\$ 5,060.00
4.	Furniture for 12 dayrooms	\$15,369.00	\$15,369.00
5.	Model FB-50 Combination Football & Baseball Scoreboard	\$ 2,172.50	\$ 2,172.50
6.	Funding of Air Force Sports Conference Competition. AFR 34-46A	\$ 800.00	\$ 800.00
7.	Recreation Leader (Dramatics) GS-7	\$ 4,205.00	\$ 4,205.00
8.	Recreation Supervisor (Arts & Crafts) GS-9	\$ 5,060.00	\$ 5,060.00
9.	Special Request for Christmas Funds	\$ 2,000.00	\$ 2,000.00
10.	Fishing Equipment	\$ 900.00	\$ 900.00
11.	Hobby Reimbursable Fund	\$ 2,000.00	\$ 2,000.00
12.	Furniture for Library	\$ 3,000.00	\$ 3,000.00
13.	Danner Service Club Furniture Repair	\$ 500.00	\$ 500.00
	GRAND TOTAL	\$94,827.50	\$94,827.50

PROJECTS AND JUSTIFICATION

1. Command Courier, Eglin Air Force Base, Florida. 4,500 copies per week for 18 weeks @ \$264.50 per issue, 1 March 1956 thru 30 June 1956. Necessary to provide news concerning all activities of Eglin Air Force Base.

TOTAL ESTIMATED COST

\$ 4,761.00

FUNDS REQUIRED

\$ 4,761.00

2. Construct Amphitheater on Main Base to seat approximately 2,490 persons. Consisting of band shell, stage, dressing and storage rooms behind stage with heat in dressing rooms, latrines, lights, water, wooden seats on concrete bases and approximately 26,000 square yards of asphalt pavement. Necessary for presentation of large bands, USO shows and similar types of entertainment for airmen and officers of this command. There is no facility for large gatherings at this installation, except aircraft hangars, and when used, work must stop for period of set-up, presentation and tear-down of shows. Entertainment of this type is necessary for morale of personnel at this isolated installation. This facility will afford a pay-as-you-enter entertainment program for all personnel. Programs will soon become self supporting and not a constant drag on non-appropriated welfare fund. Also, to afford a facility to be used by the Base Training Section for official training activities. Presently only 600 persons can be assembled in the Base Theater at one time for unit or official training. Due to prevailing weather, this facility can be fully utilized from eight to nine months per year.

TOTAL ESTIMATED COST

\$49,000.00

FUNDS REQUIRED

\$49,000.00

3. Recreation Supervisor (Physical Education) GS-9. Necessary to provide a Dependents' Recreation Program for service personnel at this base. This position would be in line with policy contained in SAC-Wide (ZI)

Dependents' Recreation Conference, 26-27 October 1954. A final decision should be made by the Joint Welfare Board. At present, the Dependents' Recreation Program would have 902 children participating. This position would have the responsibility for giving encouragement, instruction, leadership and supervision in almost all major and minor recreation activities. Character development is particularly important in this specialization. It is not anticipated at this time that any civilian personnel will be employed by nonappropriated fund activities, however, if the personnel cannot be hired from appropriated fund sources, they must be employed by nonappropriated fund activities.

TOTAL ESTIMATED COST

\$ 5,060.00

FUNDS REQUIRED

\$ 5,060.00

4. Furniture for 12 dayrooms. There is insufficient dayroom furniture for assigned, attached and tenant units at Eglin Air Force Base. There is at present 12 units requesting Command Welfare Special Grants. The USAF has provided this base with new dormitory type quarters at an expense to make the career in the USAF more attractive and to encourage the young airmen to remain in the service. To carry this line of thought to the squadron level, a standard dayroom for all units should be established and making them comfortable would provide a home-like atmosphere. There is at present 41 units on base, however 21 dayroom units are up to sufficient standards.

TOTAL ESTIMATED COST

\$15,369.00

FUNDS REQUIRED

\$15,369.00

5. A Model FB-50 Combination Football-Baseball Score Board. Present wooden score boards are inadequate to take care of tremendous crowds at our football games. Results are operation of the football score board requires 3 airmen and two airmen for baseball. Part of the games are played at night due to excessive heat and humidity. The base price of above Model FB-50

complete with controls, telephone dials for fast working units, day and night, \$1,425.00. Price of underground type US Rubber Control Cable, (35¢ per feet 600 feet) \$210.00. Arrangements for sideline control of yards to go, \$50.00. Complete air compressor horn system, range one - half mile to one mile, \$250.00. Complete accessories for converting FB-50 football board to all electric baseball score board \$200.00. Transportation to destination, \$37.50. Warranty: One year against defective workmanship and material.

TOTAL ESTIMATED COST

\$ 2,172.50

FUNDS REQUIRED

\$ 2,172.50

6. Funding of Air Force Sports Conference Competition at Eglin Air Force Base, Florida. Necessary in line with policy contained in paragraph 6a, AFR 34-46A, 14 November 1952, Eglin Air Force Base request money be made available for additional expenses incurred as a result of Southeast Conference Sports Program. There is a total of 15 sports tournaments, 7 district play-offs and 15 Southeast Conference tournaments. These funds may be used only for prorata cost of conference tournament expenses to include officials, trophies and awards. They may not be used for messing or transportation expenses. This period will be from 1 January 1956 thru 30 June 1956.

TOTAL ESTIMATED COST

\$ 800.00

FUNDS REQUIRED

\$ 800.00

7. Recreation Leader (Dramatics) GS-7. The drama or entertainment leader would be at Eglin Air Force Base in such activities as the promotion and presentation of dramatic and variety shows, airman shows, talent contests, exhibitions, skits, plays, pageants and other productions which are presented by base personnel. Necessary for supervision such as stage management and preparation of scenery, costumes, properties and lighting. This position

would control scheduling and arranging for entertainment activities, arranging transportation, housing, messing and publicity of events. There is approximately 9,000 personnel at Eglin Air Force Base, however the facilities are excellent for show production and being isolated from large cities this position would due wonders for this base. It is not anticipated at this time that any civilian personnel will be employed by nonappropriated fund activities. However, if the personnel cannot be hired from appropriated fund sources they must be employed by nonappropriated fund activities.

TOTAL ESTIMATED COST

\$ 4,205.00

FUNDS REQUIRED

\$ 4,205.00

8. Recreation Supervisor (Arts & Crafts) GS-9. This is necessary at Eglin Air Force Base. The essential purpose of this position is to develop our Hobby Shop program, however this base is ideal for developing individual hobbies. This program has increased 50% since 17 January 1955. This position would encourage activities through instructions, lead, and direct individuals and groups in obtaining benefits of recreation from such activities as cabinet work, carving (wood, scap, plastic), work with ceramics and plastics etc. In addition to the above, the present hobby shop is ideal for boat building and excellent area for the development of automobile shop and boat building. The scope of this activities is beyond the manpower capability of existing Personnel Services personnel, however, it is not anticipated at this time that any civilian personnel will be employed by non-appropriated fund activities. But, if the personnel cannot be hired from appropriated fund sources they must be employed by nonappropriated fund activities.

TOTAL ESTIMATED COST

\$ 5,060.00

FUNDS REQUIRED

\$ 5,060.00

9. Special Request for Christmas Funds. Necessary for the annual Christmas decorations of mess halls, etc. This is pro-rated to 41 units at Eglin Air Force Base.

TOTAL ESTIMATED COST

\$ 2,000.00

FUNDS REQUIRED

\$ 2,000.00

10. Fishing Equipment. This project would help Base Personnel Services Supply in equipping the Special Services deep-sea fishing boats with new fishing equipment. At present there is four boats and are in use approximately seven days a week. In addition, this would give the Special Services Supply an initial start on fishing equipment so individual equipment can be checked out on a 72 hour loan basis. This area is ideal for fishing the full 12 months. The non-availability of such equipment from appropriated sources will be determined.

TOTAL ESTIMATED COST

\$ 900.00

FUNDS REQUIRED

\$ 900.00

11. Hobby Reimbursable Funds at Base Hobby Shop. A fund created by the Air Proving Ground Command Welfare Fund for the Base Nonappropriated Welfare Fund for the procurement of hobby reimbursable supplies. Necessary to purchase materials for resale to participants in the Hobby Shop. These materials include but will not be limited to model airplane kits, plastics, clay, metal, lumber, leather, lacings and finding and photographic paper. This hobby reimbursable supply program will promote an excellent hobby program and for the sole purpose of providing a readily accessible source of hobby reimbursable supplies to be used in making individual hobby projects. Due to the base being isolated this fund would almost double the initial request of \$2,000.00 in one years time.

TOTAL ESTIMATED COST

\$ 2,000.00

FUNDS REQUIRED

\$ 2,000.00

12. Furniture for Library. In relation to minor construction projects from appropriated funds for 3030 square feet, will be added to Base Library also including air conditioning. This furniture is necessary when the above space is added to old library at Eglin Air Force Base. The non-availability of such furniture from appropriated sources will be determined.

TOTAL ESTIMATED COST

\$ 3,000.00

FUNDS REQUIRED

\$ 3,000.00

13. Maintenance and Repair of Danner Service Club Furniture. In conjunction with Eglin Air Force Base Danner Service Club furniture and excellent utilization of the club facilities, it is felt that minor repair will be needed for the Fiscal Year 1956. This furniture is non-appropriated property. It is estimated that one percent damage will be done throughout the FY 1956. The net results of keeping furniture in good condition will give pride to the airmen personnel and a feeling of belonging to the Service Club.

TOTAL ESTIMATED COST

\$ 500.00

FUNDS REQUIRED

\$ 500.00

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
Washington 25, D. C.

AFJWB 301.1
(9 Mar 55)

13 May 1955

SUBJECT: Command Program for Nonappropriated Funds and Related Welfare
Activities, FY 1956

TO: Commander
Air Proving Ground Command
Eglin Air Force Base
Florida

1. In a memorandum for the Chairman, Joint Welfare Board, Departments of the Army and the Air Force (Inclosure 1), the Assistant Vice Chief of Staff has requested the establishment of an annual program covering nonappropriated funds and welfare activities. This program will be world-wide in scope and designed to inform the Secretary of the Air Force and Chief of Staff of facts significant for broad policy and control purposes, including such external factors as may bear upon the activities.

2. An annual program will be prepared and forwarded to the Joint Welfare Board, Departments of the Army and the Air Force, Washington 25, D. C., not later than 30 June 1955. The annual program will be prepared in accordance with the instructions contained in Inclosure 2.

3. Utilization, status, overall benefit, and policy control of non-appropriated welfare funds will be reviewed and analyzed throughout the Air Force for the purpose of seeking increased uniformity, equity and efficiency in the management of revenue-producing activities and the Air Force welfare programs which they support.

4. The following programming guides are suggested:

a. The broad welfare program goal is uniformity of nonappropriated fund services and welfare benefits for all Air Force personnel and their dependents, wherever they may be serving.

b. Recreation programs and facilities are to neither austere nor extravagant, but reasonable consistent with standards that have received past public acceptance and appropriated fund support at permanent installations in the United States.

c. Adequate free-time welfare, morale, and recreational activities should be provided, operated, and maintained through financial support from appropriated funds. Nonappropriated funds are to be used to supplement the cost of programs for these activities.

5. In addition to preparing the annual program report for the Secretaries of the Army and Air Force, the Joint Welfare Board establishes annual budgets for the Army and Air Force Exchange and Motion Picture Services with the dual objectives of attaining:

a. Maximum services to patrons at the lowest reasonable prices consistent with minimum operating costs and welfare fund requirements.

b. Reasonable profits sufficient to meet world-wide exchange and motion picture service working capital requirements as well as to provide dividends which supplement appropriated funds available for welfare activities.

6. Projected requirements for nonappropriated welfare funds during FY 1956 are needed not only for the initial annual report to the Secretary of the Air Force and the Chief of Staff but for use in establishing Exchange and Motion Picture Services pricing and profit goals for FY 1956.

7. Requirements for nonappropriated fund assistance for welfare programs must be reviewed and integrated with appropriated fund requirements for such programs. (See paragraph 4, AR 210-50/AFR 176-1). Continually increasing demands upon nonappropriated fund sources can only result in increased prices for exchange merchandise and services at direct cost to military personnel.

