

WAR DEPARTMENT
HEADQUARTERS OF THE ARMY AIR FORCES
WASHINGTON

21 JUN 1943

MEMORANDUM FOR: Assistant Chief of Air Staff, Operations,
Commitments and Requirements.

Subject: Establishment of Office of Special Assistant
for Women Pilots.


1. You will establish within your organization the Office of the Special Assistant and Director of Women Pilots within the Army Air Forces, to perform the following functions:

- a. Determines the most effective utilization of women pilots in the Army Air Forces and makes recommendations to Assistant Chief of Air Staff, Operations, Commitments and Requirements where, and in what capacities they should be used.
- b. In coordination with other staff agencies, determines the number of women pilots to be trained to meet the needs of using agencies and makes recommendations to the Assistant Chief of Air Staff, Operations, Commitments and Requirements. Insures that training agencies are advised concerning approved requirements.
- c. Determines, in coordination with Assistant Chief of Air Staff, Personnel and Assistant Chief of Air Staff, Training, the qualifications of women pilot trainees and makes recommendations to Assistant Chief of Air Staff, Operations, Commitments and Requirements.
- d. Recruits women trainees and, in coordination with Assistant Chief of Air Staff, Personnel, effects their assignment to the Flying Training Command in accordance with established schedules.
- e. In coordination with Assistant Chief of Air Staff, Training, determines training standards for women pilots and makes recommendations to Assistant Chief of Air Staff, Operations, Commitments and Requirements.



- f. In coordination with Assistant Chief of Air Staff, Personnel, allocates trained women pilots to using agencies.
- g. In coordination with Assistant Chief of Air Staff, Personnel, formulates rules and regulations governing the conduct and welfare of women pilots and establishes a system of ranks and ratings, and promotion and demotion. Makes recommendations to Assistant Chief of Air Staff, Operations, Commitments and Requirements.
- h. Makes recommendations to the Air Surgeon relative to the health and living conditions of women pilots.
- i. Formulates plans, in coordination with Assistant Chief of Air Staff, Personnel, for the removal of women pilots from Civil Service status or for their militarization, and makes recommendations to Assistant Chief of Air Staff, Operations, Commitments and Requirements.
- j. For Assistant Chief of Air Staff, Operations, Commitments and Requirements, coordinates Army Air Forces functions, plans and projects relative to women pilots of the Army Air Forces.
- k. Makes inspection trips and maintains liaison with using agencies to inform them of policies and to keep informed as to all activities and problems in connection with the women pilot program.
- l. Performs such other functions as may be directed by the Assistant Chief of Air Staff, Operations, Commitments and Requirements.

2. You will appoint as Special Assistant and Director of Women Pilots within the Army Air Forces, Miss Jacqueline Cochran, who will be responsible for performance of the functions stated above. The personnel required by the Office of the Special Assistant and Director of Women Pilots will be reviewed and approved by Management Control, and will be allowed over and above the limits established by the Exact Manning Table for the Assistant Chief of Air Staff, Operations, Commitments and Requirements, and the Exact Manning Table for Headquarters Army Air Forces, dated June 1, 1943.


H. H. ARNOLD,
General, United States Army,
Commanding.