

# INDIVIDUAL RECORD CARD

## AVIATION SECTION SIGNAL CORPS

Of Russell  
(Surname)

Chas. P.  
(Christian Name)

Reported by:

I \_\_\_\_\_  
(Rank)

(Name)

II 1<sup>st</sup> Lieutenant  
(Rank)

F. M. Bartlett  
(Name)

III Capt. A. S. (A) E. F. Caldwell.  
(Rank)

(Name)

IV \_\_\_\_\_  
(Rank)

(Name)

V \_\_\_\_\_  
(Rank)

(Name)

VI \_\_\_\_\_  
(Rank)

(Name)

VII \_\_\_\_\_  
(Rank)

(Name)

VIII \_\_\_\_\_  
(Rank)

(Name)

IX \_\_\_\_\_  
(Rank)

(Name)

X \_\_\_\_\_  
(Rank)

(Name)

## INSTRUCTIONS

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1. This individual record card is to be filled out by the Commanding Officers of the Schools at which the Cadet takes his training, and by each subsequent Commanding Officer of the squadrons to which the Pilot is assigned. This record card should be filled out before the departure of the Pilot and will be placed in the envelope in the back of the Pilot's Log Book and a seal will be placed at each end of each string attached to the flaps. Upon arrival, the Commanding Officer will see that the seals are intact, will break the seals and place the record card in special file kept for that purpose, and upon departure of the Pilot, will bring the record up to date, and follow the method described above. The Pilot will not be acquainted with the context of this card, except as stated in Paragraph 3 relative to *entries of facts*.

2. No entry or remark that has relation solely to the habits or individual peculiarities of an officer will be made on this report, unless those habits or peculiarities are of such a nature as to affect his professional character or the performance of his official duties. When such entry or remark is made, its bearing on his professional character or on the performance of his official duties will be specifically stated.

3. Whenever any unfavorable *entry of fact* affecting the character of an officer is made on his report, a copy of that portion of the report will be furnished to the officer concerned, to whom will be granted a reasonable time to prepare such written statement in respect thereto as he may desire to make. This statement with remarks thereon of the reporting officer will be enclosed with the report. In the event that it is impracticable to obtain such statement without unduly delaying the rendition of the report, a copy of the communication by which the officer concerned was informed of the unfavorable entry or remark will be enclosed with the report and his written statement will be forwarded later. Should the officer not desire to make a statement, that fact will be noted on the report. A copy of any unfavorable *entry of opinion* will not be furnished the officer reported on.

4. In the absence of proper explanation, such replies as "do not know" or "can not determine," will not be accepted. In answer to headings 1-2 and 7, degrees of efficiency will be expressed as "excellent," "very good," "good," "fair," "tolerable," or "not good."

5. The space under Remarks will be used for appropriate explanations for which other allotted spaces are insufficient, or any further statement that the reporting officer desires to make as to the ability, qualifications, or special fitness of an officer.

# STATION AND DUTIES OF OFFICER REPORTED UPON

## I. GROUND SCHOOL.

Station \_\_\_\_\_  
Period \_\_\_\_\_ 191\_\_\_\_, to \_\_\_\_\_ 191\_\_\_\_  
Rank \_\_\_\_\_  
Special Duties on which engaged during this period \_\_\_\_\_

## II. FLYING SCHOOL.

Station Kelly Field - So. San Antonio, Texas.  
Period 4/20 1918, to 8/15 1918  
Rank Flying Cadet - 2<sup>nd</sup> Lieutenant  
Special Duties on which engaged during this period \_\_\_\_\_

Undergoing Flying Instruction

## III. SPECIALIZED SCHOOL

Station Payne Field, West Point, Miss.  
Period Sept. 25 1918, to Oct. 30 1918  
Rank 2<sup>nd</sup> Lt. A. S. (A.)  
Special Duties on which engaged during this period \_\_\_\_\_

None.

#### IV. AERIAL GUNNERY

Station .....

Period.....191..., to.....191.....

Rank .....

Special Duties on which engaged during this period.....

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#### V. SQUADRON

Station .....

Period.....191..., to.....191.....

Rank .....

Special Duties on which engaged during this period.....

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.....

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#### VI. SQUADRON

Station .....

Period.....191..., to.....191.....

Rank .....

Special Duties on which engaged during this period.....

.....

.....