8. Inclosure 2 provides format for use in the initial FY 1956 annual program report to the Chief of Staff and for determining nonappropriated fund requirements for FY 1956 as a basis for budgeting revenue-producing operations.

9. Quarterly progress reports will be prescribed by separate directives.

BY ORDER OF THE CHIEF OF STAFF:

2 Incl

1. Memo 7 Apr 55
fr Asst Vice Chief of Staff
2. Annual Program Instr

s/E. W. Metzger, Jr.
t/E. W. METZGER, JR.
Lt. Colonel, USAF
Assistant Air Adjutant General

C
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P
Y

DEPARTMENT OF THE AIR FORCE
OFFICE OF THE CHIEF OF STAFF
UNITED STATES AIR FORCE
WASHINGTON 25, D. C.

7 April 1955

MEMORANDUM FOR: CHAIRMAN, JOINT WELFARE BOARD, DEPARTMENTS OF
THE ARMY AND THE AIR FORCE

SUBJECT: Nonappropriated Funds and Related Welfare Activities
Program, Progress and Status Reports

1. In order that the Secretary of the Air Force and the Chief of Staff may properly discharge their responsibilities, it is considered that they should be made more cognizant of the operations of the Joint Welfare Board. It is therefore requested that the Joint Welfare Board provide for the information of the Secretary of the Air Force, through the Chief of Staff, recurring program and progress reports of nonappropriated funds and related activities administered jointly by the Board under AFR 176-1/AR 210-50.

2. Annual program and quarterly progress reports will be world-wide in scope and designed to inform the Secretary and the Chief of Staff of facts significant for broad policy and control purposes, including such external factors as may bear upon the activities.

3. Report construction will be narrative, and highlight problems, changes, trends, plans, actions, accomplishments and operational results measured against an annually planned program. The narrative will be augmented by a minimum of condensed statistical data considered necessary by the Joint Welfare Board. Progress reports will be submitted quarterly subsequent to inaugural annual program of activities for Fiscal Year 1956.

4. It is suggested that the Joint Welfare Board also report concurrently to the Secretary and Chief of Staff of the Army. Addenda of interest only to the Air Force or Army, respectively, may be prepared as appropriate.

Incl #1

/s/Robert W. Burns
/t/ROBERT W. BURNS
Major General, U. S. Air Force
Assistant Vice Chief of Staff

NONAPPROPRIATED FUNDS AND RELATED WELFARE ACTIVITIES

ANNUAL PROGRAM

INTRODUCTION. The FY 1956 program on nonappropriated fund activities will include historical background, policy and command philosophy material needed to initially orient the Secretary of the Air Force and Chief of Staff relative to the worldwide character and management of morale programs.

GENERAL SUBJECTS

1. Brief historical background of nonappropriated fund activities including major command policies and controls.
2. Functional and organizational charts of major nonappropriated fund activities and their staff relationships, including command regulations establishing appropriate control boards and operational agencies.
3. Number of officer personnel and number of airmen personnel to be utilized on nonappropriated fund activities for primary duty.
4. Civilian personnel to be employed by nonappropriated fund activities.
5. Problems in local public relations, legal, tax, licensing, etc., fields currently or prospectively facing operation of self-supporting enterprises.
6. FY 1956 trends or prospective changes, plans, missions and scope of operations for non-revenue-producing morale and welfare activities.
7. Budget expense estimates for command welfare fund, FY 1956, prepared in format shown on Schedule A, this inclosure.
8. Recommended dividend rates for Central Post Funds and Unit Funds, FY 1956.
9. Estimate of FY 1956 loan requirements for open messes.
10. Estimate of special or non-recurring projects urgently required and eligible for consideration as grants in addition to normal needs budgeted in Schedule A.

MAJOR COMMAND HEADQUARTERS
 COMMAND WELFARE FUND
 BUDGET ESTIMATE
 FY 1956

SCHEDULE 4
 DATE

	Real Property Facilities and Fixtures			Ath- letic Equip. Sup.	Misc Equip. & Sup.	Personal Services (Wages & Salaries)	Other	Total
	Construction and Alteration	Air Cond.	Maint. and Repairs					
Service Clubs								
Unit Dayrooms								
Libraries								
Hobbies, Crafts & Arts								
Field Houses								
Athletic Fields								
Golf Courses								
Swimming Pools								
Other Sports								
Chapels								
Dependents' Programs								
Free Entertainment								
Other								
TOTALS								

- 1. ASSUMPTIONS:** a. That appropriated funds for FY 1956 will be allocated to major commands as budgeted.

b. That nonappropriated welfare funds will be available for FY 1956 in approximately the same amount as for FY 1955.
- 2. JUSTIFICATIONS:** Each activity and project will be justified to include necessity, priority assigned and standards of facilities, supplies and services to be attained. Format and detailed justification to follow same standards as appropriated fund budget estimates.
- 3. INFORMATION:** Consideration is being given to allocation of nonappropriated welfare funds to major commands on actual requirements which are justified in budget estimates rather than allocation on a strength basis.

APPENDIX IV

APGCM 50-1

AIR PROVING GROUND COMMAND MANUAL

TRAINING

APGC
TRAINING
MANUAL



20 JULY 1955

HEADQUARTERS AIR PROVING GROUND COMMAND
EGLIN AIR FORCE BASE, FLORIDA

APGCM 50-1

AIR PROVING GROUND COMMAND MANUAL

TRAINING

APGC
TRAINING
MANUAL



20 JULY 1955

HEADQUARTERS AIR PROVING GROUND COMMAND
EGLIN AIR FORCE BASE, FLORIDA

FOREWORD

1. Purpose. This manual provides a consolidated directive for all phases of training, except formal officer schools and flying training, within the Air Proving Ground Command and will be utilized in lieu of numbered supplements to Air Force and APGC directives on training.

2. Scope. This manual applies to and will be maintained by all staff agencies and all units of the Air Proving Ground Command.

3. Structure.

a. *Chapters.* Each chapter of this manual, or each titled section thereof, is a separate entity providing instructions and information relative to the subject matter concerned.

b. *Page Sequence.* A separate page sequence is given each chapter. The pages are numbered by arabic numerals and the date of issue is shown on each page. For example, page 2-2A will follow page 2-2 (Chapter 2, page 2) in order that an amendment requiring additional pages can be inserted and numbered in proper sequence. When one page is to replace another, it will bear the same number but will indicate the date of publication (effective date) of the new page. The old page will be removed and the new page inserted in its place.

4. Format of Pages and Placement of Page Numbers.

a. The chapter number and page number are indicated in arabic numerals in the lower right corner of each page of the manual. For example, page 17 of Chapter 2 is written: 2-17.

b. The effective date of the information contained on each page will be indicated in the upper left corner of that page. Pages which contain changes will be so indicated by the word "(revised)" following the effective date. This is the date upon which the change is to become effective.

5. Distribution. The chapters of this manual will be developed in increments by publishing chapters or pages as the necessity for them arises. Additional or replacement copies will be obtained as outlined in paragraph 15, APGC Regulation 5-5.

6. Changes.

a. Recommended additions or deletions to this manual will be forwarded through normal channels to this headquarters (Attn: DCS/P-T).

b. Numbered amendment sheets and revised pages will be utilized to effect changes to this manual.

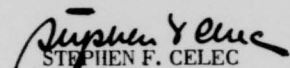
* This manual supersedes APGC Manual 50-1, 9 Apr 54, including change 50-1A, 29 Oct 54, and APGC Regulations 50-1, 27 Nov 53; 50-4, 9 Oct 51; 50-5, 23 Nov 53; and 50-12, 14 May 53

APGC Manual 50-1

BY ORDER OF THE COMMANDER:

OFFICIAL:

DANIEL S. CAMPBELL
Brigadier General, USAF
Deputy Commander


STEPHEN F. CELEC
Major, USAF
Assistant Adjutant

DISTRIBUTION "S"

Table of Contents

	<i>Paragraph</i>	<i>Page</i>
CHAPTER 1 - ON-THE-JOB TRAINING		
PURPOSE	1	1-1
SCOPE	2	1-1
DEFINITIONS	3	1-1
GENERAL	4	1-1
ON-THE-JOB TRAINING PACKAGED PROGRAMS	5	1-2
RESPONSIBILITIES	6	1-2
REFERENCES	7	1-4
CHAPTER 2 - MILITARY TRAINING		
SECTION I - GENERAL		
PURPOSE	1	2-1
GENERAL	2	2-1
POLICIES	3	2-1
RESPONSIBILITIES	4	2-1
REQUIREMENTS	5	2-2
REFERENCES	6	2-7
TRAINING AIDS	7	2-11
SECTION II - BASE CONDUCTED COURSES		
PURPOSE	8	2-16
GENERAL	9	2-16
RESPONSIBILITIES	10	2-16
PROCEDURES	11	2-17
SECTION III - APGC NONCOMMISSIONED OFFICER ACADEMY		
PURPOSE	12	2-19
SCOPE	13	2-19
MISSION	14	2-19
RANGE OF INSTRUCTION	15	2-19
COURSE FREQUENCY AND DURATION	16	2-19
RESPONSIBILITIES	17	2-20
SELECTION PROCEDURE	18	2-20
OPERATING PROCEDURE	19	2-22
ADMINISTRATIVE RELEASE PROCEDURE	20	2-23
SECTION IV - PRIMARY MANAGEMENT COURSE		
PURPOSE	21	2-24
POLICIES	22	2-24
OBJECTIVE	23	2-25
SELECTION CRITERIA	24	2-25
SECTION V - BASE TYPING COURSE		
PURPOSE	25	2-26
OBJECTIVE	26	2-26
SELECTION CRITERIA	27	2-26

20 July 1955

APGC Manual 50-1

	<i>Paragraph</i>	<i>Page</i>
SECTION VI - STENOGRAPHIC COURSE		
PURPOSE	28	
OBJECTIVE	29	2-27
SELECTION CRITERIA	30	2-27
SECTION VII - CBR COURSE		
PURPOSE	31	2-28
RESPONSIBILITIES	32	2-28
REQUIREMENTS	33	2-28
SECTION VIII - BASE DRIVERS COURSE		
PURPOSE	34	2-29
OBJECTIVE	35	2-29
REQUIREMENTS	36	2-29
QUOTA ALLOCATION	37	2-29
SECTION IX - UNIT SUPPLY REFRESHER COURSE		
PURPOSE	38	2-30
OBJECTIVE	39	2-30
SELECTION CRITERIA	40	2-30
CHAPTER 3 - TRAINING FILMS, FILM STRIPS, AND SLIDES		
PURPOSE	1	3-1
POLICY	2	3-1
RESPONSIBILITIES	3	3-1
REFERENCES	4	3-2
CHAPTER 4 - TECHNICAL SCHOOLS DIVISION		
SECTION I - GENERAL		
PURPOSE	1	4-1
SCOPE	2	4-1
DEFINITIONS	3	4-1
RESPONSIBILITIES	4	4-1
SECTION II - SPECIAL AND FACTORY TRAINING		
SELECTION CRITERIA	5	4-4
PROCEDURES	6	4-4
ADDITIONAL INFORMATION	7	4-6
SECTION III - PHASE III USAF TRAINING PROSPECTUS		
REQUIREMENTS PROCEDURES	8	4-8
APPENDIX "A"		4-9
APPENDIX "B"		4-11
APPENDIX "C"		4-12

20 July 1955

AFGC Manual 50-1

	<i>Paragraph</i>	<i>Page</i>
SECTION VI - STENOGRAPHIC COURSE		
PURPOSE	28	2-27
OBJECTIVE	29	2-27
SELECTION CRITERIA	30	2-27
SECTION VII - CBR COURSE		
PURPOSE	31	2-28
RESPONSIBILITIES	32	2-28
REQUIREMENTS	33	2-28
SECTION VIII - BASE DRIVERS COURSE		
PURPOSE	34	2-29
OBJECTIVE	35	2-29
REQUIREMENTS	36	2-29
QUOTA ALLOCATION	37	2-29
SECTION IX - UNIT SUPPLY REFRESHER COURSE		
PURPOSE	38	2-30
OBJECTIVE	39	2-30
SELECTION CRITERIA	40	2-30
CHAPTER 3 - TRAINING FILMS, FILM STRIPS, AND SLIDES		
PURPOSE	1	3-1
POLICY	2	3-1
RESPONSIBILITIES	3	3-1
REFERENCES	4	3-2
CHAPTER 4 - TECHNICAL SCHOOLS DIVISION		
SECTION I - GENERAL		
PURPOSE	1	4-1
SCOPE	2	4-1
DEFINITIONS	3	4-1
RESPONSIBILITIES	4	4-1
SECTION II - SPECIAL AND FACTORY TRAINING		
SELECTION CRITERIA	5	4-4
PROCEDURES	6	4-4
ADDITIONAL INFORMATION	7	4-6
SECTION III - PHASE III USAF TRAINING PROSPECTUS		
REQUIREMENTS PROCEDURES	8	4-8
APPENDIX "A"		4-9
APPENDIX "B"		4-11
APPENDIX "C"		4-12

