

U.S. NAVAL RESERVE MIDSHIPMEN'S SCHOOL
ABBOTT HALL, NORTHWESTERN UNIVERSITY
CHICAGO, ILLINOIS

June 27, 1942

This Memorandum is for Your Information and Does Not Constitute Orders to Duty.

General Information For Naval Reserve Officers
Who May be Ordered To This School on July 27, 1942

1. Naval Reserve Officers ordered to duty under instruction at the U.S. Naval Reserve Midshipmen's School, Abbott Hall, Northwestern University, Chicago, Illinois, to report on July 27, 1942, should report at 0800 on that date, or as soon as possible thereafter. They should not report before that time. Abbott Hall is located at 430 East Huron Street, Chicago, Illinois, and is not in Evanston, Illinois. The following official papers should be ready to be turned in immediately upon arrival.

- (a) Original and ten copies of orders to report to this school. The endorsement on the back of the orders relative to reporting for physical examination, proceeding home and leaving home for this school should be filled out completely to the word "Reported".
- (b) "B" slip (report of compliance of orders).
- (c) Beneficiary slips filled out in ink, printed, and signed with full name.
- (d) If not reporting for duty direct from civilian life, bring transfer pay accounts being careful to see that name is set out in full thereon.
- (e) If this is first assignment to duty, bring Oath of Acceptance, and affidavits concerning pension and disability in quadruplicate.

2. Officers ordered to this school should provide themselves with the following items of uniform prior to reporting:

- | | |
|----------------------|---|
| 4 Khaki shirts | 2 Black four-in-hand ties |
| 4 Khaki trousers | 1. Officer's cap with 2 Khaki cap covers |
| 2 Khaki blouses | 1 Officer's raincoat |
| 2 Pairs black shoes | (combination raincoat--over-coat is recommended.) |
| 1 Set collar devices | 1 Pair gym or tennis shoes |
| 1 Set shoulder marks | Sufficient underwear and socks |

If officers are unable to procure the minimum amount of khaki uniforms as indicated above, it will be possible for them to draw sufficient shirts and trousers in order for them to be in uniform shortly after reporting for duty. In addition to the above minimum, all officers should bring their full wardrobe of uniforms.

3. The minimum uniform requirement for Naval Reserve Officers to qualify for the uniform gratuity, amounting to \$250.00, is as follows:

- | | |
|------------------------|------------------------|
| Service dress blue | Leggings |
| Service dress white | Undress belt |
| Overcoat (or raincoat) | Khaki working uniforms |

4. In view of the fact that Navy personnel must wear the uniform at all times except when engaging in athletics, members of this class should not bring civilian clothes with them. There is no room available for the storage of trunks, golf clubs, or other heavy luggage.

(over)

5. Officers will be quartered in dormitories, and it will not be possible for their families to live in such quarters. If officers are married, however, they will receive their allowance for quarters although they are residing in the dormitories. It will be necessary for officers to arrange for the payment of their own meals which are served in the dining rooms.

The two months' course will be intensive with reveille at 6:00 AM and taps at 10:15 PM. Shore leave will be granted from approximately 11:00 AM on Saturday, until 7:30 PM on Sunday, except for necessary watch standing. Generally, there will also be shore leave, upon request, from approximately 5:00 PM to 7:30 PM each week day. It is recommended that officers do not bring their families to Chicago in view of the expense of housing, and the limited time available for officers to spend with their families.

In view of the large number of officers arriving for this course, such officers should arrange to bring sufficient funds with them as considerable time will elapse before their pay accounts can be taken up.

6. While at this school, all mail should be addressed in the following manner:

Ensign John D. Jones, USNR
Room _____, 820 Tower Court
Chicago, Illinois

H. P. Lowenstein, Jr.
H. P. Lowenstein, Jr.
Commander, USNR
Executive Officer

U.S. NAVAL RESERVE MIDSHIPMEN'S SCHOOL
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July 24, 1942

DAILY ROUTINE

The time specified below is the time of execution.
Pass the word for formations three (3) minutes prior to scheduled time and march off the deck at the scheduled time.

