



*Sheppard  
Field*  
TEXAS



We hope this booklet will be helpful to newcomers and veterans at Sheppard Field.

**IF** you would like a copy for the home folks, just ask for one at the Telephone Center in the Service Club.

COY MYERS,  
*Camp Telephone Manager.*



*We acknowledge our appreciation to the Public Relations Office at Sheppard Field for their aid in compiling the information about Sheppard Field contained in this booklet.*



**SOUTHWESTERN BELL TELEPHONE COMPANY**





# About Sheppard Field

## ★ LOCATION

Sheppard Field lies on the North Central plains of Texas, just a few miles south of the Red River and the Oklahoma border. Sheppard Field is five miles from Wichita Falls, business center of the area.



Name .....

Address .....

Rank .....



## GENERAL INFORMATION



*Welcome to  
Sheppard Field!*

**L**AND was broken for Sheppard Field in June, 1941. Mesquite, tumbleweed, wheat fields, and cactus were cleared away and on August 4, 1941, the first large contingent of troops arrived from Chanute Field, Illinois, to assume the task of founding a new field. Sheppard Field, named for the late U. S. Senator Morris Sheppard, one of Texas' leading statesmen, was officially dedicated in October, 1941.

Under the Army Air Forces Training Command, the field has three main purposes: to train airplane mechanics, to train glider mechanics, and to give basic training to soldiers in the Basic Training Center.

The first commander of Sheppard Field was Col. Edward C. Black. He was succeeded by Col. H. B. Clagett on March 13, 1942. The third and present commander is Maj. Gen. J. E. Chaney, who assumed the position of post commander on May 5, 1943.

**Commandos in Coveralls**—Sheppard Field, besides being an extensive basic training center, is the home of one of the nation's largest and finest technical schools for the training of airplane and glider mechanics.

In the Basic Training Center, as a member of the Army Air Forces, you receive thorough instruction in all phases of Army life. This training, of course, is provided to teach you to handle yourself as a soldier. For your own good, and for the good of your country, we know that you, like thousands before you, will realize that it is to your benefit to take every advantage of this training.

If assigned to a technical school here, you will receive training which will give you not only mechanical skill, but also military training which will equip you to become one of America's "Commandos in Coveralls."



**The Soldier's Uniform**—One mark of a good soldier is his appearance.

You should wear the correct uniform properly at all times. Acquaint yourself with regulations on wearing and caring for your uniform.

You should keep your shoes in good condition. Without charge, your footwear is collected for necessary repairs at your supply room at designated times.

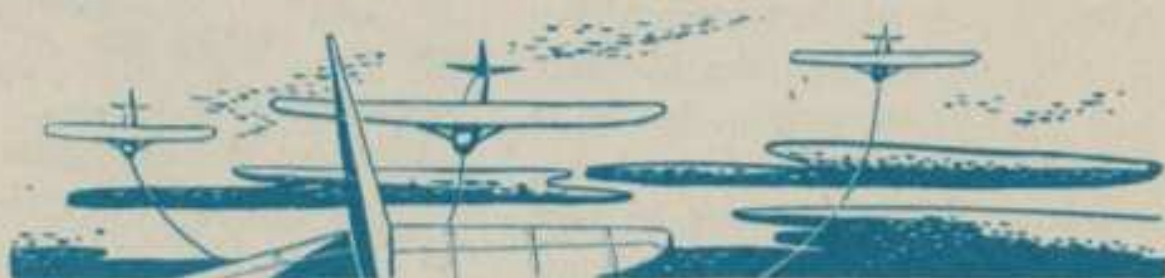
All equipment issued you is charged to you and you are responsible for it.

**Visitors**—All visitors must be identified at the Main Gate and tell the Military Police whom they wish to visit. Hospital visitors should apply at the information desk in the Station Hospital. A visitors' house, built and furnished by Pat Carrigan Post of the American Legion, and operated under the supervision of the Special Service Office, stands just inside the gate.

**Information**—Information about camp personnel, location of units, and other general data, may be had by telephoning 476 or 241, camp telephone exchange. To locate officers, call 328.

**Insurance**—You are eligible to buy National Service Life Insurance. Policies may be issued in amounts ranging from \$1,000 to \$10,000. A \$10,000 policy costs \$6.40 a month if you are 18 years old, and up to \$8.50, if you are 40 or older. Premiums will be deducted from your monthly pay.

The Army suggests that you make arrangements for National Service Life Insurance while at Sheppard Field. Information may be had from your topkick or C. O.