20 July 1955

APGC Manual 50-1

	<i>Paragraph</i>	<i>Page</i>
CHAPTER 5 - TRAINING REPORTS		
SECTION I - GENERAL		
PURPOSE	1	5-1
SCOPE	2	5-1
REFERENCES	3	5-1
SECTION II - MILITARY TRAINING REPORTS		
MONTHLY UNIT MILITARY TRAINING REPORT (RCS: 1-APGC-T2)	4	5-3
BASE OR WING COURSE TRAINING REPORT (RCS: 2-APGC-T2)	5	5-3
ROSTER OF PASSIVE DEFENSE PERSONNEL (RCS: 3-APGC-T2)	6	5-3
SECTION III - TECHNICAL TRAINING REPORTS		
APGC SPECIAL TRAINING STATUS REPORT (RCS: 4-APGC-T2)	7	5-5
UNIT MONTHLY SPECIAL TRAINING STATUS REPORT	8	5-5
PHASE III USAF PROSPECTUS TRAINING REQUIREMENTS REPORT	9	5-6
REPORTS CONTROL SYMBOL	10	5-6
SECTION IV - ON-THE-JOB TRAINING RECORDS		
APGC UP-GRADE TRAINING REPORT (RCS: 1-AF-T18)	11	5-7
APGC CROSS-TRAINING REPORT (RCS: 2-AF-T18)	12	5-7
APPENDIX "A"		5-8
APPENDIX "B"		5-9
CHAPTER 6 - APGC INDIVIDUAL TRAINING RECORD (APGC FORM 61)		
PURPOSE	1	6-1
USE	2	6-1
SUPPLY OF FORMS	3	6-1
DISPOSITION INSTRUCTIONS	4	6-1

20 Jul 55

APGC Manual 50-1
Chap 1

CHAPTER 1

ON-THE-JOB TRAINING

1. PURPOSE. The purpose of this chapter is to establish the system for on-the-job training within this command.

2. SCOPE. The provisions of this chapter are applicable to all personnel within this command.

3. DEFINITIONS.

a. Trainer: A person appointed by his officer in charge or noncommissioned officer in charge to instruct personnel undergoing on-the-job training.

b. Trainee: A person officially training, by authority of Personnel Action Memoranda, within the definition of on-the-job training as outlined in Air Force Regulation 52-2.

4. GENERAL.

a. When appointing a trainer, care should be exercised in selection for leadership ability and qualifications in the Air Force specialty in which he will instruct.

b. On-the-Job Training Packaged Programs and Air Training Command Training Standards, when available, will be used in training personnel in Air Force specialties. On-the-job training standards will be used by the trainer as a guide to mandatory proficiency requirements for each phase of training as outlined therein.

c. There is no specified limitation governing the number of persons to receive on-the-job training for up-grading to the 3 and 5 skill levels. Commanders, however, should place special emphasis on on-the-job training within the hard core skill areas (i. e. 20, 30, 40, career fields - those for which training in formal schools is mandatory). Commanders will insure that ample training will take place to satisfy current and projected manning authorizations at the skilled and supervisory level within these specialties.

d. Up-grade training to the 7-skill level will be in accordance with the provisions of AFM 35-1 and Project Guidance directives. Commanders are encouraged to restrict up-grade training to the supervisory level to career minded personnel who possess special qualifications in Air Force leadership. Training to the 7 level will be accomplished with a view of satisfying current and projected manning and authorized overage quotas.

5. ON-THE-JOB TRAINING PACKAGED PROGRAMS.

a. Lending libraries of On-the-Job Training Packaged Programs will be established in each squadron or separate unit of this command for the maintenance, storage, and maximum use of these programs.

b. On-the-Job Training Packaged Programs will be loaned on hand receipt basis to trainers and trainees, and will be returned to the lending library when not in use.

c. Under no circumstances will any On-the-Job Training Packaged Program be "pigeon-holed."

6. RESPONSIBILITIES. In addition to the responsibilities listed in Air Force Regulation 52-2, the following personnel are responsible for the items listed below:

a. Trainers at all levels are responsible for:

- (1) A thorough understanding of all directives pertinent to on-the-job training.
- (2) Familiarizing trainees with their job description as outlined in Air Force Regulation 35- (400 series) and Air Force Manual 35-1, as currently amended.
- (3) Personally notifying each trainee under their supervision of his progress once each week, and of discussing any pertinent deficiencies with him at that time.

20 Jul 55

APGC Manual 50-1
Chap 1

- (4) Personally notifying each trainee upon completion of each phase or task outlined in the on-the-job training progress record and Air Force Form 623.
- (5) Instructing each trainee in the care and maintenance of tools, equipment, and property associated with his duties.
- (6) Familiarizing each trainee with the Air Force Job Knowledge Testing Program or the Airman Proficiency Testing Program, whichever is applicable.
- (7) Conducting periodic tests and maintaining record of results on Air Force Form 623.
- (8) Securing training aids from appropriate source as directed.
- (9) Properly maintaining Air Force Form 623 and training progress records as outlined in Air Force Regulation 52-2 and this manual and submission of completed forms to the appropriate headquarters.

b. On-the-job training supervisors at wing, group, and squadron or separate unit level are responsible for:

- (1) Monitoring necessary records and reports for authenticity and completeness.
- (2) Maintaining a current roster of on-the-job training program supervisors of the next lower echelon.
- (3) Maintaining records of personnel currently on-the-job training, the authority placing them on-the-job training, and a list of personnel entering and completing on-the-job training each month.
- (4) Obtaining on-the-job training study materials, guides, packaged courses and training devices necessary to accomplish the on-the-job training program.

20 Jul 55

APGC Manual 50-1
Chap 1

- (5) Establishing and maintaining close coordination with the Air Proving Ground Command on-the-job training program supervisor.

7. REFERENCES.

- a. Air Force Regulation 52-2, 18 February 1954.
- b. Paragraph 3d, Air Force Regulation 39-6, 21 April 1953.

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

CHAPTER 2

MILITARY TRAINING

SECTION I - GENERAL

1. PURPOSE. The purpose of this chapter is to outline policies and procedures governing military training within the Air Proving Ground Command.

2. GENERAL. Military training is ground training consisting of air indoctrination encampments, base conducted courses, and unit training. This chapter prescribes the type of military training and the minimum requirements therefor, for all military personnel of this command.

3. POLICIES.

a. The general policies governing unit military training are outlined in Air Force Manual 50-7.

b. Unit training will be conducted in three separate groups:

(1) Officers

(2) Noncommissioned officers

(3) Airmen

c. Attendance of all personnel will not be required at certain subjects in the Unit Training Program. However, when attendance is mandatory for anyone of the groups listed in paragraph 3b, above, appropriate action will be initiated against personnel who fail to attend. The obligation of officers and noncommissioned officers to attend will be emphasized. (See paragraph 5, below.)

4. RESPONSIBILITIES.

a. The Commander, Eglin Air Force Base is responsible for providing adequate facilities for unit training as directed by Headquarters Air Proving Ground Command.

20 Jul 55

APGC Manual 50-1
Sec 1, Chap 2

- b. Commanders at all levels of Air Proving Ground Command are responsible for complying with the provisions of this manual.
- c. The administration of the program and the level of instruction will, at all times, be compatible with rank and dignity.

5. REQUIREMENTS.

- a. Passive Defense: Passive defense measures limit the effectiveness of an enemy chemical, biological or radiological attack. Hereafter these elements will be referred to as CW, BW, and RW or CBR.
 - (1) Chemical Warfare (CW): The use of chemical agents against combat personnel and civilian populace to kill, injure, and harass personnel, deny observation and render materiel unusable.
 - (a) A minimum of two hours refresher training annually for all military personnel.
 - (b) It is permissible to satisfy this requirement with gas chamber or field exercises which will be preceded by a CW briefing in each unit.
 - (2) Biological Warfare (BW): The deliberate use of living organisms or their toxic products to produce death, disease, or injury in man, animals, and plants. A minimum of two hours refresher training annually is required for all military personnel in the defensive and protective aspects of BW.
 - (3) Radiological Warfare (RW): Any of a family of substances that produce casualties by emitting radiation. The term applies to radioactive materials which might be disseminated as a dust or cloud for casualty effect and to radioactive by-products associated with an atomic explosion. A minimum of two hours refresher training annually in the defensive and protective aspects of Radiological Warfare is required for all military personnel.

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

b. Arms Familiarization:

- (1) A minimum of two hours annually of pre-firing and operator's maintenance instruction for all military personnel, by qualified unit personnel, followed by a record firing course for familiarization within one week of the pre-firing instruction.
- (2) The record firing course for familiarization prescribed above will be accomplished by each individual except general officers, air chaplains, women of the Air Force, and officers and airmen assigned and performing medical duties. A minimum of thirty rounds will be fired from three positions: standing, prone, and a choice of either kneeling or sitting, using the appropriate weapon(s) as follows:
 - (a) Officers, warrant officers, and airmen on flying status - caliber .45 pistol.
 - (b) Officers not on flying status - caliber .30 carbine or .45 pistol.
 - (c) Airmen not on flying status - caliber .30 carbine.
 - (d) Personnel authorized sub-machine gun - sub-machine gun.
 - (e) Personnel, other than Air Police, whose duties require them to be armed regularly or occasionally with the caliber .45 pistols (M/Sgt's, classified couriers, etc) will fire both the caliber .45 pistol and the caliber .30 carbine.
 - (f) Air Police will, when practicable, fire for familiarization all weapons authorized the Air Police squadron.
- (3) Each unit concerned will provide:
 - (a) Necessary range officers (this detail will not be delegated to an NCO).

(b) Details for policing the firing range and cleaning of weapons used, as required by firing range supervisory personnel.

c. Demolition Training: A minimum of two hours refresher training annually for all military personnel.

d. Security:

(1) A minimum of two hours refresher training annually for all military personnel.

(2) All military personnel will:

(a) Have an adequate working knowledge of:

1. The meaning of and problems encountered in internal security.
2. Security indoctrination programs.
3. Location of and procedures for safeguarding restricted areas.
4. Physical safeguards.
5. Personnel security investigations, including the necessity for, procedures and results thereof.
6. Safeguarding classified documents and information.

(b) Be familiar with:

1. Personnel circulation control systems.
2. Supervision and inspection of internal security measures and programs.

e. Hurricane and Domestic Emergency Plan: A minimum of two hours refresher training annually for all military personnel.

f. Physical Training: Physical training will be on a voluntary basis; it is the responsibility of all military personnel to maintain themselves in top physical and mental condition at all times.

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

g. Customs and Courtesies of the Service:

- (1) A minimum of one hour refresher training annually for all company grade officers, noncommissioned officers, and airmen.
- (2) All officers and key noncommissioned officers will be proficient in the art of instructing individuals with and without side arms, as outlined in Air Force Manual 50-14.
- (3) All airmen and noncommissioned officers will:
 - (a) Be proficient in the art of drilling.
 - (b) Have a knowledge of Air Force ceremonies and honors given distinguished visitors.
- (4) All military personnel will be familiar with, and display knowledge of, customs and courtesies of the service.

h. Ground Safety:

- (1) A minimum of two hours refresher training annually for all company grade officers, noncommissioned officers, and airmen.
- (2) These personnel will be continually trained in all aspects of Ground Safety to the extent that:
 - (a) Individuals have an adequate working knowledge of the necessity for and importance of Ground Safety.
 - (b) Supervisors will be proficient in the supervision and proper procedures of the Ground Safety Program within their respective units.

i. Fire Prevention: A minimum of two hours refresher training annually for all company grade officers, noncommissioned officers, and airmen.

