For the benefit of Faculty Members who now for the first time have V-12 trainees in their classes we are repeating the following recommendations and suggestions that have appeared on the sick bay reports from time to time.

All cases of cribbing or "gouging" among V-12 trainees should be reported to this office. Please follow this procedure rather than report such cases to the V-12 Officers.

Since an unexcused absence results in duty on the awkward squad, it is very important that an accurate record be maintained of the class attendance of all V-12 trainees. One suggestion that has proved successful is that of writing on the blackboard the name of any student who is absent when the roll is called. If the trainee does not appear to challenge his name written on the board, then it may be assumed that he was absent and not merely tardy.

The Navy requests that all instructors with V-12 students in their classes send in the orange absence report cards each week. If there have been no absences among V-12 trainees, indicate that fact on the card. Supplies of these cards may be obtained by calling K U 40.

It has been brought to my attention by Lt. Michelman that some instructors have been writing to the Bureau of Naval Personnel concerning the V-12 Program. I have been requested to pass along the information that correspondence to Naval authorities relative to the V-12 Program must be transmitted via the Commanding Officer of this Unit.

Each V-12 trainee carries a demerit chit and in case he is disobedient or discourteous the instructor may ask him for this card, write in the offense, and send it to Lt. Fitzhugh.

It has come to our attention that a few V-12 trainees are resorting to certain old tricks and subterfuges in order to be excused from class. Some of the outworn excuses being offered are that the student must go down town to have his picture taken, must attend his grandmother's funeral, etc. Please do not give any V-12 student permission to leave class for such purposes unless he has a written chit signed by Lt. Michelman or Lt. Fitzhugh. Such procedure need not be followed, of course, in case of illness. If, in your opinion, the trainee is ill, urge him to report to the sick bay at once.

We suggest that it would be well for instructors to use ink when entering names on absence report cards. This will lessen the possibility of alterations in the report between the time it leaves the instructor's hands and reaches the Navy V-12 Office.

Any instructor who needs blue cards for reporting D and F grades may obtain them by calling K U 401

Please report any books with Navy V-12 stickers left unclaimed in class rooms. Call K U 40 and some one from this office will pick them up.

If you have V-12 trainees in your classes, it will be of great assistance to this office if you will write the name of the author and the title of the textbook on the board at the first meeting of the class. Each V-12 trainee is given a book requisition card which he fills in and presents to this office for his books and instruments. It helps in the issuing of the supplies if the name of the author and the title of the text are recorded accurately on the requisition card. Your cooperation will be greatly appreciated.

Some V-12 trainers still do not know the names of their instructors. The students would appreciate it if the instructors would in some way make known their names.