**Servicemen's Dependents' Allowance**—An act of Congress passed in 1942 enables you to authorize a deduction from your pay, to which is added a contribution by the government, to help maintain the serviceman's dependents. The soldier's wife and children need not be dependent upon him to be eligible for allowances. Other relatives, parents, brothers, sisters, and grandchildren, must be dependent.

Your first sergeant or squadron commander can furnish you the necessary forms and additional information.

**War Savings Bonds**—When you buy War Savings Bonds you help to forge weapons to win the war, put aside a nest egg for the peace to come after the war, and help maintain the country's financial equilibrium.

The easiest way to buy Bonds is through the Pay Reservation Plan, under which deductions are made from your monthly pay. Blanks are available at your squadron orderly room.

**Mail Service**—At Sheppard Field there are two mail calls on week days and one on Sundays.

Sheppard Field's main post office, Building 940 on Ninth Street across from the flagpole, is open from 8 a.m. to 5 p.m. on weekdays. Money orders may be cashed there.

**Telegraph Service**—Telegraph messages are delivered rapidly at Sheppard Field. Upon receipt of a telegram for you the telegraph office telephones the information to you at your orderly room. A copy of the telegram then is sent you through the Message Center. The telegraph office is at the Signal Office behind post headquarters. Telegrams may be sent from there or any public telephone.





## **Camp Libraries**

—In addition to the Service Club libraries, big selections of books are kept in area libraries in dayroom recreation halls and places easily accessible to personnel of special units. Books on almost every subject are available

at these libraries. A technical information library is in Room 213, Hangar No. 3.



## **Special Service Branch**

—The Special Service Branch maintains and operates camp theaters, service clubs, libraries, guest houses, athletics, and recreation. Office of the Special Service Officer is Building 844, Room 12.

## **Athletics**

—Much time and money have gone into Sheppard Field's athletic program.

Each organization is equipped for many sports, including basketball, horseshoe pitching, boxing, volley ball, and others. There are tennis courts on the field. Equipment for these sports is available in your squadron.

Your organization will form competitive teams. Every soldier has an equal chance for a spot on the team and every team has a place in a camp-wide league.

## **Cashing of Checks**

—A branch office of the First National Bank of Wichita Falls has been established south of post headquarters to cash checks and sell bank money orders to personnel. Savings accounts also can be opened.

## **Service Clubs**

—There are two Service Clubs at Sheppard Field, located on Fifth Street, between the east and west drill fields. Under the supervision of capable hostesses many recreational facilities are provided. Available to you are libraries, pianos, games, writing desks, free stationery and envelopes, combination



radios, comfortable chairs, entertainments, radio shows and broadcasts, including the "Sheppard Field in Review" and the "Sheppard Field Hour" produced by the Public Relations Office. A cafe, a cafeteria, and two soda fountains are among the features of these fine clubs. An outside Victory Stage with a seating capacity of 7,500 is provided for summer entertainment.

**Athletic Areas**—Athletic areas include baseball and softball diamonds, tennis, outdoor basketball, badminton and volley ball courts, horseshoe pitching pits, horizontal bars, boxing ring, and a football field. The BTC baseball diamond, incidentally, has a seating capacity of 4,000 persons. Two 10-lane bowling alleys are also available, as are two field houses equipped with basketball and handball courts, boxing rings, and modern shower rooms.

**Guest House**—A guest house is provided on the field where a soldier's family and friends may stay while visiting him. Rates are 50 cents per person per night. Reservations must be made in advance. Because of the demand for accommodations, no room may be occupied by one party for more than three days.

**Theaters**—Top-flight Hollywood films are shown in Sheppard Field's three theaters. Each theater presents two shows nightly, with matinees on Sundays. Admission is 15 cents.

As they become available, U.S.O. shows and other featured entertainments are presented.

**Day Rooms**—Day room recreation halls in each organization area have pool and ping pong tables, writing desks, soft drink and candy machines, magazines, books—and comfortable lounging furniture.



**Public Relations Office**—Keeping the folks back home informed about you and your Army progress is part of the business of the Public Relations Office. Stories are released on promotions of officers and enlisted men.

Production of at least seven radio programs each week, and publication of Texacts, the camp weekly newspaper, are handled by the Public Relations Office.