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

j. First Aid: A minimum of one hour refresher training annually for all company grade officers, none commissioned officers, and airmen.

k. Aircraft and Ship Recognition:

- (1) A minimum of one hour refresher training annually for all company grade officers, none commissioned officers, and airmen.
- (2) All military personnel will:
 - (a) Become familiar with civil and military long range aircraft of all nations.
 - (b) Become familiar with other aircraft of shorter range which operate through air approaches to the continental United States.
 - (c) Be trained in general procedures for ship recognition.
 - (d) Formulate, by flash training, a concept of the overall shape impression unique to a particular aircraft.

l. Uniforms and Grades of Leading Military Powers: A minimum of one hour refresher training annually for all airmen (four lower grades) to include familiarization with the uniforms and grades of leading military powers.

m. Personal Hygiene: A minimum of one hour refresher training annually for all airmen (four lower grades).

n. Military Sanitation:

- (1) A minimum of one hour refresher training annually for all airmen (four lower grades).
- (2) These personnel will have a knowledge of the practical health rules and regulations governing base and field sanitation.

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

o. Communicable Diseases:

- (1) Those diseases transmitted by personal contact between persons, insects, or animals.
- (2) A minimum of one hour refresher training for all airmen (four lower grades).

p. Care and Responsibility of Government Equipment: A minimum of one hour refresher training annually for all airmen (four lower grades).

6. REFERENCES.

a. Aircraft and Ship Recognition:

- (1) Air Force Manual 50-12
- (2) Air Force Manual 95-2

b. Arms Familiarization:

- (1) AFR 50-13
- (2) AFR 50-22
- (3) AFR 125-16
- (4) TO 39B-1-8
- (5) TO 39-1-4
- (6) FM 23-30
- (7) FM 23-41
- (8) FM 23-55
- (9) FM 23-65
- (10) AFM 50-7

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

(11) AFM 50-14

(12) AFM 50-17

c. Biological Warfare: AFR 355-3, AFL 355-3 and
AFM 355-9

(1) "Biological Warfare Defense" - AF Pamphlet 355-1-1

(2) "Biological Warfare" - APGCM 50-2 (Tent)

(3) "Peace or Pestilence" - Rosebury

(4) "Fundamentals and Principles of Bacteriology" - Sable

(5) "Fundamentals of Bacteriology" - Probishes

(6) "Principles and Practices of Bacteriology" - Bryan

(7) "Defense Against Biological Attack" - Cml C Sch
Text No. 3-153.

d. Care and Responsibilities in the Handling of Government
Property:

(1) AFR 205-1

(2) AFR 67-10

(3) AFM 67-1

e. Chemical Warfare:

(1) AFR 50-25

(2) AFR 355-3

(3) AFL 355-3

(4) AFR 136-7

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

- (a) "Defense Against Chemical Attack" - FM 21-40
or AFM 355-9
 - (b) "Chemistry in Warfare" - Hassel, Martin & Hassel
- f. Communicable Diseases:
- (1) Air Force Unit Training Standard 160-1
 - (2) Air Force Regulation 160-93
 - (3) Air Force Manual 50-7
 - (4) FM 21-10
- g. Customs and Courtesies of Service:
- (1) AFM 50-14
 - (2) AFM 34-8
 - (3) AFM 900-2
 - (4) AFR 34-64
 - (5) AFR 900-5
- h. Demolition Training: AFM 50-7
- i. Domestic Emergency Plan: Domestic Emergency Operations
Plan 2-53, Eglin Air Force Base
- j. Fire Prevention: AFGCR 92-3
- k. First Aid: FM 8-50
- l. Ground Safety:
- (1) AFR's in the 32 series, except 32-14 and
32-15
 - (2) AFM 32-4

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

m. Hurricane and Domestic Emergency Plan:

- (1) EAFB Operations Plan - 1-53
- (2) Domestic Emergency Plan - 2-53

n. Military Sanitation: FM 21-10

o. Personal Hygiene: To be added later

p. Physical Training:

- (1) APGCR 50-10
- (2) AFM 50-14

q. Radiological Warfare:

- (1) AFR 355-3
- (2) AFL 355-3
- (3) AFM 355-9

r. Security:

- (1) AFM 205-4
- (2) AFR 205-1
- (3) AFR 205-5

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

s. Uniforms and Grades of Leading Military Powers: References to this subject are in the process of being printed and distributed.

7. TRAINING AIDS.

a. Aircraft and Ship Recognition:

- (1) TF-1-907 Identification of USAF Aircraft
- (2) TF-1-3697 Recognition of Ships Nomenclature
- (3) TF-1-4817 Aircraft Recognition, Soviet Jet
- (4) WF-47-48 Identification, Three Point System of Surface Vessel Warships
- (5) TF-1-28032 Aircraft Recognition KT

b. Arms Familiarization:

- (1) TF 1-4291 Carbine US Caliber 30-M1
- (2) TF 1-4030 Fundamentals of Small Arms Weapons Part I
- (3) TF 1-4031 Fundamentals of Small Arms Weapons Part II
- (4) TF 1-4032 Fundamentals of Small Arms Weapons Part III
- (5) TF 1-4439 Sub-Machine Gun Caliber .45 M3
- (6) TF 1-4735 M2 Carbine
- (7) TF 1-4736 Rifle, Automatic, Caliber .30 Browning
- (8) M1918 A2

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

(9) FS 1-469 Safety in Handling Firearms Part I

(10) FS 1-470 Safety in Handling Firearms Part II

c. Biological Warfare: TF 3-1766 Chemical, Biological,
Radiological Warfare

d. Chemical Warfare:

(1) FS 8-65 Chemical Warfare Injuries, Prophylaxis
and Therapy Part I

(2) FS 8-66 Chemical Warfare Injuries, Prophylaxis
and Therapy Part II

(3) FS 8-67 Chemical Warfare Injuries, Prophylaxis and
Therapy Part III

(4) FS 8-68 Chemical Warfare Injuries, Prophylaxis and
Therapy Part IV

(5) FS 8-80 First Aid Kit for Gas Casualties

(6) TF 1-4173 Decontamination Procedures Part I
Personnel and Areas

(7) TF 1-4774 Part II Equipment

(8) TF 1-4175 Defense Against Chemical Warfare

(9) TF 1-4184 Individual Protection Against Chemical
Agents

(10) TF 1-4628 Decontamination Procedures - Basic Tech

e. Communicable Diseases:

(1) TF 8-999 The Fly

(2) TF 8-1474 Miracle of Living

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

f. Demolition Training:

- (1) TF 5-1377 Explosives and Demolition
- (2) TF 5-573 Explosives and Demolition
- (3) FB 198 Explosives and Demolition

g. Fire Prevention:

- (1) FS1-122 Prevention Rules
- (2) TF 1-4460 Chemistry of Fire

h. First Aid: TF 8-2049 First Aid for Non-Battle Injuries

i. Radiological Warfare:

- (1) TF 3-1766 Chemical, Biological, Radiological Warfare
- (2) TF 1-4689 Introduction to Radiological Detection
- (3) TF 1-4688 Effects of Atomic Explosion
- (4) TF 1-4610 General Effects A Bomb Hiroshima and Nagasaki
- (5) TF 1-4611 Damaging Effects A Bomb Compared to Conventional Bomb
- (6) TF 1-4613 The Strategic Attack
- (7) TF 1-4673 Medical Effects A Bomb (Physical Destruction)
- (8) TF 1-4675 Medical Effects A Bomb (Medical Service)
- (9) TF 1-4687 Self Preservation in an Atomic Attack
- (10) TF 1-4690 Basic Physics of A Bomb

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

- (11) TF 1-4691 Medical Aspects of Nuclear Radiation
- (12) TF 1-4810 Atomic Support for the Soldier
- (13) ANSM 74 Tale of Two Cities
- (14) ANSM 86 Atomic Power
- (15) Misc 1235 The Atom Strikes
- (16) Misc 1323 Operations Crossroads
- (17) Misc 1396 Radiological Safety
- (18) Misc 7500 Atomic Energy
- (19) Misc 8148 Radioactive Contamination
- (20) RTAF 147 Atom Atoll
- (21) AFP Target Nevada

j. Security: T. O. 28-1-3 Film Catalog

k. Primary Management:

- (1) MA 6902 Economy is Everybody's Business
- (2) TF 1-4415 By Your Command
- (3) MN 2088-A Discipline - Giving Orders
- (4) MN 2088-B Discipline - Reprimanding
- (5) Misc 1258 Budgeting Time and Effort
- (6) TF 1-3742 Work Simplification
- (7) TF 1-4670 Flow Progress Chart
- (8) MN 100-J Tips for Teachers

20 Jul 55

APGC Manual 50-1
Sec I, Chap 2

- (9) TF 1-4486 Giving Shop Demonstrations
- (10) MN 1374 First Impressions
- (11) Misc 1261 Creating Job Interest
- (12) Misc 1257 Dealing with Dissatisfied Employees
- (13) FS 1-2880 Work Measurement in the USAF
- (14) TF 1-4592 Motion Study Principles
- (15) TF 1-4593 Motion Study Application
- (16) TF 1-4594 Motion Study in Action
- (17) TF 1-4620 The Air Force Wing
- (18) TF 21-1840 Principles of Leadership
- (19) TF 1-4853 The Inner Man Steps Out
- (20) TF 20-1737 Work Simplification in the Office
- (21) TF 20-1738 Work Simplification in the Shop

SECTION II - BASE CONDUCTED COURSES

8. PURPOSE. The purpose of this section is to assign responsibilities for all Base Conducted Courses.

9. GENERAL.

a. Upon graduation from any base course, except APGC NCO Academy, a certificate of completion, in letter form signed by the Commander, Eglin Air Force Base, will be permanently filed in Section III, AF Form 4, of each graduate.

b. Graduates of the APGC NCO Academy will receive a diploma. A certificate of completion, in letter form will also be permanently filed in Section III, AF Form 4, of each graduate. Diplomas will be signed by the Commander, APGC, and certificates will be authenticated by the Adjutant, APGC.

c. No military personnel selected to attend a Base Conducted Course will be granted an ordinary leave or pass which would affect attendance at these courses.

10. RESPONSIBILITIES.

a. The Commander, Eglin Air Force Base, is responsible for:

- (1) Conducting all base courses as directed by this headquarters, including provision of the facilities and instructor personnel necessary for this purpose, and maintaining adequate student progress records.
- (2) Notifying this headquarters (Attn: DCS/P-T) and the commander concerned of personnel who fail to satisfactorily complete any base course together with the reason(s) for failure.
- (3) Preparing and awarding of certificates and diplomas for graduates of the Air Proving Ground Command NCO Academy.

20 Jul 55

APGC Manual 50-1
Sec II, Chap 2

b. Commanders at all levels are responsible for:

- (1) Selecting students in accordance with the criteria outlined for each base course.
- (2) Filling all assigned quotas.
- (3) Making students selected available to meet all scheduled classes of the base course for which selected.
- (4) Taking appropriate action when informed of the names of students who fail to satisfactorily complete any Base Conducted Course.
- (5) Achieving maximum utilization of graduates of base courses.

11. PROCEDURES.

a. Establishment of Base Conducted Courses:

- (1) The necessity for establishment and discontinuance of a base course will be determined by the Directorate of Training, this headquarters, from one or a combination of the following:
 - (a) Policies of this or higher headquarters.
 - (b) Staff visits to APGC units.
 - (c) Staff studies.
 - (d) Evaluation of Inspector General reports.
 - (e) Recommendations from various sources.
 - (f) Management Improvement Projects.
- (2) Upon determination that a base course is required, tentative course outlines, starting date(s) and curricula for the proposed base course will be submitted by the Commander, Eglin Air Force Base to this headquarters (Attn: DCS/P-T) for coordination and final approval.