	<u>Daily</u>	<u>Sat.</u>	<u>Sun.</u>
Call watch squad	0540	0540	0640
Call Boatswain's Mate of the Watch	0605	0605	None
Muster watch squad	0610	0610	0710
Post the watch	0615	0615	0715
Reveille	0620	0620	None
Breakfast Formation - Tower Hall*	0635	0635	(Served
" " - Abbott Hall*	0635	0635	0745 to 0845)
Sick Call	0730	0730	0830
Muster Color Guard (Abbott)	0750	0750	0750
Morning Colors	0800	0800	0800
Rooms ready for inspection	0800	0800	1100
First hour recitation formation	0800	0800	
Second hour recitation formation	0900	#0930	
Guard Mail Trip	0915	0915	
Third hour recitation formation	1000	Liberty after inspection	
Fourth hour recitation formation	1100		
Guard Mail trip	1100	1100	
Dinner Formation - Tower Hall*	1130	1130	(Begin
" " - Abbott Hall*	1130	1130	at 1200
Fifth hour recitation formation	1300		
Sixth hour recitation formation	1400		
Guard mail trip	1400		
Formation for platoons reciting first hour having drill at	@1420		
Formation for platoons reciting second hour having drill at	@1520		
Recall from first drill period	1530		
Guard mail trip	1600		
Recall from second drill period	1630		
Liberty (until supper formation)	1630		
Afternoon sick call	1700	1700	1700
Muster Color Guard (Abbott)	10 minutes prior to sunset		
Evening colors (Abbott)	Sunset		
Supper formation - Tower Hall*	1730	(Begin at 1800,	
" " - Abbott Hall*	1730		
Muster watch squad	1915	1915	1915
Post watch squad	1925	1925	1925
End of liberty	1930		1930
Study hour muster, followed by Study Call	1930		1930
Release from study hours	2145		2145
Muster security watch	2200	2200	2200
Post security watch	2210	2210	2210
Tattoo	2210	2210	2210
Taps	2215	2215	2215
Secure watch squad	2220	2220	2220

*- See "Meal Formations" in Instructions Supplemental to Regulations.

1000 Examination Week

@ One hour earlier Examination Week

H. P. Lowenstein
H. P. LOWENSTEIN, JR.
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July 27, 1942.

SUPPLEMENTAL REGULATIONS

I

INSTRUCTIONS FOR SECTION LEADERS On arriving at Wieboldt Hall, the Section Leader will give the command, "At Ease, March." Incoming sections will use the main entrance. Midshipmen will enter in column of twos. Those using rooms on the first deck will halt in formation until these rooms are clear and until they can proceed to these rooms without interfering with Sections reciting on the upper decks. All sections reciting on the 4th, 5th and 6th decks will go up the starboard side of the west ladder in a column of twos and proceed direct to their class rooms. Sections reciting on the 7th deck will use elevators in groups of not more than 18 men. Section Leaders will be in charge of loading elevators. Sections are not to use the front ladder to get to the 2nd deck.

On entering a class room all midshipmen will at once hang up their coats and hats. All midshipmen except the Section Leader will take places at their assigned seats and stand at attention. The Section Leader will take a position immediately forward and to one side of the instructor's desk. When the instructor indicates that he is ready, the Section Leader will report in the following manner, "Section 111, Sir, Midshipman Doe, A.E. and Gish, C.D., absent", or "No absentees". When directed by the instructor, the Section Leader will turn to the Section and give the order, "Section, Seats", and then proceed to his seat.

When the class is over and the instructor directs the Section Leader to take charge, the Section will rise on the command of the Section Leader and put on coats. When all men have their coats on, the Section Leader will then give the order, "File out and fall in below". Midshipmen will leave the building promptly and will maintain silence until clear of the building. Unless directed to do so by the instructor, no midshipman will remain to speak to an instructor after class has been dismissed.

All outgoing sections will use the south ladder only and will not use the elevators, except that the 1st deck sections will use the west exit. Midshipmen on duty or on the excused list or who are held after a section is dismissed are permitted to use the elevators at any time.

Sections reciting on the 1st deck will form at the north end of the walk just west of Wieboldt Hall, which leads to Chicago Avenue. All other sections will form in the area southwest of Wieboldt Hall.

Section Leaders are responsible for the conduct of their sections at all times. There will be no talking in Wieboldt Hall outside of class rooms, either before or after classes.

Section Leaders of sections reciting in Tower Hall and Abbott Hall will conform to the foregoing insofar as applicable.

MARCHING TO
RECITATIONS
AND DRILLS

Sections will at all times march in a column of twos. Companies will march to and from drills in a column of twos. The purpose of this is to leave half of the sidewalk clear at all times for pedestrian traffic.

III

FORMATIONS

(a) In General

The time orderly will be sent at least five minutes before each formation to give the mates a preliminary notification. Mates will keep their watches set with the clock in the duty office. Mates and their assistants will pass the word for each formation three minutes prior to the scheduled time. The midshipmen in charge of the formation will give "Attention", and commence the muster one minute prior to the scheduled time. Any one falling in after "Attention", is late. The muster will have been completed and the first midshipman will be marched off at the time shown on the routine schedule, in the absence of special instructions.