**U. S. O. Clubs**—U. S. O. provides entertainment and relaxation for you in Wichita Falls.

U. S. O. Clubs have lounges, reading rooms with out-of-town newspapers and magazines, writing rooms, free stationery, ping pong and pool tables, game rooms, a music room with a piano and radio, free movies, a soda fountain, and regular entertainments such as community singing, party nights, refreshments, musicals, and dances.

**Texacts**—Camp newspaper, written by experienced newspapermen, is Texacts, distributed free every Saturday. Filled with news, features, laughs, cartoons, pictures of soldiers at work and play, Texacts is a word and picture story of life at Sheppard Field. The name is derivative of Texas Air Corps Technical School.

**Military Police**—The M.P.'s perform the same function in the Army that police perform in civilian life. They represent the Commanding General and carry out his orders. They must be obeyed and treated with the same respect as a soldier on guard.

M.P.'s are charged with seeing that a soldier's appearance and conduct are a credit to the Army. Their business is to help—not to hound.

Should you get in trouble away from the field, call the nearest M.P. He will give you every possible assistance. Remember, an M.P. wants to keep you out of trouble . . . not get you into it.

**Transportation**—In the Rail Transportation Office, Building 33, there is an information booth at which you can learn schedules, routes and fares of trains, buses, and planes. For the most convenient method of getting the information you need, go to the Rail Transportation Office rather than to the bus company or railroad station. The office is located in the warehouse district.

Twenty-four hour bus service is maintained between Sheppard Field and Wichita Falls. From 4 p.m. to midnight the buses run every five minutes.

**Camp Exchanges**—Camp stores, commonly called the "PX", are located in every area. PX's are open during most of your free hours. Most articles you need are available at reasonable prices. Profits are spent for recreational equipment in camp.

Barber and tailor shops are also available.

**PX Restaurants**—A large, modern PX restaurant is located at the northeast corner of the field, directly across from the WAC area. Service is cafeteria style, with an additional sandwich lunch counter for those wishing short orders. This modern eating place seats 450 persons. A counter service restaurant is located in PX No. 4 at the south end of the field. Several PX's on the field serve beer.

**Laundry and Dry Cleaning**—The Quartermaster Laundry does all your laundry for a flat charge of \$1.50 a month. The Army supplies and launders sheets and pillow cases. Commercial dry cleaning branches are located in each area.

**Cadet Training**—Soldiers having the desire and qualifications to be cadets may apply for cadet training at Building 699 which houses the Cadet Board.

**WACS**—The 718th WAC Post Headquarters Company is stationed at Sheppard Field. The WAC area is on the northwest side



of the field. The soldierettes have their own recreation room, PX, and beauty parlor.

**Religious Services**—There are Catholic, Jewish, and Protestant chaplains and chapels at Sheppard Field. Chaplains are glad to assist you in any way they can. If you desire guidance, advice, or want to talk to some one who is interested in your problems, don't hesitate to call on your chaplain.

**Medical Service**—Extensive facilities have been established at Sheppard Field to see that you are healthy and stay healthy.

Sick call is held in each squadron every morning and afternoon. If you need medical attention you should report to your orderly room. You will be sent to a dispensary near your unit. At other hours, illness or injury should be reported to an officer or non-com in your unit.

**The Red Cross**—The American Red Cross stretches its helping hand to soldiers at home and abroad. Headquarters at Sheppard Field are in a colonial style building in the Service Club area. The Red Cross field director and his staff are ready to help you when you need assistance, counsel, a loan, information, or advice. Dealings with the Red Cross are confidential.

**Housing**—Housing facilities in the vicinity of Sheppard Field are scarce. Soldiers are urged not to bring their families here until they locate a place for them to live, and until they have sufficient funds to meet their needs should living expenses be higher than they anticipate. The U.S.O. Travelers Aid, Hamilton Building, Wichita Falls, will assist in locating rooms.





**Legal Assistance**—The soldier in need of legal advice is referred to the Legal Assistance Office, in Building 801. The office furnishes legal assistance and advice free of charge to any member of the armed forces. Information divulged by a soldier in seeking legal help is treated confidentially.

**Passes, Leaves, and Furloughs**—You must remain in camp during your first 14 days at Sheppard Field. In that time, your officers and non-commissioned officers will acquaint you with the camp's many facilities for recreation. After that, unless on duty, you may go to Wichita Falls after Retreat. Usually you are free on Sundays.

Overnight trips or trips to Fort Worth and Dallas require a pass from your first sergeant. Only a limited number of men from any one organization may get overnight passes at one time.