20 Jul 55

APGC Manual 50-1
Sec II, Chap 2

(3) Final approval for the establishment or discontinuance of a base course will be immediately forwarded to the Commander, Eglin Air Force Base.

b. Allocation of Quotas:

(1) Quotas allocated to the following courses are mandatory:

- (a) Air Proving Ground Command NCO Academy
- (b) Primary Management Course
- (c) CBR Course

(2) Quotas allocated to the following courses are optional with the commander concerned as needed:

- (a) Base Drivers Course
- (b) Base Projectionists Course
- (c) Base Stenographic Course
- (d) Base Typing Course

(3) Quotas for Base Supply Course - See Section IX, this chapter.

(4) Commanders of all units immediately subordinate to this headquarters will furnish this headquarters (Attn: DCS/P-T) the name, grade, AFSN, primary and utilization AFSCs, security clearance, DOS and FSSD of all personnel selected to fill mandatory quotas or desired optional quotas. This information will arrive at this headquarters (Attn: DCS/P-T) not later than ten work days prior to the appropriate class starting date. Negative reports are required for optional courses.

(5) Report required by paragraph 12b(4) above is exempt from assignment of a "Reports Control Symbol" in compliance with paragraph 7b(8), AFR 174-1.

20 Jul 55

APGC Manual 50-1
Sec III, Chap 2

SECTION III - APGC NONCOMMISSIONED OFFICER ACADEMY

12. PURPOSE. This academy is established to provide the United States Air Force and Air Proving Ground Command with a more efficient noncommissioned officer corps to aid in the accomplishment of the Air Force mission and the mission of Air Proving Ground Command.

13. SCOPE. This chapter is applicable to all Air Proving Ground Command organizations and to all noncommissioned officers of this command.

14. MISSION. The mission of this academy is to effect better utilization of noncommissioned officers by providing training that will enable them to efficiently assume their proper roles in the Air Force chain of command.

15. RANGE OF INSTRUCTION. The course will emphasize the role of the senior noncommissioned officer as a leader, and is designed to:

a. Develop, through traditional customs and courtesies and the exercise of leadership, the esprit de corps requisite to an effective non-commissioned officer corps.

b. Train the noncommissioned officer student in military bearing, forcefulness, and self-confidence.

c. Foster initiative.

d. Encourage the acceptance of responsibility for training, supervising, and providing for the general welfare of subordinates.

e. Develop a broad understanding of the organization, mission and operation of Air Force activities in the Air Proving Ground Command area of responsibility.

f. As a long-range objective, provide a standard that can be used by graduates for establishing unit noncommissioned officer training programs.

16. COURSE FREQUENCY AND DURATION. The Air Proving Ground Command Noncommissioned Officer Academy will conduct

approximately ten courses per year. Each course will be conducted six hours daily for four weeks (120 academic hours) and allows each student two hours per day for outside work and research on preparation of class projects and individual projects. Organizations will be notified by letter from this headquarters of quotas, starting dates, and uniform of personnel to attend.

17. RESPONSIBILITIES.

- a. The Director of Training, DCS/Personnel, Air Proving Ground Command, will formulate general plans and policies.
- b. The Commander, Eglin Air Force Base will:
 - (1) Provide operational control and administrative support.
 - (2) Provide adequate facilities, supervisors, and instructors for this academy.
- c. Commanders at all levels will:
 - (1) Select the best qualified key noncommissioned officers to attend the academy as outlined in paragraph 18, below.
 - (2) Adequately recognize and effectively utilize academy graduates.
 - (3) Continually emphasize the prestige and responsibilities of the noncommissioned officer.

18. SELECTION PROCEDURE. Mandatory quotas will be allocated by the Director of Training, DCS/Personnel, Air Proving Ground Command, on the basis of noncommissioned officer strength. These quotas will be re-allocated to individual organizations. Each commander will select the best qualified key noncommissioned officers of his organization, who possess the prerequisites listed below, to attend the academy:

20 Jul 55

APGC Manual 50-1
Sec III, Chap 2

a. Noncommissioned officers selected for attendance will:

- (1) Hold a key position as indicated in b below.
- (2) Be career minded.
- (3) Be qualified and performing duty in advanced (7-level) AFS.
- (4) Not be awaiting issuance of TDY or PCS orders which would become effective during the period of attendance at the academy.
- (5) Possess character ratings of excellent and efficiency ratings of excellent or higher.
- (6) Be projected to have at least six months retainability in this command after completion of the course.
- (7) Not be subject to recall to his unit in connection with boards, courts, or for any expected reason before completion of the course.
- (8) Not require major dental work, continued medical treatment, or observation.

b. To assist commanders, a list of representative key positions within this command is shown below:

- (1) First sergeants and sergeants major. Priority should be established to insure that a representative ratio is selected for each class.
- (2) Flight chiefs, line chiefs, or equivalent.
- (3) Section chiefs; e. g., noncommissioned officer in charge of ground training, on-the-job training administrators.
- (4) Training supervisory personnel; e. g., noncommissioned officer in charge of ground training, on-the job training administrators.

20 Jul 55

APGC Manual 50-1
Sec III, Chap 2

- (5) Air Police flight leaders and supervisors; e. g., confinement supervisor.
- (6) Supply supervisors.
- (7) Administrative and mess supervisors; e. g., personnel sergeant major.

c. Job title or seniority alone does not necessarily qualify a noncommissioned officer for selection.

d. Master sergeants will be given first priority to attend the academy in view of the large number assigned this command. Technical sergeants and staff sergeants will be afforded the opportunity to attend as class capacities expand and in accordance with instructions from this headquarters.

e. Qualified alternates will be selected and alerted.

19. OPERATING PROCEDURE. The military atmosphere will be stressed at all times. Supervision will be exercised through noncommissioned officers whenever possible.

a. The staff and faculty of the academy will be appointed and detailed to principal duty as such by the Commander, Eglin Air Force Base, from personnel resources designated or made available by Headquarters APGC. It is desirable that instructors be either:

- (1) Graduates of a military management course in which management was a major subject, or
- (2) Qualified by virtue of civilian or military training in fields of education or management.

b. Appropriate academic records will be maintained and will reflect the status of each student at all times. The student will be kept informed of his progress and immediately advised of any specific deficiency. Successful completion of the course will be entered in official personnel records of individuals completing the course.

20 Jul 55

APGC Manual 50-1
Sec III, Chap 2

20. ADMINISTRATIVE RELEASE PROCEDURE.

a. The academy noncommissioned officer in charge may release any student who, because of an academic deficiency, improper attitude, illness, or unauthorized absences, would be unable to graduate.

b. A student's squadron commander may request his release by letter only, in cases of family illness or other personal emergency. In such cases, the noncommissioned officer in charge will immediately release the student from the academy.

c. Exceptions to the above procedures, in cases of extreme emergency, may be verbally approved by the Commander, Eglin Air Force Base, and later confirmed by letter.

d. A student released under provisions of b above, may be re-entered at the beginning of a subsequent class if at least ninety days have elapsed between the time of his release and the beginning of the next class.

20 Jul 55

APGC Manual 50-1
Sec IV, Chap 2

SECTION IV - PRIMARY MANAGEMENT COURSE

21. PURPOSE. The purpose of this section is to:

- a. Establish policies for the management training program for units of the Air Proving Ground Command.
- b. Outline selection criteria for the Base Primary Management Course.
- c. State the training objective of this course.

22. POLICIES.

- a. All company grade officers, warrant officers, and seven level noncommissioned officers are required to attend the Primary Management Course except those personnel specified in paragraph 22c, below.
- b. Priority of attendance:
 - (1) First priority - company grade officers
 - (2) Second priority - warrant officers
 - (3) Third priority - key noncommissioned officer supervisors
 - (4) Fourth priority - master sergeants
 - (5) Fifth priority - technical sergeants
 - (6) Sixth priority - staff sergeants
 - (7) Seventh priority - airmen first class who display a high degree of supervisory capability and who possess an AFSC at the five level. These personnel will attend upon recommendation of their commander, if space is available.
- c. Commanders may excuse personnel from attending the Base Primary Management School on the basis of one of the following criteria:

20 Jul 55

APGC Manual 50-1
Sec IV, Chap 2

- (1) Written evidence of successful completion of a previous class of the Base Primary Management Course at Eglin Air Force Base or another Air Force base.
- (2) Attendance at Squadron Officers' School conducted by the Air University.
- (3) Assigned personnel who are permanently stationed outside the geographical limits of the Air Proving Ground Command Military Reservation.

23. OBJECTIVE. To train eligible military personnel in the basic fundamentals of management and the Air Force Management Improvement Program.

24. SELECTION CRITERIA.

a. Students for the Base Primary Management Course will:

- (1) Be selected in the priority specified in paragraph 22b, above.
- (2) Have a projected minimum assured service retainability of eight months upon completion of the course.

b. Personnel will not be selected for this course who are subject to temporary duty during the class periods.

c. Only emergency leaves will be granted to personnel while attending this course.

30 Jul 55

APGC Manual 50-1
Sec V, Chap 2

SECTION V - BASE TYPING COURSE

25. PURPOSE. The purpose of this section is to outline selection criteria for and state the objective of the Base Typing Course.

26. OBJECTIVE. To train military personnel in the fundamentals of typing, in operators' maintenance of typewriters and in the basic principles of military correspondence.

27. SELECTION CRITERIA.

a. Students will be selected for the Base Typing Course in accordance with the following priorities:

- (1) First priority - personnel possessing primary or utilization AFSCs in the 68 or 70 career fields.
- (2) Second priority - personnel possessing primary or utilization AFSCs in the 29, 60, 64, 65, 67, 72, 73, and 90 career fields.

b. All personnel selected must have a minimum assured service retainability of twelve months upon completion of this course.

c. Personnel will not be selected for this course who are or will be subject to temporary duty during class periods.

30 Jul 55

APGC Manual 50-1
Sec VI, Chap 2

SECTION VI - STENOGRAPHIC COURSE

28. PURPOSE. The purpose of this section is to outline criteria for and state the objective of the Base Stenographic Course.

29. OBJECTIVE. To train eligible military personnel in basic stenography, shorthand, and military correspondence.

30. SELECTION CRITERIA.

a. Personnel selected for this course will:

- (1) Possess a primary or utilization AFSC in the 702 career field.
- (2) Be assigned duties which require a knowledge of shorthand and other stenographic work.
- (3) Have a minimum assured service retainability of twelve months upon completion of this course.

b. Personnel will not be selected for this course who are subject to temporary duty during the class periods.

30 Jul 55

APGC Manual 50-1
Sec VII, Chap 2

SECTION VII - CBR COURSE

31. PURPOSE. The purpose of this section is to outline responsibilities and requirements for Chemical, Biological, and Radiological (CBR) Training within this command.

32. RESPONSIBILITIES. Commanders at all levels of this command are responsible for:

a. Insuring that their unit passive defense officers and non-commissioned officers attend the next scheduled CBR Course subsequent to the date of their appointment.

b. Insuring that graduates of the base CBR Course adequately train all military personnel within their unit in CBR matters.

c. Submitting a quarterly report to this headquarters on unit CBR instructors. (Reference paragraph 6, Section II, Chapter 5.)

33. REQUIREMENTS. Attendance at the base CBR Course is mandatory for all passive defense officers and noncommissioned officers.

20 Jul 55

APGC Manual 50-1
Sec VIII, Chap 2

SECTION VIII - BASE DRIVERS COURSE

34. PURPOSE. The purpose of this section is to outline criteria for student selection for and state the objective of the Base Drivers Course.

35. OBJECTIVE. To insure that all government motor vehicle operators have been adequately trained and are proficient in the proper operation of government motor vehicles.

36. REQUIREMENTS.

a. Training for license renewal:

- (1) Airmen who wish to renew either their base or government drivers license must attend one four hour session of the Base Drivers Course which convenes 0715 - 1115 hours, each Monday and Tuesday.
- (2) Officers will not be required to attend the Base Drivers Course.

b. Training for initial issue of vehicle operators permit: Personnel not possessing a valid Vehicle Operator's Permit will attend the three days of Base Drivers Course (Monday, Wednesday, and Friday) prior to issuance of a license.

37. QUOTA ALLOCATION. Quota allocation for this course is a function and responsibility of the Commander, Eglin Air Force Base, Florida.

30 Jul 55

APGC Manual 50-1
Sec IX, Chap 2

SECTION IX - UNIT SUPPLY REFRESHER COURSE

38. PURPOSE. The purpose of this section is to outline criteria for student selection for and state the objective of the Unit Supply Refresher Course.