(b) Meal formations other than week-end and holiday meals.

The instructions contained in paragraph (2) above, will be followed for the first platoons of the first groups to form for each meal. In Abbott Hall, a special messenger is posted in the mess hall to pass the word to the M.D.O. when the first squad of a platoon is entering the cafeteria. The word is then passed for the next platoon of the group involved to muster. In Tower Hall, succeeding platoons of each group form at 3 minute intervals.

(c) Week-end and holiday meals.

All platoons scheduled to eat in the first group will fall in on their respective company parades at the time scheduled for the first platoons in that group. As soon as these platoons are clear, all platoons in the second group will fall in.

(d) Sunday and holiday breakfast.

The following exceptions to the foregoing will govern at breakfast on Sundays and holidays: There will be no formation, but midshipmen desiring breakfast will proceed directly to the mess hall. Breakfast will be served from 0745 to 0845.

IV

UNIFORM OF
THE DAY

The uniform of the day will be prescribed by the Commissioned Officer of the Watch. The uniform for liberty outside the area bounded by Pearson Street, Rush Street, Huron Street, and Lake Michigan will be dress blue.

EXCEPTIONS

- (1) No cap or hat will be worn to meal formations.
- (2) Midshipmen need not be in uniform within the limits of their own company quarters before 0800 or after 1945. If not in uniform, however, they will wear robes, or trousers and undershirts, in corridors and heads.

V

DESTRUCTION
OF GOVERNMENT
PROPERTY

It has been noted that many of the text books issued to midshipmen have pencil or ink underlines, interlineations, or insertions. Midshipmen may make pencil notes in their own memorandum books on any subject, but such notes or marks will not be made in the text books themselves. All government property which is in the temporary custody or possession of the midshipmen must be particularly safeguarded and will be turned in upon completion of the course showing no more signs of destruction than the usual wear. In this regard, a much greater degree of care must be exercised with government property than you would exercise with your own.

VI

DISTINCTIVE JEWELRY INADVIS- ABILITY OF

Due to high-pressure salesmanship, midshipmen are frequently catapulted into the notion that distinctive jewelry, rings, cuff links, etc., must be purchased by them. Rings especially are an expensive item and most midshipmen can ill-afford them. Midshipmen must realize that this Naval Reserve Midshipmen's School does not recognize any particular design of ring, and any purchases must be an individual matter.

No midshipman will act as an agent for the solicitation of orders for, or the display of, rings, jewelry, uniforms, or other items purchased by midshipmen.

VII

DINING OUT PRIVILEGES

Except on Saturdays, Sundays, and holidays, midshipmen are expected not only to attend meal formations but also to dine in their respective mess halls. Midshipmen desiring to dine elsewhere may receive authority to do so on written request submitted to their Commissioned Company Officer, 12 hours in advance.

VIII

BOATSWAIN'S CALLS AT REVEILLE AND TAPS

"All Hands" will be piped at Reveille, followed by passing the word, "All Hands Heave Out". At Taps, Boatswain's Mates will pipe "Pipe Down" and pass the word, "Silence about the Deck".

IX

AIRING BEDDING

All bedding shall be allowed to air until 0700. Bunks shall be made up between 0700 and 0800, except Sundays and holidays when they will be made up prior to 1100.

X

PLAYING RADIOS

Radios will not be played during study hours and volume will be kept down when they are played at other times.

XI

VISITING BARBER SHOPS

Two midshipmen at a time from each deck may go to the barber shops in Abbott Hall and Tower Hall during study hours upon obtaining permission from the Mate of the Deck.

XII

VISITING DURING STUDY HOURS

Study hours are to be observed and Mates of the Deck should not permit visiting or aimless wandering on the part of the midshipmen during those periods. It often is necessary for a midshipman to leave his room during study hours but he should gain permission from the Mate of the Deck if the purpose for doing so is sufficient.

XIII

ATHLETICS DURING LIBERTY HOURS

Midshipmen desiring to participate in athletics during liberty hours need not return to their rooms upon the completion of drills in the Armory or on the Drill Field. Necessary equipment and clothing may be taken to drill formation.

XIV

CROSSING OF LAKE SHORE DRIVE

All personnel of this command will use the underpass at Chicago Avenue in crossing Lake Shore Drive to the lake front and returning in the vicinity of Abbott Hall.

XV

APPLAUSE

It has been mentioned that, while certain lectures may merit hearty applause, such action implies also the right of censure which is not a midshipman's prerogative. All applause shall therefore be omitted.

