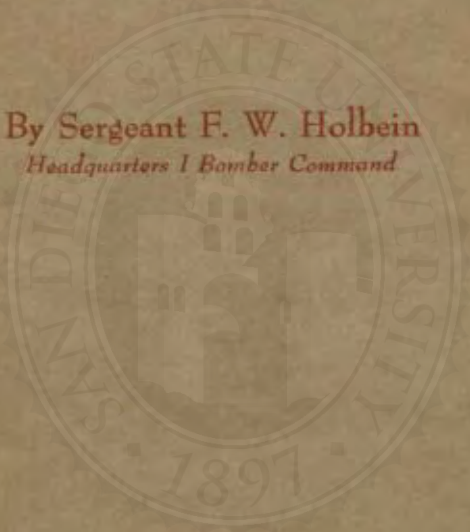


How To Get Along In The Service

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Foreword

THIS pamphlet, packed with the best kind of non-com wisdom and experience, was written for the benefit of college men who are about to enter military service. Its author is a graduate of Oberlin College, which counts it a privilege to be able to publish the pamphlet.

All that Sergeant Holbein has written applies to men in any college. I have added a brief Appendix which applies particularly to Oberlin men: other colleges are doubtless making similar efforts to keep in touch with their men in service.

ERNEST H. WILKINS.

The information contained herein has been approved by the War Department for publication. Any views expressed are those of the author and they do not reflect the views or policies of the War Department or any subdivision thereof.

How To Get Along In The Service

AS a college man who is about to become a member of the Armed Forces, you are faced with the problem of preparing for your life in the Service. Since you want to make your contribution in the most effective manner as quickly as possible, the suggestions in this booklet, which are answers to some of the questions men frequently ask, are offered in the hope that they will help you to make a satisfactory adjustment, whether in the Army or the Navy.

Even before you actually become a part of the fighting forces, there are a number of things that you can do which will prove helpful to you. First, it is very important that you strive for the development of your physical stamina; get plenty of exercise and fresh air, and participate in those sports which will increase your strength and endurance.

Second, it is equally important that you apply yourself to your present studies with much more determination than you ever have done before. The

part you can play in the struggle will be enhanced by the possession of exact knowledge in some specialized area or by the possession and cultivation of some very definite skill.

Third, since it will be necessary for you to fuse your own individuality with others in working in the pursuit of a common cause, strive to cultivate the inner discipline which obviates the necessity for outside corrective controls.

Finally, it is essential that you recognize at the very start that the way ahead will be hard, that there will be unpleasant duties to perform, and that you may have to give up many of the things which you now consider necessary. With conscientious devotion to duty, however, you will soon find that there are bright sides to your new life.

I. WHAT WILL MY FIRST CONTACT BE WITH THE SERVICE?

1. Your first actual contact with the Service will come to you at the time you report for your physical examination. Since the medical officers who conduct these examinations must frequently work under great pressure, it is important that you respond promptly to the questions they ask you and to everything you are told to do.
2. Although you should not imagine that you have ailments, be sure to tell the examining physicians if you have had serious illness or if you have defects which they do not detect. Avoid any implication of being a malingerer, but, on the other hand, do not conceal information which should be revealed.
3. After you pass the physical examination, you will be finger-printed and immediately inducted (sworn in), if you are entering through Selective Service.
4. It is well to know that if you go by bus or train with a group of selectees for the physical examination, you must return with the group unless, prior to leaving for the examination, you have received permission to leave otherwise.

II. WHAT SHOULD I DO FOLLOWING MY INDUCTION?

1. If you have a commercial life-insurance policy, scrutinize its provisions with a representative of the insurance company. Decide on some provision for the payment of premiums:
 - a. You may have members of your family assume them during your absence.
 - b. You may sign a note with the insurance company for their payment later.
 - c. You may arrange to have funds deducted monthly from your pay while in the Service and sent directly to the insurance company.
 - d. You may make application for the government to guarantee the payment of premiums during your period of military service.
2. You may feel it wise—depending, of course, upon the extent of your possessions—to have a will drawn up and to have someone legally authorized to handle your affairs during your absence. It may also be advisable to suggest to your parents that they make any necessary adjustments in their own wills to cover any contingency insofar as you are concerned. Le-

gal assistance is provided for you in the Service in the event that you need it.