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VII. SQUADRON

Station -----

Period ----- 191 --, to ----- 191 --

Rank -----

Special Duties on which engaged during this period -----

-----

-----

-----

VIII. SQUADRON

Station -----

Period ----- 191 --, to ----- 191 --

Rank -----

Special Duties on which engaged during this period -----

-----

-----

-----

IX. SQUADRON

Station -----

Period ----- 191 --, to ----- 191 --

Rank -----

Special Duties on which engaged during this period -----

-----

-----

-----

X. SQUADRON

Station -----

Period ----- 191 --, to ----- 191 --

Rank -----

Special Duties on which engaged during this period -----

-----

-----

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MANNER OF PERFORMANCE OF DUTY

1. Professional Zeal and Attention to Duty (Opinion) :

I ----- VI -----

II ----- VII -----

III ----- VIII -----

IV ----- IX -----

V ----- X -----

2. Intelligence and judgment shown in instructing, drilling, and handling enlisted men (Opinion) :

I ----- VI -----

II ----- VII -----

III ----- VIII -----

IV ----- IX -----

V ----- X -----

3. Has he been specially mentioned, favorably or unfavorably, in official reports of commanding officers during this period? If so, inclose extract report of same (Fact).

I

II

III

IV

V

VI

VII

VIII

IX

X

4. Was this officer the subject of any disciplinary measure during the period covered by this report? If so, state the nature of same and the circumstances attending it. (Fact.) (Answers to be continued under "Remarks" if space is insufficient.)

I -----

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-----

-----

II *No* -----

-----

-----

-----

III *~~No~~ Grounded 24 days and loss*

*flying pay- delay in reporting this*

*station.* -----

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-----

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IV -----

-----

-----

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V -----

-----

-----

-----

VI -----

-----



VII

VIII

IX

X

5. Has he used intoxicants or drugs to such an extent as to impair his efficiency as an officer during this period? If so, state particulars. (Fact.) (See Instruction 1.)

I

II

*No*

III

Na

IV

V

VI

VII

VIII

IX

X

6. Is he fitted physically for all the duties of his position? If not, in what respect is he deficient? (Opinion.)

I

II

Yes

III

Yes

IV

V

VI

VII

VIII

IX

X

7. General bearing and military appearance (Opinion):

I	-----	VI	-----
II	Good	VII	-----
III	Good.	VIII	-----
IV	-----	IX	-----
V	-----	X	-----

8. Has he shown peculiar fitness for detail as an instructor? If so, state in what branches. (Opinion.)

I	-----
II	No
III	No
IV	-----
V	-----
VI	-----



VII

VIII

IX

X

9. So far as known or observed by you, does this officer possess special knowledge of any particular line of work? If so, state definitely its nature and extent. (Opinion.)

I

II

III

IV -----

V -----

VI -----

VII -----

VIII -----

IX -----

X -----

10. Considering the possible requirements of the service, in peace and war, would you desire to have this officer under your immediate command? If not, state reasons. (Opinion.)

I

II

Yes

III

Yes

IV

V

VI

VII

VIII

IX

X

11. Proper authority having decided on the methods and procedure to accomplish a certain desirable end, state whether he impresses you as being an officer who will co-operate energetically and loyally in accomplishing this end, regardless of his personal views in the matter (Opinion):

I -----  
II ----- Yes  
III ----- Yes  
IV -----  
V -----  
VI -----  
VII -----  
VIII -----  
IX -----  
X -----

12. Recommend for Pursuit, Bombing or Corps d'Armee Pilot.  
(Not to be filled in at Ground School.)

I -----  
II ----- Pursuit  
III ----- CLASSIFIED AS A PURSUIT PILOT  
IV -----  
V -----  
VI -----  
VII -----  
VIII -----  
IX -----  
X -----



# FLYING CHARACTERISTICS

13.	I	II	III	IV	V	VI	VII	VIII	IX	X
Conservative -----	X	X	X	-----	-----	-----	-----	-----	-----	-----
Reckless -----	X	-----	-----	-----	-----	-----	-----	-----	-----	-----
Over Confident ----	X	-----	-----	-----	-----	-----	-----	-----	-----	-----
Lacks Confidence --	X	-----	-----	-----	-----	-----	-----	-----	-----	-----
Shows Headwork --	X	X	-----	-----	-----	-----	-----	-----	-----	-----
No Headwork -----	X	-----	-----	-----	-----	-----	-----	-----	-----	-----
Conceited -----	X	-----	-----	-----	-----	-----	-----	-----	-----	-----
Nervy -----	X	X	-----	-----	-----	-----	-----	-----	-----	-----

Place crosses in spaces opposite characteristics.