MAIL

XVI

Large quantities of midshipmen's mail are handled daily by the mail orderly. To expedite delivery it is imperative that letters be correctly addressed. Address forms are available in the respective duty offices.

LAUNDRY

XVII

Laundry is collected every Monday and Wednesday morning at 0800 by a contract laundry. Pickups are made on each deck at this time. Deliveries are made on Wednesday and Friday afternoons. It is suggested, but not required, that midshipmen avail themselves of this privilege. Payment for this service is made monthly by each midshipman using the service.

INTERVIEWS
WITH SENIOR
OFFICERS

XIII

Midshipmen desiring interviews on official business with senior officers of any department during office hours shall first obtain permission of their Commissioned Company Officer or the Commissioned Duty Officer.

DAMAGE
CLAIMS

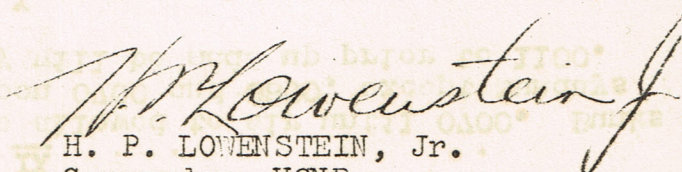
XIX

Any claims against or payments by any midshipman for loss or damage to any building property will be handled through the Commissioned Company Officers. Midshipmen will have no pecuniary dealings whatsoever with any building employee.

USE OF
ELEVATOR
(Abbott
Hall only)

XX

Midshipmen on watch may use the elevators only for movement from the quarter deck to the first deck and return. Midshipmen living on the 7th, 8th, 9th and 10th decks may use the elevators returning from the 1st deck. Midshipmen in Abbott Hall will make no other use of the elevators.


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INSTRUCTIONS FOR MIDSHIPMEN DUTY SQUAD

1. WATCH SQUAD MUSTER - The watch squad is mustered and inspected at 1915 by the oncoming M.D.O., who then reports to the Commissioned Duty Officer, "Watch squad mustered, all present and ready for instructions". After the Commissioned Duty Officer has instructed the squad, he will order the watch posted. In the morning the watch squad will be called at 0540 (0640 on Sundays and Holidays) by the messenger and the time orderly. The watch squad will muster and be inspected at 0610 (0710 on Sundays and Holidays) on the quarterdeck before being posted.
2. PASSING THE WORD - The word must be passed promptly in all passageways. It must be given clearly and fully so that all midshipmen will hear it. Such words as "immediately" or "on the double" will not be ordinarily employed concerning any evolution. The standard form for passing the word will be used in notifying mates for all formations.
3. INSPECTIONS - The M.D.O. will make frequent inspections of all members of the duty squad to see that they are familiar with and are carrying out their duties. The M.D.O. will check the watches of the mates of the decks giving them the correct time. On Sundays and holidays, reveille will be announced, but no reveille inspection will be made. All rooms and bunks will be ready for inspection at 1100.
4. STUDYING ON WATCH - Midshipmen on watch between reveille and taps are permitted to study, but studying must not interfere with duties. No other reading matter will be read on watch. Midshipmen shall not study while on security watch.
5. HOURS OF WATCH - Members of the watch squad will be relieved by the Commissioned Duty Officer for a brief period to make beds and relaxation also for meals. The watch squad will break into the cafeteria line to eat.
6. RELIEF - Mates have authority to permit their assistants to be absent from their posts for five minutes at a time. Mates must secure permission from the Commissioned Duty Officer to be absent from post of duty.
7. REDUCING WATCH SQUAD - The classroom orderly, mail orderly, Armory messengers, and Captain's orderly may be secured, at the discretion of the Commissioned Duty Officer.
8. BOATSWAIN'S MATES - Midshipmen boatswain mates, who pass "All Hands" at reveille, will be called by time orderly 15 minutes before reveille. He is not required to be in full uniform, but may pipe "All Hands" in trousers and undershirt.