During basic training period, three-day passes may be granted in exceptional cases; furloughs will be given in *actual emergencies*. Before leaving the field, be sure you fulfill all requirements.

**Automobiles**—The Army recommends that you leave your car at home. Trainees are not forbidden to have them, but owners must have liability insurance and obtain Sheppard Field registration stickers from the Provost Marshal's Office, Building 1111.

**Traffic Regulations**—Traffic rules are enforced strictly in camp. Speed limits range from 20 to 25 miles per hour. When passing troops, maximum speed is 10 m.p.h. Park only in designated parking areas which are clearly marked.

All pedestrians on the roads of Sheppard Field will keep to the extreme left of the road and will not walk more than three abreast.





## PUBLIC TELEPHONE SERVICE



Wherever you see this sign, you'll find a public telephone to serve you. For your convenience, there are approximately 100 public telephones throughout Sheppard Field. Most of them are located in Post Exchanges, day rooms, and in outdoor telephone booths.

**Attended Telephone Center**—Adjoining the Service Club is a Telephone Center, where operators are on duty during the busy hours each evening and all day on Sundays to help you complete your personal telephone calls. The telephones are available at all hours the Service Club is open.

At the Telephone Center are 14 telephone booths, two sections of switchboard, and chairs and tables to add to your convenience when there are delays on your telephone calls.

*Soldiers give their calls to operators at the counter at Sheppard Field's Telephone Center*



Photograph by AAF Technical Training Command

**Camp Telephone Manager**—Coy Myers, who has 10 years of telephone experience, is the civilian full-time camp telephone



manager at Sheppard Field. His duties are to assist you with your telephone problems, and to arrange the public telephones in the camp so that they will serve you and the other men most effectively.

If you have any questions, suggestions, or criticisms, he will be glad to receive them. Please feel free to call on him when you have a telephone problem. You will find him glad to help you.



## **How You May Be Reached**

**By Telephone**—Just in case your folks need to reach you by telephone, please let them know how you can be called.

Your correct mailing address is sufficient information, as it includes your complete name and other information that will help us locate you. All incoming calls are handled by the official P.B.X. board. When you are notified who is calling you, go at once to any Public Telephone and call the operator or number given you.



## TELEPHONE SUGGESTIONS

You can help us give you better telephone service if you will observe the following suggestions:

**1.** Try to avoid the busiest hours of the day, particularly after 7:00 each evening. Also, avoid the pay-day rush. Unless your long distance call is urgent, please wait three or four days after pay-day to make it.

**2.** Choose between the cheaper Station-to-Station service and the higher-priced Person-to-Person type of call. (The Wichita Falls telephone directory describes both.)

**3.** Find out the rate, so you can have the correct amount of change when you make a call from a public telephone. Typical rates to cities in all sections of the country are listed on the inside back cover of this booklet. It will save time if you will have the correct change in nickels, dimes, and quarters.

**4.** Place your call by number if you know it. You will help us give you faster service. Out-of-town directories are available at the Telephone Center adjoining the Service Club.

**5.** If your call does not go through immediately, please wait outside the booth, or place your call again later, whichever the operator asks you to do.

**6.** If a call for someone else comes through while you are in the booth, please call him to the telephone. It will not delay your call.

**7.** Please be brief. You can help us handle the wartime load of telephone calls by limiting your conversation to five minutes or less, especially during the evening rush hours and on Sundays.

## ABOUT THOSE DELAYS ON

# Long Distance Calls!

It's just not humanly possible to put your long distance calls through as quickly as we did before the war.

Back a couple of years ago, you may remember, long distance calls to any part of the nation were completed, on the average, in about 90 seconds—from the time you gave the number to the operator until the person you were calling answered!

*But things are different now....*

**T**he building of new telephone plant virtually stopped many months ago when copper, rubber, and all the other materials needed to expand the telephone system were more urgently required to provide the guns, ammunition, ships and planes required to win this war.

Although we had to stop expanding the network of telephone lines, the volume of long distance calls grew heavier and heavier.

*War industries need speed...and turn to the telephone!*

The Army and Navy need quick communications to get their gigantic job done in the shortest possible time...*and turn to the telephone!*

**T**hus, the volume of telephone calls has skyrocketed...and still continues to increase.

It all adds up to just one thing: when the volume of calls in-



creases, but the telephone plant cannot be further expanded... there are bound to be delays on many long distance calls.

Come what may, however, we'll keep on trying. We want to give you the very best telephone service possible under existing conditions.

