



The Urbana Free Library

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Chanute Air Force Base Subject Files:
Non-Commissioned Officers

Collection [200.009]

Champaign County Historical Archives

Compiled by: Kevin Adams

Creator/Corporate name: Chanute Air Force Base

Inclusive Dates: 1943-2003, bulk 1961-1985

Physical Description: 1 box, 0.5 Linear Foot

Provenance:

The Chanute Air Force Base Subject files were donated to the Champaign County Historical Archives from the defunct Chanute Air Force Base Museum upon their closure. The Subject Files were curated and maintained by the History Office of the Chanute Air Force Base and later preserved by the museum.

Access:

The records are accessible to the public within applicable copyright restrictions and limited to use at the Champaign County Historical Archives of The Urbana Free Library.

Historical Note:

Chanute Air Force Base, formerly Chanute Field, had multiple programs revolving around non-commissioned officers (NCOs) from 1941-1993. NCOs are officers who obtained their rank by rising through the ranks and were not commissioned from outside of their units. Thus, these officers had a reputation for being hard working and having thoroughly earned their positions. CAFB took great pride in training and honoring its NCOs.

Scope and Content Note:

The collection covers the initiation of the establishment of the official Non-Commissioned Officers School on May 5, 1943 and materials continue coverage primarily through the mid 1980s. Materials focus in several areas: the history of NCOs at Chanute, the reimagining of the enlisted open mess, the training programs at the NCO Leadership School, and programs for the NCOs including a dining program called Dining Out and senior NCO induction. Materials in the collection include correspondence, newspaper clippings, event programs, menus, invitations, administrative papers, school programs, school course work, and more.

Arrangement:

The collection is divided into 5 series: NCO History, NCO Leadership School, NCO Enlisted Open Mess, Dining Out Program, and Senior NCO Induction. Within each series, files are organized to first provide the context for the series. Where possible, materials are arranged chronologically at the item level. Where dates were not clear, materials reflect their original order with minor alterations. Where chronological order and original order was not possible, items are arranged with an eye toward providing context first.



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Subject Terms (LCSH):

Chanute Field (Ill.)
Chanute Air Force Base (Ill.)
United States Air Force - History
Armed Forces - Non-Commissioned Officers
United States Air Force – Training
Chanute Technical Training Center (U.S.)

Container List:

Box 1

Series 1: NCO History

Folder 1: Management and Administration, 1941-1983

- NCO Officers Manual
- Administrative papers
- Newspaper clippings
- Calendar
- Roster
- Policies and Rules
- Ephemera

Folder 2: Correspondence, 1943-2003

- Correspondence
- Blueprints (attached)
- Maps (attached)

Series 2: NCO Leadership School

Folder 3: Administration, 1973-1984

- Administrative papers
- Photographs
- Newspaper clippings
- Correspondence

Folder 4: Student Course Materials, undated

- NCOLS Student Note Taking Guide
- Communicative Skills Textbook

Folder 5: Instructor Course Materials, 1984 & undated

- Syllabus
- Policies
- Graduation Ceremony Program

Folder 6: NCO Academy, 1979-1981 & undated

- Sample course materials from Langley AFB, VA
- Course materials – questionnaires, history
- Effective Writing Course Book



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Series 3: NCO Enlisted Open Mess

Folder 7: Long Range Improvement Plan NCO Open Mess CAFB, Illinois April 21, 1961

(Contents of book in original order)

Correspondence

Long Range Improvement Plan Booklet

Maps

Blueprints

Photographs

Copies of photographs with attached descriptions

Folder 8: Enlisted Open Mess Advisory Committee (1/3), Sept. 22, 1976-Jan. 21, 1981

Meeting Minutes

Agendas

Folder 9: Enlisted Open Mess Advisory Committee (2/3), Feb. 20, 1981 – June 2, 1982

Meeting Minutes

Agendas

Folder 10: Enlisted Open Mess Advisory Committee (3/3,) June 23, 1981 – June 21, 1984

Meeting Minutes

Agendas

Calendars

Series 4: NCO Dining Out Program

Folder 11: Administration, 1974-1980

Administrative papers

Event plans

Event scripts

Guest speaker information

Folder 12: Events, 1976-1978

Menus

Invitations

Folder 13: Correspondence, 1970-1981 & undated

Series 5: NCO Senior Induction

Folder 14: Induction Ceremony, 1981

Planning documents

Ceremony programs

Rosters

Folder 15: Inducted Senior NCOs, 1979

Clippings

Rosters

Personnel papers