3. Assume the responsibility, before you leave, for packing away your personal belongings in an orderly manner and in a safe place. Clothing should be dry-cleaned, then wrapped carefully and stored so as to protect it from moths and mildew.
4. It is unwise to wear your best clothes to the reception center. Since a hat is especially difficult to wrap, it is well, if practicable, not to wear one. Paper, cord, and free postage will be provided for you to mail your civilian clothing home.
5. There are certain articles you will need to take with you, or else purchase, as needed, at post exchanges which are operated by the Services at all posts, camps, and stations. They include:
 - Tooth paste
 - Soap
 - Shaving cream
 - Clothes brush
 - Shoe brushes and polishArticles which you are likely to need, in addition to those supplied to you, are:
 - Handkerchiefs

Summer underwear

Socks

Towels

Several articles which will prove useful are:

A case for toilet articles

Dress oxfords of the proper color

A small overnight bag or suitcase

6 wire clothes hangers

Note: It is advisable not to take a radio because of its weight; probably you can have one sent to you later. Electric razors are practicable at most stations. Take only those articles that you feel you will *absolutely* need.

The Service will supply you with these things:

All necessary clothing

Blankets

Complete auxiliary equipment—mess gear, canteen, etc.

Razor

Shaving brush

Comb

Toothbrush

6. Tell your family, before leaving home, that you will write to them as soon as possible. If they do not hear from you for a week or two,

however, assure them that it will be because you will have little time for writing at the beginning of your training, or because you will probably be doing considerable traveling for a while. Tell them also, that, in case of serious illness or death at home which would require their getting in touch with you promptly, they should telegraph you at your last address. They should *also* go to their local American Red Cross and have them telegraph the Red Cross at the station from which they last heard from you. It is well for you to know, too, that you can go to the Field Director of the Red Cross at your station in case you need to get in touch quickly with your home, or in case you need special assistance of any kind.

7. The first few days at the reception center require stamina and alertness; get sufficient sleep, especially the night before leaving home, so that you can report in the best possible condition.

III. WHAT IS THE PROCESSING LIKE?

1. You will receive your initial immunization inoculations. These are not usually painful; the few individuals who "pass out" do so largely through fear. If you fear them, do not look at the needles.
2. Your clothing and the barracks bags in which to carry your belongings while in the Service will be issued to you. You will be surprised to discover how well your clothing will fit and how well you will look in a uniform.
3. Several tests, designed to place you in the branch of the Service where you can contribute most, will be given to you. Chief among these will be the General Classification Test.
 - a. This is similar to the intelligence tests you have had in school and college.
 - b. The questions in it cover abilities in vocabulary, arithmetic, and perception.
 - c. A pre-induction preparation for this test, which is of a multiple choice type, might well consist of a review of arithmetic fundamentals. The perception or judgment portion of the test consists of pictures of piles of blocks in which you must count the

- d. Do as much of the test as you can in the time available. If you get "stuck" in a question, skip it and go on.
 - e. A calm approach to this test, unhampered by anxiety, will improve your score.
4. In addition to the General Classification Test, probably you will be given tests for mechanical and radio aptitudes. Other tests may follow during your basic training. All of these are largely measurements of innate capacities rather than of previous experience or training.
5. Following the testing, a Classification Interviewer will question you in regard to your education, hobbies, work experiences, and your special abilities. This information and your achievement in the tests are recorded on your permanent record and serve as the basis for your preliminary assignment to a branch of the Service. Although you may request a specific assignment, you can understand that many oth-

er factors in addition to your personal desires must be considered in making your initial placement. Individuals frequently discover that the classification procedure reveals dormant capacities, and they find that they enjoy the work given them once they have engaged in it. On the other hand, if you find that you are unhappy, you can later request a reclassification.