39. OBJECTIVE. To insure that all supply personnel are adequately trained and proficient in the application of proper supply procedures.

40. SELECTION CRITERIA.

a. Attendance is mandatory for the following personnel:

- (1) All commissioned officer unit supply supervisors within each organization.
- (2) All unit supply supervisors (NOCs) within each organization.
- (3) All supply personnel who possess a UAFSC 64131 and a DAFSC 64151.

b. The following personnel will attend the Unit Supply Refresher Course upon recommendation of their unit commander: Any 3-level supply personnel with at least one year's experience in the supply career field.

c. All personnel selected must have a minimum assured service retainability of six months upon completion of this course.

d. Personnel will not be selected for this course who are or will be subject to temporary duty during class periods.

20 Jul 55

APGC Manual 50-1
Chap 3

CHAPTER 3

TRAINING FILMS, FILM STRIPS, AND SLIDES

1. PURPOSE. The purpose of this chapter is to assign responsibilities for the procurement, storage, issue, and use of training films, film strips, and slides within Air Proving Ground Command.

2. POLICY.

a. Each squadron or comparable division will have, at all times, two personnel trained as projectionist (additional duty), in the operation of 16mm sound projectors (see Section II, Chapter 2, this manual). This will be accomplished without any increase in personnel authorizations.

b. Training films, film strips, slides, and projectors will be issued to and used by the trained projectionists only in each unit.

3. RESPONSIBILITIES.

a. The Commander, Eglin Air Force Base, is responsible for:

- (1) Approval and processing of all requests for training films, film strips, and slides in accordance with established criteria.
- (2) Publishing criteria and procedures necessary for the procurement, storage, and issue of training films, film strips, and slides, in accordance with pertinent directives.
- (3) Supervision of the Base Film Library, and maintaining therein an adequate stock of training films, film strips, slides, and projectors for support of Air Proving Ground Command Training Programs.
- (4) Timely submission of required reports.

20 Jul 55

APGC Manual 50-1
Chap 2

b. Commanders at all levels are responsible for the following with regards to training films, film strips, slides, and projectors:

- (1) Timely submission of requests for these items as prescribed by Commander, Eglin Air Force Base.
- (2) Insuring maximum utilization of these items by procuring the most up-to-date training aids available and by instructing their training personnel to verbally correct any erroneous or outdated information presented in these training aids.
- (3) Prompt return of these items on completion of their use.
- (4) Timely submission of required reports.

4. REFERENCES.

- a. Report of Film Showings and Attendance, AF Form 242 - AFR 95-10, 22 September 1953.
- b. Film Inventory and Use Report, AF Form 243 - AFR 95-10, 22 September 1953.
- c. Base Film Exchange - AFR 95-11, 18 June 1954.

20 Jul 55

APGC Manual 50-1
Sec I, Chap 4

CHAPTER 4

TECHNICAL SCHOOLS DIVISION

SECTION I - GENERAL

1. PURPOSE. The purpose of this chapter is to assign responsibilities to all echelons for special, factory, and technical training of military and civilian personnel.

2. SCOPE. The provisions of this chapter are applicable to all assigned Air Proving Ground Command units.

3. DEFINITIONS.

a. Phase I: This is training of a specialized nature conducted at the manufacturing site utilizing factory instructors.

b. Phase II: This training is of a specialized nature also; however, it is conducted at an Air Training Command base utilizing Air Training Command instructors who have been trained at the manufacturing site.

c. Phase III Formal Technical Schools (as outlined in USAF Training Prospectus): Training conducted by the Air Training Command at their bases.

4. RESPONSIBILITIES. Commanders at all echelons will:

a. Utilize the Future Projects Guide, Planning and Programming Documents, and the Air Proving Ground Command Special Training Status Report to determine, with utmost prudence and discretion, the special training requirements necessary to support the unit's mission, and submit these requirements immediately when a deficiency or inadequacy of trained personnel becomes known. These requirements must be submitted a minimum of six months in advance of the date training is desired to commence in order to allow sufficient time for:

- (1) The Air Proving Ground Command to consolidate the entire command training requirements prior to the request for establishment of training.

20 Jul 55

APGC Manual 50-1
Sec I, Chap 4

- (2) The Technical Training Air Force to solicit requirements from other major air commands, to negotiate contracts for the training with the manufacturer, and to allocate quotas to requesting commands.
 - (3) The Air Proving Ground Command to reallocate quotas received to organizations concerned.
 - (4) Requesting, coordinating, and publishing special orders for personnel attending school to allow such personnel sufficient travel time.
- b. Be responsible for:
- (1) Filling special training quotas.
 - (2) Proper selection of personnel in accordance with provisions of paragraph 4h(4), AFR 50-9, 15 October 1954, quoted as follows: "Continually strive to select only those personnel who intend to make the Air Force a career. The cost of training programs, in the interest of economy, demands that only the most experienced and capable skilled personnel be selected. Commanders will insure that time and money are not expended in training unqualified personnel or those who do not intend to remain with the Air Force."
 - (3) Forwarding, not later than ten days prior to class starting date, a list of selected personnel including name, rank, AFSN, AFSC, level of security clearances, FSSD, DOS, and citizenship to the Commander, Air Proving Ground Command. (Attn: DCS/P-T) with an information copy marked for DCS/P-MP. In the event civilian personnel are selected, the Assured Service Certificate signed by each civilian student will also be forwarded. (See Appendix "B".)
 - (4) Insuring that all special orders detailing personnel to school contain the following information: name, rank, AFSN, PAFSC, degree of security clearance, course title, course number, and class entry date.

20 Jul 55

APGC Manual 50-1
Sec I, Chap 4

- (5) .Notifying Headquarters Air Proving Ground Command (Attn: DCS/P-T) immediately when any circumstances arise which alter previously submitted personnel training requirements.

c. Counsel each prospective student selected especially for this training. Explain that he will be a conspicuous representative of the Air Force under observation of the civilian enterprise and that he should conduct himself properly at all times.

d. Insure that personnel selected are not scheduled for reassignment or are not otherwise committed in any way which would preclude their participation in the special training requested. (Attention is especially invited to the fact that individuals selected for special training are not relieved from normal selection procedures in filling overseas quotas.) Personnel should not be assigned to projects requiring specialized training unless it reasonably can be assumed that they will not be vulnerable for overseas assignments during the estimated duration of such projects.

SECTION II - SPECIAL AND FACTORY TRAINING

5. SELECTION CRITERIA.

a. Airmen attending this type training will have assured service retainability as listed below:

- (1) One month of assured service for each week (5 academic days) of course length after completion of the course with the following exceptions:
 - (a) For courses of less than 6 week's duration, an assured service of 6 months is required.
 - (b) For courses of 25 weeks or more in length, an assured service of 24 months is required.

b. In addition to above prerequisites, commanders will continually strive to select only those personnel who intend to make the Air Force a career. The cost of training, in the interest of economy, demands that only the most experienced and capable skilled personnel be selected. Commanders will insure that time and money are not expended in training unqualified personnel or those who do not intend to remain with the Air Force.

6. PROCEDURES.

a. Schools of this nature may be initiated in any of the following manners:

- (1) Request for requirements is received from Technical Training Air Force and all units are queried for their requirements.
- (2) A USAF conference is convened by Technical Training Air Force attended by representatives of all interested commands. APGC requirements are presented to Technical Training Air Force at this conference.

20 Jul 55

APGC Manual 50-1
Sec II, Chap 4

- (3) A school not already in existence may be established by a request for training from any unit in need of special training. (See AFR 50-9, 15 October 1954.)
- (4) A conference may be convened at this command, attended by representatives of all interested units, at which it is established that special or factory training is needed. The representative of any unit desiring the training can indicate his unit's requirements and the Directorate of Training will consolidate and forward the requirements to Technical Training Air Force for the establishment of a school.

b. A separate letter requesting special training will be submitted for each type of equipment on which training is desired.

c. Civilian spaces requested for special training will be submitted to include information required by AF Manual 40-1 (See Appendix "A"), and to include the Assured Service Certificate for civilian employees as specified in message AFPCP-G-1 ALZICOM 48/52 1.1, Headquarters USAF, 8 August 1952. (see Appendix "B"). This information will be submitted to this headquarters (Attn: DCS/P-T) as a separate inclosure to the letter or indorsement requesting special training. This information must also be verified (in certificate form) by the operating official requesting special training. (See Appendix "C".) These certificates will also be forwarded as a separate inclosure to requests for special training. Upon receipt of civilian quotas for special training, the operating official will notify the Civilian Personnel Officer, Eglin Air Force Base, of the names of the civilian employees nominated. The Civilian Personnel Officer, Eglin Air Force Base, will obtain the certificate required by AF Manual 40-1 from the civilian employees nominated, and will notify this headquarters (Attn: DCS/P-T) of the names of those selected.

d. Requests for special training on current Air Force equipment will be submitted to this headquarters (Attn: DCS/P-T) including the following information presented in the following format. The underscored portion of each of the sub-paragraphs will precede the information:

20 Jul 55

APGC Manual 50-1
Sec II, Chap 4

- (1) Name and type of equipment and manufacturer. When known.
- (2) Description and scope of training desired. This should include a breakdown between field and depot maintenance, inspection, and operation. Special care will be given to determine this information completely and accurately.
- (3) Full justification for the training and planned utilization of course graduates.
- (4) Number of proposed trainees and their occupational specialties. AFSC's and/or SSN's should be indicated where applicable.
- (5) Proposed number of trainees per class if total number stated in paragraph 6c(4) above, cannot be released simultaneously.

7. ADDITIONAL INFORMATION.

a. Requests for training originated by a staff level agency will request training only for staff personnel of the agency requesting the training.

b. Due to the USAF requirement for prompt and accurate submission of names and security clearances of personnel selected to receive this type training, last minute substitutions for these personnel entail an excessive amount of administrative effort in this, lateral, and higher headquarters, and necessitates double reporting, therefore constituting a considerable amount of embarrassment and confusion. For these reasons any requests for last minute substitutions must be fully justified by the requesting officer and must certify that the substitution is necessary to the accomplishment of the unit's mission.

c. Delays en route to school will be granted only to permit sufficient time for travel when travel by private conveyance is authorized, or when the length of training is such that the movement of dependents is required or desirable. Delays may be granted, however, upon completion of training, provided that the delay will not interfere with mission accomplishment.

20 Jul 55

APGC Manual 50-1
Sec II, Chap 4

d. All personnel, upon their return from school, will submit to their immediate commander, signed comments on the course of instruction received. These comments will include statements concerning the adequacy of course attended and constructive criticism for improvement in the course, if any. These comments will be forwarded to this headquarters (Attn: DCS/P-T) not later than ten work days after students' return. An information copy of all comments from civilian personnel will be forwarded, by DCS/P-T, to Chief, Civilian Personnel Training Section, Headquarters Eglin Air Force Base, Florida.

e. Personnel will be individually responsible for obtaining housing, messing, and transportation at the schools, except when otherwise provided. Dependents should not accompany trainees to short courses.

f. Students afforded the opportunity to witness new aircraft, engines, and equipment in operation or on display will not discuss the mechanical details with other manufacturers of similar or allied equipment.

20 Jul 55

APGC Manual 50-1
Sec III, Chap 4

SECTION III - PHASE III USAF TRAINING PROSPECTUS

8. REQUIREMENTS PROCEDURES: Requirements for training courses outlined in USAF Training Prospectus will be submitted approximately four months in advance of each fiscal year, upon demand by this headquarters. The following instructions will govern the submission and filling of requirements and quotas for this type training.

- a. Requirements will be forecast for one fiscal year in advance.
- b. No changes will be authorized in these requirements subsequent to their submission to this headquarters.
- c. No changes will be authorized in quotas allocated to this command for this type training.