**L**ike you, we look to the day this war will be won... when we again can build the lines and provide the equipment to complete your long distance calls in 90 seconds or less, to speed the making of a better, safer world.

We know it's aggravating when your calls are delayed. It's aggravating to us, too!

Thank you for your patience and understanding.



*This is a part of  
the switchboard in Wich-  
ita Falls which is filled with  
operators each evening and on  
Sundays to handle your telephone calls.*

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## NAMES AND NUMBERS

[illegible]



# Telephone Rates from Sheppard Field

Rates quoted below are for a 3-minute conversation,  
and include the 20 per cent Federal tax.

TO:	Station-to-Station		Person-to-Person	
	Week-Days	Nights and Sundays	Week-Days	Nights and Sundays
Abilene, Texas .....	\$ .85	\$ .50	\$1.20	\$ .85
Akron, Ohio .....	2.75	1.90	3.65	2.80
Albany, New York .....	3.50	2.40	4.60	3.55
Albuquerque, New Mexico .....	1.60	1.15	2.15	1.70
Amarillo, Texas .....	1.20	.70	1.60	1.15
Atlanta, Georgia .....	2.30	1.60	3.05	2.40
Austin, Texas .....	1.30	.80	1.80	1.25
Baltimore, Maryland .....	3.10	2.15	4.15	3.20
Birmingham, Alabama .....	1.90	1.40	2.60	2.05
Boston, Massachusetts .....	3.90	2.70	5.10	3.90
Buffalo, New York .....	3.10	2.15	4.15	3.20
Chicago, Illinois .....	2.30	1.60	3.05	2.40
Cincinnati, Ohio .....	2.30	1.60	3.05	2.40
Dallas, Texas .....	.85	.50	1.20	.85
Dayton, Ohio .....	2.40	1.70	3.20	2.45
Denver, Colorado .....	1.70	1.20	2.20	1.75
Des Moines, Iowa .....	1.75	1.25	2.35	1.85
Detroit, Michigan .....	2.65	1.85	3.55	2.75
El Paso, Texas .....	2.00	1.25	2.60	1.85
Fort Worth, Texas .....	.80	.50	1.15	.85
Houston, Texas .....	1.60	1.00	2.10	1.50
Jersey City, New Jersey .....	3.50	2.40	4.60	3.55
Kansas City, Kansas .....	1.45	.95	1.90	1.45
Little Rock, Arkansas .....	1.30	.90	1.75	1.30
Los Angeles, California .....	3.00	2.10	4.00	3.10
Louisville, Kentucky .....	2.15	1.55	2.90	2.30
Lubbock, Texas .....	1.15	.70	1.55	1.15
Miami, Florida .....	3.10	2.15	4.15	3.20
Minneapolis, Minnesota .....	2.30	1.60	3.05	2.40
Nashville, Tennessee .....	1.90	1.40	2.60	2.05
New Orleans, Louisiana .....	1.75	1.25	2.35	1.85
New York, New York .....	3.50	2.40	4.60	3.55
Oklahoma City, Oklahoma .....	.70	.50	1.00	.80
Philadelphia, Pennsylvania .....	3.35	2.35	4.50	3.50
Phoenix, Arizona .....	2.30	1.60	3.05	2.40
Pittsburgh, Pennsylvania .....	2.90	2.00	3.85	2.95
Portland, Oregon .....	3.90	2.70	5.10	3.90
Providence, Rhode Island .....	3.90	2.70	5.10	3.90
Richmond, Virginia .....	3.00	2.10	4.00	3.10
St. Louis, Missouri .....	1.75	1.25	2.35	1.85
Salt Lake City, Utah .....	2.40	1.70	3.20	2.45
San Antonio, Texas .....	1.50	.90	2.00	1.40
San Francisco, California .....	3.50	2.40	4.60	3.55
Trenton, New Jersey .....	3.35	2.35	4.50	3.50
Tulsa, Oklahoma .....	.95	.60	1.30	.95

## ARMY, NAVY

and war industries must have quick communications. It takes a lot of telephone calls to move a million men or make munitions—12,000 calls, for example, to make a bomber.

## A MACHINE GUN

in action uses 30 pounds of copper in four minutes—enough for a mile and a half of telephone lines.

## *As the War Effort*

speeds up, the load on telephone wires throughout the country grows. We cannot build new lines to carry this load because copper, nickel, and rubber are shooting—not talking—materials right now.



**THIS IS WHY** your calls are sometimes delayed. That is why we have to make the most of the telephone facilities we have.