6. You will be given an opportunity to take out a government life insurance policy (which you should do because of the low premiums and the high coverage it provides); to arrange for an allotment from your salary if members of your family are dependent upon you; and to arrange—if you so desire—to have a portion of your salary deducted monthly for War Bonds.
7. Although your individual preference for certain foods cannot be provided for, you will find that the meals are well balanced and well prepared, and also are served in sufficient quantity.

IV. WHAT HAPPENS TO ME DURING THE BASIC TRAINING?

1. After a few days at the reception center you will be "shipped" for your basic training, usually to a different part of our country to insure your becoming adapted to varying climatic conditions. Even if you know when or where you are being sent, do not phone, write, or tell anyone, nor send cards from station stops along the way. *These precautions are for security reasons, namely, for the protection of yourself and your comrades.*
2. Because you will need to accustom yourself to responding quickly and automatically to orders and to functioning in unison with a group, much of your basic training will consist of drilling. The drilling, as well as the additional physical training you will receive, will help also to toughen you for the exigencies you may face later. There will be practical instruction in the use of gas masks and various types of guns, as well as frequent lectures and movies on a variety of subjects, such as military courtesy, security on convoys, conduct in various foreign countries, first aid and hygiene, the indi-

vidual and the national characteristics of our enemies, chemical warfare, etc.

3. You will probably receive additional tests, another interview, and a more refined classification.
4. It cannot be emphasized too strongly that your own self-interest and the common purpose of the nation of which you are a part demand that you put forth honest endeavor to acquire the most from all instruction. If at times your training or the duties given you become monotonous, remember that your advancement in the Service, as well as your future safety—as has been shown by actual combat experience—depends upon your conscientious response toward them.
5. At the conclusion of the basic training you may be sent to a school for further training, or you may be sent directly to a post, camp, or station if you possess some specialized skill.

V. HOW MAY I ADJUST MYSELF TO MY NEW EXPERIENCE AS QUICKLY AS POSSIBLE?

1. Uniforms—particularly the fatigue clothes—make everyone look very much alike. Your acceptance by the group with which you find yourself is dependent upon your own merits. Therefore, it is essential that you do not attempt to impress your associates or those in authority with the importance of your civilian position or advantages. Modesty—always a virtue—is particularly helpful in the democratic organization of the Service.
2. Life in the Armed Forces requires a close "rubbing of shoulders" and a "give and take" to which you may not be accustomed. You can't afford to be self-centered or patronizing in your contacts. If group life is to be happy, you must be willing to do your share of all work, to maintain your poise under all provocations, and to be generous and helpful to the individuals with whom you live.
3. Assume a cheerful and willing attitude at all times. Although some duties will be menial in nature, they are things which must be done; it is, therefore, essential that you accept them with

the proper spirit. If your attitude becomes one of personal resentment toward those in authority, your difficulties will be increased rather than lessened. You will be likely to find that your superior officers—both commissioned and non-commissioned—are men who are qualified for their responsibilities of leadership and who are genuinely concerned for your welfare. Show them the military courtesy and the respect which they and their uniform deserve.

4. Cultivate the many opportunities for fine, lasting friendships with congenial fellows.
5. Look for elements of humor in situations which arise.
6. Abide strictly by all rules and regulations, remembering that they are made for your welfare.
7. Avoid fear. It has been well said that worry is perverted prevision; therefore, take things as they come, and don't fear them before they happen.
8. If problems arise on which you need advice, the chaplain will be available for consultation. In addition to personal or religious counsel, he can also help you with questions regarding wills,

allotments, insurance, sources of financial aid, and the like.

9. For a while you may not, of course, feel entirely happy because, naturally, you'll miss your former associations, or because you may feel that you don't count as an individual; however, you'll adjust satisfactorily if you will "keep your chin up" for the first few hard weeks. The whole experience will be a test of your strength of character, and especially of your worth for future responsibility involving leadership.