20 Jul 55

APGC Manual 50-1
Chap 4

EXTRACT AF D10.4, AFM 40-1 (TS 74, 10 Apr 54):

6b. Factory Training. Factory contract training programs, including required per diem and travel expenses will be funded from Budget Project 443 (Schools and Training). The Air Training Command will make all necessary contractual arrangements for this category of training. Requests for approval of factory contract training will be submitted in triplicate by each major air command to Headquarters, Technical Training Air Force, Air Training Command, Gulfport, Mississippi, and will contain the following information:

- (1) Installation(s) requesting training.
- (2) Type of training and jobs for which training is required.
- (3) Brief description of the program or function concerned.
- (4) Number, grade, and position title of employee(s) to be trained and organizational unit(s) in which they are working.
- (5) Statement of the need for the training and benefits which can be expected from the training.
- (6) Justification for use of outside training facilities. Justification will indicate why the training is considered more practical or economical than training programs at the installation, within the command, or elsewhere within the Air Force.
- (7) Written certification by the operating official having overall responsibility for the function or program involved, attesting to the need for training and concurring with the proposed plan for training on a contract basis.

20 Jul 55

APGC Manual 50-1
Chap 4

7. APPROVAL OF REQUESTS. Following approval of contract training requests by the Secretary of the Air Force, Headquarters USAF will notify the headquarters of the requesting major air command of approval for graduate and technical training so that contractual arrangements can be made in accordance with paragraph 6a, above. For factory training, Headquarters USAF will notify Headquarters Air Training Command of approval. In accordance with paragraph 5b above, Air Training Command will complete contractual arrangements and issue necessary reporting instructions to the headquarters of the requesting major air command.

20 Jul 55

APGC Manual 50-1
Chap 4

(SQUADRON OR DIVISION HEADING)

(DATE)

I hereby attest to the need for the training requested in
_____, _____, subject _____
(Letter or indorsement) (Unit requesting training) (In-
clude course number and name of equipment). (Date of letter or indorse-
ment)

(Signature of Commander or
operating official)

20 Jul 55

APGC Manual 50-1
Sec I, Chap 5

CHAPTER 5
TRAINING REPORTS

SECTION I - GENERAL

1. PURPOSE. The purpose of this chapter is to establish methods, responsibilities and procedures for reporting all types of training conducted within Air Proving Ground Command.

2. SCOPE. The provisions of this chapter are applicable to all assigned Air Proving Ground Command units.

3. REFERENCES.

a. Technical Training Reports:

- (1) APGC Future Projects Guide.
- (2) Special Training Section, APGC Planning Program.
- (3) USAF Training Prospectus.

b. On-the-Job Training Reports:

- (1) USAF Up-Grade Training Report (RCS: 1-AF-T-18).
- (2) Letter, Department of the Air Force, Subject: "Up-Grade Training," 4 February 1954.
- (3) USAF Cross Training Report (RCS: 2-AF-T-18).
- (4) Paragraph 9, below, Chapter 5, Section IV, APGC Manual 50-1.

c. Military Training Reports:

- (1) Monthly Unit Military Training Report (RCS: 1-APGC-T2).
- (2) Base or wing Course Report (RCS: 2-APGC-T2).

20 Jul 55

APGC Manual 50-1
Sec I, Chap 5

- (3) Roster of Passive Defense Personnel (RCS: 3-APGC -T2).
- (4) Section II, Chapter 5, APGC Manual 50-1.

20 Jul 55

APGC Manual 50-1
Sec II, Chap 5

SECTION H - - MILITARY TRAINING REPORTS

4. MONTHLY UNIT MILITARY TRAINING REPORT
(RCS: 1-APGC-T2).

a. Prepared at squadron or comparable unit level in the format indicated in Appendix "A" of this chapter. Negative reports are required.

b. Reports will arrive at this headquarters (DCS/P-T), in duplicate, not later than the tenth calendar day of each month for the preceding month. These reports will be forwarded as inclosures to a letter of transmittal by wing or comparable commanders. Late reports will be justified at the time of submission.

c. In addition to the subjects listed in inclosure to letter, this headquarters, subject: "Military Training," 7 July 1954, all squadron or division conducted courses which have a planned curriculum and a set number of hours prescribed will be reported.

d. On-the-job training, technical, or specialized training and training conducted in base or wing level schools will not be included in these reports.

5. BASE OR WING COURSE TRAINING REPORT (RCS: 2-APGC-T2).
Reports of training conducted in base or wing courses will be forwarded, by letter, to this headquarters (Attn: DCS/P-T) no later than five work days after completion of course. These reports will be prepared in duplicate by the base or wing commander and will indicate the following:

- a. Name of course.
- b. Number of personnel attending.
- c. Total hours of instruction.
- d. Number of personnel completing course.

20 Jul 55

APGC Manual 50-1
Sec II, Chap 5

6. ROSTER OF PASSIVE DEFENSE PERSONNEL (RCS:3-APGC-T2)

a. Prepared at squadron or comparable division level in the format shown in Appendix "B" of this chapter, and forwarded through normal channels to reach this headquarters (Attn: DCS/P-T) not later than the twentieth of each month preceding each fiscal quarter (20 June, 20 September, 20 December, and 20 March).

b. These reports will include the name, grade, AFSN and security clearance of all passive defense officers and non-commissioned officers within each unit.

SECTION III - TECHNICAL TRAINING REPORTS

7. AIR PROVING GROUND COMMAND SPECIAL TRAINING STATUS REPORT (RCS: 4-APGC-T2):

- a. This report reflects established Air Proving Ground Command requirements for Phase I and Phase II special training.
- b. Will be prepared by Directorate of Training, DCS/Personnel, Headquarters Air Proving Ground Command, every three months. Supplements will be prepared each month.
- c. This report will be utilized as follows:
 - (1) Records maintained by each Air Proving Ground Command squadron or comparable unit will be carefully checked against this Status Report. Any discrepancies will be noted and listed on the monthly report required by paragraph 8, below.
 - (2) This Status Report will be checked against the Future Projects Guide and the Air Proving Ground Command Planning Program in order to accomplish the following:
 - (a) Where training requirements are reflected as outstanding and are no longer needed, immediate action will be taken to cancel these requirements.
 - (b) Where the Future Projects Guide indicates that special or factory training will be needed in support of an operational suitability test, and the Status Report does not reflect a request for the training, requests for training will be submitted in accordance with Chapter 4 of this manual.

8. UNIT MONTHLY SPECIAL TRAINING STATUS REPORT. Will be prepared in letter form at squadron or comparable unit level and forwarded in duplicate after completion of the survey required in paragraph 7, above. This report will reflect changes or additions to the

20 Jul 55

APGC Manual 50-1
Sec III, Chap 5

unit's special training requirements as outlined in the Air Proving Ground Command Special Training Status Report. Negative reports are required. These reports will be forwarded as inclosures to a letter of transmittal by wing or comparable commanders. Late reports will be justified at the time of submission.

9. PHASE III USAF PROSPECTUS TRAINING REQUIREMENTS REPORT.

a. Will be prepared at squadron or comparable level. Negative reports are required.

b. The USAF Training Prospectus will be utilized in preparing this report.

c. Reports will be submitted in letter form, in duplicate, when so directed by this headquarters; normally, these reports are submitted approximately three months in advance of the subsequent six months period of each fiscal year as required by Headquarters, United States Air Force. These reports will be forwarded as inclosures to a letter of transmittal by wing or comparable commanders. Late reports will be justified at the time of submission.

d. Changes to training requirements reflected in these reports will be approved only in extreme emergency cases, and require the final approval of Headquarters USAF.

10. REPORTS CONTROL SYMBOL. Reports required by paragraphs 8 and 9 above are exempt from assignment of a "Reports Control Symbol" in compliance with paragraph 7b(8), AFR 174-1.

20 Jul 55

APGC Manual 50-1
Sec IV, Chap 5

SECTION IV - ON-THE-JOB TRAINING RECORDS

11. AIR PROVING GROUND COMMAND UP-GRADE TRAINING REPORT (RCS: 1-AF-T18):

a. Prepared by DCS/C-SS for submission to Headquarters United States Air Force, from information included in the unit Morning Reports.

b. This report includes the number of persons in training within each Air Force speciality by skill level and the number of persons completing training, by skill level (5 and 7 only), during the reporting period.

c. This report is reviewed, analyzed, and charted by DCS/P-T, to determine the command-wide status of progress made toward reaching the quota for up-grade training allotted to this command by letter, DAF, subject: "Up-Grade Training," 4 February 1954.

12. AIR PROVING GROUND COMMAND CROSS-TRAINING REPORT (RCS: 2-AF-T18):

a. Prepared by DCS/C-SS for submission to Headquarters United States Air Force from information included in the unit Morning Reports.

b. This report provides Headquarters United States Air Force with data necessary in formulating training programs. It reflects personnel in OJT "D" status, i. e., personnel training from the 1-helper level to a 3-level AFSC, personnel training towards a new AFS, or for a different suffix to his present AFS. The entries in this report are based upon Utilization AFSC. This report may reflect Project Guidance violations and is collated against current Project Guidance directives and the number of personnel in training to indicate "effect" versus "effort" and areas requiring corrective action.

20 Jul 55

APGC Manual 50-1
Chap 5

SAMPLE REPORT

(Squadron or division heading)

SUBJECT: Monthly Unit Military Training Report, ___ Nov 54
(RCS: 1-APGC-T2)

TO: Commander
Air Proving Ground Command
ATTN: DCS/P-T
Eglin Air Force Base, Florida

1. Following is subject report:

Subjects	Dates Conducted	Total Hours	* Total Personnel Assigned	Personnel Attending
Biological Warfare	17 Nov 54	2	1400	600
Types of Discharges	24 Nov 54	1	1400	650

FOR THE COMMANDER:

(Signature of Commander)

* Includes officers and airmen assigned as of last day of preceding month.

20 Jul 55

APGC Manual 50-1
Chap 5

SAMPLE ROSTER

(Squadron or division heading)

SUBJECT: Roster of Passive Defense Personnel (RCS: 3-APGC-T2)

TO: Commander
Air Proving Ground Command
ATTN: DCS/P-T
Eglin Air Force Base, Florida

1. Following is subject report:

<u>NAME</u>	<u>GRADE</u>	<u>AFSN</u>	<u>SECURITY CLEARANCE</u>
John Doe	Capt	AO 222222	SECRET
Will Smith	1st Lt	AO 000000	INTERIM SECRET
Ike Hoagg	M/Sgt	AF 0000111	SECRET
Jake Toodian	S/Sgt	AF 1110000	CRYPTO-SECRET

FOR THE COMMANDER:

(Signature of Commander)

20 Jul 55

APGC Manual 50-1
Chap 6

CHAPTER 6

APGC INDIVIDUAL TRAINING RECORD (APGC FORM 61)

1. PURPOSE. APGC Form 61, "Individual Training Record" will be maintained for each assigned individual. Form 61 will be filed in Section III, AF Form 4, of individuals concerned upon reassignment within APGC or completion of each form.
2. USE. Individual Training Record will be used for recording unit training, technical and specialized training courses and base conducted courses. The form is self-explanatory and will be kept up-to-date at all times. In the event any section of the form becomes full prior to scheduled reaccomplishment, a new form will be prepared for the remainder of the year.
3. SUPPLY OF FORMS. Requests for APGC Form 61 will be processed through normal supply channels as outlined in paragraph 2, APGC Regulation 9-2.
4. DISPOSITION INSTRUCTIONS. Forms will be destroyed upon separation or reassignment outside of APGC in accordance with paragraph 352, AF Manual 181-5.

APPENDIX V

HEADQUARTERS DCS/P-T:FSK/mg
AIR PROVING GROUND COMMAND
Eglin Air Force Base, Florida

JUN 27 1955

SUBJECT: Up Grade Training

TO: Commander, Air Force Operational Test Center, Eglin AFB,
Florida
Commander, 3200th Test Wing (Maintenance), Eglin AFB, Florida
Commander, 3201st Air Base Wing, Eglin AFB, Florida
Commander, 3202nd Installations Wing, Eglin AFB, Florida
Commander, 3205th Drone Group, Duke Fld, Aux #3, Eglin AFB,
Florida
Commander, 3206th Test Wing (Technical Support), Eglin AFB,
Florida
Commander, 3240th Support Squadron (Comd), Eglin AFB, Florida

1. Reference is made to letter, this headquarters, subject as above, 18 August 1954, and letter, this headquarters, same subject, 27 August 1954. Referenced letters contain a list of the various career fields in which heavy losses of skilled personnel are anticipated during Fiscal Years 1955 and 1956. Personnel possessing AFSC's listed in referenced letters must be trained and up-graded in order to offset these anticipated losses.