9. REVEILLE - At reveille the midshipman boatswain's mate will pipe all hands. After an interval of three minutes, an inspection will be made by mates and their assistants to determine that all midshipmen are out of bed and bed clothes thrown back. A report of any delinquencies will then be made to the Commissioned Duty Officer.
10. COLORS - Colors will be made at 0800 each morning and at astronomical sunset each evening. The midshipmen color guard will be mustered 10 minutes before these times to carry out this evolution.
11. TAPS - The M.D.O. will have the word passed, "Tattoo, five minutes to taps", the midshipmen boatswain's mate will pipe, "Pipe down". Mates and assistants will then inspect rooms, say "Good-night", turn out lights and close doors. Names of absentees and lates will be submitted to the Commissioned Duty Officer.
12. EVENING STUDY PERIOD - The evening study period begins at 1930. The M.D.O. will have the word passed, "Study period. Go to your rooms and keep quiet". The mates and assistants will then inspect all rooms. The study period terminates at 2145.
13. ABSENTEE REPORTS - Absentee reports will be turned in to the mates. Absentee reports will be collected from the mates after each formation and the Daily Absentee Reports filled out by inserting "A" for absent and "L" for late in the proper spaces. The assistant M.D.O. will be responsible for accurately keeping this form. Unauthorized lates and absentees will be reported immediately to the Commissioned Duty Officer. List the Watch Squad, midshipmen in hospital, and excused squad on the form alphabetically, indicating after their names, "W", "H", or "E". When completed at the end of the tour of duty, the form will be placed on the Battalion Officer's desk.
14. ABSENCE FROM MIDSHIPMEN'S QUARTERS - No midshipman whose name is posted on a watch list will absent himself from the hall in which he is quartered, except on official business, at any time during the entire period of his watch. The security watch squad, not otherwise members of the watch squad, will consider the period of their watch ended at reveille.
15. SUPERVISION OF SECTIONS - The M.D.O. or his assistant will supervise the sections on their departure from and return to their respective halls. Section Leaders will report the sections to the M.D.O., or his assistant, both on departure and return. The M.D.O. or his assistant will report to the Commissioned Duty Officer when all sections have departed and when all sections have returned.
16. ROUGH LOG - The assistant M.D.O. and each mate of the deck will keep a rough log of vital information. Do not make your log voluminous by making inconsequential remarks, but give all details in connection with any event worthy of logging. Entries should be printed in ink.
17. OFFICIAL LOG - A member of the Armory watch squad will make all entries on the left page of the official log each hour upon taking readings.
18. TELEPHONE - When the switchboard operator is not present, the proper answer on the phone is: "Naval Reserve Midshipmen's School, First (or Second) Battalion Duty Office." When the switchboard operator is present, the proper answer is "First (or Second) Battalion Duty Office". Never call the Weather Bureau except when directed to do so by the Commissioned Duty Officer. Prior to Reveille, call Cathedral 8000 and set Abbott and Tower Duty Office clocks by the time signal.

19. MAIL AND TELEGRAMS - Distribute all mail and telegrams promptly. A record of all insured and registered mail and all telegrams will be kept in the log provided and signatures obtained from the addressees. Mail addressed to the Commanding Officer will be delivered to the Executive Office if the Executive Office is open, otherwise to the Commissioned Duty Officer in the Armory. Mail for the Supply Officer will be delivered to the Supply Office.

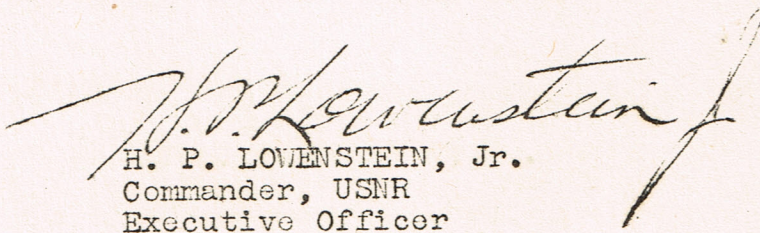
20. EMERGENCY PROVISIONS - In case of an emergency on any deck, the mate thereon will sound the emergency signal and carry out the provisions of the Emergency Bill. However, on weekends (Saturday and Sunday) when the regular Emergency Bill cannot be in effect, the emergency provisions as set up by the Commissioned Duty Officer will be carried out.

21. VISITORS - All visitors must be logged in the Visitors' Log prior to admittance to the Armory, Abbott or Tower Hall. Each midshipman and visitor will be announced to the officer concerned by a member of the watch squad before he is admitted to any office.

22. MEETING OFFICERS - The mate or his assistant will report on the double to commissioned officers appearing on the deck, salute, and state his name and office. This will be done each time, regardless of the number of times any one officer may appear on deck.

23. BULLETIN BOARDS - Each mate of the deck will, upon relieving, examine all notices on bulletin boards on his deck. Any such notices which do not bear the signature or initials of an officer will be removed and delivered to the Commissioned Duty Officer.

24. INQUIRIES CONCERNING ENROLLMENT - All inquiries concerning enrollment should be referred to the Recruiting Officer, Post Office Building, Clark and Adams Streets, Chicago, Illinois.


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