VI. WHAT ARE THE OPPORTUNITIES FOR
PERSONAL DEVELOPMENT AND ADVANCEMENT
IN THE SERVICE?

1. One's entrance into military life does not imply that his educational opportunities have gone into temporary eclipse; rather, while admittedly of a different type than those formerly experienced, these opportunities are immensely great. The traveling you will do, the varied acquaintances you will make, the new skills you will acquire—all of these will enrich your life.
2. The United States Armed Forces Institute offers many varied correspondence courses, both on the high-school and on the college level, which you may pursue in your free time—(if any, and some of you will have some). The institute, or high-school courses, cost you two (\$2) dollars per course with all textbooks provided. For the university extension courses you pay half of the regular correspondence enrollment fee in the school of your choice and the government will provide the other half, up to and including twenty (\$20.00) dollars.

3. Although your time may be somewhat limited, devote some of it to reading, either of books or of current magazines.
4. All branches of the Service now offer training courses given directly on college campuses for those who qualify in aptitude tests. Since these courses frequently prepare for ratings or commissions, you may wish to investigate their requirements and their possibilities.
 - a. The advanced Army Specialized Training Program offers courses in the following fields: personnel psychology, medicine, languages, engineering, dental, veterinary medicine and military government.
 - b. The Navy College Training Program, known as the V-12 Program, prepares for service as aviation cadets, engineer and deck officers, engineer specialists, medical and dental officers, supply corps officers and chaplains in the Navy, Marine Corps and Coast Guard.
5. After you have completed some months in the Service, you may feel that you wish to apply for training leading to a commission. Before making application, however, you should con-

fer with your Commanding Officer. If you are in the Army, it is suggested that you secure a copy of *Officer Candidate School*, published by the Military Publishing Co. of Harrisburg, Pennsylvania. This book tells you how to apply for Officers' Candidate School, and the requirements, the courses, and the text references in the various schools.

6. Since you will still be a citizen in the Service of a democratic nation, you should cultivate the opportunities to discuss with interested comrades problems relative to the war and the post-war world. Coupled with your determination to do your part to bring the war to a successful and speedy conclusion should be an equal determination to help think how America may assume its tremendous responsibilities in building a durable peace—a peace that must be won as well as the war.

VII. HOW CAN I PRESERVE MY HIGHEST MORALE?

1. Maintain your personal standards, so far as you possibly can, in regard to adequate sleep, reasonable cleanliness, personal habits, choice of friends, and religious faith. Be tolerant, however, and do not condemn, but try to understand the conduct of others even if you do not approve it.
2. For your own self-respect, keep your clothing in good condition. If it should need slight alteration to fit properly, have this done on your own responsibility.
3. Remember that you have a family and friends who care very much for you. Since they are also making sacrifices, they merit your consideration. Regular letters, in which you tell especially the things which you do in your off-duty hours, will be appreciated very much by them, and they will help also to lessen your own initial feeling of strangeness.
4. Suggest to your family and friends that your efficiency in the Service will be enhanced by regular letters from them which are *cheerful* in tone.

5. Maintain your civilian interests and contacts insofar as possible. Keep in touch with your College.
6. Have a firm conviction about the importance of what we are fighting for: to protect and preserve our own nation with its rich heritage and its great promise in the democratic way of life; to help to eliminate persecution and hatred in the world; and to provide maximum freedom and security for all mankind. Aren't these things worth strenuous effort on your part and some consecrated months, or even years, of your life?

APPENDIX
FOR OBERLIN MEN

1. As soon as you have a service address, please notify my office. A letter addressed to me will be welcome; a postcard addressed simply "President's Office, Oberlin College" will do.
2. If you would like to receive the *Review* or the *Alumni Magazine* or both, without cost, while you are in service, please say so in your letter, or on your postcard. The *Review* will be sent to you with the best wishes of the *Review* staff and the College; the *Alumni Magazine* with the best wishes of the Alumni Association.
3. I shall always be glad to hear from you, and to answer any letter you may write to me. In my letters I shall try to keep you informed as to other Oberlin men at the same post.
4. If you want to take a correspondence course, please let me know. I'll tell you how to go about it, and Oberlin will pay the entire cost for you.
5. If there should be a particular book you would like to read which you can't get in your post library, let me know: I will gladly send it to you as a library loan or as a gift.
6. Please be sure to let me know of any change in your address.

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