

THE ARMY INDUSTRIAL COLLEGE
Washington, D. C.

Course 1937-1938

ADMINISTRATIVE ORIENTATION TALK

by

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ADMINISTRATIVE ORIENTATION TALK

(about one hour after expiration of formal Orientation talk)

I have asked the officers of the new class to attend this meeting which I have called an Administrative Orientation in order that I might bring to you certain points which I believe should be understood at the very beginning of the course.

I want you particularly to study Bulletin No. 1, our Army Industrial College bible. A number of points in this bulletin I am covering in this talk and I am doing this because past experience has shown the necessity therefor. I am requesting that after you have read and are thoroughly acquainted with the contents of Bulletin No. 1 you indicate this fact by initialing the proper column on the attendance sheet.

a - Military men should always be punctual; and punctual arrival and departure from the school are desired. This means 8:45 A.M. and 4:15 P.M. In years past we have found some officers who habitually do not observe these hours; this does not redound to their credit.

b - The Attendance Sheet on the Bulletin Board should be initialed the first thing on your arrival each day. Some officers have been habitually remiss in doing this, causing an investigation to be made to ascertain their whereabouts, or as to whether they were sick or not. All of this is unnecessary.

c - When lectures are given at the Army War College, members of the class should go direct to the War College, initialing the Attendance Sheet upon their return to the Army Industrial College. When we go to the War College remember we are their guests and observe their rules with reference to placing coats and hats in their cloak rooms.

d - A note stating where you can be located should always be left on your desk during absences during school hours. This is necessary in order that the officer may be located if called for by higher authority or in an emergency. Please see that this is very carefully observed. Frequent absences for unofficial reasons are not advisable.

e - The senior officer in each room is responsible for the closing of the windows, shutting off fans and extinguishing lights at 4:15 P.M. or any other closing hour. This should ordinarily be handled by the last officer leaving the room but

the responsibility rests with the senior in each room. Your cooperation in this regard is requested because when these items are not attended to the Army Industrial College receives a letter of complaint.

f - In the Conference Room the sliding curtains on the west side should not be handled by the student officers. The messenger or attendant will perform this task.

g - It is requested that personal telephone calls to the Army Industrial College be kept at a minimum. Your phone number is National 2520, Branch 1758, and you should see that the members of your family are acquainted with it. Please answer your buzzer signal in your room promptly when a phone call is indicated. Considerate use of office telephones by officers' families is requested.

h - Conversation in the student rooms should be held with consideration of the other individuals in the room. Loud talking and unnecessary conversation certainly is not giving consideration to other occupants of the room to which they are entitled. Two years ago we had one student who regaled each room in turn with his stories. While sometimes enjoyable, a little of this goes a long way.

i - In all conferences and in all discussions in committees it is desired that absolute freedom of opinion be had. The College is a graduate school and as long as the officers are governed by adherence to the subject under discussion, proper courtesy, constructive intent, there is absolutely no reason why an officer should not express his opinion without fear, partiality, or favor.

j - At our lectures and conferences opportunity is usually afforded the students for participation in questioning the lecturer or officer conducting the conference. It is the desire of the school that student officers participate in this questioning and discussion. If the questioning becomes too long or the discussion in any way becomes removed from proper channels it can be very easily controlled; but much has been brought out by this questioning and it is believed to be one of the most valuable privileges we have. It should be taken advantage of.

k - In our committee studies the chairman head of the committee may be the officer of junior rank. It must be remembered that while he is chairman of the committee so far as his status there is concerned he may as well be the senior.

l - It is requested that discretion be used in discussing statements heard in our conferences. There have been occasions in the past when news has percolated back to the College of statements made in these conferences which it was not intended to have voiced abroad. The paragraph in Bulletin No. 1 on this subject should be very carefully read.

m - In consulting officers of the Planning Branch and members of the W.D.G.S., please remember that these men are all busy men, have their jobs cut out for them, and do not take up any more of their time than is necessary. They are glad and willing to help us but when we have obtained the information we want, we should express our thanks and get out. They will be glad to see us next time.

n - Secret and confidential documents entrusted to your care should be kept locked in your desk or, if you do not feel this is sufficient protection they should be turned back to the Executive Office.

o - In all of the lecture periods and in all of the conferences proper, it is not desired to have any smoking. In the period of questioning after the lecture and, when the conference has been thrown open by the instructor for the purpose of questioning, there is no objection to smoking. We want to pay our lecturers the deference that is their due and we feel that after the formal lecture is over inviting them to smoke, if they so desire, lessens the tension and permits the exchange of opinions, perhaps more informal and more valuable than we would otherwise secure.