## 14. RIGGING

	No. of Hours	Character of Instruction, Whether Lecture, Field or Laboratory, etc.	Average Grade
I			
II	24	Practical Work	78%
III	None		
IV			
V			
VI			
VII			
VIII			
IX			
X			

15. *ENGINES*

No. of Hours	Character of Instruction, Whether Lecture, Field or Laboratory, etc.	Average Grade
I		
II 48	Lect. + Work on test blocks	81.7%
III None		
IV		
V		
VI		
VII		
VIII		
IX		
X		

## 16. GUNNERY

No. of Hours	Character of Instruction, Whether Lecture, Field or Laboratory, etc.	Average Grade
I		
II 96	Field-Target practice on range	90%
III <del>100</del> 25	Field-Range	95.
IV		
V		
VI		
VII		
VIII 18		
IX		
X		



## 17. RADIO

	No. of Hours	Character of Instruction, Whether Lecture, Field or Laboratory, etc.	Average Grade
I			
II	48	Lecture and Lab.	85.70
III	6	Laboratory	95
IV			
V			
VI			
VII			
VIII			
IX			
X			

## 18. AERIAL OBSERVATION

No. of Hours	Character of Instruction, Whether Lecture, Field or Laboratory, etc.	Average Grade
I		
II	24 Lect, Lab. + Field	92%
III	None	
IV		
V		
VI		
VII		
VIII		
IX		
X		

## 19. PHOTOGRAPHY

No. of Hours	Character of Instruction, Whether Lecture, Field or Laboratory, etc.	Average Grade
I		
II	8 Lectures	—
III	None	
IV		
V		
VI		
VII		
VIII		
IX		
X		

## 20. BOMBING

No. of Hours	Character of Instruction, Whether Lecture, Field or Laboratory, etc.	Average Grade
I		
II	None	
III	None	
IV		
V		
VI		
VII		
VIII		
IX		
X		



21. ARMY PAPER WORK  
Drill, etc.

No. of Hours	Character of Instruction, Whether Lecture, Field or Laboratory, etc.	Average Grade
I		
II	<i>none</i>	
III	<i>16 Cts. Martial-Military Subjects-Map drawing</i>	<i>90.</i>
IV		
V		
VI		
VII		
VIII		
IX		
X		

## 22. FLYING

No. of Hours	Character of Flying—If Elementary, Pursuit, Bombing, Observation, Night, etc.	Average Grade
I		
II	80:30 Primary 79:35	75%
	Inst. School :55	
III	15:52 Pursuit	70%
IV		
V		
VI		
VII		
VIII		
IX		
X		

## REMARKS

1. Each entry will be numbered I, II, III, etc., so as to correspond to the entry numbers in the certificates of the Commanding Officers.

(See Instruction 5 on first page.)

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# REMARKS—Continued

# REMARKS—Continued

Additional sheets for Remarks, if required, will be attached here.



I. I certify that the entries herein made by me are true and impartial to the best of my knowledge and belief.

-----  
(Name)

-----  
(Rank)

-----  
(Regt., Corps, or Dept.)

Commanding -----

II. I certify that the entries herein made by me are true and impartial to the best of my knowledge and belief.

*J. M. Baxton*  
-----  
(Name)

*1st Lieutenant*  
-----  
(Rank) *Officer in Charge of Flying* *A. S. Sig RE*  
-----  
(Regt., Corps, or Dept.)

Commanding

*Kelly Field - San Antonio, Texas*  
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III. I certify that the entries herein made by me are true and impartial to the best of my knowledge and belief.

*In the absence of Lt Colonel Jack Wilson*  
*Walter Fisher*  
-----  
(Name)

*Lieut. Colonel, J. M. A. S. A.*  
-----  
(Rank)

-----  
(Regt., Corps, or Dept.)

*Payne Field, West Point, Miss.*  
-----

Commanding -----

IV. I certify that the entries herein made by me are true and impartial to the best of my knowledge and belief.

-----  
(Name)

-----  
(Rank)

-----  
(Regt., Corps, or Dept.)

Commanding -----

V. I certify that the entries herein made by me are true and impartial to the best of my knowledge and belief.

-----  
(Name)

-----  
(Rank)

-----  
(Regt., Corps, or Dept.)

Commanding -----

VI. I certify that the entries herein made by me are true and impartial to the best of my knowledge and belief.

-----  
(Name)

-----  
(Rank)

-----  
(Regt., Corps, or Dept.)

Commanding -----

VII. I certify that the entries herein made by me are true and impartial to the best of my knowledge and belief.

-----  
(Name)

-----  
(Rank)

-----  
(Regt., Corps, or Dept.)

Commanding -----

VIII. I certify that the entries herein made by me are true and impartial to the best of my knowledge and belief.

-----  
(Name)

-----  
(Rank)

-----  
(Regt., Corps, or Dept.)

Commanding -----

IX. I certify that the entries herein made by me are true and impartial to the best of my knowledge and belief.

-----  
(Name)

-----  
(Rank)

-----  
(Regt., Corps, or Dept.)

Commanding -----

X. I certify that the entries herein made by me are true and impartial to the best of my knowledge and belief.

-----  
(Name)

-----  
(Rank)

-----  
(Regt., Corps, or Dept.)

Commanding -----