2. Progress reports monitored by this headquarters and statistical reports contained in this headquarters indicate that there are considerably more personnel assigned at the semi-skill level than are being trained toward the skilled level, especially within the "hard core" areas. Progress towards our quota has been slightly below the target line and unless more emphasis is placed on training within these skills, this command will fail to satisfy the requirements.

3. To insure that needed training takes place, the following policies are established:

a. Immediately upon award of an AFS at the semi-skilled level, airmen will be placed on OJT for the skilled level of the specialty regardless of position vacancy.

b. Graduates of basic technical courses will be placed on OJT to the skilled level immediately upon assignment to the unit of this command.

Hq AFGC, Eglin AFB, Fla. Subj: Up Grade Training

c. Up grade training to the seven level skill of an AFS is restricted to manning document vacancies within the organization or section concerned except for those authorized overages allocated by referenced letters and known losses or known UMD increases. Such training is restricted further by the grade spread for the AFS concerned; i.e., only airmen of the first three pay grades should be entered into OJT for the seven level skill of an AFS. Commanders are advised to select for training to the supervisor level of an AFS only those airmen who have demonstrated a leadership potential, and who have indicated a desire for an Air Force career.

4. Commanders are requested to review referenced letters and to monitor closely the up grade training progress within their unit. Added emphasis will be placed on up grade training within the established quota in order to insure that our goal is accomplished.

BY ORDER OF THE COMMANDER:

/s/

DAVID S. BLACKWELL
Colonel, USAF
Deputy Chief of Staff, Personnel

GROUND



ACCIDENT

DIGEST



EGLIN AIR FORCE BASE
FLORIDA

JUNE 1955

SEMI-ANNUAL REVIEW

A review of the APGC ground accident experience for the first half of calendar year 1955 as compared with the same period of 1954 indicates that the rate of disabling injury to military personnel decreased 37.5%. The rate of disabling injury to civilian personnel decreased 56.03% and the rate of accidents involving Government motor vehicles decreased 5.2%. One less fatal injury to military personnel was recorded. Detailed comparisons are indicated in the following tabulations:

RATE COMPARISONS

Jan-June	MILITARY			CIVILIAN		GOVERNMENT MOTOR VEHICLE	
	NR	RATE	FATALS	NR	RATE	NR	RATE
1954	231	14.47	9	24	10.69	25	.77
1955	145	9.04	8	12	4.70	27	.73

The 8 fatal injuries to military personnel for the first half of 1955 are chargeable - 3 to private motor vehicle operation and 5 to drowning.

The mandays of military personnel exposure on which the above rates were calculated increased only approximately 7,000 mandays. The man hours of exposure of civilian personnel increased approximately 310,000 man hours and the number of Government motor vehicle miles driven increased approximately 466,000 miles.

The overall cost of ground accidents decreased \$51,772.00 with the decrease of one fatal accounting for \$31,500.00 of this amount. A sizeable decrease in costs of non-fatal injury to military and civilian personnel made up the major portion of the balance. The cost of damage to Government motor vehicles showed an increase amounting to \$3,566.00. The comparative costs are detailed in the following tabulation:

COST COMPARISONS

YEAR	TOTAL	MIL INJ	CIV INJ	VEHICLE DAMAGE	AIRCRAFT DAMAGE	MISCELLANEOUS DAMAGE
1954	\$368,525	\$356,371	\$7,924	\$1,557	\$2,270	\$403
1955	316,753	306,033	2,145	5,123	2,628	824

Analysis of costs by activity classifications indicates that unsupervised sports and recreation activities is the only classification in which costs increased, except a very minor increase in barracks and domestic quarters activities. The sizeable increase in unsupervised sports and recreation activities costs is directly attributable to the 5 drownings as compared to 2 drownings during the first half of 1954. Costs breakdown is tabulated as follows on the next page:

COSTS BY ACTIVITY OF PERSONNEL AT TIME OF INJURY (MILITARY PERSONNEL)

ACTIVITY	1954		1955	
	COST	PERCENT	COST	PERCENT
Private Vehicle Operation	\$194,280	52.7%	\$123,510	39.0%
Government Vehicle Operation	34,917	9.5%	5,933	1.9%
Supervised Sports	4,350	1.2%	2,160	.7%
Unsupervised Sports	41,010	11.1%	166,468	52.6%
Fights, Brawls & Horseplay	4,770	1.3%	2,250	.7%
Barracks and domestic Quarters	2,670	.7%	3,224	1.0%
Job Type	48,995	13.3%	7,116	2.2%
Miscellaneous	34,860	9.5%	2,640	.8%
Property Damage	2,673	.7%	3,452	1.1%
TOTAL	\$368,525	100.0%	\$316,753	100.0%

Trends of accident experience of military personnel by activity at time of injury is compared with the same period of 1954 as follows:

ACTIVITY OF MILITARY PERSONNEL

	1954		1955		Percent Change*
Private vehicle	58	25%	40	27.6%	31.4% Down
Government vehicle	5	2%	2	1.4%	38.1% Down
Supervised Sports	25	11%	11	7.6%	56.1% Down
Unsupervised sports	33	14%	33	22.7%	0.5% Down
Fights, Brawls	25	11%	10	6.9%	60.5% Down
Barracks & Qtrs	20	9%	12	8.3%	40.0% Down
Job Type	44	19%	25	17.2%	11.4% Down
Miscellaneous	21	9%	12	8.3%	42.7% Down
TOTAL	231	100%	145	100.0%	37.52% Down

*Percent change is percentage of change in number of injuries weighted by the change in total exposure.

The above tabulation indicates a downward trend in all activity classifications. It will be noted that the same number of disabling injuries were sustained by military personnel during unsupervised sports and recreation activities as in the first half of the previous year, however, the slight increase in exposure resulted in a downward trend of 0.5%.

Analysis of minor injuries resulting in not more than 3 days disability in quarters or hospital indicates that this type case accounted for only 20.7% of the total in the first half of 1955 as compared to 30.3% of the total in the first half of 1954. This type case in the past has seriously affected the ARGC military injury rate.

BRIEF SUMMARY OF
AIR PROVING GROUND COMMAND
GROUND ACCIDENT EXPERIENCE
June 1955

The military disabling accident experience of the Air Proving Ground Command decreased under the experience in May 1955. The civilian accident experience sharply decreased under the May 1955 experience.

MILITARY ACCIDENT EXPERIENCE

(Rates indicated in this summary were calculated as follows: Military Injury Rate is the number of disabling injuries per 100,000 man-days of personnel assigned. Civilian Injury Rate is the number of disabling injuries per 1,000,000 man-hours worked. USAF Motor Vehicle Rate is the number of motor vehicle accidents resulting in excess of \$25.00 per 100,000 miles of vehicle operation.)

Military personnel sustained 24 disabling injuries (Including 3 fatalities; 2 drownings and 1 private vehicle operation) for a rate of 9.00 disabling injuries per 100,000 man-days of personnel assigned.

The Air Force Operational Test Center recorded the highest rate of 21.16 disabling injuries per 100,000 man-days of personnel assigned. The next highest rate of 11.56 was recorded by the 3201st Air Base Wing, followed by the 3206th Test Wing (Technical Support).

Zero rates were recorded by Headquarters APGC and the 3240th Support Squadron (Command).

Accidents resulting in disabling injury to military personnel are classified by activity at time of injury and by organization as follows:

	Hq AFPC	3240 Sup Sq (Cmd)	AFOTC	3200 Test Wg (M)				THIS MONTH		LAST MONTH	
				3201 AB Wg	3202 Inst Wg	3205 Drone Gp	3206 Test Wg (TS)	TOTAL	PERCENT	TOTAL	PERCENT
Pri Veh	0	0	2	0	3	0	0	6	25.0%	5	25%
Govt Mtr Veh	0	0	0	0	0	0	0	0	0.0%	0	0%
Supv Sports	0	0	0	1	0	0	0	1	4.2%	2	10%
Unsupv Sports	0	0	0	0	6	1	1	9	37.5%	4	20%
Fights, Brawls	0	0	0	0	1	0	1	2	8.3%	0	0%
Bks & Qtrs	0	0	0	1	2	0	0	3	12.5%	2	10%
Job Type	0	0	0	1	1	0	0	2	8.3%	3	15%
Miscellaneous	0	0	0	0	0	0	1	1	4.2%	4	20%
TOTAL	0	0	2	3	13	1	2	24	100.0%	20	100%

Accidents resulting from operation of private motor vehicles accounted for 6 of the 24 disabling injuries to military personnel or 25% which remained static.

Job type accidents accounted for 2 disabling injuries to military personnel or 8.3% of the total which is a decrease under the 15% recorded in May.

Supervised sports accounted for 1 disabling injury to military personnel or 4.2% which is a decrease under the 10% recorded in May.

Unsupervised sports accounted for 9 disabling injuries (2 drownings) to military personnel or 37.5% which is an increase over the 20% recorded in May.

Barracks and domestic quarters activities accounted for 3 disabling injuries to military personnel or 12.5% which is an increase over the 10% recorded in May.

CIVILIAN ACCIDENT EXPERIENCE

Civilian personnel sustained 2 disabling injuries for a rate of 4.56 during June. This is a decrease under the 10.00 rate recorded in May.

GOVERNMENT MOTOR VEHICLE ACCIDENT EXPERIENCE

Government motor vehicles were involved in 5 reportable accidents for a rate of .80 per 100,000 miles operated. This is an increase over the .63 rate recorded in May. No disabling injuries to military or civilian personnel were attributable to Government motor vehicle operation. The damage cost as a result of the accidents was \$3,285.00.

GROUND ACCIDENT COSTS - Summarized for June as follows:

Estimated military man days lost	367	309
Estimated civilian man days lost	16	59
Estimated Government vehicle days lost	86	4
Estimated aircraft days lost	4	12
24 Military disabling injuries	\$105,510.00	\$72,270.00
8 Military non-disabling injuries	56.00	77.00
2 Civilian disabling injuries	234.00	826.00
8 Civilian non-disabling injuries	56.00	126.00
Government motor vehicle damage	3,285.00	142.00
Government aircraft damage	400.00	233.00
Miscellaneous property damage	.00	.00
TOTAL JUNE ACCIDENT COST	\$109,541.00	\$73,764.00
TOTAL 1955 ACCIDENT COST TO DATE	\$316,753.00	

GROUND ACCIDENT STATISTICS
AIR PROVING GROUND COMMAND
Eglin Air Force Base, Florida

Period Covered: 1-30 June
Calendar Year: 1955

ORGANIZATION	Disabling Injuries and Fatalities				Injury Rate		Non-Dis Injuries		Total Injury Cost	
	ON DUTY	OFF DUTY	TOTAL MONTH	TOTAL YEAR	MONTH	YEAR	TOTAL MONTH	TOTAL YEAR	TOTAL MONTH	TOTAL YEAR
Hq APGC	0	0	0	2	0	6.11	0	0	\$ 00.	\$ 810.
3240th Support Sq (Cmd)	0	0	0	2	0	2.96	0	0	00.	750.
AFOTC	0	2	2	3 ⁽¹⁾	21.16	5.20	0	0	2,100.	33,600.
3200th Test Wg (M)	1	2	3	26 ⁽¹⁾	6.59	9.30	4	24	808.	42,588.
3201st Air Base Wing	1	12 ⁽¹⁾	13 ⁽¹⁾	66 ⁽²⁾	11.56	10.05	1	26	37,537.	83,042.
3202nd Installations Wg	0	1	1	14	5.16	12.57	3	9	321.	4,143.
3205th Drone Gp	0	2 ⁽¹⁾	2 ⁽¹⁾	18 ⁽²⁾	6.05	9.01	0	5	32,100.	74,045.
3206th Test Wg (Tec Supt)	0	3 ⁽¹⁾	3 ⁽¹⁾	14 ⁽²⁾	9.86	7.93	0	5	32,700.	67,055.
TOTAL APGC	2	22 ⁽³⁾	24 ⁽³⁾	145 ⁽⁸⁾	9.00	9.04	8	69	\$ 105,566.	\$ 306,033.
CIVILIAN	2	//////	2	12	4.56	4.70	8	77	\$ 290.	\$ 2,145.

() Denotes fatalities

AIR PROVING GROUND COMMAND
MILITARY ACCIDENT RATE