Students should rise for all outside lecturers, civilian as well as military. No applause should be given except for speakers outside the OASW. Students desiring to make a comment or ask a question of the speaker should do so by raising their hands. When the name is called, rise and make the comment or ask the question.

p - Upon completion of the course, it is the custom to ask for comments from the officers on the course as prescribed. Notes should be kept throughout the year by each officer as the course progresses so that these comments may be constructive and helpful to the faculty. We rely a great deal on what the student officers have to say on the completion of their work. I shall make it my business to ask officers of the class to let me see their notes on this subject throughout the year.

q - The library of the Army Industrial College is a

very excellent institution. It has as many and as valuable records pertaining to the mission of the College as can be collected in the small space given us and it is hoped that the members of the class will become familiar with it; what its resources are; and will avail themselves of the help which the Librarian and her assistants can give.

r - The privileges of the Army War College commissary are open to all officers on duty at the Army Industrial College. Officers desiring commissary privileges should apply direct to the Commandant, Army War College, to have their names placed on the waiting list, and as vacancies occur in the list of those who can be handled, the applicant will be notified.

s - The privileges of the Post Exchange at the Army War College are also available to officers of the class upon proper identification at the Exchange. When obtaining your identification ticket at the Post Exchange office you will obtain a card authorizing purchases at certain stores in Washington at a very considerable discount from retail prices.

t - This same privilege holds at the Post Exchange, Headquarters Company, 16th Brigade, on C Street near 21st Street, about 1 1/2 blocks from the Munitions Building. They will cash your checks; they have a barber, restaurant, clothing store, tailor, shoe repairing and general store. When obtaining your identification ticket from the Post Exchange officer, you will obtain a card authorizing purchases at certain stores in Washington at a very considerable discount from retail prices.

A gas, oil, and automobile accessory station is located at 20th and C Streets.

u - There is available at Fort Myer a Quartermaster Laundry at which Army officers can obtain privileges by addressing a letter to the Officer in Charge, Quartermaster Laundry, Fort Myer, Virginia.

v - There are four cafeterias available for lunch - the Welfare cafeteria and the Q.M. cafeteria on the 1st floor, near east entrance of Munitions Building; the Navy cafeteria on the 3rd floor, 5th wing, Navy Building; and the Interior Department cafeteria on basement floor of new Interior Department Building.

w - A reception will be given by the faculty on September 8th at the Army-Navy Country Club to the officers of the class and their families. This reception is intended to take the place of calls by the instructors and their families

on student officers, and the return thereof. It is not intended to replace the social amenities that ordinarily are exchanged between officers; but I feel that the members of the class will appreciate that, with the large number of calls which otherwise would be required, and other necessary calls they must make in Washington, the calling problem can easily become very much of a burden.

x - Calls should be made by all student officers on Mr. Woodring, the Secretary of War, and on Mr. Johnson, Assistant Secretary of War. Calling dates on these officials will be announced later.

y - Courtesy cards have been requested for all students who are not members of the Army & Navy Club, the Army and Navy Country Club, and the Y.M.C.A. It is desired to invite the attention of the class to the athletic and social advantages of the Army-Navy Country Club and of the Army and Navy Club in town. In order to give members of the class an opportunity to gain firsthand information of the facilities of these clubs, arrangements have been made to furnish guest cards to each one of you not already a member. These cards will be placed in your boxes as soon as received; they entitle you to the privileges of the clubs for a fifteen-day period.

The activities of the Army and Navy Country Club include the usual activities of a country club such as golf, swimming, tennis, and dancing. It is located just across the river in Virginia and can be reached in ten minutes from the Munitions Building.

The Army and Navy Club in town is located at 17th and I Streets. The Club has an excellent dining room, reading room, and card room but has no facilities for exercise. It affords a convenient vantage point, however, for meeting old friends and acquaintances. The initiation fee is \$55.00; dues for company officers \$3.30 - for field officers \$6.60.

Guest cards entitling officers to the privileges of the Y.M.C.A. for one week will also be sent to each member of the class. The regular membership dues are \$20.00 per year. For the Business Men's Club they are \$35.00 per year. The Business Men's Club includes special locker rooms and shower baths. The dues can be paid in installments of \$5.00 per month. The activities of the Y.M.C.A. include a well-equipped gymnasium, swimming pool, squash and hand ball courts, and bowling alleys. It is conveniently located at 18th and G Streets, N.W. The opportunity the Y.M.C.A. offers for healthful exercise, especially

in the winter months, is recommended for consideration by the class.

z - The Army Industrial College is fully cognizant of the necessity for officers of the Air Corps to maintain flying proficiency. These officers are authorized to absent themselves for the purpose of flying at such times as do not conflict with scheduled conferences or lectures. In return the College expects the cooperation of these officers to the end that absences for this purpose will be limited to periods necessary to secure a reasonable amount of flying time. Cross country requests will be cleared through the Executive Office. All absences for flying duty will be noted on blanks furnished by the Executive Office. This subject is covered in detail by letter from the Director to all Air Corps officers dated June 12, 1937.

aa - It is desirable that a class organization be effected at once so that, in appropriate cases, the College authorities may have an informal means of communication with the class. Other than the election of a class president, it is recommended that no other officers be elected until you learn to know the qualifications of each other to some extent.

bb - Just a word in conclusion, please remember you are graduate students attending a graduate college. We of the faculty value your opinions and we want you to feel free to express them, logically and fearlessly; so, when you are a member of a committee and you do not agree or cannot agree with the majority of a committee, put in a minority report and state your position. It may cause you some extra work, but if dissenting views are sound will unquestionably redound to your credit.

It is my hope that your year at the College may be a most profitable one, not only to each of you but to your country.

I want each of you to know your instructors. As their names are called will the instructors please stand.

- Colonel Miles, O.D.
- Colonel Scowden, Q.M.C.
- Colonel Riefkohl, Q.M.C.
- Lt. Colonel Best, U.S.M.C.
- Commander Dunham, U.S.N.
- Major Gano, C.E.
- Captain Burgess, C.A.C.